OLA Super Conference 2022
Slides & Transcript for the Session "Getting a Handle on Concepts and Jargon in the New RDA"
Presenter: Elisa Sze, with assistance from Thomas Brenndorfer

Getting a handle on concepts and jargon in the new RDA
OLA Super Conference 2022
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About the presenters
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Thomas Brenndorfer
• Chair of the Canadian Committee on Cataloguing
• North American RDA Committee (NARDAC) representative to the RDA Steering Committee (2018-2021)
• Author of RDA Essentials
• Technical Services Librarian at the Guelph Public Library

Learning objectives
1. Attendees will be able to define basic RDA terminology in plain language.
2. Attendees will be able to explain how to navigate between different sections of the RDA Toolkit, in order to find instructions or guidelines on recording data.
3. Attendees will be able to list and discuss concepts that are foundational to RDA.

Key concepts to know before you begin

RDA (Resource Description and Access)
"RDA 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 Steering Committee homepage, https://www.rdatoolkit.org/)

• "Package of data elements, guidelines, and instructions"
• "Creating library and cultural heritage resource metadata"
• "Well-formed"
• "User-focused"
• "Linked data applications"

See Guidance page "Introduction to RDA"

How RDA supports linked data
• Entities, elements, vocabularies, guidance, and instructions: RDA Toolkit, https://www.rdatoolkit.org/
• Entities, elements, and vocabularies as linked open data objects: RDA Registry, https://www.rdaregistry.info/ (Creative Commons Attribution 4.0 International License)
• Based on an entity-relationship model (IFLA Library Reference Model)
  • Entities are described using elements
  • A bit of choice around which elements to capture
• Multiple ways to implement RDA
• Different implementations may serve different users with different needs, but can still be RDA compliant

See Guidance page "Standards related to RDA"
Entity-relationship model

- Entity = “Abstract class of objects”. Think of entities as things you seek to describe in the course of cataloguing, OR as different ways to think about an information resource that is based on how users interact with metadata to find, identify, search, obtain, or explore resources.
- Entities can be described based on their characteristics.
- Entities can also be described based on the relationships they bear with other entities.
- Let’s look at the entities that we can describe using RDA instructions...

Entities

To describe a resource fully, you’ll often describe aspects of more than one entity.

What is the “work” aspect of a resource?

- A distinct intellectual or artistic creation
- Conceptual object, consisting of a particular “constellation” of ideas

What is the “expression” aspect of a resource?

- An intellectual or artistic realization of a work
- Realized using notations (alphabets or numbers), sound, image, object, movement, or combinations of such forms
- Expresses or communicates a work in a way that can be sensed

What is the “manifestation” of the resource?

- A physical embodiment of an expression of a work
- Something that makes the communication real
- Emphasis on the production plan (e.g., publication, manufacture)
- For print books, this could be all the copies of a specific print run that exists in the world

What is an “item”?

- A single exemplar or instance of a manifestation
- One copy of a particular publication that you can save as a file to your computer, or a physical copy you can hold in your hand, or pop into a DVD player, or place a barcode label on
Elements

- Elements are:
  - How you describe an entity and where you make data recording decisions.
  - Each entity type has its own set of elements. An element that describes one entity cannot also be used as an element to describe another entity, even though the values of those elements may look identical.
  - Work and Expression entities deal with content. Manifestation and Item entities deal with the carrier (or container that holds the content).

Domain and range

- Domain = The entity being described by a domain.
- Attribute elements are limited to describing the domain.
- Relationship elements explain how the entity you are describing (the domain) relates to another entity (the range).

Examples:
1. This book has a height of 23 cm.
   - Domain = Manifestation
   - Range = Physical
2. This print book is 800 pages long.
   - Domain = Manifestation
   - Range = Physical
3. This print book was published by Oxford University Press.
   - Domain = Manifestation
   - Range = Agent
4. This print book contains an English translation of Alexandre Dumas's The Count of Monte Cristo.
   - Domain = Manifestation
   - Range = Expression

Nomen and appellations

- Any time you want to call an entity by some label, RDA refers to that usage as a nomen. In RDA, you will often see nomen referenced as an appellation.
- Nomen is an entity (the association of a thing with what it's called).
- Nomen string is the element that describes the nomen.
- The value of a nomen string is the bit of information that we (as human beings) can see, read, quote, type, or recite back.
- Let's look at an example of how we use nomens...

Attribute element vs. relationship element

Which statement indicates an attribute of the print book?
Which statement indicates a relationship between the print book and another entity?
1. This print book has a height of 23 cm.
2. The print book is 800 pages long.
3. This print book was published by Oxford University Press.
4. This print book contains an English translation of Alexandre Dumas's The Count of Monte Cristo.

Creating “a metadata work”

- What you are creating with RDA is "a metadata work".
- This could be a single metadata statement (a single piece of metadata describing an entity) or a plan to bring together metadata statements describing one or more entities (a "metadata description set").
- Bibliographic records and authority records are examples of "metadata description sets".
- Data provenance
  - Create a description at the appropriate level of granularity needed.
  - You will be most familiar with this concept in terms of "source of information".
  - "Recording a source of metadata" section of the "Data provenance" guidance page covers the types of sources that can be used for gathering information for an element.

Nomen and nomen strings

- A nomen is distinguished by both its associated RDA entity and its nomen string; a variation in either indicates a new nomen.

