

Report of the PCC Task Group on Hybrid Bibliographic Records

Submitted September 1, 2011, revised for posting September 15, 2011.

Background

The PCC Task Group on Hybrid Bibliographic Records arose from a session held at the joint CONSER/BIBCO Operations Committee's annual meeting May 5, 2011. At that meeting, Shana McDanold introduced the question of how to address enhancement and maintenance of bibliographic records during a time of changing codes. The concerns that she raised led the Policy Committee to initiate a Task Group consisting of: Shana McDanold (chair), Les Hawkins, Dave Reser, Sara Levinson, Cynthia Whitacre, Lynne Branche Brown, Steven Riel, and Valerie Bross. The PCC Policy Committee charged the Task Group to:

“Investigate the use of hybrid records, particularly in regard to these issues:

- In performing maintenance on an existing record, e.g. updating the descriptive information for a serial or multi-part item, should/can a record created under one code be changed to a different code? In what situations?
- How much is it desirable/permissible to change existing bibliographic records for other reasons, in areas other than headings, e.g. to add fields 336-338?
- What types of changes or amount of changes made to a bibliographic record should trigger a change of Leader/18 (Descriptive cataloging form), e.g. from “a” for AACR2 to a code appropriate for RDA?

Make recommendations for best practices, providing the reasons behind them, and, if possible, articulating general principles for applying the practices”

The Committee further charged, “A goal in this work is to find non-energy-intensive means of implementing a new set of rules, while gaining a maximum of the benefits from RDA.”

In submitting this document, the Task Group responds to the Policy Committee's charges with a report organized as follows:

- [General Introduction](#), including background, general editing tips, editing recommendations, and recommendations for additional study.
- [Guide 1: Enhancing & Editing RDA Monograph Records](#).
- [Guide 2: Enhancing & Editing non-RDA Monograph Records](#).
- [Guide 3: Enhancing & Editing RDA Serial Records](#).
- [Guide 4: Enhancing & Editing non-RDA Serial Records](#).
- [Guide 5: Enhancing & Editing RDA Integrating Resource Records](#).
- [Guide 6: Enhancing & Editing non-RDA Integrating Resource Records](#).

General Introduction

This report contains general guidelines for working with RDA and AACR2 records during the transition period from AACR2 to RDA. These guidelines are not meant as long-term solutions; rather they are intended only for the time period between now and formal implementation of RDA.

These guidelines are related to edits made to the PCC-level records shared by all (i.e., working on shared records in a utility), and when authenticating copy. Furthermore, instructions for editing RDA records are for existing MARC 21 composite records (a composite record can be defined as a record comprised of combined WEMI elements). Edits made to local versions of records are local decisions and not subject to these guidelines.

The included guides provide instructions for editing monographic and continuing resources. They are intended as tools for individual catalogers describing textual resources. They are truly meant to be general, and do not address specific formats. The Task Group hopes that individual constituent groups and/or utilities will make their own decisions regarding non-textual formats or special subject resources and provide additional documentation.

During this time period, editing with either RDA or AACR2 is permissible. These guidelines address specific questions about what is or is not allowed to be changed in an existing record. The guidelines are focused around this overarching principle: editing of records created under either standard may be accomplished following guidelines for specific fields and in some cases by adding new MARC 21 fields (i.e., 336, 337, 338, and relationship designators) as long as the bibliographic integrity/identity is not affected. This allows catalogers to make use of existing non-RDA or RDA copy and minimizes instances where additional help is needed. Adding a limited set of new MARC 21 fields to non-RDA records allows us to reap the benefits of additional fields and access points but does not impact the bibliographic identity of the record.

The guides provide instructions for editing records created according to RDA and non-RDA codes. The tables in the guides identify fields that may be updated without special instructions because the fields and content are not related to differences between AACR2 and RDA. The tables also point out fields where special attention must be given to either AACR2 or RDA content standards in editing the record.

