RDA

Planning Guide

Backstage
LIBRARY WORKS

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About This Guide

The **RDA Planning Guide** from Backstage Library Works explains the range of options available through our RDA MARC record services. This includes the validation of existing RDA bibliographic records and enriching and upgrading AACR2 records with RDA elements.

PLANNING GUIDE

This guide is also freely available on the Backstage website:

http://ac.bslw.com/mars/guide

To request additional printed copies of this Guide, at no cost to you, please contact your Backstage sales representative at: **800.288.1265**. Or by sending us an email: **info@bslw.com**.

The information contained within this guide should be shared with cataloging managers and system managers. You may also want to share it with your local system representatives.

FORMAT

The guide is divided into six steps which describe the RDA processing options, demonstrate the processes through specific examples, and provide instructions for completing each step of the RDA profile.

Online profiles can be accessed at anytime, though login & password information is provided by your Backstage Project Manager.

SIX STEPS

The following steps are what you can expect to encounter as you read this RDA planning guide:

At your service,

The Backstage Automation Services Team

Introduction

NOTES

Resource Description and Access (RDA) is a set of instructions or rules for the description of books and other materials or resources. RDA is intended to replace Anglo-American Cataloging Rules 2nd Edition (AACR2), the current US standard for cataloging.

RDA is built on foundations established in AACR2, and the cataloging traditions on which they were based. A key difference in the RDA design is its use of the Functional Requirements for Bibliographic Records and Authority Data (FRBR and FRAD).

RDA uses the language and terminology of FRBR and FRAD. The FRBR entities, attributes, and relationships are used for bibliographic description.

RDA SERVICES

MARS 2.0 RDA Services provide a variety of options that enhance your patron access by improving heading consistency within your catalog by bringing all MARC records under the same standard. Our Automation Services team can assist you in completing each step of your profile.

An ongoing dialogue between you and our staff helps us better understand your needs and expectations as well as your specific system-related issues. Throughout your project, our staff is available to answer any questions, providing you with the highest quality and most cost-effective support possible.

If your particular custom needs are not outlined in this guide, please contact your project manager for further options.

ONLINE PROFILE SUPPORT

We think it is only natural that, as you look through this planning guide or fill out the profiles online, you may have questions. Each question in our online profile also contains a direct Wiki link that corresponds to this planning guide.

In addition to online help, we are always available to answer any questions or concerns you may have about your profile options or processing results. In fact, we recommend filling out the online profile with our support once you and your staff have had a hand at selecting your desired options.

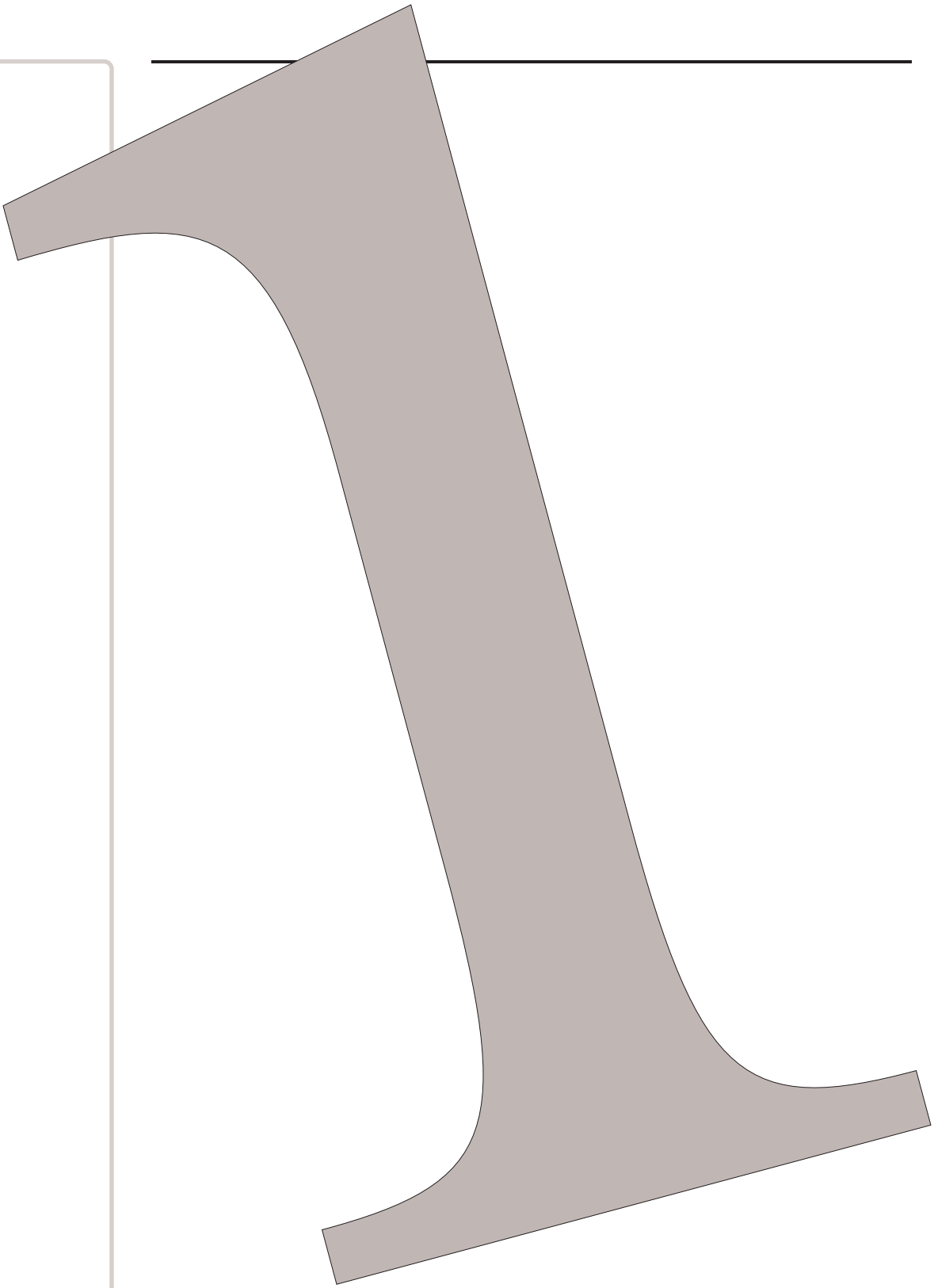
In addition to the profile guide being freely available on our site online, our Automation Services staff is available by phone or email to answer any of your questions: **800.288.1265** - **info@bslw.com**

SPECIAL MATERIALS

Perhaps you have a collection of records that you do not wish to have enriched with RDA elements. Chances are these can either be identified prior to exporting the records to Backstage, or our staff can find the identifying information within the records themselves (e.g., holdings fields, notes, etc.) and ensure that we exclude these records from enrichment.

Please let us know as you fill out the online profile, whether we can assist in your decision-making.

NOTES



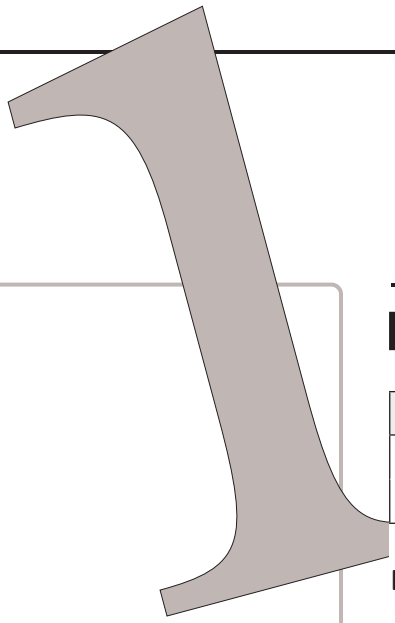
Step 1: Database

DATA INFORMATION OVERVIEW

Step 1 asks you about the types of files you are sending to Backstage and what you would like to see returned in those files:

- Step 1.1 - Records Uploaded to Backstage
- Step 1.2 - Records Delivered by Backstage
- Step 1.3 - Records to Process
- Step 1.4 - Records to Deliver
- Step 1.5 - Backstage Change Stamp

NOTES



NOTES

PROFILE STEP 1.1

1.1 - Records Uploaded to Backstage			
☐	Website	☐	FTP
☐	MARC-8	☐	UTF-8

BIBLIOGRAPHIC RECORDS

There are all kinds of records nowadays, comprising many different formats: MARC, MARCXML, ONIX, etc. Files of these types may contain similar information, yet it is broken up into different fields or elements, depending on format.

While MARS 2.0 processes records natively in MARC format, we have many tools available to successfully convert to or from any of the other formats listed above.

A library can process all or part of the bibliographic records from its local ILS system or process bibliographic records purchased from a different cataloging source.

FILE HANDLING

At Backstage, we enjoy providing our customers with options. Each part of our profile is geared to be as customizable as possible, providing you with a few different options to get you started. Any part of the profile may then be expanded upon in order to match your expectations to the desired results.

Our preferred method of file-handling is through our website portal. Each customer will have their own login and password to access the site. Once logged in, our customers can view or edit their profile at any time, upload new files for processing, or retrieve files at their convenience.

We also recognize that our customers may already have upload and download scripts written on their side. So it may make more sense to use a traditional FTP method to transfer files between Backstage and your system.

In this first step, we think it is a good time to also discuss the format of your MARC records. Here you can let us know which format the file submitted will be sent as: MARC-8 or UTF-8. If you do not know, chances are excellent that we can easily inform you once you upload your file to us.

The default way to upload files is through our website.

PROFILE STEP 1.2

1.2 - Records Delivered by Backstage			
☐	Website	☐	FTP
☐	MARC-8	☐	UTF-8

UTF-8 vs MARC-8 FORMAT

The MARC-8 character set uses 8-bit characters. Due to the limitation of characters that this allows, MARC-8 also includes methods to extend the displayable characters: spacing based characters (for cursor movement) and non-spacing characters (diacritics).

MARC-8 also employs the use of alternate character sets in order to tackle the diacritic display issue. This is done by using escape sequences, which are special codes to indicate which character set is being selected for display: subscripts, superscripts, CJK characters, etc.

While these methods allow for many additional characters to be used, it is still limited and somewhat burdensome.

UTF-8 is a standard based on 16-bit characters. It is a method of encoding characters into sequences of from 1 to 3 bytes. Unicode has definitions for non-spacing characters like MARC-8, except these characters are handled differently for UTF-8.

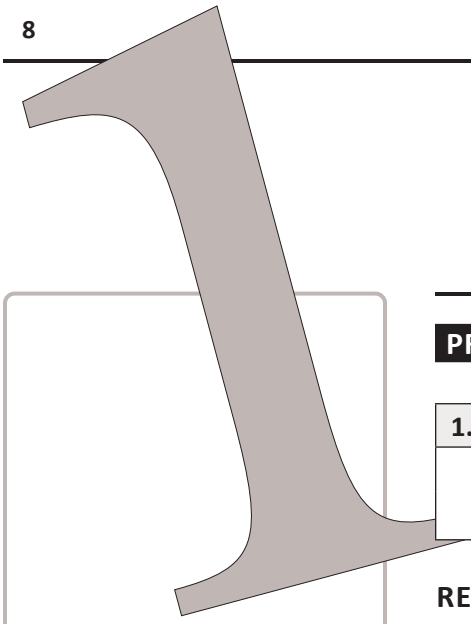
UTF-8 also includes many precomposed characters. These are spacing characters that are equivalent to one or more diacritic characters and a spacing character. To handle the various ways a composite character could be displayed, normalization forms have been defined.

Normalization Form Decomposed (NFD) and Normalization Form Composed (NFC) are standardized forms for handling composite characters.

In NFD, every character that can be decomposed is converted to its most decomposed form following rules for canonical decomposition.

The default is to return your records through our website in UTF-8 format.

NOTES



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PROFILE STEP 1.3

1.3	-	Records to Process	
	☐	Enrich AACR2 records with RDA elements	
	☐	Validate & upgrade existing RDA records	

RECORDS TO PROCESS

The steps taken in this profile can be used to upgrade existing RDA bib records (as designated by the 040 $e rda), or enhance and upgrade all of your bib records with RDA elements and forms.

UPGRADE EXISTING RDA RECORDS

When you choose to have Backstage upgrade your existing RDA bibliographic records, our processes will validate and correct standard information within only those records that already contain **040 $e rda**.

ENRICH AACR2 RECORDS (CREATE HYBRID AARC2/RDA RECORDS)

The PCC has created guidelines for creating a hybrid AACR2/RDA bibliographic record. Options within this profile can help you upgrade your existing AACR2 and RDA bib records to be hybrid records as outlined by the PCC standard.

The default is to enrich and upgrade all existing bibs.

PROFILE STEP 1.4

1.4 - Records to Deliver	
☐	All bibliographic records returned
☐	Changed bibliographic records returned

ALL BIB RECORDS

When enriching AACR2 records and creating hybrid AACR2 / RDA records, even though all records may not be changed, it my be preferable that all bibs are returned. This is especially useful in conjunction with Step 1.5 when adding change stamps to the records.

CHANGED BIBS ONLY

This option encompasses all changes made during the RDA processing. If you would like the RDA processing to only take place when upgrading and validating existing RDA bib records, then you could choose to have only changed bib records returned.

BIBLIOGRAPHIC FILE SEGMENTATION

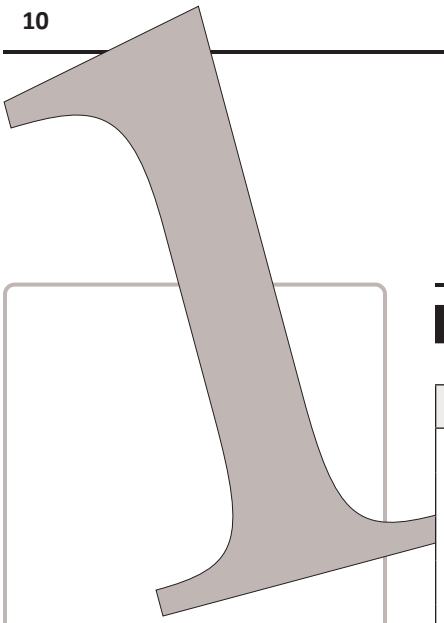
ILS limitations or requirements for loading and indexing updated records are a consideration in determining maximum bibliographic output size.

The response time in some local systems is sometimes degraded during prolonged loads. In other ILS, essential online system tasks cannot be performed during a load.

While Backstage can handle files in excess of 1,000,000 records, we can also distribute files broken up into more appropriate chunks to facilitate the loading and indexing processes at your side.

The default is to return all bibliographic records in a single file.

NOTES



NOTES

PROFILE STEP 1.5

1.5 -	Backstage Change Stamps
☐	040 $d UtOrBLW
☐	005 - update or add when missing
☐	9XX 'RDA ENRICHED' (enter field)
☐	9XX 'MARS' (enter field)
☐	Other field / stamp

BIBLIOGRAPHIC CHANGE STAMPS

Backstage can **stamp** each bibliographic record with one or more of the following identifiers or only those bibliographic records that were changed during the RDA processing.

Indicate in Step 1.5 which, if any, of the following stamp options you would like in your bibliographic records:

- **040** — MARC Organization Code **UtOrBLW** can be added to the modifying agency $d in the 040 field. A new 040 field is added to any record lacking an 040 field.
- **005** — Backstage can update an existing 005 date and time of latest transaction field to the date and time that the record is being processed. If this option is requested and a record does not contain an 005 field, one will be added.
- **9XX** — The text **MARS** can be added in a $a in a field you specify (e.g., 945 $a MARS).
- **9XX 'RDA ENRICHED'** - The text RDA ENRICHED can be added in a $a in a field you specify (e.g., 945 $a RDA ENRICHED)
- **Other** — If you have other methods in mind for adding a change stamp to the record, please contact your Backstage project manager.