Images: Lucy Maud Montgomery (public domain), https://www.wikidata.org/wiki/Q273034
Cristo, https://www.wikidata.org/wiki/Q273034
**Minimum vs. effective description**

- Each entity has its own minimum description set out in RDA Toolkit.
- A minimum description
  - Captures the minimum amount of data to represent an instance of an entity and its primary relationship to another entity, while also being cost-efficient to produce
  - An effective description includes additional data that is
    - Accurate
    - Reflects common usage or practice
    - Able to be internationalized
    - Responsive to user needs
    - Sufficient

**Application profile**

- Specifies the elements that will be used for resource description
  - Which elements can be repeated
  - Which elements can be used to relate two entities
  - Which recording method to apply for an element
- Helps cataloguers form an effective description
- Specifies which policy statements to follow
- Specifies controlled vocabularies (vocabulary encoding schemes) or access point construction (string encoding schemes) to apply

**Recording methods**

- Certain elements have a prescribed recording method
- Others offer a choice of recording methods
  - Choice is determined based on your agency’s policies and practices (e.g., policy statements, application profile)
  - 4 methods:
    - Unstructured = transcribed texts or the cataloguer’s own words
    - Structured = terms from a controlled vocabulary or authority file, or that follows a set pattern (“string encoding scheme”) such as the construction of access points
    - Identifier = string of characters that uniquely identify an entity within a particular system
    - IRI = URL that has been assigned to represent a particular entity

**Transcription guidelines for unstructured descriptions**

- Choose a transcription method and stick to it
  - Basic transcription: Preserve capitalization, punctuation, numerals, abbreviations, and diacritics as they appear on the manifestation
  - Enables automated description
- Normalized transcription: Guidelines around language and script, diacritics, capitalization, punctuation, acronyms, letters, symbols, and numbers
- Unlike with AACR2 and Original RDA, abbreviations are no longer part of the official standard, as abbreviations are community-dependent
- Follow the transcription method chosen by your cataloguing agency

**RDA implementation scenarios**

- Scenario A: Linked open data
- Scenario B: Relational or object-oriented data
- Scenario C: Bibliographic/authority data*

*Scenario C would include records encoded for a MARC21 environment:
  - Single integrated record to describe a single information resource (e.g., bibliographic record).
  - Components of WEMI entities are integrated, but not explicitly identified as such.
  - Related entities are recorded separately (e.g., another bibliographic record or an authority record).
  - A record describing an information resource is linked to a record describing a related entity through the use of access points.

**Demonstration**

Example: We will use a print monograph.
The monograph: Scarborough, by Catherine Hernandez (single unit, static plan)
RDA Implementation Scenario C
Front cover.

Make a mental note of:
- The title of the book: Scarborough
- The name of the author: Catherine Hernandez

Title page (spread across two pages).

Make a mental note of the types of metadata present:
- "Title proper": Scarborough
- "Statement of responsibility": Catherine Hernandez
- "Publication statement": Arsenal Pulp Press, in Vancouver

Verso of title page.

Make a mental note of:
- Copyright statement: ©2017
- Note about the printing: Second printing, 2017
- Additional details about the publisher: Vancouver, BC
- General note: "This is a work of fiction."
- Cataloguing-in-Publication record

Last numbered page and the page that follows it.

Make a mental note of:
- Page number of the last numbered page: 258
- Biographical information and portrait of the author

Back cover.

Make a mental note of:
- ISBN: 9781551526775
- The summary of the book
- Physical height of the book: 21 cm

Know what we are going to catalogue

The resource is:
- A piece of Canadian literature → element of work
- Communicated through written text, in the English language → element of expression
- A published print book that contains a textual work written in English.*

*Because we are cataloguing a publication, consider the production plan. Describe the resource as a manifestation, but capture relevant aspects of work, expression, and agent.
Minimum description requirements

- **Minimum description requirements for a manifestation:**
  - Manifestation: **appellation of manifestation**
    - Which can be fulfilled by recording one of its subtypes:
      - Manifestation: **title of manifestation**
      - Manifestation: **access point for manifestation**
      - Manifestation: **identifier for manifestation**
  - **AND** at least one of the following elements
    - Manifestation: **expression manifested OR**
    - Manifestation: **work manifested**

Application profile

In addition to the minimum description requirements, we will:

- Apply normalized transcription rules
- Aim for effective description, to facilitate a range of user tasks
- Describe the resource using elements describing a mix of entities
- Follow controlled vocabulary provided within RDA
- Consult LCNAF when constructing access points for names and titles
- Consider LC/PCC policy statements for additional guidance
- Assume we are following RDA Implementation Scenario C (bibliographic/authority data)
- See next slide for the suggested elements that we will try to capture

Elements in our application profile

- Manifestation: **mode of issuance**
- Manifestation: **identifier for the manifestation**
- Manifestation: **title proper**
- Manifestation: **statement of responsibility relating to title proper**
- Manifestation: **place of publication**
- Manifestation: **name of publisher**
- Manifestation: **date of publication**
- Manifestation: **media type**
- Manifestation: **carrier type**
- Manifestation: **extent of manifestation**
- Manifestation: **colour content**
- Manifestation: **illuminative content**
- Manifestation: **dimensions**

Elements in our application profile

- Manifestation: **title of series**
- Manifestation: **numbering within sequence**
- Manifestation: **note on manifestation (repeatable)**
- Manifestation: **work manifested**
- Manifestation: **expression manifested**
- Work: **extension plan**
- Work: **author person**
- Work: **preferred title of work**
- Expression: **language of expression**
- Expression: **content type**

