Unlocking the Power of RDA: Workshop Reference and Group Notes

Welcome to this workshop reference space!

This document is intended to serve as an accessible reference to workshop materials, a place where workshop participants and instructors can collaboratively share information synchronously and communicate with each other in addition to in-person interactions. **Feel free to take notes, share information, ask questions, etc.**

Use of this space is intended for workshop participants only. Users are expected to follow the ALA code of conduct: https://www.ala.org/online-code-of-conduct

Access to Workshop Materials Folder:

https://bit.ly/RDA-ALA-23-Materials

- Program Information
- Agenda
- PreWorkshop Exercises
- Slides/Handouts
- Exercises

RDA Toolkit Workshop Access:

- https://access.rdatoolkit.org/
    - Username: **CORErda**
    - Password: **Chicago23**

Attendees and Introductions:

(name/institutional affiliation/position/what you hope to get out of this workshop)

May Chan/University of Toronto/Head, Metadata Services/I hope to make Official RDA, the Toolkit and various concepts more accessible through this workshop!

Melanie Polutta, Library of Congress/ I hope to understand better how to teach this to everyone.

Sarah Furger/Joliet Public Library & Dominican University/ Librarian Cataloger and Adjunct Professor (respectively) - hoping to become more familiar with ‘new’ RDA, the revised toolkits, and concepts so I can both use them in my daily work and teach them to my students

Unlocking the Power of RDA: Workshop Reference and Group Notes

Michael Babinec, metadata librarian, Northwestern University. I'm hoping to learn enough to make a training plan for my colleagues.

Andrea Morrison, Head, Monographic Text Cataloging, Indiana University Libraries, Bloomington, Indiana. Associate Professor, Cataloging, I.U. Department of Information, Computing and Engineering. I plan to train other catalogers and teach using the official RDA.

Katherine Manifold/University of Nevada, Las Vegas/Catalog metadata integrity librarian

Chad Deets, Metadata Librarian, Arizona State University - Learning more about using RDA, as our Principal Cataloger will be retiring within the next couple of years!

Lynn Gullickson Spencer, University of Missouri–Kansas City, Head of Cataloging & Resource Management, I'm hoping to be able to train my staff in using Official RDA

Ernestina Saenz, Newberry Library/ Cataloging Project Librarian, I would like to become more familiar with the new RDA to help with my daily cataloging.

Jonathan Furr, Technical Services Division Manager, High Point Public Library (NC) - trying to stay up-to-date on all the RDA changes and updates

Autumn Faulkner, Asst Head of Cataloging & Metadata, Michigan State University – have kept basic tabs on the development of the new RDA but need a better understanding so I can begin preparing our catalogers for the transition

Amber Kuo, Cataloging Librarian, Los Angeles County Public Library, - hope to learn how to navigate RDA Toolkit and be able to utilize this resources for my daily cataloging work

Christina Peter, Law Library, Columbia University, New York; Head of Cataloging. I hope that the RDA Toolkit, all pertinent documentation, training materials and workshops will be made freely available for the cataloging community.

Patricia Ratkovich, University of Alabama - learn navigation in RDA

Rachel Newlin, Schaumburg Township District Library, Cataloging Librarian. Make sense of what is new and share it with my coworkers

Seonyoo Min, State of Arizona Research Library, Metadata Services Librarian. Improve my understanding of the new RDA toolkit and share it with my colleagues.

Calli Neumann, Getty Research Institute, Cataloging Librarian. Learn how to navigate the new Toolkit more competently & better understand new concepts.

Rachel Fischer, Cooperative Computer Services - make sense of new RDA theoretical terms

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Session 1. Workshop Introduction

Session 2. Objectives and Principles Governing RDA

- There are over 10000 LC-PCC policy statements, many of which indicate "cataloger's judgment". It is helpful to have principles for guidance when exercising cataloger's judgment

- IFLA ICP: https://www.ifla.org/files/assets/cataloguing/icp/icp_2016-en.pdf.
    - 13 principles
        - ICP 2.11. Openness: Based on the IFLA Statement on Open Access (2011) https://www.ifla.org/node/8890
        - ICP 2.12. Accessibility: Based on the IFLA Code of Ethics for Librarians and other Information Workers (2012) https://www.ifla.org/news/ifla-code-of-ethics-for-librarians-and-other-information-workers-full-version