Although not recommended by PCC, our processing can also add 040 $e rda to your AACR2 records that have been updated with RDA elements. The idea is that records should not be coded as RDA (040 $e rda) unless those records have undergone complete redescription with the actual item in hand.

The default is to add an 040 $d and an 005 in all bibs.

USING THE WEBSITE

WEBSITE PORTAL

http://ac.bslw.com/mars

Our customers can login to the site listed above at anytime in order to view or edit their profile settings, upload new files for processing, or retrieve files.

As our team continues to refine the user experience for navigating our website portal, including screen shots in this guide will be kept to a minimum to avoid inconsistencies.

PROFILE OPTIONS

Each of the 6 steps in the online profile has an option to fill in the defaults listed within this guide. The defaults are intended as guideposts only. Every part of the profile can be customized according to your preference.

The Summary Tab dynamically updates as you save each step in your profile. It is our hope that the Summary provides you with a quick synopsis of the settings you wish to see throughout your profile.

Each step can be saved at anytime, whether the step has been completely filled out or is only partially finished. This ensures that should any questions arise during the profile, those can be addressed with the assistance of your Backstage project manager.

Profiles can also be printed, either one step at a time or in their entirety.

Multiple profiles can be established, depending on processing criteria desired.

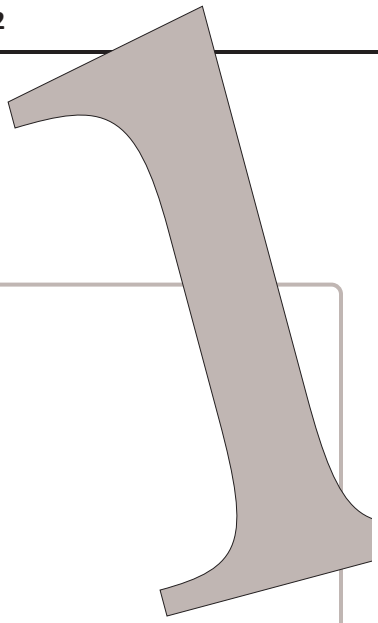
PROFILE QUESTIONS

Every question in the online profile has an associated Wiki link next to it. The link corresponds to the printed information contained in this guide, but in online format. This is especially useful when more information is necessary in order to choose the appropriate option for each question.

The default for each question will be highlighted or offset from the other options in order to make it easier to discern.

Steps should be saved before navigating to other parts of the online profile, otherwise any changes made will be lost. However, profile steps can be saved multiple times in case many different changes need to be made to the same step.

NOTES



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JOBS OPTIONS

Backstage refers to any file that has been uploaded or delivered to our customers as a job.

A job is tracked separately from any other job or file that is processed. Uploading files using our website is made to be as intuitive as attaching documents to an email.

ADDING JOBS

After you choose to add a job from the main menu, you will be taken to a page that lists various options. The first option is asking what kind of job this is (e.g. **RDA Processing)**. You can change this to the type of file you are uploading.

From there, you just need to choose the file to upload. If you are uploading multiple files, you will need to select each file one at a time as a security precaution on our side.

Navigate to the location of your file(s), whether they are on your computer desktop, a network directory, or on some other media. Then, if you have all of the files necessary for that job, just click on **Send**.

TRACKING JOBS

Many kinds of jobs are processed on a daily basis at Backstage. In order to keep track of all of these different kinds of jobs, we created a tool on our website for this purpose.

After a job is created, it is put into a queue based on the type of job. It might be awaiting processing, or currently in processing, or part of our finished jobs queue.

Start and finish times are listed, as is the type of job and job number. Each tracked job can also be viewed or edited at anytime. Finished jobs will remain online a minimum of one year after processing.

Both original files uploaded and processed files delivered are available within the same tracked job. This is useful when it is necessary to view the original file, by either Backstage or the customer, in order to resolve potential concerns.

FTP OPTIONS

Please see your Backstage project manager for more details on using traditional FTP methods for uploading or retrieving your files.

Please feel free to name your files whatever makes the most sense to you. Our new web server can handle most any filename.

ILS HANDLING

Typically, an **Integrated Library System** (ILS) or **Library Service Platform** (LSP) or **Library Management System** (LMS) has very specific criteria when it comes to exporting and importing the bibs or authorities from your library. Knowing which ILS your library uses helps us understand your needs and expectations.

Your ILS may have a different methodology when it comes to importing vs exporting records. Contacting your ILS vendor will help clear these steps up.

Since our RDA services can process bibliographic records in MARC 21 format from almost any source, it may be necessary to contact your ILS vendor regarding the best way to export the records in the proper format.

Bibliographic records in your local ILS are often the only copies that contain all the updates, modifications and enhancements made over the years. Most systems have an export feature that can create files of bibliographic records in MARC format.

Some ILS allow export by date or record number ranges, enabling a library to periodically send files of new and updated records for RDA processing.

ILS KNOWLEDGE

Backstage staff do not possess the kind of detailed knowledge of working with your respective ILS. However, we can inquire of other libraries via our listserv and request their assistance.

As ILS age and grow, it becomes increasingly necessary to either offload that expertise to other, more specialized resources or train staff members internally.

Backstage has worked with many different ILS vendord (proprietary and open-source) as well as their support teams. Loading and unloading bibliographic or authority records has typically been the easiest portion of ILS handling, compared wiht the other detailed aspects of the ILS.

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Step 2: Validation Options

RDA PROCESSING OVERVIEW

MARS 2.0 RDA processing makes changes in over 100 different MARC fields within your bibliographic record. Our RDA service updates many elements in MARC bibliographic records to conform with current RDA and MARC 21 standards, providing increased consistency within your bibliographic files.

The level of MARC update is entirely configurable by you and your staff. The update process is tailored to your expectations of what you'd like to see happen within your bibliographic records.

STANDARD MARC 21 VALIDATION

As soon as we receive your files, they are prepared for processing. MARS 2.0 checks all files of MARC records submitted to ensure they conform to the basic structural requirements of the MARC 21 communications format. Our validation programs ensure that all records meet the following criteria:

- Leader is present and correctly structured
- Directory is present and correctly structured
- No record exceeds 99,999 characters. Including bib records larger than 99,999 byte maximum size prevents successful processing of the input files. Records cannot be segmented (broken apart into multiple *physical* records) to reach the maximum size limit. These records will be output as potentially corrupt for the library to review
- No field exceeds 9,999 characters (MARC 21 directory limitation)
- If a record exceeds the character or field size it is not processed. If there is a large number of rejected records our programmers will contact the library project manager to determine a course of action
- All records contain the following standard MARC delimiters:
    - Record terminators (ASCII 1D16)
    - Field terminators (ASCII 1E16)
    - Subfield delimiters (ASCII 1F16)
- All records contain valid characters (either in MARC8 or UTF-8)
- Any null characters (hex 00) are changed to spaces when records are loaded
- MARS 2.0 will also delete empty fields or subfields as records are loaded

Note: *MARS 2.0 can process MARC 21 records that lack 001, 008 or other fields.*

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CLEANUP OPTIONS

There are several options available to select when determining how much cleanup to perform on your bibliographic records:

- **2.1:** Validate 010, 020, 022, 034 fields
- **2.2:** Leader & fixed field updates
- **2.3:** Field updates & deletes
- **2.4:** Subfield updates & deletes
- **2.5:** Indicator values
- **2.6:** Field conversions & additions
- **2.7:** Initial article & filing indicators

The rest of the information contained in Step 2 details the kinds of changes that are available to make within your bibliographic records. As with each step of this profile, these options are suggestions though each one can be customized according to your preference.

The default is to peform all cleanup options.

PROFILE STEP 2.1

2.1 - LCCN, ISBN, ISSN, CCMD Validation (check one)	
☐	Yes
☐	With these modifications

NUMERIC FIELD VALIDATION

MARC fields that are incorrectly formatted often cause user searches to fail and prevent items in the collection from being included in the system indexes. MARS 2.0 software can validate the structure of numeric data in the following fields:

- 010 - LCCN Library of Congress Control Number
- 020 - ISBN International Standard Book Number
- 022 - ISSN International Standard Serial Number
- 034 - CCMD Coded Cartographic Mathematic Data

Please indicate on Step 2.1 what kind of validation you would like performed on your 010, 020, 022 or 034 fields. Choosing "Yes, With these modifications" means that you would like the MARS 2.0 software to perform a modified validation (e.g., validate fields 020 and 022, but not fields 010 or 034).

The default is to validate all fields listed above.

PRE-2001 LCCN

LCCN Structure A (2000 and earlier) numbers are formatted according to the following 6 divisions (separated by hyphens):

1	2	3	4	5	6
nb#	71	005810	#	/AC	/r86

1. 3-character **prefix** with **lowercase letters** and/or **blanks**
2. 2 digits, usually the last 2 digits of the **year**
3. 6-digit **serial number**, with zeroes padded to the left to make 6 digits
4. Blank **space**
5. Optional variable length **suffix** and/or alphabetic identifier
6. Optional **revision date**

Examples of LCCN Structure A (the # character represents a single space):

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Examples of LCCN Structure A (the # character represents a single space):

###95156543# Displayed as: 95-156543

###94014580#/AC/r95 Displayed as: 94-14580/AC/r95

###79310919#//r86 Displayed as: 79-310919//r86

nb#71005810# Displayed as: nb71-5810

POST-2000 LCCN

LCCN Structure B (2001 and later) numbers are formatted according the following 3 divisions (separated by hyphens):

1	2	3
##	2005	256543

1. 2-character **prefix** with **lowercase letters** and/or **blanks**
2. 4-digit **year**
3. 6-digit **serial number**, with zeroes padded to the left to make 6 digits

Examples of LCCN Structure B (the # character represents a single space):

##2005256543 Displayed as: 2005-256543

##2010014580 Displayed as: 2010-14580

nb2005005810 Displayed as: nb2005-5810

According to the Library of Congress, Structure A LCCNs will not be changed to Structure B. This minimizes the impact of the LCCN change for local systems.

Since LCCN structures A and B will continue to exist in authority and bibliographic records, MARS 2.0 programs provide for validation of both old and new LCCN formats.

No provision is necessary, therefore, for the conversion of Structure A to the new Structure B formats, or vice versa.

STRUCTURE A CORRECTIONS

If the LCCN in the 010 $a is identified as a Structure A LCCN and does **not** have a valid structure, MARS 2.0 programs make the following format corrections (all changes are subsequently checked for validity):

- 3 blanks (**###**) are inserted before LCCN when no prefix is present:

  original: **95-156543** corrected to: ###**95156543#**

- Prefixes are padded to 3 characters with blanks (#) as necessary:

  original: **nb95-156543** corrected to: **nb#95156543#**

- Hyphens are replaced and padded with a **0** if there are not 6 digits present (for a total of 8 digits). A hyphen will also cause a **0** to be added when the number before the hyphen is a single digit:

  original: **nb#9-156543** corrected to: **nb#**0**9156543#**

  original: **nb#95-6543** corrected to: **nb#95006543#**

- Suffixes are removed in accordance with the revised LC standard for Structure A LCCNs:

  original: **nb#95-516543**//r86 corrected to: **nb#95156543#**

- Blank (#) is added if the LCCN does not end with one:

  original: **nb#95-516543** corrected to: **nb#95156543#**

- LCCN Structure As with 4 prefix characters or exceeding 8 digits are changed from $a to $z, and reported (R50 - see Step 5 for more information)

- LCCN Structure A prefixes (below) are corrected to the valid format (# = blank):

#a#	→	**a##**
##a	→	**a##**
#bc	→	**bc#**
#	→	**###**
##	→	**###**

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STRUCTURE B CORRECTIONS

If the LCCN in the 010 subfield $a is identified as a Structure B LCCN and does **not** have a valid structure, MARS 2.0 programs attempt to correct it by making these conversions (all changes are subsequently checked for validity):

- 2 blanks (##) are inserted before LCCN when no prefix is present:

  original: **2005-256543** corrected to: ##**2005256543**

- Prefixes are padded to 2 characters with blanks (#) as necessary:

  original: **n2005-256543** corrected to: **n#2005256543**

  original: **nb2005-256543** corrected to: **nb2005256543**

- Hyphens are replaced and padded with a **0** if there are fewer than 6 digits present (for a total of 10 digits):

  original: **nb2005-6543** corrected to: **nb2005**00**6543**

- LCCN Structure Bs with 3 prefix characters or exceeding 10 digits are changed from $a to $z, and reported (see Step 5.2, R50)

- LCCN Structure B prefixes are corrected to the valid format (# = blank):

  #a → **a#**

  #bc → **bc**

  # → **##**

020 FIELD

Some automated systems do not index an ISBN if the format is invalid. An ISBN in field 020 subfield $a should be 10 digits or 13 digits. If the ISBN in 020 subfield $a does not have the valid structure, MARS 2.0 programs attempt to correct the ISBN structure by performing the following conversions:

- ISBNs with 9 digits are padded with a **0** at beginning:

  original: **873671008** corrected to: 0**873671008**

- Hyphens are deleted:

  original: **1**-**873671**-**008** corrected to: **1873671008**

- Lowercase **x** is converted to uppercase X:

  original: **187367100**x corrected to: **187367100**X

- If the ISBN is 13 digits, first 3 digits are verified to be **978**
- As an optional service, MARS 2.0 will correct the order of the ISBN (i.e. pairs of 13/10 and 13/10)
- As an optional service, MARS 2.0 will convert ISBN-10 to ISBN-13 (includes check-sum value for both 10 and 13 length ISBNs):

  original: **1873671008** corrected to: 978**1873671**00

- ISBN-10s that exceed 10 digits or ISBN-13s that exceed 13 digits are changed from $a to $z, and reported (see Step 5.2, R50)

ORDERING 020 FIELDS

LC will accept both an ISBN-13 and an ISBN-10 for the same manifestation. These numbers are shown by publishers according to guidelines issued by the IIA, which call for grouping the pairs of ISBNs by manifestation. In printed products the ISBN-13 appears first, and each number is preceded by a print constant as in the following example:

ISBN-13: 978-1-873671-00-0

ISBN-10: 1-873671-00-8

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REPEATING ISBN SUBFIELDS

MARS 2.0 validates an 020 for correct subfield repeatability. If the ISBN contains multiple $a, each $a is placed in a separate 020:

020 $a 11111111 $a 22222222

corrected to:

020 $a 11111111

020 $a 22222222

BINDING INFORMATION IN 020s

Prior to 1978, binding information was placed in $b. Older bibliographic records may have binding information in $b rather than as a parenthetical qualifier in $a.

If the 020 contains a $b and an 020 $a exists:

- 020 $b data is enclosed in parentheses (if absent)
- 020 $b data, enclosed in parentheses, is moved to end of 020 $a data
- 020 $a 1873671008 $b pbk. → 020 $a 1873671008 (pbk.)

020 WITH MISSING $a

If the 020 contains $b and no $a exists, the $b code will be changed to $c:

020 $b pbk. → 020 $c pbk.

020 WITH MULTIPLE $c

If the 020 contains multiple $c, each $c is placed in a separate 020:

020 $c 4.95 (lib. bdg.) $c 3.60 (pbk.)

corrected to:

020 $c 4.95 (lib. bdg.)

020 $c 3.60 (pbk.)

020 WITH MULTIPLE $a AND $c

MARS 2.0 correctly handles 020s with multiple $a and $c:

020 $a 11111111 $c 4.95 $a 22222222 $c 3.60 $c 8.97 $b pbk.

corrected to:

020 $a 11111111 $c 4.95

020 $a 22222222 $c 3.60

020 $c 8.97 (pbk.)

