Features & Functionality

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August 2008

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Presentation Overview

**RDA Content** features for:
Reading, Finding, Printing, & Annotating **RDA Instructions**

**RDA Tools** functionality for:
- Gaining Entrance To **RDA Implementation**
- Integrating Existent Processes & Systems With **RDA Implementation**
- Collaborating On **RDA Implementation**
Reading Instructions: Browse RDA

Click RDA Online to browse its Table of Contents.
Browse RDA: Click through Active Table of Contents to Access Related Instructions

The Browse Tree will expand, displaying the next level of detail. To continue expanding the Table of Contents, click the section(s) you wish to see.
Browse RDA: Click through Active Table of Contents to Access Related Instructions

The Browse Tree will continue to expand (or collapse) based on your click(s). Notice, our selection of Chapter 3, refreshes the Document Pane with Chapter 3 text.

3 Describing Carriers

3.0 Purpose and Scope

The elements covered in this chapter are those that describe the characteristics of the carrier of the resource.

The elements convey information that users typically rely on when selecting a resource to meet their needs with respect to the physical characteristics of the carrier and the formatting and encoding of the information stored on the carrier. Users may also rely on characteristics of the carrier in order to identify a resource (i.e., to distinguish between resources with similar characteristics).

For the description of a particular resource, not all of the elements covered in this chapter may be applicable.

3.1 General Guidelines on Describing Carriers

3.1.1 Sources of Information

Base the description of the carrier(s) on evidence presented by the resource itself, or on any accompanying material or container. If desired, take additional evidence from any source.

3.1.2 Manifestations Available in Different Formats

If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as an audio disc and audiocassette), record the elements describing the carrier as they apply to the manifestation being described.

For instructions on referencing other formats available, see 27.5.
Scroll TOC: Move Up & Down Within the Table of Contents

To scroll the Table of Contents, move the Browse Tab’s scroll bar up or down. Notice, the Document Pane is unaffected.

To synch the Document Pane to a specific Table of Contents location, click the corresponding heading on the Browse Tab.

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3.1.3 Faksimiles and Reproductions


To scroll within the document, move the Document Pane’s scroll bar up or down. Notice, the Browse Tab is unaffected.
To synch the Browse Tab to your current location within a document, click Synch TOC on the Document Menu. The Browse Tab will refresh. As shown here; your current location within the document is highlighted in the Browse tree.
**Bookmark:** Flag an Important Spot in Text to Come Back to Later

To flag a spot in text for future reference, select Mark Text on the Document Menu and insert a Bookmark, as shown here. Notice, we named and numbered ours.

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For Example: Carrier Types for a resource consisting of slides, an audiocassette, and a map, all in a container

- slide
- audiocassette
- sheet

**Extent of the same resource**
- 12 slides
- 1 audiocassette
- 1 map

**Dimensions of the container**
- box 16 × 30 × 20 cm

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3.1.4b Recording Carrier Type, Extent, and Other Characteristics of Each Carrier

If a detailed description of each carrier is desired, record in addition to carrier type(s) (see 3.3) an extent (see 3.4), other characteristics as applicable to each carrier or carrier type (see 3.5–3.20).
Annotate: Jot a Comment on a “Sticky Note”

To add a comment in text for future reference, select Mark Text on the Document Menu and insert an Annotation, as shown here. Notice, we named ours “Reminder.”

