



# BestMARC™ How-To: RDA Toolkit

**Overview:** BestMARC™ is an on-line, MARC record and metadata database management platform, used by libraries to find, edit and create MARC records for their library's collection database. For those of you adding RDA fields to your MARC records, we've incorporated a link to RDA Toolkit within the BestMARC™ cataloging tool. Now BestMARC™ and RDA Toolkit interact, seamlessly. Look up the most up-to-date RDA rules and examples without leaving BestMARC™.

**Note:** You can now set your profile to make cataloging in RDA the default setting.

To set RDA as your default cataloging standard:

1. Go to Profile and select the MARC tab.
2. Click on RDA. The active setting is the one with the white lettering on the dark background.
3. Click "Save".

## To access RDA Toolkit in the BestMARC™ cataloger.

1.

Within the BestMARC™ cataloger, the **RDA Toolkit** button links you directly to the RDA Toolkit website.

**RDA Toolkit** is a subscription service, with searchable, browsable RDA instructions, links to examples & other resources to support catalogers implementing RDA.

First, add an RDA field. (NOTE: if the default in your library profile is set to catalog in RDA, you may not need to do this step.)

2.

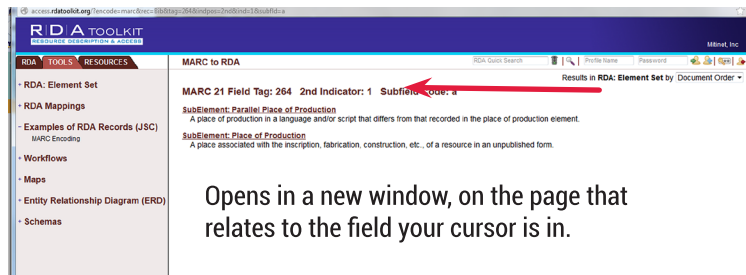
Once you have the RDA field you want, put the cursor in the field you want to complete, then click on the RDA Toolkit button to launch the website.

Note that we have also added RDA related Tips & Examples to the BestMARC™ cataloger.



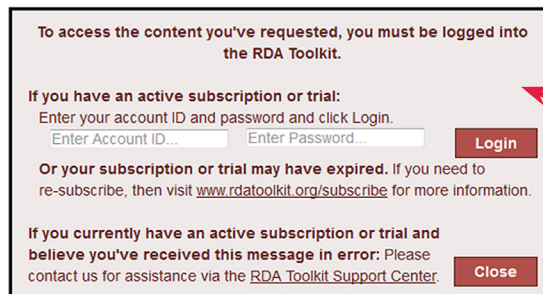
# BestMARC™ How-To: RDA Toolkit

## 3. RDA Toolkit website



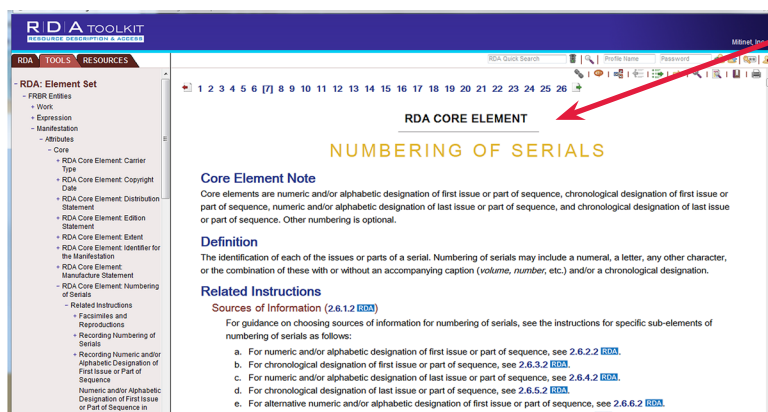
Click on the element you need. If there is only one relevant element, you're taken directly to the detailed content screen, without having to go through this selection screen.

## 4.



If you aren't currently logged in to the service, this login screen appears. If you don't have a subscription, you'll need to contact RDA Toolkit for more information.

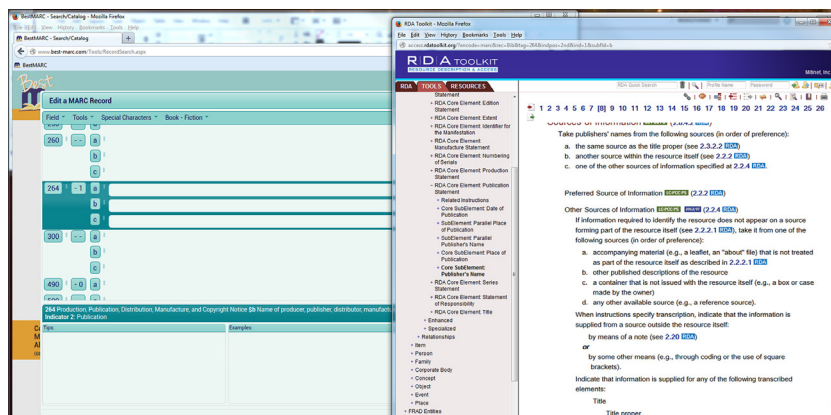
## 5.



If you are already logged in, clicking on the element takes you directly to the RDA content applicable to the field you're working on.

Once you've reviewed the rules and found the information you need, you can either minimize or close the window and you're back in the BestMARC™ cataloger, ready to complete the field in question.

## 6. Leaving the RDA Toolkit window open but minimized allows you to easily switch back and forth as you complete multiple RDA fields, without having to sign in multiple times.



NOTE: All screen images from the RDA Toolkit ([www.rdatoolkit.org](http://www.rdatoolkit.org)) used by permission of the Co-Publishers for RDA (American Library Association, Canadian Library Association, and CILIP (Chartered Institute of Library and Information Professionals)).

## 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!*