022 FIELD

MARS 2.0 can validate the format of the ISSN in field 022 $a. Some automated systems do not index an ISSN if the format is invalid. A valid ISSN in field 022 $a has the following structure: 4 digits, hyphen, 4 digits (or 3 digits and an X):

1234-1234

1234-123X

If the ISSN in field 022 $a does not have the valid structure, MARS 2.0 attempts to correct it by making these conversions:

- Missing hyphen is added between the 4th and 5th digits:
  original: **12345678** corrected to: **1234-5678**
- Lowercase **x** is converted to uppercase X:
  original: **1234-567x** corrected to: **1234-567**X
- ISSNs that exceed 8 digits are changed from $a to $z, and reported (see Step 5.2, R50)

034 FIELD

MARS 2.0 can validate field 034 CMD (Coded Cartographic Mathematical Data) for correct format. If the 034 field 1st indicator has value **2** and the 034 field contains multiple $a, MARS 2.0 attempts to correct it by making these conversions:

- Each $a placed in separate 034 field
- Changes each 034 field 1st indicator to value **1**

  034 2_$ aa $b 100000 $aa $b 120000

  corrected to:

  034 1_$ aa $b 100000

  034 1_$ aa $b 120000

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PROFILE STEP 2.2

2.2 - Leader & Fixed Field Updates (check one)
☐ Yes
☐ With these modifications

LEADER & FIXED FIELD UPDATES

MARS 2.0 provides a variety of updates and corrections to values in the Leader and fixed fields (006, 007, 008).

Step 2.2 can be customized according to your preference. If there is other information you wish to convey to us on this step, fill in "With these modifications" with more details.

The default is to update all specified leader & fixed field values.

FIXED FIELD UPDATES

Changes to MARC 21 replaced many fixed field values or made them obsolete. In the leader, for example, the value **p** designating a “Record in partial ISBD form” in byte 18, Descriptive Cataloging Form, was made obsolete in 1987 and is now coded using value **I** (ISBD). MARS 2.0 converts a **p** value in Leader byte 18 to **i**.

Bytes 18 (Frequency) and 19 (Regularity) in the 008 fixed field for Computer files/Electronic resources format materials were made obsolete in 1995.

Additionally, 008 bytes 18-19 are undefined (should not be used) for Mixed materials format.

MARS 2.0, therefore, converts any values in 008 bytes 18-19 to blanks for Computer files/Electronic resources and mixed materials records.

COUNTRY CODE & LANGUAGE CODE CORRECTIONS

As of April 2019 we are updating obsolete Country Codes (pos. 15-17) and Language Codes (pos. 35-37) in the 008 Fixed Field as found in the Library of Congress MARC codes for Countries and Languages.

MARS 2.0 LEADER & FIXED FIELD UPDATES TABLE

In the following table, byte position is counted with the first byte being "00" (zero) to be consistent with MARC 21 Bibliographic Format documentation. The table uses the following symbols:

= **blank space**

| = **fill character**

Format codes are as follows:

Type	Definition
BK	Books
CF	Computer files / Electronic resources
MP	Maps
MU	Music
CR	Continuing resources (serials, etc)
VM	Visual materials
MP	Mixed (Archival, Manuscript, etc)

RECORD FORMAT TABLE

Type	LDR 06 Value	LDR 07 Value
BK	**t** *or* **a**	**a** *or* **c** *or* **d** *or* **m**
CF	**m**	
MP	**e** *or* **f**	
MU	**c** *or* **d** *or* **i** *or* **j**	
CR	**a**	**b** *or* **i** *or* **j**
VM	**g** *or* **k** *or* **o** *or* **r**	
MP	**p**	

Note: 'x' denotes record types affected

LEADER

Byte	From	To	BK	CF	MP	MU	CR	VM	MX
06	h b n	a	x	x	x	x	x	x	x
18	p	i	x	x	x	x	x	x	x
18	r	i	x	x	x	x	x	x	x

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006 FIELD

Byte	From	To	BK	CF	MP	MU	CR	VM	MX
All	hex '00'	#	x	x	x	x	x	x	x
06	any	#						x	
07	any	#			x			x	
08	any	#						x	
09	any	#						x	
10	any	#						x	

007 FIELD

Byte	From	To	BK	CF	MP	MU	CR	VM	MX
All	hex '00'	#	x	x	x	x	x	x	x
02	any	#	x	x	x	x	x	x	x

008 FIELD, POS. 06–24

Byte	From	To	BK	CF	MP	MU	CR	VM	MX
All	hex '00'	#	x	x	x	x	x	x	x
06	c	t	x	x	x	x		x	x
06	d	e	x	x	x	x		x	x
18	any	#		x					x
18	h	c			x				
19	any	#		x					x
19	h	c			x				
20	any	#		x			x		x
20	h	c			x				
20	any	#					x		
21	a	|				x			
21	any	#		x				x	x
21	h	c			x				
22	any	#							x
22	g h i x z	#					x		
22	u v	#	x			x			
23	any	#		x				x	
23	g h i z	#	x			x	x		x
23	j p t	#							x
23	x	#				x			
24	any	#		x	x			x	x
24	h	f	x						
24	j	i				x			
24	n	#				x			
24	y	#	x				x		
24	x	t	x						
24	3	k	x				x		
24	4	q	x				x		

008 FIELD, POS. 25–26

Byte	From	To	BK	CF	MP	MU	CR	VM	MX
25	any	#		x				x	x
25	h	f	x						
25	j	i				x			
25	n	#				x			
25	y	#	x				x		
25	x	t	x						
25	3	k	x				x		
25	4	q	x				x		
26	any	#			x			x	x
26	h	f	x						
26	j	i				x			
26	n	#				x			
26	y	#	x				x		
26	x	t	x						
26	3	k	x				x		
26	4	q	x				x		

008 FIELD, POS. 27–34

Byte	From	To	BK	CF	MP	MU	CR	VM	MX
27	any	#		x	x			x	x
27	h	f	x						
27	j	i				x			
27	n	#				x			
27	y	#	x				x		
27	x	t	x						
27	3	k	x				x		
27	4	q	x				x		
28	any	#							x
28	n	o	x				x	x	
28	j	i				x			
28	n	#				x			
29	any	#		x					x
29	j	i				x			
29	n	#				x			
30	any	#		x	x		x	x	x
31	any	#		x			x	x	x
32	any	#	x	x	x	x	x	x	x
33	any	#		x					x
33	a b c d f g h m q	z			x				
33	E	V						x	
33	#	0	x						
34	any	#		x		x			x
34	a b c d f g h m q	z			x				
34	d m t	|					x		
34	#	n						x	

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PROFILE STEP 2.3

2.3 - Field Updates & Deletes (check one)	
☐	Yes
☐	With these modifications

FIELD UPDATES & DELETES

Changes to the MARC 21 communications format have made many fields obsolete. If one field has been replaced by another, the change is shown in the Field Updates table in this section.

If the field has been made obsolete without being replaced, the field is simply deleted from the bib record. Fields that are deleted as part of MARS 2.0 are noted in the Field Deletes List below.

The default is to apply all specified field updates & deletes.

FIELD UPDATES TABLE

Fields and subfields converted by MARS 2.0.

('x' represents any 2nd indicator value, '#' represents a blank 2nd indicator value):

From	To
023	024 [8#]
211 [0x]	246 [2#]
211 [1x]	246 [3#]
212 [0x]	246 [2#]
212 [1x]	246 [3#]
212 [2x]	246 [3#]
212 [3x]	246 [3#]
214 [0x]	246 [2#]
214 [1x]	246 [3#]
265 $a	037 $b
308 $a, $b	300 $a
308 $c, $d, $f	300 $b
308 $e	300 $c

From	To
315	310
350 $a $b	037 $c (CF,CR)
350 $a	020 $c (BK,VM,MU)
503	500
507	255 (MP)
512	500
523	500
527	500
537	500
543	583
570	500
755	655
840	830

FIELD DELETES LIST

MARS 2.0 removes the following fields:

- 009, 011, 087, 091, 241, 302, 303, 304, 359
- 517, 582, 652, 680, 681, 851

PROFILE STEP 2.4

2.4 - Subfield Updates & Deletes (check one)	
☐	Yes
	☐ With these modifications

RELATOR SUBFIELD $e DELETIONS

The tables below detail the kinds of updates and deletes made to the subfields of specific fields. Each correction can be tailored to meet your expectations and preferences.

The default is to apply all specified subfield updates & deletes.

SUBFIELD UPDATES TABLE

MARS 2.0 converts these subfield codes:

Tags	From	To
024	$b	$d
050	$d	$a
111	$b	$n
242, 245, 246, 247	$d	$n
242, 245, 246, 247	$e	$p
411, 611, 711, 811	$b	$n

SUBFIELD DELETES TABLE

MARS 2.0 deletes these subfields:

Tags	Subfield
052	$c
100, 110, 111, 130, 240	$h
100, 110, 111, 130, 240, 247	$w
400, 410, 411	$w
500	$l, $x, $z
600, 610, 611, 630	$h
600, 610, 611, 630, 650, 651	$w
700, 710, 711, 730	$h
700, 710, 711, 730	$w
760, 762, 765, 767, 770, 772, 773, 774 775, 776, 777, 780, 785, 786, 787	$q
800, 810, 811, 830	$w
830	$h, $x
850	$b
850	$d
850	$e

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RELATOR SUBFIELD $e DELETIONS

Current cataloging practice restricts the use of Relator Term $e in 100 Main Entry and 700 Added Entry-Personal Name fields. A common exception is the continued use of the relator term **ill.** for **illustrators**. Since there are many variants of **ill.**, MARS 2.0 will look for these as well.

RELATOR TERMS TABLE

MARS 2.0 deletes $e and its data in fields 100 and 700 if it contains one of these Relator Terms. RDA rules allow for use of X00 $e relator terms, so please consider whether removing these is what is ultimately desired. Step 5.5 describes more details about RDA's use for relator term processing.

If not found in this list, the information remains unchanged:

arr.	ed.	joint ed.
author	editor & translator	joint editor
comp. & arr.	editor and translator	joint tr.
comp. & tr.	editor	jt. auth.
comp. and arr.	joint auth.	jt. author
comp. and tr.	joint author	jt. ed.
comp.	joint authors	tr. & ed.
compiler	joint comp.	tr. and ed.
ed. & arr.	joint compiler	tr.
ed. & tr.	joint ed. & tr.	trans.
ed. and arr.	joint ed. and tr.	translator
ed. and tr.		

TERMS TABLE FOR “ill.” CHANGES

MARS 2.0 also changes the following variations to **ill.** in $e in fields 100 and 700:

comp. & illus.	ed. and illus.	jt. illus
comp. & ill.	ed. and ill.	jt. ill.
comp. and illus.	ill	tr. & illus.
comp. and ill.	illus	tr. & ill.
ed. & illus.	illustrator	tr. and illus
ed. & ill.	joint illus	tr. and ill.

Note: *These are AACR2 tables. Some or all entries within RDA tables may be different. RDA processing options can be found in Step 5.5 of this guide.*

043 SUBFIELD VALIDATION

MARS 2.0 will validate the coding within the 043$a. Any coding that is obsolete, and has a replacement, will be updated. Any coding that is obsolete and does not have a replacement will be left as is. The coding will be kept up-to-date through the MARC Code List for Geographic Areas

PROFILE STEP 2.5

2.5 - Indicator Updates	
☐	Yes
☐	With these modifications

INDICATOR UPDATES

The following tables show the standard updates to 1st and 2nd indicators.

1ST INDICATOR UPDATES TABLE

MARS 2.0 makes these changes to the 1st indicator:

Tags	From	To
017	any	#
048	012	#
082	#	0
082	2	1
100	#2	1
110, 111	#	2
130	#	0
210	#	1
222	any	#
240, 243	2	0
240, 243	3	1
260	01456789	#
400	#2	1
410, 411	#	2

Tags	From	To
505	#	0
511	#23	0
534	01	#
535	03	1
550	any	#
600	#2	1
610, 611	#	2
630	#	0
700	#2	1
710, 711	#	2
730	#	0
800	#2	1
810	#	2
811	#	2

2ND INDICATOR UPDATES TABLE

MARS 2.0 makes these changes to the 2nd indicator:

Tags	From	To
050	#123	0
051	0123	#
060	#123	0
061	0123	#
070, 071	0123	#
072	#	0
100, 110, 111, 130	any	#

Tags	From	To
210	123456789	#
260	any	#
440	#	0
490	any	#
600, 610, 611, 630	#	0
650, 651	#	0
700, 710, 711, 730, 740	013	#

The default is to update all specified indicator changes.

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PROFILE STEP 2.6

2.6 - Field Conversions & Additions
☐ Yes
☐ With these modifications

FIELD CONVERSIONS AND ADDITIONS

A number of MARC Update conversions are more complex than simply changing a field tag or subfield code to the current value. Some fields, such as the 007, often need to be added to a record. The special MARC field conversion and additions currently provided are:

- Add missing format data
  - 007
  - 245 $h (for AACR2 records, not RDA)
- Add missing subfield data
  - 017 $b
  - 032 $b
- Complex field conversions
  - 1XX Main-Entry-Is-Subject
  - 260 $d to 028 $a
  - 262 to 260
  - 300
  - 301 to 300
  - 305 to 300
  - 705 to 700
  - 715 to 710
  - X11

Describe modifications to processing listed above. Provide a different default for the 007 field by listing specific values for each position.

If any of the MARS 2.0 update special field conversions adds a field identical to a pre-existing field, the identical fields will be deduplicated.

The default is to apply all specified field conversions & additions.

007 FIELD

MARS 2.0 can add an 007 Physical Description Fixed Field when missing. MARS 2.0 takes into account various fields within the Bib record, such as the 300/33X/34X fields, in order to populate the 007 field as accurately as possible. There may be some instances in which an 007 cannot be populated. MARS 2.0 attempts to add a missing 007 for the following: maps, sound recordings, video recordings, and microform.

1XX MAIN-ENTRY-IS-SUBJECT

In the past, a value of **1** in the 2nd indicator meant the 1XX heading represented both the **main entry** and a **topical subject** access point. A MARC update in 1990 made use of the 1XX 2nd indicator for this purpose obsolete.

MARS 2.0 generates a 6XX Subject Added Entry field when the 1XX Main Entry field has 2nd indicator value **1** (main entry is subject). The 2nd indicator of the 1XX Main Entry field is changed to a **blank**—the only value currently authorized for a 1XX 2nd indicator. The 1st indicator of the new 6XX field will match the 1XX field and the 2nd indicator will be '0'.

245 $h ADDED (MEDIUM-AACR2)

MARS 2.0 can check for the absence of a $h (Medium) in the 245 Title Statement and add a missing General Material Designation (GMD) in some cases:

245 10 $a Olympia town square /$c by Fred Smith.

changes to:

245 10 $a Olympia town square **$h [cartographic material]**
/$c by Fred Smith

The following 245 $h GMDs are added based on the values indicated:

245 $h	LDR Byte 06 Value	008 contains
[cartographic material]	**e** *or* **f**	
[electronic resource]	m	
[electronic resource]	a or t	byte 33 = **f**
[electronic resource]	e or f	byte 29 = **q**
[filmstrip]	g	byte 33 = **f**
[kit]	o	
[microform]	**a** *or* **t**	byte 23 = **a**, **b** *or* **c**
[motion picture]	g	byte 33 = **m**
[slide]	g	byte 33 = **s**
[sound recording]	**i** *or* **j**	
[transparency]	g	byte 33 = **t**
[videorecording]	g	byte 33 = **v**

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MARS 2.0 can also standardize GMDs already present in the 245 $h subfield. MARS 2.0 GMD Standardization is described in Step 2.8.

