

Minerva RDA Cataloging Standards

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Introduction

The Minerva consortium implemented RDA cataloging rules on January 1, 2014. Effective on that date, all new bibliographical records added to the Minerva catalog, whether original or imported, were required to comply with the new rules.

Some of the rule changes can be considered to be major, and others are minor. Many cataloging factors will not see any changes whatsoever. However, anyone creating bib records in Minerva is expected to understand and employ RDA exclusively. This guide is not intended to replace the actual RDA Toolkit, access to which is currently available only by online subscription -- nor is it intended to replace actual cataloging training. Rather, the goal of the following manual is to provide guidelines for RDA cataloging specifically in Minerva.

These guidelines outline and explain the RDA “core elements” that are required for acceptable bibliographical records, and also provide Minerva policies regarding certain optional elements. The guide does not replace the already established “Acceptable Cataloging for Minerva Libraries” standard (<http://www.maineinfonet.org/minerva/support/cataloging-serials/acceptable-cataloging-for-minerva-libraries/>) except where RDA rules differ from AACR2. The policy itself will be updated in order to reflect rule changes.

Up until our implementation deadline, we were allowed to add bib records that use both AACR2 and RDA, and in some instances, a combination of both. After 1/1/2014, these “hybrids” are no longer acceptable. At some point in the future, existing records may be globally updated in order to resemble newer records as much as possible.

Numerous new MARC fields have been created in order to accommodate new and modified cataloging practices. Catalogers are required to use these new fields along with both existing and new choices of indicators and subfield codes. Where these elements are required they may not be omitted. If you are unsure of what indicator or subfield code is appropriate, you must take steps to find the answer. ***Blank spaces where indicators should be used are NOT acceptable.*** Please note that examples in this text with the character # in indicator spaces mean that an indicator is not used in that space.

Finally, as we familiarize ourselves with RDA, some changes to these standards may be necessary. Questions and suggestions for policy changes should be directed to the Minerva Cataloging Standards Committee.

RDA Vocabulary

What is a “Resource”? (RDA 18.1.3) A resource can be tangible or intangible, and can be all of 4 things:

- Work
- Expression
- Manifestation
- Item

WORK: a work is a distinct intellectual or artistic creation. Examples: the original book “War and Peace” by Tolstoy, or the painting “Starry Night” by Van Gogh.

EXPRESSION: the intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, etc., or any combination of such forms. Examples: a movie of “War and Peace”, or a drawing of “Starry Night” by another person.

MANIFESTATION: the physical embodiment of an expression of a work, such as a print book, ebook, dvd, compact disc, online, etc. Examples: “War and Peace” in ebook format; a digital image of “Starry Night”.

ITEM: a single exemplar or instance of a manifestation. Examples: a copy of War and Peace owned by a library or an individual; the original painting, or a framed reproduction.

Core Elements

MARC LEADER: The MARC leader's "cat form" must be coded "i" in RDA records.

MARC Leader	REC LENGTH	#####	REC STAT	c	REC TYPE	a
	BIB LEVEL	m	ARC CTRL		CHAR ENC	
	IND CNT	2	SELD CNT	2	BASE ADDRESS	#####
	ENC LEVEL		GAT FORM	i	MULTIPART	
	LEN FIELD	4	LEN START	5	LEN IMPL	0

MARC 040: this field is a core element, used for entering "cataloging agency" data, should include an |e subfield coded "rda". The sample shown below is from an imported bib record:

```

y 040 BTCTA|beng|cBTCTA|dBDX|e rda|dSINLB|dOCLCO|dE3V
  
```

IDENTIFIER (02X): the identifier for the manifestation is Core, and serves to differentiate a manifestation from other manifestations.

- If there is more than one identifier on a resource, prefer one that is internationally recognized, usually the ISBN (MARC 020), or the ISSN (MARC 022) for serials.
- Only one identifier is required in RDA; other identifiers are optional, but in bib records where more than one manifestation is attached, as in the case of paperbacks attached to hardcover bibs or trade edition audiobooks attached to library edition bibs, Minerva catalogers should also include other identifying numbers including UPC numbers (024), other publisher's numbers (028), or other relevant ISBNs.

CREATOR (1XX): the main entry is Core. The creator is the entity that has the principal responsibility for the creation of a work. If more than 1 creator is responsible for the work, only the principal creator named first is required by RDA. If the cataloger deems that any additional creators are important enough to be access points, they should be entered in 7XX fields.

- RDA requires the use of a "relationship designator" following the authorized version of the creator's name. This element is presented in subfield "e".
Example: "a 100 1# Kulin, Ayse, |eauthor."
- Relationship designators should also be used with 7XX added access points.
- Consult the RDA Appendix I for the list of standard relationship designators.