Additional advice is given on converting a record from one code to another. While the decision to convert a record to RDA may be a local one, certain considerations must be made when an institution participates in a shared cataloging environment such as the Program for Cooperative Cataloging. The impact on any bibliographic utility or other cooperative may affect the decision as well. Different utilities support different models for allowable record duplication; participants will need to respond accordingly. Furthermore, utilities may make broader decisions about member records not from PCC participants, whereas the guidelines here apply to records edited within the PCC framework. ***Please keep abreast of the policies of your utility, consortia, etc., during this interim period—policies may change as implementation strategies become clear.***

Guidelines applicable to all the guides

- Do *not* remove valid AACR2 elements or valid RDA elements when enhancing records (rather than re-describing). Do not recode 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.

Editing Recommendations

- If editing non-PCC records, or if editing an authenticated record, follow general guidelines for editing AACR2 records or RDA records.
- Per the PCC FAQ on RDA (<http://www.loc.gov/catdir/pcc/PCC-RDA-FAQ.html>), the PCC recommends that AACR2 PCC records generally not be re-cataloged to RDA
- While the PCC does not recommend the re-description, if you cannot do what you need to do unless you re-describe, you ought to re-describe.
 - Re-description is the conversion of non-RDA records to RDA. If a decision is made to convert, the re-description should be a complete process, where all appropriate elements are evaluated in light of RDA, and where the resource (or surrogate) is in hand. In these cases, the record should be labeled as RDA in both the Leader/18 (DESC) and 040 \$e to make clear the integrity of the record.
- Minimal-level or less-than-minimal level unauthenticated RDA member copy may be re-described and authenticated as AACR2 PCC records during the interim period. Whether or not to re-describe as part of routine workflow is subject to institutional policy.
- All PCC libraries have the option to re-describe a non-RDA bibliographic record following RDA when first authenticating a record with 042 = pcc. Whether or not to re-describe as part of routine workflow is subject to institutional policy; however, there are some cases where re-description may be necessary or advisable.
- The Task Group recognizes that as catalogers gain more experience in editing PCC records in a hybrid environment, cases warranting re-description to RDA will emerge. These documents should be seen as a starting point for the conversations within PCC that will lead to ongoing developments of policies and practices.
- Authority records: Consideration of authority records was beyond the scope of this Task Group.

Additional recommendations:

1. These guidelines are intended for individuals editing records. It is recommended that all batch/machine editing be postponed until after formal implementation.
2. The Task Group on Hybrid Bibliographic Records recommends that catalogers with institutional approval be allowed to add:
 - MARC 21 fields 336, 337, and 338 to AACR2 records without removing any existing GMDs.
 - Relationship designators to fields in AACR2 records.
3. The Task Group recommends the formation of a separate task group to focus on guidelines for the post-implementation period, including addressing machine/batch editing in the post-implementation period.
4. The Task Group recommends a separate task group to address integrating resources more fully due to the unique nature of integrating resources and the effects of maintenance on record integrity.
5. Finally, the Task Group recommends making this report available to the general membership of the PCC for a short comment period. The purpose of gathering comments is to be sure that wording and intent are clear in the editing recommendations and guidelines listed in the tables. The Task Group is willing to make adjustments to the report in the period before the November PCC Policy Committee meeting.

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.

Guide 1: Enhancing & Editing RDA Monograph Records

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

Guide 1: Enhancing & Editing RDA Monograph Records

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)

Guide 1: Enhancing & Editing RDA Monograph Records

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.

Guide 1: Enhancing & Editing RDA Monograph Records

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>

Guide 1: Enhancing & Editing RDA Monograph Records

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.

Guide 2: Enhancing & Editing non-RDA Monograph Records

Enhancing & Editing non-RDA Monograph Records

Scope: This document has been written for catalogers not familiar with non-RDA cataloging codes who are updating PCC-level non-RDA records for monographic resources. 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.

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

The first table below identifies selected enhancements that can easily be made.