Note: *$h (Medium) data in other title fields and subfields are normally deleted in keeping with current cataloging practice (see the Subfield Deletes table in Step 2.4).*

017 FIELD

MARS 2.0 adds $b (Source) if not present in field 017 Copyright Registration Number. The $b in field 017 carries the name of the agency assigning the copyright registration number.

Because the $b is now required, and records input before 1980 do not contain it, MARS 2.0 can add the appropriate $b code and data "U.S. Copyright Office" to field 017.

028 FIELD

If the subfield order in an 028 field is $b $a, MARS 2.0 reorders the subfields so they follow the current standard order of $a $b.

032 FIELD

MARS 2.0 adds $b (Source) if not present in field 032 Postal Registration Number. The $b in the 032 field carries the name of the agency assigning the postal registration number.

Because $b is now required and records input before the subfield was defined do not contain it, MARS 2.0 can add the appropriate $b code and data "USPS" to field 032.

260 FIELD

MARS 2.0 can convert field 260 $d to field 028 $a. Field 260 $d was defined as "Plate or publisher number," but was made obsolete when field 028 Publisher Number for Music was defined.

If a 260 $d exists in a bibliographic record and the value in Leader byte 06 is **c**, **d**, **i** or **j**:

- **028** field with indicator values **02** is **generated**
- **260 $d** is **moved** to **028 $a**
- **260 $b** is **copied** to **028 $b**
- Punctuation in the 260 field is corrected, if necessary

The 260 field conversion option includes special routines that update the punctuation in all 260 fields in the bibliographic records being processed.

Please also see Steps 4.3 & 4.4 for 260 updates and conversion to 264 fields.

These punctuation routines update much of the punctuation in 260 fields to the current standards, including:

- <space> + <colon> before $b
- <comma> before $c
- Final field punctuation, as necessary

262 FIELD

Field 262 is restricted to pre-AACR2 records for sound recordings. Field 260 is valid for use with all music materials including sound recordings for the data contained in the 262 $a $b $c. Field 028 was defined for the data in the 262 $k $l (lowercase 'L').

If field 262 exists in a bibliographic record:

- 262 is **changed** to 260
- Changes both indicators of new 260 to blank
- Retains these subfield codes: $a $b $c

For each 262 $k present:

- 028 field with indicator values 02 is **generated**
- 262 $k is **moved** to 028 $a
- 262 $b is **copied** to 028 $b

For each 262 $l (lowercase 'L') present:

- 028 field with indicator values 12 **generated**
- 262 $l is **moved** to 028 $a
- 262 $b is **copied** to 028 $b

If the 262 field does not contain a $k or $l (lowercase 'L'), MARS 2.0 does the following additional conversions:

- 262 $c is **moved** to 028 $a with indicator values 02
- 262 $e is **moved** to 028 $b with indicator values 12
- 262 $b is **copied** to 028 $b
- 262 $d **changed** to $c code

After all conversions have been completed, the punctuation in the 028 fields and 260 field is updated.

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300 FIELD

Field 300 Physical Description of the described item includes validation and cleanup for language materials only (Leader byte 06 = a). Non-print bibliographic records (i.e. media, electronic resources, microforms) are not updated during this process. Each option described below can be customized according to your preference.

The following changes are made to the 300 $a:

- unp. or n.p. is **changed** to 1 v. (unpaged)
- Comma is added to page numbers if missing (e.g., 1264 p. *becomes* 1,264 p.)
- l. is **changed** to leaves
- approx. is **changed** to ca.
- p.l. is **removed** (e.g., 4 p.l., xv, 20 p. becomes xv, 20 p.)
- unnumbered is **removed** and **brackets added** (e.g., 48 unnumbered leaves becomes [48] leaves)
- [various pagings] is **changed** to (various pagings)

The following changes are made to the 300 $b:

- Illustrative matter is rearranged to be in correct order
- Obsolete illustrative matter is replaced with ill. (e.g., tables or fronts. becomes ill.)
- ill. is **removed** if followed by parenthetical illustrative matter (e.g., ill. (ports.) becomes ports.)
- illus. is **changed** to ill.

The following general changes are made to the 300:

- Various punctuation and spacing issues updated
- Adds ;$c cm. if missing
- Adds 300 $a p. ;$c cm. if record is monograph and 300 does not exist
- Numbered plate data in $b is **moved** to $a; if plate designation is not numbered, it is **removed**

301 FIELD

In 1983, field 301 was made obsolete for visual materials. Physical description data is now carried in field 300 Physical Description, with the formerly separate color ($c), sound ($b), and videorecording speed ($f) data recorded in 300 $b.

If field 301 exists in a bibliographic record:

- 301 is **changed** to 300, with indicator values <blank><blank>
- **Retains $a** and **$e**, with data
- $d is **changed** to $c
- $b $c $f data is **combined** into single $b

305 FIELD

Field 305 Physical Description for Sound Recordings is a pre-AACR2 field made obsolete by format integration. Field 305 was functionally replaced by field 300 Physical Description.

If field 305 exists in a bibliographic record:

- 305 is **changed** to 300, with indicator values <blank><blank>
- **Retains $a** and **$c**, with data
- $b $d $e $f data is **combined** into single $b
- Updates the punctuation

For each $m present in the 305 field:

- 305 $m is **moved** to 028 $a with indicator values 02
- 260 $b is **copied** to 028 $b

260 $a New York, NY **$b Columbia**, $c 1959.
300 $a 1 sound disc (20 min.) :$b analog, 33 1/3 rpm, stereo.
;$c 12 in. **$m STMA 8007**

changes to:

028 02 $a STMA 8007 $b Columbia
260 $a New York, NY $b Columbia, $c 1959.
300 $a 1 sound disc (20 min.) :$b analog, 33 1/3 rpm, stereo. ;$c 12 in.

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For each $n present in the 305 field:

- 305 $n is **moved** to 028 $a with indicator values 11
- 260 $b is **copied** to 028 $b

300 $a 1 sound disc (18 min.) $c 10 in. $b 74 rpm **$d** standard **$e** monaural **$m STMA 3059 $n L27410X**

changes to:

028 02 $a STMA 3059

028 11 $a L27410X

300 $a 1 sound disc (18 min.) :$b 74 rpm, standard, monaural $c 10 in.

705 & 715 FIELD CONVERSION

MARS 2.0 converts 705 fields to the equivalent 700 field and 715 fields to 710 field, while also adding a Relator Code $4. The default content of the added $4 is **prf**, the code for **performer**.

Note: *Indicate in Step 2.6 if you would like a value different from* **prf** *in the new subfield $4.*

X11 CONFERENCE NAME HEADINGS

MARS 2.0 updates Conference Name fields **111**, **611**, **711**, **811** to conform to AACR2 and current MARC 21 standards. To change the obsolete $b code to $n, MARS 2.0 rearranges the subfields in AACR2 order and corrects the punctuation.

Pre-AACR2

711 01 $a International Conference on the Chemistry and Uses of Molybdenum, **$b** 1st, **$c** University of Reading, **$d** 1973

changes to AACR2 form:

711 0 $a International Conference on the Chemistry and Uses of Molybdenum **$n (**1st :**$d** 1973 :**$c** University of Reading**)**

PROFILE STEP 2.7

2.7 - Initial Articles
☐ Yes
☐ Exclude Corporate Name (X10) Headings
☐ With these modifications

INITIAL ARTICLES AND INDICATORS

MARS 2.0 supports the standard practice of omitting most initial articles even if a nonfiling character indicator has been defined for the field.

Initial articles are retained, and the filing indicator correctly set, for the 245 Title Statement and 440 Series Statement/Title Added Entry fields.

The MARS 2.0 Initial Article Table is an important part of the initial article processing routines. A copy is included at the end of this section. It is based on the Initial Definite and Indefinite Articles table that starts on page 40.

The default is to exclude specified initial articles.

CORPORATE HEADING INITIAL ARTICLE CHECK

You can choose to have corporate heading fields checked for initial articles. This MARS 2.0 option examines $t in fields **110**, **410**, **610**, **710**, and **810**.

If $t begins with **The**, the initial article is deleted and the first letter of the subsequent word is capitalized. Additionally, if the first word is **A** or **An**, MARS 2.0 includes it in the Possible Leading Articles report (see Step 5.2, R14).

245 & 440 FIELDS

MARS 2.0 checks $a for any initial article in the language of the item (as coded in fixed field 008, bytes 35-37). If an initial article is found in field 245 or 440, the 2nd indicator (Nonfiling Characters) is set to the value in the MARS 2.0 Initial Article Table.

If the field does not begin with an article in the language of the item, and the Nonfiling Characters indicator contains a number, no processing is done. This prevents setting an incorrect indicator value when a heading has been correctly coded for an initial article in a language other than that of the item as a whole.

If the 2nd indicator contains a blank (or any other character except a number), MARS 2.0 looks for the presence of an initial **A**, **An**, or **The**. If the heading begins with one of these three text strings, the heading is included in the Possible Leading Articles report (see Step 5.2, R14).

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If no other condition is satisfied, a blank Nonfiling Characters indicator is set to zero.

MARS 2.0 initial article processing is fully compliant with the February 20, 2003 Library of Congress change in counting non-filing characters.

Diacritics associated with the initial letter of the following word are no longer included in the filing indicator.

245 0**5** $a **Der ö**ffentliche Dienst ...

440 **5** $a **Los ú**ltimos alazapas ;$v 2

changes to:

245 0**4** $a **Der** öffentliche Dienst ...

440 **4** $a **Los** últimos alazapas ;$v 2

Diacritics associated with the initial article and special characters other than diacritics, however, continue to be included in the filing indicator as shown in the examples below:

245 0**5** $a **[The P**art of Pennsylvania that ... townships].

245 1**5** $a **The "o**ther" person ...

MARS 2.0 does **not** examine $p.

OTHER FIELDS

MARS 2.0 examines the beginning of each instance of these fields and subfields for initial articles:

SUBFIELD $a		
130	210	240
630	211	242
730	212	243
740	214	246
830	222	247

SUBFIELD $t		
100	110	111
400	410	411
600	610	611
700	710	711
800	810	811

For fields that have a Nonfiling Characters indicator defined, the initial word is extracted based on the filing indicator and is compared with all articles in the MARS 2.0 Initial Article Table.

If the initial word is an article:

- The word is deleted
- The first letter of the subsequent word is capitalized
- The filing indicator is reset to zero

If the article is not found, MARS 2.0 includes the field in the **Suspicious Filing Indicators Report** for local review (see Step 5.2, R13).

MARS 2.0 uses a different process if:

- The filing indicator is a zero or a blank
- No filing indicator has been defined for the field
- The subfield being examined is a $t subfield
- If the subfield begins with **The**
- The initial article is deleted
- The first letter of the subsequent word is capitalized
- The filing indicator (if defined) is reset to zero

Additionally, if the first word is **A** or **An**, it is included in the **Possible Leading Articles Report** (see Step 5.2, R14).

COUNTING NONFILING CHARACTERS

With the advent of MARC 21, the method of counting non-filing characters was clarified. On February 20, 2003 the Library of Congress implemented a change in practice for counting non-filing characters to reflect the MARC 21 clarification.

This change applies when definite or indefinite articles are present and the first filing word following the article begins with a character modified by a diacritic. When an initial article is present, the rule for counting non-filing characters is as follows:

> *Count the article, diacritics associated with the article, any blank space, an alif, an ayn, or any mark of punctuation preceding the first filing character.*
>
> *Do **not** count a diacritic associated with the first filing character (the alif and ayn are not diacritics, they are special spacing characters not considered for filing).*

NOTES

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This practice is best illustrated by the following examples.

Old practice:

245 1**3** $a **L'é**té …

245 1**5** $a **Los ú**ltimos …

245 0**5** $a **Der ö**ffentliche Dienst …

245 1**5** $a **al-ʻĀ**lam …

New practice:

245 1**2** $a **L'**été …

245 1**4** $a **Los** últimos …

245 0**4** $a **Der** öffentliche Dienst …

245 1**4** $a **al-ʻĀ**lam …

Other helpful examples with and without initial articles (these do **not** reflect a change in practice):

245 0**4** $a **al-ʻ**Arabīyah …

245 1**4** $a **Hē** Monē …

245 1**2** $a **L'**enfant criminal.

245 0**5** $a **[The** Part of Pennsylvania that … townships].

245 1**5** $a **The "**other" person …

245 1**0** $a **[**Diary] …

245 1**0** $a **"**Full steam ahead!" …

Note: *The following characters can be considered candidates as "the first filing character":*

latin letters	ð - eth	Ø - slashed o
arabic numbers	ı - turkish i	Þ - icelandic thorn
super or subscript numbers	Ł - polish L	# - hatch mark
Æ - AE diagraph	ℓ - script L	& - ampersand
Œ - OE diagraph	o - hooked o	+ - plus sign
Đ - crossed d	u - hooked u	

MARS 2.0 INITIAL ARTICLE TABLE

The table shown on the next four pages is used in the MARS 2.0 processing. It lists each initial article, and the associated filing indicator, by language.

This table is not intended as a comprehensive list, but rather a tool that is used within a specific automated process. Generally, initial articles that cannot be correctly converted in all headings without manual review are not included in the table.

Language	Article	Ind
language not coded or language code not found in this table	a	2
	an	3
	the	4
Afrikaans	die	4
	‘n	3
Arabic	al-	3
	el-	3
Baluchi	al-	3
Basque	bat	4
Catalan	el	3
	els	4
	en	3
	l’	2
	la	3
	les	4
	un	3
	una	4
Danish	de	3
	den	4
	det	4
	en	3
	et	3
Dutch	de	3
	een	4
	eene	5
	het	4
	‘n	3
	‘t	3

Language	Article	Ind
English	a	2
	an	3
	d’	2
	de	3
	the	4
Esperanto	la	3
French	l’	2
	la	3
	le	3
	les	4
	un	3
	une	4
Frisian	de	3
	‘e	3
	in	3
	it	3
	‘n	3
	‘t	3
Gaelic	a’	3
	am	3
	an	3
	an t-	5
	na	3
	na h-	5
Gallegan (Galician)	a	2
	as	3
	o	2
	unha	5

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MARS 2.0 INITIAL ARTICLE TABLE (2 OF 4)

Language	Article	Ind
German	das	4
	dem	4
	den	4
	der	4
	des	4
	die	4
	ein	4
	eine	5
	einem	6
	einen	6
	einer	6
	eines	6
	‘s	3
Greek, Ancient	hai	4
	hē	4
	ho	3
	hoi	4
	ta	3
	tais	5
	tas	4
	tē	4
	tēn	5
	tēs	5
	to	3
	tō	4
	tois	5
	ton	4
	tōn	5
	tou	4
Greek, Modern	hai	4
	hē	4
	heis	5
	hen	4
	hena	5
	henas	6
	ho	3
	hoi	4
	mia	4
	ta	3
	tēn	5
	tēs	5
	to	3
	ton	4
	tōn	5
	tou	4
Hawaiian	he	3
	ka	3
	ke	3
	kekahi	7
	na	3
	o	2
Hebrew	ha-	3
	he-	3
	ho-	3
Hungarian	a	2
	az	3
	egy	4

MARS 2.0 INITIAL ARTICLE TABLE (3 OF 4)

Language	Article	Ind
Icelandic	hin	4
	hina	5
	hinar	6
	hinir	6
	hinn	5
	hinna	6
	hinnar	7
	hinni	6
	hins	5
	hinu	5
	hinum	6
	hio	4
	‘r	3
Irish	an	3
	an t-	5
	na	3
	na h-	5
Italian	gl’	3
	gli	4
	i	2
	il	3
	l’	2
	la	3
	le	3
	lo	3
	un	3
	un’	3
	una	4
	uno	4
Malagasy	ny	3
Maltese	il-	3
	l-	2

Language	Article	Ind
Norwegian	de	3
	dei	4
	den	4
	det	4
	e	2
	ei	3
	ein	4
	eit	4
	en	3
	et	3
Panjabi	al-	3
Perisian	al-	3
Portuguese	a	2
	as	3
	o	2
	os	3
	um	3
	uma	4
Provençal	ih-	3
	il	3
	l’	2
	la	3
	las	4
	le	3
	les	4
	lh	3
	lhi	4
	li	3
	lis	4
	lo	3
	los	4
	lou	4

NOTES

NOTES

MARS 2.0 INITIAL ARTICLE TABLE (4 OF 4)

Language	Article	Ind
Provençal (*cont.*)	lu	3
	un	3
	una	4
	uno	4
	uns	4
	us	3
Romanian	a	2
	al	3
	o	2
	un	3
	unei	5
	unui	5
Scots	a	2
	an	3
	ane	4
Spanish	el	3
	la	3
	las	4
	lo	3
	los	4
	un	3
	una	4
Swedish	de	3
	den	4
	det	4
	en	3
	ett	4

Language	Article	Ind
Tagalog	ang	4
	ang mga	8
	mga	4
	m̃ga	5
	sa	3
	sa mga	7
	si	3
	siná	6
Turkish	al-	3
Urdu	al-	3
Welsh	y	2
	yr	2
Yiddish	a	2
	an	3
	der	4
	di	3
	die	4
	dos	4
	eyn	4
	eyne	5

NOTES

Step 3: GMD to CMC

GMD TO CMC OVERVIEW

This phase of RDA processing comprises a series of routines that compare existing GMDs (245 $h) as well as specific positions of the leader and fixed fields to determine the best RDA Content, Media, and Carrier (CMC) types to add to the 33X fields in your records.