TITLE PROPER (245): the title proper is Core. Refer to the RDA Toolkit for details regarding sources of the title proper.

- Capitalization: continue the current practice of capitalizing the first word of the title and proper nouns only
- Errors: don't correct misspellings in the 245. Transcribe the title as found on the source; add a 246 3# field for the corrected title
- Numbers: transcribe numbers as found

OTHER TITLE INFORMATION (245): subtitles and other title elements, in conjunction with and subordinate to the Title Proper, are core elements. Use MARC 245 subfield |b.

STATEMENT OF RESPONSIBILITY (245 |c): A statement of responsibility (SOR) relating to the Title Proper if present on the resource is a core element. If more than one entity is given in the SOR, only the first named is required and the others are optional. Transcribe as given.

- Minerva will continue to follow the "rule of 3" from AACR2, which is optional in RDA. If appropriate, provide the first 3 names in the 245 field, followed by [and others]. Note that Latin abbreviations such as "et. al." and "etc." are not used in RDA. Provide 7XX field access points for any other responsible entities named after the primary one.

EDITION (250): an edition statement is a core element if one appears on the resource. This can be expressed as "edition, issue, revised, update" and so on. Transcribe as given.

- If an edition statement is not found on the item, but it is known that the item is a new and/or revised version of an earlier work, this may be expressed in a MARC 250 in brackets, for example [2nd revised edition].
- Large print editions of printed books may be designated as such, for example "250 ## [large print edition]".

PUBLICATION AREA (264): The place of publication, name of publisher, and date of publication are core elements for cataloging published resources. The MARC 260 field has been made obsolete, and has been replaced by MARC 264 which is repeatable. New indicators and subfields have also been created for use in the 264 field and they are **required**. Blank spaces where these codes should be used are **not acceptable**. Abbreviations are not used unless they appear on the resource.

The publication area provides specific and detailed information in a prescribed structure and in a defined sequence:

- The 264 field is the primary publication statement. Hint: With the cursor on the 264, use the right click function in Millennium and select “Marc Tag info”. This will display the options for indicators and subfield codes.
- Supply the publication place, publisher’s name, and publication date in 264#1. If any of these factors are not found on the resource, state this in brackets, “[Place of publication not found]”.
 - a) If no place of publication is present, enter it in brackets if it is probable
 - b) If no place of publication can be named, enter another 264 with the place of distribution
 - c) If no place of publication and distribution is known, enter another 264 with place of manufacturer or printer
 - d) The same procedure applies regarding name of publisher, etc.
- The order of preference for 264 fields is
 1. Publisher name, first place of publication, date
 2. Distributor’s name, first place of distribution, date
 3. Manufacturer’s name, place, date
 4. If none of the above information is available, state “[Publisher not identified]”
- For more detailed information about the Publication Area, consult MARC documentation at <http://www.loc.gov/marc/bibliographic/bd264.html>
- An example of an item that lacks a publication date:


```
264 1 Stanford, California: #b Stanford University Press, #c [2011]
264 4 #c ©2011
```

- **DATE OF PUBLICATION (264#c):** Core element. If no publication date is given, but a *copyright* date is available, place that date in the 264#1 subfield “c” in brackets, [2012]. Then add a 2nd 264#4 and provide the copyright date with the copyright symbol, “264#4 |c©2012”. Follow the same sequence as above if the publication is not known.
 - If no date at all is available it is acceptable to use [probable]
 - If the date is given in Roman numerals, change it to Arabic numerals
- **DATE TYPE (008):** When more than one 264 is present, the 008 “date type” field should be coded “t”, and the dates in the 264#1 and 264#4 should be entered in “date one” and “date two”.

y	008	Date Ent	130311	Dat Type	t	Date One	2013
		Date Two	2013	Country	nyu	Illustr1	a

Physical description

- **EXTENT (300|a):** extent is a core element if the resource is complete or if the total extent is known, and is recorded in MARC field 300. Extent is the number and type of units that make up a resource, including pages, plates, volumes, sheets, etc. Subfield code “|a is” assumed.
 - Do not abbreviate.
 - Use the term “unnumbered pages” instead of (unpaged).
 - Extent is not recorded in ebook records.
- **SPECIFIC MATERIAL DESIGNATION (300|a):** the format of the storage medium and housing of the carrier is a core element. Describe using terms found in the prescribed RDA list, in the Toolkit section 3.3.1.3. , in the 300## subfield a. Do not abbreviate except for time terms (hr., min., sec.).
- **ILLUSTRATIVE CONTENT (300|b):** in RDA, illustrative content is a core element for resources intended for children. In Minerva, continue to include information about illustrations in all resources in the 300##|b subfield, using descriptive terms such as plates, maps, etc. Note if the content is in color rather than black and white.
- **DIMENSIONS (300|c):** the measurement of the carrier is a core element, using the 300##|c subfield.
 - Measure in centimeters, but use inches when describing discs and audio carriers.
 - Do not abbreviate except for “in .” for inches and “cm” for centimeters (this is considered a symbol rather than an abbreviation).
- **ACCOMPANYING MATERIAL (300|e):** record information regarding significant accompanying materials in MARC 3##|e subfield. When copy cataloging, verify and accept if found in multiple 300 fields.