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**Elements in our application profile**

<table>
<thead>
<tr>
<th>Work: extension plan</th>
<th>Static plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manifestation: <strong>mode of issuance</strong></td>
<td>Single unit</td>
</tr>
<tr>
<td>Manifestation: <strong>identifier for the manifestation</strong></td>
<td>9781551526775</td>
</tr>
<tr>
<td>Manifestation: <strong>title proper</strong></td>
<td>Scarborough</td>
</tr>
<tr>
<td>Manifestation: <strong>statement of responsibility relating to title proper</strong></td>
<td>Katherine Hernandez</td>
</tr>
<tr>
<td>Manifestation: <strong>edition statement</strong></td>
<td>Internal Pulp Press</td>
</tr>
<tr>
<td>Manifestation: <strong>place of publication</strong></td>
<td>Vancouver, BC</td>
</tr>
<tr>
<td>Manifestation: <strong>name of publisher</strong></td>
<td>Katherine Hernandez</td>
</tr>
<tr>
<td>Manifestation: <strong>date of publication</strong></td>
<td>2017</td>
</tr>
<tr>
<td>Manifestation: <strong>media type</strong></td>
<td>Hardcover</td>
</tr>
<tr>
<td>Manifestation: <strong>carrier type</strong></td>
<td>300 pages</td>
</tr>
<tr>
<td>Manifestation: <strong>extent of manifestation</strong></td>
<td><strong>+</strong></td>
</tr>
<tr>
<td>Manifestation: <strong>colour content</strong></td>
<td><strong>+</strong></td>
</tr>
<tr>
<td>Manifestation: <strong>dimensions</strong></td>
<td><strong>+</strong></td>
</tr>
</tbody>
</table>
Sample MARC, based on data elements recorded

```ml
000nam 2200000i 4500
008 211220b2017
020 \a 09781551526775\b 1551526775\c 1977\d 1977\a Hernandez, Catherine, \d author.\n040 \a Vancouver: \b Arsenal Pulp Press, \c 2017\d 2017\n050 \a 258 pages: \b portrait, 5-x 21 cm\n055 \a \b text\c text\a 052\d 052\a unmediated\b n\d unmediated\a 056\d 056\a volume\b n\d volume\a 058\d 058\a \b A novel\c \d – Front cover.\n050 \a \b Second printing, 2017\c \d – Verso of title page.\n```

Learn more about RDA

- RDA Toolkit Youtube channel, [https://www.youtube.com/channel/UCd5pa3AoQr17vE5E9Y1hcnw](https://www.youtube.com/channel/UCd5pa3AoQr17vE5E9Y1hcnw)
  - "RDA Concepts" playlist, by Kate James
  - "RDA application profiles" webinar, by Melissa Parent
  - "Entity boundaries: fixed or fluid?" webinar, by Honor Moody

Thank you!
Elisa Sze: Hello, and welcome to "Getting a handle on concepts and jargon and the new RDA."

Elisa Sze: This session is designed for cataloguing instructors, trainers, and supervisors who are new to RDA since the launch of the new RDA Toolkit in December 2020.

Elisa Sze: We will cover foundational concepts and terminology found in the new Toolkit including some abstract concepts which will help you to navigate and interact with RDA.

Elisa Sze: My name is Elisa Sze. I volunteer on the RDA Steering Committee as its Education and Orientation Officer.

Elisa Sze: In my day job I am a Metadata Librarian at the University of Toronto Libraries.

Elisa Sze: I am also a sessional instructor at the Faculty of Information, University of Toronto, where I co teach a course on cataloguing for their Master of Information program. I will be the lead presenter for the session.

Elisa Sze: The content of the session was developed with help from Thomas Brenndorfer. Thomas chairs the Canadian Committee on Cataloguing.

Elisa Sze: From 2018 to 2021, he was the NARDAC Representative to the RDA Steering Committee. He is also the author of the book "RDA Essentials", and the Technical Services Librarian at the Guelph Public Library.

Elisa Sze: Thomas is leading an advanced session at this conference called "Aggregates and diachronic works in RDA." I encourage you to look for it in the
Elisa Sze: The learning objectives for the session are: to help you define basic RDA terminology in plain language;

Elisa Sze: to help you explain how to navigate between different sections of RDA Toolkit; and to help you enhance your ability to list and discuss some foundational RDA concepts.

Elisa Sze: Throughout the session, you will see blue tab markers appear in the bottom left corner of various slides like the one shown here, these tab markers refer to specific pages or sections of the Toolkit so that you can look them up later.

Elisa Sze: Let's dive right in.

Elisa Sze: The official definition of RDA is that it is a package of data elements, guidelines, and instructions for creating library and cultural heritage resource metadata...

Elisa Sze: ...that are well-formed according to international models for user-focused linked data applications. Six key themes are embedded within this definition:

Elisa Sze: RDA is presented as a package of data elements, guidelines, and instructions. Think of it as a set of building blocks and instructions that can be used for metadata creation.

Elisa Sze: RDA is primarily for creating metadata that describe library and cultural resources.

Elisa Sze: RDA is about the creation of well-formed data.
Elisa Sze: The standard conforms to international models, including the IFLA Library Reference Model or LRM.

Elisa Sze: The standard is user-focused. Decisions made are intended to help users of library and cultural heritage resources accomplish one of these five user tests: find, identify, search, obtain, and explore.

Elisa Sze: RDA-compliant metadata can be reused in linked data applications by other metadata communities.

Elisa Sze: The package of RDA entities, elements, vocabularies, and instructions are accessible within the subscription tool called RDA Toolkit. Let me show you what that looks like.

Elisa Sze: So here is the RDA Toolkit. I have already logged in as myself. Here are the different menus that you can select from. And, there is a search box located in the top right.

Elisa Sze: The entities, elements, and vocabularies of RDA are also openly available through the RDA Registry, under a Creative Commons license. Let me show you what the RDA Registry looks like.

Elisa Sze: Here it is.

Elisa Sze: Because RDA is built on the Library Reference Model, which itself is an entity-relationship model, you will notice that there are things, called "Entities". Entities are described using "Elements". There is a lot of choice around which elements can be captured to describe an entity.

