

Guide 2: Enhancing & Editing non-RDA Monograph Records

Enhancing & Editing non-RDA Monograph Records

Scope: This document has been written for catalogers not familiar with non-RDA cataloging codes who are updating PCC-level non-RDA records for monographic resources. The document addresses general concerns only. Catalogers working with non-textual resources (e.g., audio files, cartographic resources), special subjects (law, music, religion), or rare/preservation resources should consult community-specific guidelines.

If you encounter a non-RDA record and want to enhance it, there are lots of enhancements you can make because they are not related to differences between AACR2 and RDA, or because they would be treated the same in each content standard. There are, however, some changes that ought to be handled more cautiously.

The first table below identifies selected enhancements that can easily be made.

The second table is intended for those not trained in AACR2 who should be aware of differences between AACR2 and RDA so that you can be careful not to “undo” AACR2 practices to conform to RDA. It identifies selected elements/attributes that may be treated differently in RDA and AACR2. This list is not exhaustive, but identifies the typical areas of interest.

These guidelines are, necessarily, at a general level. Record editors are advised to keep a few thoughts in mind:

- Do **not** remove valid AACR2 elements or valid RDA elements when enhancing records (rather than re-describing). Do not recode the descriptive rules for these minor additions. The goal of editing a bibliographic record should be focused on enhancing the record to improve user access to the resource by contributing to the user tasks: find, identify, select, and obtain.
- Be nice! Avoid ‘editing wars’ that are merely stylistic (such as style of note).
- Do no harm! Retain elements that are correct, even if you would not normally supply them yourself. If it's not wrong, leave it alone.
- Ask first if you are not sure. Use existing channels (such as the PCC, CONSER, and BIBCO listservs), contact individuals that have been trained on RDA, email LChelp4rda@loc.gov , etc.

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Table 1: Acceptable enhancements to AACR2 records

MARC	Element	Action
006/008	Fixed length data elements	Add or modify values as necessary, including enhanced coding for literary works, references, indexes, etc.
007	Physical description fixed field	Add or modify as needed.
0XX	Various numbers and codes	Enhance the records as desired with numbers/identifiers, coordinates, classification numbers, geographic area codes, languages codes, etc.
1XX	Main entry/creator	Correct typos as necessary to synchronize with authority file forms
245	Title proper, etc.	Correct typos, indicators, MARC content designation, etc. However, see Table 2 regarding inaccuracies on the item itself. Accept uppercase/lowercase found in the record. May add statements of responsibility not already transcribed.
246	Variant titles	Add to enhance access, as desired
300	Physical description/extent	For single-part monographs, correct mis-recorded data (e.g., incorrect page numbers) or other enhancements (e.g., illustrations) using AACR2 abbreviations For multi-part monographs, update data when describing additional parts
336/337/338	Content, media, & carrier types	These may be added to enhance access. Do NOT remove 245 \$h (GMD) field.
5XX	General notes	Feel free to provide useful notes.
504	Bibliographical references	Feel free to enhance the record with bibliographical reference and index information. Use AACR2 prescribed abbreviations when needed (p. for pages)
505	Contents notes	Add if desired, following AACR2 practice to transcribe what is on the piece
520	Summary, etc.	Feel free to add
6XX	Subject access points	Add or modify as needed, following authorized forms where appropriate
7XX	Added entry (access points)	Add additional added entries to enhance access, following authorized forms (e.g. creators beyond the first, additional contributors)

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800/810/ 811/830	Series access point	For libraries that trace series access points, provide the authorized form for the series represented in the series statement.
856	URLs, etc.	Feel free to add or modify as needed.
General	Non-Latin scripts	Feel free to add parallel fields in non-Latin scripts per PCC guidelines.
General	Relationship designators	Feel free to add approved RDA relationship designators to any access points if desired.

If the record you are working on is minimal, either a minimal PCC record, or minimal non-BIBCO copy which the cataloger is transforming into a BIBCO record, and almost all of the information is lacking and needs to be added from scratch to create access to the work, you may re-code the record as an RDA record if you are trained to do so.

