HYBRID RECORDS POLICY

WORKING AGENDA FOR RDA POLICIES SUBCOMMITTEE

1. Discuss PCC guidelines for enhancing and editing monographs
2. Discuss PCC guidelines for enhancing and editing serials
3. Discuss RDA implications regarding Series
4. Recommend copy-cataloging guidelines for AACR2 & non-RDA records for series and monographs
5. Update copy-cataloging guidelines for series
6. Discuss OCLC guidelines for machine processing of RDA
7. Recommend policy regarding machine-processing for RDA
   a. Recommend if machine-processing will or will not be done.
   b. Recommend what will be done by vendors, what will be done by Amey' batch work, what, if any, will be done manually.
   c. Recommend if machine processing is done, whether it will only be done to newly added bibliographic records or also retrospectively
8. Large batch loaded sets of records that are not going out for authority control will still impact the catalog and create split headings. Make recommendations regarding what we do about this.

COPY-CATALOGING AACR2 & OTHER NON-RDA RECORDS

Hybrids are AACR2 records with RDA elements. So long as they are coded as AACR2 they are AACR2, regardless of how hybridized they are.

If a copy-cataloger sees anything strange they should ask a question.

The following guidelines will be folded into the copy-cataloging checklists (print monographs, online monographs, print serials, online serials)

040 $e
1. 040 $e is really important for copy catalogers to know to look for. So long as this does not have "rda" it is a hybrid AACR2 record.
2. The 040 $e controls the validation.
3. The fixed field coding regarding RDA is also not as clean as 040 $E because it can be coded in three ways [i, a, c]. Fixed field coding is therefore less important for determining if you are looking at an RDA record or an AACR2 record.
4. We need to train copy catalogers to look at 040 $e, at the encoding level and to make sure the language of cataloging matches as they copy catalog.
5. Copy catalogers should not ever add "040 $e rda"

Access Points
6. Accuracy regarding access point treatment is important.
7. Copy catalogers need to know that the rule of 3 is gone and it is OK to see a long list of added access fields.
8. The abandonment of the rule of 3 will maybe impact classification, particularly for records for uniform titles.

9. For class together series, continue to use the established cutter regardless of what happens regarding the preferred entry.
10. If another cataloger has added relationship designators (terms or codes) to a heading in an AACR2 record, don't remove them from the record. Accept what you see regarding relationship designators. Copy catalogers should not concern themselves with adding RELATIONSHIP DESIGNATORS to AACR2 or RDA records.
11. We don't want copy catalogers to worry about whether or not abbreviations are present in 6xx or 7xx fields. This will be taken care of through some sort of authority control process. Continue to use the *controlled* heading even if it has abbreviations.

Descriptive fields and 3xx fields

12. If the record is coded as AACR2, and a GMD is needed, it should be there, regardless of the presence or absence of the 3xx fields, or any other hybridization. Don't take out any GMD. If it is missing please consult a catalog librarian.
13. Ignore the absence of 33x fields in an AACR2 record.
14. No record should have both a 260 and a 264 field. This is a mistake. Please consult a catalog librarian. Multiple 264 fields are OK.
15. Ignore the presence or absence of caps in the title. Leave as found in the record.
16. Some things that you might have seen in the 245 $b subtitle area under AACR2 will now show up in the statement of responsibility area under RDA. Where there is a grammatical connection this is true. The word "by" makes a big difference. However, if this is miscoded this is a minor error. Copy catalogers can let this go.
17. While it is not a requirement that we provide access to all of the names present in the statement of responsibility under AACR2, but "bound with" information should all be present in the record. If absent, route for attention.
18. Do not spell out abbreviations in transcribed fields, manually or by machine processing. Transcribed fields include: 245, 250, 264, 490 and 5xx if quoted.
19. For serials, the 362 field [dates of publication and/or sequential designation] is now a transcribed field for RDA. Copy catalogers can ignore the extent of the direct transcription in the field for AACR2 records.