Global Standard, Local Choices – The New RDA Toolkit

Kathy Glennan
Chair, RDA Steering Committee
Head, Cataloging & Metadata Services
University of Maryland Libraries
Background
The 3R Project

RDA Restructure and Redesign Project (3R), 2016-2020

• Alignment with the IFLA Library Reference Model (LRM)
  ▪ Including incorporating new entities and terminology from LRM

• More flexibility in recording an element

• Support for 4 implementation scenarios
  ▪ Ranging from card catalogs to linked open data
    ○ RDA now better aligned for use with linked data applications

• Streamlined approach to alternatives, exceptions, and optional additions/omissions
  ▪ Now presented as options or condition/option boxes
The 3R Project

• Greater emphasis on internationalization
  ▪ Reduction of Anglo-American focus – ongoing
    o Started with development of original RDA
    o Pre-3R example: English names for Books of the Bible moved to Resources tab
  ▪ Better support for translations – ongoing
    o Full translations – incorporated into the Toolkit
      • Currently: Finnish and Norwegian, with more in the works
    o Partial translations – freely available in the RDA Registry
      • Translation of RDA Reference, but not the instructions or guidance chapters

• Positioned to expand for use in archives & museums
  ▪ Future project; will require collaboration with those groups
RDA After the 3R Project

• Designed for an unpredictable and evolving publishing environment and changing user expectations
  ▪ Connecting users to resources anytime, anywhere

• Uses the open world assumption (OWA)
  ▪ OWA is applied in a system that has incomplete information – including the Semantic Web: what is not known to be true is simply unknown
    ○ Allows for the possibility to infer new information
  ▪ RDA metadata statements can be used/reused anywhere on the web

• Implementation
  ▪ Timeline will be determined by the various cataloging communities
    ○ Who need to develop application profiles and policy statements
About the RDA Registry

• Contains linked data vocabularies that represent the RDA entities, elements, and controlled terminologies as RDA element sets and RDA value vocabularies in Resource Description Framework (RDF)
  ▪ Maintained by the RSC
    o Continually updated
  ▪ Has CC BY 4.0 license
    o Free to copy/share and adapt, with the appropriate attribution

• Includes RDA Reference
  ▪ The labels, definitions, and scope notes of RDA entities, elements, and vocabulary encoding schemes for controlled data values
  ▪ The source of this content in the RDA Toolkit
Base RDA – Definition

• Portions of the Toolkit that apply to all users worldwide
• Created/maintained by the RSC in the RDA Content Management System (CMS)
• Included in all full translations
• Includes
  ▪ Guidance chapters
  ▪ Instructions: Entities & Elements
  ▪ Glossary
  ▪ RDA Vocabulary Encoding Schemes
• More comprehensive than RDA Reference
Community RDA – Definition

• Portions of the Toolkit that are language and/or community based

• RDA compatible
  ▪ Supplemental guidance
    o Created/maintained by a community
    o Policies
    o Community resources
      • Community refinements
      • Community vocabularies

• Full translations may retain, translate, omit, and/or contribute their own community RDA content
Changes from Original RDA
RDA Toolkit Structure

- **RDA tab**
  - Instructions [or “base RDA”]
- **Tools tab**
  - RDA element set
  - RDA mappings
  - Full examples [goes to external site]
  - Books of the Bible
  - Medium of performance terms
  - RDA index
  - Workflows [user-contributed]
- **Resources tab**
  - AACR2
  - Policy statements from LC-PCC, etc.
  - Other resources (of potential interest)

- **RDA instructions: original to current**
  - Chapter 0: ~ Guidance
  - Chapters 1-37: ~ Entities & Elements
  - Appendices: *significant transformation*
  - Glossary: = Glossary

- **Original RDA Tools content**
  - Element set: in RDA Registry
  - MARC (etc.) mappings: in individual elements
  - Full examples: *some “View in Context” examples in specific elements (such as: 45.34.65.13)*
  - Books of the Bible: Community resources
  - RDA index: *gone*
  - Workflows: ~ Documents

- **AACR2: under Resources**
- **Policy statements: under Policies**
Appendices Transformation

