

Auckland Libraries Cataloguing policy for monographs

The following document contains the minimum requirements for cataloguing using RDA instructions. For full instructions refer to the RDA Toolkit.

Auckland Libraries policy on the use of RDA for monograph records is as follows:

For Original Cataloguing

- Catalogue the title in hand as to what the material is, not the collection the material is being allocated to, e.g. children's fiction being allocated to a nonfiction collection should have children's fiction subject headings only.
- Use the current Auckland Libraries RDA policy for monographs.

For Copy Cataloguing RDA

- Catalogue the title in hand as to what the material is, not the collection the material is being allocated to, e.g. children's fiction being allocated to a nonfiction collection should have children's fiction subject headings only.
- If an RDA record is available, use it and make revisions based on RDA instructions, LC practice, and local coding practices.
- If only an AACR2 record is available upgrade record to RDA using the current Auckland Libraries RDA policy for monographs.
- If only a hybrid AACR2/RDA record is available upgrade record to RDA using the current Auckland Libraries RDA policy for monographs

General Information about RDA and RDA Coding Practices

RDA Content -- The content of RDA introduces new concepts with a new organizational scheme that is closely aligned with the entity-attribute-relationship conceptual models of the Functional Requirements for Bibliographic Records (FRBR) and the Functional Requirements for Authority Data (FRAD). RDA does not prescribe any standard for display purposes, but for now most libraries will continue to use MARC and International Standard Bibliographic Description (ISBD).

LC-PCC PSs -- Under RDA, the Library of Congress Rule Interpretations (LCRIs) have been replaced by the Library of Congress-Program for Cooperative Cataloguing Policy Statements (**LC-PCC PSs** **LC-PCC PS**).

Name authorities -- RDA brings many changes to the name authority file including new types of information to record, new places to record that information (i.e., new MARC fields and subfields), and new rules for formulating authorized access points, encompassing the elimination of most abbreviations. See **RDA Chapter 9** **RDA** for instructions about identifying persons, **RDA Chapter 10** **RDA** for instructions about identifying families, and **RDA Chapter 11** **RDA** for instructions about identifying corporate bodies.

Types of description, modes of issuance, and preferred sources -- For information about the various methods for describing resources (i.e., hierarchical, analytical, or comprehensive), see [RDA 1.5RDA](#) and the associated LC-PCC PS. For information on determining mode of issuance (i.e., monograph, serial, or integrating resource) see [LC-PCC PS 0.0 LC-PCC PS](#). Under RDA, the AACR2 concept of "chief source" has been replaced by the RDA concept of "preferred sources" (see [RDA 2.2RDA](#) and the associated LC-PCC PSs as well as instructions on sources of information for specific elements).

Core elements -- RDA defines a set of "core elements" which must be included, as applicable, in all bibliographic records (see [RDA 1.3RDA](#)). Recording elements beyond those in the core set is optional, but Auckland Libraries records should include all RDA and LC core elements along with any additional elements required by local coding practices described below.

Transcription -- For guidelines on matters of transcription such as capitalization, punctuation, spacing, diacritics, symbols, numbers, dates, square brackets, abbreviations, initial articles, and note syntax, see [RDA 1.7RDA](#), [1.8RDA](#), [1.9RDA](#), and [1.10RDA](#), and [RDA appendices ARDA](#), [BRDA](#), [CRDA](#), [DRDA](#), and [ERDA](#), along with the associated LC-PCC PSs.

Capitalization -- Under RDA, using sentence case capitalisation to record information is optional (see [RDA 1.7.1RDA](#) and [A.1RDA](#), and the associated LC-PCC PSs). Auckland Libraries will continue to capitalise words according to the guidelines for the language involved. [A.2RDA](#)–[A.9RDA](#).

Inaccuracies -- With the exception of titles for serials and integrating resources, RDA calls for transcribing inaccuracies (e.g., misspellings, incorrect words, etc.) exactly as they appear on a resource (i.e., no more "sic" or "[i.e.]") (see [RDA 1.7.9RDA](#)). Inaccuracies are "corrected" in RDA via notes and 246 variant titles.

MARC Tags & RDA Elements for Serial Bibliographic Records

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Sierra Fixed Fields

	<u>Sierra fixed fields</u>	
<u>Language</u>	Code for the language of the item	<p>Edit this field in all records created within Sierra (i.e. original cataloguing). Otherwise, the data is taken from the 008 MARC field when bibliographic records are imported.</p> <p>This is a validated field. Data entered must be assigned from the MARC21 Code List for Languages. The code assigned must match that recorded in the 008/35-37 position.</p> <p>Do not use “mul” for multiple languages, prefer English or the first and/or predominant language. Do not use “zxx” for no language content, prefer blank. For bilingual works, prefer the non-English language.</p>
Cat. Date	Cataloguing date in format dd-mm-yyyy.	<p>A completed CAT Date records the date that the record was first catalogued for Auckland Libraries by an Auckland Libraries cataloguer. This field is completed in tandem with MARC fields 040 and 910 (910 a subfield only).</p> <p>Enter the CAT Date as “today’s date”, recoding the time that the record was</p>

