

* General instruction; (T) Transcribed element; + PCC Core element; (R) PCC Recommended element

RDA INSTRUCTIONS & ELEMENTS	RDA NO.	NOTES	MARC ENCODING
Numeric designation of a musical work	6.16	Record if needed to differentiate.	130, 240, 383, 7XX
Key	6.17	Record if needed to differentiate.	130, 240, 384, 7XX
Describing Content			
Coverage of the content (R)	7.3	PCC <i>recommends</i> for rare cartographic resources unless the geographic and chronological coverage are apparent from the rest of the description.	045, 500, 522
Longitude and latitude +	7.4.2	PCC Core for cartographic resources . Rare cartographic resources: Additional guidance in determining longitude and latitude may be found in DCRM(C) 3D and Appendix K.	034, 255
System of organization +	7.8	PCC Core for archival materials ; additional guidance may be found in DACS 3.2.	351
Dissertation or thesis information +	7.9		502
Summarization of the content (R) +	7.10	PCC Core for archival materials ; additional guidance may be found in DACS 3.1. PCC <i>recommends</i> for other resource types when useful to support user tasks.	520
Date of capture (R)	7.11.3	PCC <i>recommends</i> for audio recordings .	033, 518
Language of the content +	7.12	Always record language of primary content in 008/35-37. Also record languages of other content in 041/546 if it will assist identification and selection.	008/35-37; 041, 546
Script +	7.13.2	PCC Core for resources in some languages (see examples at LC-PCC PS 7.13.2.3).	546
Form of musical notation +	7.13.3		500, 546

Required Non-RDA and MARC Data (Cartographic Resources)

Cartographic Resources

(For rare and special cartographic resources, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “e” or “f”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Color		007/03
Physical medium		007/04
Type of reproduction		007/05
Reproduction/reproduction details		007/06
Positive/negative aspect		007/07
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production,		008/15-17

Required Non-RDA and MARC Data (Cartographic Resources)

ELEMENT	NOTES	MARC ENCODING
or execution		
Relief		008/18-21
Projection		008/22-23
Type of cartographic material		008/25
Government publication		008/28
Form of item		008/29
Index		008/31
Special format characteristics		008/33-34
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Geographic area code		043
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Geographic classification		052
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Required Non-RDA and MARC Data (Cartographic Resources)

ELEMENT	NOTES	MARC ENCODING
	Cartographic resources: Include at least one topic subdivided geographically or one geographic subject access field at a minimum.	

Electronic Resources [Computer File Format (Ldr/06 “m”)]

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “m”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Use “c”	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Type of computer file		008/26
Language		008/35-37
Modified record		008/38

Required Non-RDA and MARC Data (Computer File Format)

ELEMENT	NOTES	MARC ENCODING
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Authentication code	Use “pcc”	042
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Required Non-RDA and MARC Data (Graphic Materials)

Graphic Materials

(For rare and special graphic materials, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “k” or “g”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Color		007/03
Primary support material		007/04
Secondary support material		007/05
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production,		008/15-17

Required Non-RDA and MARC Data (Graphic Materials)

ELEMENT	NOTES	MARC ENCODING
or execution		
Running time for motion pictures and video recordings	Use for “g”	008/18-20
Form of item		008/29
Type of visual material		008/33
Technique		008/34
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Required Non-RDA and MARC Data (Moving Images)

Moving Images

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “g”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material		007/00
Specific material designation		007/01
Color		007/03
Dimensions		007/07
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Time		008/18-20

Required Non-RDA and MARC Data (Moving Images)

ELEMENT	NOTES	MARC ENCODING
Form of item		008/29
Type of material		008/33
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 . Moving images: Use \$j when there are subtitles.	041
Authentication code	Use “pcc”	042
Country of Producing Entity	The name of the country(s) where the principal offices of the producing entity(s) are located. The subfield may contain an indication that the country is unknown, e.g., [Place of publication not identified]	257
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Required Non-RDA and MARC Data (Notated Music)

Notated Music

(For rare and special notated music materials, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “c” or “d”	Ldr/06
Bibliographic level	Use “m”	Ldr/07
Type of control	Use “a” (for collections under archival control)	Ldr/08
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Microform of notated music monographs: use “h”.	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Format of music		008/20
Form of item		008/23
Language		008/35-37

Required Non-RDA and MARC Data (Notated Music)

