

Local RDA guidelines for NMSL as of 5/19/2015

Following are guidelines we will use local in RDA cataloging.

General guidelines. Also apply these guidelines when editing copy. Enhance/replace OCLC records where possible. When changing records in SALSA, follow these policies.

We will continue to use ISBD punctuation.

We will follow the OCLC RDA Policy Statement when adding or upgrading records in OCLC.

We will use LC Core elements as our core elements.

We will follow LC-PCC Policy Statements unless otherwise specified.

1XX/7XX

- We will use relationship designators from Appendix I.
- Relationship designators should be added to copy cataloging if needed.
- For NM state publications cataloger should consider adding AAPs (authorized access points) for all names.

245

- For transcribing the title we will use sentence case.
- For NM state publications cataloger should consider transcribing all names in 245 \$c and adding AAPs for all names.
- Retain qualifying words and phrases related to authors (ie, Dr., Professor)

264

- Change 260s to 264s when adding copy cataloging
- Record the copyright date if it appears on the piece, in its own 264.

336,337,338 / GMD

- We will use the controlled vocabulary in RDA.
- We will no longer add GMDs.

500

- Notes are NOT core, but continue to write them, unless deemed to burdensome (e.g., extensive 505 field)

775/776

- Always link to related manifestations.