Minerva RDA Cataloging Standards
January 11, 2014
revised September 2016
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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“ policy (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 policies 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.

<table>
<thead>
<tr>
<th>MARC Leader</th>
<th>REC LENGTH</th>
<th>REC STAT</th>
<th>REC TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>m</td>
<td>c</td>
<td>a</td>
</tr>
</tbody>
</table>

**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 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

DATE OF PUBLICATION (264|c): Core element. If no publication date is given, but a copyright date is available and you are able to infer that the dates match, place that date in the 264#1 subfield “c” in brackets, [2012]. It is no longer necessary to add a second 264#4 providing the copyright date. However if the [probable] publication date and the copyright dates differ, add the 264#4 field using the copyright symbol.

Example: 264#4 |c©2012. Follow the same sequence as above if the publication date is not known.
- o If no date at all is available it is acceptable to use [probable]
- o 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”.

<table>
<thead>
<tr>
<th>008</th>
<th>Date Ent 120311</th>
<th>Dat Type t</th>
<th>Date One 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date Two 2012</td>
<td>Country nyc</td>
<td>Illustr 3</td>
</tr>
</tbody>
</table>
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.
  - If the entire book is unpaginated, use the term “1 volume (unpaged)”. If there is an unnumbered sequence of pages in an otherwise paginated book (plates, for example), use the term “unnumbered pages” (i.e., 176 pages, 10 unnumbered pages of plates)
  - 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](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](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](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).
- Remember that MARC field 440 for series information is obsolete. Do not use this field, and if you find it in a record that you are importing, it should be updated to 490 according to current usage rules.
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 “|erda”?
- Does the 1XX include the relationship designator in subfield |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 |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
i    020   1596357940
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  3 0    Quick & easy crochet stitches
P    264  1    Berne, Indiana : |bAnnie's, |c[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 fungnmnmned
y 008 130911s2013 miunnn 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 / |c Kathryn Lasky.
e 250 Unabridged.
p 264 1 Grand Haven, Michigan : |bc Candlewick on Brilliance Audio, |c[2013]
r 300 6 audio discs (approximately 398 min.) : |bdigital, CD audio ; |c4 3/4 in.
r 336 spoken word|bspw|2rdcontent
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 |z Germany |vFiction.
d 650 0 Extras (Actors) |vFiction.
d 650 0 Imprisonment |vFiction.
d 650 0 Labor camps |z Germany |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

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>cgm</td>
<td>22</td>
<td></td>
<td>i</td>
<td>4500</td>
</tr>
</tbody>
</table>