Elisa Sze: Because RDA is designed for adoption by a variety of data communities there are multiple ways to implement RDA, or to produce and maintain data that are
RDA-compliant. Let's look back to what we mean by entity-relationship model.

28
00:05:06.180 --> 00:05:13.500
Elisa Sze: In the entity-relationship model, we record data elements to describe things and relationships between things.

29
00:05:14.100 --> 00:05:23.520
Elisa Sze: An entity is described as an abstract class of objects. Think of entities as the things you describe in the course of cataloging,

30
00:05:23.850 --> 00:05:35.940
Elisa Sze: or, more precisely, as different ways to think about a resource that is based on how users use metadata in order to find, identify, search, obtain, or explore resources.

31
00:05:36.990 --> 00:05:43.710
Elisa Sze: Entities are something that we already think about, even if we do not call them "entities." Consider this scenario.

32
00:05:44.370 --> 00:05:48.600
Elisa Sze: A library user goes up to the reference desk and asks for "Blade Runner."

33
00:05:49.260 --> 00:05:55.830
Elisa Sze: To identify the correct resource for the user, the reference librarian would have to ask some clarifying questions.

34
00:05:56.250 --> 00:06:15.510
Elisa Sze: Is the user looking for a motion picture or the novel upon which the original motion picture was based? Is the user looking for the original Ridley Scott-directed motion picture, or the sequel "Blade Runner 2049" directed by Denis Villeneuve? These questions deal with the "Work" entity.

35
00:06:16.650 --> 00:06:22.920
Elisa Sze: Perhaps the user is looking for Ridley Scott's "Blade Runner," but they are looking for a specific version:

36
00:06:23.430 --> 00:06:30.630
Elisa Sze: not the theatrical release from 1982, or the director's cuts, but rather the final cut from 2007.
Elisa Sze: These are questions dealing with versions of work, so they are in the realm of the "Expression" entity.

Elisa Sze: How about the format is the user looking for the motion picture captured on DVD or do they want it through an online streaming service? These are questions dealing with a manifestation entity.

Elisa Sze: RDA requires us to think in terms of entities in order to enable more precise responses to user requests.

Elisa Sze: To describe entities, we describe their characteristics. We also describe entities based on the relationships they bear with other entities. We will look at a few of these different RDA entities.

Elisa Sze: RDA covers 13 entities listed here. Oftentimes to describe an information resource fully, we cannot think of a resource as exclusively one entity or another.

Elisa Sze: Instead, we have to consider elements of more than one entity in order to round out our description of the resource.

Elisa Sze: Again, this is because you want to create a description that contains enough information to meet a variety of anticipated user tasks.

Elisa Sze: The four entities that we will explore in more detail in today's session are the entities that we often use to describe resources.

Elisa Sze: They are Work, Expression, Manifestation, and Item. We will also look briefly at an example of Person and Nomen. Let me show you where the Entities menu is located within the RDA Toolkit.
Elisa Sze: So, going back to the RDA Toolkit: if you look at the "Entities" menu, underneath are dedicated pages talking about each of the RDA entities.

Elisa Sze: The "Work" entity refers to a distinct intellectual or artistic creation. It is a conceptual object, rather than a physical one, so think of Work as a constellation of ideas.

Elisa Sze: One of the most common elements of work that you would typically consider when describing a resource is author of a work.

Elisa Sze: Like in the "Blade Runner" example posed earlier, the Ridley Scott directed motion picture "Blade Runner" would be considered a work. The Denis Villeneuve-directed motion picture "Blade Runner: 2049" would be considered a separate, though related, work.

Elisa Sze: The Expression entity refers to an intellectual or artistic realization of a work. Expressions realize a work through the use of notations such as alphabet or numbers, as well as sound image object movements or a combination of these.

Elisa Sze: An Expression communicates a work in a way that can be sensed by human beings.

Elisa Sze: One of the most common elements of expression that you encounter when cataloging is the language of a resource. So, a literary work that has been translated into multiple languages can be said to be a work with multiple expressions.

Elisa Sze: Similarly, drawing back to our "Blade Runner" example: multiple versions or "cuts" of Ridley Scott's motion picture are equivalent to multiple expressions of the same work.
Elisa Sze: The Manifestation entity refers to the embodiment of the expression. Think of embodiment as something that makes the communication real.

Elisa Sze: Manifestations place an emphasis on the production plan, meaning the publication or manufacturer of the resource that turns an expression into something that is part of the real world.

In the context of print books, a manifestation can refer to all the copies of a specific print run that exists in the world. Common characteristics associated with manifestation are the ISBN of a book, the physical dimensions of a book, or the name of the publisher.

An Item is a single exemplar or instance of a manifestation. It could be a particular publication that you saved as a file on your computer, or a physical copy or object that you can hold in your hand, pop into a player, or place a barcode label on.

If you catalog special collections at your library a data elements of item by you might need to record a "source of acquisition" or past ownership of a particular copy of a book.

So Work, Expression, Manifestation, and Item, are examples of entities. Elements are how you describe an entity and where you make data recording decisions.

Each entity has its own set of elements. An element that describes one entity cannot also be used as an element to describe another entity, even if the values of each element look identical.

The Work and Expression entities are described by elements that pertain to content. Manifestation and Item entities are described by elements that pertain to the carrier.

