

RDA Electronic Resources

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Created 2 February 2013 Modified 7 June 2023





Step-through view of the e-book and the Web site

- Sisters and Saints and LACONi
- Generally in RDA rule order
- Uses MARC 21 examples

Describing Manifestations & Items

• Follows RDA Chapters 2, 3, 4

Describing Works and Expressions

• Follows RDA Chapters 6, 7

Recording Attributes of Person & Corporate Body

- Uses RDA Chapters 9, 11
- Covers relator terms only

Recording Relationships

• Follows RDA Chapters 25, 26

Employing Provider Neutral Practice

Symbol Chart

- E-book specific or example
- Integrating resource specific or example



Program for Cooperative Cataloging (PCC) guidance



Advise local documentation

LC-PCC PS	PCC PS	(Policy	Statements)
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Resources

Program for Cooperative Cataloging. "Provider-Neutral E-Resource MARC Record Guide: P-N/RDA version." September 3, 2019 revision. Washington, D.C. : Program for Cooperative Cataloging, 2019.

http://www.loc.gov/aba/pcc/scs/documents/PCC-PN-guidelines.html

Electronic Resources Examples

Electronic books Wonderbooks Streaming and/or downloadable: Audio Movies Video games Electronic journals Databases Web sites Data on CD-ROM or DVD-ROM In short:

Anything requiring a computer

Anything stored on a digital medium

Basis of Identification: Comprehensive



Electronic books

- Resource issued as a single unit
 2.1.2.2 RDA
- Choose a source identifying the resource as a whole



Integrating resources

- Choose the current iteration2.1.2.4 RDA
- Make a note identifying the latest iteration consulted in making the description

Quasi-ebook Integrating Resource

Some ebooks act like integrating resources

Look for "update" dates

Catalog on the Continuing Resources (CR) workform

Code as integrating resource

Publish Date: Mar 27, 2020

Web Version Last Updated: Apr 04, 2023

Paperback: ISBN-13: 978-1-951693-18-3

Digital: ISBN-13: 978-1-951693-17-6

License:



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Preferred Sources for Pages, etc.

2.2.2.2 RDA Source of information for Pages, Leaves, Sheets, Cards (or images thereof)

Use the image of the title page, sheet, or card as your source. If lacking, use in this order

- \circ A cover or jacket
- \circ A caption
- O A masthead
- \bigcirc A colophon
- Another source in the resource as a whole, preferring formal presentation

Preferred Sources for Other Resources



2.2.2.4 RDA Other Resources

- All resources that aren't pages, etc. or moving images fall here
- Includes audio recordings, integrating resources like Web sites, kits, games, realia, etc.

Prefer for...

Tangible resources A textual source or label on the resource itself Online resources Textual content or Embedded metadata

If neither exist, use another source from the resource, preferring formally presented information.

Else, devise a title or supply from outside the resource itself

Describing Manifestations

Declaring Information from Other Sources

Information from outside the resources itself is indicated with a note or coding (such as square brackets)

• Preference for square brackets for everything but the title

If information from an other source is used for

• Title [Never use brackets; Always provide a source of title note]

Use square brackets for information from an other source for

- Statement of responsibility
- Edition statement
- Numbering of serials
- Production, Publication, Distribution, or Manufacture statements
- Series statements

No need for a note for any of these.

Sources of Other Information

Each Core element typically has a choice list of sources

Take the [insert Core element here] from the following sources (in order of preference):

- a) the same source as the title proper (see 2.3.2.2 RDA)
- b) another source within the resource itself
- c) one of the other sources of information specified under 2.2.4

Except

- For series, a) is the series title page
- For places, prefer source of name (e.g., publisher)
- For copyright, identifiers, and content, use any source
- For extent, carrier, media, use evidence presented by the resource itself

MARC 21 / OCLC Workform

Consider all electronic resources to be published.

• RDA rule is currently being fast-tracked.