The second table is intended for those not trained in AACR2 who should be aware of differences between AACR2 and RDA so that you can be careful not to “undo” AACR2 practices to conform to RDA. 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 are advised to 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 recode 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.

Guide 2: Enhancing & Editing non-RDA Monograph Records

Table 1: Acceptable enhancements to AACR2 records

MARC	Element	Action
006/008	Fixed length data elements	Add or modify values as necessary, including enhanced coding for literary works, references, indexes, etc.
007	Physical description fixed field	Add or modify as needed.
0XX	Various numbers and codes	Enhance the records as desired with numbers/identifiers, coordinates, classification numbers, geographic area codes, languages codes, etc.
1XX	Main entry/creator	Correct typos as necessary to synchronize with authority file forms
245	Title proper, etc.	Correct typos, indicators, MARC content designation, etc. However, see Table 2 regarding inaccuracies on the item itself. Accept uppercase/lowercase found in the record. May add statements of responsibility not already transcribed.
246	Variant titles	Add to enhance access, as desired
300	Physical description/extent	For single-part monographs, correct mis-recorded data (e.g., incorrect page numbers) or other enhancements (e.g., illustrations) using AACR2 abbreviations For multi-part monographs, update data when describing additional parts
336/337/338	Content, media, & carrier types	These may be added to enhance access. Do NOT remove 245 \$h (GMD) field.
5XX	General notes	Feel free to provide useful notes.
504	Bibliographical references	Feel free to enhance the record with bibliographical reference and index information. Use AACR2 prescribed abbreviations when needed (p. for pages)
505	Contents notes	Add if desired, following AACR2 practice to transcribe what is on the piece
520	Summary, etc.	Feel free to add
6XX	Subject access points	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)

Guide 2: Enhancing & Editing non-RDA Monograph Records

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.
General	Relationship designators	Feel free to add approved RDA relationship designators to any access points if desired.

If the record you are working on is minimal, either a minimal PCC record, or minimal non-BIBCO copy which the cataloger is transforming into a BIBCO record, and almost all of the information is lacking and needs to be added from scratch to create access to the work, you may re-code the record as an RDA record if you are trained to do so.

If that is NOT the case, and the record is to remain an AACR2 record:

Table 2: Things to avoid changing in AACR2 records

MARC	Element	Action
040 \$e	Description conventions	Do not add 'rda'
100/110/111	Main entry/creator	Do not change the choice of entry. For example: <ul style="list-style-type: none"> In AACR2, some works of collaboration do not have a 1xx as they do in RDA Compilations by different creators will have a 100/110/111, where they will not in RDA.
100 Indicator 1=3	Main entry/family name	Do not add a family name as creator; the concept is 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 than AACR2 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 translations are treated in the same \$I)
240	Uniform title/Preferred title	Generally do not add or delete. For example, RDA has different requirements than AACR2 for: <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

Guide 2: Enhancing & Editing non-RDA Monograph Records

MARC	Element	Action
		<ul style="list-style-type: none"> identifying more than one expression of the same work (e.g., original version and one or more translations are treated in the same \$I)
245	Title proper, etc.	<p>Generally do not alter. For example, RDA has different conventions than AACR2 for:</p> <ul style="list-style-type: none"> indicating an incorrect title proper (e.g., “[sic]” and “[i.e.]” are used to correct a title proper in AACR2) capitalization practices parallel titles may only be added if found on the same source as the title proper in AACR2 supplied title proper for resources without a collective title using “et al.” instead of “and x others” is correct for AACR2 <p>In general, leave the field as is and do not alter these things.</p> <p>Do not remove a general material designation (GMD).</p> <p>Under AACR2, statement(s) of responsibility may not name more than 3 entities of the same type [3 editors, 3 authors, 3 illustrators, 3 translators, etc.] and may only be transcribed from certain sources. “Et al.” is used if truncating a statement of responsibility. This may be left as is. However, if you decide to delete the “et al.” and transcribe additional entities beyond the rule of 3, continue to transcribe according to AACR2 practice in terms of source and do not transcribe affiliations.</p> <p>For multi-part monographs, you may change the title proper, other title information, and statement of responsibility to those of first or earlier part if the description was originally based on a later part. Follow AACR2 conventions.</p>
246	Variant title	Generally do not remove.
250	Edition statement	Do not spell out words or transcribe numerals that have prescribed abbreviations.
260	Publication, etc.	<p>AACR2 follows conventions that RDA does not. Retain these conventions. RDA emphasizes a ‘transcribe what you see’ approach for publication, distribution, manufacture, and production statements, but that is not always the case in AACR2. For example:</p> <ul style="list-style-type: none"> do not add places that are not required in AACR2