Let me quickly show you how to look up elements associated with an
entity in RDA Toolkit. For this demonstration, I will show you the Manifestation entity as an example.

63 00:12:20.130 --> 00:12:25.830
Elisa Sze: So here we are under the Entities menu, I'm going to select the page for Manifestation.

64 00:12:29.070 --> 00:12:48.210
Elisa Sze: Normally, to understand more about an entity, you would read the "Definition and scope", "Pre-recording information", "Minimum description", "Effective description" instructions, and a little bit about the "Entity boundaries" for Manifestation.

65 00:12:49.620 --> 00:12:57.570
Elisa Sze: Then we go through "Recording" related instructions, and finally arrived at the last section called "Elements."

66 00:12:58.230 --> 00:13:12.930
Elisa Sze: In this sub-menu, we see elements that are associated with the Manifestation entity. They can be organized according to attribute elements which describe the characteristics of the Manifestation entity.

67 00:13:13.920 --> 00:13:25.680
Elisa Sze: Or, they can be relationship elements, which describe a characteristic about the Manifestation by referring to a relationship with another RDA entity.

68 00:13:32.580 --> 00:13:41.400
Elisa Sze: You may already instinctively understand the concept of attribute elements versus relationship elements, even if you have not called them as such.

69 00:13:42.000 --> 00:13:57.210
Elisa Sze: For example, take a look at the four statements that appear on your screen. Which of these statements indicate an attribute of the print book? Which statement indicates a relationship between the print book and another RDA entity?

70 00:13:58.560 --> 00:14:13.470
Elisa Sze: Sentence 1 says: "This print book has a height of 23 centimeters." This is an attribute because it simply describes a characteristic of the print book without referring to another RDA entity.

71 00:14:15.000 --> 00:14:24.960
Elisa Sze: Sentence 2: "The print book is 800 pages long." This is also an attribute, for the same reason explained above.

Elisa Sze: Sentence 3: "This print book was published by Oxford University Press."

Elisa Sze: This is a relationship because it points to a relationship between the print book and the publisher or agent that published the book.

Elisa Sze: Sentence 4: "This print book contains an English translation of Alexandre Dumas's 'The Count of Monte Cristo'."

Elisa Sze: This is also a relationship. It indicates a relationship between the print book and a translation of the literary work that is contained within the print book.

Elisa Sze: This leads us to talk about "domain" and "range". In RDA, domain and range always refer to RDA entities. The domain entity is always the entity that is being described by an element. An attribute element is limited to describing a domain.

Elisa Sze: On the other hand, relationship elements explain how the entity described relates to another entity; the other entity in this context would be the range.

Elisa Sze: In other words, when you look up an attribute element in RDA Toolkit, you will see that it only mentions a domain in its element reference card.

Elisa Sze: When you look up a relationship element in RDA Toolkit, you will see its element reference card mentions both domain and range.

Elisa Sze: To revisit the sample statements from the previous slide: Sentence 1, "This print book has a height of 23 centimeter"... We can say that domain is
Manifestation because the statement describes the physical carrier.

81
00:16:12.420 --> 00:16:19.770
Elisa Sze: Sentence 2: "The print book is 800 pages long." Again, the domain as Manifestation.

82
00:16:21.120 --> 00:16:35.280
Elisa Sze: Sentence 3: "This print book was published by Oxford University Press." Here we have a relationship between the book and its publisher, so domain is therefore Manifestation and the range is Agent.

83
00:16:36.630 --> 00:16:44.880
Elisa Sze: Sentence 4: "This print book contains an English translation of Alexandre Dumas's 'The Count of Monte Cristo'."

84
00:16:45.750 --> 00:17:02.730
Elisa Sze: Here we have a relationship between the print book and Dumas's literary work as translated into English. Because language translations of works are considered expressions, therefore, the domain of this relationship is Manifestation and the range is Expression.

85
00:17:05.190 --> 00:17:13.320
Elisa Sze: With all this talk of entities and elements, what are we actually creating with RDA? We are creating a "metadata work."

86
00:17:13.800 --> 00:17:19.740
Elisa Sze: This can be a single metadata statement or a single piece of metadata describing an entity.

87
00:17:20.430 --> 00:17:37.950
Elisa Sze: Or, it can be a plan to bring together metadata statements describing one or more entities. This would be called a "metadata description set." Bibliographic records and authority records are all examples of metadata descriptions sets.

88
00:17:39.210 --> 00:17:50.460
Elisa Sze: The concept of "data provenance" figures into our process. Data provenance simply means that we create the description at the appropriate level of granularity needed.

89
00:17:51.060 --> 00:17:57.240
Elisa Sze: You may know "Data provenance" better in terms of the "source of information" used for a description.

90 00:17:58.200 --> 00:18:11.910
Elisa Sze: The "Recording a source of metadata" section of the "Data provenance" Guidance page covers the types of sources that can be used for gathering information for an element, such as the element "Title proper" of a manifestation.

91 00:18:12.690 --> 00:18:24.030
Elisa Sze: Let me quickly show you what that page looks like in the Toolkit. So in RDA Toolkit, under the Guidance menu, we have a page dedicated to Data provenance.

92 00:18:25.650 --> 00:18:29.790
Elisa Sze: And, you would normally read through all of the instructions written here.

93 00:18:30.840 --> 00:18:37.650
Elisa Sze: You'll notice, there is a sub-menu of links. If we look for "Recording a source of metadata."

94 00:18:40.560 --> 00:18:50.520
Elisa Sze: And you scroll down further... you will see instructions pertaining to how we obtain information around

95 00:18:52.020 --> 00:18:54.240
Elisa Sze: a manifestation that is being described.