GMD TO CMC CONVERSION TABLE

Here is a sample GMD to CMC conversion table. The full table consists of over 600 different variations. Fields taken into account in adding the 33X fields include the Leader, 007, 008, 245$h, and 300$a.

If your local practices for assigning GMD or CMC differ from MARS 2.0 processing, please contact your Backstage project manager to discuss options for altering the way GMDs and CMCs are processed in your records.

Note: *Custom mappings can also be generated upon request.*

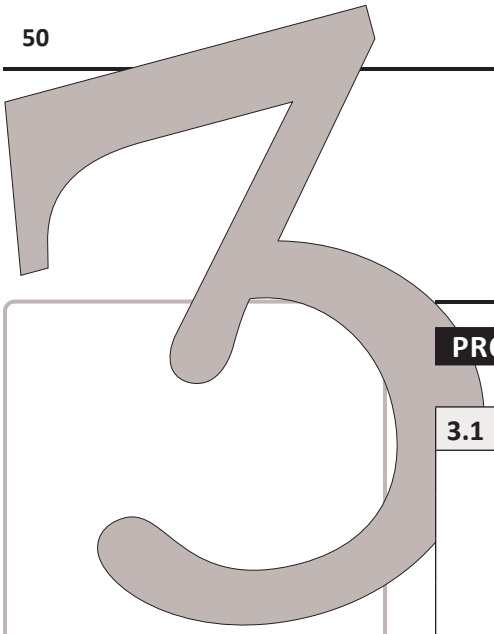
GMD = 245 $h [sound recording]

LDR 06	007 00	007 01	008 30	Content Type (336)	Media Type (337)	Carrier Type (338)
i	s	g	s	sounds	audio	audio cartidge
i	s	e	s	sounds	audio	audio cylinder
i	s	d	s	sounds	audio	audio disc
i	s	i	s	sounds	audio	sound track reel
i	s	q	s	sounds	audio	audio roll
i	s	s	s	sounds	audio	audiocassette
i	s	t	s	sounds	audio	audiotape reel
i	s	z	s	sounds	audio	other audio carrier
i	s	g		spoken word	audio	audio cartridge
i	s	e		spoken word	audio	audio cylinder
i	s	d		spoken word	audio	audio disc
i	s	i		spoken word	audio	audio track reel

Step 3 comprises the options available for GMD and CMC Processing:

- **Step 3.1** - GMD Standardization
- **Step 3.2** - GMD Processing
- **Step 3.3** - CMC Processing

NOTES



NOTES

PROFILE STEP 3.1

3.1 - GMD Standardization (check all that apply)	
☐	Use AACR2 Standard Terms Table (Level 1)
☐	Use Common Practice Terms Table (Level 2)
☐	Use Custom GMDs List (attach a GMD Table)
☐	Add square brackets
☐	Remove square brackets

GMD STANDARDIZATION

MARS 2.0 updates obsolete General Material Designations (GMDs) to the current authorized form, and corrects most incorrectly spelled GMD variants.

The default is to use the AACR2 standard terms and add square brackets.

GMD LOCATION

MARS 2.0 assumes it has reached the end of the 245 $h when it encounters one of the following characters: subfield delimiter, end-of-field delimiter, forward slash, back slash, colon, semicolon, equals sign, or period.

The 245 $h will be moved:

- Before $b or after $n or $p in headings with a $b
- Before a $c in headings without a $b, $n, or $p

245 10 $a Royal gazette /$c New Brunswick **$h microform**

245 00 $a Daily report. **$h kit** $p People's Republic of China.

changes to:

245 10 $a Royal gazette **$h [microform]** /$c New Brunswick.

245 00 $a Daily report. $p People's Republic of China **$h [kit]**.

AACR2 STANDARD TERMS (LEVEL 1)

In the AACR2 Standard Terms option (GMD Level 1), MARS 2.0 will convert as many GMDs as possible to the terms authorized in the current edition of AACR2.

For example, both **$h [computer file]** and **$h [computer fillle]** would be modified to **$h [electronic resource]**. A list of the terms in both processing levels is shown on pages XX and XX.

COMMON PRACTICE TERMS (LEVEL 2)

In some local catalogs, there may exist GMDs which are not included in the AACR2 list of authorized GMDs (AACR2 paragraph 1.1C). The MARS 2.0 Level 2 GMD list contains **common** terms used in many libraries.

For example, using the Level 2 Common Practice Terms table, the GMD **$h [audicassette]** would be corrected to **$h [audiocassette]**, while in the AACR2 Standard Terms option (Level 1) **$h [audicassette]** would be corrected to the standard AACR2 GMD **$h [sound recording]**.

Obsolete terms (i.e., terms that were once authorized by AACR2 and have been replaced by a different term) are normally updated to the replacement term even in Level 2. For example, **$h [computer file]** is replaced by the newer term **$h [electronic resource]**.

CUSTOM TERMS

You can easily modify either of the GMD term options available in MARS 2.0. For example, if you would like to standardize all your GMDs to the AACR2 Standard Terms, but retain the non-standard terms “microfiche” and “microfilm”, simply notate it in Step 3.1 under Additional Information.

BRACKETS

MARS 2.0 can also add square brackets around the GMD if not present. Similarly, if the GMD is enclosed in parentheses, angle brackets, etc. MARS 2.0 changes them to square brackets. MARS 2.0 can also remove brackets from GMDs to support systems in which the brackets cause display problems.

245 14 $a The royal gazette **$h microform** /$c New Brunswick.

245 10 $a Pride and prejudice **$h (videorecording)**

changes to:

245 14 $a The royal gazette **$h [microform]** /$c New Brunswick.

245 10 $a Pride and prejudice **$h [videorecording]**

Even if your present local system generates the necessary square brackets, it is likely another system will require them in the record so adding them will facilitate record sharing. **Note**: *Brackets around GMDs can only be added or removed if GMDs are being standardized. If GMDs are not being standardized, no changes will occur in the 245 $h.*

NOTES

SUMMARY

The table below shows the results of selecting the various GMD Standardization options in Step 3.1:

Original Form of GMD in Bib Record: $h audiocasste

Corrected Form of GMD	AACR2 Standard Terms Level 1 selected	Common Practice Terms Level 2 selected
Add Brackets	$h [sound recording]	$h [audiocassette]
Remove Brackets	$h sound recording	$h audiocassette

NOTES

Level 1 - AACR2 Standard Terms		
activity card	flash card	object
art original	game	picture
art reproduction	kit	realia
braille	manuscript	slide
cartographic material	microform	sound recording
cartographic material (tactile)	microscope slide	technical drawing
chart	model	text
chart (large print)	motion picture	text (large print)
diorama	multimedia	toy
electronic resource	music	transparency
filmstrip	music (braille)	videorecording

Level 2 - Common Terms		
activity card	globe	record
art original	government document	serial
art reproduction	graphic	slide set
atlas	kit	sound recording
audiocassette	large print	sound recording (cassette)
braille	laser disc	sound recording (compact disc)
cartographic chart	LP	sound recording (CD)
cartographic material	manuscript	sound recording (LP)
cartographic material (tactile)	map	study print
CD recording	map (tactile)	technical drawing
CD-ROM	microfiche	text
CDV	microfilm	text (large print)
chart	microform	toy
chart (large print)	microopaque	transparency
compact disc	microprint	US document
diorama	microscope slide	VHS
DVD	model	video CD
DVD-ROM	motion picture	video single disc
electronic resource	music	videocassette
electronic resource (CD-ROM)	music (braille)	videodisc
federal document	newspaper	videodisc (DVD)
filmstrip	periodical	videorecording
flash card	photograph	videorecording (DVD)
floppy	picture	videorecording (VHS)
game	realia	VSD

PROFILE STEP 3.2

3.2 - GMD Processing
☐ Retain 245 $h GMD term
☐ Add 245 $h GMD term when missing
☐ AACR2 records only
☐ Remove 245 $h GMD term
☐ Move to 500 note field
☐ Move to other field

RETAIN OR REMOVE GMD

PCC guidelines for hybrid records recommended retaining the GMD (245 $h) until March 31, 2016 to facilitate ILS display or discovery. To this end there are also options to add GMDs to records that are missing one. Options are available for excluding the addition of certain terms if desired.

ADD MISSING GMD TERMS

MARS 2.0 also has the ability to add missing GMD terms. Current PCC standards recommend not adding missing GMDs to existing RDA records. However, we understand that this may be desirable in the short term for some libraries participating in the transition between AACR2 and RDA records.

The following table shows a sample of the 245 $h GMDs that can be added:

245 $h	LDR Byte 06 Value	008 contains
[cartographic material]	**e** *or* **f**	
[electronic resource]	m	
[filmstrip]	g	byte 33 = **f**
[kit]	o	
[microform]	**a** *or* **t**	byte 23 = **a**, **b** *or* **c**
[motion picture]	g	byte 33 = **m**
[slide]	g	byte 33 = **s**
[sound recording]	**i** *or* **j**	
[transparency]	g	byte 33 = **t**
[videorecording]	g	byte 33 = **v**

To modify any values in this table, please indicate those changes in Step 3.4 of the online profile.

Note: $h (medium) in other title fields and subfields are normally deleted in keeping with current cataloging practice (see Subfield Deletes Table in RDA 2.4)

NOTES

REMOVE GMD TERMS

MARS 2.0 also provides the option to remove the GMD in the 245 $h if you no longer need it. This is not currently recommended by LC/PCC standards. However, if you do need to remove the 245 $h, you may wish to house it elsewhere temporarily. Please choose in either a generic 500 field or some other field within your record.

The default is to retain the 245 $h GMD term.

NOTES

**While retention of the GMD is no longer recommended by PCC, many of our clients prefer to retain the GMD, which is why it is still our default.

PROFILE STEP 3.3

3.3 - CMC Processing			
	☐	Add 336 (Content)	
	☐	Add 337 (Media)	
	☐	Add 338 (Carrier)	

CONTENT, MEDIA, CARRIER

Specify whether to exclude 33X fields from being generated as part of the mapping between 245 $h GMD and 33X Content, Media, and Carrier types.

MARS 2.0 processing utilizes over 600 individual rules in order to properly map to the most correct set of 33X fields. For instance, there are over 100 rules dedicated solely to electronic resources.

If present, GMDs are used in the vetting process, as well as 006, 007, and 008 fixed field positions.

A $2 with the relevant CMC will also be added during the update process: $2 rdacontent, $2 rdamedia, $2 rdacarrier.

The default is to generate all 33X fields from 245 GMDs.

$a TERM and $b CODE

original record:

LDR 02081c**j**m 2200517 a 4500

007 **sd** fsngnnmmned

245 $a Violin concerto **$h [sound recording]** :$b Piano quartet /$c Dvorak.

300 $a 1 sound disc :$b digital ;$c 4 3/4 in.

33X added:

336 $a **performed music** $b **prm** $2 rdacontent

337 $a **audio** $b **s** $2 rdamedia

338 $a **audio disc** $b **sd** $2 rdacarrier

NOTES

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AACR2 GMD TERMS CHECKED

activity card	art original	art reproduction
braille	cartographic material	cartographic material (tactile)
chart	chart (large print)	diorama
electronic resource	filmstrip	flashcard
game	kit	manuscript
microform	microscope slide	model
motion picture	multimedia	music
music (braille)	object	picture
realia	slide	sound recording
technical drawing	text	text (large print)
toy	transparency	videorecording

COMMON GMD TERMS CHECKED

atlas	audiocassette	cartographic chart	cd recording
cd-rom	cdv	compact disc	dvd
dvd-rom	electronic resource (cd-rom)	equipment	federal document
floppy	globe	government document	graphic
large print	laser disc	lp	map
map (tactile)	microfiche	microfilm	microopaque
microprint	miscellaneous	newspaper	periodical
photograph	record	serial	slide set
sound recording (cd)	sound recording (lp)	sound recording (cas-sette)	sound recording (compact disc)
study print	us document	vhs	video single disc
video-cd	videocassette	videodisc	videodisc (dvd)
videorecording (dvd)	videorecording (vhs)	vsd	

NOTES

Step 4: Description

DESCRIPTION OVERVIEW

With the formulation of RDA, some rules governing descriptive fields were adjusted. Among these were changes on how to handle statements of responsibility, parallel titles, publishing dates, imprint geographic naming conventions, and abbreviations. A new fiels was also created for publishing information. Utilizing the options in Step 4 will allow you to enrich your bibliographic descriptive fields to RDA guidelines.

A large part of descriptive enrichment deals with abbreviations, since one of the big differences between AACR2 and RDA is the notion of "key it as you see it." When cataloging an item in RDA, you should not be abbreviating common terms as you would with AACR2. AACR2 was meant as a display standard (as there was a finite amount of space for catalog cards). RDA is intended as a descriptive standard.

MARS 2.0 utilizes several lists of commonly abbreviated terms so they can be expanded into their unabbreviated form.

However, there is one caveat to consider with regards to expanding abbreviations to their fuller forms: the actual item in hand may have the term abbreviated. This is something that cannot be controlled in an automated process, so the options available in Step 4 mandate that either all of a certain term is expanded, or retained in the abbreviated form.

Backstage also makes several (standard) reports available which list every abbreviation that has been expanded, so you can find any term that should still be abbreviated.