Guide 2: Enhancing & Editing non-RDA Monograph Records

MARC	Element	Action
		<p>(the ‘home country’ rule is applied, i.e., transcribe the first place of publication listed and, if it is not in the home country of the cataloging agency, transcribe the first place of publication that is)</p> <ul style="list-style-type: none"> do not remove larger jurisdictions not on the source of information, or ‘corrections’ to the place do not remove abbreviations to places or publisher names found on the source of information do not replace a supplied date of publication. Some dates are used interchangeably in AACR2 and are different elements in RDA. Do not remove the abbreviations “S.l.” or “s.n.” in the publication field. These are prescribed Latin abbreviations in AACR2. <p>For multi-part monographs, you may transcribe different places/publishers found on subsequently cataloged parts in additional 260 fields, using AACR2 conventions.</p>
300	Physical description/Extent	<p>Generally accept the style of the extent statement. For example:</p> <ul style="list-style-type: none"> do not spell out abbreviations do not remove brackets to indicate unnumbered do not add characteristics such as file type or encoding format not covered by AACR2
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 title. Follow AACR2 conventions for recording titles.</p>
7XX	Added entry (access points)	<p>Generally do not remove existing added entries. You may optionally add entries that add an important access point.</p>
7XX	Analytical added entries (access points)	<p>Generally do not remove existing analytical added entries, particularly for compilations (treated differently in RDA and AACR2), multiple expressions, or related works/expressions.</p>
General	Relationship designators	<p>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</p>

Guide 2: Enhancing & Editing non-RDA Monograph Records

MARC	Element	Action
		(e.g., sequel to, revision of, musical arrangement of)
General	Non-Latin scripts	Do not remove parallel fields in non-Latin scripts.

Guide 3: Enhancing & Editing RDA Serial Records

Enhancing & Editing RDA Serial Records

Scope: This document was written for catalogers not yet familiar with RDA who are updating PCC-level RDA records for serial 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 when enhancing records (rather than re-describing). Do not recode 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 who have been trained on RDA, email LChelp4rda@loc.gov, etc.

Guide 3: Enhancing & Editing RDA Serial Records

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	Modify as needed
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. 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 or other enhancements—use the style of RDA (generally do not abbreviate). Record final number of parts (for print, bibliographic volumes) if closing off and information can be ascertained. Record changes to dimension.
310/321	Frequency/Former	Add or modify as needed.

Guide 3: Enhancing & Editing RDA Serial Records

MARC	Element	Action
	frequency notes	CONSER decision: maintain CSR practice and prefer to keep former frequencies rather than replace all with a 321 “frequency varies” note
362 1	Dates of publication and/or sequential description (unformatted notes)	Add or modify as needed.
5XX	General notes	Feel free to provide useful notes (e.g., numbering peculiarities, cumulative indexes)
520	Summary, etc.	Such notes are generally not given for print serials. Feel free to provide summary notes for other formats when considered useful.
588	Source of description notes	Can add or change as needed (follow source in using abbreviations/full forms). However, see instructions in Table 2 below for 245, 250, and 260 when backing up description to earlier issue. CONSER decision: always add DBO note (even if same as first issue described in 362 note) Can combine DBO note with source of title note. Can add or change “Latest issue consulted” notes
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).
7XX	Linking fields	Add or modify as needed
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

