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

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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.

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 on navigating the RDA Toolkit, OCLC’s RDA guide, walkthroughs, FAQs, etc.

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

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.

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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. Online modules will include self-training.

Specialist cataloguers will have small group sessions to ask questions and review examples. Special sessions will be provided 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 technical gaps in MARC records when trying to implement RDA in current practice
• 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 providers on RDA issues
• Navigating the catalog provider’s new RDA documentation
• Changes in the catalog provider’s current MARC records
• Federation with ILS work in a library environment

Circulation / interlibrary loan staff
Focus on practical aspects of interpreting RDA MARC records by looking at examples from a variety of different formats. Staff will need to understand how RDA MARC records will be handled. This training will also provide support to cataloguers in their daily work.

Reference staff
Open information sessions on RDA issues such as how to apply the cataloguer’s change and what will work. This information can be incorporated into teaching and services to Library patrons.

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