
Metadata Guidance Documentation (MGDs)

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Overview

The architectural layout of Official RDA and its supporting documentation is much different from Original RDA.

In Original RDA, LC-PCC policy statements (LC-PCC PSs) are linked from RDA instructions, but are housed in a location separate from the Original RDA Toolkit. Because the LC-PCC PSs are not constrained by the architecture of Original RDA, they could be maintained and updated as separate “stand-alone” documents. Over time, many of the LC-PCC PSs have become very long and are filled with many examples.

In Official RDA, the LC-PCC PSs appear “in-line” in the Official RDA Toolkit with the relevant Option or element subsection. The LC-PCC PSs are still maintained and updated as separate “stand-alone” documents, but the “in-line” aspect of their appearance in the Official RDA Toolkit drastically limits the amount of information that they can include. The LC-PCC PSs in the Official RDA Toolkit simply give the application decision for an Option, or further information on an element subsection.

When the LC-PCC PSs for the Original RDA Toolkit were evaluated and mapped to the Official RDA Toolkit, lengthier parts of the statements, as well as the examples, were marked for a separate set of Official RDA Toolkit documentation, the Metadata Guidance Documentation (MGDs).

A group of PCC members from Brigham Young University, British Library, University of California–Berkeley, University of Florida, University of Oregon, University of Washington, along with staff members at the Library of Congress, created the Official RDA Toolkit MGDs between June and October 2021.

PCC members		LC staff members
Brigham Young University	Robert Maxwell	Jacque Brellenthin Sarah Byun Steve Folsom Paul Frank Damian Iseminger Dorie Kurtz Clara Liao Melanie Polutta Elsie Ramirez Veronica Ranieri Trina Soderquist Manon Theroux Jessica Ziemann
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Descriptive Convention Source Code *pccrda* in Name Authority Records

In a PCC implementation of Official RDA, not all of the IFLA Library Reference Model (LRM) modellings for bibliographic identities will be followed. This decision was made by the PCC Policy Committee in March 2021. The Descriptive Convention Source Code **pccrda** will be used in subfield \$e (Description Conventions) of the MARC 040 (Cataloging Source) field in **all** name authority records created under the PCC implementation of Official RDA to identify the records as following the PCC conventions of Official RDA implementation.

Because name authority work will continue to be done in the MARC environment under PCC's implementation of Official RDA, the source code **pccrda** is not relevant to BIBFRAME descriptions.

Example

040 ## \$a DLC \$b eng \$e **pccrda** \$c DLC

Vocabulary and Terminology used in the MGDs

The MGDs have links to element headers and subheaders in the Official RDA Toolkit. For example, Entities > Place > [related corporate body of place](#), or Entities > Work > [Authorized access point for work: Compilation of works by two or more agents](#).

In addition, the terms below are used in the MGDs to reference non-RDA vocabulary and terminology, as well as widely-used PCC terms such as words, initialisms, abbreviations, and phrases:

Term	Definition
1:1 MGD 1:1 MGDs	A MGD that complements a single LC-PCC PS in the Official RDA Toolkit
NAF LC/NAF	LC/NACO Authority File NACO Authority File National Authority File
CIP CIPs ECIP ECIPs	Cataloging in Publication Cataloging in Publication Program Electronic Cataloging in Publication Program
DCM Z1	Descriptive Cataloging Manual Z1
LC Guidelines LC Guidelines Supplement	Library of Congress Guidelines for MARC 21 authority records
LC-PCC PS LC-PCC PSs Original RDA LC-PCC PSs	Library of Congress-Program for Cooperative Cataloging Policy Statement(s)
MGD MGDs Metadata Guidance Documents	Metadata Guidance Metadata Guidance Documentation

NAR NARs	Name Authority Record (includes all entities that reside in the NAF, including series authority records (see SAR))
Narrative MGD Narrative MGDs	A MGD that covers a complete RDA entity or a PCC topic that is not addressed explicitly in the Official RDA Toolkit
pccrda	A MARC Descriptive Convention Source Code used in the 040 field of NARs to indicate that the authority record is valid for PCC implementation of Official RDA, even though the record may not be compliant with the Official RDA Toolkit.
SAR SARs	Series Authority Record (a subset of Name Authority Records (see NAR))
WE lock	A cardinality restriction that a static work that is an aggregating work must be realized by one and only one expression.
WEM lock	A cardinality restriction that a diachronic work must be realized by one and only one expression and must be embodied by one and only one manifestation
WEMI	Work-Expression-Manifestation-Item