**Original Toolkit**

A. Capitalization
B. Abbreviations and Symbols
C. Initial Articles
D. Record Syntaxes for Descriptive Data
E. Record Syntaxes for Access Point Control
F. Additional instructions on Names of Persons
G. Titles of Nobility, Terms of Rank, Etc.
H. Dates in the Christian Calendar
I. Relationship Designators: WEMI to Agent
J. Relationship Designators: WEMI to WEMI
K. Relationship Designators: Agent to Agent
L. Relationship Designators: [Placeholder]
M. Relationship Designators: Subjects

**Current Toolkit**

Resources > Community resources > Community vocabularies > Terms in specific languages > Terms in [language]

Policy Statements & Community Refinements

Various options in “timespan” (76.37.71.79)

New relationship elements

New relationship elements as appropriate
Impact of Internationalization

• Broad instructions in RDA
  ▪ Refined by application profiles and policy statements, which may vary among cataloging communities

• A proliferation of elements and options

• RDA continuing to shed its Anglo-American roots
  ▪ Recognition that instructions for constructing access points are community based
    ○ No global agreement on elements to include, the order in which to display them, or even the punctuation conventions to use
  ▪ Anglo-American specific guidance moving out of “base RDA”
**Broad Instructions**

**Original RDA**

3.19.4 **File Size**

3.19.4.1 **Scope**

*file size*: A number of bytes in a digital file.

3.19.4.2 **Sources of Information**

Use evidence presented by the manifestation itself (or on any accompanying material or container) as the basis for recording a file size. Take additional evidence from any source.

3.19.4.3 **Recording File Size**

Record a file size if it can be readily ascertained and is considered important for identification or selection. Record the file size in bytes, kilobytes (KB), megabytes (MB), or gigabytes (GB), as appropriate.

**EXAMPLE**

- 182 KB
- 6.8 MB

**Current RDA**

**file size**

**Definition and Scope**

A number of bytes in a digital file.

**Prerecording**

**Recording**

Record a value that is the number of bytes, kilobytes (KB), megabytes (MB), gigabytes (GB), or terabytes (TB).

**Recording an unstructured description**

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description →].

**Recording a structured description**

This recording method is not applicable to this element.

**Recording an identifier**

This recording method is not applicable to this element.

**Recording an IRI**

This recording method is not applicable to this element.
General Guidance

(From Recording Methods, 19.30.43.82)

Recording an unstructured description

Kinds of unstructured description include:

• A manifestation statement
• An unstructured note
• A name or title in direct order, as it appears in sources of information
• An uncontrolled term for a concept

An unstructured description of an RDA entity is a string that is a kind of Nomen-‡.

Example

An unstructured description of an element may contain information about one or more occurrences of the element.

The data in an unstructured description can only be processed reliably to extract keywords.

Although the data may be copied from, or be otherwise identical to, a structured description or identifier element, an application must expect the data in an unstructured description to have no structure or extrinsic relationship to a vocabulary encoding scheme.

[Options start with 3 choices about transcription, not included here, and then continue as follows]

OPTION

Record a value that is in a language that is preferred by an agent who creates the metadata.

OPTION

Record a value that is in a script that is preferred by an agent who creates the metadata.

OPTION

Record a value that is a transliteration in a script that is preferred by an agent who creates the metadata.
Thousands of Elements

- 3013 total at the end of 2020:
  - RDA Entity: 29
  - Work: 590
  - Expression: 524
  - Manifestation: 400
  - Item: 136
  - Agent: 185
  - Person: 238
  - Collective Agent: 190
  - Corporate Body: 241
  - Family: 199
  - Nomen: 173
  - Place: 51
  - Timespan: 57
Lots of Options

• Pick and choose what works best in your local application
  ▪ Which of the four recording methods
  ▪ Which elements to use
    o And at what level of granularity (e.g., Agent vs. Person)
  ▪ Which optional instructions within individual elements to apply
    o Presented in gray boxes
    o May or may not be associated with a condition
    o Not always mutually exclusive
Navigating Options – Original Toolkit

2.3.1.4 Recording Titles

Transcribe a title as it appears on the source of information (see 1.7 RDA).