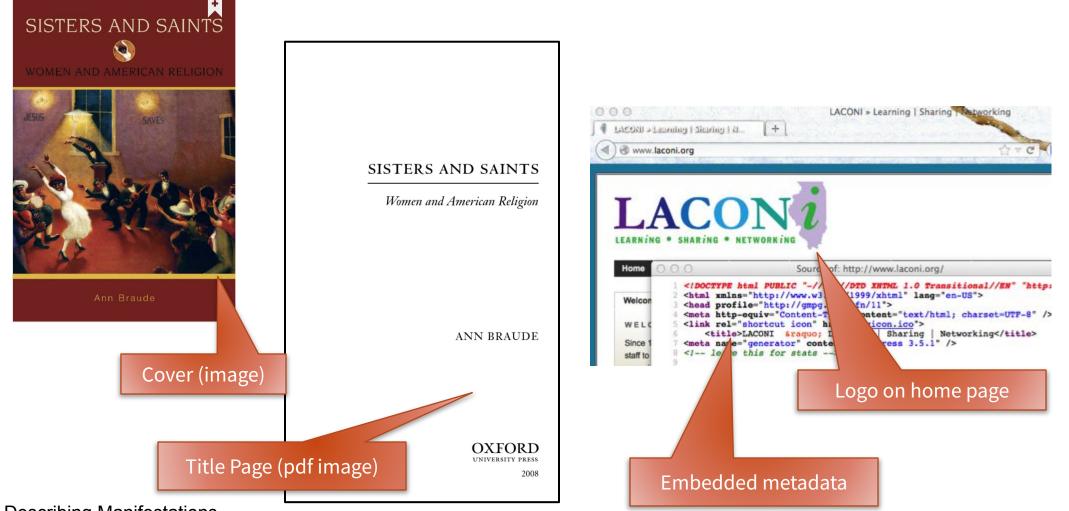
- LDR/06
 - Type of record a

Integrating resources

- LDR/06
 - Type of record a (textual) for language
 - Type of record g (visual) for images

Add 006/00 m for all electronic resources

Preferred Source

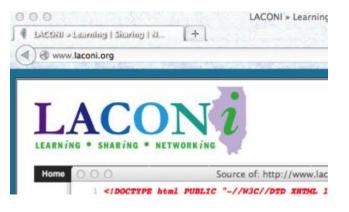


Describing Manifestations

Title Proper

- 2.3.2.1 RDA CORE the chief name of a resource (i.e., the title normally used when citing the resource).
- 245 10 \$a SISTERS AND SAINTS
- 245 10 \$a LACONi
 - Must use the latest iteration for Integrating Resources
- Capitalization is institutional and cataloger's choice





Describing Manifestations

Note on the Title Proper

2.17.2.3 RDA CORE Make a note on the source from which the title proper is taken if it is a source other than:

- a) the title page, ...
- b) the title frame or title screen ...
- Thus, all websites require a source of title note, even when the 2.2.2.4 RDA Preferred Source is used

588 0# \$a Title from home page.

Tip: Use OLAC's "Source of Title Note for Internet Resources" https://cornerstone.lib.mnsu.edu/olac-publications/6/

Date of Viewing of an Online Resource

2.17.2.3 RDA ... For online resources, make a separate note indicating the date the resource was viewed (see 2.17.13.5 RDA)

2.17.13.5 RDA For online resources, make a note identifying the date on which the resource was viewed for description.

588 ## \$a Viewed on February 1, 2012.

588 0# \$a Title from home page (viewed on December 21, 2012).