- RDA refers to IFLA ICP: https://access.rdatoolkit.org/Guidance?externalId=en-US_ala-78a3c063-b55b-32b8-b4fb-6d8217a823d5&target=textnode_rdaId_p_mym_t5y_mdb#textnode_rdaId_p_mym_t5y_mdb
    - In RDA Toolkit > Guidance (menu) > Introduction to RDA > Objectives and Principles
    - In RDA Toolkit > Guidance (menu) > User Tasks
        - FISOE (Find, Identify, Select, Obtain, Explore)

- One way RDA is responsive to user needs is to offer four recording methods
    - In RDA Toolkit > Guidance (menu) > Recording methods
        - Unstructured
            - Example of manifestation statements shown based on normalized transcription
        - Structured (access points)
        - Identifier
        - IRI (Internationalized Resource Identifier)

- Objective of Cost efficiency corresponds with ICP 2.7 Economy
- Objective of Flexibility is supported by RDA allowing various implementation scenarios
- Objective of Continuity corresponds to ICP 2.10 Interoperability
- Objective of Internationalization also corresponds to ICP 2.10 Interoperability

- New vocab > "Metadata description set"

- Principle of Representation is reflected throughout RDA. Examples:
    - Preferred name of person

- Access point for person
- Books of the Bible
- Normalized transcription

Session 3. Using RDA Toolkit

- Slides [PDF] [PowerPoint]
- Exercises
- Exercise answers

- An institutional login is different from a profile login
  - If you log in using an institution login, you will know you have successfully logged in because your institution's name appears in the left portion of the blue banner, under the RDA Toolkit logo; a dark blue login box labelled "Profile Login" appears under the words "Welcome to RDA Toolkit"; and a "Profile" icon appears in the right portion of the blue banner.
  - Not absolutely necessary to create a profile, but it can be useful.
  - Once a profile is created, you can access the Toolkit with the profile login
- If you get lost, go to the home page (upper left corner logo)
- Note the two types of toolbars:
  - **Horizontal menu in the dark blue** (**aka Profile Toolbar)** are *generally* function-related customizable to your profile (e.g. Bookmarks and notes, Documents, Views, Help, Submit Feedback)
  - **Horizontal menu in lighter blue (aka Content Tabs)** is the core content of RDA (e.g. Entities, Guidance, Policies, Resources)
- Navigation Tips
  - Breadcrumb hierarchy at the top of any page provides context
  - Hovering mouse on linked pages provides a preview
  - Instructions for entities and elements feature **options** and **conditions**
  - Policy statements in the right margin: "Send to back" is a way to access policy statements during interface design resulting in visual overlaps
  - Entity pages:
    - In the Elements section, use the filters to identify the elements of interest
  - Search best practices:
    - You can use quotation marks for exact phrase searchers
    - Search assumes "and" and "or". Note: no boolean operator function
    - You can use asterisks (*) to replace 0 or more characters
    - You can use percent sign (%) to replace 1 character
    - Exact page name search is very helpful
    - Redo search strategy if no results
    - Can limit search to a particular type of RDA Document/Policies/Community Resources/Contributed Documents.
      - RDA Documents are:
        - Entities

                - Elements
                - Glossary
                - Guidance
                - Resources
            - Policies are:
            - Community Resources are:
            - Contributed Documents are:
        - Can search by MARC21 tags and subfields
            - Examples:
                - “Bibliographic 300”
                - “Authority 100”
                - “Bibliographic 245 $c”
        - Can search by original RDA instruction numbers
            - Example: 6.9 (Content type)
        - Note order of results by type of Section (e.g. RDA Document/Policies/Community Resources/Contributed Documents)
        - You sort results by relevance and alphabetical order
        - Filters can help with narrowing searches (e.g. “title” and then filter with “proper”)
    - Views
        - Customizable for “Settings”, “Policies”, “Examples”