		<p>edited to the Auckland Libraries standard. Enter 'today's' date by clicking in the field and pressing the letter "t" on the keyboard.</p> <p>Do not update the CAT Date for subsequent edits of the record. Record subsequent edits in the 910 e field only.</p> <p>*Exception: Records migrated from legacy systems entered the catalogue with CAT dates of 05-01-2005 and 23-05-2005. Cataloguers upgrading these records for the first time should update the CAT date to 'today's' date to enable Auckland Libraries holdings to be added to OCLC.</p>
Bib Code 3		<p>Use Bib Code 3 to mark bibliographic records for multiple version records (code m); deletion (code d); suppression (code n) from the OPAC.</p> <p>This field may also be used to identify records as for training purposes only (code t).</p>
Skip		<p>Number of characters which should be skipped prior to sorting on the title field (Including the space).</p> <p>Sierra automatically supplies the correct SKIP value for the English language articles (a, an, the).</p> <p>Cataloguers must supply the appropriate value in the SKIP field for foreign language articles.</p>
Bib level	Code for the Bibliographic level of the record.	<p>The data is taken from the leader when bibliographic records are imported (either Individually or as a batch).</p> <p>When records are created within Sierra, this field is populated with the appropriate value from the template used.</p> <p>This is a validated field. Data entered must match that recorded for Bib Level in the Leader 07 position.</p>
Country	Code for the country of publication of the item.	<p>This is a three-letter code identical to the 3-letter codes in the MARC21 standard.</p>

		<p>Edit this field in all records created within Sierra (i.e. original cataloguing). Otherwise, the data is taken from the 008 MARC field when bibliographic records are imported.</p> <p>Assign code from the MARC21 Code List for Countries. The code assigned must match that recorded in the 008/15-17 position.</p>
Location	Code for library or branch location or collection	<p>Cataloguers do not need to enter data in this field since it is automatically updated to reflect additions and/or changes in locations of attached items or checkins.</p> <p>Order record locations are not recorded.</p>
Material Type	<p>a – Book b – Archive c – Printed music d – Console game e – Map f – Music tape g – DVD h – Audio tape i – Audio CD j – Music CD k – Artwork l – large print m – CD-ROM n – Newspaper</p> <p>o – Kit p – Picture book q – Music LP r – Toy or puzzle s – Magazine t – Manuscript u – eAudiobook v – Video w – Microfilm/fiche x – Graphic novel y – eResource z – eBook 1 – Blu-ray 2 – MP3</p>	<p>Always check the code in this field and edit if necessary.</p> <p>Data in this field is taken from the leader when bibliographic records are imported into the catalogue (either individually or as a batch). However, since Auckland Libraries use a wider range of material types than is available in standard MARC, this field will frequently need editing.</p> <p>When records are created within Sierra, this field is populated with the appropriate value from the template used.</p> <p>The material type is used to limit searches in the staff client and in the OPAC; and specifies the different material-type icons which display in the OPAC.</p> <p>This is a validated field. Data entered must match the list of material types.</p>

RDA Coding Practices by MARC Field

The following table, in order by MARC field, provides a general summary of new and revised coding practices related to RDA.

Note: Fields not listed in the table should be coded in the same manner under RDA as they were under AACR2

Explanation of table symbols

- MARC column -- "(T)" indicates a transcribed element (i.e., generally transcribe information exactly as it appears on the resource)

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	<u>MARC Leader</u>	
Leader/05	<u>Record status</u> c – corrected or revised p – increase in encoding level from prepublication	Use the corrected or revised code when changing any encoding level to blank for full level catalogued titles. The increase in encoding level from prepublication is used when changing “8” to blank in Leader/17 for full level catalogued titles.
Leader/06	<u>Record type</u> a – Language material c - Notated music d – Manuscript notated music e - Cartographic material f – Manuscript cartographic material i – Nonmusical sound recording k – Two-dimensional nonprojectable graphic m – computer file o – Kit p – Mixed materials r – Three dimensional artefact or naturally occurring object t – Manuscript language material	Used in conjunction with 336 contents type
Leader/07	<u>Bibliographic level</u> m - monographs	

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
Leader/09	<u>Character encoding</u> a - USC/Unicode	Change the encoding level from blank (Marc-8) to a (USC/Unicode). This code is essential for OCLC record loading.
Leader/17	<u>Encoding level</u> blank - full level cataloguing 3 - abbreviated level 4 – core level 5 – partial (preliminary) level 7 – Minimal level	Encoding level is blank. Remove LC numbers or OCLC letters. Other codes that are present in the Auckland Libraries catalogue: Abbreviated level 3 is used for less-then-full e-resources records. Core level 4 is used for jigsaw puzzles; and for Adult and Children’s DVDs when original cataloguing is required. Partial (preliminary) level 5 has been used for the extremely short records on the catalogue to avoid OCLC record loading. Minimal level 7 is used for multiple version records, e.g. fiction, DVDs Do not use for nonfiction.
Leader/18	<u>Descriptive cataloguing form</u> i - ISBD punctuation	Continue to use ISBD punctuation for all bibliographic records.
0XX	<u>Control fields</u>	
001	<u>Control number</u>	Retain data in imported records.
003	<u>NUC symbol</u>	Retain data in imported records.
006	<u>Fixed-length data elements (additional materials)</u>	Add for accompanying materials e.g. MP3 compact disc.
007	<u>Physical description data elements</u>	Do not use for book material. Delete from imported records if not appropriate.
008	<u>Fixed-length data elements</u>	