Step 4 comprises the updates and abbreviations that can be expanded in descriptive fields:

- **Step 4.1** - 245 Field (Title)
- **Step 4.2** - 25X Field (Edition, Cartography)
- **Step 4.3** - 260 Field (Imprint)
- **Step 4.4** - 260 to 264 Conversion
- **Step 4.5** - 300 Field (Physical Description)
- **Step 4.6** - Other Field Additions
- **Step 4.7** - 5XX Fields (Notes)
- **Step 4.8** - 34X Field additions

NOTES

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NOTES

PROFILE STEP 4.1

4.1 - Title - 245 Field	
☐	All title field updates in 245 fields
☐	Only the following title field updates in 245 field
☐	245 $a [translated title] > 246 31 $a [titles]
☐	245 $b by ... > 245 $c by ...
☐	245 $c [et al.] > 245 $c [and others]
☐	245 $c ... > 245 $c [and others]
☐	If LDR[06] is not 'e' or 007[00] is not 'm'; then: 245 [data] > 245 *data removed*

BRACKETED TITLE INFORMATION

If the LDR position 06 is not equal to **e** or the 007 position 00 is not **m** then certain terms within the 245 $b which are enclosed in square brackets (e.g. announcement, novel, poems, proceedings, program, selections) will be deleted. If there is nothing remaining in the $b, the $b will be **deleted**:

original field:

245 00 $a Seattle Film Festival : **$b [program].**

updated field:

245 00 $a Seattle Film Festival.

PARALLEL TITLES

If there is an equal sign **=** preceeding the $b, then the text that follows the equal sign will be copied into a 246 field with indicators of 31. The new 246 will not be added if the exact same 246 field already exists:

original field:

245 00 $a International meteorological vocabulary **= $b Vocabulaire météorologique international = Mezhdunarodnyi meterologicheskii slovar' = Vocabulario meteorologico internacional.**

updated field:

245 00 $a International meteorological vocabulary = $b Vocabulaire météorologique international = Mezhdunarodnyi meterologicheskii slovar' = Vocabulario meteorologico internacional.

246 31 $a Vocabulaire météorologique international

246 31 $a Mezhdunarodnyi meterologicheskii slovar'

246 31 $a Vocabulario meteorologico internacional

STATEMENT OF RESPONSIBILITY

Within the 245 $b, certain terms which come right before the $c will be moved into the $c. This includes the following terms: a novel, dramatised adaptations, novel, research and text, and stories:

original field:

245 10 $a Characters From Dickens : **$b dramatised adaptations / $c** by Barry Campbell

updated field:

245 10 $a Characters From Dickens **/ $c dramatised adaptations** by Barry Campbell

NOTES

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NOTES

[et al.] CHANGES TO [and others]

Within the statement of responsibility (245 $c), **... [et al.]** will be changed to **[and others]**. This will also be flagged on report R154 in case you would like to add additional contributors to the statement of responsibility:

original field:

245 10 $a Second growth / $c Sean Markey **... [et al.].**

updated field:

245 10 $a Second growth / $c Sean Markey **[and others].**

[pseud.] CHANGES TO [pseudonym]

The system can also expand certain abbreviated terms in brackets, if desired.

FLAGGED RECORDS

There are a few rules in RDA that cannot be fully completed through an automated process. For these types of changes, a minor change can be made to the record and then the field is added to a report for review:

- If the statement of responsibility (245$c) has ellipsis ... and [et al.], then this data is removed and the record flagged.
- Spelling errors in the title field (245) should no longer be marked with [sic]. MARS 2.0 will remove [sic] and then flag the record so that a cataloger can add any necessary 246 fields.
- Other indicators of a mistake within the title may have been marked with [i.e.] in the 245 field. As with the spelling errors, MARS 2.0 will remove the [i.e.]

The default is to complete all title field updates.

PROFILE STEP 4.2

4.2 - 25X Fields	
☐	All edition abbreviations & updates in 25X fields
☐	Expand abbreviations in 250 edition field
☐	Expand abbreviations in 255 cartographic data

This step will bring abbreviations commonly used in the Edition Statement (250) and the Cartographic Mathematical Data (255) fields in line with RDA practices as much as possible by machine manipulation. By using lists that can be updated and expanded as needed, it is possible to modify the changes to either fo these fields to fit your needs.

Note: PCC does not recommend changing 250 fields by machine.

250 FIELD

Abbreviations spelled out in 250 fields include **numeric designations** (**1st** to **first**, **3d** to **third**, etc.), **ed**. to **edition**, **rev**. to **revised**, etc.:

Original field:

250 $a **3rd rev. ed.**

updated field:

250 $a **Third revised edition.**

Note: Czech, Danish, Dutch, English, French, German, Hungarian, Indonesian, Italian, Norwegian, Polish, Russian, Slavic, Spanish, and Swedish abbreviations are included.

255 FIELD

Abbreviations to be spelled out in 255 fields include RA to Right ascension, Decl. to Declination, eq. to equinox, hour to hr., and ca. changed to approximately and brackets removed.

Original field:

255 $c(RA 16 hr./Decl. -23° ; equinox 1950).

updated field:

255 $c (Right ascension 16 hr./Declination -23° ; equinox 1950).

Note: *No changes will be made to 255 $b statement of projection as it is a transcribed field.*

The default is to expand all abbreviations in 25X fields.

NOTES

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PROFILE STEP 4.3

4.3 - Imprints - 260 Field	
☐	All imprint abbreviations & updates in 260 field
☐	Separate brackets for each subfield
☐	Expand Latin abbreviations in 260 (s.l., s.n., n.d.)
☐	Create 500 field from 260 $a [i.e.]
☐	Expand abbreviations in 260 $a, $e
☐	Expand abbreviations in 260 $b, $f
☐	Only the following imprints should be updated in 260 $c
☐	Jan. *becomes* January, etc.
☐	ca. 1999 *becomes* 1999?
☐	1975 printing *becomes* [1975?]
☐	[197-] or [197-?] *becomes* [between 1970 and 1979]
☐	c1980 *becomes* ©1980
☐	p1990 *becomes* ℗1990
☐	Missing publication date in 260 $c
☐	©2001 *becomes* [2001], ©2001
☐	©2001 *becomes* [date of publication not identified], ©2001

BRACKETED IMPRINT INFORMATION

In AACR2, all information taken from outside the resource was put under the same set of brackets. Due to a change in ISBD, each element taken from outside the resource should be in its own set of brackets. MARS 2.0 will separate a single set of brackets into separate brackets:

original field:

260: $a [New York :$b Macmillan, $c 1973]

updated field:

260 $a [New York] :$b [Macmillan], $c [1973]

The default is to expand all abbreviations and make all updaes in 260 field

Other options and their defaults within this step are included on the following set of pages.

LATIN ABBREVIATIONS

AACR2 used latin abbreviations **S.l., s.n., n.d.** in 260 $a, $b, $c, $e, $f, $g when the place of publication, publisher name, or dates were not available. With RDA, new phrases have replaced these Latin abbreviations:

Field	Latin Abbrev.	New Phrase
260 $a	**S.l.**	[Place of publication not identified]
260 $e	S.l.	[Place of manufacture not identified]
260 $b	s.n.	[publisher not identified]
260 $f	s.n.	[manufacturer not identified]
260 $c	**n.d.**	[date of publication not identified]
260 $g	n.d.	[date of manufacture not identified]

original field:

260 $a [**S.l.** : $b **s.n.**], $c 1963.

updated field:

260 $a [**Place of publication not identified**] : $b [**publisher not identified**], $c 1963.

CREATE 500 FROM 260 i.e.

Sometimes an **i.e.** note is included in 260 $a. MARS 2.0 can move this information to a separate 500 field, if desired:

original field:

260 $a Garden City, N. York **[i.e. New York]** : $b Doubleday, $c 1979.

updated field:

260 $a Garden City, New York : $b Doubleday, $c 1979.

500 $a Published in New York.

Note that **New York** in 260 $a is spelled out as part of Step 4.3, but the **i.e.** part is what ends up in the 500 field as a **Published in** note.

ABBREVIATIONS EXPANDED

RDA uses standard abbreviations for most places such as states, countries, etc. Place names that don't have standard RDA abbreviations will be spelled out in 260 $a and $e. Also, abbreviations such as **Dept**. and **Co**. that may be found in 260 $b and $f *can* be spelled out.

NOTES

If you choose to have these changes made, be aware that it is **all or nothing**. The system cannot determine if the abbreviation was that way on the resource:

original field:

260 $a **Am.** Samoa : $b **Dept**. of Safety, $c 1987.

updated field:

260 $a **American** Samoa : $b **Department** of Safety, $c 1987.

NOTES

DATES

There are many changes in the way dates are recorded from AACR2 to RDA. With RDA, names of months of the year are not to be abbreviated in 260 fields. This rule uses the same month abbreviation table as is used for changing accessing field dates (see Step 5.2):

original field:

260 $a Paris : $b Le Robert, $c **Jan.** 2010.

updated field:

260 $a Paris : $b Le Robert, $c **January** 2010.

In 260 $c and $g, ca. is no longer used to represent circa or approximately. Instead, a question mark (?) should be added after the date:

original field:

260 $a London : $b O. Hodgson, $c **[ca. 1830]**

updated field:

260 $a London : $b O. Hodgson, $c **[1830?]**

Printing or pressing dates can be used to supply a publishing date and enclosed within square brackets:

original fields:

260 ## $a New York : $b Alfred A. Knopf, $c **2010 printing.**

updated fields:

264 #3 $a New York : $b Alfred A. Knopf, $c **[2010]**

Note that **printing** can also be useful if converting the 260 to 264 field(s).

With AACR2, a dash (-) could be used to represent an unknown number within a date. In using RDA, the dash is no longer used. A range of dates encompassing the unknown number should now be used. If there is a question mark (?) included in the date, the question mark should remain at the end of the date range.

With AACR2, a dash could be used to represent an unknown number within a date. In using RDA, the dash is no longer used. A range of dates encompassing the unknown number should now be used.

If there is a question mark included in the date, the question mark should remain at the end of the date range:

Type	AACR2	RDA
Dedade is certain	[197-]	[between 1970 and 1979]
Probable decade	[197-?]	[between 1970 and 1979?]
Century certain	[18--]	[between 1800 and 1899]
Probable century	[18--?]	[between 1800 and 1899?]

When either a **c** or **p** is the character right before a date, they should be changed for either the copyright symbol **©** or phonogram symbol **℗**.

MISSING PUBLICATION DATE

LC/PCC policy is to try to supply a date of publication if at all possible rather than use the phrase **date of publication not identified.** If the publication date is not available and a copyright date (**©**), or phonograpm date (**℗**) is available, we can use these dates to supply a probable publication date. Or if preferred, we can include the phrase **date of publication not identified**.

original field:

260 $a London : $b Collins, $c c1965.

updated field:

260 $a London : $b Collins, $c **[1965]**, ©1965.

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PROFILE STEP 4.4

4.4 - Convert 260 to 264
☐ Yes
☐ With these modifications

260 TO 264 CONVERSION

As there may not always be an easily identifiable way to distinguish between a publisher and distributor in 260 fields, MARS 2.0 classified 260 fields as publishers. Due to this, conversions from 260 to 264 may not be completely reliable. Currently, PCC does not recommend converting 260 to 264.

Still, as an attempt to transition 260 fields to 264 fields, this solution may be worth exploring on your part. Our recommendation is to follow through with this in samples and decide whether to keep it in your full processing.

original field:

260 ## $a Mason City, Iowa :$b Sunburst Pub., $c c1992.

updated field:

264 #1 $a Mason City, Iowa :$b Sunburst Pub., $c [1992]

264 #4 $c ©1992

original field:

260 ## $c 2005.

264 #1 $a [Place of publication not identified] :$b [publisher not identified], $c 2005.

Details of changes made during 260 to 264 conversion can be found in step 4.3.

The default is to convert 260 fields to 264 fields, and remove older 260 field.

PROFILE STEP 4.5

4.5	-	Physical Description - 300 Field	
	☐	All physical description updates in 300 $a (p. > pages)	
	☐	All physical description updates in 300 $b (ill. > illustrations, etc.)	
	☐	All dimension abbreviation updates in 300 $c (fol. > folio, etc.)	
	☐	Change SMD's to match RDA terms	

EXTENT

This table lists extent abbreviations that will be expanded in the 300 $a:

Abbreviated	Expanded
approx.	approximately
ca.	approximately
cov.	cover
dia.	diameter
diagr.	diagram
diagrs.	diagrams
fig.	figures
fold.	folded
front.	frontispiece
frontis.	frontispiece
fronts.	frontispiece
ill.	illustrations
illus.	illustrations
irr.	irregular
l.	leaf
l. #-#	leaves
lvs.	leaves

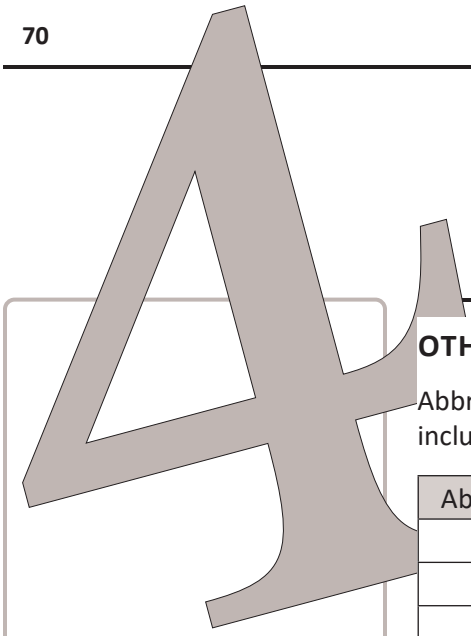
Abbreviated	Expanded
numb.	numbered
obl.	oblong
p. #	page
p. #-#	pages
# p.	pages
p.l.	preliminary leaves
pent.	pentagram
pp.	pages
unnum.	unnumbered
unp.	unpaged
v. #	volume
v. #-#	volumes
vol. #	volume
vol. #-#	volumes
vols.	volumes
# v.	volumes

Some additional changes that are made to the 300 $a include the following:

- A number followed by brackets with i.e. will be changed to **that is**:
  48 [i.e. 52] p. *becomes* **48, that is, 52 pages.**

- Brackets around a number will be changed to **unnumbered**:
  [16] p. *becomes* **16 unnumbered pages.**

NOTES



NOTES

OTHER PHYSICAL DETAILS

Abbreviations within the 300 $b (other physical details) that will be expanded include the following:

Abbreviated	Expanded
b&w	black and white
col.	color
diagr.	diagram
diagrs.	diagrams
fac.	facsimiles
facs.	facsimiles
facsim.	facsimiles
facsims.	facsimiles
fig.	figures
fold.	folded
front.	frontispiece
frontis.	frontispiece
gen.	genealogical
geneal.	genealogical

Abbreviated	Expanded
ill.	illustrations
illus.	illustrations
incl.	including
l.	leaves
phot.	photographs
photo.	photographs
port.	portrait
ports.	portraits
sam.	samples
samp.	samples
sd.	sound
si.	silent
snd.	sound
tab.	tables.

DIMENSIONS

Many abbreviations are still allowed in the 300$c. For instance, **in.** still represents inches (cm is a symbol). The following table lists the abbreviations that will be changed in the 300 $c:

Abbreviated	Expanded
ca.	approximately
cov.	cover
dia.	diameter
fol.	folio
fold.	folded
irr.	irregular
lvs.	leaves

Abbreviated	Expanded
numb.	numbered
obl.	oblong
p. #	page
p. #-#	pages
pent.	pentagram
pp.	pages
unnum.	unnumbered

original fields:

300 $a **[unp.]** : $b **ill.** (some **col.**) ; $c 6 in.

300 $a 3 **v.** : $b **facsims.**, **ports.** ; $c 24 x 36 cm.

300 $a 3 **p.l.**, **ca.** 245 **pp.** : $b **geneal**. tables ; $c fol.

updated fields:

300 $a [**unpaged**] : $b **illustrations** (some **color**) ; $c 6 in.

