Program for Cooperative Cataloging
BIBCO / CONSER / NACO / SACO

BIBCO Standard Record (BSR) Official RDA Metadata Application Profile: Introduction

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Introduction

Overview

The BIBCO Standard Record (BSR) for use with Official RDA provides PCC guidelines for mandatory and recommended elements applicable to describing static (i.e., monographic) resources in the following formats: archival materials, audio recordings, cartographic resources, electronic resources (when cataloged as computer files and including video games), graphic materials, moving images, notated music, rare materials, and textual monographs. The BSR also incorporates requirements for these resource types when presented in digital formats, and it can be used to describe digital reproductions. Instructions in the BSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC PSs) that are integrated into the RDA Toolkit *(available by subscription)* and the Metadata Guidance Documentation (MGDs) which are linked through the LC-PCC PSs and are also available on the LC website. The combination of the BSR, the LC-PCC PSs and the MGDs together constitute the PCC BIBCO metadata application profile; the BSR serves primarily as an entry point, or baseline level, of shared PCC cataloging.

The BSR supports the creation of bibliographic records/descriptions for static resources using the single encoding level "full" and the authentication code "pcc" (MARC 21 042 field; BIBFRAME bf:descriptionAuthentication) in a shared database environment and establishes a baseline set of elements that emphasize access points over descriptive data. The standard seeks to ensure inclusion of the essential data elements necessary to meet user needs and that can be built upon in a shared environment. The standard also does not preclude the use of any data in a bibliographic description representing more extensive cataloging treatment. Catalogers are free to determine the level of fullness beyond what is required in the BSR that best suits the resources in their collections and the needs of their users. BIBCO catalogers satisfy BSR requirements when creating and/or modifying bibliographic records and providing access points supported by authority records that meet or exceed the baseline established by the BSR.

Elements included in the BSR are classed either as "PCC Core Elements"or "PCC Recommended Elements". PCC Core Elements are based on the former RDA Core and PCC Core elements as presented in the BSR for Original RDA with additions and changes required by Official RDA. These elements are mandatory to include in a bibliographic description if present in, and applicable to, the resource being cataloged. PCC Recommended Elements are *not* required; their inclusion is encouraged but

discretionary. These too, are based primarily on those in the BSR for Original RDA, since at this time, the goal is to maintain continuity between the two standards as much as possible.

Value vocabularies for Official RDA elements are often populated by terms provided within Official RDA and/or by terms provided by the Library of Congress at LC Linked Data Service. Either of these term sets is permitted in BIBCO resource descriptions. For specific elements, terms from other vocabularies, such as the Art & Architecture Thesaurus (AAT) for material types or genres, may also be used. If an appropriate term is not available, or a more specific term is necessary, catalogers should notify the co-Chairs of the PCC Standing Committee on Standards.

Access points in a BIBCO record must be supported by LC-PCC authority records. Vocabularies supported within PCC include: the LC Name Authority File (LC-NAF) through the NACO program; and the Library of Congress Subject Headings (LCSH), Library of Congress Children's Subject Headings (CYAC), Library of Congress Genre/Form Terms (LCGFT), Library of Congress Demographic Group Terms (LCDGT), Library of Congress Medium of Performance Thesaurus for Music (LCMPT), and Library of Congress Classification (LCC) through the SACO program. Guidelines for creation of authority records through NACO and SACO are outside the scope of this document. An application profile for name authorities in Official RDA is in development. Catalogers are encouraged to also make use of other vocabularies beyond those in PCC programs, such as FAST, AAT, Homosaurus, and the RBMS vocabularies, if relevant and appropriate for their collection(s) and to their users.

Use of this Application Profile

PCC will be implementing Official RDA in 2027. This application profile for the BSR is intended for use in training by the PCC community and should not be used currently for cataloging in production by BIBCO catalogers. It is expected that the use of the application profile in training and testing over the next year will result in a number of refinements to the application profile. Also, the guidelines and requirements in the BSR will continue to evolve as the PCC evaluates their effectiveness, as modifications are made to Official RDA, and as other RDA-related policies are developed within the PCC and other communities.

