

RDA CONSER Standard Record (CSR) Metadata Application Profile

June 15, 2016 revision

Introduction

The CONSER Standard Record (CSR) is a combination of RDA “Core,” RDA “Core if,” “PCC Core,” and “PCC Recommended” elements applicable to textual serials in various formats. Specific instructions have been included where appropriate for describing rare serials. Instructions in the RDA CSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC PSs) that are integrated into the RDA Toolkit. When describing online resources, catalogers should also consult the [PCC RDA Provider-Neutral guidelines](#). Modules of the CONSER Cataloging Manual (CCM) should be consulted for specialized formats such as Module 30 for direct access computer file serials, Module 31 for online serials, Module 32 for microform serials, Module 33 for newspapers, Module 34 for legal serials, and Module 35 for integrating resources.

When describing monographic resources, catalogers should consult the [PCC RDA BIBCO Standard Record](#).

The CSR follows [RDA 0.6.4](#) in its approach to the concept of core: “As a minimum, a resource description for a work, expression, manifestation, or item should include all the core elements that are applicable and readily ascertainable.” The “PCC Recommended” elements are *not* core; their inclusion is encouraged but discretionary. Additional instructions are included that reflect CONSER agreement on recording certain RDA core elements.

The CSR is a model for serial descriptive records using a single encoding level (Ldr/17=‘blank’) in a shared database environment. Catalogers satisfy CSR requirements when creating and/or modifying bibliographic records, and determine the level of fullness that best suits the resources in their collections and the needs of their users. The CSR establishes a baseline set of elements that emphasize access points over descriptive data. The standard seeks to ensure inclusion of the essential data elements necessary to meet user needs; it is a solid “floor” description of a resource that can be built upon in a shared environment. The standard also does not preclude the use of any data in a bibliographic description representing more extensive cataloging treatment.

Authority records must support controlled access points in an RDA CSR record (coded Ldr/17=‘blank’). The mapping to MARC 21 fields included in the CSR is intended to be a general guide. For specific instructions on recording data in the MARC 21 format, please refer to official [MARC 21](#) documentation, [OCLC Bibliographic Formats and Standards](#), and appropriate modules of the CCM. CSR elements not directly related to RDA (e.g., access points for subjects), or data treated in MARC 21 control/fixed fields, are included in a separate table at the end of this document.

Introduction

Timeframe for RDA CSR implementation

The RDA CSR was initially released for use by the PCC community for CONSER-coded records on March 31, 2014. As of January 1, 2015, all newly-created CONSER records must follow the RDA CSR. Instructions for working with copy are found in [CONSER Guidelines for Working with Existing Copy](#). Modification of *Resource Description & Access* is an ongoing process as is the modification of RDA-related policies developed within the PCC. Therefore the guidelines and requirements within the CSR itself will evolve. Any comments or suggestions for improving the CSR should be submitted to conser@loc.gov

Explanation of symbols in the “RDA Instructions & Elements” column of the CSR table:

- An asterisk (“*”) identifies a general instruction not limited to a particular bibliographic element.
- A “T” in parentheses identifies a transcribed element per RDA instruction or per CONSER agreement in that instruction.
- A plus sign (“+”) identifies additional elements, beyond the RDA “Core” and RDA “Core if” elements, selected to be “PCC Core” elements for the CONSER program.
- An “R” in parentheses identifies additional elements that, while not core in RDA or the CSR, the PCC recommends and encourages catalogers include when the element may be useful to support user tasks (find, identify, select, and obtain).
- The absence of a plus sign (“+”) and an (R) means RDA already defines the element as core.

Instructions for rare materials:

The rare materials provisions in the CSR are closely aligned with the provisions of [Descriptive Cataloging of Rare Materials \(Serials\) \(DCRM\(S\)\)](#) and may be used with any serial resources deemed rare by the cataloging agency. This includes resources that may require additional details of description to permit the ready identification of copies (e.g., as editions, impressions, or issues) and provide more exact descriptions of them as artifacts. Typically, early resources (e.g., resources produced before the advent of mechanized printing and papermaking processes in the early 19th century) are most likely to require these additional details, but the CSR rare materials provisions may be used if necessary with resources from any period.