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
008/05	<u>Date record created</u>	Date is entered in yymmdd form, e.g. 160906 Retain or update data in imported records. When creating a new record, edit the data in this field to reflect the date that the new record is created.
008/06	<u>Type of date</u> m - Multiple dates q - questionable date (earliest and latest possible dates) r - reprint/reissue date and original date s - Single known or probable publication or copyright date t - Publication and copyright date.	Retain or update data in imported records. Do not use "n" for no date. Attempt to add a date and code as "s" or "q". Use "t" when the publication and copyright dates differ, otherwise "s" is acceptable. Or When the copyright date is the only date present.
008/07-14	<u>Dates</u>	Controlled by the type of date code. Always attempt to include a date or date range as this data is used for filtering/scoping searches.
008/15-17	<u>Place of publication</u>	Use correct country/state codes according to latest version of the MARC Code list for countries.
008/18-21	<u>Illustrations</u> Blank – No illustrations a – Illustrations b – Maps c – Portraits d – Charts e – Plans i – Coats of arms j – Genealogical tables k – Forms l – samples m – Phonodisc, phonowire, etc. o – Photographs	Retain or update data in imported records.

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	f – Plates g – Music h – Facsimiles	p – Illuminations - No attempt to code
008/22	<u>Target audience</u> a – 0-5 years b – 5-8 years c – 9-13 years d – 14-17 years e – adult g – general j – juvenile	Use audience codes for children’s and teen materials only. Juvenile code is to be used only when the reading level cannot be determined. Where possible change code j to a,b,c,d.
008/23	<u>Form of item</u> a – microfilm b - microfiche d - large print o - online	Use when appropriate. Auckland Libraries use “o” for e-resources. Do not use “s” for electronic for e-resources.
008/24-27	<u>Contents</u> b - bibliographies 6 – comics/graphic novels	Retain or update data in imported records. Always use “6” for comics and graphic novels.
008/28	<u>Government publications</u> f - federal/National i - international l - local government including regional government s - State or provincial government)	Retain or update data in imported records.

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
008/29	<u>Conference publications</u> 0 - not a conference publication 1 - conference publication	Retain or update data in imported records.
008/30	<u>Festschrift</u> 0 - not a festschrift 1 - a festschrift	Retain or update data in imported records.
008/31	<u>Index</u> 0 - no index 1 - index	Retain or update data in imported records.
008/33	<u>Literary form</u> 0 - non-fiction 1 – fiction f – novel Do not use the following: d – drama e – essays h - humour, satires etc. j - short stories l - letters m - mixed forms p – poetry s - speeches	Use code 0 for nonfiction and 1 for fiction. Code f for fiction is acceptable. See 690 fields Do not use the other codes. Ensure appropriate subject headings are recorded in the bibliographic record.
008/34	<u>Biography</u> a - Autobiographical b - Individual biography	Retain or update data on imported records.

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	c - Collective biography d - Contains biographical information	
008/35-37	<u>Language</u>	Use language code(s) according to latest version of the MARC Code list for languages. Do not use “mul” for multiple languages, prefer English or the first and/or predominant language. Data must match Sierra language fixed field. For bilingual works, prefer the non-English language. Data must match Sierra language fixed field.
008/38	<u>Modified</u>	Do not use.
008/39	<u>Cataloguing source</u> d - original cataloguing.	Retain or update data on imported records. Auckland Libraries use “d” for original cataloguing.
<u>01X-09X</u>	<u>Number and code fields</u>	
010	<u>Library of Congress Control number</u>	Retain data on imported records.
015-019		Retain data on imported records.
020	<u>International Standard Book Number (ISBN) 2.15 RDA CORE</u> a subfield - record the number q subfield – qualifying information e.g. (paperback) – Do not use abbreviations in accordance with RDA practice. z subfield – invalid ISBNs	All ISBNs must be recorded without dashes and qualified by binding or format in a q subfield within parentheses e.g. q(hardback). Do not use abbreviations or capitalisation. ISBNs with qualifiers recorded in a q subfield assists with ISBN matching. Add publisher and format to the ISBNs on multiple version fiction

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
		<p>records.</p> <p>Delete different format ISBN fields on imported monograph records (e.g. e-books, .pdf, large print, board books)</p>
022	<p><u>International Standard Serial Number (ISSN)</u></p>	<p>Transfer ISSN number to 500 note field or if part of a series, record the ISSN in the 490.</p> <p>Example 490 1 WASCO / National Water and Soil Conservation Organisation x0111-8692 ; v14 830 0 WASCO ; vno. 14.</p>
024	<p><u>Other standard identifier</u> 2.15 RDA CORE</p>	<p>Retain or update data on imported records.</p> <p>Use for accompanying material. If identifier numbers are present, record each number in a separate field.</p>
028	<p><u>Publisher number</u> 2.15 RDA CORE; 6.8 RDA CORE</p>	<p>Retain or update data on imported records.</p> <p>Use for accompanying material. If publisher numbers are present, record each number in a separate field.</p>
035	<p><u>System control number</u></p>	<p>Retain data on imported records.</p>
040	<p><u>Cataloguing source</u></p> <p>Description conventions - Subfield e rda</p> <p>(Note: According to the OCLC Policy Statement effective 3/31/13, the preferred order of subfields is a, b, e, c, d)</p>	<p>Retain or update data on imported records. Insert the beng subfield if not present.</p> <p>When upgrading records to RDA standards add erda after data in the b subfield.</p> <p>For Auckland Libraries original cataloguing, use AP beng erda cAP</p>
041	<p><u>Language codes</u></p>	<p>Do not use. Remove from imported records.</p> <p>Where possible in include a 240 uniform title field.</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
		<p>Example: Ceng xu nuo. IThai</p> <p>Ensure that notes about translations are recorded in 500 note fields</p> <p>Examples: Translation of: Ceng xu nuo. and Translated from the Chinese.</p> <p>Further notes about the language of the text are recorded in a 546 field, e.g. Text in Thai.</p>
066	<p><u>Character sets present</u></p> <p>\$1 - Chinese, Japanese, Korean scripts (2 - Hebrew script (3 - Basic Arabic script (4 - Extended Arabic script (N - Basic Cyrillic script (Q - Extended Cyrillic script (S - Greek script</p>	Do not add. Retain data on imported records.
082	<u>Dewey classification number</u>	<p>Retain data on imported records</p> <p>Do not automatically accept the DDC classification, use the classification as a guide only. Check Auckland Libraries classification standards and online catalogue before proceeding.</p>
<u>1XX</u>	<u>Principle authorised access points</u>	0.7 RDA CORE




MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
<u>Business rules for 1XX fields – persons and corporate names</u>		
Assign the authorised form of the author's name if this is already recorded in the catalogue.		
If there is no authorised form, record the form of name as given on the item, unless there is a conflict either on the item or in the catalogue. If there is a conflict, either carry out full authority work to separate the individual authors or notify the Metadata & Discovery team via email (metadatadiscovery@aklc.govt.nz).		
100	<p><u>Persons</u> 9.0 RDA CORE; 19.2 RDA CORE Real, fictitious, legendary, and non-human entities can be creators <u>Persons</u> 9.2.2.9.5 RDA Relationship terms (e.g., Jr., Sr., III, etc.) are included as part of a creator's preferred name; preceded by a comma. <u>Families</u> 10.2 RDA CORE A family can be a creator.</p>	
110	<p><u>Corporate bodies</u> 11.2 RDA CORE; 11.2.2.14 RDA; 19.2.1.1.1 RDA Rules for considering a corporate body to be the creator of a work are equivalent to those used under AACR2 with one addition, named individual works of art by two or more artists acting as a corporate body</p>	
111	<p><u>Conference/Meeting names</u> 11.2 RDA CORE; 11.6 RDA</p>	
	<p><u>No more "Rule of three"</u> – RDA records all creators named on the title page or preferred source regardless of the number. The first named or most prominent creator is entered in the 1XX field; all others are recorded in 7XX.</p>	Refer to 245 c for further instructions.
	<p><u>Relationship designators</u> 18.5.1.3 RDA Record a creator's role(s) using terms from RDA Appendix I (100/110 subfield e, 111 subfield j)</p>	<p>Retain or update data on imported records.</p> <p>Use RDA Appendix I RDA relationship designator terms. More than one relationship designator may be used where appropriate.</p>




MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices	
<u>Business rules for 130, 730 & 240 fields – uniform titles</u>			
Assign uniform titles where these are required to group together similar or related items in the local catalogue which would otherwise be separated. Delete form uniform titles e.g., selections, works from incoming records.			
130 240	<p><i>130/240 use is similar to AACR2 except in the following cases:</i></p> <p><u>Catalog conflict</u> 6.2.2RDA; 6.27.1.4RDA; 6.27.1.9RDA</p> <p>Add a 130/240 when the access point (1XX + 245) conflicts with another access point already in the catalogue.</p>	<p>When an authority record exists for a resource, use the authorised access point.</p> <p>For translations into other languages, where possible include a 240 uniform title field with the title of the original work and language of the translation.</p>	
	<p><u>Compilation of two or more works by one creator with a collective title</u> 6.2.2.10.3RDA</p> <p>Follow local practice and add 7XX with creator’s name and title of works.</p>		
	<p><u>Compilation of works by different creators with no collective title</u> 6.2.2.11.2RDA</p> <p>Construct separate access points for each work in the compilation. Alternatively, assign a title and use that as the access point (in addition create individual access points for the separate works). Do not add a 1XX and 240.</p>		
	<p><u>Adaptations and revised editions</u> 6.27.1.5RDA</p> <p>Follow local practice and add 7XX with previous creator’s name and title of work.</p>		
	<p><u>Simultaneous publication under different titles</u></p> <p>Follow local practice and add 7XX with creator’s name and title of works.</p>		
	<p><u>Selections</u></p>		Do not use. Delete form uniform titles e.g., selections, works from incoming records.
	<p><u>Translations</u> 6.11RDA CORE</p>		Assign a 240 uniform title field with the title of the original work

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
		<p>and language(s) of the translation.</p> <p>Do not create 7XX fields.</p> <p>For heritage collections only: Where necessary, add a qualifier following the language subfield (e.g., date, translator name, etc.) to differentiate two translations of one work into the same language.</p>
242	<u>Translation of title by cataloguing agency</u>	Retain data on imported records.
<p>245 (T)</p> <p>a subfield – Title proper n subfield – Number, volume p subfield – Part title</p>	<p><u>Preferred sources of information</u> 2.3.2 RDA CORE; 2.2.2 RDA; 2.2.4 RDA; 2.3.1.4 RDA</p> <p>Record title as it appears on the preferred source. Do not abridge. For capitalisation see General information (page 3).</p> <p><u>Punctuation/Replacements</u> - Do not replace " ..." with "--" or "[]" with "(")"</p> <p><u>Inaccuracies (monographs)</u> -- Transcribe the title as it appears and make "corrections" using a 246 field and note.</p>	<p>Auckland Libraries' preferred source is the title page; alternative sources e.g. cover, captions, spine etc. are acceptable. If source other than title page is used, record in a 588 note.</p> <p>Retain title source in a 500 note on imported records.</p>
<p>245 (T)</p> <p>h subfield - GMD</p>	<u>Obsolete</u> -- GMD has been replaced by the 336, 337, and 338 fields	Auckland Libraries will continue to use GMDs. Place GMD after Title proper, Number and Part; or before Subtitle and/or Statement of responsibility.
<p>245 (T)</p> <p>b subfield - Subtitle</p>	<p><u>Parallel title</u> 2.3.3 RDA</p> <p>Transcribe all parallel titles found anywhere on the resource (Note: Square brackets are not used for information taken from the resource itself)</p>	



MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	<p><u>Other title information</u> 2.3.4 RDA Must be taken from the same place and be subordinate to the title proper.</p>	
<p>245 (T) c subfield – Statement of responsibility</p>	<p><u>Statement of responsibility</u> 2.4 RDA CORE <u>Number of statements to transcribe</u> 2.4.1.4 RDA Record creators named on the title page or preferred source. The first named or most prominent creator is entered in the 1XX field; all others are recorded in 7XX.</p>	<p>Auckland Libraries will transcribe the first three named on the title page or preferred source with [and ... others].]. Prefer numeral rather than word spelt out e.g. [and 8 others].</p> <p>For graphic novels, record only the authors/writers and principal illustrator/artist. Do not record colourists, inkers etc. Retain or update data on imported records.</p> <p>New Zealand material: Auckland Libraries will not be following the RDA rule of optional omission for New Zealand material. Record all those named on the title page or preferred source using common sense. Record names in 7XXs.</p>
	<p><u>Linked statements</u> 2.4.1.5 RDA Record multiple names connected by a conjunction or a preposition as one statement regardless of whether those named performed the same or different functions (e.g., A with B or A, B, and C or prepared by A for B)</p> <p><u>Noun phrase before the first statement of responsibility</u> 2.4.1.8 RDA When a noun phrase is grammatically linked to the creator(s) name, transcribe the phrase as part of subfield c (e.g. "a novelisation by", "maps by").</p> <p><u>Qualifying words</u> Retain qualifying words and phrases (e.g., Reverend, Dr., Professor, PhD, MD.)</p> <p><u>Square brackets</u> 2.2.4 RDA Use only for information that is taken from outside the resource.</p>	


MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	<p><u>Supplied information 2.4.1.7 RDA</u> Supply explanatory information in brackets when the function of a creator or contributor is not clear (e.g., "[edited by]")</p>	
246	<p><u>Variant title 2.3.6 RDA</u></p> <p>Position 1</p> <p>0 – Note, no added entry 1 – Note, added entry 2 – No note, no added entry 3 – No note, added entry</p> <p>Position 2</p> <p>Blank – No type specified 0 – Portion of title 1 – Parallel title 2 – Distinctive title 3 – Other title 4 – Cover title 5 – Added title page title 6 – Caption title 7 – Running title 8 – Spine title</p>	<p>Add to enhance access as required to improve search retrieval.</p> <p> a – Title proper/short title b – Remainder of title f – Date of sequential designation g – Miscellaneous information h – Medium i – Display text n – Number of part/section of a work p – Name of part/section of a work 5 – Institution to which applies 6 – Linkage 8 – field link and sequential number</p>
250 (T)	<p><u>Edition statement. 2.5.1.4 RDA</u></p> <p>a subfield – edition statement b subfield – statement of responsibility</p>	<p>Retain or update data on imported records.</p> <p>Record edition statement as it appears on the source.</p> <p>Auckland Libraries uses the statement of responsibility in a b subfield as required.</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
260	<u>Obsolete</u> Replaced by the 264 field	
264	<u>Production, publication, distribution. Manufacture and copyright date</u>	
264  Ind. 2 = 1 (T) for a b	<u>Publication statement</u> 2.8 RDA CORE a subfield – Place of publication	Record place of publication as named in the resource. If the place of publication is not named or is unclear, supply a name from evidence in any source, and enclose in square brackets. Prefer broader geographic location. If that name is uncertain, follow it with a question mark, e.g. [New Zealand?] If no name can be found or inferred, then record [Place of publication not identified] and also give name of distributor in 264: _2: \$b if available (this should be rare).
264  Ind. 2 = 1	b subfield - Publisher	Retain or update data on imported records. The first named publisher is required. No more than two publishers should be recorded. Record each publisher in a separate 264 1 field. Imprint information may be recorded if on the resource.
264  Ind. 2 = 1	c subfield – Date of publication	Retain or update data on imported records. When a print and/or copyright date is present on the resource, record the date in [] in the 264 c field. See 264 4 instructions for further information.