Guide 3: Enhancing & Editing RDA Serial Records

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.
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 more than one expression of the same work (e.g., original version and one or more translation are not treated in the same \$I)
240	Uniform title/Preferred title	Generally do not add or delete. For example, RDA has different requirements for: <ul style="list-style-type: none"> 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.	Generally do not alter. For example, RDA has different conventions for: <ul style="list-style-type: none"> accept capitalization practices found in the record 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 When necessary, change title proper and statement of responsibility to match these elements on the sources of information on the issue with lowest number or earliest date available (i.e., when "backing up" description) (consult with local RDA-trained person, RDA CONSER mentor, or lchelp4rda@loc.gov when necessary).
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. <ul style="list-style-type: none"> When necessary, change edition statement

Guide 3: Enhancing & Editing RDA Serial Records

MARC	Element	Action
		<p>to match this element on the source of information on the issue with lowest number or earliest date available (i.e., when “backing up” description) (consult with local RDA-trained person, RDA CONSER mentor, lhhelp4rda@loc.gov when necessary). If deemed necessary, record edition found on later issue(s) in note.</p>
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. • Record changes to Publisher, etc., elements in additional 260 fields as necessary (i.e., when “backing up” to earlier issue or when these elements change on later issues—use the style of RDA (generally ‘take what you see’) rather than modifying as AACR2 prescribes (consult with local RDA-trained person, RDA CONSER mentor, or lhhelp4rda@loc.gov when necessary).
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 (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

Guide 3: Enhancing & Editing RDA Serial Records

MARC	Element	Action
336/337/338	Content, media, carrier types	Do not remove
490	Series statement	Add subsequent series statements if necessary, preceding the statements with indications of the particular parts or issues applicable to each series title. RDA has different conventions for recording titles in general, so consult with local RDA-trained person, RDA CONSER mentor, or lhhelp4rda@loc.gov when necessary.
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 for 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., issuing body). Do not remove relationship designators that categorizes types of related entities (e.g., supplement to).
General	Non-Latin scripts	Do not remove parallel fields in non-Latin scripts.
General	Enhancing ISSN pre-publication record	<ul style="list-style-type: none"> 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 local RDA-trained person, RDA CONSER mentor, or lhhelp4rda@loc.gov when necessary. Recorded elements should follow RDA style.

Guide 4: Enhancing & Editing non-RDA Serial Records

Enhancing & Editing non-RDA Serial Records

Scope: This document has been written for catalogers not familiar with non-RDA cataloging codes who are updating PCC-level non-RDA records for serial resources. 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.

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 recode 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.

Situation	Action
Authenticating member copy	Depending on institutional policy and the usability of the member copy, may authenticate using AACR2/CSR guidelines. Or, may re-describe using RDA/CSR guidelines and either piece in hand or surrogate (for text, may be electronic surrogate). Where possible, include data from existing record that is not known to be inaccurate. In some cases, data may be inaccurate or inappropriate and may need to be omitted. For example, the data might apply to a different work or expression or the data might be inappropriate in a shared database (e.g., some institution-specific 856 data).
Enhancing an ISSN pre-publication record (ELvl 7 or 8)	Depending on institutional policy, may authenticate using AACR2/CSR guidelines. Or, may re-describe using RDA/CSR guidelines and either piece in hand or surrogate (for text publications, may be electronic surrogate)
Backing up an existing CONSER record based on	Depending on institutional policy, may back up record using AACR2/CSR guidelines.