Content, Media, and Carrier

CONTENT (336): the new MARC field 336 for describing content is a core element, and it replaces the GMD (245|h) which should not be used. This field categorizes the fundamental form of communication in which content is expressed --or in other words, the *manifestation* of the *expression* of the *work*, such as “text, spoken word, etc.”

- A complete list of the terms that may be used to describe content is found at <http://www.loc.gov/standards/valuelist/rdacontent.html>.
- Content term is recorded in the 336 followed by subfield “|2rdacontent”
- When copy cataloging, some 336 fields will include a |b subfield, as in “336##text|btxt|2rdacontent”. This is optional; in Minerva you may accept as found.
- This field is repeatable and may be used to describe significant accompanying material.

MEDIA TYPE (337): the new MARC field 337 describes the type of intermediation device required to view, play, run, etc., the content of the resource, and is a core element. Go to <http://www.loc.gov/standards/valuelist/rdamedia.html> for the complete list of terms.

- The |2 subfield “rdamedia” is required.
- The |b subfield is optional.
- The 337 field is repeatable.

CARRIER TYPE (338): MARC field 338 is a core element, and it categorizes the format of the storage medium and housing of the carrier used to convey the content of the resource. The list of terms is found at <http://www.loc.gov/standards/valuelist/rdacarrier.html>.

- The |2 subfield “rdacarrier” is required.
- The |b subfield is optional.
- The 338 field is repeatable.

PHYSICAL MEDIUM (340): although it is not a core element, Minerva catalogers may *opt* to use the 340 field to record the “font” size of printed text when describing Large Print books. Do **not** use a GMD for this information.

- Enter this in the record as “340##|nlarge print|2rda”
- The n and 2 subfields are required.

Series (490)

A **series statement** providing the Title Proper, numbering within series, and Title Proper and numbering of a subseries when present is a core element. Use MARC 490 for the series statement.

- The field must have 1st indicator “0” if the series will not be traced. However, if it is necessary to provide an access point to the series, use 1st indicator “1” and enter an 800 or 830 field.
- Make a 500 note regarding the series title if it is taken from outside your resource.
- If a series title and/or number are not present on the first volume, you may add that information in [brackets] (optional).

Order of Notes (5XX)

The order in which 5XX notes appear in the bib record is not prescribed by RDA. Because MARC has not changed, Minerva catalogers will continue to follow the order detailed in AACR2.

Print books:

- 500 Nature, scope, artistic form
- 546 Language
- 500 Source of Title Proper
- 500 Variations in title
- 500 Parallel/other title
- 500 Statement of responsibility
- 500 Edition & history
- 500 Publication
- 500 Physical description
- 500 Accompanying material
- 500 Series
- 502 Dissertations
- 521 Audience
- 530 Other formats
- 520 Summary
- 504 Contents: bibliographies
- 500 Contents: indexes
- 500 Contents: unformatted
- 505 Contents: formatted
- 500 Other numbers
- 506 Restrictions on access
- 540 Terms governing use
- 545 Biographical or historical information

Sound Recordings:

- 500 System requirements (compact disc) or 538 (MP-3)
- 500 Nature, scope, artistic form
- 500 Publisher's numbers
- 546 Language
- 500 Source of Title Proper
- 500 Variations in title
- 500 Parallel/other title
- 500 Statement of responsibility: general
- 511 Statement of responsibility: performers
- 508 Statement of responsibility: production credits
- 500 Edition & history
- 518 Date & place of recording
- 500 Publication
- 500 Physical description
- 500 Accompanying material
- 500 Series
- 502 Dissertations
- 521 Audience
- 530 Other formats
- 520 Summary
- 500 Contents: unformatted
- 505 Contents: formatted
- 506 Restrictions on access
- 501 "With" notes

