

CONSER RDA Core Elements for Serials

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February 13, 2013

Hosted by ALCTS

Acknowledgements

- CONSER and PCC RDA Task Group Members
- LC Policy and Standards Division Staff, members of the Cooperative Cataloging Team
- PCC standing committees and task groups
- UCLA RDA Review Group

Topics

1. Background
2. CONSER RDA Documentation
3. CONSER RDA Bridge Training Materials
4. Next steps

1. Background

1. CONSER: serials descriptive component of the Program for Cooperative Cataloging (PCC)
2. CONSER Standard Record (CSR): AACR2 based core elements for serials cataloging
3. CONSER RDA Core Elements for Serials: element set for RDA description

PCC Decision to Implement RDA

1. PCC decision to implement RDA
2. Decisions needed for PCC:
 - Alternatives in RDA
 - Going beyond RDA core
 - Best practices for PCC
3. PCC task group work began 2011 and continues today

PCC Decision Making

1. Task group recommendations
2. Public comments
3. PCC Policy Committee decisions
4. Recommendations incorporated into documentation
 - LC-PCC Policy Statements
 - Descriptive Cataloging Manual
 - Other PCC program documentation

Status of PCC RDA Task Groups (2012)



Status of PCC RDA Task Groups

Last update: October 18, 2012

Task Group Name	Reports to	Current status	Deadlines
Acceptable Headings Implementation TG (follow on to Acceptable Heading Categories TG) CHARGE PoCo Decisions Table (Word, 19 KB)	PoCo	PoCo decisions table updated August 31, 2012	Mid-January 2012: initial progress report April 30, 2012: progress report and calendar/timeline June 15, 2012: Final report
Access Points for Expressions TG CHARGE (Word, 22KB) Final Report (Word, 336 KB)		Underway	Appointment of group: June 2012 Deadline for guidelines and report to be submitted to PCC Policy Committee: October 15, 2012 Deadline for PCC Policy Committee comment and approval: November 5, 2012 Announcement to PCCLIST and posting on PCC web site, requesting public comments: by Thanksgiving 2012 Implementation date: The TG will recommend an implementation strategy and timetable
Authority Source Citation TG Final Report (Word, 45 KB) PoCo Decisions Table (Word, 19 KB)	SCA	PoCo decisions table updated August 19, 2012	

CONSER Standard Record Task Group

2011-2012, charge:

1. Review CSR AACR2/LCRI guidelines and elements
2. Make recommendations on CONSER core RDA elements
3. Be flexible; changes can be made as implementation proceeds

CONSER Core RDA Elements

1. Represent changes from CSR AACR2 practices agreed to in 2007
2. Year long CONSER process and discussions
3. Approved by CONSER and PCC Policy Committee
4. Recognize need to evolve with changing PCC RDA practices and decisions

Alignment With Other PCC guidelines

1. [BIBCO standard record](#): monographic descriptive component of PCC
2. [Provider neutral guidelines](#) for monographs, serials, and integrating resources

Evolving Practices 2012-2013

1. Hybrid records: interim and post implementation
2. Expressions in bibliographic and authority records
3. Relationship designators

Background Summary

CONSER RDA core elements:

1. PCC RDA decisions needed
2. Consultation within CONSER and public comments
3. Approved by the PCC Policy Committee
4. Will change based on evolving PCC practices

2. CONSER RDA Documentation

1. CONSER RDA core elements
 - RDA/FRBR arrangement
2. MARC 21 to RDA core elements
3. CONSER RDA cataloging checklist

Used in conjunction with other tools

1. [PCC provider neutral guidelines](#)
2. [PCC hybrid record/working with copy guidelines](#)
3. Utility guidelines
4. Local policies for RDA core elements

CONSER RDA Documents

RDA documentation on CONSER Web site:

<http://www.loc.gov/aba/pcc/conser/index.html>

1. [CONSER RDA core elements](#)
2. [CONSER MARC 21 to RDA core elements](#)
3. [CONSER RDA cataloging checklist](#)

CONSER RDA Core Elements

CONSER RDA CORE ELEMENTS

Explanation of symbols in this table:

→ "Element" column: a "T" in parentheses identifies a transcribed element per RDA instruction or per RDA instruction.