Title Proper Changes

MARC 21 field 247 \$a

Integrating resources are subject to title changes

Change title proper to reflect current iteration 2.3.2.12.3 RDA

Record earlier title proper in field 247 \$a

Use \$f to denote the date

http://www.archive.org's Wayback Machine



Other Title Information

Transcribe other title information as found on the preferred source 2.3.4.3 RDA

- 245 ... : \$b women and American religion
- 245 ... : \$b learning, sharing, networking

The source of other title information must come from the same source as the title proper; otherwise, give as a variant title

lntegrating resources: Record frequency as 2.14 RDA Frequency



Variant Title

MARC 21 246 \$a

Transcribe titles that differ from the title proper 2.3.6 RDA Make notes on the source if considered important

Supply "known as" variants if needed

Use "cataloguer's judgement"

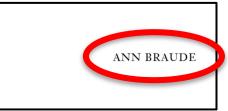
Make as many as needed

Statement of Responsibility

2.4.1.1 RDA CORE a statement relating to the identification and/or function of agents responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource.

🥑 245 10 ... / \$c Ann Braude.

245 10 ... / \$c Edited for LACONI by Toby Greenwalt and Kate Hall.





Edition

2.5.1.1 RDA CORE a statement identifying the edition to which a resource belongs Transcribe as it appears on the source of information 2.5.1.4 RDA

Edition statements must apply to the whole resource

Integrating resources

When new descriptions are not needed...

Transcribe additions, and update changes and deletions

Make a note if important to note the change

Publication Statement

2.8.1.1 RDA CORE a statement identifying the place or places of publication, publisher or publishers, and date or dates of publication of a resource.

264 #1 \$a New York, New York : \$b Oxford University Press, \$c 2008.

264 #1 \$a Oxford : \$b Oxford University Press, \$c 2008.

		OXFORD UNIVERSITY PRESS
OXFORD		Oxford University Press, Inc., publishes works that further Oxford University's objective of excellence in research, scholarship, and education.
OATORD		Oxford New York
UNIVERSITY PRESS	Copyright © 2001,	Auckland Cape Town Dar es Salaam Hong Kong Karachi
2008		Kuala Lumpur Madrid Melbourne Mexico City Nairobi New Delhi Shanghai Taipei Toronto
	Published by Oxford V 198 Madison Avenue,	University Press, Inc. New York, New York 10016

Describing Manifestations

Publication Statement

264 #1 \$a [Illinois] : \$b LACONi, \$c [2001]-264 #1 \$a [United States] : \$b [publisher not identified], \$c [not before 2000]-

Prefer probable Place, Country, State, Province, Etc. over "Place of publication not identified"

Integrating resources

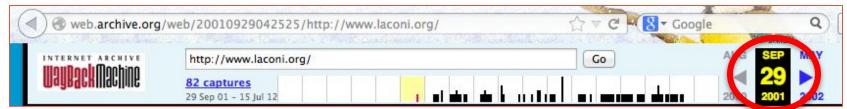
Update the place and/or name if they change

Make note of changes if deemed important

Wayback Machine can help find probable begin dates

If no date can be found, omit:

264 #1 \$a [Place of publication not identified] : \$b LACONi



Copyright Date

2.11.1.1 RDA a date associated with a claim of protection under copyright or a similar regime.



Copyright © 2001, 2008

First published in hardcover as Women and American Religion (2000).

Published by Oxford University Press, Inc. 198 Madison Avenue, New York, New York 10016

Rights Statement

Variously

540 Terms Governing Use and Reproduction Note

542 Information Relating to Copyright Status

Creative Commons (CC) is not copyright, rather it works with copyright to grant terms of use

Generally, use the typical CC phrasing

540 ## \$a Resource produced by [AGENT] is licensed under a Creative Commons Attribution 4.0 International License. \$f CC BY 4.0 \$2 cc \$u https://creativecommons.org/licenses/by/4.0/ 540 ## \$a Resource produced by [AGENT] is licensed under a Creative Commons Attribution-Noncommerical 4.0 International License. \$f CC BY NC 4.0 \$2 cc \$u https://creativecommons.org/licenses/by-nc/4.0/

Tip: Use the CC License Generator for easy copy and paste https://chooser-beta.creativecommons.org/

Frequency

2.14.1.1 RDA the intervals at which the issues or parts of a serial or the updates to an integrating resource are issued.

