

CCM Update 3, 2006

This update includes changes made to correct minor typographic and spacing errors, as well as to update web addresses, bibliographic references, and organization name changes, etc. New examples were added to several sections as proposed by catalogers. Wording in notes, field, subfield tagging and indicator values were reviewed and updated in some existing examples to reflect changes in practices. Of more significant note is the addition of CONSER's new practice of providing multiple linking fields and limiting the use of 580; the recent implementation of code "i" records; and LC series change.

Module/ Section	Page	Addition/Change/Deletion	Replace pages
0.3.	10	Updated information on implementation of code "i" records	9-12
1		Corrected page numbering	All pages
1	3-4	Updated references	
1.3.2.	11	Removed note to consider canceling LC monograph records before redoing a title as a serial	
1.5.2.	15	Changed "lcweb" to "www"	
2	1	Corrected spacing	1-2
2.2.2.	18	Added footnote re. LC Series Change	17-26
2.3.1.b	21	Updated information on implementation of code "i" records	
3.2.3.b.	20	Changed "National Library of Canada" to "Library and Archives Canada" in footnote	19-24
	21	Added instruction/reminder to follow LCRI 1.0A3 in dealing with other types of title pages in different languages	
4.2.	9	Updated 260 and 310 \$a in second example	9-10
4.8.3.	34	Corrected a typo	33-34

5.2.2.a	8	Added footnote clarifying that LC serial catalogers will still consult SARs when testing for conflict after June 1, 2006; and wording to clarify that when comparing the title proper against fields 4XX and 8XX, test against the established form of the series	7-12
5.3.3.	12	Revised to match the spirit of LCRI 25.5B which has become much less prescriptive	
5.7.	21	Removed extra spaces	21-22
6.1.3.e	15	Removed place qualifier from field 245	15-18
6.1.4.a	15	Changed MARC tag 246 to 740 in example per LCRI 21.30J	
6.1.4.d	18	Added an example	
6.1.5.	21, 22	Changed second indicator in 246 in third and fifth examples to “#” (=blank)	21-22
6.4.2.	40	Added “\$p” to example	39-40
6.7.2.d	50	Removed “\$f” from the first 246	49-50
7.2.2.	9	Corrected a typo	9-10
7.5.2.b	23	Changed second indicator in 246 to #	23-24
8.3.3.d	23	Added example	23-32
8.4.2.f	31	Corrected typo; added “\$a”	
8.5.5.	37	Added MARC tags to examples	37-38
8.7.2.	44	Corrected a typo	43-44
9.3.2.	14	Changed “NLC” to “LAC”	13-16
9.4.1.	14	Added footnote clarifying that LC serial catalogers will still consult SARs when testing for conflict after June 1, 2006;	
10.4.2.b	29	Changed “NLC” to “LAC”	29-30
11	7	Corrected typos	7-8

12	5	Removed “LC” as creator of SAR; added footnote re. LC series change	5-10
12.1.2. b&c	8	Corrected typos in field tags; reordered subsections b. and c.	
12.7.	34	Added statement from LCRI 1.6 regarding LC series change (section is being retained to document LC former practices regarding changes in series treatment)	33-36
12.7.1.	34	Corrected a typo	
13	4	Removed reference to LCRI for rule 12.7B10 from table	3-4
13.2.2.d	7	Changed “National Library of Canada” to “Library and Archives Canada;” “NLC” to “LAC”	7-8
14		Switched page number display in header	All
14	10	Removed reference to LCRI following field 787	
14.1.4.a	12	Removed a space	
14.1.6	15-16	Added decisions on linking entry practices from the 2006 CONSER Operations Meeting	
14.1.6.b	16	Removed a space; corrected a typo	
15	17	Changed \$x to \$v in example; added “#” as first indicator for fields 650	17-20
	19	Changed “National Library of Canada” to “Library and Archives Canada;” “NLC” to “LAC”	
16.2.3.-	19-	Corrected typos; removed extra spaces from examples	19-40
17.2.3.	7-9	Corrected indicator value	7-12
17.3.3.b.1)-	12, 20, 23, 25, 34	Removed extra spaces from examples	19-20 23-34
17.5.3.c-	26, 27	Added field 787	
17.6.3.b	30	Moved example to display after second bullet	
17.7.3.	32	Added note regarding treatment of reprint of articles of unrelated serials	

