Use of RDA Toolkit

Jan. 31, 2012
Hideyuki Morimoto

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: [see * below]
     RDA Password: [see * below]
     Select either "Open RDA within Cataloger's Desktop" or "Open RDA outside of Cataloger's Desktop", depending on one's preference.

   - From Inside Connexion Client:
     One-Time Set-Up: Alt-t-o --> RDA Toolkit tab
     check-mark "Enable the RDA Toolkit"
     Username: [see * below]
     Password: [see * below]
     Apply --> OK

*https://www1.columbia.edu/sec/cu/libraries/staffweb/units/bibcontrol/local_resources/index.html

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:

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- 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)

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- **RDA Quick Search**
  - 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**
  - Upper magnifier [distinguish this magnifier from the one below]
  - 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 Index: s.v., Supplements (14; from table above) --> Related resources --> related works --> referencing related works --> 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 "Suplemento all'Annuario statistico italiano"-- title page verso.
- ???conclusion???

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