Cataloging Archival Materials: Using RDA with DACS

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Presenter information

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    - Historical manuscripts
    - Motion picture archives
    - Folklore
    - Photographs
Introductory comments

- Preliminary interpretation
  - No official response to RDA from the American archival community
  - Guidelines and best practices may develop in the future

- Overview of bibliographic and authority records
  - Focus on aggregates (collections) managed according to archival principles
  - Treats RDA as base rules, with DACS as supplementary guidance and interpretation
Background

- **AACR2** released with chapter for manuscripts in 1978
- **APPM** released in 1983
- **MARC-AMC** released in 1983
- **ISAD(G)** released in 1993 (2nd ed., 2000)
Describing Archives: A Content Standard (DACS)

- American implementation of ISAD(G), ISAAR (CPF)
- Developed by Society of American Archivists, released in 2004
- Output neutral rules, to be used with MARC and EAD
Relationship between DACS and RDA

- RDA rules for archival materials initially based on DACS
  - DACS may provide additional guidance for formulating content
- Rules for creator descriptions in RDA and DACS based on related conceptual models
Relationship between DACS and RDA

- "Consideration has been given to the metadata standards used in other communities (archives, museums, publishers, semantic web, etc.) to attain an effective level of alignment between those standards and RDA."

Source: RDA 0.2
ISAD(G) and FRBR
Archives in RDA

"A document or documents organically created, accumulated, and/or used by a person, family, or corporate body in the course of the conduct of affairs and preserved because of their continuing value. This resource may be an aggregation of documents or it may be a discrete item. It may also be a collection acquired and assembled by an archival repository, individual, or other institution, that does not share a common provenance or origin but that reflects some common characteristic, for example, a particular subject, theme, or form."

Source: RDA Glossary
Core/minimal elements (Bibliographic)

RDA Core
- Title proper (RDA 2.3.2/DACS 2.3)
- Date of production (RDA 2.7.6/DACS 2.4)
- Identifier for the manifestation (RDA 2.15 (2.19)/DACS 2.1)
- Carrier type (RDA 3.3)
- Extent (RDA 3.4.1.11/DACS 2.5)
- Creator relationships (RDA 19.2/DACS 2.6)

DACS Minimal
- Name and location of repository (RDA 4.3/DACS 2.2)
- Scope and content (RDA 7.10/DACS 3.1)
- Conditions governing access (RDA 4.4/DACS 4.1)
- Language and scripts of material (RDA 6.11/DACS 4.5)
Sources of information

- General guidelines call for using sources that form part of the resource (RDA 2.2)
  - Specific rules provided for printed materials, moving images and other resources
  - For materials without a fixed source of information, instructed to use another source forming part of the resource (RDA 2.2.2.4) or other sources of information (RDA 2.2.4)

- For archival aggregates, sources outside the resource do not need to be indicated (RDA 2.2.4)
For materials without a title, cataloger may provide a devised title (RDA 2.3.2.10)

A brief descriptive title should consist of:
- The nature of the resource; OR
- Its subject; OR
- A combination of the two (RDA 2.3.2.11)

Archival materials may also include the name of the creator, collector, or source (RDA 2.3.2.11.4)

Title should be in language and script of material
Title proper

- Photographs
  - OR
- Mount Timpanogos, Utah
  - OR
- Photographs of Mount Timpanogos, Utah
  - OR
- Eugene L. Roberts photographs of Mount Timpanogos, Utah
Title proper

- DACS provides additional guidance for formulation of devised titles (DACS 2.3.3)
  - Requires a name segment, nature of materials segment, and an optional topical segment
- Includes guidelines on number and types of names, and material types
- Rules for name segment also used for determining creator relationships
Title proper

- Eugene L. Roberts photographs
  - OR
- Eugene L. Roberts photographs on Mount Timpanogos, Utah
  - BUT NOT
- Photographs
  - NOR
- Mount Timpanogos, Utah
  - NOR
- Photographs of Mount Timpanogos, Utah
Date of production

- Date is one portion of a production statement, but the only core element (RDA 2.7)
- Includes dates of production or dates of record-keeping activity
- For collections, production date should record date of production or publication of component resources (RDA 2.7.6.1)
Date of production