21.1.3.	6	Changed “NLC” to “LAC”	5-6
21.3.1.	12	Updated instruction to include the option of converting pre-AACR2 records to AACR2	11-14
21.5.	18	Changed “NLC” to “LAC”	17-18
21.7.1.	24		23-24
21.7.2.	27	Removed field 890	27-28
31	5	Updated/added references	5-6
31.1.3.	12	Changed “electronic version of print serials” to “remote electronic serials”	11-12
31.2.3.	15	Added see also reference to CCM 31.16	15-16
31.5.	25	Changed “electronic version of print serials” to “remote electronic serials”	25-last p.
31.5.2.	25	Added footnote clarifying that LC serial catalogers will still consult SARs when testing for conflict after June 1, 2006	
31.7.	28	Added example for when a serial has undergone several title changes but the holdings of all titles involved is presented under the current title	
31.9.	29	Added example for “Print ceased with: ...” note	
31.14.7.	33	Changed “Online version of ...” to “Issued also in ...”	
	34	Added example	
31.15.1.	34	Changed “lcweb” to “www”	
31.15.2.	37		
31.15.5.	38		
31.16.	39	Added option for linking to earlier print title	
31.16.1	39	Added CONSER's new practice of providing multiple linking fields and limiting the use of 580	
31.18.1.	41	Added closing square bracket to 245	
31.20.2.	46	Changed “Online version of ...” to “Issued also in ...”	
32.3.3.d	21	Added footnote clarifying that LC serial catalogers will still consult SARs when testing for conflict after June 1, 2006	21-32

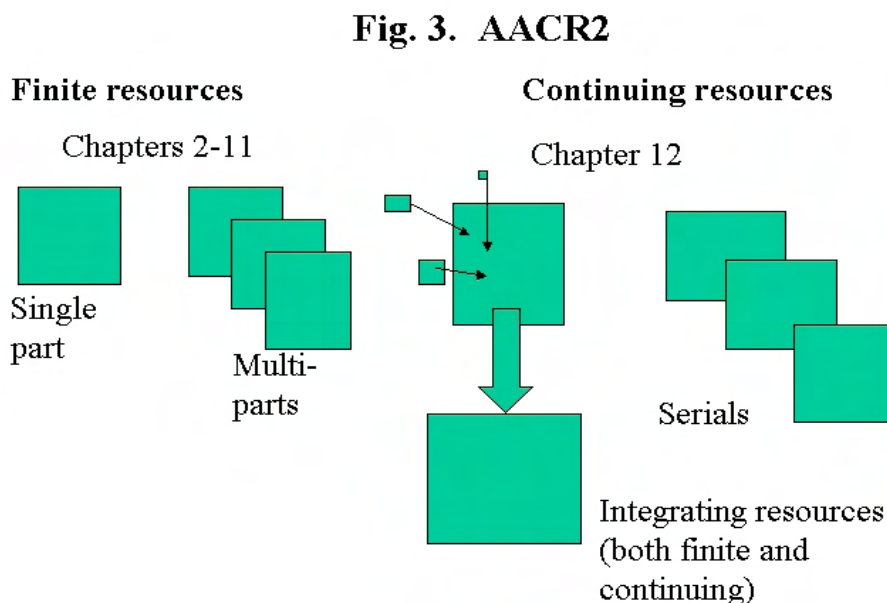
32.3.4.c	29	Added example for when the microfilming duties are transferred from one institution to another	
33		Contents	1-4
33.4.1.	10	Added footnote clarifying that LC serial catalogers will still consult SARs when testing for conflict after June 1, 2006	9-16; 25-48
33.15.3.	40	Added see reference to LCRI 12.0 in foot note	
33.20.2.	60	Corrected spacing	59-60
Appendix A	2	Updated RLIN; added SCCTP	All
Appendix C		Updated references	All
Index		Updated p. 4, 8, 10, 11	All

Integrating resources, on the other hand, are described from the latest iteration (because that may be all there is!) and earlier information is given in notes. Furthermore, most changes to integrating resources do not constitute major changes and are retained on the record according to integrated entry conventions².

