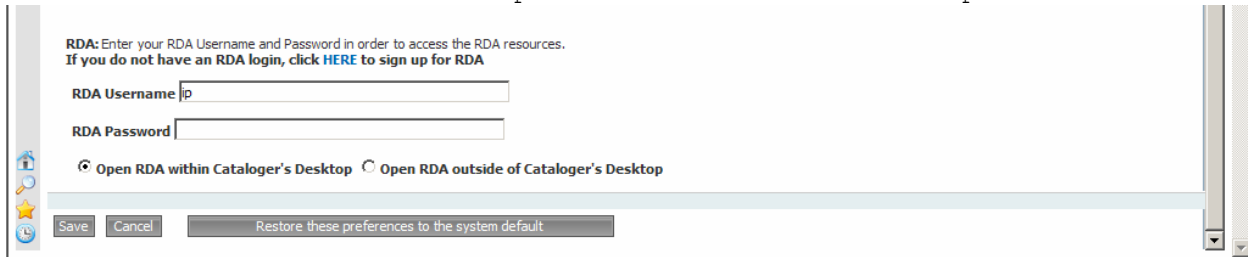


## Use of RDA Toolkit

Feb. 15, 2012  
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### 1. Access

- Directly at URL: <http://access.rdatoolkit.org/>
- Through Cataloger's Desktop:  
One-Time Set-Up: Preferences --> General preferences -->



From Inside Registered IP Range:

RDA Username: ip

RDA Password: [blank]

From Outside Registered IP Range:

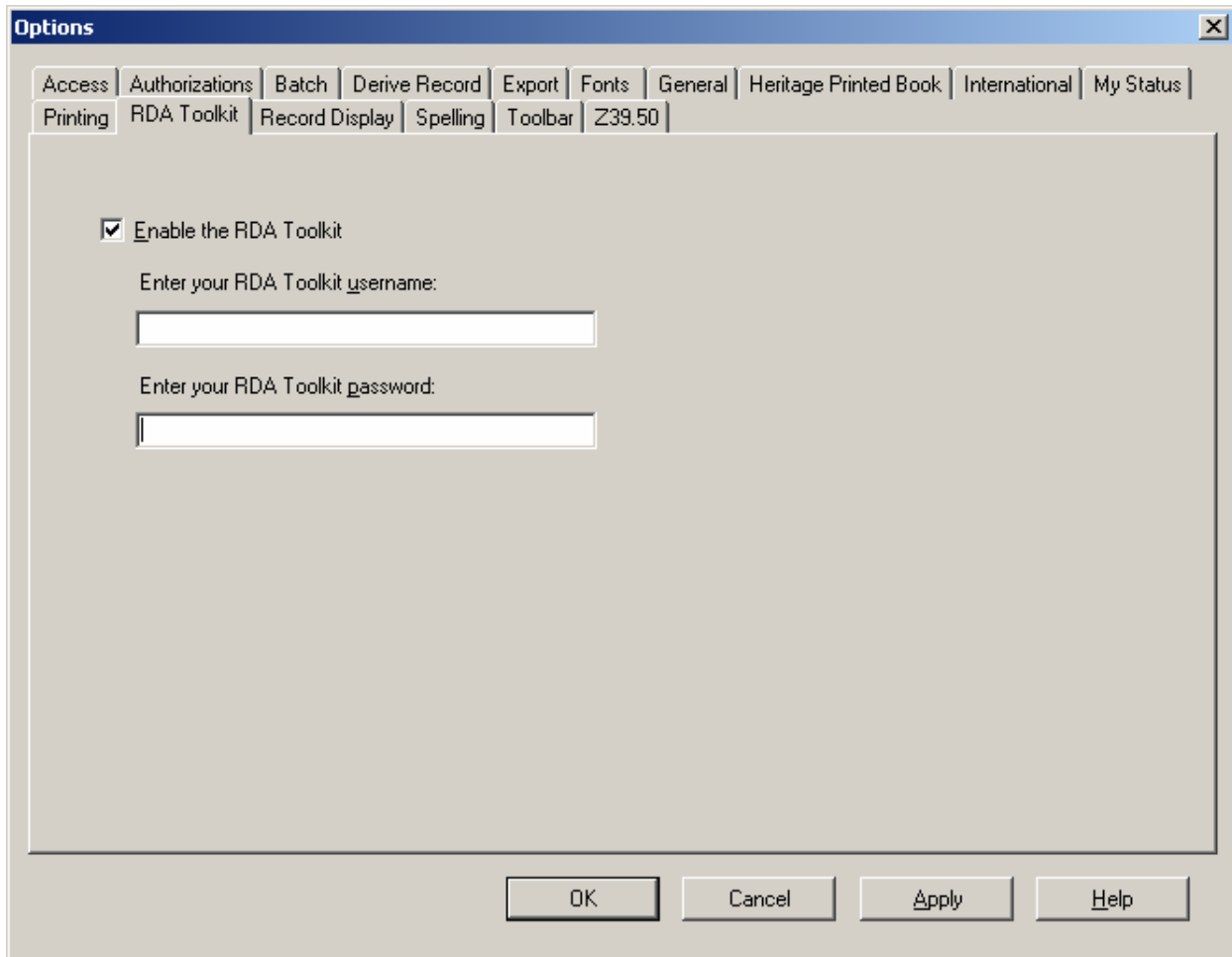
RDA Username: [enter Username]