Videorecordings

- 538 System details (DVD, VHS, Blu-Ray, etc.)
- 500 Nature, scope, artistic form
- 546 Language
- 500 Source of title proper
- 500 Variations in title
- 500 Parallel/other title
- 500 Statement of responsibility: general
- 511 Statement of responsibility: performers
- 508 Statement of responsibility: production credits
- 500 Edition & history
- 518 Date & place of recording
- 500 Publication
- 500 Physical description
- 500 Accompanying material
- 500 Series
- 502 Dissertations
- 521 Audience
- 530 Other formats
- 520 Summary
- 500 Contents: unformatted
- 505 Contents: formatted
- 500 Other numbers
- 506 Restrictions on access
- 540 Terms governing use
- 501 "With" notes

Electronic Resources:

- 538 System requirements
- 500 Nature, scope, artistic form
- 516 Type of computer file or data
- 546 Language
- 500 Source of title proper
- 500 Variations in title
- 500 Parallel/other title
- 500 Statement of responsibility
- 500 Edition & history
- 500 File characteristics
- 500 Publication
- 500 Physical description
- 500 Accompanying material
- 500 Series
- 502 Dissertations
- 521 Audience
- 530 Other formats
- 520 Summary
- 500 Contents: unformatted
- 505 Contents: formatted
- 500 Other numbers
- 506 Restrictions on access
- 540 Terms governing use
- 500 Item described

Checklist for importing bibliographical records into the Minerva catalog

Records that are imported into the Minerva catalog from an outside source must be carefully reviewed to see if they meet RDA requirements. If a record does not include RDA specific fields, or if it appears to be a “hybrid” (contains both AACR2 and RDA elements), you will need to edit the record and add missing fields. Use the following prompts when importing new bibs or updating existing ones.

- Is the material type in the fixed fields correct?
- Expand the MARC Leader. Is the “cat form” coded “i”?
- If a 040 field is present, does it include subfield “**l**erda”?
- Does the 1XX include the relationship designator in subfield **l**e?
- If the record has a GMD in the 245 field, have you removed it?
- Is the publication area described in a 264 field instead of a 260?
- Do outdated abbreviations appear in the record, especially in the 300?
- Do the required 336 content, 337 media, and 338 carrier fields exist in the record?
- Do the 7XX added entries include a relationship designator (subfield **l**e”)?

Print book example

MARC Leader #####cam 22##### i 4500

o	001			829738812
y	003			OCoLC
y	005			20130918113439.0
y	008			130307s2013 inua 000 0 eng d
i	020			9781596357945 (pbk.)
i	020			1596357940 (pbk.)
y	035			(OCoLC)829738812
y	040			BTCTA beng erda cBTCTA dOWL dBDX dLF3 dGZD
y	049			GZDA ljg
a	100	1		Sims, Darla, eauthor.
t	245	1	0	100 quick & easy crochet stitches : beasy stitch patterns, including openweave, textured, ripples and more / cDarla Sims.
u	246	3		One hundred quick and easy crochet stitches
u	246	1	0	Quick & easy crochet stitches
p	264		1	Berne, Ind. : bAnnie's, c[2013]
p	264		4	©2013
r	300			92 pages : bcolor illustrations ; c28 cm.
r	336			text 2rdacontent
r	337			unmediated 2rdamedia
r	338			volume 2rdacarrier
y	490	1		Annie's crochet
n	520			"It's easy to cut crochet time by up to 50 percent or more with the quick stitches and tricks in this book. One hundred easy crochet stitch patterns are featured. This reference also includes tips on turning chains and gauge, as well as how to make any project the same dimension."-- from publisher's description.
d	650		0	Crocheting.
s	830		0	Annie's crochet.