0. 2. Continuing resources in AACR2

While an integrating resource may be finite or continuing, there is little difference in the way in which it is cataloged. Therefore, all integrating resources are covered by Chapter 12. Figure 3 shows how monographs, serials, and integrating resources are covered in AACR2.

In addition, rule 12.0A also enables other finite resources that bear the characteristics of serials but are limited in duration to be covered by the rules of Chapter 12. See *CCM* Part 1, Module 2, What is a Serial, for a discussion.



² Integrated entry is similar to latest entry, which was used for serials prior to the adoption of AACR.

0.3. Continuing resources and MARC records

In order to accommodate the new category of integrating resources, code “i” has been defined in the bibliographic level (leader/07) of the leader in the *MARC 21 Format for Bibliographic Data*. The code is used for serial, monograph, and integrating resources. The continuing resources 008 fixed field (previously called “serials”) is used for serials and integrating resources that are predominantly textual in content and coded type of record code “a” for language material. In order to accommodate integrating resources, new codes have been added to the serials 008, such as a new frequency code for continuously updated.

Implementation of code “i,” for integrating resources was completed in June 2006. An interim PCC procedure was used for textual integrating resources prior to that. Interim records were coded bibliographic level “m” (monograph) and a continuing resources field 006 was added to code continuing aspects of the resource.

The interim procedure was superseded June 2006 when catalogers began to create records for textual integrating resources using bibliographic level code “i,” type of record code “a” (language material), and the continuing resource 008. However, CONSER and BIBCO members will not be able to authenticate bibliographic level “i” records until details regarding authentication codes and distribution through LC and CDS are worked out. In addition, CONSER and BIBCO members are also asked to not convert any LC records created under the interim practice, or any LC monograph records for integrating resources created before 2002, until LC finishes its plans for converting and distributing them.

0.4. Continuing resources and the Program for Cooperative Cataloging (PCC)

The PCC includes two separate programs for the creation of bibliographic records: CONSER and BIBCO. CONSER has traditionally covered serials in all formats, while BIBCO covers monographs in all formats. Updating loose-leafs have traditionally been cataloged by monograph catalogers, while both monograph and serial catalogers have cataloged electronic integrating resources, such as Web sites and databases. Thus, for PCC, integrating resources are now covered by both programs. Both CONSER and BIBCO catalogers can create and maintain records for integrating resources and it is planned that records for integrating resources will be authenticated and distributed with the CONSER database following the implementation of code “i.” New authentication codes will be adopted at that time that will also allow maintenance by OCLC Enhance members as well. Until that time, the existing PCC authentication codes for monographs will be used for records for integrating resources.

0.5. Continuing resources in CONSER documentation

Both the *CONSER Cataloging Manual* and *CONSER Editing Guide*, from their inceptions, have covered serials in all formats. With the expanded scope of CONSER (as well as BIBCO) to include integrating resources, CONSER documentation will also include instructions relating to integrating resources. Specific tagging instructions and procedures relating to integrating resources will be added to the *CEG* as the need is identified. Plans are for documentation for integrating resources to be included in special modules of the *CCM*, as well in the *BIBCO Manual* and on a separate basis.

NOTES

Module 1

Introduction to Serials Cataloging

Contents

- 1.1. The significance of serial publications
- 1.2. The nature of serials
 - 1.2.1. Characteristics of serials
 - 1.2.2. How cataloging a serial differs from cataloging a multipart item or an integrating resource
 - 1.2.3. Serials vs. monograph cataloging: economy and access
- 1.3. The process of cataloging a serial
 - 1.3.1. Examining the issue(s) of the serial
 - 1.3.2. Searching
 - 1.3.3. Describing the serial
 - 1.3.4. Determining name and title access points
 - 1.3.5. Assigning subject headings and a call number
 - 1.3.6. Inputting the record
 - 1.3.7. Updating related records
- 1.4. Levels of cataloging
- 1.5. Serials and their control
 - 1.5.1. Check-in and holdings records
 - 1.5.2. Publication patterns and the CONSER Publication Pattern Initiative
 - 1.5.3. Union lists and consortia

NOTES

Module 1. Introduction to Serials Cataloging

If you are a new cataloger or a cataloger who hasn't cataloged serials before, cataloging a serial for the first time may seem daunting. How do you catalog from multiple issues? What happens when you don't have the first issue? How do you indicate that something has changed? How much data should be included and at what level will the record be created?