RDA Password: [enter Password]

Select either "Open RDA within Cataloger's Desktop" or "Open RDA outside of Cataloger's Desktop", depending on one's preference.

Save

- From Inside Connexion Client:  
One-Time Set-Up: Alt-t-o --> RDA Toolkit tab



check-mark "Enable the RDA Toolkit"  
 Username: [enter Username]  
 Password: [enter Password]  
 Apply --> OK

2. Consultation from inside Connexion Client
  - Place a cursor inside the field (bibliographic or authority) of interest. The cursor may be anywhere in the field. Subfield-level specification of linked RDA rules cannot be made from inside Connexion Client. Sometimes, it is necessary to make a field tag less specific, e.g., bibliographic 4XX (with "XX" and not "xx", as the case counts) instead of 490.
  - Alt-t-d
  - Once RDA Toolkit is open, additional navigation is possible. See below under #4.
  
3. In Cataloger's Desktop
  - familiar interface
  - Cross-document searching of those not in RDA Toolkit possible
  - no RDA/LCPS index available

4. Consultation of RDA Toolkit (through direct access and from Cataloger's Desktop but opened outside)

- Resources:
  - Carlton, Tim. *Library of Congress training for RDA, Resource description & access : using the RDA toolkit*. Revised. Washington, D.C. : Cooperative and Instructional Programs Division, Library of Congress, 2012. (<http://www.loc.gov/aba/rda/pdf/ToolkitCourse.pdf>)
  - Linker, Troy. *RDA toolkit : a guided tour*. Webinar presented, Feb. 8-9, 2010. (<http://www.rdatoolkit.org/training/guidedtour>)
  - . *RDA toolkit : what's new since August*. Webinar presented, Nov. 10-11, 2010. (<http://www.rdatoolkit.org/Webinar/2010Nov>)

- 3 Tabs:
  - RDA
  - Tools: RDA Element Set View; RDA Mappings; ERD; etc.
  - Resources: AACR2; LCPS; Other Resources
- Table of Contents Pane: +; -
- Index (for RDA; no index provided for LCPS)

as of Feb. 16, 2012:

#	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Letter	A	B	C	D	E	F	G- H	I	J- L	M	N- O	P- Q	R	S	T	U- Z

- RDA Quick Search
  - Search Tips: <http://access.rdatoolkit.org/help.php>
  - Boolean operators: and; or; not
  - phrase indication: quotation marks
  - proximity specifier: w/[number of words in between]
  - truncation mark: \*
  - RDA instruction number:
    - number alone --> directly to that instruction;
    - number enclosed in quotation marks --> list of that instruction, sub-instructions, other linked instructions
  - case-insensitive
  - punctuation-insensitive
  - default search result sorting: by relevance; may be resorted by document order
  - while displaying individual retrieval:
    - Previous Hit
    - Next Hit [hit ≠ result]
    - Sync TOC
    - Return to Results [distinguish this magnifier from the one above]
    - View Text: Full; Core; Hide Examples; Hide Bookmarks
    - Bookmark
    - Print Text
- Advanced Search
  - All points listed under "RDA Quick Search" above; and:
  - Not only RDA but also other documents searchable
  - Select All/Clear All of RDA parts
  - Examples may be excluded from search.
  - AACR2 rule number --> RDA
  - Specification may be made by RDA instruction type.
  - An immediately preceding search is retained. Remember to clear unnecessary search specification.

## 5. Carlton Exercises

- Ex. 1-1 (p. 10): Where does one find the instructions on recording the pagination of a single-volume book?
  - through TOC, as Ex. 1-1 suggests: Section 1 --> 3.4.5.2
  - through Index: s.v., Text, extent (15; from table above) --> consisting of a single unit --> single volume --> 3.4.5.2
  - through Advanced Search: AACR2->RDA: 2.5B1 --> Single Volume: 3.4.5.2
- Ex. 1-2 (p. 10): Is there an LCPS on this instruction?
  - no "LCPS" hyperlink found
- Ex. 1-3 (p. 10): Where does one look for instruction if the volume has complicated or irregular paging?
  - through TOC, as Ex. 1-1 suggests: Section 1 --> 3.4.5.8
  - through Index: s.v., Text, extent (15; from table above) --> consisting of a single unit --> complicated or irregular paging: 3.4.5.8
  - through Advanced Search: AACR2->RDA: 2.5B8 --> 3.4.5.8
- Ex. 1-4 (p. 10): What is the LC Policy?
  - "LCPS" hyperlink
- Ex. 2 (p. 11): Where does one find the instructions on recording the "creator" of a work?
  - through TOC, as Ex. 2 suggests: Section 6 --> 19.2
  - through Index: s.v., Creators of works (3; from table above): 19.2
  - through Advanced Search: AACR2->RDA: 21.1 --> 19.2.1.3, etc.
  - through Connexion Client: bib. 100 --> Alt-t-d --> Creator --> 19.2
- Ex. 3 (p. 12): Where does one find instructions on recording the title in a compilation of two or more works?
  - through TOC, as Ex. 3 suggests: Section 2 --> 6.2.2.10.3
  - through Index: s.v., Compilation of works (3; from table above) --> other compilations of two or more works: 6.2.2.10.3
  - through Advanced Search: AACR2->RDA: 25.9 --> 6.2.2.10.3
- Ex. 4 (p. 12): Where does one find a definition of "carrier type," and instructions on recording it?
  - through TOC, as Ex. 4 suggests: Glossary --> C --> Carrier Type; Index: s.v., Carrier type --> 3.3
  - through Connexion Client: bib. 338 --> Carrier Type: Definition; 3.3.1.3
- Ex.--Brain Teaser (p. 12): What is the difference between the RDA concepts of "creator" and "contributor"?
  - through Glossary: Creator: A person, family, or corporate body responsible for the creation of a work. Contributor: A person, family, or corporate body contributing to the realization of a work through an expression. Contributors include editors, translators, arrangers of music, performers, etc.
- Ex.--Bonus Question (p. 12): Can an entity contribute to something that has not been created?
  - through Glossary: Contributor: A person, family, or corporate body contributing to the realization of a work through an expression. Work: A distinct intellectual or