"RDA no." column: an asterisk (*) indicates there is an LC-PCC PS for that instruction or an alternative instruction.

→ "FRBR" column:

FRBR entities

W = work

E = expression

M = manifestation

I = item

→ "Core" column: c = CONSER core; c if = CONSER core if applicable; [blank] = not required

CONSER RDA Core Elements

Element	RDA no.	FRBR	Notes	Core	MARC encoding
IDENTIFYING MANIFESTATIONS AND ITEMS					
Title proper (T)	2.3.2*	M		c	245
Parallel title proper (T)	2.3.3	M	Record parallel titles in field 246.	c	245
Other title information (T)	2.3.4	M	Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.		245
Variant title (T)	2.3.6	M	Record <u>initialisms/acronyms</u> of the title proper not chosen as the title proper in field 246 rather than other title information (Per May 2012 LC rule revision proposal: 2.3.2.5, exception: revise to give form not selected as variant title (not as other title information) Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title.	c if	246
Earlier title proper (T)	2.3.7	M	247 is used only for integrating resources.	c if	246, 247
Later title proper (T)	2.3.8	M	Record minor title changes.	c	246
Key title (T)	2.3.9	M		c if	222
Abbreviated title (T)	2.3.10	M	Record in 210, not 246	c if	210
Statement of responsibility relating to title proper (T)	2.4.2	M	Usage of variant names appearing in a statement of responsibility on later issues may be recorded in 550 notes or in the 4XX field of authority records.		245

CONSER RDA Core Elements

DESCRIBING CARRIERS				
Media type +	3.2	M		c
Carriertype	3.3	M		c
Extent	3.4 *	M	Continue with CSR practice: \$a extent required only for tangible non-print formats. only if the resource is complete or if the total extent is known Require at least the term (e.g., "volumes") for "dead" serials only	c if
Dimension	3.5*		(Note: resource other than serial)	
Note on changes in carrier characteristics	3.22.6 *	M	Give if carrier characteristics vary and new description isn't made	c if

PROVIDING ACQUISITION AND ACCESS INFORMATION				
Uniform Resource Locator	4.6 *			c if

IDENTIFYING WORKS AND EXPRESSIONS				
Preferred title for the work	6.2.2 *	W	Title or form of title chosen as the basis for the authorized access point representing that work. For example language editions.	
Form of work	6.3	W	If needed to differentiate	c if
Date of work	6.4 *	W	If needed to differentiate	c if

CONSER MARC-TO-RDA CORE ELEMENTS

See also: CONSER RDA Core Elements Table || Where's that RDA Tool (for Serials)?

Explanation of symbols in this table:

- "Element" column: a "T" in parentheses identifies a transcribed element per RDA instruction or per CONSER agreement in that instruction.
- "RDA no." column: an asterisk (*) indicates there is an LCPS for that instruction or an alternative, option, etc., related to that instruction.
- "FRBR" column (FRBR entities): **W** = Work **E** = Expression **M** = Manifestation **I** = Item
- "Core" column: **c** = CONSER core **c if** = CONSER core if applicable **[blank]** = not required

MARC encoding	Element	RDA no.	FRBR	Core	Notes
Leader Bibl Lvl	Mode of issuance	2.13	M	c	
Fixed Field: 008/18-19	Frequency	2.14	M	c	U.S. ISSN center staff required to code 008/18-19 Current frequency (310) is a core element for CONSER if known. Current frequency (310) is a core element for CONSER if known.
see also: 310/321					
Fixed Field: 008/35-37	Language	6.11 *	E		Language also in: 041 and 546