When containers are present, we use this option.
Manage Your Profile: “Park” Your Profile & Bring It with You Wherever You Go

To take your Bookmarks, Annotations, and other customizations with you, wherever your career takes you, select Manage My Profile from the Account Menu. From here choose to “Park” your Profile for future retrieval or actively move it into another account. For example, you may wish to move your customizations from your old job to your new job or from school to work.)
Manage Your Profile: Port Your Profile to a New Account

To move your Profile into an account, select Move to New Account from the Manage My Account Menu. Notice, you'll need both the account administrator's and your email address. Upon submission of your request, the account's administrator must authorize the move before your profile is available in the new account.
Finding Instructions: **Quick Search**

To quickly search for a word or phrase within RDA Online, type the phrase into the Quick Search pane on the Search Tab and click Search RDA. **Note:** If desired, you may enter Boolean operators here as well.
Quick Search: Web Style Presentation of Results

Quick Search results will appear in the Document Pane in ranked order. Multiple hits within a document are grouped together. Relevancy is calculated based on:

- **Location** — With those occurring within a heading or element name weighted most heavily.
- **Importance** — With those having the most links to them weighted most heavily.
- **Number** — With those documents containing the most hits weighted most heavily.
To search RDA Online, RDA Tools, and/or other titles within the RDA Online suite, select Advanced Search from Choose Search Form on the Search Tab. Click Go. Narrow your search by any or all of the items shown.
Vocabularies Search: Element Driven Search

To search for a specific RDA Element, Vocabulary Term, FRBR/FRAD Entity, or other element in the underlying bibliographic record model, select Search by RDA Vocabularies from Choose Search Form. Click Go. The Document Pane will refresh.

Complete the search form by selecting:

- **Linked** — To “link” items displayed in the drop down boxes to the underlying bibliographic record model. With this selection only allowed element combinations are available. Notice, we’ve chosen this option below to help us determine allowed vocabulary terms for the Base Materials attribute of Manifestation.
- **Independent** — To remove the “allowed combinations” requirement. With this selection, all elements of each type are available for selection. No model-based requirements are in play.
Saved Search: Store Frequent Searches Within Your Portable Profile

To save frequent searches, Advanced or Vocabulary, and take them with you wherever your career takes you, Save Your Search into your Profile, as we've done here.
To gain entrance into RDA Online via MARC fields and subfields, select Mappings and MARC21 from the RDA Tools Table of Contents in the Browse Tab. The MARC21 to RDA Map will display in the Document Pane in MARC field order. Click on a column heading to resort the map, as desired. Click an RDA Instruction number (e.g., 6.10) to Go To this instruction in RDA Online.
Mappings: . . . And Click Through to the Applicable RDA Instruction(s)

The Document Pane will refresh to display the corresponding RDA instruction. Once there,
• Click Synch TOC to synch the Browse Tab to your current location.
• Click your browser’s Back button to toggle back to the Map.
• Scroll either text or Table of Contents.

6.10 IDENTIFIER FOR THE WORK

6.10.0 BASIC INSTRUCTIONS ON RECORDING IDENTIFIERS FOR WORKS

An identifier for the work is number or code uniquely associated with a work that serves to
differentiate that work from other works.

6.10.0.2 Sources of information

Take information on identifiers for works from any source.

6.10.0.3 Recording identifiers for works

If the identifier for the work is one for which there is a prescribed format, record it in accordance
with that format.

• ISBN: 7-072,106,546-8

• n79046204
  (Library of Congress control number for the sacred work The Koran)

• 000359656E
  (Library and Archives Canada control number for the sacred work The Koran)

If there is no prescribed format for the identifier for the work, record it as it appears on the source.
Precede the identifier with the name of the agency, etc., responsible for assigning the identifier, if
readily ascertainable, using abbreviations as instructed in appendix B.

• NMAH 83.10.6,989
  (Identifier for a photographic image in the Museum of History and Industry)

The elements convey information that users typically rely on when selecting a resource to
meet their needs with respect to the physical characteristics of the carrier and the formatting
Printing Instructions: **Print “All of” RDA**

To Print RDA Online, including all Chapters and Appendices, select RDA Online from Print Text on the Document Menu. Your system’s Print dialog box will launch allowing you to select a printer at your location. Notice, the approximate page count is listed in parentheses.
To Print the current document, select the document, shown here as Chapter 3, by name from Print Text on the Document Menu. Your system’s Print dialog box will launch, allowing you to select a printer at your location. Notice, the approximate page count is listed in parentheses.
Printing: Just Selected Text