Identifying a BIBCO Record

To identify a BIBCO record, a cataloger needs to record the following in a record/description:

1. The content standard being used (i.e. RDA)
   MARC21 = 040 $e rda
   BIBFRAME = bf:descriptionConventions "rda" or "Resource Description and Access"

2. The metadata application profile being used (the PCC application profile)
   MARC 21 = 040 $e pccrda
   BIBFRAME = bf:descriptionConventions "pccrda"

3. The authentication standard being used
   MARC21 = 042 $a pcc
   BIBFRAME = bf:descriptionAuthentication "pcc"

Together these codes indicate that a record is authenticated as a BIBCO Record.

Use with Other Standards

Use with Provider Neutral Guidelines

When cataloging electronic resources with multiple online manifestations, always consult the PCC RDA Provider-Neutral E-Resource MARC Record Guide. Specific links to relevant provider-neutral guidelines are *not* included for individual elements.

Use with User Community Guidelines

The BSR may also be used together with guidelines and policy statements provided by user communities. While many of these policies have been included in the BSR, referring to the primary documentation of these communities is highly recommended. Currently, the BSR references selected guidelines from the music, rare materials, audiovisual materials, cartographic and archival communities. It does not, however, include all best practices recommended by these communities and may only include minimal guidelines from recently published Official RDA application profiles. Communities who wish to have more guidelines/best practices incorporated into the BSR should contact the PCC Standing Committee on Standards.

Guidelines adjacent to the BSR include (but are not necessarily limited to):

- Describing Archives: a Content Standard (DACS)
- Descriptive Cataloging of Rare Materials for Official RDA (DCRMR)
- DCRM manuals (Cartographic materials, Graphic materials, Music)
- MAGIRT Guidelines
- Music Library Association (MLA) Best Practices for Official RDA (available in the RDA Toolkit)
- Music Library Association RDA Metadata Guidance
- MLA Draft Official RDA application profile
- MLA Best Practices (multiple documents; broader than RDA alone)
- OLAC Best Practices for Cataloging DVD-Video and Blu-ray Discs, Objects, Streaming Media, and Video Games Using the Original RDA Toolkit and MARC 21
- OLAC Official RDA application profile (also available in the RDA Tookit)

  Not all of these guidelines have been updated to Official RDA, but still provide useful and relevant guidance.

The CONSER Standard Record Metadata Application Profile for diachronic resources (serials) for Official RDA is in process and will be issued separately.

Use as a General Official RDA Application Profile

Use of this application profile does not require that a cataloger be in a PCC library or have been BIBCO-trained. Catalogers not authenticating their records for BIBCO are encouraged to use this application profile as a general application profile for Official RDA, but should also ensure that their records comply with any additional standards relevant to their particular situation where these vary from PCC requirements. In these records, some data required in BIBCO records will not be appropriate and should not be included, specifically the 042="pcc" (MARC 21) or bf:descriptionAuthentication ="pcc" or "Program for Cooperative Cataloging" (BIBFRAME).

Mapping to MARC 21 & BIBFRAME

The mappings to MARC 21 and BIBFRAME fields included in the BSR are intended to be general guides. For specific instructions on recording data in the MARC 21 format, refer to official MARC 21 documentation, OCLC Bibliographic Formats and Standards, other PCC documentation, and the RDA-to-MARC mappings in the RDA Toolkit. Additionally, data required in MARC 21 control/fixed fields and selected other fields are included in

separate tables at the end of this document, when their required status is not clear from the BSR itself. Mapping for the Metadata work elements provided in this document is provisional; there is not yet consensus on mapping these required MARC elements. In some cases, an element may map to multiple MARC 21 fields or subfields; unless instructed otherwise by PCC documentation, the choice of which field(s) or subfield(s) to use is left to the cataloger's judgment.

