RDA WORKING GROUP
MINUTES OF SEPTEMBER 14, 2011
9-10:30, ROOM 248

Present: Aaron Bales, Cheri Smith, Jen Matthews, Joe Ross, Karen Lanser, Kevin Blowers, Kitty Marschall, Mary Lehman, Nastia Guimaraes, Pat Loghry, Rachel Boyd, Sandy Sarber, Sean Walton, Tracey Morton, Mary McKeown
Excused: Lisa Stienbarger
Absent: Jean Cane

1. **Demo and discussion of table changes made on Barnabas to begin accommodating RDA**

New Indexes:
Mary demoed new word indexes Aaron had created for ND on Barnabas:
RULE: this indexes the 040 $$e. To find rda records, you can do a CCL (Command) search in either the web opac or the gui: **rule=rda**
336: this indexes the 336 field (RDA Core element: Content Type). Sample CCL search: **336=text**
337: this indexes the 337 field (RDA element: Media Type). Sample CCL search: **337=unmediated**
338: this indexes the 338 field (RDA Core element: Carrier Type). Sample CCL search: **338=volume**
RDA: this combines the 4 indexes above. Sample CCL search: **RDA=(rda and text and computer)**
These indexes will help in identifying existing RDA records, including those not properly coded. Every RDA record should have 040$$e=rda, 336 (Content type) and 338 (Carrier type) present since the latter two represent core elements in RDA.

Action item: Aaron will put these indexes on Barnabas for SMC, HC and BC right after the meeting (done). **MALC reps** need to check their catalogs on Barnabas and make sure these indexes are working as expected, reporting any problems to the group via email by end of business next Thursday, September 22. Barring any issues, **Aaron** will move these indexes to production and reindex the relevant records for all institutions sometime that following Friday or weekend.

Mary then demoed 2 tables that begin to define the new RDA fields and facilitate data entry in the cataloging editor in the GUI:

codes. eng: new version on Barnabas. Mary has added definitions for 336-338 so the field is now labeled in the cataloging editor in the GUI and appears on the list of fields when F5 is used to add a new field. She has used all caps to make these stand out as RDA fields and designations of **R** and **RC** to denote "RDA element" and "RDA Core element," respectively. Unfortunately there is a character limit of 15 within the editing window.

tag_text.dat: This is the table that facilitates consistent data input when you have controlled terms or phrases in a given subfield, invoked using CTRL F8 in the cataloging editor. Mary has added definitions for 300$$b with the RDA terms for illustrative content. The drawback here is that if you want to add a term and there already is a term in 300 $$b, using the CTRL F8 functionality will wipe out what's already there, but at least this provides a quick and easy way to look up the RDA terms.
There are also definitions for 336-338 $$a $$2 combined. The $$2 will convert to the Aleph subfield delimiter when the record is saved, when the record is sorted (CTRL M), or when the record is checked (CTRL U). Because the lists are so long Mary has repeated the most commonly used terms at the top of the list to make them easier to find. For 336 Content Type, only "text" was moved to the top.

When the record is saved, we are still seeing "not valid" messages because the 33X fields have not been added to check_doc_line. Our original thinking on this was that it gave the cataloger an extra reminder that they have an RDA record in front of them if they didn't happen to notice the 33X fields. This table also defines what subfields are valid, whether they're repeatable or not, mandatory, etc.

MARC help for the 33X fields has "appeared" on Barnabas, but doesn't seem to be on the other servers.

Mary Lehman asked if the positioning of the 33X fields within the record will stay the same. They now appear close to the bottom, out of numerical sequence, and usually require scrolling to see them. Mary McKeown said this would be a good

discussion item for our next meeting and in the meantime she'll try to identify what controls where they show up and what our options are.

Action items:
Cataloging reps should try out the CTRL F8 functionality on 300$$b and the 33X fields and make any suggestions to the group via email for additional terms to be moved to the top (especially 336 Content Type) by end of business next Thursday, September 22. Also report any typos, missing terms, etc. (the lists for 336, 337 and 338 are from RDA 6.9.1.3, 3.2.1.3 and 3.3.1.3, respectively).
Aaron will move the codes.eng and tag_text.dat changes to all servers for all institutions shortly after the 22nd.

