

RDA copy cataloging cheat sheet

- Cataloging description rules should be "i" for ISBD (International Standard for Bibliographic description)
 - Aleph LDR: ^^^^^cam^^22004218i4500
 - OCLC Desc: i
- 040 \$e rda
- Publication and copyright dates
 - Resource has only publication date
 - Aleph 008: 101007s2010^^^^nyu^^^^^^^^^^^^000^0eng^
 - OCLC DtSt: s Dates: 2010 ,
 - 260 \$c 2010.
 - Resource has both publication and copyright date
 - Aleph 008: 101007t20102010nyu^^^^^^^^^^^^000^0eng^
 - OCLC DtSt: t Dates: 2010 , 2010
 - 260 \$c 2010, ©2010.
 - Resource has only copyright date
 - Aleph 008: 101007t20102010nyu^^^^^^^^^^^^000^0eng^
 - OCLC DtSt: t Dates: 2010 , 2010
 - 260 \$c [2010], ©2010.
- End of field punctuation (general)
 - For fields that require a full stop (such as 245, 250, 300) add even if it ends in an abbreviation
 - 245 \$c Publisher name, inc.
 - 250 3rd ed.
- End of field punctuation (300 field)
 - If no 490 in record, then no full stop in 300 field
 - 300 \$c 4 3/4 in. or 300 \$ 28 cm
 - If 490 in record, then use full stop in the 300 field even if it ends in an abbreviation
 - 300 \$c 4 3/4 in. or 300 \$ 28 cm.
- Editor name goes in 100 field; Use 245 1x
- Name access points (headings) in X00 fields): If not controlled, check the OCLC authority file.
 - RDA authorities should be used, if they exist
 - RDA authority record
 - Rules: z
 - AACR2 heading is in 700 field
 - If RDA authorities do not exist, then it is okay to use AACR2
 - AACR2 authority record
 - Rules: c
 - RDA heading is in 700 field

Local practices

- All CAPS: Change all caps to AACR2 capitalization. If title case, "accept what you get."

Abbreviations

- In general, do not abbreviate transcribed description except for time and dimensions
 - 300 1 videodisc (73 min.) ; \$c 4 3/4 in.
- Metric symbols (for example, cm for centimeters) are *not* abbreviations