Guide 4: Enhancing & Editing non-RDA Serial Records

Situation	Action
earliest issue	Or, may re-describe using RDA/CSR instructions and either piece in hand or surrogate (for text publications, may be electronic surrogate)
Reconciling Serial with RDA Series Authority Authorized Heading	Re-describe using RDA/CSR instructions and either piece in hand or surrogate (for text, may be electronic surrogate) If not familiar with RDA, work with RDA-trained CONSER resource people.
<i>Maintaining CONSER records over time:</i>	
<p>A. Record enhancement: scope: Not need to update the "Latest issue consulted"</p> <ol style="list-style-type: none"> 1. Correction of cataloger-created errors (such as "Untied States") 2. Identifiers (ISSN) 3. Non-Latin script 4. Coded data: 037, 041, 043 5. 336-338 for part used as basis for identification 6. Cumulative indexes 7. Subject access: thesauri (MeSH headings), classification 8. Online access: 856 9. Adding relationship to existing record while cataloging a different serial 10. Publication patterns (optional) 11. Database cleanup: <ol style="list-style-type: none"> 11a. Identifying & reporting duplicates 11b. Reporting problems to LC or to CONSER partners 	None of these changes would warrant re-description to RDA. If a cataloger chooses to re-describe to RDA/CSR due to institutional policy, that is allowable.
<p>B. Changes over time: scope: Requires update of "Latest issue consulted"</p>	AACR2: None of these changes would necessarily warrant re-description to RDA. These changes may be accommodated on existing record by entering data using CSR guidelines.

Guide 4: Enhancing & Editing non-RDA Serial Records

Situation	Action
<ol style="list-style-type: none"> 1. Title variations 2. Publication statement 3. Frequency 4. Numbering 5. Cumulative indexes & supplements not described separately 6. 336-338 changes 7. Other non-heading data, both controlled & non-controlled (e.g., additional languages): “notes” 8. Issuing bodies 9. Series added to/removed from serial 10. Supplements & accompanying resources 11. Related serials (links) 12. Closing out or re-opening a CONSER record (cessations & major changes) 	<p>In addition, cataloger may choose to add 336-338 fields (without removing existing 245 \$h).</p> <p><i>AACRI, 1949 & 1908 SL/0 records:</i></p> <p>(1) Enter data using rules in place at the time; OR (2) Enter data using CSR guidelines. Add 588 fields to indicate hybrid record.</p> <p>OR</p> <p>(3) Re-describe serial using RDA/CSR guidelines.</p> <p><i>Tiping point:</i> Re-describe using RDA/CSR if the resulting description is uninterpretable, if the serial cannot otherwise be distinguished from another serial, or if earlier code would require a new manifestation record and the current code would not.</p>

Guide 4: Enhancing & Editing non-RDA Serial Records

Working with Copy

General: CONSER members have traditionally edited copy:

1. To correct cataloger-created errors.
2. To enhance by addition (to reflect changes in the publication; to add access points; to add/clarify relationships).
3. To reflect changes to policies and practices used within CONSER.
4. To reconcile records (e.g., series authority/serial bib records).

During the interim period (before Jan. 2013), these activities may continue to be performed both by AACR2/CSR catalogers and by RDA/CSR catalogers. Assumptions:

- The CSR guidelines define a range of variation in style and fullness that may be accommodated while allowing PCC members to cooperatively maintain records in a shared environment.
- CONSER members will continue to identify problems and work them out consultatively through CONSRLST (or, for those under review, with the assigned reviewer).

After the interim period, possible guiding principles for working with copy might include a desire to:

1. Maximize RDA copy for economic maintenance/efficient training in future.
2. Focus on accurate data (rather than non-RDA cataloging codes).
3. Focus on maintaining reciprocal relationships.
4. Minimize knowledge of non-RDA codes required from RDA-trained catalogers. Focus on knowledgeable application of CSR/RDA guidelines.
5. Encourage consistent entry where it serves to facilitate FISO tasks (find-identify-select-obtain) or machine manipulation; or where it is mandated by local policy.
6. Clearly identify those few fields where existing data should be enhanced to current practice to achieve specific benefits (e.g., better retrieval). Otherwise, encourage catalogers to accept existing copy. Examples of areas to edit:
 - a. 260 \$b The Museum
[to copy full form from statement of responsibility in order to enhance searching]
 - b. 336-338 fields: Add based on primary component