As is the case with the general provisions of the CSR, the rare materials provisions represent a floor on which other elements can be built. They are not intended to reproduce or replace *DCRM(S)*, and elements in *DCRM(S)* not in the CSR can certainly be included in

Introduction

the record. The CSR rare materials provisions generally call for expanded treatment of elements within the CSR or deem certain RDA elements to be core that are not considered core for other types of materials. There is one case that calls for *different* treatment rather than simply expansion of the description. That is: 1.7.1 alternative 1, which invokes the option of using *DCRM(S)* as the designated published style manual in place of RDA 1.7.2-1.7.9 for transcribing. This was a case singled out by the rare community as an area where there was a valid rare materials reason for departing from the general guidelines.

It is intended that the rare materials provisions be usable with any format. However, one of the stipulations of applying the rare materials provisions is the recording of the “dcrms” code in 040 in addition to “rda” in order to label the record as following the CSR rare materials provisions.

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA Core & PCC Core Elements

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|---|-----------------------|--|---------------|
| Identifying Manifestations & Items | | | |
| General guidelines on transcription * | 1.7.1 | <p>Alternative (1st): Rare materials: Use <i>Descriptive Cataloging of Rare Materials (Serials)</i> as the "designated published style manual" in place of the instructions given under RDA 1.7.2-1.7.9 for transcribing punctuation, numerals, symbols, abbreviations, etc.</p> | Varies |
| Numbers expressed as numerals or as words * | 1.8.1 | <p>Alternative: Rare materials: Apply the alternative. Also apply the option in the following additional elements: numbering within series, numbering within subseries.</p> | Varies |
| Form of numerals * | 1.8.2 | <p>Alternative (1st): Apply the alternative, except when recording numerals found in these non-Latin scripts: Chinese, Japanese, Korean, Perso-Arabic, Cyrillic, Greek: Substitute Western-style arabic numerals when non-Latin script numerals appear on the resource. If important for identification, the cataloger may record a note showing the non-Latin script form of the numeral found on the resource. Hebrew script: Record dates using the Hebrew script as found on the resource.</p> <p>Rare materials: Apply the alternative.</p> <hr/> <p>Alternative (2nd): Apply the alternative if the cataloger considers it important for identification.</p> <p>Rare materials: Apply the alternative in the following elements when applicable: date of production, date of publication, date of distribution, date of manufacture.</p> | Varies |