To Print just selected text, highlight the text you wish to print in the Document pane. Choose Selected Text from Print Text on the Document Menu. Your system’s Print dialog box will launch allowing you to select a printer at your location. Notice, the approximate page count of your selection is listed in parentheses.
Gaining Entrance: Through “Sample” Workflows

To gain entrance into RDA Online via a cataloging workflow, select Workflows from the RDA Tools Table of Contents in the Browse Tab. Select your desired workflow from those listed either within your institution under Other Available Workflows OR those available to all users (such as Simple Book shown here) under Public Workflows. The selected workflow will display in the Document Pane. Once there,
- Click Synch TOC to synch the Browse Tab to your current location.
- Scroll either text or Table of Contents.
- Click on an RDA Instruction number (e.g., 6.10) to Go To this instruction in RDA Online.
- Click on an AACR2 Rule number to To Go this instruction in AACR2.

Simple Book

Use

Use this workflow to create a bibliographic record for a single published printed monograph.
Consult other workflows if you are creating a record for a multipart monograph, a facsimile or reproduction, an early printed book, or a book involving more than one language or script.

Before You Begin

Type of Description: Confirm that what you are preparing is a comprehensive description of the book (RDA 1.6).

Mode of Issuance, Carrier Type and Content Type: Confirm that you have a single unit (mode of issuance, RDA 2.12) that is a volume (carrier type, RDA 3.3) of text (content type, RDA 6.11).

Transcription: Consult the separate workflow Transcribing when transcribing information in the element that follow.

Information taken from outside the book: Know the methods your agency prefers for indicating information taken from outside the book in elements where that is required (such as explaining in a note) (RDA 2.2.3).

Relationship designators: Know whether your agency uses relationship designators from RDA Appendix I when recording relationships to a person, family, or corporate body associated with the book (RDA 18.4 and RDA 18.5).

Encoding and display standards: Know the encoding standard (such as MARC 21) and the display standard (such as ISBD) you are using and the requirements those add beyond the instructions in this workflow or RDA.

1. Choose the Preferred Source of Information

Start with information you find on a title page that identifies the book as a whole (RDA 2.1.1.1 and RDA 2.2.1.1). If there is no title page, start with information you find on (in order of preference): cover, caption, masthead; another omega in the book; with the title formally presented; another omega in the book (RDA 2.2.1.1).
Gaining Entrance: Into the “New World” through Examples

To gain entrance into RDA Online through a sample record expressed in either RDA element or MARC21, select Complete Examples from the RDA Tools Table of Contents in the Browse Tab. Complete Examples will display in the Document Pane.
Complete Examples . . .

Once there, scroll through the document to find the example you seek. Or click on an RDA Instruction number (e.g., 2.3.1) to Go To this instruction in RDA Online.
Gaining Entrance: **Into the “New World” via the Old One . . .**

To gain entrance into RDA Online through familiar AACR2 Rule numbers, select Mappings and AACR2 from the RDA Tools Table of Contents in the Browse Tab. The AACR2 to RDA Map will display in the Document Pane in RDA Instruction number order. Click on a column heading to resort the map, as desired. Click an RDA Instruction number (e.g., 3.1.1) to Go To this instruction in RDA Online.
AACR2 to RDA Mapping: And Click Through to the Applicable RDA Instruction(s)

The Document Pane will refresh to display the corresponding RDA instruction. Once there,
• Click Synch TOC to sync the Browse Tab to your current location.
• Click your browser’s Back button to toggle back to the Map.
• Scroll either text or Table of Contents.
• Click an underlined word to Go To its definition in the Glossary.

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3.1.2 Manifestations Available in Different Formats

If manifestations of a work are available in different formats (e.g., as printed text and microfilm; as
an audio disc and audiocassette), record the elements describing the carrier as they apply to the
manifestation being described.