Narrative MGDs and 1:1 MGDs

Narrative MGDs

In the process of scoping the MGD drafting project, it became very clear that existing LC-PCC PSs and their examples could not be mapped uniformly to a specific Option in the Official RDA Toolkit. The Official RDA Toolkit's structure is very concise and granular, and a single existing LC-PCC PS for the Original RDA Toolkit may cover multiple elements, and even multiple entities, in the Official RDA Toolkit. In addition, the vocabulary, terminology, and syntax used in the Official RDA Toolkit are new, and may not be familiar or comprehensible to all users at first. Because of this, in scoping the MGD drafting project, it also became clear that users of the

Official RDA Toolkit would benefit from “bridge” documentation to facilitate the understanding of the new vocabulary, terminology, and syntax in the Official RDA Toolkit, and to assist in the understanding of the overall architectural and paradigm shifts in the presentation of metadata description instructions in the Official RDA Toolkit.

The need for “bridge” documentation resulted in the Narrative MGDs.

Narrative MGDs provide:

- Instructions on describing a specific RDA entity, referencing the Official RDA Toolkit elements that are appropriate to the entity, while allowing current Original RDA Toolkit policies and practices to continue. For example, see [MG: Works](#) and [MG: Places](#)
- Instructions for new entities and concepts in the Official RDA Toolkit that need to be understood to allow current policies and practices to continue. For example, see [MG: Aggregates](#) and [MG: Timespan](#)
- Instructions for policies, concepts, and practices used in PCC work, but not addressed in the Official RDA Toolkit. For example, see [MG: Access Point Syntax](#), [MG: Basic Cataloging Decisions](#), and [MG: Series-Subseries](#)

Narrative MGDs will be linked from the LC-PCC PSs in the Official RDA Toolkit, and should be used in conjunction with the Official RDA Toolkit. Narrative MGDs have many reciprocal links to the Official RDA Toolkit. Narrative MGDs are not intended to be a substitute for using the Official RDA Toolkit.

1:1 MGDs

1:1 MGDs can be mapped to a specific LC-PCC PS in the Official RDA Toolkit, and are generally tied to a specific Option or element subsection in the Official RDA Toolkit.

Examples of 1:1 MGDs:

- [MG: Work: Analysis of work](#)
- [MG: Manifestation: Date of publication: Date of publication not identified](#)
- [MG: Family: Language of family](#)
- [MG: Place: Access point for place: Choice of larger place](#)

1:1 MGDs will be linked from the LC-PCC PSs in the Official RDA Toolkit.

Using the MGDs

The MGDs are not intended to be stand-alone documents. The MGDs must be used in conjunction with the Official RDA Toolkit and the LC-PCC PSs.

- Start with the Official RDA Toolkit element
 - Read the Conditions for each element or each element subsection
 - Read the Option(s) for each Condition
 - There is an LC-PCC PS attached to most Options
 - The LC-PCC PS is labeled with the name “LC-PCC”
 - An LC-PCC PS might say:
 - **LC/PCC practice: Apply the option**
 - **LC/PCC practice: Cataloger's judgment**
 - **LC/PCC practice: In most cases, apply the option**
 - **LC/PCC practice: Do not apply the option**
 - An LC-PCC PS might also link to a MGD
 - If there is an MGD, click on the link to consult further guidance and examples in the MGD
 - Repeat this process with the next applicable Official RDA Toolkit element or element subsection
-

Structure of the MGDs

Narrative MGDs

Narrative MGDs can be categorized by RDA Entity, RDA Guidance, RDA Relationships, RDA Resources, or Specific cataloging topics.