Audiobook on CD example

MARC Leader #####cim 22##### i 4500

o	001			857857285
y	003			OCoLC
y	005			20131022065324.0
y	007			sd fungnmmned
y	008			130911s2013 miunnnn fh n eng d
i	020			9781480518339
i	024	1		9781480518339
y	035			(OCoLC)857857285
y	040			TEFMT beng erda cTEFMT dOCLCO dTEF
y	043			e-gx---
y	050		4	PZ7.L3274 bEx 2013ab
y	082	0	4	[Fic] 223
a	100	1		Lasky, Kathryn, eauthor.
t	245	1	4	The extra / cKathryn Lasky.
e	250			Unabridged.
p	264		1	Grand Haven, Michigan : bCandlewick on Brilliance Audio, c[2013]
p	264		4	©2013
r	300			6 audio discs (approximately 398 min.) : bdigital, CD audio ; c4 3/4 in.
r	336			spoken word bspw 2rdacontent
r	337			audio bs 2rdamedia
r	338			audio disc bsd 2rdacarrier
y	490	1		Candlewick on BrillianceAudio
n	500			Compact discs.
n	500			Title from container.
n	500			Duration: 6:38:00.
n	511	0		Read by Arielle DeLisle.
n	520			One ordinary afternoon, fifteen-year-old Lilo and her family are suddenly picked up by Hitler's police and imprisoned as part of the 'Gypsy plague.' Just when it seems certain that they will be headed to a labor camp, Lilo is chosen by filmmaker Leni Riefenstahl to work as a film extra. This is an imagining of the lives of the Gypsies who worked as extras for the real Nazi filmmaker Leni Riefenstahl, giving readers a story of survival unlike any other.
n	521	8		Ages 12+.
d	600	1	0	Riefenstahl, Leni vFiction.
d	650		0	Romanies zGermany vFiction.
d	650		0	Extras (Actors) vFiction.
d	650		0	Imprisonment vFiction.
d	650		0	Labor camps zGermany vFiction.
d	655		7	Audiobooks. 2lcgft.
d	655		0	Young adult fiction.
b	700	1		DeLisle, Arielle, enarrator.
s	830		0	Candlewick on BrillianceAudio.

Videorecording example

MARC Leader #####cgm 22##### i 4500
LOCATIONS cam ,nor ,ric ,wlc
o 001 855114999
y 003 OCoLC
y 005 20131129115721.0
y 007 vd cvaizk
y 008 130806s2013 cau127 vleng d
i 024 1 024543833055
i 028 4 2 2283305|b20th Century Fox Home Entertainment
i 028 4 2 FOX833062002|b20th Century Fox Home Entertainment
y 035 (OCoLC)855114999
y 040 LPU|beng|erda|cLPU|dBDX|dTEF|dTEFMT|dUPZ|dCPL
y 041 eng|afre|aspa|jeng|jspa|heng
y 043 a-ja---
t 245 1 4 The Wolverine /|cTwentieth Century Fox presents in association with
Marvel Entertainment, a Donners' Company production ; produced by Lauren Shuler Donner, Hutch
Parker ; screenplay by Mark Bomback and Scott Frank ; directed by James Mangold.
e 250 Wide screen.
p 264 1 Beverly Hills, California. :|b20th Century Fox Home
Entertainment,|c[2013]
r 264 4 |c©2013
r 300 1 videodisc (126 min.) :|bsound, color ;|c4 3/4 in.
r 336 two-dimensional moving image|btdi|2rdacontent
r 337 video|bv|2rdamedia
r 338 videodisc|bvd|2rdacarrier
n 538 DVD; dual layer; NTSC; region 1; widescreen (2.40:1) presentation;
Dolby Digital 5.1 and 2.0.
n 546 In English, French, or Spanish with optional subtitles in Spanish; with
optional English subtitles for the deaf and hearing impaired (SDH); closed-captioned; English descriptive
audio.
n 500 Title from container.
n 511 1 Hugh Jackman, Hiroyuki Sanada, Famke Janssen, Will Yun Lee.
n 508 Costume designer, Isis Mussenden ; music, Marco Beltrami ; editor,
Michael McCusker ; production designer, François Audouy ; director of photography, Ross Emery.
n 521 8 MPAA rating: PG-13, parents strongly cautioned.
n 520 Summoned to Japan by an old acquaintance, Wolverine becomes
embroiled in a conflict that forces him to confront his own demons.
n 500 Special features include: Inspiration : a Ronin's journey.
d 650 0 Wolverine (Fictitious character)|vDrama.
d 650 0 X-Men (Fictitious characters)|vDrama.
d 650 0 Superheroes|vDrama.
d 651 0 Japan|vDrama.
d 650 0 Feature films.
d 650 0 Superhero films.
d 650 0 Action and adventure films.
d 650 0 Video recordings for the hearing impaired.

d	650		0	Video recordings for people with visual disabilities.
b	700	1		Shuler-Donner, Lauren, eproducer.
b	700	1		Parker, Hutch, eproducer.
b	700	1		Bomback, Mark, escreenwriter.
b	700	1		Frank, Scott, d1960- escreenwriter.
b	700	1		Mangold, James.
b	700	1		Jackman, Hugh.
b	700	1		Sanada, Hiroyuki, d1960- eactor.
b	700	1		Janssen, Famke, d1964- eactor.
b	700	1		Beltrami, Marco, ecomposer.
b	710	2		Twentieth Century-Fox Film Corporation, eproduction company.
b	710	2		Marvel Entertainment Group, eproduction company.
b	710	2		Donner's Company (Firm), eproduction company.
b	710	2		Twentieth Century-Fox Film Corporation, epublisher.