For BIBFRAME descriptions, the mapping provided in this document is provisional as well, as neither the Library of Congress nor the RDA Steering Committee have issued mappings for Official RDA. The intention is to provide an initial attempt at mapping for community use and input.

Guidelines for Rare Materials (Books, Cartographic Resources, Graphics, and Notated Music)

The rare materials provisions in the BSR are closely aligned with the provisions of *Descriptive Cataloging of Rare Materials (DCRM)* and may be used with any resources deemed rare by the cataloging agency. This includes resources that may require additional details of description to permit the ready identification of copies (e.g., as editions, impressions, or issues) and provide more exact descriptions of them as artifacts. Typically, resources produced before the advent of mechanized printing and papermaking processes in the early 19th century are more likely to require these additional details, but the BSR rare materials provisions may be used if necessary with resources from any time period.

As is the case with the general provisions of the BSR, the rare materials provisions represent an essential set of elements to which other elements can be added. They are not intended to reproduce or replace *DCRM,* and elements in *DCRM* not in the BSR can certainly be included in the record. The BSR rare materials provisions generally call for expanded treatment of elements within the BSR or deem certain RDA elements to be core that are not considered core for other types of materials. Two cases call for *different* treatment rather than simply expansion of the description. These are: the guidelines on normalized transcription, for which the BSR invokes the option of using *DCRM* as the designated published style manual in place of those in Official RDA for transcribing; and the Official RDA element extent of manifestation, which calls for applying *DCRM* conventions when recording extent rather than RDA conventions. These were singled out by the rare materials community as areas where there were valid rare materials reasons for departing from the general guidelines.

It is intended that the rare materials provisions be usable with any format. However, one of the stipulations of applying the rare materials provisions is the recording of the appropriate "dcrm" description conventions code in addition to the code for the PCC implementation of RDA (pccrda) in order to label the record as following both the BSR and DCRM provisions. Rare materials provisions in the Official RDA BSR, especially the instructions for transcription and extent, should only be used with printed books, cartographic resources, graphics, and notated music (employing the codes "dcrmr" for rare books, "dcrmc" for rare cartographic resources, "dcrmg" for rare graphics, and "dcrmm" for rare notated music). It should be noted that at this time, DCRMR, the rare materials guidelines for Official RDA, include guidelines only for rare books. In the meantime, catalogers should continue to use the other *DCRM* modules (e.g., music, cartographics), until they are incorporated into DCRMR. At this time, no provisions have been made for use of DCRM(MSS) or AMREMM in combination with RDA and the BSR; records for manuscripts following those standards continue to be coded as AACR2 records.

Rare materials in any format not covered in the DCRM manuals may certainly be cataloged using the BSR, including rare provisions that call for going beyond the baseline elements of the general BSR, but they should be coded "pccrda" only in 040 and should follow the general Official RDA guidelines for transcription and extent.

Application Profile *(click for link)*

Because of the multiple fields required for an Official RDA-compliant metadata application profile, the BSR is provided as a spreadsheet with multiple tabs. Catalogers can make a copy of the spreadsheet and adapt it to their own needs (e.g., removing elements for formats they do not work with; hiding columns/rows unnecessary for a particular task). The spreadsheet is linked to this document at the top of this section.

In creating the metadata application profile, the BSR follows the guidelines in the Official RDA Toolkit for application profiles, with a few exceptions. Given the complexity and redundancy of MARC encoding for equivalent information in different forms, and the somewhat differing requirements of BIBFRAME, cardinality tends to be implied rather than specifically identified and primarily emphasizes required values, rather than how many times they might be used.

Structure of the Data in the Application Profile

The BSR Metadata Application Profile is structured around the RDA Work, Expression, Manifestation, and Item entities that form a coherent description of an information resource according to Official RDA. The primary application file provides the elements associated with these entities with relevant links to Official RDA in the RDA Toolkit (available by subscription), LC-PCC Policy Statements and string encoding schemes (SESs) and the Metadata Guidance Documentation (MGDs) (freely available on the Library of Congress website).