- Analysis of Content Tab #1. Entities. All entity pages have the following nine(?) features:
    - 1. Breadcrumb
    - 2. Select Policy Statement Set
    - 3. Definition and scope
    - 4. Prerecording
        - “Background” information informing resource description decisions
        - 1. Minimum description
        - 2. Effective description
        - 3. Entity boundary
    - 8. Recording
        - 1. Recording an unstructured description
        - 2. Recording a structured description
        - 3. Recording an identifier
        - 4. Recording an IRI
    - 9. Elements
- Analysis of Content Tab #2. Elements. All element pages have the following five(?) features:
    - 1. Breadcrumb
    - 2. Select Policy Statement Set + policy statements in the right margin
    - 3. Definition and scope
    - 4. Element Reference

- 5. Prerecording. **Note that general instructions are presented first!**
- 6. Recording
  - 1. Recording an unstructured description
  - 2. Recording a structured description
  - 3. Recording an identifier
  - 4. Recording an IRI
- 5. Related elements
- Some element pages (e.g. content type, media type, carrier type) also feature:
  - View as Relationship Example
  - View as Content Example
  - Jamie: not all element pages will necessarily feature "View as Relationship Example", but a goal is to provide more examples for more elements

Session 4. Entities and Elements

- Slides
- Exercises

Entities

- Ontology of RDA is based on the entity-relationship model; **relationships between entities are key**!
- Many **metadata statements** make up a **metadata description set** (e.g a "record")
- Note supertype and subtype relationships between entities
- Entities at each level of hierarchy are disjoint
  - any thing can be described as an instance of only one type of entity at that level
  - WEMI are all disjoint; not a parent-child relationship; more like siblings
- There are 13 entities
  - RDA Entity
    - the entity supertype to 12 RDA entities
    - Minimum description must have an appellation
  - Work
    - Minimum description:
      - An appellation
      - A relationship to either an Expression or Manifestation
  - Expression:
    - Min description:
      - An appellation
      - A relationship to either a Work or Manifestation
  - Manifestation:
    - Min description:
      - An appellation

        - A relationship to either a Work or Expression
    - Item
        - Min description:
            - An appellation
            - A relationship to Manifestation
    - Nomen:
        - Nomens are essentially “labels”
        - Min description:
            - Nomen string
            - Relationship to an RDA entity
    - Agent
        - A supertype element; more practically, cataloguers will be dealing with subtypes
        - Note that all attributes of Agent apply to the subtypes
        - Min description:
            - An appellation
    - Person
        - Note that in Original RDA, names of individual fictitious characters to be used as descriptive access points when the character was credited with the creation of a work. To align RDA more closely with the Library Reference Model (LRM), the 3R Project changed the status of fictitious characters and real, non-human entities. The 2020 released Official RDA Toolkit stated that responsibility for works could only be attributed to real human beings or collective agents.
        - Min description:
            - An appellation
    - Collection Agent
        - Min description:
            - An appellation
    - Corporate Body
        - Min description:
            - An appellation
    - Family
        - Min description:
            - An appellation
    - Place
        - Min description:
            - An appellation
    - Timespan
        - Min description:
            - An appellation

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Elements

- Over 3000 elements!
- Each element is unique and can only describe one entity
- **Two types of elements**:
    - Relationship element
        - an element that relates two RDA entities; therefore there it always has an inverse
        - There is always a domain entity and a range entity
        - **Be aware of relationship hierarchies due to entity hierarchies; therefore certain relationship elements have broader and narrower relationships**
        - Note relationship shortcuts. A shortcut is a relationship element that directly relates two RDA entities that are indirectly related through one or more intermediary entities. Information about an intermediary entity cannot be inferred from the value of a shortcut element.
        -
    - Attribute element:
        - An element that is an inherent or externally imputed characteristic of an RDA entity.
        - Vocabulary encoding schemes (VES) can supply values
        - Connects an RDA entity to a certain value, which can be recorded in multiple recording methods
        - There is a Domain entity, but no Range
- Subjects. Coverage of construction and use of a subject VES is out of scope of RDA
        - Work: subject RDA entity or its subtype elements can relate a work with any RDA entity that's a subject of the work. These elements are Relationship Elements.
        - Work: subject can relate a work with any other entity, including a concept or a term. This element is an Attribute Element.
- References:
    - RDA Toolkit>Guidance>Data Elements (viewed Nov. 2020)
    - A Quickstart Guide to RDA Terminology:Element, SES, and VES by Dominique Bourassa (January 24, 2020)
    - New Concepts: Relationship Elements by Thomas Brenndorfer (March 11, 2020)
    - Basics of Attributes and Relationships by Kate James – YouTube (June 22, 2018)
    - Introducing RDA: a guide to the basics after 3R by Chris Oliver (2021)