Furthermore, working with serials often extends beyond cataloging. Many serials catalogers are becoming increasingly involved in serial holdings, publication pattern creation, and other aspects of serials control.

This module will take a broad look at serials, discussing what makes them unique, what kind of challenges they pose to the cataloger, and what is involved in cataloging them.

This module will discuss:

- The importance of serials
 - How serials differ from monographs and integrating resources
 - Aspects of the cataloging that are unique to serials
 - An overview of the cataloging process
 - Other types of serials control
-
-

References

| *Anglo-American Cataloguing Rules*. Second Edition, 2002 Revision: 2005 Update. Chicago : American Library Association, 2002-

Library of Congress Rule Interpretations. 2nd ed. Washington, D.C. : Cataloging Distribution Service, Library of Congress, 1989-

CONSER Editing Guide. 1994 ed. Washington, D.C. : Serial Record Division, Library of Congress ; available from the Cataloging Distribution Service, 1994-

| *MARC 21 Format for Holdings Data*. 2005 Concise ed. Web site
| <http://www.loc.gov/marc/holdings/echdhome.html>

CONSER Publication Pattern Web site: <http://www.loc.gov/conserv/pattern/>

Definitions used in this module:

Integrating resource. A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources may be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites. (*AACR2*)

Iteration. An instance of an integrating resource, either as first published or after it has been updated. (*AACR2*)

Monograph. A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts. (*AACR2*)

Multipart item. A monograph, complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered. (*AACR2*)

Serial. A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series. (*AACR2*)

1.1. The significance of serial publications

Editor's note: the following was written by Linda Bartley and Bill Anderson for the 1st edition of the CONSER Cataloging Manual in 1993. Despite minor updates and corrections, the message remains relevant.]

Serials are an essential and integral component of every major research library collection because the information they contain reflects the most current developments in all fields of activity. The basic nature of the serials publishing process insures that their "sequential products" are distributed in a timely fashion; timeliness is fundamental to their relevance. It logically follows that efficient processing of these materials is key to providing the necessary timely access to them.

Cataloging rules set only three basic criteria for a serial publication: 1) it is issued in discrete parts; 2) generally, each part carries a number or date that uniquely identifies it; 3) the publication has no predetermined conclusion (see Module 2). Within these basic requirements one finds material that differs as widely as one can imagine. Many government documents are issued serially and contain unique information that only such an agency could develop (e.g., CIA reports). On the other extreme one finds more ephemeral material that is generated by individuals with desktop publishing capabilities (e.g., family-specific genealogical information). From annual reports to car repair manuals, the serials cataloger typically handles a great variety of material that presents numerous challenges and also leads to an exposure to a wide body of knowledge.

Recent history only reinforces the significance of serial publications. The price explosion of scholarly journals in the 1980s forced libraries to reevaluate their collections and to economize. The public outcry that followed reductions in serials' subscriptions only underscored the basic value of the literature. Some libraries were compelled to cooperate more with other libraries in their region, to identify their singular and collective strengths, and to focus their acquisitions policies accordingly.

During recent years we have seen several new technologies dramatically affect the serials publishing industry. Various types of electronic publications and formats have presented new challenges to serials cataloging. The same technologies offer new capabilities to researchers that were barely imagined years ago. Some serial titles are now available exclusively online or in CD-ROM and these serials often defy our understanding of the basic characteristics of serials. As publishers continue to use emerging technologies we find our field of librarianship confronted with providing the best and most timely access to these materials.

1.2. The nature of serials

1.2.1. Characteristics of serials. Serials *are* different! They don't always look or behave like other types of publications. Here are some of the characteristics of serials.

Serials are extremely diverse, including scholarly journals, popular magazines and newspapers, newsletters, annual and statistical reports, directories and yearbooks, and monographic series.

Serials are issued on a continuing basis, often with a regular frequency (e.g., annual, monthly, etc.).

Many serials do not have a title page. Instead, the title is found on the cover or at the beginning of the text. This is particularly the case with periodicals (magazines, journals, etc.), newsletters, and newspapers.

Most serials have numbering--numbers or dates or combinations of both that distinguish the individual issues. The only category of serial that does not routinely bear numbering is unnumbered monographic series.