Electronic resource

MARC Leader #####cam 22##### i 4500

o 001 859536535

y 003 OCoLC

y 005 20131213025933.0

y 006 m o d

y 007 cr cnu---unuuu

y 008 131007s2014 enk ob 001 0 eng d

i 020 9781134581658 (electronic bk.)

i 020 1134581653 (electronic bk.)

y 035 (OCoLC)859536535

y 040 N\$T|beng|erda|epn|cN\$T|dYDXCP

y 043 a-ko---

y 049 M9YA

y 050 4 HQ1765.5|b.J85 2014eb

y 082 0 4 305.42095195|223

a 100 1 Jung, Kyungja, |eauthor.

t 245 1 0 Practicing feminism in South Korea : |bthe women's movement against sexual
violence / |cKyungja Jung.

p 264 1 Milton Park, Abingdon, Oxon : |bRoutledge, |c2014.

r 300 1 online resource (x, 147 pages)

r 336 text|btxt|2rdacontent

r 337 computer|bc|2rdamedia

r 338 online resource|bcr|2rdacarrier

y 490 1 Asian Studies Association of Australia women in Asia series

n 504 Includes bibliographical references and index.

n 588 Description based on print version record.

d 650 0 Feminism|zKorea (South)

d 650 0 Women|xViolence against|zKorea (South)

d 650 0 Women|xPolitical activity|zKorea (South)

d 655 0 Electronic books.

q 776 0 8 |iPrint version:|aJung, Kyungja. |tPracticing feminism in South
Korea|z9780415567275|w(DLC) 2013010836|w(OCoLC)832706479

s 830 0 ASAA women in Asia series.

Children's book with illustrations

MARC Leader #####pam 22##### i 4500

LOCATIONS baj ,camj ,cmlj ,gar ,lplj ,oplj ,pitj ,rocj ,tplj

y	005			20140312100611.0
y	008			130109t20142012nyua a 000 1 eng
l	010			2012049731
i	020			9781442475274
a	100	1		Gravett, Emily, eauthor, eillustrator.
t	245	1	0	Matilda's cat / cEmily Gravett.
e	250			First U.S. edition.
p	264		1	New York : bSimon & Schuster Books for Young Readers, c2014.
p	264		4	c©2012
r	300			1 volume (unpaged) : bcolor illustrations ; c26 cm
r	336			text 2rdacontent
r	336			still image 2rdacontent
r	337			unmediated 2rdamedia
r	338			volume 2rdacarrier
n	500			"First published in Great Britain in 2012 by Macmillan Children's Books, London."
n	520			Illustrations and simple text expose Matilda's attempts to learn what her cat likes best, as well as the real answer.
d	650		1	Cats vFiction.

Original cataloging with RDA

MARC Leader #####nam 22##### i 4500

y	008			140122t20132013inu	000 1 eng d
i	020			9781493120116	
a	100	1		Jalali, Reza, eauthor.	
t	245	1	0	Homesick mosque : band other stories / cReza Jalali.	
p	264		1	[Bloomington, Indiana] : bXlibris, c[2013]	
p	264		4	c©2013	
r	300			83 pages ; c23 cm	
r	336			text 2rdacontent	
r	337			unmediated 2rdamedia	
r	338			volume 2rdacarrier	
n	545	0		Maine author. bReza Jalali lives in southern Maine.	
d	655		0	American fiction.	
d	655		0	Arab American fiction.	

Stripping unwanted information from the 245 field

245 field from the original record:

245 10 Let there be light / |cwritten by Nobel Peace Prize Winner Archbishop Desmond Tutu ; illustrated by New York Times bestselling author of On the Night You Were Born, Nancy Tillman.

Correctly edited record:

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MARC Leader #####cam 22##### i 4500
LOCATIONS baj ,norj ,pflj
y 005 20140110000000.0
y 008 130824t20132013mua j 000 0 eng
l 010 2013027987
i 020 9780310727859
i 020 0310727855
i 024 1 025986727857
y 040 DLC|beng|erda|cDLC|erda|dGCmBT|dNjBwBT|dSKYRV|dCoLwJCPL
y 042 pcc
y 050 0 0 BS651|b.T88 2013
y 082 0 0 222/.1109505|223
a 100 1 Tutu, Desmond,|eauthor.
t 245 1 0 Let there be light / |cwritten by Archbishop Desmond Tutu ; illustrated
by Nancy Tillman.
p 264 1 Grand Rapids, Michigan : |bZonderkidz, |c[2013]
p 264 4 |c©2013
r 300 1 volume (unpaged) : |bcolor illustrations ; |c29 cm
r 336 text|2rdacontent
r 336 still image|2rdacontent
r 337 unmediated|2rdamedia
r 338 volume|2rdacarrier
n 520 Portrays the wonder and beauty of the biblical story of God's work
during the seven days of creation.
d 650 0 Creation|vJuvenile literature.
d 650 0 Bible stories, English|xGenesis|vJuvenile literature.
d 650 1 Creation.
d 650 1 Bible stories, English|xGenesis.
b 700 1 Tillman, Nancy, |eillustrator.