- Specific rules for archival materials included in RDA 2.7.6.7
  - For date within single year, record date or specific date
  - For span of dates, record inclusive dates
  - Optionally, record bulk dates for materials
  - If no date given, record estimated dates
  - When unable to estimate, record "date of production not identified"
Date of production

- Single date
  - 1906 March 17
  - 14 April 1912

- Inclusive dates
  - 1939-1945

- Bulk dates
  - 1830-1844, bulk 1830-1839

- Estimated dates
  - probably 1914
  - before 1877
Date of production

- RDA also introduced MARC encoding changes for dates
  - Traditionally recorded in 245 subfield f
    - 245 10 $a Thomas Jones papers, $f 1856-1878.
  - Now mapped to 260 subfield c, or new 264 field
    - 260 __ $c 1856-1878.
    - OR
    - 264 _0 $c 1856-1878.
Date of production

- Additional guidance for dates in DACS 2.4
  - Definitions of different date types to be recorded (creation, record-keeping, publishing, and broadcast)
  - Guidelines for formatting of dates
- Information on dates for materials with ongoing accruals
- Instructions for materials with a gap in dates
Date of production

- Date format
  - 1939-1945
  - 1906 March 17
  - NOT 14 April 1912

- Accruals
  - 1990-2005
  - NOT 1990-

- Gaps in materials
  - 1830, 1839-1844
  - NOT 1830-1844
Identifier for the manifestation/item

- General rule for manifestation identifiers given in RDA 2.15
  - Description includes identifiers assigned by archives
  - Aimed at standard numbers (ISBN, ISSN)
  - Also allows other identifiers, such as URIs or local identifiers

- Separate rules for item identifiers also included in RDA 2.19
  - Name of assigning agency should precede identifier
Identifier for the manifestation/item

- In DACS, two types of identifiers are required:
  - Local identifier (DACS 2.1.3)
  - Repository identifier (DACS 2.1.4)
- Allows recording of same information, though in a slightly different form
Identifier for the manifestation/item

- RDA collection call number
  - 090 __ $a Brigham Young University MSS 4

- DACS collection call number
  - 040 __ $a UPB
  - 090 __ $a MSS 4
Carrier type

- Core element in RDA, with no equivalent in DACS (RDA 3.3)
  - Record "as many terms as are applicable"
  - Alternatively, record terms for only predominant or most substantial parts
- For archives, may be best to take the alternative
Extent

- RDA provides three different ways of recording extent in a comprehensive description of a collection:
  - Recording the number of items, containers, or volumes (RDA 3.4.1.11.1)
  - Recording the amount of storage space required (RDA 3.4.1.11.2)
  - Recording the number and type of units included in the collection (RDA 3.4.1.11.3)
Extent

- **Number of items**
  - 300 __ $a 6 boxes
  - 300 __ $a approximately 140 items
  - 300 __ $a 60 folders $a (1564 items)

- **Amount of storage space**
  - 300 __ $a 10 linear ft.
  - 300 __ $a 3 linear ft. $a (6 boxes)

- **Number and type of unit**
  - 300 __ $a 400 photographs
Extent

- General rule in DACS provides similar means of recording extent (DACS 2.5.4):
  - Record the number of linear feet
  - Record the number of items
  - Record the number of containers or carriers

- Additional options for parallel statements of extent (DACS 2.5.7), multiple statements of extent (DACS 2.5.8), and for approximate statements of extent (DACS 2.5.9)
Extent

- **Number of items**
  - 300 __ $a 6 boxes $a (3 linear ft.)
  - 300 __ $a approximately 140 items
  - 300 __ $a 60 folders $a (1564 items)

- **Amount of storage space**
  - 300 __ $a 10 linear ft.
  - 300 __ $a 3 linear ft. $a (6 boxes)

- **Number and type of unit**
  - 300 __ $a 400 photographs $a (2 linear ft.)
Creator relationships

- RDA defines creators as "a person, family, or corporate body responsible for the creation of a work"
  - Includes entities responsible for compilations
- Also provides rules for when corporate bodies may be recorded as creators
  - Archival records from a corporate body might be considered under category A or C
- All creators may be recorded, but only predominant or first named required
Creator relationships

- 245 10 $a Rose M. Hinton papers.
- 100 1_ $a Hinton, Rose M. $q (Rose Marie), $d 1928-

