

UCSD Checklist for RDA Original and Enhance Cataloging

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1. Look at your piece and think about **WEMI**: what do you have here?
Look at your copy (if any): is it RDA, AACR2, something else?
Do you have a reproduction?
Make sure your copy has 040 \$b eng
Use the [BSR](#) to resolve questions
See the [LC Checklist](#) for brief instructions
2. Transcribe or verify **manifestation** attributes (bib record)
 - *020/022/024/027/028: [ISBN, ISSN](#) (etc.)
 - *242: [Translated title](#)
 - 245: [Title and statement of responsibility](#) (no GMD in RDA records) (T)
 - 246: [Varying form of title](#)
 - *250: [Edition](#) (T)
 - 255: [Cartographic content](#)
 - 264: [Publication, etc.](#) Notice the copyright date. (T)
 - 300 \$a and \$c: [Extent](#) and [dimensions](#). Repeatable.
 - 337: [Media type](#) (controlled vocabulary)
 - 338: [Carrier type](#) (controlled vocabulary)
 - *490: [Series statement](#) (T)
 - 5xx: [Notes about the manifestation](#)
 - *588: [Date source viewed](#) (for online resources)
 - 77x: [Linking fields](#) (to other manifestations; original version if reproduction)
 - *79x: Local “hook”
 - *830: [Series statement](#) (controlled vocabulary)
 - *856: [URL](#) (universal, not local)
3. Transcribe or verify **expression** attributes (bib record)
 - Watch for translations and language editions
 - 041: [Language](#)
 - 300 \$b: [Illustrative content](#)
 - 336: [Content type](#) (controlled vocabulary)
 - 360: [Duration](#)
 - 504: [Supplementary content](#)
 - 520: [Summarization of content](#)
 - 7xx: [Other contributors](#) (e.g., translator)
 - 77x: [Linking fields](#) (to other expressions)
 - Remember relationship designators (\$e in authorized access points)
4. Transcribe or verify **work** attributes
 - 1xx: [Creator](#)
 - 130 or 240: [Preferred title of the work](#) and other elements if needed
 - 500: [Nature of content](#)

* See *UCSD Local Guidelines*

(T) *Transcribed element*

502: [Dissertation or thesis information](#)

505: [Contents note](#) (is this work or expression?)

700-730: [Other creators](#)

760-787: [Other relationships](#)

Remember relationship designators (\$ in authorized access points)

Conferences: watch out for individual vs. ongoing conference AAPs

5. Are there any **item**-level attributes to code?

506: [Restrictions on access](#)

540: [Restrictions on use](#)

*590: Marks/inscriptions

*856: URL

Barcode

6. Subject access

*050: Call number

*655: Genre headings

6xx: LC Subject heading(s)

7. Fixed fields and other coding (Leader, 006,007, etc.)

*Different bytes are different WEMI entities; see [BSR](#) for instructions

8. Authority record

046: [Associated dates](#)

336: [Content type](#)

368: [Additional corporate body attributes](#)

370: [Associated place](#)

371: [Address](#)

372: [Field of activity](#)

373: [Affiliation](#)

374: [Occupation](#)

375: [Gender](#)

376: [Family information](#)

377: [Associated language](#)

378: [Fuller form of personal name](#)

380: [Form of work](#)

381: [Other distinguishing characteristic of work or expression](#)

382: [Medium of performance](#)

383: [Numeric designation of a musical work](#)

384: [Key](#)

670: [Source Data Found](#)

* See *UCSD Local Guidelines*

(T) *Transcribed element*