Specific comments regarding types of non-RDA records

1. Statistical summary: As of Dec. 31, 2010, the CONSER database included 1,222,198 records. Within this set:

- a. Records by Descriptive Cataloging Form (Leader/18):

blank (=pre-AACR2)	a (=AACR2)	i (=mainly RDA)	u (=unknown)
153,311	1,067,601	1, 285	1

Guide 4: Enhancing & Editing non-RDA Serial Records

b. Pre-AACR2 Records (Leader/18=blank) by Publication Status (008/06):

c (=currently published)	d (=dead)	u (=unknown)
60,863	61,732	30,716

c. Records by Entry Convention (008/34):

0 (=Successive entry)	1 (=Latest entry)	2 (=Integrating entry)	blank or (=unknown)
1,215,015	3,287	2,110	4

d. Latest-entry Records (008/34=1) by Publication Status (008/07)

c (=currently published)	d (=dead)	u (=unknown)
780	1,492	1,015

2. AACR2 and AACR2/CSR authenticated records: In general, these records may be maintained either using AACR2/CSR or RDA/CSR guidelines. With 1,067,601 records to manage, CONSER participants will probably be maintaining these records for many years to come.
3. Pre-AACR2 successive entry records: Quite apart from the issue of RDA, for some time, CONSER has been grappling with the question of whether to revise the instructions for editing these records. Lucy Barron first introduced the topic (and suggested a hybrid strategy); since then, other CONSER members have re-raised the topic from time to time. With many experienced CONSER catalogers retiring and with clear signs that remaining members are reluctant to edit AACR1 records, CONSER should consider testing a hybrid approach during this interim period. The 60,863 currently-published serials in this category will certainly require descriptive maintenance.

Two examples below (see under “Maintenance,” 3a and 3b) illustrate one possible approach. If this is not adequate, another hybrid-record approach to AACR1 records should be found which could receive the support of the CONSER membership.

4. Pre-AACR2 latest-entry records: Latest-entry records have not been addressed in the table above. However, the CONSER database does include some latest-entry records. Should a hybrid-record strategy be introduced for pre-AACR2 latest entry records? If any of these records partially overlap successive-entry records, will they create confusion in an FRBR environment? If this issue is considered significant, CONSER may prefer to create a task

Guide 4: Enhancing & Editing non-RDA Serial Records

group to consider the future of CONSER pre-AACR2 latest-entry records. Because the set of latest entry records coded as currently-published is small (780 records), both automated and project-based solutions could be envisioned.

7/28/2011vb; 7/29/2011rev thanks to Steven Riel; 8/2/2011 suggestions from John Riemer; 8/25/2011 statistics from Dave Reser; rev. 8/29/2011

EXAMPLES

All examples are in the folder: <https://ccle.ucla.edu/mod/resource/view.php?id=314372>

1. Authentication

- a. AACR2 Print: Time out Tel Aviv (OCLC#243550503):
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Time_out_Tel_Aviv.authentication
- b. AACR2 CD-ROM: Middle East contemporary survey. Iraq (OCLC#26930809):
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Middle_East_contemporary_CD-ROM.authentication

2. Enhancement of ELvl 8

- a. AACR2 Online: Boom (OCLC#549522393):
<https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Boom.Elvl8>

3. Maintenance:

- a. AACR1 Print: Cessation: Opera journal (OCLC#1761319)
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Opera_journal.AACR1
- b. AACR1 Print: ISSN data & Publisher: Natural resources forum (OCLC#3149330)
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Natural_resources_forum.AACR1

Hybrid strategy used:

1. Add 588 *Description based on:* to identify the issue used to create the description.
 - If the record has a 936 field, use the last subfield \$a from the 936 field to create the "Description based on" note. Delete the 936 field from the record.
 - If the record lack a 936 field but has a formatted 362 field, enter the "Description based on" note based on data in the 362 field.
 - If the record lacks either a 936 field or a formatted 362 field, add a 588 *Description based on: Unknown.* (Or: omit the 588 note.)
2. Add 588 -- \$a *Latest issue consulted:* [Issue sent to cataloger.]
Comment: In effect, this creates an AACR2-like framework for editing the record (with the description based the issue recorded in the DBO) while building on the existing data in the record. One benefit would be that we would no longer be faced with editing the 245 for minor changes. Another, that we would no longer lose data when the publisher changes.