300 $a 3 **volumes** : $b **facsimiles**, **portraits** ; $c 24 x 36 cm.

300 $a 3 **preliminary leaves**, **approximately** 245 **pages** : $b **genealogical** tables ; $c **folio**.

The default is to expand all physical description abbreviations in the 300 field.

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PROFILE STEP 4.6

4.6	-	Other Field Additions
	☐	Create 046 field
	☐	Add 382, medium of performance
	☐	Add 383, numeric designation of musical work
	☐	Add 384, key

046 FIELD

The 046 field is useful when your dates cannot be correctly coded in X00 $d due to B.C. dates or incorrect dates being used. This may be another means to make that date available or understandable:

original field:

100 $a Smith, John, $d 1950-1952

created field:

046 $a **m** $c **1950** $e **1952**

Here we have an example where the birth and death dates do not appear to be correct, so we can create an 046 field from the 100 $d in this instance. The **m** designates that we are working with **multiple dates** and the **c** and **e** subfields let us know that these dates are part of the **Common Era**.

SPECIAL NOTE ABOUT 38X FIELDS

Currently, Backstage only adds 382, 383, and 384 fields derived from the 240 field. If you need 38X fields added from other fields (including 130 and 7XX), please contact your Backstage project manager, as there are certain complications that will need to be addressed.

382 FIELD

382 fields can be added to your records to correspond with music headings in a way to help break up the original music heading into a more machine-actionable set of fields (LC). In particular, 382 fields (Medium of Performance) chung the music headings' medium into its own field:

original field:

100 $a Telemann, Georg Philipp, $d 1681-1767.

240 $a Suites, $m **string orchestra**, $r D major.

added field:

382 $a **string orchestra** $e **1** $t **1**

In this example, the 240 $m is mapped to the 382 to denote the medium of performance.

MARS 2.0 processing will not attempt to add 382 fields if any of the following is present:

- 382 field already exists in record
- 240 field has $k, $o, $p, "brasses", "plucked instrument", or "keyboard instruments"
- 240 $m contains "strings", "woodwinds", "winds" **and** 240 $a (or 1XX $t) does not contain "trio, "quartet", "quintet", or some other designation.

original field:

100 $a Hoffmeister, Franz Anton, $d 1754-1812. $t Quintets, $m **violins, violas, cello**, $r A major

100 $a Bonazzi, F. $q (Ferdinanco), $d 1746-1845. $t Sonatas, $m **organs (2)**, $r C major

100 $a Huybrechts, Albert, $d 1899-1938. $t Suites, $m **piano (Sketches)**

created fields:

382 $a violins $n 2 $a violas $n 2 $a cello $n 1 $s 5

382 $a organs $n 2 $s 2

382 $a piano $n 1 $s 1

383 FIELD

383 fields (numerical designation of musical work) list the number associated with the musical work (LC):

original field:

100 $a Callhoff, Herbert, $d 1933-

240 $a Quartets,$m strings, $n **no. 2**

created fields:

383 $a no. 2

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384 FIELD

The 384 field (key) helps to differentiate between identical musical works, but in different keys tonally (LC):

original field:

100 $a Johann Joseph Ranier Rudolph, $c Erzherzog von Oesterreich.

240 $a Sonatas, $m clarinet, piano, $n op. 2, $r **A major**

created fields:

384 $a A major

Parenthetical information is typically disregarded when mapping to 384 fields

original field:

100 $a Dowland, John $d 1563?-1626. $t Galliards, $m lute, $n P. 31, $r **G minor**

100 $a Mozart, Wolfgang Amadeus, $d 1756-1791. $t Requiem, $n K. 626, $r **D minor** (Süssmayr)

100 $a Torelli, Giuseppe, $d 1658-1709. $t Solos, $m violins (2), $r **D minor** (Ms. British Library. Additional 64965, no. 9a))

created fields:

384 $a G minor

384 $a D minor

384 $a D minor

The default is to NOT create 046 field or add 38X fields

PROFILE STEP 4.7

4.7 -	Note Fields - 5XX
☐	All abbreviations expanded for fields listed below
☐	Expand abbreviations in the following fields only (select one)
	500 504
	Other
☐	Convert 502 dissertation note field

500 AND 504 FIELDS

This table shows the terms that MARS 2.0 will spell out in 500 and 504 fields

Abbreviation	Expanded	Abbreviation	Expanded
acc. arr.	accompaniment arranged	bib.	bibliographical
Bib.	Bibliographical	ca.	approximately
ed.	edition	et. al.	and others
incl.	includes	ind.	index
introd.	introduction	Introd.	Introduction
l.	leaves	p.	pages
rev.	revised	t.p.	title page
v. #-#	volumes	v. #	volume
Vols./Vols.	Volumes	Vol./vol.	Volume
# v.	volumes		

original field:

500 $a "Also attributed to Jonathan Swift"--**Introd.**

504 $a Includes **bib.** references (**p.** 299-302).

updated fields:

500 $a "Also attributed to Jonathan Swift"--**Introduction.**

504 $a Includes **bibliographical** references (**pages** 299-302).

There may be other 5XX fields (besides 502, which is described in more detail on the next page) that you are interested in having abbreviations expanded. Please contact your Backstage project manager for more details.

Similar to how **p.** and **l.** are treated in 300 $a, MARS 2.0 will spell out these to **pages** and **leaves**, but then also check to make sure the characters following these phrases are singular or plural. If singular (e.g., p. 10) then **pages** is changed to **page** and **leaves** is changed to **leaf**.

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502 FIELD

RDA rules allow for the content of 502 fields to be broken up into separate subfields for specificity. If the existing 502 notes follow AACR2 formatting, MARS 2.0 can break up the information into multiple subfields:

original field:

502 $a Thesis (M.A.)--University College, London, 1969.

updated field:

502 $g Thesis $b M.A. $c University College, London, $d 1969.

Note that there are certain limitations that the computer faces when attempting to expand abbreviations int he 502 field.

The default is to NOT expand abbreviations in notes or convert 502 fields.

PROFILE STEP 4.8

4.8	-	34X Field Additions
	☐	Add 340 (Physical Medium)
	☐	Add 344 (Sound Characteristics of Moving Image)
	☐	Add 345 (Projection Characteristics of Moving Image)
	☐	Add 346 (Video Characteristics)
	☐	Add 347 (Digital File Characteristics)
	☐	Add 348 (Format of Notated Music)

Backstage can attempt to add the 34X fields outlined below to your bibliographic records. We utilize the MARC fields mapped to the RDA elements as well as other fields and subfields if they exist within the MARC record, these bibliographic fields are used alone or in combinations. Where the RDA instructions include a vocabulary, we use those terms but when particular terms are not specified, we search for the most common terms in usage. In most cases, it may be possible to have terms added to our parameters. With the exception of the 348 field, we do not add a $2 to the end of the field because not all subfields use terms from an RDA vocabulary.

We follow current best practice by splitting these fields into separate fields to allow for the $2 with vocabulary source for each subfield to be added.

DISCLAIMER: There are several obstacles to adding these fields by automated means. Differences in practice and changes in definitions of fields and codes over time have resulted in inconsistencies in application. A machine cannot always tell when this happens, like when an 007 field is for a different format rather than the main resource. Sometimes there is additional information in the record that the system can use, but there are times when fields may be added erroneously. We do not try to add these fields when there are multiple instances of information bearing fields like the 007 and 300. We will not always be able to add all subfields, but we will attempt to add as many as possible.

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340 FIELD: Physical Medium

This table shows the subfields added for the 340 and from which fields they are derived.

340 subfield	Description	Fields used	Backstage Notes
a	Material base & configuration	007, 300ab, 338	We only add base material
b	Dimensions	007, 300abc, 337, 533	
c	Materials applied to surface	007, 300b	
d	Information recording technique	007, 300bc, 344c, 345b	
e	Support	007	
f	Production rate/ratio	007, 300b, 344c, 345b	
g	Color content	007, 300b	
h	Location within medium	*n/a*	Not currently mapped
i	Technical specifications of medium	538	
j	Generation	007	
k	Layout	007	
m	Book format	300c	
n	Font size	LDR/06, 300ab	
o	Polarity	007, 300ab, 533	

344 FIELD: Sound Characteristics

This table shows the subfields added for the 344 and from which fields they are derived.

344 subfield	Description	Fields used
a	Type of recording	LDR/06, 007, 300abc, 336a, 338a, 538
b	Recording medium	LDR/06, 007, 300abc, 338a, 538
c	Playing speed	007, 300abc, 338a, 340f
d	Groove characteristics	007, 300b, 538
e	Track configuration	300b, 538
f	Tape configuration	007, 300ab, 538
g	Configuration of playback channel	007, 300b, 538
h	Special playback characteristics	007, 300b, 538

345 FIELD: Projection Characteristics of Moving Image

This table shows the subfields added for the 345 and from which fields they are derived.

345 subfield	Description	Fields used
a	Presentation format	007, 300b, 538
b	Projection speed	300bc, 340f, 538

346 FIELD: Video Characteristics

This table shows the subfields added for the 346 and from which fields they are derived.

346 subfield	Description	Fields used
a	Video format	007, 300b, 538
b	Broadcast standard	300b, 538

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347 FIELD: Digital File Characteristics

This table shows the subfields added for the 347 and from which fields they are derived.

347 subfield	Description	Fields used
a	File type	LDR/06, 007, 008, 256, 300a and 300b, 336, 337, 352q, 516, 538
b	Encoding format	007, 256, 300b, 352q, 516, 538
c	File size	256, 300a or 300b
d	Resolution	538
e	Regional encoding	538
f	Encoding bitrate	300, 538

348 FIELD: Format of Notated Music

This table shows the subfields added for the 348 and from which fields they are derived.

348 subfield	Description	Fields used
a	Format of notated music term *	LDR/06 (must be 'c' or 'd'), 008, 300a, 650, 655
b	Format of notated music code	*No attempt to code*

* While we use the list of terms at RDA 7.20.1.3, it is not always possible to determine which RDA term is correct since there is not always a direct correlation between terms and codes used in BIB records and RDA vocabulary. When the field cannot be added, it will be reported. When the field is added, it willb e followed by $2 rda.

NOTES

Step 5: Access Points

Step 5 contains additional updates that MARS 2.0 can complete in access fields. There are also a few different types of records that can be flagged in reports for items which would need to be manually reviewed in order to bring the records up to RDA standards.

- Step 5.1 - Conference Place Names (X11)
- Step 5.2 - Date Abbreviations (X00, X10, X11, X30)
- Step 5.3 - Dept. to Department (X10, X11)
- Step 5.4 - Uniform Titles (240, X00, X10, X11, X30)
- Step 5.5 - Relator Terms (X00, X10, X11)
- Step 5.6 - Sacred Works (X30)
- Step 5.7 - Personal Name Titles (X00 $c)

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PROFILE STEP 5.1

5.1 - Conference Place Names (X11)	
☐	All conference place names should be updated
☐	Change ', and' to ';' in the following fields only
☐	111
☐	611
☐	711
☐	811

In AACR2, multiple place names in an X11 were separated by a comma and the word **and**. In RDA, a **semi-colon** is to be used instead:

original field:

111 2_ $a Anglo-Dutch Historical Conference $n (2nd : $d 1962 : $c Utrecht, Netherlands, **and** Amsterdam, Netherlands)

updated field:

111 2_ $a Anglo-Dutch Historical Conference $n (2nd : $d 1962 : $c Utrecht, Netherlands**;** Amsterdam, Netherlands)

The default is to update all conference place names in X11 fields.

PROFILE STEP 5.2

5.2 - Date Abbreviations - $f & $d

- ☐ All date abbreviations should be expanded for fields listed below
- ☐ Only the following fields should have date abbreviations expanded
  - ☐ 100 ☐ 110 ☐ 111 ☐ 130 ☐ 240
  - ☐ 600 ☐ 610 ☐ 611 ☐ 630 ☐ 651 $y
  - ☐ 701 ☐ 710 ☐ 711 ☐ 730
  - ☐ 800 ☐ 810 ☐ 811 ☐ 830
- ☐ Abbreviations to expand
  - ☐ b. 1945 *becomes* 1945-
  - ☐ d. 1945 *becomes* -1945
  - ☐ fl. 1945 *becomes* active 1945

DATE ABBREVIATIONS

There are many different abbreviations in **$d** (i.e., date) of 1XX, 6XX, 7XX, and 8XX fields that can be expanded. The majority of these date changes only take place within X00 fields. The main exception is expanding month names in X10, X11, and X30 fields.

BIRTH DATE

RDA rules say that there are two possibilities for when the abbreviation **b.** has been used in a date. The first option is to remove **b.** and **add a hyphen** after the birth date. The other option is that **b.** can change to **born**. Current LC policy is to add the hyphen **after** the birth date:

original field:

100 1_ $a Mort, Paul R., $d **b. 1894.**

updated field:

100 1_ $a Mort, Paul R., $d **1894-** LC policy

DEATH DATE

As with the birth date, there are also two options for expanding the abbreviation for a death date. When a **d.** is encountered, a **hyphen** can be added before the death date with the **d.** being removed or else **d.** can be changed to **died**. Current LC policy is to add the hyphen **before** the date:

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original field:

100 1_ $a Lewis, Georgina King, $d **d. 1924.**

updated field:

100 1_ $a Lewis, Georgina King, $d **-1924.** LC policy

FLOURISHED BECOMES ACTIVE

There are two different ways that **fl.** or **flourished** can be changed using RDA guidelines. The first way is to change these to **active** in the same position of the **$d** (typically right before the date). The other way to handle this is to expand **fl.** to **flourished**. Current LC policy is to change these to **active**:

original field:

100 1_ $a Brown, John, $d **fl. 1854.**

updated field:

100 1_ $a Brown, John, $d **active 1854.** LC policy

MONTH NAMES

In AACR2, month names were generally abbreviated. In RDA, month names should be expanded. The following table shows the changes that will be made with month names.

Abbreviated	Expanded
Jan.	January
Feb.	February
Mar.	March
Apr.	April
Jun.	June
Jul.	July

Abbreviated	Expanded
Aug.	August
Sep.	September
Oct.	October
Nov.	November
Dec.	December

OTHER DATE ABBREVIATIONS

A few additional abbreviations that can be expanded in date subfields include the following:

Abbreviated	Expanded
ca.	approximately
cent.	century
cen.	century

original fields:

100 1_ $a Fenton, Geoffrey, $d **ca.** 1539-1608.

600 10 $a Seghers, Hercules, $d 17th **cent.**

700 0_ $a Raol, $d 12th **cen.**

updated fields:

100 1_ $a Fenton, Geoffrey, $d **approximately** 1539-1608.

600 10 $a Seghers, Hercules, $d 17th **century**.

700 0_ $a Raol, $d 12th **century**.

The default is to make all date changes in X00, X10, X11, X30, 240, 651 fields.

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PROFILE STEP 5.3

5.3 - Dept to Department (X10, X11)	
☐	Dept should be expanded to Department for all access fields
☐	With these modifications

One of the most talked about changes in abbreviations has been the change from abbreviating the term **department**. The abbreviation **dept.** has been widely used in Corporate Names (X10) and Meeting Names (X11).

MARS 2.0 can expand **dept.** to **department** in all of the X10/X11 fields, or only in the fields which you specify:

original fields:

110 1_ $a New York (State). $b **Dept.** of Motor Vehicles.

610 10 $a United States. $b Army. $b **Dept.** of the Columbia.

updated fields:

110 1_ $a New York (State). $b **Department** of Motor Vehicles.

610 10 $a United States. $b Army. $b **Department** of the Columbia.