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| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|-----------------------------------|-------------------------|--|---------------|
| Numbers expressed as words * | 1.8.3 | Rare materials: Generally record numbers in the form in which they appear on the source of information (see DCRM(S) 0G, 3A3). | Varies |
| Recording titles (T) + | 2.3.1.4 | Rare materials: Generally do not abridge titles. | Varies |
| Title proper (T) | 2.3.2 | | 245 |
| Title in more than one form (T) + | 2.3.2.5 | Record <u>initialisms/acronyms</u> of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information. Rare materials: <i>Transcribe</i> initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access. | 245, 246 |
| Parallel title proper (T) + | 2.3.3 | Record all in 246. Rare materials: Record all parallel titles appearing on the same source as the title proper in 245 and record also in 246 for access. | 245, 246 |
| Other title information (T) + | 2.3.4 | Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information. Rare materials: <i>Transcribe</i> other title information according to DCRM(S) 1D. | 245 |
| Variant title (T) (R) + | 2.3.6 | Record <u>initialisms/acronyms</u> of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information. PCC <i>recommends</i> additional variant titles that are deemed important to identification or access, according to cataloger judgment and/or local policy. PCC Core for rare materials: <i>Transcribe</i> initialisms/acronyms of the title | 245, 246 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|--|-----------------------|--|---------------|
| | | proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access. Record other variant titles that are required by DCRM(S) in field 246. See DCRM(S) 1B1.3, 1D2, 7B4.1.1, and Appendix F 1B1.3. | |
| Earlier title proper (T) + | 2.3.7 | 247 is used only for electronic serials reformatted to remove all evidence of earlier title and for integrating resources . | 246, 247 |
| Later title proper (T) + | 2.3.8 | Record minor title changes. | 246 |
| Statement of responsibility relating to title proper (T) | 2.4.2 | Usage of variant names appearing in a statement of responsibility on later issues may be recorded in 550 notes or in the 4XX field of authority records. Rare materials: Make a 550 note about changes in statement of responsibility. See DCRM(S) 1E15. | 245 |
| Designation of edition (T) | 2.5.2 | | 250 |
| Statement of responsibility relating to the edition (T) + | 2.5.4 | PCC Core for rare materials . | 250 |
| Numbering of serials | 2.6 | First or only sequence core if available for serials. Substitute a slash for a hyphen, as necessary, for clarity (2.6.1.4). | |
| Numeric and/or alphabetic designation of first issue or part of sequence (T) | 2.6.2 | Follow 2.6.2.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of first issue or part of sequence element (e.g., “Began ...”). Record or supply numeric and/or alphabetic designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not. Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.2.3 to make a note unless the first issue is not | 362 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|---|-----------------------|--|---------------|
| | | available (see DCRM(S) 3A1, 3B). | |
| Chronological designation of first issue or part of sequence (T) | 2.6.3 | <p>Follow 2.6.3.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of first issue or part of sequence element (e.g., "Began ...").</p> <p>Record or supply chronological designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not.</p> <p>Transcribe captions and months as found.</p> <p>If numbering is not present or known, give the beginning date of publication or the copyright date.</p> <p>If numbering includes both issue number and date, put parentheses around the date.</p> <p>Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer.</p> <p>Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.3.3 to make a note unless the first issue is not available (see DCRM(S) 3A1, 3C).</p> | 362 |
| Numeric and/or alphabetic designation of last issue or part of sequence (T) | 2.6.4 | <p>Follow 2.6.4.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of last issue or part of sequence element (e.g. "Ceased ...").</p> <p>Record or supply numeric/and or alphabetic designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not.</p> <p>Rare materials: Record the element as instructed. Do not apply the</p> | 362 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|---|-----------------------|---|---------------|
| | | alternative instruction in 2.6.4.3 to make a note unless the last issue is not available (see DCRM(S) 3A1, 3B). | |
| Chronological designation of last issue or part of sequence (T) | 2.6.5 | <p>Follow 2.6.5.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of last issue or part of sequence element (e.g., "Ceased ...").</p> <p>Record or supply chronological designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not.</p> <p>Transcribe captions and months as found.</p> <p>If numbering is not present or known, give the ending date of publication or the copyright date.</p> <p>If numbering includes both issue number and date, put parentheses around the date.</p> <p>Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.5.3 to make a note unless the last issue is not available (see DCRM(S) 3A1, 3C).</p> | 362 |
| Date of production | 2.7.6 | Record date of production for a resource in unpublished form. | 264 |
| Place of publication (T) | 2.8.2 | <p>If more than one place, only the first recorded is required.</p> <p>Record changes in place, if they are considered to be important for identification or access (2.8.1.5.2).</p> <p>If a place of publication is not named on the resource, supply a place of publication from any source whenever possible.</p> <p>Rare materials: Generally transcribe all places of publication (see</p> | 264 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|-----------------------------|-----------------------|---|---------------|
| | | DCRM(S) 4B6.1-2). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4B9). | |