Serials do not usually have personal authors. Most persons associated with serials are editors or compilers. Serials are more often the work of one or more corporate bodies that have "issued" the serial.

Serial titles are often given in more than one place in the issue and sometimes in different forms.

Serials are often related to other serials (or monographs or integrating resources)--as earlier or later titles, companions, sections, language editions, translations, etc.

Serials may have supplements, indexes, reprints, or special issues or may, themselves, be a supplement, index, reprint, or special issue.

Because serials are issued continuously, the information presented on them may change. Such changes may be in the title, issuing body, form of numbering, frequency, size and physical appearance, or just about anywhere else!

1.2.2. How cataloging a serial differs from cataloging a multipart item or an integrating resource. Serials, incomplete multipart items, and integrating resources are all issued over time and, thus, exhibit seriality. However, cataloging practices differ. In the case of multipart items, the distinguishing factor is the fact that multipart items are finite and serials are continuing. In the case of integrating resources, it is the mode of issuance that is the distinguishing factor.

a. Successive entry cataloging. A new serial record is created each time a major change occurs according to *AACR2* 21.2C1. and 21.3B1a. This cataloging convention is called "successive entry cataloging." (See Module 16 for a complete list of potential major changes.) Each successive entry record contains information relevant only to the span of issues covered by that record. The relationship of successive entry records is shown through linking entry fields (Module 14). The record for the "dead" serial is "closed off"--i.e., data elements are added or changed in the record to show that the title is no longer current (see *CCM* 21.3).

Multipart items that are not complete as first issued are also successively-issued and changes in title or entry may also occur. However, because multipart items are finite, a single record is made, rather than successive entry records, and changes to later parts are given in notes. Multipart items are cataloged according to "earliest entry" conventions. (*AACR2*, *LCRI* 21.2A1 and 21.3A2)

For integrating resources, because there is only one chief source at any one time, a single record is made and most changes¹ are reflected in notes (field 247, 500, 550, etc.). This convention is known as latest entry cataloging and was also applied to serials prior to the adoption of *AACR2* in 1981.

b. Description based on the first or earliest issue. Serials consist of a succession of issues, but the basic description of the serial is created from one issue. The primary difference between *AACR2* and earlier rules is that under *AACR2* the description is based on the first or the earliest available issue.² Every *AACR2* serial record must indicate the issue upon which the description is based, either in area 3 (field 362, 1st indicator = 0) or in a note. Once a serial is described from the first issue, the "body of the entry" is not changed (except when adding successive numbering schemes, variations in physical description, or closing off the record for a "dead" title).³ An indication of changes appearing on later issues, that do not require a new record, is given in notes, as appropriate. Serials described from issues other than the first, however, may be "backed

¹ For integrating resources, a change in edition may cause the creation of a new record.

² Under ALA and AACR cataloging rules the most recent issue was used.

³ The "body of the entry" includes areas 1-6, the title statement through the series (fields 245-4XX).

up" when the first issue is available.

As mentioned above, generally multipart items are also described from the first issue with most later changes described in notes.

Integrating resources are described from the latest *iteration*. The word iteration is used because there are no separate issues. An integrating resource is described based on the information that is current at the time of cataloging. If this information changes on subsequent iterations, the description is changed and earlier information is given in notes.

c. Numbering. In citing the issue upon which the description is based, the cataloger also describes the numbering system used by the serial. Numbering is a collective term that may consist of numerical (or alphabetical) designations (volumes, numbers, etc.), chronological designations (dates), or a combination of the two. Numbering is important to serials because it provides the only means for distinguishing the individual issues of the serial.

Multipart items may or may not be numbered.

Integrating resources do not use numbering in the same way that serials do. While updates to a loose-leaf publication or database may be numbered or bear revision dates, this numbering refers only to the update and not the publication as a whole. Thus, while the numbered update of a loose-leaf might be checked in according to that numbering, it is not reflected in the bibliographic record.

d. Uniform titles (created according to AACR2 and LCRI 25.5B). Because so many serials are entered under title according to AACR2, and because serials are frequently listed in other files, such as check-in files, it is important to be able to distinguish one serial from another. AACR2 25.5B and the accompanying LCRI provide the guidance for creating uniform titles to distinguish different serials with the same title. The uniform title consists of the title proper and a qualifier (see Module 5). In determining whether there is a conflict, catalogers consider all other serials but not monographs or integrating resources.

