國家圖書館 RDA 工作坊
第十三講: 圖書館 RDA 編目政策與方針範例
RDA Local Policies & Guidelines
盧文英
5/22/2013

設定 RDA 編目政策和方針過程中所需考量的因素:

1. 培訓

2. 何時(仍)用 AACR2

3. 何時依循 RDA, LC-PCC PS 或其他編目方針

4. 是否可協助使用者查尋,辨認, 選擇,獲取所需資源 (FRBR*的宗旨)

    (例如在欄位 700/710 用不用分欄 $e 加關係用語 (relationship designators))

5. 館藏目錄系統網站展示 (例如欄位 245$h, 336-338, 880)

6. 是否依循混合書目紀錄方針或計畫

    o PCC Guidelines on Hybrid Bibliographic Records
      http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/Post-RDA-Implementation-Guidelines.html#Hybrid

    o OCLC RDA Policy Statement (effective March 31, 2013)
      http://www.oclc.org/en-US/rda/new-policy.html

    o 館藏目錄系統供應商的計畫

7. 編目效率

8. 其他

美國科羅拉多大學波爾德校區圖書館(University of Colorado Boulder, University Libraries)已設定圖書館 RDA 編目政策和方針. 範例謹供參考.

其他圖書館 RDA 編目政策或方針的網站:
- 美國哥倫比亞大學 (Columbia University):
  https://wiki.cul.columbia.edu/display/rda2/CUL+Local+Policies
- 美國加州大學聖地牙哥校區 (University of California, San Diego):
  http://tpot.ucsd.edu/cataloging-resources/_files/ucsd-instructions-for-rda-copy-ennhance.pdf
- 美國史丹佛大學 (Stanford University):
  http://lib.stanford.edu/metadata/documentation > Procedures [搜尋 RDA]

RDA Policy as of 4/30/2013

1. Original catalogers create original or derived original bibliographic records using RDA, LC-PCC Policy Statements, BSR and CSR guidelines, and other format-specific guidelines.
2. Original catalogers must create only RDA authority records.
3. When deriving records from AACR2 or earlier may create AACR2 records or RDA records. However, derived records from RDA must be RDA records. When deriving records from hybrid AACR2/RDA, catalogers may create either AACR2 or RDA records. AACR2 records may contain acceptable RDA elements according to OCLC RDA Policy (http://www.oclc.org/rda/new-policy.en.html)
4. Copy cataloging – accept and edit AACR2 records without re-coding to RDA.
5. Copy cataloging – accept and edit RDA records adhering to RDA guidelines.
6. Copy cataloging – accept RDA elements in hybrid records without changing the original coding for description (pre-AACR2 or AACR2).
7. Copy cataloging – if enhancing a record, enhance based on the original coding for description.

RDA Guidelines as of 4/30/2013

1. The Libraries follows the guidelines of RDA as interpreted by LC-PCC Policy Statements LC-PCC PS Some PSs are very prescriptive; others say "generally."   There is room for cataloger's judgment, particularly when the PS uses the word "generally."

2. General guidelines on transcription: "take what you see and accept what you get." See RDA 1.7.1. BUT, for capitalization follow LC-PCC PS (i.e., if the record has all caps, accept it).

3. Transcription of names in 245 $c (statement of responsibility) – Accept all names in the statement of responsibility if they are already in the record. If all names are not in the record, the copy cataloger should use judgment in recording significant names.

4. GMDs– Delete GMDs in RDA records brought in from OCLC. Do not add them to RDA records. [OCLC will delete all of them from WorldCat beginning March 31, 2016].

5. 264 fields –Publication statement is primary; supply place and date when possible. For other 264 fields, follow the "264 Field Guidelines".

6. 33x fields should be retained in ALL records brought in, regardless of the cataloging code used. OCLC allows them in all records.

7. 880 fields – Always supply native script in 880 fields for Chinese, Japanese, Korean, and Russian. For other non-Latin scripts, accept them if they are present in the record.

Refer to Copy Cataloging with RDA for specific guidelines.