MARC 21-TO-RDA ELEMENTS

022	ISSN (Manifestation)	2.15 *	M	c if	
030	Coden (Manifestation)	2.15 *	M	c if	
041 _# \$a	Language	6.11 *	E		
041 _# \$a	Language	7.12 *	E		For serials with multiple languages code 041 \$a only for the language of the primary content; supply more complete information re. languages of other content in 546
See also 008/35-37 & 546					
1XX	Creator	19.2 *	W	c if	RDA: If there is more than one creator responsible for the work, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required. If principal responsibility is not indicated, only the first-named creator is required. LC Practice: After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger's judgment.
130					
130 0# \$a, \$l, \$n, \$p	Preferred title	6.2.2 *	W		Title or form of title chosen as the basis for the authorized access point representing that work. For example language editions

MARC 21-TO-RDA ELEMENTS

245 __ \$b	Other title information (T)	2.3.4	M		Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.
245 __ \$c	Statement of responsibility relating to the title proper (T)	2.4.2	M		Usage of variant names appearing in a statement of responsibility on later issues may be recorded in 550 notes or in the 4XX field of authority records
246 11	Parallel title proper (T)	2.3.3	M	c	Record parallel titles in field 246 11
246 1#	Variant title (T)	2.3.6	M	c if	Record initialisms/acronyms of the title proper not chosen as the title proper in field 246 rather than other title information (Per May 2012 LC rule revision proposal: 2.3.2.5, exception: revise to give form not selected as variant title (not as other title information) Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title.
246 1# \$i Vols. for ... have title: \$a	Later title proper (T)	2.3.8	M	c	Record minor title changes
247 10	Earlier title proper (T)	2.3.7	M	c if	247 is used only for integrating resources
250 ##	Designation of edition (T)	2.5.2	M	c if	

MARC 21-TO-RDA ELEMENTS

264_1 \$a	Place of publication (T)	2.8.2*	M	c if	If more than one place, only the first recorded is required. Record changes in place, if they are considered to be important for identification or access. (RDA 2.8.1.5.2) If a place of publication is not named on the resource, supply a probable place of publication whenever possible. If recording [Place of publication not identified], then give as complete a distribution or manufacture date as possible
264_1 \$b	Publisher's name (T)	2.8.4*	M	c if	If more than one publisher, only the first recorded is required. Also record changes in publisher name or of a different publisher appearing on later issues, if they are considered to be important for identification or access. (RDA 2.8.1.5.2) If a publisher is not named on the resource supply a probable publisher name whenever possible. If recording [Publisher not identified], then give as complete a distribution or manufacture date as possible
264_1 \$c	Date of publication	2.8.6*	M	c if	Serials: Record Publication Date of first and last issue if the dates are known and the first or last issues are in hand. Integrating Resources: if the date(s) of publication cannot be approximated, no date is recorded (RDA 2.8.6.5 applies to multipart monographs, serials, and integrating resources).
264_2 \$a	Place of distribution (T)	2.9.2*	M	c if	For a published resource, if place of publication not identified; if more than one, only the first recorded is required
264_2 \$b	Distributor's name (T)	2.9.4*	M	c if	For a published resource, if publisher not identified; if more than one, only the first recorded is required

CONSER RDA Cataloging Checklist

Introduction

- ○ This document addresses what generally is included in CONSER bibliographic records for a textual serial; to be used with the CONSER RDA Core Elements List. Catalogers should also consult their institution's core list. Additional elements may be needed for non-textual serials or serials in special subjects (law, music, etc.), catalogers should consult community-specific guidelines in these cases.
- ○ This documentation is intended for experienced serials catalogers.
- ○ This documentation focuses on creating serial records using
 - MARC 21 and ISBD punctuation
 - RDA instructions
 - CONSER standard record guidelines
- To establish authorized access point to identify a person, family, corporate body see instructions in [NACO Training](#).
- Acknowledgment: This workflow is an adaptation of LC's "Checklist: Creating RDA records" available at http://www.loc.gov/aba/rda/source/RDA_bib_checklist_DOC_C.doc, and two serial workflow documents: "Cataloging a print serial" by Renette Davis, and "Stanford MDU serials" available from the RDA Toolkit public shared files.