Session 5. RDA Recording Methods

- Slides [PDF] [Powerpoint]
- Exercises
- Exercises answers

- You can record more than one recording method if RDA allows
- Recording methods ordered in order of increasing utility. RDA says: "The methods

are listed in order of increasing utility in general applications of RDA data, from low utility to high utility or *smart* data."

- In RDA Toolkit > Guidance (menu) > Recording methods

- Four recording methods
    a. Recording an unstructured description
        - Need to choose a transcription guideline (i.e basic, normalized, other)
    b. Recording a structured description
        - You may need to apply a String Encoding Scheme (SES)
        - Values may be taking from a Vocabulary Encoding Scheme (VES)
    c. Recording an identifier
        - May be associated with a VES
        - Unique within a system, not necessary globally; therefore need to specify source
    d. Recording an IRI
        - Unique on global scale; uses web as structure
        - IRIs may also be referred to as "URIs"– the main difference is wider character set available through Unicode.
        - Proxies for "real world objects" (and therefore are not labels, cannot be a nomen string)
        - The difference between a URL, URI, and IRI.
            - URLs – familiar as web addresses – used for locating web resources, and has the mechanism specified (for example, "http://").
            - Note that URIs do not have to be in the form of a URL. URIs can be in the form of "Uniform Resource Names" (URNs) without locator functions.
            - IRI are URIs except for an extended character set.

Session 6. Data Provenance

- Slides [PDF] [Powerpoint]
- Exercises
- Exercises - Answers

- In RDA Toolkit > Guidance (menu) > Data provenance
- Content presented alphabetically, but Thomas will provide another view
- Includes source of information, who created the metadata, when was the metadata created? (metadata about metadata, "metametadata")
- Purpose: information about the context and quality of that metadata
- In Official RDA, an option exists to record metadata of metadata (aka metadata work) as a Work
- A metadata work work can be a "metadata statement" or metadata description set"
    - Can be specified at any level of granularity
- Another (more sense-making) view of data provenance elements including recycled RDA

elements:

Work:	**note on metadata work**	
Work:	**recording source**	For a source of information for transcribed metadata in the manifestation being described (e.g., “cover”, “title page”) .
Work:	**source consulted**	For identifying an external manifestation containing the metadata.
Work:	**author agent ***	For an agent who recorded the the metadata.
Work:	**related manifestation of work ***	For a content standard or transcription standard.
Work:	**related work of work ***	For a string encoding scheme used for the metadata.
Work:	**scope of validity**	For a description of entities for which the metadata is valid.
Work:	**related timespan of work ***	For a timespan for which the metadata is valid.
Expression:	**language of expression ***	For a language of the description (“language of cataloging”)
Expression:	**script ***	For a script of the description.
Manifestation:	**publisher agent ***	For a publisher of manifestation of the metadata.
Manifestation:	**date of publication ***	For a timespan of when the metadata is published.