EXAMPLE

Optional Omission

Abridge a long title only if it can be abridged without loss of essential information. Use a mark of omission (...) to indicate such an omission. Never omit any of the first five words.

Exceptions

Introductory words ...
Inaccuracies ...
Date, name, number, etc., that varies from issue to issue or from part to part ...
Earlier title, etc. ...

How to apply

1. Read 1st paragraph
2. Consider if there’s a long title
   • If yes, see if there’s an applicable policy statement
3. Check to see if any exceptions apply
4. Transcribe the appropriate information
Title of manifestation (91.58.63.06)

Abridging long titles of manifestation

**CONDITION**
A value of Manifestation manifestation title and responsibility statement includes a long title.

**OPTION**
Record a value of the first five or more words followed by a mark of omission (...) if there is no loss of essential information.

LC-PCC Policy Statement viewed in context

How to apply
1. Find the applicable element
2. Find the applicable condition
3. Decide what option to follow
   - Based on the selected policy statement

LC-PCC practice: In most cases, do not apply the option.
Navigating Options – Current Toolkit (example 2)

Title of manifestation (86.60.19.97)

Titles that contain errors

**CONDITION**
A value of Manifestation: title of manifestation includes an obvious typographical error.

**OPTION**
Record a value that includes a typographical error.

**OPTION**
Record a value that corrects a typographical error.

**OPTION**
Record a Manifestation: note on manifestation giving details of a typographical error.

[British Library Policy Statements viewed in context]

**BL**
Apply if applicable. Exceptions: Early Printed Resources apply DCRM; Serials do not apply.

**BL**
Apply for Serials.

**BL**
Cataloguer’s judgement
No Core Elements

Original RDA

2.8.4 Publisher’s Name

CORE ELEMENT

If more than one publisher’s name appears on the source of information, only the first recorded is required.
...

2.8.4.5 More Than One Publisher

If more than one agent is named as a publisher of the manifestation, record the publishers’ names in the order indicated by the sequence, layout, or typography of the names on the source of information.

Because 2.8.4.5 is not core, it is an optional instruction

Current RDA

From Name of publisher (87.21.11.76)

CONDITION

Two or more values for the element appear in the source of information.

OPTION

Record the value that appears first.

OPTION

Record one or more values separately in the order indicated by the sequence, layout, or typography of the source of information.
What is Required, Then?

• Coherent description of an information resource (07.04.34.92)
  ▪ Relate the Work, Expression, Manifestation, and Item entities, using primary relationship elements
    o Record a value for an appropriate relationship element, for example:
      ▪ An expression is related to its work using Expression: work expressed
    o Reflect the cardinality restrictions, such as:
      ▪ An expression must realize one and only one work: Expression: work expressed
  ▪ Must include a description of at least one of these entities
    o By providing at least one name (or appellation element), e.g.:
      ▪ Manifestation: title proper

• Minimum description of a resource entity (77.58.11.11)
  ▪ Conforms to the requirements and constraints for a coherent description
  ▪ Focus is on appellation elements
  ▪ For example, a work needs:
    o An appellation element
      ▪ Title, preferred title, access point, authorized access point, or identifier
    o One of the following:
      ▪ An identification of the expression
        ◆ By one of its appellation elements or an IRI
      ▪ An identification of the manifestation
        ◆ By one of its appellation elements or an IRI
Bringing These Together

• Effective description of an information resource (45.52.73.18)
  ▪ Conforms to the requirements of a coherent description
  ▪ At least one of its entities (WEMI) conforms to a minimum description
  ▪ Contains other data considered useful for identification and access
    o General and specialized elements
    o Relationships to other entities
  ▪ Determined with a particular application in mind
    o For example, descriptive needs and approaches differ significantly between MARC 21 and linked open data
Why so Few Specifics?