MARC 21 field 008/18 and 310 \$a

Record frequency of updates if known using a term from the list provided in RDA 2.14.1.3

If no term is appropriate or frequency is irregular, make a note giving the details (310) Make notes on former frequencies in MARC 21 field 321 \$a

Record dates of a frequency in \$b

310 ## \$a Frequently updated

Identifier for the Manifestation

2.15.1.1 RDA CORE a character string associated with a manifestation that serves to differentiate that manifestation from other manifestations.

Record the ISBN of the electronic book! Do NOT record the print manifestation ISBN

020 ## \$a 9780199724567 \$q eISBN MARC 21 requires omission of ISBN and hyphens

9780195333091

Print ISBN:

Uncommon for most integrating resources

Record any ISSN that applies to the electronic manifestation

Record any ISBN that applies to quasi e-book/integrating resources

Describing Carriers

Unless explicitly stated, electronic resources are not:

Reproductions

Facsimiles

Describe the carrier as it represents itself

For example, a book published in 1910 and digitised in 2010 will have a publication date of 1910

Content, Carrier, & Media Type Terms

The fields 336 Content, 337 Media, and 338 Carrier must be applied to every record

Media Type is not RDA Core, but we always include it.

Media Type dictates the choice of Carrier Type.

Best practice is to use the Connexion Client macro whenever possible.

Typical CCM Vocabulary will be:

336 ## \$a text \$b txt \$2 rdacontent337 ## \$a computer \$b c \$2 rdamedia338 ## \$a online resource \$b cr \$2 rdacarrier

If tangible, probably

338 ## \$a computer disc \$b cd \$2 rdacarrier

Extent

3.4.1.1 RDA CORE the number and type of units and/or subunits making up a resource.

300 ## \$a 1 online resource

If pagination is present, supply sequences in parenthetical followed by pages 300 ## \$a 1 online resource (136 pages, 8 unnumbered pages of plates)

Digital File Characteristics

3.19.1.3 RDA Record the following digital file characteristics, as applicable to the resource, if they are considered important for identification or selection:

a) file type (see 3.19.2 RDA) terms from RDA Registry audio file | data file | image file | program file | text file | video file Include \$2 rdaft if the term comes from the <u>RDA File Type</u> vocabulary

b) encoding format (see 3.19.3 RDA) MP3 | Excel | JPG | Arcinfo | HTML | PDF | others as appropriate

c) file size (see 3.19.4 RDA)

Give file size in bytes, kilobytes (KB), megabytes (MB), or gigabytes (GB), as appropriate.

Moving Image Digital File Characteristics

- 3.19.1.3 RDA Record the following digital file characteristics, as applicable to the resource, if they are considered important for identification or selection:
 - \circ a) file type (see 3.19.2 RDA)
 - video file | streaming video file
 - b) encoding format (see 3.19.3 RDA)
 - MPEG-4
 - c) file size (see 3.19.4 RDA)
 - Give file size in bytes, kilobytes (KB), megabytes (MB), or gigabytes (GB), as appropriate.
 - 498 MB
 - \circ f) encoded bitrate (see 3.19.7 RDA).
 - 32 kbps (if readily ascertainable)

Give each attribute in a separate 347 tag

347 ## \$a video file \$2 rdaft

347 ## \$b MPEG-4

347 ## \$c 498 MB

347 ## \$f 32 kbps

Audio Digital File Characteristics

- 3.19.1.3 RDA Record the following digital file characteristics, as applicable to the resource, if they are considered important for identification or selection:
 - \circ a) file type (see 3.19.2 RDA)
 - audio file | streaming audio file
 - \circ b) encoding format (see 3.19.3 RDA)
 - MP3 | ACELP [for Playaways]
 - \circ c) file size (see 3.19.4 RDA)
 - Give file size in bytes, kilobytes (KB), megabytes (MB), or gigabytes (GB), as appropriate.
 - 498 MB
 - \circ f) encoded bitrate (see 3.19.7 RDA).
 - 32 kbps (if readily ascertainable)

