Using RDA with DACS: What’s New?

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Presenter information

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    - Historical manuscripts
    - Motion picture archives
    - Folklore
    - Photographs

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Introductory comments

• Preliminary interpretation
  – A number of RDA principles incorporated in recent DACS revisions
  – Some guidelines available (PCC RDA BSR profile), but best practices for hybrid records have not yet emerged

• 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

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Describing Archives: A Content Standard (DACS)

• American implementation of ISAD(G), ISAAR (CPF)
• Developed by Society of American Archivists, released in 2004, 2nd ed. in 2013
• Output neutral rules, to be used with MARC and EAD

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Relationship between DACS and RDA

• RDA rules for archival materials initially based on DACS
  – DACS may provide additional guidance for formulating content
• Revised version of DACS implements some RDA principles
  – Assumes greater use of RDA in conjunction with authority work
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

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Core/required elements (Bibliographic)

• **RDA Core**
  - Title proper (RDA 2.3.2/DACS 2.3)
  - Date of production (RDA 2.7.6/DACS 2.4)
  - Carrier type (RDA 3.3)
  - Content type (RDA 6.9)
  - Extent (RDA 3.4.1.11/DACS 2.5)
  - Creator relationships (RDA 19.2/DACS 2.6)

• **DACS Required**
  - Identifier for the item (RDA 2.20/DACS 2.1)
  - 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)

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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)
Title proper

• 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
  – OR
• Photographs of Mount Timpanogos
  – OR
• Eugene Roberts photographs of Mount Timpanogos

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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

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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

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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 estimating would be misleading, 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
  – 1877?

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Date of production

• RDA also introduced MARC encoding changes for dates
  – Traditionally recorded in 245 subfield f
  – Now mapped to 264 subfield c
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
Date of production

- Display text string

- Machine-readable form
  - 008 __ 140526i19121983utu...
  - 046 __ $a k $c 1968 $e 1983
Content type

- Core element in RDA, with no equivalent in DACS (RDA 6.9)
  - Attribute of Expression entity, but included in bibliographic records
  - 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

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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

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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

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General rule in DACS provides similar categories of recording extent (DACS 2.5.4)

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)

Inclusion of guidelines for recording electronic records (DACS 2.5.10)
Extent

• Number of items
  – 300 __ $a 6 boxes $a (3 linear ft.)
  – 300 __ $a approximately 140 items

• Amount of storage space
  – 300 __ $a 10 linear ft. $a (5 boxes)
  – 300 __ $a 700 Megabytes

• Number and type of unit
  – 300 __ $a 400 photographs $a (2 linear ft.)
  – 300 __ $a 23 online resources $a (1 Gigabyte)

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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

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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 2.6)
- Names recorded in devised title listed as creators (DACS 2.6.4)
  - Other names given in history notes may also be recorded as creators (DACS 2.6.7)
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.

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Identifier for the 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 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 item

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

• DACS collection call number
  – 040 __ $a UPB
  – 090 __ $a MSS 4

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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

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

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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."

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Scope and content

• DACS 3.1 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 4.1 allows additional information be recorded, such as
  – Authority imposing restriction, and contact information
  – Authorized users, if applicable
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 4.5 also includes the scripts used recorded as a note
Core/required record example

008/35-37  eng
040 __ $a UPB $b eng $e rda $e dacs $c UPB
090 __ $a MSS 7941
100 1_ $a Gottfredson, Glen, $e creator.
245 10 $a Glen Gottfredson papers.
264 _0 $c 1910-1969.
300 __ $a 1 box $a (0.5 linear ft.)
300 __ $a 1 oversize folder $a (0.3 linear ft.)
336 __ $a text $2 rdacontent
338 __ $a sheet $2 rdacarrier
506 __ $a Open for public research.
852 __ $a L. Tom Perry Special Collections, Brigham Young University $e Provo, Utah 84602.

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Archival creators

• RDA includes expanded options for recording information about creators
  – Separate elements for descriptive data
• DACS includes similar elements and guidelines
  – Rules for description of creators
  – Relies on RDA and other rules for formulating authorized access points
• Differing perspectives on role of authority records

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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 (LCPS)

• DACS Minimum
  – Authorized access point
  – Type of entity
  – Dates of existence
  – Identifier

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Core person elements

- Preferred name
- Title of the person
- Fuller form of name (Core-if)
- Date of birth
- Date of death
- Period of activity (Core-if)
- Other designation
- Profession or occupation
- Identifier

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Core corporate body elements

– Preferred name
– Date of establishment (Core-if)
– Date of termination (Core-if)
– Period of activity (Core-if)
– Location of headquarters (Core-if)
– Location of conference, etc.
– Date of conference, etc.
– Associated institutions
– Number of a conference, etc.
– Type of corporate body
– Associated institution (Core-if)
– Other designation (Core-if)
– Identifier

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Core family elements

- Preferred name
- Associated dates
- Associated place (Core-if)
- Prominent family member (Core-if)
- Identifier
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

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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

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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

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Core/minimal record example

010 __ $a no2011191674
040 __ $a UPB $b eng $e rda $c UPB
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

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