Mary M. will check that the MARC help on Barnabas is accurate. **Aaron** will move those html files to all servers for all institutions after she reports back.

All cataloging reps should think about whether we should add the 33X fields to check_doc_line in order to continue to trigger a message that the fields are there. In conjunction with this, **Mary M.** will look into repositioning those fields more prominently in the record which may eliminate the need to keep trigger the "not valid" message. She will also investigate if the current message can be changed.

2. **Preliminary analysis of inconsistent RDA coding in records we've brought in thus far: how do we address going forward?**

The new indexes on Barnabas have made it possible to do some preliminary checking of RDA records, for example to find records with 33X fields, but no rda $$e=rda (and vice versa: 2808979). There was consensus that we should try to clean these up systematically. Mary has been investigating the validation tables in ALEPH, hoping to find a way of ensuring that if 040 $$e=rda then 336 and 338 must be present as well as the reverse: if 33X fields are present, then 040 $$e must equal "rda". Unfortunately, this level of detail between fields and subfields is not currently handled by the validation tables. We will have to train staff to look out for this. We can, however, use the check_doc_tag_text table to ensure that we always have clean data in the 33X fields.

Action items: Aaron will try to run reports to facilitate cleanup of our existing RDA records:

a list of the values in 336, 337 and 338 $$a

identify records with 040$$e=rda but lacking one or more of 336, 337, 338

identify records with one or more of 336, 337, 338 but 040$$e does not contain "rda"

Mary M. will draft changes to the check_doc_tag_text table for Barnabas

Many of the records with bad coding are for electronic resources, specifically MARCIt records and DDA discovery records (examples: 2696784; 3030512). Mary spoke briefly with Lisa about these. MARCIt records have been identified which contain both 245$$h and 33X fields. Lisa said it is part of the MARCIt loading process to add the 245$$h if missing so this may need to be adjusted, adding a check in the load for the presence of 336-338 before adding 245$$h. These records seem to lack the 040 completely. The DDA records are probably not of as much concern since they're not permanent. Once a purchase is triggered, the record will go through the usual cataloging process.

Action item: Mary will follow up with Lisa on MARCIt and DDA.

3. **Discussion of capitalization options in incoming RDA copy: implications for user services**

The group looked at several examples of varying capitalization in the transcription of titles. RDA is very open to various forms of capitalization, and allows for scanned data to be accepted as is (RDA 1.7.1)

2813065	2741642
2809021	2811819

Currently there is no function in ALEPH to easily change the case. There is the possibility of introducing errors when doing it manually and it will slow down the cataloging process if we have to edit all of these cases. One option would be to adopt a policy of not changing it at the time of cataloging, but fixing any that are identified as problematic by patrons or public services staff. Joe Ross commented that being able to reflect in the record when upper case is used on the title page is a good thing for rare books cataloging because of the u/v, etc. conventions.

Action item: User services reps need to go back to their constituencies and see if there's consensus on whether we need to regularize capitalization at the point of cataloging. For those with citation software like RefWorks and EndNote, investigate if the software can handle various forms of capitalization and convert it to match chosen style sheets.

4. **Next steps for identifying and addressing implications for user services of absence of GMD (245 $$h) in RDA records**

Mary asked Mary Lehman, who had been instrumental in the configuration of virtual types in ALEPH, to begin investigating the implications of not having 245$$h in RDA records. Eventually we need to consider any indexing or display of that subfield in both the web and GUI, and implications for virtual types.

Action item: Mary Lehman will work with **Aaron** to begin looking at the ALEPH tables possibly affected:
tab_type_config (This is probably the most critical as it defines the virtual types)

Other tables of possible significance (not necessarily exhaustive!)
Tab_11_word (controls keyword indexing)
Tab_11_acc (controls browse indexing)
Edit_field (controls various displays at the field and subfield level)
Edit_doc_999 (controls display of full record in both Web and GUI)
Pc_tab_short (controls brief view of record in GUI search function)
www_tab_short (controls brief view of record in Web)

Next meeting is scheduled for 8:45-10:15, Oct. 12, Room 248
Because of scheduling issues, any items of particular concern to users services will be first on the agenda.