Getting Ready for RDA:
A Modular Approach to Training Library Staff

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R | D | A

RESOURCE DESCRIPTION & ACCESS

Resource Description and Access is the new content standard coming this Spring, with national libraries using RDA effective March 30, 2013. Libraries need to address training for staff in all departments on how to interpret, catalogue and use RDA records.

PROJECT STATEMENT
How to analyze and address RDA training needs faced by staff at Carleton University Library.

OBJECTIVES OF THE PROJECT
To produce a practical plan for implementing RDA at Carleton University Library which is also applicable to libraries in different sectors and of different sizes.

METHODOLOGY USED TO IMPLEMENT THE PROJECT
Qualitative methods including interviews and participant observation.

Administrators

"Top ten tips" information session for administrators with not too much technical detail.

Circulation / interlibrary loan staff

Focus on practical aspects of interpreting RDA MARC records by looking at examples from a variety of different formats
Specific training for staff who create course reserve records

Reference staff

Open information session on RDA to address issues such as how will the catalogue change and how will records look different? This information can be incorporated into teaching and services to Library patrons.

Conclusion: RDA training support structure is key to successful training

RDA web site on Library intranet
Accessed by all Library staff and includes material to support the Library's transition to RDA including: training materials including PowerPoint slides, "Best of the web", templates, information on navigating RDA Toolkit, etc.

RDA contact person
In-house cataloguer designated as RDA contact person.

Process developed for handling questions so information can be shared in the most time efficient manner. For example, more efficient hold regular Q&A meetings rather than email

Needs assessment
Training based on a needs assessment interview with the supervisor in each department to verify training requirements. Training modules will be specific to the needs of staff in each unit.

Official launch meeting
Open meeting to launch and discuss training plan. This serves as the official "kick-off" to RDA training.

Budget
Costs can be low due to the wealth of high quality training material on the web, library association webinars and use of in-house expertise.

Cataloguers

Cataloguers will receive the most detailed training:
- FRBR
- RDA Toolkit – basics and navigation
- RDA modules
- Practical application: examples and workflows

Training will focus on acquiring practical working knowledge which cataloguers require to do their job. With online modules, cataloguers are required to do some self-training.

Training will be modified for copy cataloguers
Specialist cataloguers will have small group sessions to ask questions and review examples. Special sessions for: online resources, A/V materials, rare books, government documents, maps, music, serials and authority records.

Technical services staff (non-cataloguing): Acquisitions, Catalogue maintenance, etc.

- Focus on practical aspects of interpreting RDA MARC records by looking at examples from a variety of different formats
- Focus on match points in MARC records when trying to find a record for a Library purchase
- Vendor records and compliance with RDA.

Systems staff

Training for staff who work with MARC records:
- New MARC fields and structure of RDA records
- Working with ILS provider on RDA issues
- Navigating ILS provider website to find RDA documentation
- Changes to the public catalogue to utilize RDA fields
- How will RDA work with a discovery layer?

http://rdaincanada.wikispaces.com/Pan-Canadian+modules

Training modules from the Pan-Canadian Working Group on Cataloguing with RDA

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