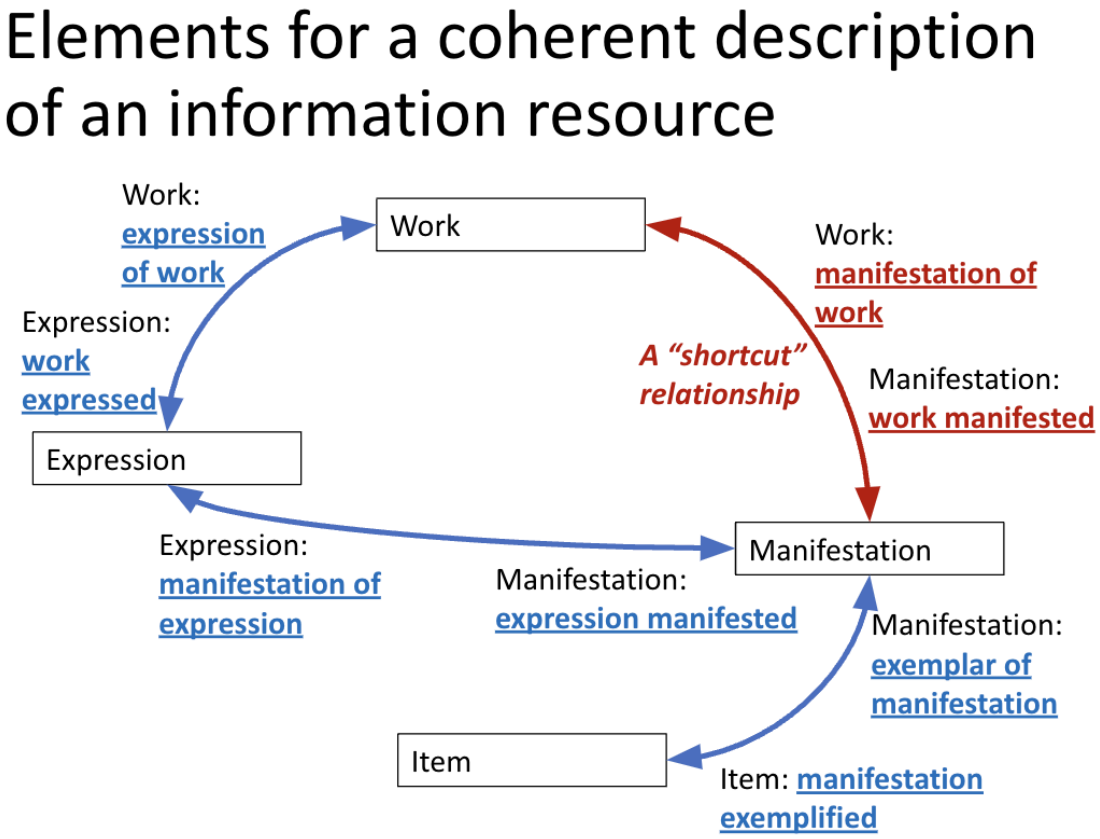
- **“Source of information” information is now located on the Data Provenance guidance page.**
    - Instructions for sources of information are covered under the element page section “Recording source.” Recording sources can be found in the manifestation being described, such as the “title proper” “cover” or “caption”.
- Two options exist for recording a source of metadata that’s NOT a manifestation being described:
    - Option 1. Use Work: source consulted for a source of information that is NOT a manifestation being described. Record the other manifestation that is the source
    - Option 2. Use a method to indicate the value came from a source outside the

manifestation being described.
- Instructions on selecting a *source of information* for the value of an element

Session 7. Coherent and Minimum Descriptions

- Slides
- Exercises

- "The characteristics of an information resource are categorized by four aspects represented by the resource entities: Work, Expression, Manifestation, and Item."
- In RDA Toolkit > Guidance (menu) > Resource Description > Coherent description of an information resource
    - A coherent description of an information resource has its aspects (that is, its WEMI entities) constructed according to RDA and related to each other
    - In RDA Toolkit > Guidance (menu) > Well-formed RDA
    - "A well-formed RDA metadata statement can be formatted in a basic subject-predicate-object syntax, where the subject is the entity being described, the predicate is the characteristic being recorded, and the object is the recorded value of the characteristic."
    - Need to consider cardinality restrictions
    - Minimum coherent description of an info resources:
        - At least one appellation element (e.g. 245$a in a MARC21 environment is the bare minimum requirement for the record to be coherent)
    - Effective description:
        - Step 1. Follow requirements for a coherent description, particularly the cardinality restrictions, and apply a minimum description for a resource entity, particularly by including an appellation element.
        - Step 2. "Add other elements to descriptions of one or more resource entities that are deemed useful for identification or access. Add descriptions of other entities to a coherent description of a resource that are deemed useful for identification or access."
            - Use the following guidance when choosing additional elements and entities to describe an information resource: Application profiles, policy statements, cataloguer's judgement, availability of information



Session 8. Representative Expression

- Slides
- Exercises

- Why do we need the concept of "Representative Expression"?
- Background:
  - WEMI (from FRBR) incorporated into IFLA LRM
  - Review of relationships and attributes in the LRM bibliographic universe
    - FRBR, and LRM, were very careful in defining entities to ensure that they were completely distinct from each other (i.e. disjoint). **Attributes of one entity were not used to describe any other entity.**
- The problem:
  - Entity-relationship principles require strict boundaries between the entities in terms of the attributes that can be used to describe them
    - The new Toolkit is quite clear about what the domain of each element is.