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
<p>264  (T) for a b</p> <p>Ind. 2 = 2 a b c</p>	<p><u>Distribution statement</u> 2.9 RDA CORE</p>	<p>Generally do not use for monographs except when the equivalent publication element is not identified. When supplying any distribution element, always include a complete statement (i.e., subfields a, b, and c)</p> <p>Rules for transcription -- Equivalent to publication statement instructions.</p>
<p>264  (T) for a b</p> <p>Ind. 2 = 3 a b c</p>	<p><u>Manufacture statement</u> 2.10 RDA CORE</p>	<p>Generally do not use for monographs except when the equivalent publication element is not identified.</p> <p>When supplying any manufacture element, always include a complete statement (i.e., subfields a, b, and c)</p> <p>Rules for transcription -- Equivalent to publication statement instructions.</p>
<p>264 </p> <p>Ind. 2 = 4 c</p>	<p><u>Copyright date</u> 2.11 RDA CORE</p>	<p>Retain or update data on imported records.</p> <p>Record the copyright date if present.</p> <p>Use of symbols: Precede the date by the copyright symbol (©).</p> <p>If a resource has multiple copyright dates, record the latest.</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
300 a	<p><u>Description</u> 3.4 RDA CORE 3.22.2 RDA Required for all monographs</p> <p><u>When to record</u> 3.4.1.3 RDA Always record extent of monograph</p> <p><u>What to record</u> 3.4.1.3 RDA; 3.4.5.3.1 RDA For text resources, record pages, leaves, etc.</p> <p><u>Abbreviations</u> Do not abbreviate extent terms (e.g., "pages" not "p."; "volumes" not "v.")</p> <p><u>Unnumbered pages</u> Do not use brackets to indicate unnumbered pages (e.g., "93 unnumbered pages" not "[93] pages")</p> <p><u>Physical volumes vs. bibliographic volumes</u> When these numbers differ, record the number of physical volumes in 300 subfield a (e.g., "5 volumes" not "8 volumes in 5") and give information about the number of bibliographic volumes in a 500 note.</p>	<p>Retain or update data on imported records.</p> <hr/> <p>For unnumbered pages– where possible count or find pagination from external sources e.g. Wheelers</p>
300 b	<p><u>Text resources</u> 7.15 RDA; 7.15.1.3 RDA.</p> <p>Record illustrative content for all text resources. Do not use abbreviations (e.g., "illustrations" not "ill.")</p>	<p>Retain or update data on imported records.</p> <p>Use the general term “illustrations” for text resources however illustrative content such as maps, music, forms, and plans, etc. may be recorded.</p> <p>Prefer NZ English spelling but accept spelling on imported records.</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
300 c	<p><u>Dimensions</u> 3.5 RDA Required for all monographs</p> <p><u>When to record</u> 3.5.1.3 RDA ; B.5.1 RDA.</p> <p><u>Measurement system</u> 3.5.1.3 RDA.</p> <p>Record dimensions in centimetres to the next whole centimetre up (e.g. 17.2 cm records as 18 cm)</p> <p><u>Abbreviations</u> B.5.1 RDA</p> <p>Note that metric units are considered symbols so they should not be followed by periods (e.g., "cm" not "cm.")</p>	
300 e	<p><u>Accompanying materials</u> 3.4.1.3 RDA</p> <p>Record details about accompanying materials in the 300 subfield e</p>	Use for patterns, maps, sound recordings (RDA carrier type "audio disc"), computer resources (RDA carrier type "computer disc"), DVDs (RDA carrier type "videodisc").
336-338	<u>New fields-- Replacements for GMD (old 245 h)</u>	
<p>336 </p> <p>Term and Code List for RDA Content Types</p> <p>337 </p> <p>Term and Code List for RDA Media</p>	<p><u>Content type (336 field)</u> 6.9 RDA CORE</p> <p>Controlled vocabulary term for the form of communication through which a work is expressed (e.g., text, spoken word, etc.)</p> <p>r336 text btxt 2rdacontent r336 still image bsti 2rdacontent r336 cartographic image bcri 2rdacontent</p> <p><u>Media type (337 field)</u> 3.2 RDA</p> <p>Controlled vocabulary term for the type of intermediation device required to view, play, run, etc., the content of a resource (e.g., unmediated, audio, computer, etc.)</p>	<p>Code values for the primary material and any significant accompanying materials. Code subfield 3 can be used for multiple 336-338 fields to describe different types of materials. Use the terms lists under the instructions for recording carrier types 3.3.1.3 RDA. Insert before a.</p> <p>Example below for book with CD:</p> <p>336 3volume atext btxt 2rdacontent 336 3audio disc aspoken word bspw 2rdacontent 337 3volume aunmediated bn 2rdamedia 337 3audio disc audio bs 2rdamedia</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
<p>Types</p> <p>338 </p> <p>Term and Code List for RDA Carrier Types</p>	<p>r337 unmediated bn 2rdamedia</p> <hr/> <p>Carrier type (338 field) 3.3 RDA CORE</p> <p>Controlled vocabulary term for the category of carrier used to convey the content of the resource (e.g., volume, audio disc, videodisc, etc.)</p> <p>r338 volume bnc 2rdacarrier</p>	<p>338 3 volume avolume bnc 2rdacarrier</p> <p>338 3audio disc audio disc bsd 2rdacarrier</p> <p>Record data in b subfield. Retain or update data on imported records.</p> <p>Code multiple fields rather than repeating subfield a</p>
<p>340</p>	<p><u>Physical medium</u> 3.13 RDA</p> <p>n – font size (e.g. nlarge print 2rda)</p>	<p>Use for large print</p>
<p>382</p>	<p><u>Medium of performance</u> 6.15 RDA</p>	<p>Retain or update data on imported records.</p> <p>Used for sheet music.</p>
<p>490 (T)</p>	<p><u>Series</u> 2.12 RDA CORE</p> <p>Transcribe series title as it appears on the resource.</p> <p><u>Abbreviations</u> 2.12.1.4 RDA</p> <p>Do not abbreviate terms unless they actually appear that way on the resource</p> <p><u>Numbers expressed as numerals</u> 2.12.9.3 RDA; 1.8.2 RDA</p>	<p>Record untraced series in a 490 0 field - useful for keyword searching.</p> <p>Record traced series in a 490 1 field with an 800/830 field. Verify series against the Auckland Libraries catalogue.</p> <p>Record publisher series in a 246 field if required, e.g. Complete idiot's guide</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	<p>Record exactly what appears on the resource (e.g., number 1, volume VI, etc.)</p> <p><u>Numbers expressed as words</u> 2.12.9.3 RDA; 1.8.3 RDA</p> <p>Record exactly what appears on the resource (e.g., number 1, volume VI, etc.)</p>	
5XX	<p><u>Notes</u> 1.10 RDA; 2.17 RDA; 18.6 RDA</p> <p>Note construction -- See RDA Chapter 1 for guidelines on capitalization, use of quotations, etc.</p> <p>Square brackets – Do not use square brackets except when supplying explanatory information within a quotation.</p> <p>Justification -- Access points must be justified by notes in the body of the record.</p> <p>Required notes -- No notes are required by RDA.</p>	<p>Retain or update data on imported records.</p> <p>Auckland Libraries use the following - 500, 502, 504, 505, 506, 520, 521, 546, 583, 586, 590.</p> <p>Notes about translations are recorded in a 500 note fields.</p> <p>Examples: Translation of: Ceng xu nuo. and Translated from the Chinese.</p> <p>Further notes about the language of the text are recorded in a 546 field,</p>
500	<p><u>Index</u> 7.16 RDA</p>	<p>Use if no bibliographical references are present.</p>
502	<p><u>Dissertation or thesis</u> 7.9 RDA</p>	<p>Use 502 for formal notes.</p>
504	<p><u>Bibliography, etc.</u> 7.16.1.3 RDA</p> <p>Use for bibliographies and indexes in monographs and to identify other significant content including discographies, filmographies, etc. Do not use brackets for unnumbered pages within the bibliography (e.g., (pages 50-55), not, (pages [50]-[55])).</p>	<p>Use the term “bibliographical references” to denote bibliographies and notes. Check the 008 for the code b.</p> <p>Include pagination if bibliographical references are substantial.</p> <p>Include discographies etc. in the same 504 note field.</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
505	<p><u>Contents</u> 7.10 RDA</p>	<p>Retain on imported records in original format, spacing and punctuation. It is not necessary to format 505 in original cataloguing.</p> <p>Generally record information about the contents, which will increase the likelihood of users being able to select relevant resources directly from the catalogue; and enhance reader's advisory services.</p> <p>Add contents notes for New Zealand material where applicable.</p>
506	<p><u>Access on restrictions</u> 4.4 RDA</p>	<p>Record details of the restrictions that govern access or limit distribution.</p> <p>Use to record legal restrictions imposed by the NZ censor; and/or any other restrictions on access imposed on the material.</p>
520	<p><u>Summary of contents</u> 7.10 RDA</p> <p>Use for all fiction and for other resources where appropriate (see note).</p>	<p>Generally, retain summary notes, descriptions of plot etc. if present on an imported record but be careful of retaining false or misleading information, or promotional material. The note should be objective, avoiding interpretation or evaluation.</p> <p>Summary notes not written by the cataloguer should be recorded in quotes and attributed to the source. In most cases the summary will be the publisher description as found on the item or in another source, such as the publisher's website. In these cases, the citation will be, "–Publisher's description".</p> <p>Do not copy subscription-based descriptions that may be subject to specific terms and conditions as summary information; including</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
		information provided by Syndetics Solutions.
521	<u>Target audience note</u> 7.7 RDA 	Use for children’s resources. This note must correspond to the 008/22 and be targeted for a specific audience. Otherwise do not use. Remove American-based reading levels e.g. Accelerated readers, Lexile Level, etc.
541	<u>Immediate source of acquisition</u> 2.19 RDA Record the immediate source of acquisition of an item.	Used primarily for original or historical items or other archival collections.
546	<u>Language and script</u> 7.12.1.3 RDA Record language(s) of the text present in the resource.	Retain or update data on imported records. Use for notes on the language(s) of the text. Examples: 546 In traditional Chinese script. 546 In simplified Chinese script. 546 Parallel text in French and English. 546 Text in English, French and German. 546 In Samoan and English; bilingual. Ensure that notes about translations are recorded in 500 note fields.
561	<u>Ownership and custodial history</u> 2.18 RDA Record the ownership and custodial history an item.	Used primarily for original or historical items or other archival collections.
563	<u>Binding information</u> 3.22 RDA Record binding information for an item.	Used primarily for original or historical items or other archival collections.