Analyzed multipart items are assigned uniform titles according to LCRI 25.5B because they are treated similarly to series; unanalyzed multiparts are not given uniform titles according to the LCRI.

e. Linking entry fields. Serials are often part of "family" relationships. They may have parents (earlier titles), children (later titles), siblings (other editions, splits, etc.), and cousins (other related works). AACR2 specifies that these relationships be mentioned in notes. The MARC 21-defined linking entry fields (760-787) may provide such notes, when desired, as well as linking

the related records in a database (see Module 14).

Linking entry fields are defined for monographs as well as serials, but have not been used on monograph records as extensively as with serials. Because there is a single record for the entire multipart, there is no need to link to earlier or later titles. Links to other physical formats may be provided, however.

Much of the same can be said for integrating resources, because a single record is involved. However, there are cases where links are appropriate and Chapter 12 rules for linking notes apply also to integrating resources.

f. The cataloging record must represent the entire serial. In general, information contained in serial records must be broad enough to pertain to the span of issues covered by each successive entry record or a subset of those issues as noted by date spans. This is perhaps the most difficult concept for an experienced monograph cataloger to grasp. Information that is specific to a single issue is usually omitted because it does not relate to the serial as a whole. For example, dates and numbers that represent the issue are dropped from the title statement, titles specific to one issue are omitted, and so forth. When information is given that relates to certain issues but not all, dates are given to indicate the span of issues to which the information pertains. Such dates are most often given with notes.

Because multipart items are finite, more detail can be provided in the record, such as a complete contents note.

Integrating resource records are very similar to serials in that they too must cover the entire resource. It may be the case that earlier information has completely disappeared from an online integrating resource and catalogers must use judgment in determining what to retain in notes.

1.2.3. Serial vs. monograph cataloging: economy and access. Module 2 discusses the criteria that are used to determine whether a publication is cataloged as a serial, a monograph, or an integrating resource. While the distinction between a serial and an integrating resource is based on the manner in which it is issued and is usually clear, the distinction between monographs and serials is based on whether or not the resource will continue over time, and this is often not clear at all! Frequently the cataloger is left to decide the most appropriate treatment. The following considerations of economy and access are presented for situations in which a publication could be cataloged as either.

a. Economy. When a title is cataloged as a serial, all issues are represented by one record -- at least until the title changes. If successive issues are received, they can be checked in and added

to the shelf without further cataloging. Other types of records (e.g., check-in records) are also created. If nothing else is received (i.e., the publication is really a monograph), nothing need be changed. Just think of it as a "dead" serial!

When a publication is cataloged as a monograph, however, and turns out to be a serial, the monograph records have to be canceled and the publication recataloged as a serial. On the other hand, treatment as a monograph is preferable when it appears that each issue will have a different title. If separate records are going to have to be made for each issue due to constant title changes, it is more economical to catalog as a monograph because the records do not have to be linked nor do check-in records or union list records need to be created.

b. Access. If serials are classed by a library, treatment as a serial enables the shelving together of all issues, regardless of title changes. Usually the title will also be accessible in sources other than the catalog, such as union lists, check-in files, and so forth. The cataloging record, however, will be less complete than individual monograph records would be, since one entry must serve for all issues. If there is important information that is specific to each issue, treatment as a monograph may be preferable. This is often the case for monographic series whose individual titles may require separate subject headings and classification numbers to provide the appropriate level of access.

1.3. The process of cataloging a serial

Original cataloging generally involves seven processes, some of which may occur at the same time. The order in which they are performed depends on whether searching and inputting is done by the cataloger or a technician, whether the serial is cataloged on an integrated library system (ILS) or directly on a utility, whether the serial is straightforward or complex, and individual preferences. A further step, creating authority records, may also be necessary depending on institutional policy and whether or not access points have already been established.

The seven processes are:

- 1) Examining the issue(s) of the serial
- 2) Searching
- 3) Describing the serial
- 4) Determining name and title access points
- 5) Assigning subject headings and a call number
- 6) Inputting the record
- 7) Updating related records

1.3.1. Examining the issue(s) of the serial. Once a cataloger determines that a resource is a serial (see Module 2), he/she takes a quick look at the serial to answer the following questions:

- What is the chief source?
- What is the title? If there is more than one issue, does the title appear to have changed?
- What is the numbering system (i.e., a number or date that identifies the issue)?
- Is this the first issue?
- Are there corporate bodies given on the serial?
- Does the publication mention a relationship to other resources or an earlier title?
- What is it about?
- Are there changes evident on later issues?

