

Quick Guide to the RDA Toolkit

Utilizing the Toolkit, an online resource for the RDA standard and more

www.rdatoolkit.org

RDA tab <i>For the essential tool of the trade – the RDA standard</i>	Tools tab <i>For the RDA power tools in your toolbox</i>		Resources tab <i>For tools that supplement and refine RDA</i>
 RDA Table of contents* Expandable, collapsible online version in the column at the left of the screen. Printed version available by clicking on <i>RDA Table of Contents</i> then the printer icon.  RDA instructions The content of the RDA standard. Includes hyperlinks to related RDA instructions and LC-PCC Policy Statements.  RDA Update History Previous versions of the RDA instructions.	 RDA: Element Set An alternative view of the RDA content that pulls together related definitions and instructions. A good bridge tool to learning RDA.  RDA Mappings* Crosswalks showing corresponding elements between two data sets, such as the MARC Bibliographic to RDA Mapping.  Examples of RDA Records (JSC)* A link to full MARC record examples of RDA cataloging developed by the Joint Steering Committee for Development of RDA (JSC).	 Workflows A place for user-created documents such as cataloging procedures for specific formats. Workflows can be set for either global or local access. Check out the global workflows to see how other institutions are putting RDA into practice.  Maps Crosswalks such as those in the RDA Mappings, but user-created. Maps can be set for either global or local access.  Entity Relationship Diagram (ERD) Visual diagrams of the FRBR and FRAD entities, attributes, and relationships.  Schemas* Machine-readable, downloadable RDA schemas.	 AACR2 The text of the Anglo-American Cataloging Rules, Second Edition.  Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)* Details of LC/PCC practice and pre-cataloging decisions concerning RDA.  Other Resources* Links to other online resources (mostly open access) such as the Dublin Core Metadata Initiative and the Open Metadata Registry.

*open access content as of May 2013

How do I...

...search the RDA Toolkit?	For quick searching of RDA content, use the <i>RDA Quick Search</i> box in the toolbar. Type in an RDA instruction number or RDA term. For advanced searching of RDA plus other content, click on the <i>advanced search</i> icon (the magnifying glass). Enter a phrase or string to search, select documents to search, or limit your search by AACR2 rule number or RDA instruction type.
...customize the RDA Toolkit?	Set up a user profile by clicking on the <i>create profile</i> icon (the person with the blue cross). Here you can customize the Toolkit settings and access saved searches, bookmarks, workflows, and maps.
...view only the core instructions in the RDA Toolkit?	After opening content from the <i>RDA</i> tab, click on the <i>view text</i> icon (the multi-colored page with a magnifying glass). Filter by core element instructions or by basic instructions. The basic instructions include the core elements plus a few more.
...see how other libraries are using RDA and the RDA Toolkit?	Look at the global workflows and maps available in the Tools tab. They provide a wealth of information on how other institutions are cataloging with RDA. If you decide to create a local workflow, consider using one of the global workflows as a starting point.
...learn more about the RDA Toolkit?	The RDA Toolkit website (www.rdatoolkit.org) includes many freely-available resources for learning about the Toolkit. Check out the resources listed in the <i>Navigation</i> panel on the left side of the screen, especially the blog and the teaching & training section. Register for the RDA Toolkit Essentials webinar or view an archived recording.

RDA Toolkit. Chicago: American Library Association; Ottawa: Canadian Library Association; London: Chartered Institute of Library and Information Professionals (CILIP), 2010-. <http://www.rdatoolkit.org/> (cited May 9, 2013).