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
583	<p><u>Action/Preservation note</u></p> <p>Record the collection and/or cataloguing treatment action.</p>	<p>Internal note used to record collection and/or cataloguing treatment actions by libraries.</p> <p>Used in the Auckland Libraries catalogue for the following:</p> <ul style="list-style-type: none"> • Sir George Grey Special Collections and the Angela Morton Collection only. • An alert to cataloguers to retain bibliographic description when heritage or other special collection items are attached. • Collections staff to communicate assigned fiction genre classification. NOTE: Update if details have changed; insert if not present. • Collections staff to communicate assigned reading steps. • Collections staff to communicate assigned ESOL/Literacy reading levels. • Unavailable for purchase
586	<p><u>Awards note</u> 7.28 RDA</p> <p>Record when appropriate (see note)</p>	<p>Use this field to record any award/s won by the title. Where decision has been made to trace award in 830 field (Auckland Libraries local policy – see notes at 830), do not supply an awards note in this field. The 586 field does not end with a mark of punctuation unless the field ends with an abbreviation, initial/letter, or other data that ends with a mark of punctuation. Capitalize the name of a particular decoration, medal, or award. Example: Fielder Medal for Mystery Fiction, 1987</p>
588	<p><u>Source of title</u> 2.17.2 RDA</p>	<p>Retain or update data on imported records.</p>
590	<p><u>Local notes</u></p>	<p>Record when appropriate e.g. local history notes, local author notes.</p>