• RDA is not a cataloging manual, instead it is:
  “a package of data elements, guidelines, and instructions for creating library and cultural heritage resource metadata that are well-formed according to international models for user-focused linked data applications”
  – RDA FAQ

• Not all RDA users follow the same practices
  ▪ In a linked open data environment, there is no need to reach international agreement on required data elements, a single source of information for an element, etc.
    o In other implementation scenarios, a consistent approach can be taken within a given system – via Community resources
Refining RDA for Community Use
Building Blocks for Communities

• Application profile
  ▪ Specifies the selection of entities, elements, etc. that are appropriate to a specific application of RDA metadata

• Policy statements
  ▪ Expound on Effective description of an information resource

• Community resources
  ▪ RDA conformant content that is community-curated and maintained

• Documents
  ▪ User-created documentation, unvetted by the RSC
  ▪ Can be used privately or shared locally or globally
An RDA application profile should specify:

- Which data elements to record for an entity
  - Use vs. do not use
  - Level of granularity
- Which elements are mandatory vs. optional
- Which elements are repeatable
- Which vocabulary encoding scheme (VES) to use for an element, if applicable
- Which string encoding scheme (SES) to use for an element, if applicable
- Which recording method(s) to use
- Which optional instructions to apply
- Which policy statements to apply
Application Profile – Function

• Similar to familiar MARC 21 functionality
  ▪ Input workforms
    o Which elements are prompted, how they are grouped, what display labels are used
    o Lookup tables for elements with VES
    o Links to applicable instructions
  ▪ Data validation / quality assurance
    o Does the metadata meet the repeatability requirements, etc.?
  ▪ Data export specifications
    o What metadata from a larger set should be extracted for use in a given application?
Application Profile – Flexibility

• Different application profiles for different needs
  ▪ Cataloging communities
  ▪ Content types, carrier types, etc.

• Can be very general, or very detailed
  ▪ Basic description requirements for a single entity
  ▪ Complex description requirements for a serial work

• Could be used in combination – in a nested fashion
  ▪ Basic elements for a work
  ▪ Musical work elements
  ▪ Representative expression elements
  ▪ Etc.
Application Profile – Example

*Note: This is only a partial example; full evaluation of table entries & content is needed!*

<table>
<thead>
<tr>
<th>Entity</th>
<th>Element</th>
<th>Element type</th>
<th>Min.</th>
<th>Max.</th>
<th>Recording method</th>
<th>VES</th>
<th>CURIE</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>preferred title of work</td>
<td>Relationship</td>
<td>1</td>
<td>1</td>
<td>Unstructured</td>
<td>n/a</td>
<td>rdaw:P10223</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>category of work</td>
<td>Attribute</td>
<td>0</td>
<td>&gt;1</td>
<td>Unstructured</td>
<td>n/a</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>date of work</td>
<td>Relationship</td>
<td>0</td>
<td>&gt;1</td>
<td>Unstructured</td>
<td>n/a</td>
<td>rdaw:P10219</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>place of origin of work</td>
<td>Relationship</td>
<td>0</td>
<td>1</td>
<td>Structured</td>
<td></td>
<td>rdaw:P10218</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>history of work</td>
<td>Attribute</td>
<td>0</td>
<td>1</td>
<td>Unstructured</td>
<td>n/a</td>
<td>rdaw:P10210</td>
<td></td>
</tr>
<tr>
<td>Work</td>
<td>identifier for work</td>
<td>Relationship</td>
<td>0</td>
<td>&gt;1</td>
<td>Identifier</td>
<td>ISWC</td>
<td>rdaw:P10002</td>
<td></td>
</tr>
</tbody>
</table>

Note: This is only a partial example; full evaluation of table entries & content is needed!
Policy Statements

• Community-based decisions about RDA guidance, instructions, and options
  ▪ Primarily developed by national libraries, professional bodies, and/or specialist communities

• Published in the RDA Toolkit
  ▪ Maintained in the RDA CMS by the community
  ▪ CURRENTLY IN DRAFT FORM

• May be viewed in context with the instructions, or separately in the Policies tab
  ▪ Policies tab content may be made available outside of the Toolkit’s paywall, at the community’s discretion
Policy Statements

• Similar to original Toolkit
  ▪ Overall purpose and scope
  ▪ Responsibility for creation and maintenance
  ▪ May include links to external documentation