	Playaway 347 ## \$a audio file \$2 rdaft 347 ## \$a ACELP
·	
347 ## \$f 32 kbps	

Available formats: 😡	MP3 (zipped)
Duration:	18.5 hrs
Approx. file size: 🔞	498 MB

Digital File Characteristics

a) file type (see 3.19.2 RDA) 347 ## \$a text file \$2 rdaft

b) encoding format (see 3.19.3 RDA) 347 ## \$b PDF

c) file size (see 3.19.4 RDA) 347 ## \$c 760 KB Step 2: Download book Download size: 760kB Formats Available:



Adobe Digital Editions

008/23 s, o, *or* q 007 \$a c ...

347 ## \$a text file \$2 rdaft
 347 ## \$b PDF
 347 ## \$c 760 KB



347 ## \$a text file 347 ## \$b HTML

Equipment or System Requirements

MARC 21 field 538 \$a

3.20.1.3 RDA Record any equipment or system requirements **beyond what is normal and obvious** for the type of carrier or file

Typically linked to the medium of the carrier described. Online resources typically do not require any description.

Restrictions on Access

4.4.1.1 RDA limitations placed on access to a resource.

Record all restrictions on access to the resource, including the nature and duration of the restriction, as specifically as possible. The absence of restrictions may also be noted if it is considered to be important.



Use only for records for DLF Registry of Digital Masters, HathiTrust Digital Library and other digital preservation projects. Use with \$5

Generally do not use on e-books.



506 ## \$a Embargoed until May 2016.

506 ## \$a Some content restricted to subscribers.

Uniform Resource Locator

4.6.1.3 RDA Record the URL for the online resource described

May also be the DOI identifier

Add or change the URL as appropriate

Supply the provider name in \$3 when available from multiple providers

Use \$u for URLs that are general (not institution specific). Do not use \$z for information that is institution specific. If the domain name is not specific enough, \$3 may be used to record package/provider name.

856 40 \$3 Ebook Library \$u <u>http://public.eblib.com/EBLPublic/PublicView.do?ptiID=415776</u>

856 40 \$u http://www.laconi.net/

4.6.1.4 RDA **LCPCCPS** When a URL no longer functions, change to a note:

856 4# \$z Electronic address (<u>http://www.laconi.org</u>) not available when searched on December 21, 2012.

PCC

Illustrative Content

7.15.1.1 RDA content designed to illustrate the primary content of a resource. If the resource contains illustrative content, record *illustration* or *illustrations*, as appropriate.

Alternative Record the type of illustrative content in place of or in addition to the term *illustration* or *illustrations*

charts | coats of arms | facsimiles | forms | genealogical tables | graphs | illuminations | maps | music | photographs | plans | portraits | samples

300 ## ... \$b illustrations, portrait

Supplementary Content

7.16.1.1 RDA **CERCES** content (e.g., an index, a bibliography, an appendix) designed to supplement the primary content of a resource.

7.16 RDA CORRENT Supplementary content is a core element for LC for indexes and bibliographies in monographs.

504 ## \$a Includes bibliographical references and index.

500 ## \$a Includes index.

Colour Content

7.17.1.1 RDA the presence of colour, tone, etc., in the content of a resource. Colour content is also the specific colours, tones, etc., (including black and white) present in the content of a resource.

300 ## ... \$b color300 ## ... \$b illustrations, colour

English or American spelling is fine, do not change spelling in existing records

If content is black and white or greyscale, do not record it.

NOTE: "color" is a stand-alone attribute and does not modify the term "illustration"

Do not use "color illustrations," "illustrations (color)," the word "chiefly," or parentheses

Sound Content

7.18.1.1 RDA the presence of sound in a resource other than one that consists primarily of recorded sound.

300 ## ... \$b sound

300 ## ... \$b illustrations, colour, sound

If sound is a significant and/or important component, apply appropriate 3.19 RDA Digital File Characteristics data elements.