| Publisher's name (T) | 2.8.4 | <p>If more than one publisher, only the first recorded is required.</p> <p>Also record changes in publisher name or of a different publisher appearing on later issues, if they are considered to be important for identification or access (2.8.1.5.2).</p> <p>If a publisher is not named on the resource supply a name according to the sources listed in RDA 2.2.4:</p> <ul style="list-style-type: none"> a) accompanying material (e.g., a leaflet, an "about" file) b) other published descriptions of the resource c) a container that is not issued as part of the resource itself (e.g., a box, case made by the owner) d) any other available source (e.g., a reference source). <p>Rare materials: Generally transcribe all publishers' names (see DCRM(S) 4C6.1-2). If a publisher's name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4C5).</p> | 264 |
| Date of publication | 2.8.6 | <p>Serials: Record the publication date(s) of first and/or last issue if the dates are known and the first and/or last issues are in hand.</p> <p>Integrating resources: If the date(s) of publication cannot be approximated, no date is recorded (2.8.6.5 applies to multipart monographs, serials, and integrating resources).</p> <p>Rare materials: <i>Transcribe</i> date(s) of the first and/or last issue (see DCRM(S) 4D1.2). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3).</p> | 264 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|-----------------------------|------------------------|---|---------------|
| Place of distribution (T) + | 2.9.2 | PCC Core for rare materials when present in the resource. Generally transcribe all places of distribution (see DCRM(S) 4B6.1-2). If a place of distribution is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4B9). If no place of distribution appears in the resource, supplying the place of distribution or recording “[Place of distribution not identified]” is not required. | 264 |
| Distributor’s name (T) + | 2.9.4 | PCC Core for rare materials when present in the resource. Generally transcribe all distributors’ names (see DCRM(S) 4C6.1-2). If a distributor’s name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4C5). If no distributor’s name appears in the resource, supplying the distributor’s name or recording “[distributor not identified]” is not required. | 264 |
| Date of distribution + | 2.9.6 | PCC Core for rare materials when present in the resource. <i>Transcribe</i> date(s) of distribution of the first and/or last issue (see DCRM(S) 4D1.2). If a date of distribution is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3). If no date of distribution appears in the resource, supplying the date of distribution or recording “[date of distribution not identified]” is not required. | 264 |
| Place of manufacture (T) + | 2.10.2 | PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all places of manufacture if appropriate (see DCRM(S) 4E). If a place of manufacture is known to be fictitious or incorrect, supply a correction in square brackets. If no place of manufacture appears in the resource, supplying the place of manufacture or recording “[Place of manufacture not identified]” is not required. | 264 |
| Manufacturer’s name (T) + | 2.10.4 | PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all manufacturers’ names if appropriate (see DCRM(S) 4F). If a manufacturer’s name is known to be fictitious or incorrect, supply a correction in square brackets. If no manufacturer’s name appears in the resource, supplying the manufacturer’s name or recording “[manufacturer not identified]” is not required. | 264 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|----------------------------------|-------------------------|---|-----------------------|
| Date of manufacture + | 2.10.6 | PCC Core for rare materials when present in the resource, if appropriate. <i>Transcribe</i> date(s) of manufacture of the first and/or last issue if appropriate (see DCRM(S) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. If no date(s) of manufacture appear in the resource, supplying date(s) of manufacture or recording “[date of manufacture not identified]” is not required. | 264 |
| Copyright date (R) | 2.11 | Rare materials: PCC <i>recommends</i> recording the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note. | 264 |
| Title proper of series (T) | 2.12.2 | | 490 |
| ISSN of series + | 2.12.8 | | 490 |
| Numbering within series (T) | 2.12.9 | Serials: Record the numbering within a series only if all issues or parts of the serial have the same series number. | 490 |
| Title proper of subseries (T) | 2.12.10 | | 490 |
| ISSN of subseries + | 2.12.16 | Record both ISSN of series and ISSN of subseries if both are present. | 490 |
| Numbering within subseries (T) | 2.12.17 | Serials: Record the numbering within a subseries only if all issues or parts of the serial have the same subseries number. | 490 |
| Mode of issuance + | 2.13 | | Ldr/07 |
| Frequency + | 2.14 | <u>Current</u> frequency (310) is a core element for CONSER, if known. <u>Former</u> frequency (321) is not required on <u>original</u> records. U.S. ISSN center staff required to code both 310 and 008/18-19. Rare materials: Record former frequency, if known (see DCRM(S) 7B1.2). | 008/18-19, 310/321 |
| Identifier for the manifestation | 2.15 | 022: U.S. ISSN center staff codes for ISSN assignments, other CONSER | 022, 030 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|--|-------------------------|--|---------------|
| | | <p>members transcribe from issues in hand or transcribe from the ISSN Portal.</p> <p>030: Optionally provide.</p> | |
| Note on title + | 2.17.2 | <p>Always make a note giving the source of title, even if it is the title page. Combine the note with a "Description based on" note (see 2.17.13). Encode the two notes in a single 588 field.</p> <p>Optional omission: Do not omit the note per LC-PCC PS for 2.17.2.3.</p> | 588 |