• Differences in current Toolkit
  ▪ Can view in context with the instructions
  ▪ Likely more concise
  ▪ May include fewer examples

Communities make these decisions
Policy Statements – Two Views

• In context
  ▪ Select which set to view
  ▪ Useful to see instruction & policy statement together
  ▪ Includes hotlinks to the related policy statements

• Separately, via Policies tab

Policies
Library of Congress and Program for Cooperative Cataloging Policy Statements
  ▪ LC-PCC PS for RDA Entities and Elements
  ▪ LC-PCC PS for RDA Guidance
  ▪ LC-PCC PS for Community Resources

  ▪ Useful for viewing full content of lengthy policy statements
  ▪ Includes hotlinks to the related instructions
Community Resources

• Community-based content that conforms to RDA
  ▪ Too specific for inclusion in base RDA; i.e., not (fully) international in scope
  ▪ Created/maintained in the RDA CMS by a community, or by its designee
    o RSC currently discussing ownership/development/maintenance responsibilities
  ▪ May contain instructions, guidance, and/or vocabularies
  ▪ May have attached policy statements

• Structure and relationship with base RDA currently under active development by the RSC
  ▪ April 2021 release: legacy Anglo-American instructions for legal works, musical works, religious works, and official communications moved to this section of the Toolkit
    o Along with relevant LC-PCC Policy Statements
Categories of Community Resources

• Community refinements
  ▪ More granular refinements to support string encoding schemes, transcription rules, and other string processing functions
    o Access point construction
    o Legacy instructions (primarily from original RDA 6.28-6.31), including
      • Preferred title of legal work
      • Related agent of religious work

• Community vocabularies
  ▪ Controlled terms not part of RDA, but useful to a given community
    o Books of the Bible in English, in French, in German, etc.
    o Abbreviations
    o Terms in specific languages; may include
      • Initial articles
      • Capitalization
      • Surname instructions
Preferred title of work refinements - Example

Resources > Community resources > Community refinements > Work refinements > preferred title of work refinements

These refinements contain instructions for specific RDA elements for particular communities.

The refinements are not maintained as part of RDA, but are pertinent to RDA toolkit user communities.

Some refinements are legacy instructions that may have been used in RDA metadata statements in the past.

- preferred title of legal work: Anglo-American legacy instructions
- preferred title of musical work: Anglo-American legacy instructions
- preferred title of official communication: Anglo-American legacy instructions
- preferred title of religious work: Anglo-American legacy instructions

Document Date: 2021/04/06
Access Point Instructions

• Original RDA access point instructions directly related to AACR2 rules
  ▪ Not international in scope
  ▪ Had to create Appendix E, Record Syntaxes for Access Point Control
    ○ Because there was no international standard to follow

• VIAF (Virtual International Authority File) demonstrates the lack of agreement on form of name, spelling, script, and sometimes even the entry element
Tolstoy Access Point Example

- Community choices vary
  - Form of given name
  - Include/omit (if applicable)
    - Patronymic
    - Dates
    - Title of nobility
    - Initial articles
    - Fuller form of name
  - Script
    - Romanization scheme
  - Punctuation conventions
  - Translate the title?
Bible Access Point Example

- Note the significant naming conventions
- RDA needs to respect and accommodate the decisions of cataloging communities in relation to the information needs of their users
  - Accomplished through content in the Community resources section
    - RDA compliant
    - No need for international consensus
Localized RDA

- Content that is created and maintained within the Toolkit interface by subscribers
  - User-contributed documents
  - Personalization
    - Bookmarks
    - Notes
User-Contributed Documents

- Documentation to supplement or clarify either base or community RDA
  - Documents within a single institution may have multiple owners
    - Helpful for shared documents that need updates over time
- Created via simple HTML editor
- 4 access settings – can assign a license regarding reuse
  - Private (personal)
  - Local (your institution)
  - Global (all subscribers worldwide)
  - Public (available without subscription)
- Searchable in the Toolkit:
User-Contributed Documents

• 6 categories
  ▪ Application profile
  ▪ Local policy [not the same as Policies!]
  ▪ Map
  ▪ Quick reference
  ▪ Training material
  ▪ Workflow