300 Physical Description

MARC field 300 combines several attributes of the Manifestation and Expression

300 \$a and \$b are not repeatable

Use comma-separated lists for multiple attribute terms

Electronic resources have no dimensions, so no \$c exists

300 ## \$a 1 online resource ([pagination if appropriate]) : \$b illustrations, color, sound

Generally, give attributes in RDA instruction order

Award



7.28.1.1 RDA a formal recognition of excellence, etc., for the content of a resource given by an award- or prize-granting body.

586 ## \$a Nonfiction winner, 2009 Christian Book Award.

586 ## \$a Web Marketing Association's 2013 Best Non-Profit Site.

Disclaimer: These awards are not true. For example purposes only.

Name Elements

Use the form of name for persons, families, and corporate bodies that you find in the NAF (name authority file) via OCLC, LC, or other access venue

18.5.1.3 RDA Record one or more appropriate relationship designator terms from the list in Appendix I RDA

21.3.1.3 RDA Record a publisher, if considered important for access

100 1# \$a Braude, Ann, **\$e author**.

110 2# \$a Library Administrator's Conference of Northern Illinois, **\$e creator, \$e publisher**.

700 1# \$a Greenwalt, Toby, **\$e editor**.

700 1# \$a Hall, Kate \$c (Librarian), **\$e editor**.

Contents Notes Examples

If contents are applicable, record them

- 505 0# \$a "Women Are the Backbone of the Church" -- Planting Religious Households --When the Spirit Moves Women -- Mothers and Daughters Maintain the Home -- Organized Womanhood -- Old Faiths in New Times.
- 505 0# \$a Administrators -- Circulation Services -- Outreach and Promotions -- Reference and Adult Services -- Technical Services – Technology -- Youth Services.

Best Practice: Provide website menu as a contents note if it brings clarity to the description.

Related Entities (Structured Description)

776 for Manifestations

776 08 \$i Print version: \$a Braude, Ann. \$s Women and American Religion. \$t Sisters and Saints. \$d Oxford : Oxford University Press, 2008. \$k Religion in American Life \$z 9780195333091



PCC

776 08 \$i Online version: \$a Braude, Ann. \$t Women and American Religion. \$d Oxford : Oxford University Press, 2008. \$z 9780199724567

Provider Neutral practice



\$i Online version:

\$i <other format> version:



Type a ELvl I Srce d Audn # Ctrl # Lang eng Conf 0 Biog # MRec # BLvl m Form o Ctry enk Cont b### GPub # LitF 0 Indx 1 Desc i Ills #### Fest # DtSt t Dates 2008 , 2008 006 m o d 007 \$a c \$b r \$d g \$e n 040 ## \$a XXX \$b eng \$e rda \$c XXX 020 ## \$a 9780199724567 \$q eISBN 100 1# \$a Braude, Ann, \$e author. 240 10 \$a Women and American Religion. 245 10 \$a Sisters and Saints : \$b Women and American Religion / \$c Ann Braude. 264 #1 \$a Oxford : \$b Oxford University Press, \$c 2008. 264 #4 \$c ©2008 300 ## \$a 1 online resource (136 pages, 8 unnumbered pages of plates) : \$b illustrations, portrait 336 ## \$a text \$b txt \$2 rdacontent 337 ## \$a computer \$2 rdamedia 338 ## \$a online resource \$2 rdacarrier 347 ## \$a text file \$b PDF \$c 760 KB \$2 rda 520 ## \$a Ann Braude demonstrates the important role of women in American religious history. Although women have until recently been barred from public religious leadership, their support has sustained American religious organizations for centuries. Focusing on this crucial role, Braude examines the influence of women on religious history, and the influence of religion on American women. 504 ## \$a Includes bibliographical references (pages 124-127) and index. 505 0# \$a "Women Are the Backbone of the Church" -- Planting Religious Households -- When the Spirit Moves Women -- Mothers and Daughters Maintain the Home -- Organized Womanhood -- Old Faiths in New Times. 588 ## \$a Viewed on February 1, 2012. 500 ## \$a First published in 2000 with the title: Women and American Religion. Examples 776 08 \$i Print version: \$a Braude, Ann. \$s Women and American religion. \$t Sisters and saints. 45d