Guide 4: Enhancing & Editing non-RDA Serial Records

- c. AACR2: Print: ISSN data, Frequency, Publisher: Information systems journal (OCLC#2985865)
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Information_systems_journal.Freq
- d. AACR2: Online: ISSN & Multiple publishers: Composite structures (OCLC#38537366)
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Composite_structures.ISSN
- e. AACR2: Print Series: Re-opened: Les Cahiers Arts & sciences de l'art (OCLC#45625773)
<https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Cahiers.Reopened>
- f. AACR2: Print Series: Previous issues in print; current issue on DVD-ROM w/variant title: Report (Nevada Bureau of Mines and Geology) (OCLC#1796609)
https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Report_Nevada_Bureau_of_Mines_and_Geology

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, etc.

Guide 5: Enhancing & Editing RDA Integrating Resource Records

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

Guide 5: Enhancing & Editing RDA Integrating Resource Records

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"> ● accept capitalization practices found in the record, in accordance with community practices ● 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 fields instead (i.e., 336-338) ● 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

Guide 5: Enhancing & Editing RDA Integrating Resource Records

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"> ● supplied title proper for resources without a collective title
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"> ● 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.
300	Physical description/Extent	<p>Beware of effect of content changes on 336-338. Also:</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. 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

Guide 5: Enhancing & Editing RDA Integrating Resource Records

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)

Based on document by Dave Reser; adapted to IRs with help from: Becky Culbertson, George Prager, Renee Chin, and Chamyra Kincy

Enhancing & Editing non-RDA Integrating Resource Records

Scope: This document has been written for catalogers not familiar with non-RDA cataloging codes who are updating PCC-level non-RDA records for integrating resources. 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.

These guidelines are, necessarily, at a general level. Record editors are advised to 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 recode 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.

Background: Changes to integrating resources records are difficult to classify into neat bundles because all levels (work, expression, manifestation, item) may change over time and at the same time. At present, the Task Group lacks adequate experience in applying RDA to non-RDA records to determine the answer to the following questions:

- What changes to a non-RDA (AACR2, AACR1, or pre-AACR1) record using a hybrid (RDA) approach would render a record unintelligible?
- Should some types of changes (e.g., changes to authorized access points representing a work/expression) trigger re-coding a record to RDA if the authorized access point would not be valid under non-RDA codes? One example might be a genealogical blog whose creator under RDA would be the name of the family.
- Can integrating resource records be cooperatively maintained according to more than one code simultaneously? Or, if a record is edited in ways uniquely reflective of RDA, might maintenance require that catalogers have training in RDA (and therefore be able to maintain the record using that code)? For example, if relator codes are added to authorized name headings by one PCC participant, would subsequent participants be expected to maintain that data in addition to any other changes being made to the record? As another example, if 336-338 fields are added to the record by one participant or by an automated program, would subsequent maintainers be expected to maintain changes in content type (e.g., for a Web site that begins by uploading cartographic images and then adds cartographic datasets)?

Guide 6: Enhancing & Editing non-RDA Integrating Resource Records

Recommendations:

- During the pre-January 2013 Interim Period, PCC should charge a task group of catalogers specializing in cataloging integrating resources to investigate issues related to hybrid records and recommend best practices.
- In the meantime, catalogers should add/update descriptive fields in accordance with the Integrating Resources Manual (BIBCO Participants' Manual Appendix A or CONSER Cataloging Manual Module 35).

With assistance from Becky Culbertson, Renee Chin, and George Prager