For instructions on referencing other formats available, see 27.5.

3.1.3 Facsimiles and Reproductions

When describing a facsimile or reproduction, record the elements describing the carrier as they apply to
the facsimile or reproduction.

For instructions on referencing the original, see 27.4.

3.1.4 Resources Consisting of More Than One Carrier

When preparing a comprehensive description for a resource consisting of more than one carrier, apply
AACR2 to RDA Mapping: . . . And Click Through to the Glossary for Definitions of New Terms

The Document Pane will refresh to display the corresponding Glossary entry. Once there,
• Review the definition to determine contextual usage.
• Click Synch TOC to synch the Browse Tab to your current location.
• Click your browser’s Back button to toggle back to the document. Click the Back button twice to return to the map.
• Scroll either text or Table of Contents.
AACR2 to RDA Mapping: And Click Through to the "Old" Text of AACR2 Rule(s)

Or click the AACR2 Rule number to Go To the this location in AACR2. The Document Pane will refresh to the display the corresponding AACR2 rule. Once there,

• Click Synch TOC to synch the Browse Tab to your current location.
• Click your browser’s Back button to toggle back to the Map.
• Scroll either text or Table of Contents.
Manage Your Account: Limit Access to the “Old World” & Configure Other Settings for Yourself & Your Staff

Want to limit access to AACR2? Or other portions of the RDA Online product? Select Manage Subscription from the Account menu to:

- Create display settings, sharing, and available title preferences for users in your account.
- Add, remove, and manage individual users in your account.
- Setup renewals, payment options, and update settings.
Gaining Entrance: Through “Core” Elements

Want just the basics? Gain entrance into RDA Online via Core elements and instructions, by selecting Core from View Text on the Document Menu. The Document Pane will refresh to display just Core elements and instructions. Further narrow your View by selecting Hide Examples. Or customize your view using any of the Advanced Search options by selecting Customize from the View Text menu.

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Integrating: RDA into Your Record Structure

Ready to implement RDA in your institution? Need a custom complete example? Create one by selecting Complete Examples under RDA Tools on the Browse Tab. Select
• Copy Existent to begin adapting an existent example.
OR
• New, as we've done here, to begin a new one from scratch. Follow the wizard to complete your new example.
Integrating: RDA into Your Workflow

Ready to implement RDA in your institution? Need to adapt your current workflows to RDA? Create a workflow by selecting Workflow under RDA Tools on the Browse Tab. Select
• Copy Existent, as we’ve done here, to begin adapting an existent workflow.
OR
• New to begin a new one from scratch.
Follow the wizard to complete your new workflow.
Integrating: RDA into Custom Data Sets

Ready to implement RDA in your institution? Need a custom mapping to accommodate incoming records? Need a custom mapping to accommodate nonMARC data? Create one by selecting Mappings under RDA Tools on the Browse Tab. Select

- Copy Existent to begin adapting an existent mapping.

OR

- New, as we’ve done here, to begin a new one from scratch. Follow the wizard to complete your new mapping.
DA’s Underlying Bibliographic Record Model: The Basis for Interoperability & Integration

- **It Drives:** Reading, Finding, Printing, & Annotating of RDA Instructions

- **It Affords:** Entrance To, Integration of Existent Processes & Systems With, and Active Collaboration on RDA Implementation

- **It Serves:** As The Underlying Taxonomy of RDA Online

- **It Allows:** Flexible, Configurable, Programmatic Access to both RDA’s Model & Usage Instructions
Integrating: RDA via the Underlying Model . . .

ERD: Basic Relationships
Integrating: **RDA via the Underlying Model . . .**
What to Expect Next in the RDA Development Process

- Release of Online, Interactive Demo: September 2008
- Release of Online Full Draft Review: October 2008
- Release of Product for Beta Testing: January 2009