Getting started

Checklist: decision tool

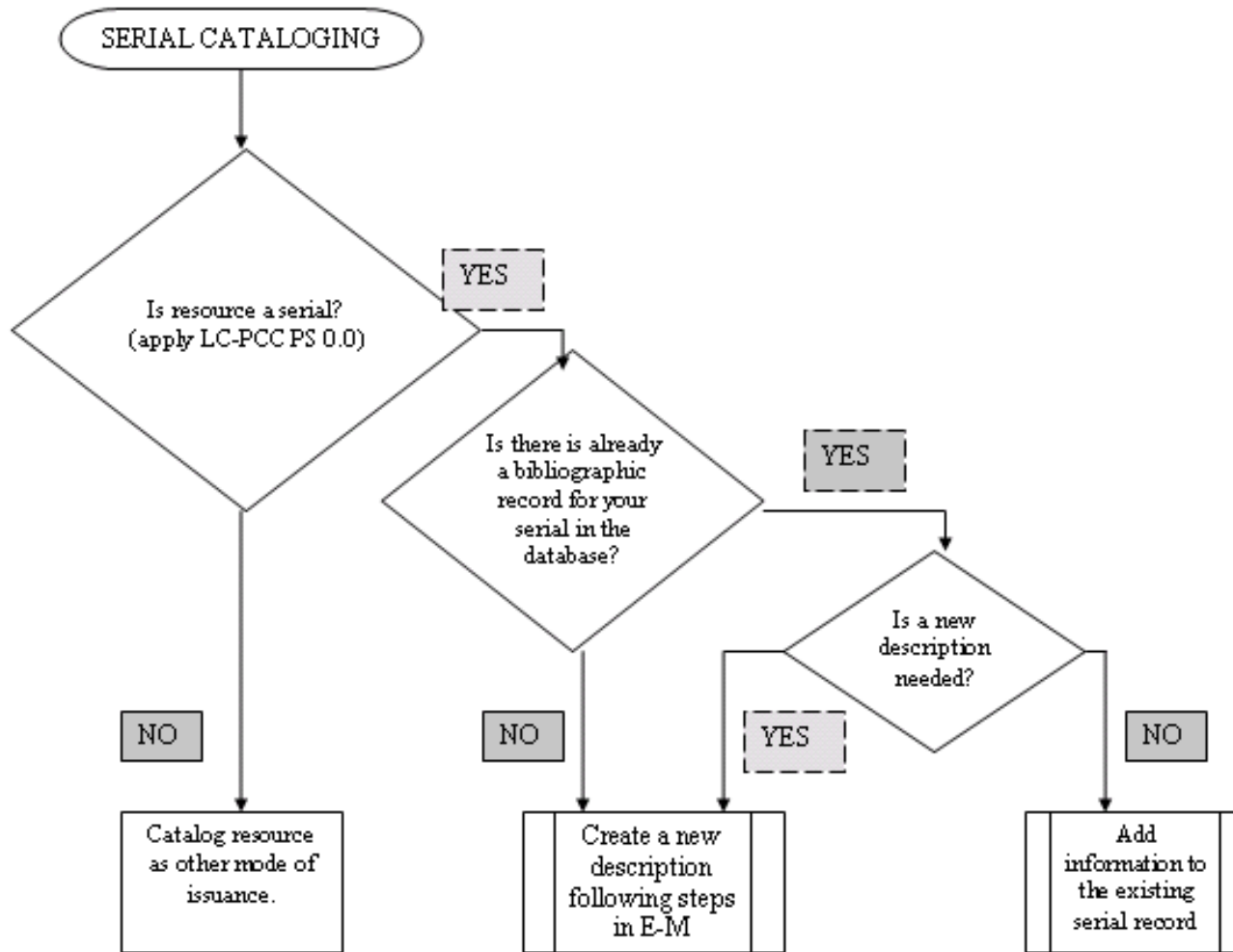
Getting started

- A. Determine that your resource is a serial by consulting RDA 2.13. In case of doubt about mode of issuance, apply the guidelines given in LCPS 0.0.
- B. If there is already a bibliographic record for your serial in the database, consult RDA 1.6.2 to determine if you should create a new description or add information to the existing record.

