

## UCSD Instructions for RDA Copy and Enhance Cataloging

Drafted on February 27, 2013 / Edited on March 16, 2013 / Revised and approved on October 13, 2015

If your copy is...	Then do this...
RDA from DLC/PCC	<ul style="list-style-type: none"><li>• <b>Look for typos (particularly in access points)</b></li><li>• <b>Add local fields that are needed (e.g., 590, 793, 856)</b></li><li>• <b>Add relationship designators to authorized access points and linking 76X-78X entries</b></li></ul>
RDA from any other library (non-PCC)	<ul style="list-style-type: none"><li>• Look for typos (particularly in access points)</li><li>• Add local fields that are needed (e.g., 590, 793, 856)</li><li>• Add relationship designators to authorized access points and linking 76X-78X entries</li><li>• <b>Give a little extra scrutiny to the record</b></li><li>• <b>Enhance the record to the RDA BSR standard. Apply additional standards or best practices if cataloging material in music or moving image formats, or, when appropriate, for special collections. Follow UCSD Guidelines and exercise cataloger judgment about how much further work to do beyond the standard</b></li><li>• <b>No need to spell out abbreviations or change 260 to 264</b></li><li>• <b>Do not verify controlled headings</b></li><li>• <b>NACO cataloger should edit the authority record to add any variant forms and additional fields</b></li></ul>
AACR2/Pre-AACR2 records from any source	<ul style="list-style-type: none"><li>• Look for typos (particularly in access points)</li><li>• Add local fields that are needed (e.g., 590, 793, 856)</li><li>• Give a little extra scrutiny to the record</li><li>• Enhance the record to the BSR standard. Follow UCSD Guidelines and exercise cataloger judgment about how much further work to do beyond the standard</li><li>• No need to spell out abbreviations or change 260 to 264</li><li>• Do not verify controlled headings</li><li>• NACO catalogers should edit the authority record to add any variant forms and additional fields. Exercise judgment (especially music catalogers) about how far to go with this</li><li>• <b>Hybridize the record (add some RDA elements) following OCLC RDA policy:</b><ul style="list-style-type: none"><li>○ Add relationship designators to authorized access points and linking 76X-78X entries</li><li>○ Add complete statements of responsibility in 245 (in place of “[et al.]”); provide access points for any missing creators, when practical.</li><li>○ Add 336/337/338 fields, plus additional RDA element fields when directed by additional best practice guidelines</li><li>○ Do not delete the GMD (245 \$h)</li><li>○ Do not code the record as RDA</li></ul></li><li>• <b>Do not spell out non-transcribed abbreviations (You may not be able to change some elements without a NACO authorization)</b></li></ul>
Skimpy record from any source	<ul style="list-style-type: none"><li>• <b>Recatalog the record to the RDA BSR standard, converting to RDA if not already in RDA. Apply additional standards or best practices if cataloging material in music or moving image formats, or, when appropriate, for special collections. This means examining and adjusting the entire record. Do not create a separate, new RDA record.</b></li></ul>