96 00:18:59.250 --> 00:19:11.460
Elisa Sze: In some of my examples, you will notice that I refer to people by names and works by titles. Anytime that you want to call an entity by some label, it refers to that usage as "Nomen".

97 00:19:12.120 --> 00:19:31.800
Elisa Sze: You will often see nomen referenced as an "appellation". Think of appellation as a name, title, identifier, or access point that you might use to reference another entity. When you think about a relationship element, the appellation is always what you record in the range of the relationship.

98 00:19:33.000 --> 00:19:40.380
Elisa Sze: "Nomen" itself as an entity, because by being an entity, it allows us to record attributes about it.
Elisa Sze: "Nomen string" is the element that describes Nomen. The "value of a nomen string" is the bit of information that we, as human beings, can see, read, quote, type, or recite back. Let's look at an example of how we use "nomens".

Elisa Sze: Let's say we are trying to describe this person, an instance of an RDA entity. We will recognize this person as L.M. Montgomery, the author of "Anne of Green Gables."

Montgomery has been known by many names. In RDA, we refer to each of these names as nomens. Each of these nomens have a distinct nomen string value that we may already be familiar with.

Elisa Sze: Nomen 1 has the nomen string value "Montgomery, L.M., 1874-1942". This corresponds to the access point from the Library of Congress Name Authority File.

Elisa Sze: Nomen 2 has the normal string value "MacDonald, Lucy Maud Montgomery, 1874-1942." This nomen string corresponds to her married name, if recorded in the form of an access point.

Elisa Sze: Nomen 3 has the noman string value "n 81018346". This corresponds to the Library of Congress Control Number for her.

Elisa Sze: Nomen 4 has the nomen string value "Lucy Maud Montgomery". This corresponds to her full name in natural English order.

Elisa Sze: Nomen 5 has the noman string value "Q273034". This corresponds to the identifier for her, as found in Wikidata. And so forth with other names and identifiers that refer to this person.

Elisa Sze: RDA specifically tells us that a nomen is distinguished by both its associated RDA entity and it's nomen string.
Elisa Sze: A variation in either indicates a new nomen. This is why we can say that there are five different nomens on display on the slide, even though they all point to the same person.

Elisa Sze: Why do we talk about nomens at all? Why can't we just focus on the nomen string?

Elisa Sze: In the entity-relationship model, you cannot assign properties or attributes to nomen strings; whereas, you can assign properties and attributes to entities. Because nomen is an entity, we can assign properties to it, such as the script or language used to create the data about the nomen.

Elisa Sze: This is what cataloguers have been doing all along, for instance in the creation of authority data.

Elisa Sze: It's just that now RDA gives us the ability to take our implementation of data into a new implementation of data. It also enables non-cataloguers like system designers to make use of our data.

Elisa Sze: Each entity has its own minimum description. A minimum description simply captures the least amount of data that still represents an instance of an entity and its primary relationship to another entity.

Elisa Sze: However, most libraries may prefer to provide a fuller description. These would be called an "effective description" and would include additional data that is accurate, reflects common usage, is able to be internationalized, is responsive to user needs, and is sufficient.

Elisa Sze: How do we know what to capture in an effective description well RDA is intended to be used with an "application profile". The application profile specifies the elements that will be used for resource description.
Elisa Sze: It also includes instructions around elements that can be repeated, elements that can be used to relate to entities, and which recording method to apply.

Elisa Sze: The application profile will specify which policy statements to follow, as well as controlled vocabularies (or vocabulary encoding schemes like the list of carrier types, that is found within RDA Toolkit),

Elisa Sze: or the application profile can also tell us how to construct our access points or the string encoding schemes that should be followed.

Elisa Sze: You may already be familiar with the concept of application profiles, even if you have never called them as such. The PCC BIBCO Standard Record for RDA Metadata Application Profile is an example of an application profile.

Elisa Sze: Your library may also have policies in place around fullness of records and use of local fields in a record. These types of considerations could also go into a local application profile.

Elisa Sze: Here is a view of an application profile I have created for the purposes of this session.

Elisa Sze: You will see that it contains a list of all the different elements that I would hope to describe in the course of describing a resource, as well as instructions around how that element is to be recorded.

Elisa Sze: When we record the value of an element, keep in mind that some elements have a prescribed recording method, while others offer a choice.

Elisa Sze: The application profile, or policy statement that we follow, may also prescribe one method over another.
Elisa Sze: RDA accommodates 4 recording methods. They are: "unstructured description", which means transcription of texts or using our own words.

Elisa Sze: The second method is "structured description", which refers to the recording of terms from a controlled vocabulary or authority file, or following a particular pattern, such as the construction of access points.

Elisa Sze: The third recording method is "identifier". This means, recording the string of characters that uniquely identify an entity within a particular system. ISBN would be an example of an identifier.

Elisa Sze: The fourth recording method is reporting IRI, or, the URL that has been assigned to represent a particular entity.

Elisa Sze: For unstructured description, RDA includes guidelines on transcription. Cataloguing agencies have a choice between basic or normalized transcription.