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
6XX subject marc fields (see separate documents)		
690	<u>Local subject marc field</u> Fiction/Nonfiction	Add to all bibliographic records; must match the 008/33 field. Do not use indicators and end field with full-stop punctuation. The 690 local subject heading field is used as a facet in the online catalogue to enable the filtering of fiction and nonfiction materials.
7XX	Added authorized access points	See RDA instructions for 1XX 0.7 RDA CORE
700 710 711	<u>Added access points for creators and contributors</u> 19.2 RDA CORE ; 20.2 RDA ; 25.1 RDA ; 26.1 RDA Record all creators named on the title page or preferred source regardless of the number. Refer to RDA instructions for 1XX.	& & 6.27.1.9 RDA
730	<u>Relationship designators for persons, etc.</u> 18.5.1.3 RDA ; Appendix I RDA Record creator and contributor role(s) using terms from RDA Appendix I (700/710 subfield e, 711 subfield j)	For imported records, replace MARC relators (subfield 4) with RDA relationship designators (subfield e)
	<u>Access points for related works, etc.</u> For compilations, give an analytical authorized access point for the predominant or first work/expression when it represents a substantial part of the resource. Do not apply this requirement to anthologies of poetry, hymnals, conference proceedings, journals, collections of interviews or letters, and similar resources.	

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	<p>Relationship designators for related works, etc. 24.5.1.3 RDA; Appendix J RDA</p> <p>Indicate the nature of the relationship by means of coding (e.g., indicator 2 = 2 means "Contains") and by adding an appropriate RDA Appendix J relationship designator term in subfield i</p>	
775	<u>Other edition entry</u>	Retain data on imported records. Do not add.
776	<u>Additional physical form entry</u>	Do not use. Delete from imported records.
<u>8XX</u>	<u>Series authorized access points</u>	See RDA instructions for <u>1XX 0.7 RDA CORE</u>
800	<u>Basic instructions for transcribing series statements</u> 2.12.1 RDA CORE ; 1.8 RDA	<p>Auckland Libraries policy is to provide controlled access to series in the 8XX fields whenever the series may be sought by users of the catalogue. Assign author/title series statements whenever something looks like a series or might be searched for as a series.</p> <p>Use the 8XX field in conjunction with the 490 1_ field. The 490 field records the series as it is displayed on the item. This rule applies even when the content of a 490 and an 830 (series title added entry) is identical.</p> <p>For fiction, where there is an indication on the resource that it might be part of a series, establish the series. Include a subject heading for fictitious character(s), place, etc. in the appropriate MARC field.</p> <p>When establishing a series for the first time, do not use words or</p>
810	<u>Series title</u> 2.12.2 RDA CORE	
811	<u>Statement of responsibility relating to series</u> 2.12.6.1 RDA	
	<p><u>Creator and series title</u></p> <p>Record the authorised form of the creator's name, the series title and numbering.</p>	
	<p><u>Corporate creator and series title</u></p> <p>Record the authorised form of the creator's name, the series title and numbering.</p>	

MARC	New and Revised Coding Practices Under RDA	Local RDA Coding Practices
	<p><u>Conference or meeting creator and series title</u></p> <p>Record the authorised form of the creator's name, the series title and numbering.</p>	<p>abbreviations for the numbering.</p> <p>e.g. Patterson, James, d1947- tDaniel X novels ; v1.</p> <p>If a series title is not recorded on the resource or in an authority record, refer to the creator's website, Fantastic Fiction or Good Reads for a suitable title.</p>
830 a	<p><u>Uniform title entry for series</u> 2.12.1.2 RDA; 2.12.2.3 RDA; 6.27.1.9 RDA</p> <p>Record the authorised form of the series title if already established, otherwise as it appears on resource.</p>	<p>Differentiate between identical titles which represent a different work by adding the appropriate qualifiers (date of work, form of work, place of origin of the work)</p>
830 v	<p><u>Series numbering designation</u> --2.12.9.3 RDA; 1.8 RDA</p>	<p>Ensure the numbering is consistent within the series. Use numbers; do not use words or abbreviations for volume numbering.</p>
856	<p><u>Electronic location and access</u> 4.3 RDA; 4.6 RDA</p> <p>Record links for international, national and local government publications when available, e.g. United Nations, Auckland Council, NZ Government documents.</p>	<p>Prefer z subfield for link text/public notes.</p> <p>Remove image, publisher and summary URLs from imported records</p>
880	<p><u>Alternate graphic representation</u> – The 880 fields are used to display the non-Roman script of the language of the item</p>	<p>Retain on imported records.</p> <p>Add original script for at least the author and title elements using subfield 6 linkages for the appropriate 880 fields.</p>
910	<p><u>Cataloguing history</u> – Records the initials of the staff member who created or modified the bibliographic record.</p> <p>a – creator e – editor d – merge bibliographic records v – verify and update access points</p>	

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