                - This means that the element can only be used to describe an instance of its named domain
            - This is necessitated by requirements of linked data structures
        - But people don't necessarily think of the bibliographical universe in these terms
        - In particular, database users often associate attributes of expression with works
- The solution:
    - New concept introduced with LRM > "**Representative expression**"
    - Initially one possibility was to choose an expression as the "representative expression" of a work, but ultimately, LRM defined an attribute of work called representative expression attribute:
        - "An attribute which is deemed essential in characterizing the work and whose values are taken from a representative or canonical expression of the work"
    - RDA adopted both the concept of representative expression (a relationship element) as well as representative expression attributes (work-level attribute elements)
    - Representative expression elements are work-level attributes; they can be recorded in authority records for works and in bibliographic records
    - All representative expression elements, except Key of representative expression and Medium of performance of musical content of representative expression, are recorded in MARC field 387 (relatively new field)
        - Key of representative expression is now recorded in MARC field 384$a, first indicator = 2
            - For updated MARC21 spec on 384: https://www.loc.gov/marc/bibliographic/bd384.html
        - Medium of performance of musical content of representative expression is now recorded in MARC field 382$a, first indicator =2
            - For updated MARC21 spec on 382: https://www.loc.gov/marc/bibliographic/bd382.html

Session 9. Aggregates

- Slides
- Exercises

- Aggregates: What are they?
    - Original RDA: whole-part relationships
    - Official RDA: aggregates model from RDA
        - Explains a variety of aggregates that might be sought by users
        - Requires you to think about the overall plan for the aggregating work, how the plan is realized in an aggregating expression, and how that realization is ultimately manifested depending on the aggregate type.
    - User-driven examples of aggregates:
        - Search for an anthology containing essays or prose excerpts from a

range of sources, disciplines, etc = collection aggregate.
        - Critical edition of a play with editorial comments and notes = augmentation aggregate
        - Bilingual report about a government workshop; tete-beche format = parallel aggregate.
    - Aggregate - to collect or gather into mass or whole
    - In LRM:
        - Aggregate is defined as a manifestation that embodies multiple expressions. Three types exit:
            - Aggregate Collections of expressions
            - Aggregates Resulting from Augmentation
            - Aggregates of Parallel Expressions
    - In RDA:
        - Aggregating work = plan to select and arrange two or more expressions and embody them in a single manifestation
        - Aggregating expression = realizes the plan
        - An aggregate is a manifestation that embodies an aggregating expression and one or more expressions that are aggregated. The expressions that are aggregated may realize one or more works.
    - PCC:
        - All aggregates embody two types of expressions.
            - The 1st type of expression is the aggregated expression. It is the expression of an aggregated work. These represent the content of an aggregate. An aggregate may contain more than one of this kind of expression.
            - The 2nd type of expression is the aggregating expression. It is the expression of the aggregating work. This is the plan for the aggregate. A plan includes what content was selected and how it is ordered in an aggregate. The plan is not the content itself. An aggregate contains one and only one of this kind of expression.
    - Collection aggregate: a manifestation that embodies expressions of two or more independent works
        - Compilation of short stories by a single author
        - Collection of short stories by multiple authors.
    - Augmentation aggregate: manifestation that embodies two or more expressions of two or more works, where one work is supplemented by one or more other works.
            - Each expression of an augmenting work supplements the expression of an augmented work without affecting the integrity of changing the content of either one.
        - Monograph with a forward, illustrations, appendix, index
        - Music album on cd with a booklet
        - DVD that embodies a motion picture, with special features.
    -

- In RDA Toolkit > Guidance (menu) > Aggregates
- LC-PCC Metadata Guidance Document on Aggregates

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Workshop Evaluation Survey

https://bit.ly/RDA-ALA-23-Survey