| Note on issue, part, or iteration used as the basis for identification of the resource + | 2.17.13 | <p>Always provide a "Description based on" note even if first issue is in hand. Wording in RDA: "Identification of the resource based on: ... " is only an example. CONSER will continue to use "Description based on" wording.</p> <p>Always provide a "Latest issue consulted:" note even if last issue is in hand.</p> <p>Rare materials: <i>Transcribe</i> the numbering for the issue, part, or iteration used as the basis for identification in the same order as in the numbering area, and with the appropriate prescribed punctuation (see DCRM(S) 7B21.1, 7B21.2).</p> | 588 |
| Describing Carriers | | | |
| Media type + | 3.2 | | 337 |
| Carrier type | 3.3 | Always record in 338. For some resource types, 007 field(s) will also be required, including the Specific Material Designation (007/01) for resources other than textual serials. | 338 |
| Extent | 3.4 | <p>Both the number of units and the term indicating the type of unit are required for a completed or "dead" resource (in any format) for which the total extent is known.</p> <p>Only the term indicating the type of unit is required for a currently-</p> | 300 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|---|------------------------|---|--------------------|
| | | published tangible non-print resource (e.g., computer discs), for a currently-published integrating resource, or for a completed or "dead" resource (in any format) for which the total extent is not known. Extent is not required in all other cases. | |
| Dimensions + | 3.5 | Required only for resources other than print serials. Rare materials: Required for serials in all formats. | 300 |
| Note on changes in carrier characteristics + | 3.21.4 | Give if carrier characteristics vary and new description isn't made. | 500 |
| Uniform Resource Locator + | 4.6 | Do not record URLs that are restricted for use at a specific institution (e.g., proxy URLs) in a master utility record unless it is the only URL available. | 856 |
| Identifying Works & Expressions | | The authorized access point for principal creator (if any) is required for use in conjunction with the work and expression attributes listed in this section (see also RDA 19.2 below). If a formal authorized access point for a work or expression is also included in the CSR, its form should be established following NACO policies. | |
| Preferred title for the work | 6.2.2 | Record as part of an authorized access point if the preferred title for the work differs from the title proper (245 \$a \$n \$p) or if additional differentiating elements are needed. | 130, 240, 7XX |
| Form of work | 6.3 | Record if needed to differentiate. | 130, 240, 380, 7XX |
| Date of work | 6.4 | Record if needed to differentiate. | 130, 240, 7XX |
| Place of origin of the work | 6.5 | Record if needed to differentiate. | 130, 240, 7XX |
| Other distinguishing characteristic of the work | 6.6 | Record if needed to differentiate. | 130, 240, 7XX |
| Content type | 6.9 | Always record in Ldr/06 and 336. Also record as part of an authorized | Ldr/06; 130, |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|---|------------------------|--|--|
| | | access point if needed to differentiate. | 240, 336, 7XX |
| Date of expression | 6.10 | Record if needed to differentiate. | 130, 240, 7XX |
| Language of expression | 6.11 | Always record in 008/35-37. Record in 041/546 as needed. Record in authorized access point if needed to differentiate. | 008/35-37; 041, 546; 130, 240, 7XX |
| Language of the content + | 7.12 | Always record language of primary content in 008/35-37. Also record languages of other content in 041/546 if it will assist identification and selection. | 008/35-37; 041, 546 |
| Script + | 7.13.2 | PCC Core for resources in some languages (see examples at LC-PCC PS 7.13.2.3). | 546 |
| Persons, Families, and Corporate Bodies Associated with a Work | | | |
| Relationship Designator | 18.5 | Follow PCC Training Manual for Applying Relationship Designators in Bibliographic Records – 1XX/7XX \$e \$i or \$j as appropriate | 1XX, 7XX |
| Creator | 19.2 | <p>If there is more than one, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required. If principal responsibility is not indicated, only the first-named creator is required.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger’s judgment.</p> | 1XX 7XX |
| Other person, family, or corporate body associated with a work | 19.3 | <p>Include if the authorized access point representing that person, family, or corporate body is used to construct the authorized access point representing the work.</p> <p>After satisfying the RDA core requirement, catalogers may provide additional authorized access points according to cataloger’s judgment.</p> | 1XX 7XX |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|--|----------------------|--|---------------|
| Persons, Families, and Corporate Bodies Associated with an Expression | | | |
| Contributor (R) | 20.2 | PCC <i>recommends</i> cataloger's judgment for providing authorized access points for contributors. | 7XX |
| Related Works | | | |
| Related work (R) | 25.1 | <p>Prefer 7XX \$i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required).</p> <p>When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).</p> <p>Rare materials: Citation notes and references to published descriptions are encouraged. Record in the form prescribed by Standard Citation Forms for Rare Materials Cataloging.</p> | 5XX, 7XX |
| Related Expressions | | | |
| Related expression + | 26.1 | <p>Prefer 7XX \$i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required).</p> <p>When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).</p> | 5XX, 7XX |
| Related Manifestations | | | |
| Related manifestation + | 27.1 | Make for format versions and reproductions. Use 776 for different formats, 775 if the related manifestation is in the same format. Give reciprocal relationships, when easily ascertainable (or if it is the policy of the cataloging institution). | 5XX, 76X-787 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| RDA INSTRUCTIONS & ELEMENTS | RDA NO. | NOTES | MARC ENCODING |
|--|----------------------|---|----------------------|
| Related Items | | | |
| Related item (R) | 28.1 | Make for reproductions, bound withs, and for special relationships for rare materials if warranted. | 5XX, 76X-787 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