If that is NOT the case, and the record is to remain an AACR2 record:

Table 2: Things to avoid changing in AACR2 records

MARC	Element	Action
040 \$e	Description conventions	Do not add 'rda'
100/110/111	Main entry/creator	Do not change the choice of entry. For example: <ul style="list-style-type: none"> • In AACR2, some works of collaboration do not have a 1xx as they do in RDA • Compilations by different creators will have a 100/110/111, where they will not in RDA.
100 Indicator 1=3	Main entry/family name	Do not add a family name as creator; the concept is not valid in AACR2
130	Uniform title/Authorized access point for the work	Generally do not add or delete. For example, RDA has different requirements than AACR2 for: <ul style="list-style-type: none"> • identifying the first/predominant work in a compilation • identifying more than one expression of the same work (e.g., original version and one or more translations are treated in the same \$I)
240	Uniform title/Preferred title	Generally do not add or delete. For example, RDA has different requirements than AACR2 for: <ul style="list-style-type: none"> • conventional collective titles (e.g., Selections by itself is not valid) • identifying the first/predominant work in a compilation

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MARC	Element	Action
		<ul style="list-style-type: none"> identifying more than one expression of the same work (e.g., original version and one or more translations are treated in the same \$I)
245	Title proper, etc.	<p>Generally do not alter. For example, RDA has different conventions than AACR2 for:</p> <ul style="list-style-type: none"> indicating an incorrect title proper (e.g., “[sic]” and “[i.e.]” are used to correct a title proper in AACR2) capitalization practices parallel titles may only be added if found on the same source as the title proper in AACR2 supplied title proper for resources without a collective title using “et al.” instead of “and x others” is correct for AACR2 <p>In general, leave the field as is and do not alter these things.</p> <p>Do not remove a general material designation (GMD).</p> <p>Under AACR2, statement(s) of responsibility may not name more than 3 entities of the same type [3 editors, 3 authors, 3 illustrators, 3 translators, etc.] and may only be transcribed from certain sources. “Et al.” is used if truncating a statement of responsibility. This may be left as is. However, if you decide to delete the “et al.” and transcribe additional entities beyond the rule of 3, continue to transcribe according to AACR2 practice in terms of source and do not transcribe affiliations.</p> <p>For multi-part monographs, you may change the title proper, other title information, and statement of responsibility to those of first or earlier part if the description was originally based on a later part. Follow AACR2 conventions.</p>
246	Variant title	Generally do not remove.
250	Edition statement	Do not spell out words or transcribe numerals that have prescribed abbreviations.
260	Publication, etc.	<p>AACR2 follows conventions that RDA does not. Retain these conventions. RDA emphasizes a ‘transcribe what you see’ approach for publication, distribution, manufacture, and production statements, but that is not always the case in AACR2. For example:</p> <ul style="list-style-type: none"> do not add places that are not required in AACR2

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MARC	Element	Action
		<p>(the ‘home country’ rule is applied, i.e., transcribe the first place of publication listed and, if it is not in the home country of the cataloging agency, transcribe the first place of publication that is)</p> <ul style="list-style-type: none"> do not remove larger jurisdictions not on the source of information, or ‘corrections’ to the place do not remove abbreviations to places or publisher names found on the source of information do not replace a supplied date of publication. Some dates are used interchangeably in AACR2 and are different elements in RDA. Do not remove the abbreviations “S.l.” or “s.n.” in the publication field. These are prescribed Latin abbreviations in AACR2. <p>For multi-part monographs, you may transcribe different places/publishers found on subsequently cataloged parts in additional 260 fields, using AACR2 conventions.</p>
300	Physical description/Extent	<p>Generally accept the style of the extent statement. For example:</p> <ul style="list-style-type: none"> do not spell out abbreviations do not remove brackets to indicate unnumbered do not add characteristics such as file type or encoding format not covered by AACR2
490	Series statement	<p>For multi-part monographs, add subsequent series statements if necessary, preceding the statements with indications of the particular parts applicable to each series title. Follow AACR2 conventions for recording titles.</p>
7XX	Added entry (access points)	<p>Generally do not remove existing added entries. You may optionally add entries that add an important access point.</p>
7XX	Analytical added entries (access points)	<p>Generally do not remove existing analytical added entries, particularly for compilations (treated differently in RDA and AACR2), multiple expressions, or related works/expressions.</p>
General	Relationship designators	<p>Do not remove relationship designators used in authorized access points for persons, families, or corporate bodies (e.g., composer, cartographer, performer, translator). Do not remove relationship designators that categorizes types of related entities</p>

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MARC	Element	Action
		(e.g., sequel to, revision of, musical arrangement of)
General	Non-Latin scripts	Do not remove parallel fields in non-Latin scripts.