ELEMENT	NOTES	MARC ENCODING
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Geographic area code		043
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Rare Materials (Books, Cartographic Resources, Graphics, and Notated Music)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Rare books: Use “a” or “t” Rare cartographic resources: Use “e” or “f” Rare graphics: Use “k” Rare music: Use “c” or “d”	Ldr/06
Bibliographic level	Rare books, rare music: Use “m” Rare cartographic resources, rare graphics: Use “m” or “a”	Ldr/07
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Use for rare cartographic resources, rare graphics, and microform reproductions of rare materials.	007/00
Specific material designation		007/01
Color	(Rare cartographic resources and rare graphics only)	007/03
Physical medium	(Rare cartographic resources only)	007/04
Primary support material	(Rare graphics only)	007/04
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10

Required Non-RDA and MARC Data (Rare Materials)

ELEMENT	NOTES	MARC ENCODING
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Format of music	(Rare music only)	008/20 (Music)
Relief	(Rare cartographic resources only)	008/18-21 (Maps)
Projection	(Rare cartographic resources only)	008/22-23 (Maps)
Type of cartographic material	(Rare cartographic resources only)	008/25 (Maps)
Form of item		008/23 (Books, Music) 008/29 (Maps, Visual materials)
Government publication	(Rare cartographic resources only)	008/28 (Maps)
Index	(Rare cartographic resources only)	008/31 (Maps)
Special format characteristics	(Rare cartographic resources only)	008/33-34 (Maps)
Language		008/35-37
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Rare materials: Use “rda” and the appropriate authorized dcrm code (currently, “dcrmb”, “dcrmc”, “dcrmg”, or “dcrmm”). Other codes may be used as they become authorized upon publication of their respective <i>DCRM</i> module. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-	041

Required Non-RDA and MARC Data (Rare Materials)

ELEMENT	NOTES	MARC ENCODING
	37 allows. See also BSR instructions under RDA 7.12 .	
Authentication code	Use “pcc”	042
Geographic area code	(Rare cartographic resources only)	043
Subject and genre/form access	<p>Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system.</p> <p>Rare books: Adding genre/form terms from one of the Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies is strongly recommended. Assign terms from other thesauri as appropriate.</p> <p>Rare cartographic resources: Include at least one topic subdivided geographically or one geographic subject access field at a minimum.</p>	6XX

Required Non-RDA and MARC Data (Textual Monographs)

Textual Monographs

(For rare and special textual monographs, see instead “Rare Materials”)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use “a” or “t”	Ldr/06
Type of control	Use “a” (for collections under archival control)	Ldr/08
Bibliographic level	Use “m”	Ldr/07
Encoding level	Use ‘blank’ value	Ldr/17
Descriptive cataloging form	Use “i”	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	Microform textual monographs: use “h”.	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Form of item		008/23
Language		008/35-37

Required Non-RDA and MARC Data (Textual Monographs)

ELEMENT	NOTES	MARC ENCODING
Modified record		008/38
Cataloging source	Use “c” or ‘blank’	008/39
Variable Fields		
Cataloging source: Language of cataloging	Always specify that the language of cataloging is English. Use “eng”.	040\$b
Cataloging source: Description conventions	Use “rda”. Always place \$e rda directly after the language of cataloging (\$b).	040\$e
Language code	PCC Core for all resources if necessary to record more language codes than 008/35-37 allows. See also BSR instructions under RDA 7.12 .	041
Authentication code	Use “pcc”	042
Classification numbers	Assign at least one classification number from an established classification system .	050, etc.
Subject and genre/form access	Use judgment in assessing each resource. As appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system .	6XX

Supplemental Requirements for the Digital Aspects of Formats

Supplemental Requirements for the Digital Aspects of Formats
[*Except Computer File Format (Ldr/06 “m”)*]

These supplemental requirements define a set of elements for direct and remote access monographic electronic resources (Leader/07 "m" or "c") and should be used in conjunction with the instructions for all other applicable formats and resource types, except for computer files (Leader/06 "m"). When describing resources in the computer file format, use the coding instructions for [electronic resources](#). In addition to the element coding listed below, the 007 field for the specific resource type may also need to reflect digital aspects of the resource.

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Code for the most significant material type of the resource being cataloged.	Ldr/06
Bibliographic level	Use “m” or “c”	Ldr/07
Variable Control Fields – Physical Description Fixed Field		
Category of material	Use “c”	007/00
Specific material designation	Remote access electronic resources: use “r” Direct access electronic resources: use “o”	007/01
Variable Control Fields – Fixed-Length Data Elements		
Form of item	Online resources: use “o” Direct access electronic resources: use “q”	008/23 or 008/29