• Individual users can subscribe to separate documents or to everything shared by a single institution
  ▪ Notified of updates to these documents on the Toolkit’s homepage

• May link out to Toolkit pages
  ▪ No visual indication in the Toolkit that a related document exists
Documents Landing Page

Contributed Documents (2)

<table>
<thead>
<tr>
<th>Title</th>
<th>Author(s)</th>
<th>Category</th>
<th>Date</th>
<th>Language</th>
<th>License</th>
<th>Version</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eroica &quot;rule&quot;</td>
<td>Kathy Glennan</td>
<td>Training material</td>
<td>2021/04/07</td>
<td>English US</td>
<td>CC BY-NC</td>
<td></td>
<td>Local</td>
</tr>
<tr>
<td>Extent of notated music: score &amp; parts (etc.) order</td>
<td>Kathy Glennan</td>
<td>Local policy</td>
<td>2021/03/26</td>
<td>English US</td>
<td>CC BY-NC</td>
<td></td>
<td>Local</td>
</tr>
</tbody>
</table>

Subscriptions (30)
Personalization: Bookmarks

- Customize the Toolkit by creating personal links to the text – with a visual clue in the context of the page

  ▪ Potential uses
    - Create links to “core elements”
      - LC/PCC Core
        - Title proper
        - Statement of responsibility
        - Variant title of manifestation
        - Publication statement
        - Extent
        - Series statement
    - Flag instructions moved to Guidance chapters
      - Sources of information
        - Sources of info - monographs
        - Sources of info - moving images
        - Sources of info - other
Personalization: Notes

• Customize the Toolkit by creating personal links to the text, with annotations
  ▪ Access: can be private, shared locally, or shared globally
    ○ For local cataloging policy, could create these and share them locally, as an alternative to the document approach
  ▪ View in context by clicking on the notes icon

A copyright date indicates a specific date associated with a claim of protection for an audio recording.

**Copyright date**

Record as © or ℗ followed by the date. Notes are rarely needed. Do not make a note about separate © and ℗ dates.
# Bookmarks and Notes

## Landing Page

### Bookmarks and Notes

<table>
<thead>
<tr>
<th>Name</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>LC/PCC Core</td>
<td><img src="edit_icon" alt="Edit" /> <img src="trash_icon" alt="Trash" /></td>
</tr>
<tr>
<td>Sources of information</td>
<td><img src="edit_icon" alt="Edit" /> <img src="trash_icon" alt="Trash" /></td>
</tr>
<tr>
<td>Reminders</td>
<td><img src="edit_icon" alt="Edit" /> <img src="trash_icon" alt="Trash" /></td>
</tr>
</tbody>
</table>
RDA Refinements Summary

• Application profile (focus on entities and elements)
  ▪ Mandatory vs. optional, repeatability, recording methods, VES, etc.
  ▪ May start with a basic application profile that can be supplemented by more specific ones

• Policy statements (focus on instructions and guidance)
  ▪ Which options to use, and under which conditions
  ▪ May include specific guidance for a given community

• Community resources (refinements of practice)
  ▪ Specific extensions of RDA to further support a given community, including instructions for creating access points, expanded or additional VESs, and capitalization practices for a variety of languages

• Personalization (local use)
  ▪ Institutional practices, workflows, local reminders, etc.
The Big Picture is Up To You

+ User-contributed documents & Personalization

+ Community Resources

Base RDA  + Application Profiles  + Policy Statements
More Information

• RDA Steering Committee website: http://www.rda-rsc.org/
  ▪ Including pages for Presentations (by year) and Documents (by year)

• Current RDA: https://access.rdatoolkit.org/

• RDA Toolkit website: https://www.rdatoolkit.org

• RDA YouTube channel: https://www.youtube.com/c/RDAToolkitVideo
  ▪ Free content, including
    ○ January 2021 RDA Toolkit Demo
    ○ RDA Concept series short videos
    ○ March 2021 NARDAC RDA Update Forum
Questions?

Ask now, or email me:
RSCChair@rdatoolkit.org