University Libraries

Copy Cataloging with RDA (Textual Monographs)

NOTE: This document summarizes the data elements to check when importing RDA records; other elements are given according to cataloger's judgment. **Remember that the Libraries' copy cataloging accepts found records as much as possible.**

Use cataloger's judgment. Always have FRBR user tasks in mind when using judgment, i.e. **Find, Identify, Select, Obtain**

R = Repeatable; NR = Not repeatable

Tag	Attribute(s)	Libraries practice
Desc:	Descriptive cataloging form	Use value "i" (ISBD)
008	Fixed-length data elements	IF a copyright date is recorded in 264 _4 $c of a single-part monograph or other resource published in a single year: code *DtSt* as "t"; give publication, etc., date in *Date 1*; give copyright date in *Date 2*.
040 $b	Language of cataloging	Use value "eng" (follows $a)
040 $e	Description conventions	Use value "rda" (precedes $c)
100-110 $e (R)	Relationship designator	If adding relationship designators in $e, use terms in RDA Appendix I.2.1. Delete $4 (relator code) if present.
240	Uniform (preferred title)	The most likely situations needing attention: 1) If the resource is a translation, ensure the presence of the preferred title of the original and only one language name in $l. 2) If the resource is a compilation of works by one creator, ensure the presence of the correct form of the conventional title if appropriate.
245	Title Proper, etc.	Add missing other title information if presented with title proper in the resource. Add missing parallel title(s) from any source in the resource. Add names missing from statement of responsibility based on typography, placement of names, significance of names (for example CU affiliation, if easily identified in the resource)
245 $h	AACR2: GMD	Not valid in an RDA record; see 336-338 below.

Tag	Attribute(s)	Libraries practice
264 _1	Publication information	$a Ensure that first place of first publisher is transcribed as found in the resource, supply a place of publication, or use "[Place of publication not identified]". $c Give date of publication even if it is a supplied date (e.g., it may be necessary to convert a copyright date to a supplied publication date). If no publication date can be supplied, record "[date of publication not identified]". (See separate 264 Field Guidelines)
264 _4 $c	Copyright date	Accept separate 264 field with 2nd indicator "4" (i.e., do not use a date of copyright notice in publication, distribution, manufacture, or production statement). Use **only** if there is neither the date of publication nor the date of distribution is given.
300 (R)	Carrier description	This field may be repeated when multiple formats are involved (e.g., book with accompanying CD)
336 (R)	Content type $a Content type term (R) $b Content type code (R) $2 Source (NR) $3 Materials specified (NR)	Accept $a terms in RDA 6.9 and $2 rdacontent. Do not add subfield $b; accept subfield $b and $3 if present. This field may be repeated.
337 (R)	Media type $a Media type term (R) $b Media type code (R) $2 Source (NR) $3 Materials specified (NR)	Accept $a terms in RDA 3.2 and $2 rdamedia. Do not add subfield $b; accept subfield $b and $3 if present. This field may be repeated.
338 (R)	Carrier type $a Carrier type term (R) $b Carrier type code (R) $2 Source (NR) $3 Materials specified (NR)	Accept $a terms in RDA 3.3 and $2 rdacarrier. Do not add subfield $b; accept subfield $b and $3 if present. This field may be repeated.
490 (R)	Series statement	Accept ISSN and numbering of series and of subseries.
502 (R)	Dissertation $a Dissertation note (NR) $b Degree type (NR) $c Name of granting institution (NR) $d Year degree granted (NR) $g Miscellaneous information (R) $o Dissertation identifier (R)	Accept and use subfields $b, $c, $d, $g, and $o if specific information is available.
505 (R)	Formatted contents note	Supply enhanced contents note for compilations when appropriate. Supply **IF** it adds value.
588 (R)	Source of description $a Source of description note (NR) $5 Institution to which field applies (NR)	Give information (1) about issue, part, or iteration used for description if not the one specified in RDA; (2) date online resource was viewed.

Tag	Attribute(s)	Libraries practice
7XX	Added Access points	All the names in 245 $c (statement of responsibility) may not be represented in 7XX fields. Add only the significant names. Accept all authorized access points (AAP), including relationship designators.
700-710 $e (R)	Relationship designator (term)	If adding relationship designators in $e, use terms in RDA Appendix I. Delete $4 (relator code) if present.
700-730 $i (R)	Relationship designator (phrase)	Accept what you get. Example: 700 1# $i Translation of: $a Brown, Dan, $d 1964- $t Digital fortress.
775 (R)	Other edition entry (related manifestation)	For a reproduction, give information about the original publication when the earlier record is available; otherwise, use bibliographic history note (500). Example: 775 $i Reprint of (item): $t Hiking in Unicoi State Park $d Helen, GA : RST Publishers, 1955 $h 22 p. : ill. ; 19 cm.

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