Elisa Sze: "Basic transcription" just means you record the data exactly as it appears on the manifestation, regardless of how the data is capitalized, punctuated, or how numerals, abbreviations, and diacritics appear. This option enables automated machine-generated description.

Elisa Sze: Normalized transcription means that the cataloger follows guidelines around language and script, diacritics, capitalization, punctuation, acronyms, letters, symbols, and numbers. This is likely the method with which long established catalogers are most familiar.

Elisa Sze: Unlike with AACR2 and original RDA, abbreviations are no longer prescribed as part of the official standard because abbreviations are community-dependent.

Elisa Sze: The transcription method that a cataloging agency uses should be identified in the application profile, because it is typically not a decision that
a cataloger would make independently.

Elisa Sze: I had mentioned early on that there are multiple ways of implementing RDA. Here are the four ways. Scenario A is linked open data.

Elisa Sze: Scenario B is relational or object-oriented data. For example, databases, consisting of relational tables. Scenario C is bibliographic or authority data. Scenario D is flat file data.

Elisa Sze: Scenario C would include records created for a MARC environment, and reflects what you may be most familiar with.

Elisa Sze: In this scenario, we describe a single resource, by creating a single record that integrates elements of work, expression, manifestation, and item.

Elisa Sze: Other associated entities are recorded separately. A record describing a resource is linked to a record describing a related entity using an access point for that related entity.

Elisa Sze: For this last segment of the session, we will follow a quick demonstration of an RDA-compliant metadata description set.

Elisa Sze: The example we will use is a print monograph, a novel entitled "Scarborough" by Catherine Hernandez. To start off, think about the recording source, as described in the RDA Toolkit, under the guidance page "Data provenance."

Elisa Sze: Remember that recording instructions will be contained within individual element pages.
"single unit".

Elisa Sze: And, because the work contained in the book is a one-time work, we can say that the "extension plan" is "static plan". We will be following the RDA Implementation Scenario C.

Elisa Sze: Here is the front cover. We can see the title of the book and the name of the author.

Elisa Sze: But we are not necessarily going to record the data exactly as it appears on the cover, because in the "Data provenance" Guidance page, we're told to prefer the title page over the cover as our source of information.

Elisa Sze: So, you can see that instruction from here.

Elisa Sze: So, we're going to go back to our resource and take a look at the title page. Here's the title page spread across two pages. Note the title proper, the statement of responsibility, and the publication statement.

Elisa Sze: Here is the verso of the title page. You can make a mental note of the copyright statement, perhaps additional details about the publisher, as well as general notes, such as this note "This is a work of fiction." There's also a cataloging-in-publication record at the bottom.

Elisa Sze: Then we flip to the last numbered page of the book, and we can see from the right side that the last numbered page is 258. We also have a bit of information about the author and a portrait of the author.

Elisa Sze: On the back cover we see the ISBN of the book, a summary of the book, and (if we were to take a ruler to measure the height of the book) we can see that the height is 21 cm.
Elisa Sze: Before you record any data, you need to know what you are going to catalog. We can say that this resource as a piece of Canadian literature, so we will be looking to describe an element of work.

153
00:31:53.340 --> 00:32:01.650
Elisa Sze: This resource is communicated through written text in the English language, so we will be looking to describe an element of expression.

153
00:32:02.850 --> 00:32:09.150
Elisa Sze: And finally, this is a published print book that contains a textual work written in English.

154
00:32:09.900 --> 00:32:25.830
Elisa Sze: So, because this is a print book, we will be describing the resource as a manifestation but include relevant aspects of work, expression, and agent in order to meet a variety of potential user search and discovery needs.

155
00:32:28.500 --> 00:32:45.660
Elisa Sze: Are the tells us that the minimum description requirements for a manifestation should include at least: an appellation of manifestation, which could be title of manifestation, access point for a manifestation, or the identifier for the manifestation.

156
00:32:46.710 --> 00:33:19.530
Elisa Sze: It also tells us that we need to include at least one of the following: an expression manifested or work manifested element.

157
00:33:00.150 --> 00:33:19.530
Elisa Sze: To enable a breadth of user tasks to be performed, we have developed an application profile that goes beyond the minimum required. The application profile tells us to apply normalized transcription rules to describe the resource using elements associated with a mix of entities.

158
00:33:20.820 --> 00:33:31.260
Elisa Sze: Our application profile tells us to follow controlled vocabulary provided within RDA and to consult LC-PCC policy statements for additional guidance.

159
00:33:31.950 --> 00:33:42.000
Elisa Sze: And we're going to be following RDA Implementation Scenario C. So, again, this is what our application profile is going to look like.
Elisa Sze: Columns A to F tell us which elements we want to record values for, as well as instructions around how that element is going to be recorded. Column G contains the values that we record for those elements that have been selected.

Elisa Sze: In our application profile, we will see a mix of elements pertaining to manifestation as well as work elements and expression elements.

Elisa Sze: With respect to our specific resource certain elements will not apply, because we do not have data about them, those elements that we will omit are: edition statement, color content, title of series, and numbering within sequence.