If a new description is not needed:

- follow the instructions in RDA about changes related to the element that has changed (e.g., follow instructions in RDA 2.3.2.12.2 to record a minor change in the title proper, RDA 2.4.1.10.2 to record a change in a statement of responsibility, follow 3.22.6.3.1 to record changes in carrier characteristics)
 - and follow PCC guidelines to enhance and edit PCC-level [RDA](#) and [non-RDA](#) serial bibliographic records
- C. If you need to create a new description, select the appropriate work form, constant data record, and macro set for your bibliographic record depending on the mode of issuance, the content, and the carrier of your resource.


Decision Tree



Checklist: editing instructions

Elements in CONSER bibliographic record

G. General Editing Instructions

- 
1. The elements in this section are core elements if applicable and if available in serial bibliographic records with authentication code “pcc.”
 2. If there is a “(T)” after the element name, it is a transcribed element. Generally, transcribe what is on the resource (RDA 1.7). There are two possible actions for capitalization, it is PCC and LC practice to allow the cataloger to decide:
 - transcribe exactly what is on the resource (or retain what is supplied from a digital source) or

Checklist: RDA/WEMI

→ H. Identifying Manifestations and Items

10. Identifier for the manifestation -- MARC 022, 030 (RDA 2.15)

- Record a valid ISSN that you find in the serial or in any other source the ISSN in 022) \$a (RDA 1.3, RDA 2.15)
- Record an invalid ISSN that you find in the serial in 022 \$y (RDA 2.15.1.6)

11. Title proper (T) -- MARC 245 \$a, \$n, \$p (RDA 2.3.2; can also see LCPS information)

- Transcribe in field 245 the title from basis of description and preferred source of information as determined following D, E, and F above.
- Transcribe the title as it appears on the resource or apply capitalization following Appendix A as discussed in G.2 above.
- Include any article that is at the beginning of the title proper and set the 245 second indicator to the number of character positions that should be disregarded for sorting and filing purposes.

RDA Toolkit

1. Checklist posted as a global workflow
2. CONSER RDA core elements and MARC 21 table are posted as global Maps
3. Links between the three tools

RDA TOOLS RESOURCES

- + RDA: Element Set
- + RDA Mappings
- Examples of RDA Records (JSC)
 - MARC Encoding
- Workflows
 - Create Workflow
 - Global Workflows
 - Archival Collections
 - BL Guide to RDA Name Authority Records
 - BL Monograph WEMI Workflow
 - BL Music WEMI Workflow
 - Braille fiction
 - Braille music
 - Cataloging a print serial
 - CONSER RDA Cataloging Checklist for Textual Serials (DRAFT)
 - GCElectronicres
 - Glossarium (Nederlands)

About | Help | Feedback

RDA Quick Search

Profile Name

Password

WORKFLOW

CONSER RDA Cataloging Checklist for Textual Serials

See also: [CONSER RDA Core Element](#) | [MARC-to-RDA Table](#)

Introduction (Purpose and acknowledgment)

Getting Started

- A. Is it a serial?
- B. Is there already a record in the database?
- C. How to choose a template for a new description
 - Decision Tree
- D. Source of information
- E. Preferred Source of Information

Elements in a CONSER Bibliographic Record

- G. General editing instructions
- H. Identifying manifestations and items
 10. Identifier
 11. Title proper
 12. Parallel title