Narrative MGDs for RDA Entity

- [MG: Works](#)
- [MG: Expressions](#)
- [MG: Attributes: Agent](#)
- [MG: Persons](#)
- [MG: Corporate Bodies](#)
- [MG: Families](#)
- [MG: Places](#)
- [MG: Timespan](#)

Narrative MGDs for RDA Entity are organized by RDA element, in most cases. MGDs in this category are subarranged by:

- Overview
 - Changes from Original RDA
 - Implementation with Metadata Examples
 - RDA element
 - Guidance
 - MARC Examples
 - BIBFRAME Examples
 - Cataloger Judgment Areas
-

Narrative MGDs for RDA Guidance:

- [MG: Aggregates](#)
- [MG: Fictitious and Real Non-Human Entities](#)
- [MG: Transcription-Punctuation](#)

Narrative MGDs for RDA Guidance are organized by the topic being discussed. MGDs in this category are subarranged by:

- Overview
 - Changes from Original RDA
 - Implementation with Metadata Examples
 - Guidance
 - MARC Examples
 - BIBFRAME Examples
 - Cataloger Judgment Areas
-

Narrative MGDs for RDA Relationships:

- [MG: Relationships: Agent-Agent](#)
- [MG: Relationships: Agent-WEMI](#)
- [MG: Relationships: WEMI-WEMI](#)

Narrative MGDs for RDA Relationships are organized by the entity being described and the entity being related. MGDs in this category are subarranged by:

- Overview
 - Changes from Original RDA
-

- Implementation with Metadata Examples
 - Guidance
 - MARC Examples
 - BIBFRAME Examples

[MG: Relationships: Agent-Agent](#) is an Official RDA Toolkit update of [PCC Guidelines for the Application of Relationship Designators in NACO Authority Records](#).

Narrative MGD for RDA Resources:

[MG: Vocabulary Encoding Schemes](#)

[MG: Vocabulary Encoding Schemes](#) is organized by possible approaches to using vocabulary encoding schemes in bibliographic description. This MGD is subarranged by:

- Overview
 - Changes from Original RDA
 - Implementation with Metadata Examples
 - Topic 1: Using the RDA Vocabulary Encoding Schemes
 - Guidance
 - Marc Examples
 - BIBFRAME Examples
 - Topic 2: Using Other Vocabulary Encoding Schemes
 - Guidance
 - Marc Examples
 - BIBFRAME Examples
 - Topic 3: Not Using a Vocabulary Encoding Scheme
 - Guidance
 - Marc Examples
 - BIBFRAME Examples
 - Topic 4: Mixed Approaches
 - Guidance
 - Marc Examples
 - BIBFRAME Examples
 - Cataloger Judgment Areas
-

Narrative MGD for Specific cataloging topics:

- [MG: Access Point Syntax](#)

- [MG: Basic Cataloging Decisions](#)
- [MG: Reproductions-Photocopies](#)
- [MG: Serial Work and Integrating Work Decisions](#)
- [MG: Series-Subseries](#)

Narrative MGDs for Specific cataloging topics are organized by the topic being presented. IN general, these MGDs follow this subarrangement:

- Overview
 - Changes from Original RDA
 - Implementation with Metadata Examples
 - RDA element
 - Guidance
 - MARC Examples
 - BIBFRAME Examples
 - Cataloger Judgment Areas
-

1:1 MGDs

1:1 MGDs are mapped to a specific LC-PCC PS in the Official RDA Toolkit, and are generally tied to a specific Option or element subsection in the Official RDA Toolkit.

1:1 MGD Structure

- Header at top of each page with link to RDA element or subelement
- Guidance
- MARC Examples
- BIBFRAME Examples
- References and Notes
 - References to Original RDA Toolkit instructions, LC-PCC PSs, or PCC documentation. References and Notes were used in mapping existing RDA instructions and PCC policies and guidance to the Official RDA Toolkit. This information serves as provenance for the MGD but may be helpful to all users
- Update History
 - Document tracking. All MGDs have 2022-01-31 as the initial release date. When an update is made, the day of the update will be added in addition to any previous dates

Some 1:1 MGDs have multiple sections for Guidance, MARC Examples, and BIBFRAME Examples, when there are multiple topics to be covered in the MGD. In most of these MGDs, there will be a Table of Contents at the beginning of the MGD for internal navigation.

