

# 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 Chapterd 17-32 ( Relationships) RDA Chapter 17 -- WEMI (within Item) RDA Chapters 19, 20, 21, 22, with Chapter 18 -- WEMI & Persons	

RDA: Step 9	RDA Chapters 25, 26, 27, 28, with Chapter 24 -- WEM & other WEMIs	
RDA: Step 10	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.