1.3.2. Searching. Depending on the type of institution in which you are working, searching may include shared utilities (e.g., OCLC, RLG), the local OPAC and catalogs of other institutions, and, in some cases, manual files, such as old card catalogs and check-in files. Different files may need to be searched for different reasons. For instance, in order to be sure that the title has not already been cataloged by your institution, you may want to begin searching a local file. If the serial is fairly old, manual files may need to be consulted. Once it has been determined that the serial has not already been cataloged within your institution, the next step is to search a utility to determine whether it has been cataloged by another library. The cataloging database for LC/CONSER catalogers is OCLC. Since Part I of this manual relates to original cataloging, it will be assumed that no record is found. (If a record is found, you may want to consult Part II which covers record identification and modification.) Serial catalogers must also consider the following when searching:

- Is there another serial with the same title (i.e., will a uniform title be necessary)?
- Are there related records that will affect the cataloging, requiring links to the record being created?
- Are all of the headings that will be used in the record established in the LC/NACO Authority File? Are there appropriate subject headings to cover the subject of the serial?
- Is the resource one of a group of similar publications and if so, is it desirable that the serial being cataloged be described in a similar manner?

- Are there monograph records for the publication that might indicate that the publication is not really a serial? For instance, there may be several editions with a wide range of publication dates that indicates no clear pattern of issuance. Or, is there a succession of monograph records for each year indicating that the title should be redone as a serial?

1.3.3. Describing the serial. Once the searching has been done and you have quickly glanced at the serial, now is the time to consult the rules and rule interpretations. What do the various elements found on the issue represent and how will they be transcribed in the cataloging record? Will information have to be supplied that does not appear on the issue?

Describing a serial involves two processes:

Locating the essential elements that will compose the cataloging record as required by the rules	→ ←	Deciding what to do with what is found on the issue
--	-----	--

Both activities are interrelated. To locate the essential elements, a knowledge of what the rules consider to be the essential elements is necessary. Deciding what to do with what is found on the issue is the more difficult aspect because it involves interpreting the information to determine what the publisher is trying to convey and knowing where the information will best fit in the catalog record or whether it should be omitted.

Keep in mind that description according to *AACR2* is just what is says--description! While the rules do allow for some modification of the data, in most cases, data is given in the form in which it appears on the item. But, the data must also be interpreted and given in its appropriate place. It is important to know what elements need to be included in the record whether or not they are found on the chief source, when to piece together information from different sources, and when to supply information that doesn't appear in the issue.

The following charts list the descriptive elements that **must** or **may** be given in the cataloging record for a serial.

Descriptive elements that must be given for serials at all levels in CONSER records (full, core, minimal)

Title proper
Designation of the first issue (except for unnumbered series) or a "Description based on" note
Place of publication or "S.l."
Name of publisher or "s.n."
Date of publication when first/last issue is in hand

Descriptive elements that may be given depending on what appears, level of cataloging, or type of material

Other title information
Parallel titles
Statement of responsibility
Subsequent statements of responsibility
Edition statement
Place and name of distributor
Physical description (extent of item)
Illustration statement and size of publication
Series statement
Notes
Links to related records

1.3.4. Determining name and title access points. "Access points" are the entries under which the serial can be searched in the catalog. The first decision is usually what will be the "main entry" (see Module 4). For serials, this is generally a question of corporate body/conference heading vs. title. Added entries may be made for corporate bodies that have not been given as the main entry, persons responsible for the serial (in some cases), or conference names. Added entries are also given for the title when it is not the main entry and, in most cases, for other titles

or variations of the title. If the serial is issued within a series, the series may also be given as an access point (see Module 12). Since access points are critical to the retrieval of records, many of them, such as series titles, series like phrases, and corporate names are established in authority files.

1.3.5. Assigning subject headings and a call number. Determining what the serial is about and where it should be placed on the shelf requires different thought processes from those used to determine the bibliographic description. For this reason, subject analysis is usually done as a separate process, whether by the same or another cataloger (see Module 15). Note that supplying a classification number is not mandatory for CONSER because many libraries choose not to classify some of their serials (e.g., newspapers, microforms). But CONSER members are encouraged to add classification to full level CONSER records.