- artistic creation (*i.e.*, the intellectual or artistic content).
- Ex. 5 (p. 13): What is the *RDA* companion to the *AACR2* rule for corporate main entry?
    - through *AACR2*, as Ex. 5 suggests: Part II --> 21.1B2 --> 19.2.1.1.1
    - through Advanced Search: *AACR2*->*RDA*: 21.1B2 --> 19.2.1.1 and 19.2.1.1.1
  - Ex. 6 (p. 13): It is known that there is an LC Policy Statement on recording Ordinal Numbers. Under *LCPS*, 1.8.5, what is instructed?
    - through *LCPS*, as Ex. 6 suggests: 1.8.5: *LC practice*: For ordinal numerals in languages other than English, Chinese, Japanese, and Korean, use the form 1., 2., 3., etc.
  - Ex. 7 (p. 17): *RDA*, 6.2.2.10.
    - through *RDA* Quick Search, as Ex. 7 suggests; Sync TOC
  - Ex. 8 (p. 17): Searching "frequency".
    - through *RDA* Quick Search, as Ex. 8 suggests --> 2.14 --> Return to Results --> 1st hit in the results list --> Next Hit [hit ≠ result] --> Sync TOC
  - Ex. 9 (p. 18): Instruction for a compilation of non-musical works in one form.
    - through *RDA* Quick Search, as Ex. 9 suggests: compilation works form; 1st result: 6.2.2.10.2
    - through Advanced Search: *AACR2*->*RDA*: 25.10 --> 6.2.2.10.2
  - Ex. 10 (p. 18): Instruction on changes in title proper for a serial.
    - through Advanced search, as Ex. 10 suggests: *AACR2*->*RDA*: 12.1B8 --> 2.3.2.12.2
  - Ex. 11-1 (p. 19): How can one find the instructions on how to record the relationship of a person as creator to a work?
    - through Advanced search, as Ex. 11-1 suggests: uncheck *RDA* --> Section 6 --> check 19 --> type: person creator
  - Ex. 11-2 (p. 19): How can one find both the *RDA* instruction and the *LCPS* on "Work Manifested"?
    - through Advanced search, as Ex. 11-2 suggests: check both *RDA* and *LCPS* --> type: work manifested
  - Ex. 12 (p. 19): How can one find term "creator" only in an instruction? It is not desirable to see dozens of examples that just happen to contain the word one is searching for.
    - through Advanced search, as Ex. 12 suggests: check both *RDA* and *LCPS* --> check "Exclude Examples" --> type: creator
    - through Index: *s.v.*, Creators of works (3; from table above): 19.2, etc.
  - Ex. 13-1 (p. 20): How can one search for a term appearing only in certain instructions? Instruction on constructing the authorized access point for a motion picture.
    - through Advanced search, as Ex. 13-1 suggests: Content Types: Moving Images Only --> type: preferred title --> 6.27.1.3
    - through *RDA* Quick Search: preferred w/2 title\* motion w/2 picture\* --> 6.27.1.3, etc.
  - Ex. 13-2 (p. 22): Instructions on the sources for carriers and digital file characteristics.
    - through Advanced Search, as Ex. 13-2 suggests: Media Types: Computer Only --> type: sources --> 3.19.5.2, etc.

- through RDA Quick Search: "digital file characteristics" source\*

6. Case Study

- What happened to:  
*LCRI*, 21.30G, Unnumbered Supplement or Special Number to a Serial: 2) If the supplement relates to the serial as a whole, formulate an added entry consisting of the name of the serial and, in subfield #p, "Supplement" in English.  
 730 0# #a Annuario statistico italiano. #p Supplement. [not Supplemento]

*Cf.*

LCCN: 2009372738

Leader/18: a

500 \_\_ |a "'Kokubungaku kaishaku to kanshō' bessatsu"--  
 Cover.

730 0\_ |6 880-06 |a Kokubungaku kaishaku to kanshō. |p  
Supplement.

Is there counterpart provision in RDA and/or LCPS?

- through Advanced Search: AACR2->RDA: 21.30G\* --> 25.1.1.3 --> nothing parallel to "'Supplement' in English" under RDA, 25.1.1.3 or LCPS, 25.1.1.3
- through Advanced Search: check both RDA and LCPS --> type: supplement\* w/10 serial\* --> nothing parallel to "'Supplement' in English" among results
- through Advanced Search: check both RDA and LCPS --> type: "Annuario statistico italiano" --> 2.12: 500 ## #a "Supplemento all'Annuario statistico italiano"-- title page verso.
- ???conclusion???

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