1:1 MGDs by Entity

Works

[MG: Work: Access point for work: Constructing access points](#)

[MG: Work: Access point for work: Additional elements and designations](#)

[MG: Work: Access point for work: Additional elements and designations: Distinguishing characteristics](#)

[MG: Work: Authorized access point: Additional elements and designations](#)

[MG: Work: Authorized access point: Additional elements for creator of work](#)

[MG: Work: Creator corporate body of work](#)

[MG: Work: Dissertation or thesis information](#)

[MG: Work: Frequency](#)

[MG: Work: Note on metadata work: Complex see-also references](#)

[MG: Work: Note on metadata work: Nonpublic general notes](#)

[MG: Work: Preferred title of work: Additional omissions and changes: Parts of works](#)

[MG: Work: Preferred title of work: Title not found in original language or is not applicable](#)

[MG: Work: Source consulted: Subfield \\$u and \\$v](#)

[MG: Work: Variant access point for work: Additional elements and designations](#)

[MG: Work: Variant access point for work: Constitutions, charters, and other fundamental laws](#)

[MG: Resources: Authorized access points for an administrative regulation, etc.](#)

Expressions

[MG: Expression: Authorized access point for expression: Additional elements and designations](#)

[MG: Expression: Language of expression](#)

[MG: Expression: Revision of expression](#)

[MG: Expression: Script](#)

[MG: Expression: Summarization of content](#)

Manifestations

[MG: Manifestation: Accessibility content](#)

[MG: Manifestation: Carrier type](#)

[MG: Manifestation: Contributor agent of still image](#)

[MG: Manifestation: Date of manufacture: GPO publications](#)

[MG: Manifestation: Date of production: Recording](#)

[MG: Manifestation: Date of publication: CIP cataloging](#)

[MG: Manifestation: Date of publication: Date of publication not identified](#)

[MG: Manifestation: Date of publication: date of publication not identified](#)

[MG: Manifestation: Distribution statement: CIP cataloging](#)

[MG: Manifestation: Extent of manifestation: CIP cataloging](#)

[MG: Manifestation: Extent of manifestation: Terms](#)

[MG: Manifestation: Extent of manifestation: Identifier for manifestation: Two or more identifiers](#)
[MG: Manifestation: Manufacture statement: CIP cataloging](#)
[MG: Manifestation: Mode of issuance](#)
[MG: Manifestation: Note on edition statement: Integrating resources](#)
[MG: Manifestation: Note on edition statement: Multipart resources](#)
[MG: Manifestation: Note on publication statement](#)
[MG: Manifestation: Numbering within sequence](#)
[MG: Manifestation: Other title information](#)
[MG: Manifestation: Place of publication](#)
[MG: Manifestation: Printer corporate body: Government printers](#)
[MG: Manifestation: Printer corporate body: Privately printed works](#)
[MG: Manifestation: Production statement](#)
[MG: Manifestation: Production statement: Recording changes in production statements](#)
[MG: Manifestation: Publication statement: Recording changes in publication statements](#)
[MG: Manifestation: Publication statement: Sources of information: CIP cataloging](#)
[MG: Manifestation: Statement of responsibility: Two or more agents](#)
[MG: Manifestation: Statement of responsibility relating to edition](#)
[MG: Manifestation: Supplementary content](#)
[MG: Manifestation: Title proper](#)
[MG: Manifestation: Uniform Resource Locator: Original URI no longer active](#)
[MG: Manifestation: Variant title of manifestation](#)
[MG: Manifestation: Variant title of manifestation: Recording an unstructured description](#)

Items

[MG: Item: Modification of item](#)

Corporate Bodies

[MG: Corporate Body: Additional elements and designations in authorized access point for corporate body](#)
[MG: Corporate Body: Additional elements and designations in authorized access point for corporate body: Individual instance of an ongoing conference](#)
[MG: Corporate Body: Additional elements and designations in authorized access point for corporate body: Initialisms and acronyms](#)
[MG: Corporate Body: Additional elements and designations in authorized access point for corporate body: Place](#)
[MG: Corporate Body: Additional elements and designations in authorized access point for corporate body: Ships](#)
[MG: Corporate Body: Authorized access point for corporate body: Body whose name implies administrative subordination](#)
[MG: Corporate Body: Authorized access point for corporate body: Heads of state, heads of government, etc.](#)
[MG: Corporate Body: Name of corporate body](#)
[MG: Corporate Body: Non-governmental body with name that includes the entire name of the higher or related body](#)
[MG: Corporate Body: Preferred name of corporate body: Minor changes of name](#)
[MG: Corporate Body: Preferred name of corporate body: Proposed bodies](#)
[MG: Corporate Body: Related corporate body of corporate body](#)