Basis for CONSER RDA Planning

1. Bridge training: AACR2 to RDA
2. Updating of CONSER Cataloging Manual, CONSER Editing Guide
3. SCCTP RDA serials cataloging workshop

CONSER Documentation Summary

Three CONSER RDA cataloging tools:

1. Incorporate related PCC decisions
2. Document CONSER RDA decisions
3. Serve as a decision making tool
4. Are available to anyone from the CONSER home page, from the RDA Toolkit as global Maps and a global Workflow

3: CONSER RDA Bridge Training

1. Scope: transition from AACR2 to RDA cataloging
2. Face to face and online formats
3. Modeled on NACO and LC training plans
4. Can be used by PCC and non-PCC institutions for staff training

PCC Assumptions

1. RDA NACO training
2. FRBR training modules provide a solid foundation
3. Other material from the Library of Congress (LC) RDA Training Materials [Website](#)

CONSER Bridge Training

1. Face to face sessions held at LC and other venues (July-Dec. 2012)
2. Face to Face session held for CONSER members Jan. 25, 2013
3. Online sessions scheduled in February and March 2013

Face to face and online sessions

1. Provide the opportunity to incorporate new ideas and feedback
2. Develop a common understanding of RDA serials cataloging practices
3. Make training materials and documentation freely available

Online learning platform

1. Supports communication with session attendees
2. Provides access to documents and links to prerequisite FRBR training modules
3. Discussion boards allow attendees to ask and respond to questions
4. Modeled on the LC Overseas offices training plans

Bridge Training Prerequisites

Prerequisite Modules

Online self paced modules to complete before attending the CONSER RDA "Bridge" Training session.

1. RDA: FRBR Fundamental Concepts	CONSER
2. RDA: FRBR Practicum -- Applying the Concepts	CONSER
3. RDA: FRBR, RDA, and MARC	CONSER
4. RDA: Using the RDA Toolkit	CONSER

Additional Recommended Modules - Descriptive

These modules are optional but will give you a solid foundation in RDA descriptive cataloging before taking the short on time, focus on background material in each module, transcription and new RDA related MARC fields.

Descriptive Module 1: Identifying Manifestations and Items	CONSER
Descriptive Module 2: Describing Carriers&Identifying Works	CONSER
Descriptive Module 3: Expressions and Content	CONSER
Descriptive Module 4: Relationships in RDA	CONSER

RDA CONSER Records Peer Review

Interested in having your RDA records reviewed by a CONSER colleague? Willing to serve as a reviewer? Fill out the Peer Review Form to let us know how you'd like to participate.

Peer Review Information	CONSER
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Bridge Training Sessions

Please note: This is a publicly-accessible topic.

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CONSER

Confirmation for Feb. 14-21 CONSER RDA sessions
Confirmation for first set of Feb. CONSER RDA sessions
Feb. 5 - Quiz 3 - Results
Feb. 5 - Quizzes 1-2 - Results

Each webinar series includes 3 sessions.

February 5-February 12 Series

Session 1: Tue 2/5/2013 1:30 PM - 3:00 PM Eastern

Session 2: Thu 2/7/2013 1:30 PM - 3:00 PM Eastern

Session 3: Tue 2/12/2013 1:30 PM - 3:00 PM Eastern

Registration (Closed)

Deadline: Tue. January 22nd (Closed)

Summary

CONSER RDA Bridge Training:

1. Transitional
2. Formats: face to face and online
3. Evolves with input
4. Solidifies a common understanding
5. Training materials and documentation freely available

4. Next Steps

1. Documentation updates Summer 2013
 - Begin with CONSER Cataloging Manuals that have RDA recommendations
2. Consider models for SCCTP workshop
 - WEMI order rather than manifestation/MARC 21 based order

Summary

1. CONSER RDA documentation is freely available
2. The documentation may be helpful to PCC and non-PCC institutions in developing local workflows
3. The CONSER RDA Bridge Training material is freely available and may be useful to any institutions in local staff training