There are 4 tabs in the spreadsheet:

1. Application Profile for elements that describe Works, Expressions, Manifestations and Items(primary application profile)
2. RDA entities described through the metadata application profile
3. Required MARC 21 leader, fixed & coded fields
4. Required BIBFRAME properties/classes/values

Required MARC & BIBFRAME values may overlap with Official RDA elements, but are included for clarification purposes when working within these formats.

The columns in the primary application profile and their definitions are as follows:

- **Official RDA Element name or guidance**
  Provides the label for the Official RDA element with a link to the guideline in the RDA Toolkit or a link to the General guidelines on normalized transcription.

- **Superelement**
  An Official RDA element that encompasses multiple subelements. For example, the RDA element "publication statement" may include the elements "publisher", "place of publication" and "date of publication". If the element is itself a superelement, that is indicated. Instructions at the superelement level apply to subelements.

- **Element supertype**
  An Official RDA element that is a broader element for the element listed. For example, "statement of responsibility" is an element supertype of "statement of responsibility relating to title proper" and of "statement of responsibility relating to edition". An element supertype may also have an element supertype. The

element "parallel title proper" has the element supertype "title proper", which in turn has the element supertype "title of manifestation". Instructions for the element supertype apply to the narrower element.

- **Domain**
  Indicates the RDA entity that is described by an element (RDA Toolkit definition).

- **Range**
  Indicates the RDA entity that is the value of a relationship element (RDA Toolkit definition).

- **General/Core/Recommended**
  Denotes whether the row refers to general guidance, is a PCC Core Element, or is a PCC Recommended Element.

- **Notes**
  Provides details on applying the element in the BIBCO metadata application profile.

- **Associated Vocabulary/Vocabularies**
  Indicates vocabularies in RDA or id.loc.gov that are applicable as values for an element.

- **Metadata Guidance Documentation**
  Links to official LC/PCC documentation on which this metadata application profile is based.

- **String Encoding Scheme (SES)/Syntax**
  Indicates the set of string values and an associated set of rules that describe a mapping between that set of strings and a value of an element. (RDA Toolkit)

- **MARC encoding**
  Indicates the MARC 21 fields that map to the element. Mapping is not necessarily inclusive and is provisional.

- **BIBFRAME encoding**
  BIBFRAME modeling for the element. A shorthand is provided, rather than full modeling. This modeling is provisional only at this time.

Note on the RDA Elements for the Metadata Work

The Metadata Work properties in the application profile includes RDA elements that describe the metadata for the resource. This data includes provenance information such as: who cataloged the resource; description and authentication conventions; language of cataloging; information about transformation of the data, etc. There is, however, not yet much consensus on how this information, recorded primarily in the MARC 040 and 042 fields and the equivalents in BIBFRAME (bf:descriptionConventions, bf:descriptionAuthentication) in current cataloging, is mapped to Official RDA.

Abbreviations Used in the BSR

- AAP = authorized access point
- DACS = Descriptive Cataloging of Archival Collections
- DCRM = Descriptive Cataloging of Rare Materials (includes all editions/manuals listed here)
    - AMREMM = Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts
    - DCRMR = Descriptive Cataloging of Rare Materials (RDA edition)
    - DCRM(C) = Descriptive Cataloging of Rare Materials (Cartographic)
    - DCRM(G) = Descriptive Cataloging of Rare Materials (Graphics)
    - DCRM(MSS) = Descriptive Cataloging of Rare Materials (Manuscripts)
    - DCRM(M) = Descriptive Cataloging of Rare Materials (Music)
- EDTF = Extended Date/Time Format
- ID = LC Linked Data Service (Library of Congress Linked Data Service)
- MG/MGD = RDA Metadata Guidance Documentation
- MLA = Music Library Association
- OLAC = On-line Audiovisual Catalogers, Inc.
- RBMS = Rare Books & Manuscripts Division, ACRL
- SES = String encoding scheme
- VES = Vocabulary encoding scheme