o 001 855114999
y 003 OCoLC
y 005 20131129115721.0
y 007 vd cvaizk
y 008 130806s2013 |lau126 |vleng |d
i 024 1 02454383055
i 024 1 02454336358
i 028 4 2 2283305 |lau20th Century Fox Home Entertainment
i 028 4 2 FOX833062002 |lau20th Century Fox Home Entertainment
y 035 (OCoLC)855114999
y 040 LPU|laueng|laurda|laurda|lau|dBDX|dTEF|dTEFMT|dUPZ|dCPL
y 041 eng|laufre|lauaspa|laujeng|laujspa|lauheng
y 043 a-ja---
t 245 0 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.
p 264 2 Beverly Hills, California :|lauTwentieth Century Fox Home Entertainment,|c[2013]
r 300 1 videodisc (126 min.) :|lsound, color ;|lc4 3/4 in.
r 336 two-dimensional moving image |lau2rdcontent
r 337 video |lau2rdmedia
r 338 videodisc |lau2rdcarrier
n 538 DVD; dual layer; NTSC; region 1; widescreen (2.40:1) presentation; Dolby Digital 5.1 and 2.0.
n 500 Title from container.
n 546 In English, French, or Spanish with optional subtitles in Spanish; English SDH; closed-captioned; English descriptive audio.
n 511 1 Hugh Jackman, Hiroyuki Sanada, Famke Janssen, Will Yun Lee.
n 508 Director of photography, Ross Emery ; editor, Michael McCusker ; music, Marco Beltrami ; production designer, Francois Audouy ; Costume designer, Isis Mussenden.
n 521 8 MPAA rating: PG-13; for sequences of intense sci-fi action and violence, some sexuality and language.
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 600 0 0 Wolverine |lauFictitious character|vDrama.
d 650 0 X-Men (Fictitious characters)|vDrama.
d 650 0 Superheroes|vDrama.
d 650 0 Demonology|vDrama.
d 651 0 Japan |vDrama.
d 655 7 Feature films.|lau2lcgft
d 655 7 Superhero films.|lau2lcgft
d 655 7 Action and adventure films.|lau2lcgft
d 655 7 Video recordings for the hearing impaired.|lau2lcgft
d 655 7 Video recordings for people with visual disabilities.|lau2lcgft
b 700 1 Shuler-Donner, Lauren,|eproducer.
b 700 1 Parker, Hutch,|d1964-|eproducer.
b 700 1 Bomback, Mark,|escreenwriter.
b 700 1 Frank, Scott,|d1960-|escreenwriter.
| b 700 1 | Mangold, James, | edirector. |
| b 700 1 | Jackman, Hugh, | eactor. |
| b 700 1 | Sanada, Hiroyuki, | d1960- | eactor. |
| b 700 1 | Janssen, Famke, | d1964- | eactor. |
| b 700 1 | Lee, Will Yun, | d1971- | eactor. |
| b 700 1 | Beltrami, Marco, | ecomposer (expression) |
| b 710 2 | Motion picture adaptation of (work): | Wien, Len. | tWolverine. |
| b 710 2 | Twentieth Century-Fox Film Corporation, | eprovider. |
| b 710 2 | Marvel Entertainment Group, | eprovider. |
| b 710 2 | Donners’ Company (Firm), | eproduction company. |
| b 710 2 | Twentieth Century Fox Home Entertainment, Inc., | efilm distributor. |
| u 730 0 | Wolverine (Motion picture : 2013) |
Blu-ray/DVD combination package example

MARC Leader

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td>001</td>
</tr>
<tr>
<td>y</td>
<td>003</td>
</tr>
<tr>
<td>y</td>
<td>005</td>
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<td>024</td>
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<td>i</td>
<td>028</td>
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<td>The Wolverine</td>
<td>/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.</td>
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<tr>
<td>Beverly Hills, California :</td>
<td>bTwentieth Century Fox Home Entertainment,[c2013]</td>
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<td>2 videodiscs (127 min.) :</td>
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<td>Blu-ray, region A, 50GB dual layer, AVC @ 32 MBPS; 1080p high definition widescreen 2.40:1; DTS-HD Master Audio 7.1 (English), Dolby digital 2.0 (English), 5.1 (English Descriptive Audio), Dolby digital 5.1 (Spanish, French); requires Blu-ray player.</td>
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<tr>
<td>Summoned to Japan by an old acquaintance, Wolverine becomes embroiled in a conflict that forces him to confront his own demons.</td>
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<tr>
<td>MPAA rating: PG-13, Parents strongly cautioned.</td>
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<tr>
<td>Closed captioned for the hearing impaired.</td>
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<tr>
<td>Director of photography, Ross Emery ; editor, Michael McCusker ; music, Marco Beltrami ; production designer, Francois Audouy ; Costume designer, Isis Mussenden.</td>
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<td>DVD: English dialogue; optional subtitles in French and Spanish; optionally subtitled in English for the hearing impaired (SDH); closed-captioned.</td>
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<td>Blu-ray disc: English, French, or Spanish dialogue; optional subtitles in Spanish; optionally subtitled in English for the hearing impaired (SDH); optionally described in English for the visually impaired (DVS)</td>
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E-book example

MARC Leader

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**Electronic journal example**