- 245 10 $a Department of History records.
- 110 2_ $a Brigham Young University. $b Department of History.
Creator relationships

- Creator relationships defined more loosely in DACS as "corporate bodies, persons, and families associated with the creation, assembly, accumulation, and/or maintenance and use of the materials" (DACS 9)

- Names recorded in devised title listed as creators (DACS 9.8)
  - Other names given in the description may also be recorded as creators (DACS 9.5)
Creator relationships

- 245 10 $a Rose M. Hinton papers.
- 100 1_ $a Hinton, Rose M. $q (Rose Marie), $d 1928- $e creator.

- 245 10 $a Department of History records.
- 110 2_ $a Brigham Young University. $b Department of History, $e creator.
Name and location of repository

- Referred to as contact information in RDA
- Entries for archival materials include:
  - Name of repository, including parent bodies
  - Mailing address
  - Other contact information
- Rules essentially the same in DACS
  - MARC mapping in Appendix C to 852 or 524
Name and location of repository

- 270 1_ $a L. Tom Perry Special Collections, Brigham Young University $a 1130 HBLL
  $b Provo $c UT $e 84602

- 524 __ $a Rose M. Hinton papers, MSS 7772, L. Tom Perry Special Collections, Brigham Young University, Provo, Utah 84602.

- 852 __ $a L. Tom Perry Special Collections, Brigham Young University $e Provo, Utah 84602.
Scope and content

- RDA includes various elements for describing the nature and content of materials
  - Nature of the content (RDA 7.2)
  - Coverage of the content (RDA 7.3)
  - Summarization of the content (RDA 7.10)

- Summary should "provide a brief objective summary of the content of the resource if it is considered to be important for identification or selection and sufficient information is not provided in another part of the description."
Scope and content

DACS includes list of content that should be included in the summary note:

- the function(s), activity(ies), transaction(s), and process(es);
- documentary form(s) or intellectual characteristics;
- the content dates;
- geographic area(s) and places;
- subject matter, such as topics, events, people, and organizations.
Scope and content

520 2_ $a Minutes, membership and dues records, journals, daybooks, forms, circulars, and correspondence from a carpenters' union local in St. Paul, Minnesota. Correspondence and minutes contain data on the union's formation, internal affairs, assessments and benefits, social functions, organizing activities, relations with other local and national unions, and political participation. There is also information on St. Paul labor issues, hiring practices, boycotts, strikes, and employers' attitudes toward unions. Present also are minutes (1914-1923) of Millmen's Local Number 1868, which affiliated with the carpenters in 1923.
Conditions governing access

- When recording restrictions on access, instructed to include:
  - Nature of restriction
  - Duration of restriction
- Absence of restrictions may be recorded
- DACS requires additional information be recorded, such as
  - Authority imposing restriction, and contact information
  - Authorized users, if applicable
Conditions governing access

- 506 __ $a Donor restricted until 2015; permission to use materials must be obtained from the Supervisor of Reference Services.

- 506 __ $a Restricted. Closed for 25 years (until 2029) after the creation of the records and thereafter open to the public after consultation with the University Archivist and in accordance with the General Restriction Statement of the L. Tom Perry Special Collections.
Language and scripts of material

- In RDA, recording language is only a core element for distinguishing between expressions (RDA 6.11)
  - Language entries to be recorded from a controlled list, if available
  - LCPS instructions tied to the MARC Code List
  - If multiple languages used, each to be recorded separately

- DACS rule also includes the scripts used recorded as a note
Core/minimal record example

008/35-37  eng
040 __ $a UPB $b eng $c UPB $e rda $e dacs
090 __ $a MSS 7941
100 1_ $a Gottfredson, Glen, $e creator.
245 10 $a Glen Gottfredson papers.
300 __ $a 1 box $a (0.5 linear ft.)
300 __ $a 1 oversize folder $a (0.3 linear ft.)
338 __ $a sheet $2 rdacarrier
506 __ $a Open for public research.
520 2_ $a Contains a record of Gottfredson's military service aboard the U.S.S. Phoenix
  during World War II. Also contains materials pertaining to the history of the
852 __ $a L. Tom Perry Special Collections, Brigham Young University $e Provo, Utah
  84602.
Archival creators

