



BestMARC™ How-To: Add RDA Fields

Overview: BestMARC™ is an online, MARC record and metadata database management platform, used by libraries to find, edit and create MARC records for their collection database. This How-To explains adding RDA fields to MARC records you create or edit using BestMARC™ templates or records.

Library Profile: It's now possible, using BestMARC's Library Profile, to set BestMARC™ to automatically catalog in RDA. For more information on establishing your library's complete profile, please refer to the BEM How-To on Library Profiles in the support section of BestMARC™.

User Profile

To manually Add RDA Fields:

1.

Then, to enter the correct RDA fields, select the material type from the pull-down menu. Available RDA fields vary according to the material type you choose.

2.

3.

4.

The most common RDA defaults are automatically filled in. To change the field content, just click on a new option. Use the scroll bars to see all available options.



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5.

Added fields appear in your cataloger. Identify RDA fields by the RDA button located directly under the indicator box. Note that RDA field content is grayed out and not editable except through the RDA menu.

RDA fields can be deleted or moved to different locations in the MARC record, just like any other field, through either the toolbar or by clicking on the field or subfield number.

BestMARC™ also automatically updates the RDA associated control fields, 007 and 008, and the Leader, based on your RDA selections. The control fields aren't visible while you're cataloging, but can be viewed by selecting the View/Print option under the Tools menu.

To find out more about other BestMARC™ features:

1. Use the built-in Help buttons identified by a ?
2. Check out our other How-To slideshows on the BestMARC™ Support page.
3. Or contact our Technical Support Department at 800-824-6272 Option #3.

Thank you!