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E-audiobook

MARC Leader

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Y2A|cY2A|dSDD|dTEFOD|dINFON|erda
PS3553.R542
813/54|223
Cronin, Justin.|eauthor.
The twelve :|ba novel /|cJustin Cronin.
Unabridged.
1 sound file.
spoken word|bspw|2rdaconent
computer|bc|2rdamedia
online resource|bcr|2rdacarrier
511
Passage trilogy ;|vbook 2
Read by Scott Brick.
Duration: 26:24:00.
Downloadable audio file.
Description based on audio book version.
Survivors of a government-induced apocalypse endure their violent and disease-stricken world while protecting their loved ones; while a century into the future, members of a transformed society determinedly search for the original twelve virals.
Vampires|vFiction.
Human experimentation in medicine|vFiction.
Virus diseases|vFiction.
Deaf|vFiction.
United States|vFiction.
Audiobooks.|2lcgft.
Brick, Scott.|enarrator.
Cronin, Justin.|tTwelve.|dNew York : Random House Audio, p2012|z9780739366523|w(OCoLC)813250398
Cronin, Justin.|tPassage trilogy ;|vbook 2.
Children’s book with illustrations

MARC Leader  " " " " i 4500

LOCATIONS  baij ,camj ,cmlj ,gar ,lplj ,oqlj ,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  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  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.
d  650  0  Cats |vJuvenile fiction.
d  655  7  Picture books |2lcgft
Translation from original language

**MARC Leader**

####nam 22##### i 4500

**LOCATIONS**
gpl ,jml ,nor ,pfl ,rkd ,spp ,swh ,wel

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\n
One morning Luca's mother doesn't wake up to bring him to school, so he decides to pretend to the world that his mom is still alive. Ultimately, we are witness to something much more poignant that needs no translation: the journey of a young boy deciding--in a more devastating manner than most--to identify himself independently, reaching the point at which he can say: "I am no longer an orphan. I am a single human being. It's a matter of words.""--|cProvided by publisher.

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Children’s audiobook on CD with accompanying print book

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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]
r  300  1 sound disc :|bdigital, audio CD ;|c4 3/4 in. +|e1 book (unpaged : color illustrations ; 31 cm)
  336  spoken word|bspw|2rdacontent
R  336  text|btxt|2rdacontent
r  337  audio|bsd|2rdamedia
R  337  unmediated|2rdamedia
r  338  audio disc|bsd|2rdacarrier
R  338  volume|2rdacarrier
y  490  1  Weston Woods read-along CD.
n  500  Compact disc.
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  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  655  0  Wit and humor, Juvenile.
d  655  7  Humorous fiction.|2lcgft
d  655  7  Children’s audiobooks.|2lcgft
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.
The most excellent and lamentable tragedy of Romeo & Juliet: a play by William Shakespeare / adapted and illustrated by Gareth Hinds.

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.
Videogame

MARC Leader 2222222222 i 4500
y 007 co cga
y 008 140129t20102010cauc 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|2r dacarrier
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.
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 22#### i 4500
y 007 ou
y 008 140129t20052005riu 00 g eng d
i 024 1 653569157267
t 245 0 0 Trivial pursuit®. |p Totally 80s.
u 246 3 0 Totally 80s
p 264 1 Pawtucket, RI : |b Hasbro, 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 |2rdacarrier
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.
Stripping unwanted information from the 245 field

245 field from the original record:


Correctly edited record:

MARC
Leader
4500

LOCATIONS
baij,norj,pflj

y 005 20140110000000.0
y 008 130824t20132013miua 000 0 eng
l 010 2013027987
i 020 9780310727859
i 020 0310727855
i 024 1 025986727857
y 040 DLC|beng|cDLC|eDLC|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 / written by Archbishop Desmond Tutu; illustrated by Nancy Tillman.
p 264 1 Grand Rapids, Michigan :|bZonderkidz, c2013
p 264 4 |c©2013
r 300 1 volume, unnumbered pages :|bcolor illustrations ;|c29 cm
r 336 text|2rdacontent
r 336 still image|2rdacontent
r 337 unmediated|2rdacontent
r 338 volume|2rdacontent
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.
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
Updated September 2016
Updated February 2018
emc/dt