[MG: Corporate Body: Variant access point for corporate body: Base variant access point](#)

Families

[MG: Family: Address of family](#)
[MG: Family: Authorized access point for family: General](#)
[MG: Family: Authorized access point for family: Usage](#)
[MG: Family: Category of family](#)
[MG: Family: Definition and scope](#)
[MG: Family: Family history](#)
[MG: Family: Field of activity of family](#)
[MG: Family: Hereditary term of honour](#)
[MG: Family: Language of family](#)
[MG: Family: Preferred name of family](#)
[MG: Family: Prominent member of family](#)
[MG: Family: Related place of family](#)
[MG: Family: Related RDA entity of family](#)
[MG: Family: Related timespan of family](#)
[MG: Family: Variant access point for family](#)
[MG: Family: Variant name of family](#)
[MG: Work: Source consulted: Family](#)

Persons

[MG: Person: Access point for person](#)
[MG: Person: Alternate identity of person](#)
[MG: Person: Preferred name of person](#)
[MG: Person: Preferred name of person: Non-preferred script](#)
[MG: Person: Profession or occupation](#)
[MG: Person: Related timespan of person](#)

Places

[MG: Place: Access point for place: Choice of larger place](#)
[MG: Place: Access point for place: Initial articles](#)
[MG: Place: Access point for place: Places within cities, etc.](#)
[MG: Place: Access point for place: Treatment for certain places](#)
[MG: Place: Authorized access point for place: Ambiguous entities](#)
[MG: Place: Authorized access point for place: Change of name](#)
[MG: Place: Authorized access point for place: Places with the same name](#)
[MG: Place: Category of place](#)
[MG: Place: Identifier for place](#)
[MG: Place: Location](#)
[MG: Place: Name of place](#)
[MG: Place: Note on place](#)
[MG: Place: Part of place](#)
[MG: Place: Part place](#)
[MG: Place: Place governed by](#)
[MG: Place: Place of conference of](#)

[MG: Place: Preferred name of place: Abbreviations](#)
[MG: Place: Preferred name of place: Data provenance](#)
[MG: Place: Preferred name of place: Different forms from GONet](#)
[MG: Place: Preferred name of place: Names found in non-preferred script](#)
[MG: Place: Preferred name of place: Names that include a category of corporate body](#)
[MG: Place: Preferred name of place: Sources of information](#)
[MG: Place: Preferred name of place: Tribal entities in the United States](#)
[MG: Place: Related corporate body of place](#)
[MG: Place: Related person of place](#)
[MG: Place: Related place of place](#)
[MG: Place: Related timespan of place](#)
[MG: Place: Related work of place](#)
[MG: Place: Subject place of](#)
[MG: Place: Variant access point for place](#)
[MG: Place: Variant name of place](#)

Relationship Labels

<https://www.loc.gov/aba/rda/mgd/relationshipLabels/index.html>

Subject Relationships

[MG: Work: Analysis of expression](#)
[MG: Work: Analysis of item](#)
[MG: Work: Analysis of manifestation](#)
[MG: Work: Analysis of work](#)
[MG: Work: Commentary on expression](#)
[MG: Work: Commentary on item](#)
[MG: Work: Commentary on manifestation](#)
[MG: Work: Commentary on work](#)
[MG: Work: Critique of expression](#)
[MG: Work: Critique of manifestation](#)
[MG: Work: Critique of work](#)
[MG: Work: Evaluation of expression](#)
[MG: Work: Evaluation of manifestation](#)
[MG: Work: Evaluation of work](#)
[MG: Work: Review of expression](#)
[MG: Work: Review of manifestation](#)
[MG: Work: Review of work](#)
[MG: Work: Subject](#)
[MG: Work: Subject corporate body](#)
[MG: Work: Subject expression](#)
[MG: Work: Subject family](#)
[MG: Work: Subject item](#)
[MG: Work: Subject manifestation](#)
[MG: Work: Subject person](#)
[MG: Work: Subject place](#)
[MG: Work: Subject work](#)

