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

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| Order Receipts | Possession StampAffix Barcode |  |
| Order Card Info | Match Order Card & Book Location:Routing/Notify InfoOther Notes |  |
| OCLC Search | Match OCLC record & Book & Order CardCopy 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 = rdaProof 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 Names100 & 700 (Authorized Access Points -- Personal Names)600 (Authorized Access Points -- Personal Name Subject) |  |
| T.Brenndorfer -RDA: Step 7 RDA: Step 8 RDA: Step 9RDA: Step 10 | RDA Chapterd 17-32 ( Relationships)RDA Chapter 17 -- WEMI (within Item)RDA Chapters 19, 20, 21, 22, with Chapter 18 -- WEMI & PersonsRDA 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 Review100 / 700 & 600 Names which lack NAR in OCLC = Route to Catl Supervisor |  |
| Bibl description review | Review Fixed FieldValidate Record |  |
| Call# review | Copy Catl: acceptOther edition LC: acceptComplex 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 SupervisorRetain 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 ) |  |
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| Mark Book | Call# & OCLC#Print SpineLabels  \*\* Work-around: save to OnlineSave file / Route book to supervisor |  |
| Export from OCLC |  \*\* Review cataloging with supervisorTo FlashdriveF5 |  |
| Update Holdings in OCLC | F8 (update individually or thru BatchProcess) |  |
| Import into Symphony | From FlashdriveSymphony/Utility / MARC import<drive>:/sirsi.dat ==> xxOCLC |  |
| Add bibl records in Symphony | SymphonyNew Reports / BibLoad -- xxOCLCVerify BibLoad = Finished Reports |  |
| Book Processing | Affix Spine Label / Label protectorsTreat for Security |  |

Reference text: RDA essentials / Thomas Brenndorfer. 2016.