

## Valley Library Consortium RDA Copy Cataloging a Simple Book

(For books with multiple works, see the workflow for Cataloging Collections and Anthologies)

### Basics to keep in mind

Transcribed fields: Inaccuracies/misspellings are recorded as found.

Abbreviations are used only if they are used on the item.

This is a list of information that the record must have. Do not remove additional information.

Tag	RDA Field	What is in the tag --- what to do.	Transcribed?
000		CatF=i	No
040		Will include "\$e rda"	No
1xx	Creator	<ul style="list-style-type: none"> <li>Families, fictitious entities, and real, non-human entities can be creators</li> <li>With multiple creators, the first named (or principle creator) is used in the 1xx tag. Add 7xx for additional contributors.</li> <li>\$e is not required but can be left</li> </ul>	No
245	Title Proper and Other Title Information	<p>\$a and \$b -- Title information</p> <ul style="list-style-type: none"> <li>Capitalize according to AACR2 rules</li> <li>Inaccuracies -- Transcribe title as it appears and optionally make "corrections" via 246. Add a note if clarification is necessary.</li> </ul> <p>\$c -- Statement of responsibility</p> <ul style="list-style-type: none"> <li>Noun phrases like "a novel by" or "poems by" are not part of the title. Put them in the statement of responsibility</li> <li>List all the parties responsible for the work. (Create 1xx tag for the principle author with the others in 7xx tags.)</li> <li>Retain qualifying words and phrases (e.g., Reverend, Dr., Professor, etc.)</li> </ul>	Yes
250	Designation of edition	Only use abbreviations that appear on the resource	Yes
260		No longer used	
264 Ind 2=1	Production Statement	<p>New field -- Publication statement</p> <p>\$a -- Place of publication -- always required</p> <ul style="list-style-type: none"> <li>Only most prominently or first named place required</li> <li>Do not use abbreviations unless they appear on the resource</li> </ul> <p>\$b -- Publisher's name -- always required</p> <ul style="list-style-type: none"> <li>Only most prominently or first named publisher is required</li> <li>Do not use abbreviations unless they appear on the resource</li> </ul> <p>\$c -- Publication date -- required for single part monographs</p> <ul style="list-style-type: none"> <li>If publication date does not appear, supply a probable date in brackets (most likely the copyright date)</li> <li>Do not use "ca." or dashes for missing digits when supplying questionable dates</li> <li>If the copyright date is different from the publication date, add an additional 264 with a second indicator of 4</li> </ul>	Yes

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Tag	RDA Field	What is in the tag --- what to do.	Transcribed?
264 Ind 2=4	Production Statement	New field -- Copyright \$c --Date <ul style="list-style-type: none"> <li>• Precede date by © or equivalent words if symbols cannot be reproduced</li> <li>• Do not add additional punctuation (like a period)</li> </ul>	Yes
300	Extent	Do not use abbreviations -- spell out "pages", "color", "illustrations", etc. <ul style="list-style-type: none"> <li>• \$a -- Record pages, leaves, etc.; ignore unnumbered pages unless they are also given in a note</li> <li>• \$b -- Do not indicate types of illustrations present (e.g., maps, music, etc.), but if information is there, it can be left</li> </ul>	No
336 337 338	Carrier Type	New fields -- Type of material <ul style="list-style-type: none"> <li>• 336 \$a text \$2 rdacontent</li> <li>• 337 \$a unmediated \$2 rdamedia</li> <li>• 338 \$a volume \$2 rdacarrier</li> </ul> <p><i>Note: A book with many illustrations or photos may have an additional 336 \$a still image \$2 rdacontent.</i>  <i>Some tags may also have coded information in \$b.</i></p>	Coded
490	Series Statement	<ul style="list-style-type: none"> <li>• Record numbers expressed as numerals exactly as they appear on the resource</li> <li>• Do not use initial articles (<i>Horizon specific</i>)</li> <li>• An 8xx tag should be present if the first indicator is a "1"</li> </ul>	Yes
7xx	Access points	<ul style="list-style-type: none"> <li>• Families, fictitious entities, and real, non-human entities can be creators</li> <li>• 700\$e with a relator term "illustrator" is required for children's book illustrator. (If a period is present directly before the \$e, replace it with a comma.)</li> </ul>	No
8xx	Series Statement	Authorized Series Heading.	only \$v