Required Non-RDA and MARC Data

The following table outlines data required by the CSR, if applicable to the resource being described, that either does not map directly to RDA (e.g., classification and subject access), or are coded data that form part of the [MARC 21 Bibliographic Format](#). Use as many 006 or 007 fields as are appropriate for the resource.

| ELEMENT | NOTES | MARC ENCODING |
|---|-------------------|---------------|
| Leader | | |
| Type of record | Use “a” | Ldr/06 |
| Bibliographic level | Use “s” | Ldr/07 |
| Encoding level | Use “blank” value | Ldr/17 |
| Descriptive cataloging form | Use “i” | Ldr/18 |
| Variable Control Fields – Physical Description Fixed Field | | |
| Category of material | | 007/00 |
| Specific material designation | | 007/01 |
| Variable Control Fields – Fixed-Length Data Elements | | |
| Type of date/publication status | | 008/06 |
| Date 1 | | 008/07-10 |
| Date 2 | | 008/11-14 |
| Place of publication, production, or execution | | 008/15-17 |
| Form of item | | 008/23 |
| Language | | 008/35-37 |

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

| ELEMENT | NOTES | MARC ENCODING |
|--|---|---------------|
| Modified record | | 008/38 |
| Cataloging source | Use "c" or "blank" | 008/39 |
| Variable Fields | | |
| Cataloging source: Language of cataloging | Always specify that the language of cataloging is English. Use "eng" | 040\$b |
| Cataloging source: Description conventions | <p>Use "rda". Always place \$e rda directly after the language of cataloging (\$b).</p> <p>Rare materials: Use "rda" and "dcrms". Always place \$e rda and \$e dc rms directly after the language of cataloging (\$b).</p> | 040\$e |
| Language code | PCC Core for all resources if necessary to record more language codes than 008/35-38 allows. See also CSR instructions under RDA 7.12 . | 041 |
| Authentication code | Use "pcc" or "msc" | 042 |
| Subject and genre/form access | <p>Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system.</p> <p>Rare materials: Adding genre/form terms from one of the Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies is strongly recommended. Assign terms from other thesauri as appropriate.</p> | 6XX |