- RDA includes expanded options for recording information about creators
  - Addition of family, taken from ISAAR(CPF)
  - Separate elements for descriptive data
- DACS includes similar elements and guidelines
  - Rules for description of creators
  - Instructions for formulation of access points
- Differing perspectives on role of authority records
Archival creators

"Except in cases where the creator or collector is truly unknown, this means that the creator or collector of the materials must be identified and included in (or linked to) the description of the materials. Moreover, the functions or activities of the creator(s) that produced the archival materials must be described. Finally, standardized access points must be provided that indicate not just the primary creator but also the relationships between successive creators, for example, the parts of a corporate body that has undergone reorganization(s)."

Source: DACS Principle 8
Core/minimal elements (Authority)

- RDA Core
  - Elements that are "applicable and readily ascertainable"
  - May be recorded as part of access point or in separate elements
  - Identifier
  - Sources

- ISAAR(CPF) Minimal
  - Dates as separate element
Creator elements

- New RDA elements for identifying persons:
  - Associated dates
  - Gender
  - Place of birth
  - Place of death
  - Associated country
  - Place of residence
  - Address of person
  - Affiliation
  - Language of person
  - Profession or occupation
  - Biographical information
  - Identifier for the person
Creator elements

New RDA elements for corporate bodies:
- Associated place
- Associated date
- Associated institution
- Other designation
- Language of corporate body
- Address of corporate body
- Field of activity
- Corporate history
- Identifier for corporate body
Families

- Significant differences between RDA and DACS for formulating access points
  - DACS rules similar to family name subject headings
    - Giroux family
    - Taylor family
  - RDA allows for greater specificity and differentiation
    - Weir (Family : Weir, Robert Walter, 1803-1889)
Creator elements

New RDA elements for families:
- Type of family
- Associated date
- Associated place
- Prominent member of family
- Hereditary title
- Family history
- Identifier for family
Creator relationships

- RDA also expands options for recording relationships between entities
  - Predecessor/successor (earlier/later)
  - Hierarchical superior/subordinate
  - Progenitor/descendants
  - Employer/employee
  - Alternate/real identity
  - Founder
  - Group member
Creator relationships

110 2_ Salt Lake & Ogden Railway
510 2_ $i Predecessor: $a Great Salt Lake & Hot Springs Railway $w r

110 2_ Great Salt Lake & Hot Springs Railway
510 2_ $i Successor: $a Salt Lake & Ogden Railway $w r
Creator relationships

110 2_ Harold B. Lee Library
510 2_ $i Hierarchical superior: $a Brigham Young University $w r

110 2_ Brigham Young University
510 2_ $i Hierarchical subordinate: $a Harold B. Lee Library $w r
Creator relationships

100 1_ $a Homes, Geoffrey, $d 1902-1977
500 1_ $i Real identity: $a Mainwaring, Daniel, $d 1902-1977 $w r

100 1_ $a Mainwaring, Daniel, $d 1902-1977
500 1_ $a Alternate identity: $a Homes, Geoffrey, $d 1902-1977 $w r
Creator relationships

110 2_ $a Paramount Pictures Corporation (1914-1927)

500 1_ $i Founder: $a Hodkinson, W. W. $q (William Wadsworth), $d 1881-1971 $w r

510 2_ $i Product of a merger: $a Paramount Famous Lasky Corporation $w r
Core/minimal record example

040 __ $a UPB $b eng $c UPB $e rda
046 __ $f 19260415
100 1_ Gottfredson, Glen $q (Glen Robert), $d 1926-
670 __ Glen Gottfredson papers, 1910-1969 $b (Glen Gottfredson)
670 __ Ancestry.com, via WWW, Sept. 19, 2011 $b (Glen Robert Gottfredson; b. Apr. 15, 1926)
Conclusion

- For archivists, RDA provides greater opportunities for recording characteristics and attributes of archival materials and creators.
- For librarians, DACS provides more detailed instructions (and examples) for describing archival materials.
- Need for continuing collaboration between archives and library communities.
Questions?

http://www.ala.org/ala/mgrps/divs/alcts/confevents/upcoming/webinar/index.cfm

Hosted by ALCTS
The Association for Library Collections
& Technical Services