Although this change was made during the conversion of the NAF to conform to RDA, since the authorized access point is based on the preferred name which is based on usage, it is still possible for there to be headings that use the abbreviation. The spelled out form should be found in a 4XX, so changed bib headings should be able to be matched and flipped to the proper form.

The default is to expand dept to department in all access fields

PROFILE STEP 5.4

5.4 - Uniform Title Updates (X00, X10, X11, X30, 240)	
☐	All changes in fields listed below
☐	240 $a Selections ... > 240 $a Works ... $k Selections
☐	X00, X10, X11 $t Selections > X00, X10, X11 $t Works. $k Selections
☐	Violoncello > Cello
	☐ 240 ☐ X00 ☐ X10 ☐ X11 ☐ X30
☐	acc. > accompanied - 240 $o, 6XX $o, 7XX $o
	☐ 240 ☐ X00 ☐ X10 ☐ X11 ☐ X30
☐	unacc. > unaccompanied - 240 $o, 6XX $o, 7XX $o
	☐ 240 ☐ X00 ☐ X10 ☐ X11 ☐ X30
☐	arr. > arranged - 240 $o, 6XX $o, 7XX $o
	☐ 240 ☐ X00 ☐ X10 ☐ X11 ☐ X30
☐	Convert title field $l with 2 languages to respective 7XX $t fields

MUSIC ABBREVIATIONS

Certain abbreviations should no longer be used in the arranged statement for music (240 $o, 6XX $o, 7XX $o). The following abbreviations will be spelled out in $o for music headings: acc. to accompanied; arr. to arranged. unacc. to unaccompanied. These are also spelled out when found in $m, $o, $p, $t of 1XX, 6XX, 7XX and 8XX fields.

UNIFORM TITLES WITH 2 LANGUAGES IN $l become 700 fields

When a uniform title $l contains two langauges, this can be separated into two 700 fields with individual $l subfields. The 240 field is removed during this process:

original field:

100 0_ $aPlato.

240 10 $aWorks. $l English & Greek. $f 1914.

updated fields:

700 0_ $a Plato. $t Works. $l English. $f1914.

700 0_ $a Plato. $t Works. $l Greek. $f1914.

The default is to make all changes above

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PROFILE STEP 5.5

5.5 - Relator Term (X00, X10, X11)				
☐ All relator term abbreviations should be expanded for fields listed below				
☐ Only the following fields should have relator terms expanded				
	☐ 100 $e	☐ 600 $e	☐ 700 $e	☐ 800 $e
	☐ 110 $e	☐ 610 $e	☐ 710 $e	☐ 810 $e
	☐ 111 $j	☐ 611 $j	☐ 711 $j	☐ 811 $j
☐ Convert $e relator terms to $4 relator codes				
☐ Convert $4 relator coes to $e relator terms				
☐ Include both $e and $4 ($e or $4 must already exist)				

In AACR2, many relator terms were not included on headings. With RDA, the relator terms are retained and expanded if they are in their abbreviated form. MARS 2.0 will retain all relator terms in X00 $e, X10 $e, and X11 $j (unless otherwise directed).

The following relator term abbreviations will be expanded:

Abbreviated	Expanded	Abbreviated	Expanded
arr.	arranger	joint trans.	translator
auth.	author	jt./joint auth	author
comp.	compiler	jt./joint comp	compiler
ed.	editor	jt./joint ed.	editor
edit.	editor	eds.	editor
edt.	editor	ill.	illustrator
jt./joint ill.	illustrator	jt./joint illus.	illustrator
lbt	librettist	pub	publisher
publ	publisher	tr.	translator
jt./joint tr.	translator	jt./joint trans.	translator
trans.	translator		

OPEN METADATA REGISTRY

MARS 2.0 also utilizes an RDF (Resource Description Framework) derived list of relator terms from the Open Metadata Registry as well as the Relator Term List. At the time of this update, there are over 460 unique terms that MARS 2.0 utilizes to check your relator terms. In addition to this, Backstage also employs common typo lists to check and correct for errors.

CONVERT $e TERM TO $4 CODE

MARS 2.0 processing can convert your $e relator terms to $4 relator codes, provided there is a match against our extensive lsit of available terms:

original field:

100 $a Eastwood, Clint, $d 1930- $e **actor**
100 $a Eastwood, Clint, $d 1930- $e **director**
100 $a Eastwood, Clint, $d 1930- $e **politician**

updated fields:

100 $a Eastwood, Clint, $d 1930- $4 **act**
100 $a Eastwood, Clint, $d 1930- $4 **drt**
100 $a Eastwood, Clint, $d 1930-

Note that $e politician is not a currently acceptable $e relator term. MARS 2.0 will flag this unrecognized relator term and add it to one of our standard reports (R119).

CONVERT $4 CODE to $e TERM

MARS 2.0 processing can also convert $4 relator codes to $e relator terms:

original field:

100 $a Eastwood, Clint, $d 1930- $4 **act**
100 $a Eastwood, Clint, $d 1930- $4 **drt**
100 $a Eastwood, Clint, $d 1930- $4 **pro**

updated fields:

100 $a Eastwood, Clint, $d 1930- $e **actor**
100 $a Eastwood, Clint, $d 1930- $e **director**
100 $a Eastwood, Clint, $d 1930- $e **producer**

SPECIAL NOTE

PCC guidelines do not currently recommend using a relator term in **$e** in conjunction with a relator code in **$4** within the same field. Backstage offers this as an option should you with to pursue it.

The default is to expand all relator term abbreviations in X00, X10, and X11

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PROFILE STEP 5.6

5.6 - Sacred Works (X30)	
☐	All changes to sacred works for fields listed below
☐	Only the following fields should have sacred works terms expanded
	☐ 130 ☐ 630 ☐ 730 ☐ 830
☐	Remove Testaments with books: (N.T. $p Acts *becomes* $p Acts)
☐	Bible abbreviations to expand
	☐ O.T. *becomes* Old Testament
	☐ N.T. *becomes* New Testament
☐	Koran *becomes* Qu'ran

BIBLE TESTAMENTS

O.T. and **N.T.** should no longer be used, but the terms should be expanded as **Old Testament** or **New Testament**. With AACR2, a Biblical book title within an X30 field had an additional subfield containing either **Old Testament** or **New Testament**. With RDA, the **Testament** subfield is removed when a Biblical book is in the next subfield:

original fields:

130 $a Bible. $p O.T.

630 $a Bible. $p N.T. $p Acts.

730 $a Bible. $p O.T. $p Exodus, I-IX.

updated fields:

130 $a Bible. $p Old Testament.

630 $a Bible. $p Acts.

730 $a Bible. $p Exodus, I-IX.

KORAN

Under RDA, the preferred heading for Koran and it's parts have changed to **Qur'an** in accordance with the rule that says the preferred heading for sacred scriptures is the name used by the religious group to which the scripture belongs.

Note: the character that somewhat resembles and an apostraphe is the **alif**.

The default is to expand all sacred works abbreviations listed above.

PROFILE STEP 5.7

5.7 - Update X00 $c	
☐	Yes
☐	With these modifications

X00 $c

There are a number of new RDA rules relating to X00 $c. MARS 2.0 will bring this subfield up to RDA standards.

For example, some terms within this subfield are now to be entered in parentheses or capitalized:

original fields:

100 $a Silva, Germano. $c **journalist**.

100 $a Green, Aaron, $c (**musician**)

updated fields:

100 $a Silva, Germano. $c (**Journalist)**

100 $a Green, Aaron, $c (**Musician**)

The default is to update X00 $c terms when found

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Step 6: Reports

REPORTING OVERVIEW

MARS 2.0 offers a variety of reports designed to assist in your database maintenance tasks. You choose the reports that are appropriate for your project and circumstances.

These are the four basic types of reports that are available in this section:

- Statistical Summary
- Side-by-Side Record Comparison
- Record Change Reports
- Record Flag Reports

REPORT FORMATS

MARS 2.0 RDA reports are provided in electronic format so they can be downloaded at the same time the MARC records are distributed. The reports can be viewed and printed using any standard browser. They can also be edited with HTML editors and some word processors, however, editing these reports in a word processor may result in the ALA diacritics to display incorrectly.

STATISTICAL SUMMARY

An RDA Statistical Summary is generated for every project that involves processing bibliographic records.

The Statistical Summary includes both high-level and detailed statistical information about the records processed. It also includes the number of times selected actions were taken or met certain criteria.

The statistical information is divided into three sections:

- **Section 1: Record Overview** – A high-level view of the processed file(s).
- **Section 2: Field Distribution** – Analysis of distribution of fields within records
- **Section 3: RDA Processing** – Counts of specific RDA element changes made

Step 6.0 details the kinds of standard & optional reports you may choose to receive:

- **Step 6.1** - Reports Display
- **Step 6.2** - RDA Enrichment Standard Reports
- **Step 6.3** - RDA Enrichment Optional Reports

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PROFILE STEP 6.1

6.1 - Reports Display			
☐	List Bib ID as Reference	Field #1: _____	Field #2: _____
☐	List Number of Records Associated with Each Heading		

REPORT FORMAT

If you choose to display the bib ID within the report, please provide the location of the bib control numbers in your records (e.g. 001 or 907 $a).

Backstage can also obtain a control number for a secondary source field if the primary field is not present.

If bib control numbers are not included in your RDA reports, a field contained in ten bibliographic records will appear in the report only once.

Displaying only the number of records for each field within a report is usually requested by libraries with an ILS that offers robust global update tools.

When bib control numbers are included in a report, a field contained in ten bibliographic records would be included in your report ten times, each time with a different bibliographic control number.

display bib ID (**4 separate entries for same heading**):

ocm47933106: 650 0 $a Keith, Millie (Fictitious character).
ocm48085387: 650 0 $a Keith, Millie (Fictitious character).
ocm49033700: 650 0 $a Keith, Millie (Fictitious character).
ocm49033707: 650 0 $a Keith, Millie (Fictitious character).

display number of records (**1 entry for all 4 headings**):

4 records 650 0 $a Keith, Millie (Fictitious character).

The default is to display the bib ID in all reports.

REPORT SEGMENTATION

Each report contains HTML code to insert a page break after every significant portion of displayed text. The page break is not viewable in the report display.

This is useful for when you want to print out the reports and perhaps assign them to staff for further review.

PROFILE STEP 6.2

6.2	-	RDA Standard Reports (included at no additional cost)
	☐	R121 - Statistical Summary
	☐	R122 - Side-by-Side Record Comparison
	☐	R131 - GMD Converted to CMC
	☐	R135 - Unrecognized GMD
	☐	R142 - Date Abbreviations Expanded
	☐	R151 - Access Field Updates
	☐	R152 - Title Field Updates
	☐	R155 - Title Field Contains [sic] or [i.e.] Flag

STANDARD RDA REPORTS

MARS 2.0 provides many of the most commonly used reports as a standard part of every RDA project. They are available for review (or not) at your discretion. Custom reports can be developed for conditions not covered by any of the RDA optional reports. Standard reports are listed above.

R121 STATISTICAL SUMMARY

Includes both high-level and detailed statistical information about the files processed. Also includes the number of times selected actions were taken and the number of headings that contain specific conditions related to database and heading maintenance.

R122 SIDE-BY-SIDE RECORD COMPARISON

Bibliographic records which were changed, showing both the input and output records. Updated fields are highlighted in this side-by-side report.

R131 GMD CONVERTED TO CMC

Content, Media, and Carrier types were added to the 33X fields (based on the value of the GMD in the 245 $h, position 06 of the Leader, 007, and 008) in the records listed on this report.

R135 UNRECOGNIZED GMD

If Backstage's GMD tables do not contain a particular GMD variant, that GMD will be included in the Unrecognized GMD report. Records listed on this report did not have the Content, Media, or Carrier types added to the 33X fields.

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R142 DATE ABBREVIATIONS EXPANDED

Abbreviations within date subfields (X00 $d, X10 $d, X11 $d, X30 $d) have been spelled out to the fuller term.

R151 ACCESS FIELD UPDATES

Changes made to access fields are listed in this report. The two types of access field changes are updating the punctuation between conference place names and updating the main entry if no 1XX field exists.

R152 TITLE FIELD UPDATES

Title fields (240, 245, 246) which have been updated are included in this report.

R155 TITLE CONTAINS [sic] OR [i.e.]

Spelling errors in the title field (245) should no longer be marked with [sic]. Instead, the spelling error is retained and a 246 field can be added with the corrected version. Mistakes within the title field may have also been marked with [i.e.]. Fields within this report have had the [sic] and [i.e.] information removed. These fields are added to this report so that a necessary 246 field can be added manually.

R160 UNRECOGNIZED $c IN PERSONAL NAME FIELDS

Lists personal name field $c terms which are not currently considered acceptable under RDA.

PROFILE STEP 6.3

6.3	-	RDA Optional Reports (additional cost may apply)
	☐	R119 - Unrecognized Relator Terms
	☐	R132 - GMD Retained
	☐	R133 - GMD Copied to Another Field
	☐	R134 - GMD Added
	☐	R141 - Department Abbreviations Expanded
	☐	R143 - Relator Term Abbreviations Expanded
	☐	R144 - Imprint Abbreviations Expanded
	☐	R143 - Physical Description Abbreviations Expanded
	☐	R146 - Other Abbreviations Expanded
	☐	R153 - Imprint Updates
	☐	R154 - Statement of Responsibility Flag

R119 GMD RETAINED

The following relator terms did not find a match against the Open Metadata derived list that Backstage uses.

R132 GMD RETAINED

The following GMD's were retained in the 245$h, even if the Content, Media, and Carrier types were added to the 33X fields.

R133 GMD COPIED TO ANOTHER FIELD

The GMD was copied to a field other than the 245 $h (e.g. 500 $a).

R134 GMD ADDED

In order to create hybrid AACR2/RDA records, the following RDA records had a GMD added to the 245 $h.

R141 DEPARTMENT ABBREVIATIONS EXPANDED

In each of the fields listed in this report, the abbreviation "dept." has been spelled out to "Department." This may include any X10 or X11 field.

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R143 RELATOR TERM ABBREVIATIONS EXPANDED

Relator term abbreviations which have been spelled out are included in this report. The applicable fields/subfields include X00 $e, X10 $e, and X11 $j.

R144 IMPRINT ABBREVIATIONS EXPANDED

The imprint fields (260 $a, $b, $c) listed within this report have had one or more abbreviations spelled out to the fuller form of the term.

R145 PHYSICAL DESCRIPTION ABBREVIATIONS EXPANDED

Abbreviations within the physical descpription (300 field) have been spelled out. This inlcudes abbreviations within the extent (300 $a), other physical details (300 $b), and the dimensions (300 $c).

R146 OTHER ABBREVIATIONS EXPANDED

Other abbreviations that have been spelled out are on this report. The following types of abbreviations may have been corrected: Bible Testament abbreviations, series numbering, abbreviations within the notes field (500), music abbreviations, and edition statement (250) abbreviations.

R153 IMPRINT FIELD UPDATES

Updates made to the 260 field are listed. This includes fixing brackets around multiple subfields and moving [i.e.] information to a 500 note field. Changes made to the 260 $a and $b to replace the Latin abbreviations S.l. and s.n. are included on the R144 report.

R154 STATEMENT OF RESPONSIBILITY FLAG

If the statement of responsibility (245 $c) had [et al.] or ellipsis (...), then that data is removed and the record is flagged on this report. If desired, someone can manually add additional information to the statement of responsibility so that more than three contributors are included.

CUSTOM REPORTS

MARS 2.0 can generate custom reports that include information meeting many different criteria. If the report options presented in Step 6 do not adequately address your needs, please discuss your requirements with your project manager.

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