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Children's audiobook on CD with accompanying print book

MARC Leader #####cim 22##### i 4500

y	005		20140228083321.0
y	007		sd fungnmmned
y	008		140305t20122012nyunnnn ff n eng d
i	020		9781442402973
y	040		IMR cIMR dOCLCO dTXI dSX@ erda
a	100	1	Reynolds, Aaron, d1970- eauthor.
t	245	1 0	Creepy carrots! / cbook by Aaron Reynolds.
p	264	1	New York : bWeston Woods Studios, bScholastic, c[2012]
p	264	4	©2012
r	300		1 sound disc : bdigital, audio CD ; c4 3/4 in. + e1 book (unpaged : color illustrated ; 31 cm.)
r	336		spoken word bspw 2rdacontent
r	337		audio bsd 2rdacarrier
r	338		audio disc bsd 2rdacarrier
y	490	1	Weston Woods read-along CD.
n	511	0	Narrated by James Naughton.
n	508		Music by David Mansfield.
n	521	1	Ages 4-8.
n	521	8	AD 410 bLexile.
n	526	0	Accelerated Reader AR bLG c2.3 d0.5 z151429.
n	500		Compact disc.
n	520		The carrots that grow in Crackenhopper Field are the fattest and crispiest around and Jasper Rabbit cannot resist pulling some to eat each time he passes by, until he begins hearing and seeing creepy carrots wherever he goes.
d	650	0	Carrots vJuvenile fiction.
d	650	0	Rabbits vJuvenile fiction.
d	650	0	Families vJuvenile fiction.
d	650	0	Imagination vJuvenile fiction.
d	650	0	Fear vJuvenile fiction.
d	650	0	Wit and humor, Juvenile.
d	655	7	Humorous fiction. 2gsafd
b	700	1	Brown, Peter, d1979- eillustrator.
b	700	1	Naughton, James, d1945- enarrator.
b	700	1	Mansfield, David, d1956- ecomposer (expression).
b	710	2	Weston Woods Studios.
b	710	2	Scholastic Inc.
s	830	0	Weston Woods read-along CD.

Graphic novel

MARC Leader #####cam 22##### i 4500

LOCATIONS apl ,camj ,cmlj ,lpl ,mcaj ,norj ,oplj ,ric ,sca ,sw

o	001			855197819
y	003			OCoLC
y	005			20131001103402.0
y	008			130618s2013 maua j 6 000 f eng d
l	010			2012950561
i	020			9780763668075 (pbk.)
i	020			0763668079 (pbk.)
i	020			9780763659486 (hardcover)
i	020			0763659487 (hardcover)
i	020			9781480614956 (Paw Prints)
y	035			(OCoLC)855197819
y	040			UKMGB beng cUKMGB dOCLCO dNYP dXYZ dJST dGZD
y	049			GZDA lrk*
y	082	0	4	741.5 223
a	100	1		Hinds, Gareth, d1971- eauthor, eillustrator.
t	245	1	4	The most excellent and lamentable tragedy of Romeo & Juliet : ba play by William Shakespeare / cadapted and illustrated by Gareth Hinds.
u	246	3	0	Romeo & Juliet
u	246	3		Romeo and Juliet
e	250			First edition.
p	264		1	Somerville, Massachusetts : bCandlewick Press, c[2013]
p	264		4	c©2013
r	300			128 pages : bchiefly color illustrations ; c27 cm
r	336			text 2rdacontent
r	336			still image 2rdacontent
r	337			unmediated 2rdamedia
r	338			volume 2rdacarrier
n	520			When Romeo and Juliet first meet, they don't know they're from rival families-- and when they find out, they don't care. In an adaptation of Shakespeare's original text, Gareth Hinds transports readers to the sun-washed streets and market squares of Shakespeare's Verona.
d	650		0	Romeo (Fictitious character) vComic books, strips, etc.
d	650		0	Juliet (Fictitious character) vComic books, strips, etc.
d	600	1	0	Shakespeare, William, d1564-1616 vAdaptations vComic books, strips, etc.
d	650		0	Conflict of generations vComic books, strips, etc.
d	651		0	Verona (Italy) vComic books, strips, etc.
d	650		0	Vendetta vComic books, strips, etc.
d	650		0	Youth vComic books, strips, etc.
d	655		0	Graphic novels.
b	700	1		iAdaptation of (work) aShakespeare, William, d1564-1616. tRomeo and Juliet.