Series/Subseries

Work elements

[MG: Series: Access point of work](#)
[MG: Series: Authorized access point for work](#)
[MG: Series: Category of work](#)
[MG: Series: Date of work](#)
[MG: Series: Entity boundary of work](#)
[MG: Series: History of work](#)
[MG: Series: Identifier for work](#)
[MG: Series: ISSN](#)
[MG: Series: Issue of work](#)
[MG: Series: Other distinguishing characteristic of work](#)
[MG: Series: Place of origin of work](#)
[MG: Series: Preferred title of work](#)
[MG: Series: Preferred title of work: Series-like phrases](#)
[MG: Series: Related corporate body of work](#)
[MG: Series: Related RDA Entity of work](#)
[MG: Series: Source consulted](#)
[MG: Series: Variant access point for work](#)
[MG: Series: Variant title of work](#)

Manifestation elements

[MG: Series: Numbering within sequence](#)
[MG: Series: Other title information of series](#)
[MG: Series: Parallel other title information of series](#)
[MG: Series: Parallel statement of responsibility](#)
[MG: Series: Parallel title of series](#)
[MG: Series: Series statement](#)
[MG: Series: Series statement: Multiple series](#)
[MG: Series: Statement of responsibility](#)
[MG: Series: Title of series](#)

Non-RDA elements

[MG: Series: Non-RDA elements](#)

MARC and BIBFRAME Examples

All of the MGDs have examples in MARC and in BIBFRAME.

- **Some examples are made up**
- **Some examples are taken verbatim from bibliographic or authority descriptions**
- **Some examples are taken from bibliographic or authority descriptions, but modified to suit the example**
- **Some examples are taken directly from LC-PCC PSs for the Original RDA Toolkit**

MARC Examples

- MARC examples are in `Courier New, font size 11`
- **Bold** formatting is used to highlight the relevant part of the examples
- MARC tagging is given
- The dollar sign (\$) is used for delimiters
- Examples are numbered in the 1:1 MGDs
- Examples are numbered within each section of the Narrative MGDs

BIBFRAME Examples

- BIBFRAME examples are in `Courier New, font size 11`
- **Bold** formatting is used to highlight the relevant part of the examples
- RDF XML is used in the examples
- In most cases, a fuller RDF XML presentation of the data is given
- The RDF XML includes some `bflc` (BIBFRAME Library of Congress) properties and classes
- Examples follow the numbering used in the MARC examples
 - For example, the MARC example numbering will be the same numbering for the BIBFRAME examples
 - When there are multiple MARC examples for a specific topic, generally there will only be one BIBFRAME example
- There are many cases where BIBFRAME examples are not given, when current practices do not use BIBFRAME
 - For example, because authority work is not done in BIBFRAME, there will be no BIBFRAME examples for any of the Agent MGDs

Crowdsourcing Examples

When a suitable example could not be found to illustrate a specific cataloging situation, the text “Send examples to coop@loc.gov and include this document’s URL” is added. Please help us find suitable examples! The document URL is the PDF link, for example:

<https://www.loc.gov/aba/rda/mgd/manifestation/mg-m-productionStatement-01.pdf>

Cataloger's Judgment Areas

Narrative MGDs have a section titled **Cataloger's Judgment Areas**. In some cases, this section is blank, and will be updated as the Official RDA Toolkit is implemented. In other cases, there already is text in the Cataloger's Judgment Areas. Please remember that this section of the Narrative MGDs will be updated as new data is received through the RDA Test, and RDA implementation.

Update History

Instruction	Page	Date	Revision
Descriptive Convention Source Code pccrda in Name Authority Records	3	2022-03-28	Added
Critique of item	14	2022-10-06	Deprecated
Evaluation of item	14		
Review of item	14		
Corrected a link	11	2023-02-14	