Oxford ; New York : Oxford University Press, 2008. \$z 9780195333091

Type a ELvl I Srce d Audn # Ctrl # Lang eng BLvl m Form # Conf 0 Biog # MRec # Ctry enk Cont b### GPub # LitF 0 Indx 1 Desc i Ills #### Fest # DtSt t Dates 2008 , 2008 040 ## \$a XXX \$b eng \$e rda \$c XXX 020 ## \$a 9780195333091 \$q (pbk.) 100 1# \$a Braude, Ann, \$e author. 240 10 \$a Women and American Religion. 245 10 \$a Sisters and Saints : \$b Women and American Religion / \$c Ann Braude. 264 #1 \$a Oxford : \$b Oxford University Press, \$c 2008. 264 #4 \$c ©2008. 300 ## \$a 136 pages, 8 unnumbered pages of plates : \$b illustrations, portrait ; \$c 20 cm 336 ## \$a text \$b txt \$2 rdacontent 337 ## \$a unmediated \$b n \$2 rdamedia 338 ## \$a volume \$b nc \$2 rdacarrier 520 ## \$a Ann Braude demonstrates the important role of women in American religious history. Although women have until recently been barred from public religious leadership, their support has sustained American religious organizations for centuries. Focusing on this crucial role, Braude examines the influence of women on religious history, and the influence of religion on American women. 504 ## \$a Includes bibliographical references (pages 124-127) and index. 505 0# \$a "Women Are the Backbone of the Church" -- Planting Religious Households -- When the Spirit Moves Women -- Mothers and Daughters Maintain the Home -- Organized Womanhood -- Old Faiths in New Times. 500 ## \$a First published in 2000 with the title: Women and American Religion. 776 08 \$i Online version: \$a Braude, Ann. \$s Women and American religion. \$t Sisters and saints. \$d Oxford ; New York : Oxford University Press, 2008. \$z 9780199724567



NWW I	Type a ELvl I Srce d Audn # Ctrl # Lang eng BLvl i Form o Conf O Freq k MRec # Ctry ilu S/L 2 Orig o EntW # Regl R Alph # Desc i SrTp w Cont #### DtSt t Dates 2001, 9999
Website MARC Example	<pre>006 m o d 007 \$a c \$b r \$d g \$e n 040 ## \$a XXX \$b eng \$e rda \$c XXX 110 2# \$a Library Administrator's Conference of Northern Illinois, \$e creator. 245 10 \$a LACONi : \$b Learning Sharing Networking / \$c LACONI ; Edited for LACONI by Toby Greenwalt and Kate Hall. 264 #1 \$a [Illinois] : \$b LACONi, \$c [2001]- 300 ## \$a 1 online resource : \$b illustrations, portraits 310 ## \$a Frequently updated 336 ## \$a text \$2 rdacentent 337 ## \$a computer \$2 rdamedia 338 ## \$a online resource \$2 rdacarrier 347 ## \$a text file \$b HTML \$2 rda 588 ## \$a Title from homegage (viewed on December 21, 2012). 520 ## \$a Since 1954, LACONI (Library Administrators Conference of Northern Illinois) has been introducing library staff to new technologies and ideas, best practices, and popular programs for children and adults. LACONI is comprised of seven different sections which offer programs designed to enhance skills and knowledge of library staff in their area of expertise. 505 0# \$a Administrators Circulation Services Outreach and Promotions Reference and Adult Services Technical Services - Technology Youth Services. 700 1# \$a Greenwalt, Toby, \$e editor. 700 1# \$a Greenwalt, Toby, \$e editor. 700 1# \$a Hall, Kate \$c (Librarian), \$e editor. 705 64 \$u http://www.laconi.net/</pre>
Examples	856 40 \$z Electronic address (http://www.laconi.org) not available when searched on

December 21, 2012.