**RDA Copy Cataloging Check List** AV 25JAN2016

|  |  |  |
| --- | --- | --- |
| Order Receipts | Possession Stamp  Affix Barcode |  |
| Order Card Info | Match Order Card & Book  Location:  Routing/Notify Info  Other Notes |  |
| OCLC Search | Match OCLC record & Book & Order Card  Copy Catl: DLC bibl record = DLC  Other ed. LC bibl record = LC  Complex Copy Catl: Best match bibl record = OCLC |  |
| Save to Local File - | Connexion: F4 |  |
| Bibl description review | Check cataloging rules  FF/Desc = i & 040 $e = rda  Proof for typos |  |
| T.Brenndorfer - RDA: Step 1 | RDA Chapter 2, with Chapter 1 (Identify--Bibliographic Desc)  020 (ISBN)  245 (Title : other title info / SoR)  246 (Variant title)  250 (Edition statement)  264:\_1 (Publication statement)  264:\_4 (Copyright statements)  490 & 830 (Series statement)  5xx (Notes) |  |
| T.Brenndorfer - RDA: Step 2 | RDA Chapter 3, with Chapter 1 (Select--Physical Char)  300 (Extent & Dimensions)  337&338 (Media type & Carrier type) |  |
| T.Brenndorfer - RDA: Step 3 | RDA Chapter 4, with Chapter 1 (Obtain--Access & Acqu)  856 (URL for e-book)  506 (Access restrictions for e-journals) |  |
| T.Brenndorfer - RDA: Step 4 | RDA Chapter 6, with Chapter 5 (Identify--Content)  100 & 700 (Personal Name Access Points)  130/240 (Uniform title w/form & language)  336 (Content type)  5xx (Form notes) |  |
| T.Brenndorfer - RDA: Step 5 | RDA Chapter 7, with Chapter 5 (Select--Content)  300 (Illustrative content)  5xx (Content & Language notes)  5xx (Audience notes)  5xx (Bibliography & Index & Summary notes) |  |
| T.Brenndorfer - RDA: Step 6 | RDA Chapters 9, 10, 11, with Chapter 8 (Identify--Verify Related Persons in Name Authority File)  =Preferred Name w/Dates & Variant Names  100 & 700 (Authorized Access Points -- Personal Names) 600 (Authorized Access Points -- Personal Name Subject) |  |
| T.Brenndorfer - RDA: Step 7 RDA: Step 8   RDA: Step 9  RDA: Step 10 | RDA Chapterd 17-32 ( Relationships) RDA Chapter 17 -- WEMI (within Item) RDA Chapters 19, 20, 21, 22, with Chapter 18 -- WEMI & Persons RDA Chapters 25, 26, 27, 28, with Chapter 24 -- WEM & other WEMIs  RDA Chapters 30, 31, 32, with Chapter 29 -- Persons & other Persons  =Show relationships & relationship designator |  |
| Name Authority Review | Control Headings & NAR Review  100 / 700 & 600 Names which lack NAR in OCLC  = Route to Catl Supervisor |  |
| Bibl description review | Review Fixed Field  Validate Record |  |
| Call# review | Copy Catl: accept  Other edition LC: accept  Complex Copy Catl: Create call# & resolve conflicts in LC & Symphony |  |
| Subject Authority review | 650 Topical Subjects which Subject AR in OCLC  651 Geographical Subjects which Subject AR in OCLC  = Route to Catl Supervisor Retain Juvenile SH (2ndInd=1) & MESH SH (2ndInd=1)  Retain LC Genre SH (2ndInd=0)  Delete FAST SH: 650 (2ndInd=7) & $2 fast |  |
| Symphony Holdings Statement | 949: $c $h $i  $c (copy = 1)  $h (VCVV / VCVB / VCVJ / VCVR)  $i (itemID/barcode  $t (BOOK-NCIRC)  $z (LC / OCLC)  (also $r / $j / $o ) |  |
| Print Spine Labels | 949 $h = Location Stamp  VCVV  VCVB = ARCHIVES  VCVJ = JUVENILE  VDVR = REF |  |
| Mark Book | Call# & OCLC# Print SpineLabels  \*\* Work-around: save to OnlineSave file / Route book to supervisor |  |
| Export from OCLC | \*\* Review cataloging with supervisor  To Flashdrive  F5 |  |
| Update Holdings in OCLC | F8  (update individually or thru BatchProcess) |  |
| Import into Symphony | From Flashdrive  Symphony/Utility / MARC import <drive>:/sirsi.dat ==> xxOCLC |  |
| Add bibl records in Symphony | SymphonyNew Reports / BibLoad -- xxOCLC Verify BibLoad = Finished Reports |  |
| Book Processing | Affix Spine Label / Label protectors  Treat for Security |  |

Reference text: RDA essentials / Thomas Brenndorfer. 2016.