The Library of Congress has announced that they will fully implement the new cataloging standard RDA (Resource Description and Access) by March 31, 2013. In order to comply with the current policy of conformity to LC cataloging practices, Mansfield Library at The University of Montana (ML) and all affiliated campuses will work to fully implement RDA beginning in April 2013. Because the transition from AACR2R to RDA will be a gradual one and because AACR2R records will continue to be found both in OCLC and Mansfield Library’s catalog, the library’s cataloging policy must be flexible enough to accommodate multiple bibliographic standards and aid in the transition to RDA. This policy shall remain in effect until ML and affiliate campuses have completely implemented RDA.

OCLC will continue to be ML’s primary bibliographic utility. Bibliographic records will be created in or downloaded from OCLC. When multiple records exist in OCLC using different cataloging standards for the same item, the most complete/accurate record will be preferred, regardless of cataloging convention.

**Records identified in OCLC as pre-AACR2R:**
- Pre-AACR2 records will be updated to RDA. (See original/derived records for details).

**Records identified in OCLC as AACR2R:**
- Existing AACR2R records will continue to be used. These records shall remain coded AACR2R and will not be converted to RDA.
- Each AACR2R record will include all elements as specified in the BIBCO Standard record and may be edited to meet Mansfield Library's specified minimum level of completeness.
- Existing records should generally be accepted as is, with only major errors corrected and omissions added. Any editing of AACR2R records to meet Mansfield Library’s specified minimum level of completeness will follow AACR2R/LCRI guidelines. Changes to records, with the exception of local notes, should be added to the OCLC master record.
- Follow PCC Guidelines on Hybrid Bibliographic Records. Accept existing “hybrid” records containing data elements recognized in both AACR2R and RDA as is as long as the bibliographic integrity/identity is not affected.
RECORDS IDENTIFIED IN OCLC AS RDA:

- Existing RDA records will be used. These records shall remain coded RDA and will not be converted to AACR2R.
- Each RDA record will include all core elements as specified in the most recent LC RDA Core Elements documentation and may be edited to meet Mansfield Library’s specified minimum level of completeness.
- Existing records should generally be accepted as is, with only major errors corrected and omissions added. Any editing of RDA records to meet Mansfield Library’s specified minimum level of completeness will follow RDA/LC-PCC PS guidelines. Changes to records, with the exception of local notes, should be added to the OCLC master record.

ORIGINAL OR DERIVED RECORDS:

- All new records created will adhere to RDA/LC-PCC PS guidelines
- Each RDA record will include all core elements as specified in the most recent LC RDA Core Elements documentation and may be edited to meet Mansfield Library’s specified minimum level of completeness.
- Existing records should generally be accepted as is, with only major errors corrected and omissions added. Any editing of RDA records to meet Mansfield Library’s specified minimum level of completeness will follow RDA/LC-PCC PS guidelines. Changes to records, with the exception of local notes, should be added to the OCLC master record.

AUTHORITY RECORDS:

- Catalogers creating RDA bibliographic records will use authorized forms of names and titles established in existing AACR2R and RDA authority records, with a preference given to RDA authority records.
- If no AACR2R or RDA authority record exists, catalogers will create authority records following RDA standards, following ML’s policy for establishing authority records. The resulting authorized access points will be used as needed on RDA and/or AACR2R bibliographic records.
- Some bibliographic records may contain a mix of authorized headings for different names or titles created according to AACR2R and RDA.
- Do not create hybrid AACR2R/RDA authorized access points in establishing new headings or in making additions to existing headings.
- ML catalogers will follow any and all policies established by the Montana NACO Funnel.