## Simple Book Ex. 1: A novel

000		01448cam 22004338i 45 0		This is an RDA record!
005		20130708124129.0		
008		130301t20132012meu d 000 1 eng		
010		\$a 2013008690		
020		\$a9781410459039 (hardcover)		
020		\$a1410459039 (hardcover)		
040		\$aDLC\$beng\$Serda\$cDLC\$dOCLCO\$dOCLCQ\$dIEP\$dEZW		Relationship designator (not required)
049		\$aEZW\$		Noun phrase in statement of responsibility
100	1	\$a Brooks, Bill, \$d 1943- \$e author.		
245	1 0	\$a Blood storm : \$b John Henry Cole story / \$c a novel by Bill Brooks.		Typo on title page corrected in 246
246	1	\$i Corrected title: \$a Blood storm : \$b John Henry Cole story		
250		\$a Large print edition.		"Edition" spelled out on item -- not abbreviated on record
263		\$a1306		
264	1	\$a Waterville, Maine : \$b Thorndike Press, \$c 2013.		New field -- instead of 260
264	4	\$c ©2012		Copyright date different than publication. Put in separate 264 field. Use the copyright symbol.
300		\$a505 pages (large print) ; \$c22 cm.		"pages" not abbreviated, "large print" added
336		\$a text \$b txt \$2 rdacontent		New fields -- type of material
337		\$a unmediated \$b n \$2 rdamedia		
338		\$a volume \$b nc \$2 rdacarrier		
490	1	\$a Thorndike Press large print Western ; \$v vol. 24		
520		\$a When three young escorts turn up dead in the mining town of Deadwood, John Henry Cole is called in to investigate the murders.		
650	0	\$a Private investigators \$x Fiction.		
650	0	\$a Young women \$x Crimes against \$x Fiction.		
650	0	\$a Mining camps \$x Fiction.		
650	0	\$a Large type books.		
830	0	\$a Thorndike Press large print Western series ; \$v vol. 24.		Abbreviation given on item

## Simple Book Ex. 2: An illustrated children's book

000 01972cam 2200517 i 4500  
005 20130308110833.0  
008 130215s2013 nyua j 001 0 eng  
010 \$a 2012050634  
020 \$a9780531259436  
020 \$a0531259439  
020 \$a9780531230404  
020 \$a0531230406  
040 \$aDLC\$beng\$erda\$cDLC\$dBTCTA  
100 1 \$a Graham, Ian, \$e author.  
245 1 0 \$a You wouldn't want to be Sir Isaac Newton! : \$b a lonely life you'd rather not lead / \$c written by Ian Graham ; illustrated by David Antram ; created and designed by David Salariya.  
246 3 \$a You would not want to be Sir Isaac Newton!  
264 1 \$a New York, NY : \$b Franklin Watts, \$c [2013]  
300 \$a1 volume (unpaged) : \$b color illustrations ; \$c25 cm.  
336 \$a text \$2 rdacontent  
337 \$a unmediated \$2 rdamedia  
338 \$a volume \$2 rdacarrier  
490 1 \$a You wouldn't want to--  
520 \$a Traces the life of the English physicist whose work on the laws of motion and gravity and invention of calculus had great influence on the understanding of the physical nature of the universe.  
600 1 0 \$a Newton, Isaac, \$d1642-1727 \$x Juvenile literature.  
650 0 \$aPhysicists \$z Great Britain \$x Biography \$x Juvenile literature.  
700 1 \$a Antram, David,\$d1958-\$e illustrator.  
700 1 \$a Salariya, David.  
830 0 \$a You wouldn't want to--

This is an RDA record!

Relationship designator "\$e author". Use a comma after the author's name, not a period (\$e is not required)

Abbreviation from item

No publication date on item – put the copyright date in brackets

No abbreviations

New fields – type of material

Relationship designator "\$e illustrator" is required for children's book illustrators