

Resource Description and Access (RDA)

Cataloging Rules for the 20th Century

+Help Sheet for Books

- Add **336 tag** = text Graphic novel gets an extra **336 tag**=still image
- Add **337 tag** = unmediated
- Add **338 tag** = volume
- Spell out all abbreviations except cm
- Double-click on Leader 000 ; in dropdown choose ISBD punctuation included:
- **040 tag** (Not a completed RDA record if this tag is not updated)
 - a XXX
 - b eng
 - e rda
 - c XXX
 - d XXX
 - d UtSaJHS
- **100 tag** author is listed in 1st subfield and a 2nd subfield is added
 - e author
 - **100a** Dashner, James, **100a** Bray, Libba,
 - **d** 1972- **e** author.
 - **e** author.

- **245 tag** if multiple authors are listed as et.al... change to listing all of the authors or list one and xx others (whatever number)
 - **245a** Using the library to your advantage in high school /
 - **c** by Jenny Olsen, Suzanne Richens, Laurel Harris and Susan Saunders ;
illustrated by Catherine Bate.
 - **Or**
 - **245c** by Jenny Olsen and three others ; illustrated by Catherine Bates.

- **250 tag** edition spelled out or remove as appropriate (multiple ISBN's remove because they are not all 1st editions, probably include paperbacks – Fiction usually the edition is removed. Non-fiction more often only the one edition)

- **260 tag**
- Common abbreviation in **tag 260a** if location is unknown is changed
 - S.l. = [Location not given]
- Common abbreviation in **tag 260b** if publisher is unknown is changed
 - S.n = [Publisher/distributor not given]
- **260a** State is spelled out or added
- Copyright symbol is inserted or replaces c
- © Alt G for MAC - © Alt 0169 for PC
- If date is in brackets look at the book. A bracket is a prepublication estimate.
- RDA does not allow two dates in **260c** . If two dates are in **260c** add tag **264**
- **264 tag with 2nd indicator as 4 and subfield c**
 - 264 _ 4 c ©2007
- Does not close with a period.

- **300 tag** spell out all abbreviated words
- tag 300a p. = **pages**
- tag 300b col. = **color** ill. = **illustrations** facsim. = **facsimile**
 - 300a 32 pages : 300a 376 pages ;
 - 300b color illustrations ; 300c 18 cm.
 - 300c 22 x 32 cm +
 - 300e 1 audio disc.

- **490 tag** **book** rather than bk. (if series begins with an article its dropped and the 1st word in the title is capitalized)

- **504 tag** p. = **page (s)**

- **700 tag** add subfield e with descriptor written out
 - **e author, illustrator, editor, translator, etc.**
- (If multiple authors listed in **245 tag**, list all of them separately in **700 tag** followed by 245e personal designator or a description of who they are i.e. illustrator, editor)

- **830 tag**
 - If there is a **490 tag** for a series then there must be a corresponding **830 tag**
 - **800 tag** can be a substitute. The abbreviation bk. is allowed in the **830 tag**.
 - **800 tag** has the author first followed by the series
 - **800a** Mull, Brandon,

- **d** 1974-
- **t** Fablehaven ;
- **v** bk. 5.
- **830 tag** does not need to have the same author for the series.
 - **830a** Fablehaven ;
 - **v** bk. 5.

Punctuation Helps

- **Tag 100** comma (,) precedes subfield e unless open – for birth date
 - 100 a Mikaelson, Ben, 100 a Paver, Michelle,
 - d 1952- c author.
 - c author.
- **Tag 100** closes with a period (.)
- **Tag 245a** if preceding subfield b : (space colon) if preceding subfield c / (space slash)
- **Tag 245** closes with a period.
 - **245a** Almost astronauts : 100 a On thin ice /
 - **245b** 13 woman who dared to dream / 100 c by Jamie Bastedo.
 - **245c** by Tanya Lee Stone.
- **Tag 250** closes with a period (.)
- **Tag 260a** preceding subfield b : (space colon) **260b** preceding c, (no space comma)
- **260c** closes with a period.
 - **260a** New York, New York :
 - **260b** Aladdin Paperbacks,
 - **260c** 2002.

- **Tag 264** insert 4 in 2nd indicator code and subfield c for copyright
 - **264 4 c** ©2000
 - Does not close with punctuation of any kind
- **Tag 300a** preceding subfield b : (space colon)
 - or if preceding subfield c then ; (space semi-colon)
- **Tag 300c** preceding subfield e + (space plus) **Tag 300** closes with a period.
 - **300a** [38] pages : **300a** 134 pages ;
 - **300b** color illustrations **300c** 22 cm.
 - **300c** 26 x 30 cm +
 - **300e** 1 audio disc (4 ¾ inches).
- **Tag 490** preceding subfield v ; (space semi-colon) does not close with a period
- **Tag 830** preceding subfield y ; (space semi-colon) then closes with a period. 2nd indicator allows for series with an article i.e. a, an, or the
- Clean-up I do routinely: delete all 510 tags ; Delete duplicate 521 tags