Elisa Sze: So switching over to our application profile, at this point, Columns A to F, are the ones that are already given to us in our application profile.

Elisa Sze: In order to have recorded the values that you see in Column G, I looked up each of these elements for the instructions provided by RDA, and then I filled in the data, according to what I saw on the resource. So, for example, the extension plan element... In RDA Toolkit--

Elisa Sze: --extension plan is a work element, so I could look up the element instructions by starting from the Work entity page, and scrolling down to the bottom.

Elisa Sze: Looking up...

Elisa Sze: Extension plan.

Elisa Sze: And then I would read through the instructions here. In my application profile, I am instructed to record this element using structured description.
Elisa Sze: So under "Recording a structured description," I can see this option here: "Record an appropriate term from the RDA Extension Plans vocabulary and coding scheme."

00:36:03.900 --> 00:36:17.280
Elisa Sze: So, in essence, this is the controlled vocabulary that I can choose from. I will choose the term "static plan", because it best describes what I have with my resource.

00:36:18.090 --> 00:36:28.770
Elisa Sze: So here is "static plan" recorded. I can do the same with the next element, mode of issuance. Because mode of issuance is associated with manifestation,

00:36:29.190 --> 00:36:49.860
Elisa Sze: I could navigate to the Manifestation entity page, and look for the mode of issuance element. However, I can also use the general search box located at the top right side of RDA Toolkit. So if I type in the name of the element "mode of issuance" and search...

00:36:51.750 --> 00:36:55.410
Elisa Sze: I can filter my search results by "elements only".

00:36:56.700 --> 00:37:01.110
Elisa Sze: And here is the element page link for "mode of issuance".

00:37:03.090 --> 00:37:14.220
Elisa Sze: Now that I am in the element page I should read the definition and scope, check the breadcrumb trail at the top, just to make sure I am still thinking about the correct entity.

00:37:15.420 --> 00:37:22.710
Elisa Sze: Here is my element reference card. It tells me, yes, this element is associated with the manifestation entity.

00:37:25.170 --> 00:37:34.020
Elisa Sze: I can also check to see if there are specific MARC21 tags that can be mapped to this element... and I can see that there are some.

00:37:35.700 --> 00:37:47.160
Elisa Sze: Here are the recording related instructions. So going back to my
application profile, I can see that for mode of issuance, I need to follow structured description.

Elisa Sze: Recording method... so structured description. Here, in the first option, it tells me to record a term from the controlled vocabulary or the vocabulary and coding scheme for this element.

Elisa Sze: So I have a choice of two terms: either "multiple unit" or "single unit". Because this book is only issued as a single monograph, I can say that single unit is the most appropriate term.

Elisa Sze: I then methodically work through the rest of the elements that are listed in my application profile. So, for example, "Title proper"--I can look up "title proper" in the RDA Toolkit...

Elisa Sze: Here's the element page for "title proper".

Elisa Sze: Again, read through "definition and scope". It tells me title proper is a nomen—that is, the title of manifestation selected for preference in a specific application or context. An alternative title is treated as part of the title proper.

Elisa Sze: So here is the confirmation of the domain of this element.

Elisa Sze: And I can see the associated MARC21

Elisa Sze: subfield.

Elisa Sze: And I read through these instructions around pre recording.
Elisa Sze: And my application profile tells me to follow the LC-PCC policy statement, if it is available. So, I can see that there is a policy statement here.

And if I scroll down here are the instructions for recording my unstructured description for the title proper.

It might tell you that you basically record your title proper according to instructions around title of manifestation.

So if you wanted to click on that... Here's more instructions specifically about title of manifestation.

And then you would look for the condition and option that applies.

So, looking at my resource, there is only one clear title proper, and that is Scarborough.

You might have noted that, on the front cover there were the words "a novel" and I have made the decision to record that as a "note on manifestation". So, you can look up what "note on manifestation" means in the RDA Toolkit as well.

So after I follow through each of these elements, and record the values based on what I saw in my analysis of the resource, you might be able to fill out all of these values here.

And these are the element-by-elements values.

You might be thinking, "Well, I'm cataloging within a MARC environment. So how do I transform my element values into MARC data?"
Elisa Sze: Remember that RDA is a content standard. RDA does not dictate which encoding scheme to use, so any library that catalogues according to RDA can implement their data according to any of the 4 implementation scenarios I described before we launched into our demo.

Elisa Sze: Here on the slide in front of you is an example of how I might encode my data element values within a MARC bibliographic record. MARC tags and subfield codes are color-coded in orange.

Elisa Sze: As you explore the RDA Toolkit more, you will notice that certain element reference cards within the RDA Toolkit also provide you with MARC tag mappings as shown here.

Elisa Sze: You can also search for specific MARC tags by using the search box up here.

Elisa Sze: Thank you so much for your attention. If you want to learn more about RDA, I highly recommend exploring Chris Oliver's book "Introducing RDA: A Guide to the Basics after 3R."

Elisa Sze: I also recommend taking a look at the RDA Toolkit YouTube channel, specifically it's the "RDA Concepts" playlist and the webinars, "RDA Application Profiles" and "Entity Boundaries." Please also stick around for Thomas's session on "Aggregates and Diachronic Works in RDA."

Elisa Sze: I welcome your questions and comments.