Videogame

y	007		co cga
y	008		140129t20102010cau c g eng d
i	024	1	883929085835
i	028	5 0	RVL P R25E bWarner Brothers Interactive Entertainment Inc.
i	028	5 0	RVL-006(USA) bWarner Brothers Interactive Entertainment Inc.
t	245	0 0	LEGO Harry Potter. nYears 1-4 / cproduced by TT Games Publishing Ltd.
u	246	3 0	Harry Potter. nYears 1-4.
e	250		Wii.
p	264	1	Burbank, CA : bWB Games, c[2010]
p	264	4	c©2010
r	300		1 computer disc : bsound, color ; c4 3/4 in. + e1 instruction booklet ([26] pages : color illustrations ; 18 cm)
r	336		two-dimensional moving image 2rdacontent
r	336		computer program 2rdacontent
r	337		computer 2rdamedia
r	338		computer disc 2rdacarrier
n	538		DVD-ROM.
n	538		System requirements: Nintendo Wii video game system.
n	500		Title from disc label.
n	500		For 1-2 players. Play options include single player story mode, free-play and two-player co-op.
n	521	8	ESRB rating: E 10+, Everyone 10+ (cartoon violence, crude humor).
n	500		Game content covers plot of the first four books in the Harry Potter series by J. K. Rowling, published 1997-2000.
d	650	0	Potter, Harry (Fictitious character) vComputer games.
d	650	0	LEGO toys vComputer games.
d	650	0	Hogwarts School of Witchcraft and Wizardry (Imaginary organization) vComputer games.
d	650	0	Wizards vComputer games.
d	650	0	Magic vComputer games.
d	655	0	Computer adventure games.
d	655	0	Nintendo Wii video games.
d	655	0	Nintendo video games.
d	655	0	Video games.
b	700	1	iVideo game adaptation of (work): aRowling, J. K. tHarry Potter and the philosopher's stone.
b	700	1	iVideo game adaptation of (work): aRowling, J. K. tHarry Potter and the Chamber of Secrets.
b	700	1	iVideo game adaptation of (work): aRowling, J. K. tHarry Potter and the prisoner of Azkaban.
b	700	1	iVideo game adaptation of (work): aRowling, J. K. tHarry Potter and the goblet of fire.
b	710	2	TT Games Publishing Ltd., epublisher.
b	710	2	WB Games (Firm), eproduction company.

Board game

MARC Leader #####nrm 22##### i 4500

y 007 ou
y 008 140129t20052005riu 00 g eng d
i 024 1 653569157267
t 245 0 0 Trivial pursuit®. |pTotally 80s.
u 246 3 0 Totally 80s
p 264 1 Pawtucket, RI : |bHasbro, Inc., |c[2005]
p 264 4 |c©2005
r 300 1 game (1 card storage box, 400 question and answer cards, 1 die, 1 game board,
4 decorated pawns, 24 scoring wedges, 1 instruction sheet) ; |cin container 7 x 40 x 27 cm
r 336 three-dimensional form |2rdacontent
r 337 unmediated |2rdamedia
r 338 object |2rdacarrier
n 521 8 Ages: adults.
n 500 Players: 2-4 or teams.
d 650 0 Nineteen eighties.
d 650 0 Trivial Pursuit (Game)
d 655 0 Board games.
b 710 2 Hasbro, Inc., |edistributor.

Suggestions

The following are a few suggestions to help make our lives with RDA just a bit easier.

Set bookmarks in your internet browser that will link you to the Library of Congress lists of RDA terms for content, media, and carrier. There are so many that it's not possible to remember them all.

Good examples of RDA records can be found in the RDA Toolkit, and also on the LOC website at

<http://www.loc.gov/catworkshop/RDA%20training%20materials/SCT%20RDA%20Records%20TG/index.html>. Save, print, or bookmark these examples for ready reference.

Create macros in your Millennium cataloging profile for quick and easy entry of essential fields like the 336, 337, 338, and 340 fields. This will help make your original cataloging efforts a bit more efficient.

If you do any original cataloging, update your bibliographical record templates. Depending on what you have for templates, you can update the MARC leader, remove GMDS, add relationship designators, and add content, media, and carrier fields, so that you won't have to add them in later.

Whenever you are working in a bib record, give it a careful review before saving it. You are expected to correct errors and have the ability to do so.

Submitted 1/11/2014

Updated 6/14/2014

emc