1.3.6. Inputting the record. Before inputting the new record it is advisable to search the title again if much time has elapsed since it was first searched. If the serial is new it is possible that another library has input a record during the time you were composing the content! Records must be input with the appropriate tagging. The primary tool consulted for questions relating to tagging is the *CONSER Editing Guide*.

1.3.7. Updating related records. LC/CONSER catalogers are not only responsible for inputting new records to the database, but also for updating those already online. This may mean adding a linking entry field, closing off a record for a "dead" serial, correcting a heading, or identifying a duplicate record for deletion. For instructions on duplicate records, consolidation of records, and general updating, see Module 21 in Part II and *CONSER Editing Guide*, Section C. Other catalogers may report needed updates for online entry to those authorized to make the changes (OCLC, etc.).

1.4. Levels of cataloging

CONSER records may be created at three levels: full, core, or minimal. Most records are created at the full or core level; minimal level cataloging is generally used only for resources of little research value, backlogs, etc. A complete listing of which elements are required for each level is contained in section B6 of the *CONSER Editing Guide*. This discussion will focus on how these levels interact with the cataloging code and CONSER practices.

AACR2 includes three levels of description in rule 1.0D. Unfortunately, these are not equivalents to minimal, core and full! But there is some similarity. Records created at level 1 or the CONSER minimal level standard contain only the most essential descriptive data elements. An added dimension of the CONSER minimal level record is that name authority work and

subject/classification elements are not required. Level 2 in *AACR2* is far more complete than level 1; however, the CONSER core level has the same complement of descriptive elements as the CONSER minimal level record. The primary difference between the core and minimal records is the presence of authoritative headings and subject elements. Thus, *AACR2* level 2 is more equivalent to CONSER full level. (See also *CCM* 1.2.2f. concerning inclusion or omission of detail when describing a serial.) Level 3 in *AACR2* is primarily used for rare materials and includes all applicable data elements and more specific details.

The instructions in the *CONSER Cataloging Manual* do not, for the most part, specifically address how each area of the record is constructed according to the potential levels of description. Some exceptions are made, however, where it has been considered beneficial to point out that a certain data element is not required in core records (e.g., notes that justify added entries).

The challenge for a beginning cataloger in using *AACR2*, is that the code is quite neutral on what should be included. If the code was read literally, a cataloger might feel that all possible notes would have to be created. Of course, this is not the case! Thus, the cataloger can use the CONSER record standards as guides in determining what is an acceptable level of description for most serials. Depending on institutional policies, the cataloger can choose the level of description that will be most appropriate for any one serial.

1.5. Serials and their control

Because serials are ongoing, they have special needs for control and for the recording of holdings. Catalogers may or may not be actively involved with these additional aspects of control.

1.5.1. Check-in and holdings records. Most libraries maintain a separate file containing records in which individual issues of a serial are "check-in" upon receipt. This file may be automated or manual. Frequently, information from the cataloging record is used as the basis for the check-in record. The cataloging entry may serve as the entry for the check-in record and the numbering selected by the cataloger may set the pattern for the check-in of future issues.

Check-in records normally contain: 1) bibliographic data pertaining to the serial--the title, responsible issuing body or publishing information, frequency, references to earlier or later titles, etc.; 2) instructions for the disposition of the issues--whether to keep or discard, how many copies to retain and bind, where to send the issues, and so forth; 3) holdings of issues, and 4) the local call number. Also included may be notes pertaining to supplements not separately cataloged, numbering irregularities, information regarding the source of the item, etc. Automated

check-in systems may also have functions for binding and claiming of issues not received. Often the check-in component is part of the acquisitions module within an ILS and check-in records may be connected to purchase orders or other types of acquisition records.

Many libraries have implemented systems that use the *MARC 21 Format for Holdings Data* (MFHD). The display in the OPAC of holdings of unbound issues is generated from the check-in component, but the display of bound holdings comes from a separate holdings, or in some cases, item record. One of the keys to MFHD is the publication pattern.

1.5.2. Publication patterns and the CONSER Publication Pattern Initiative. A publication pattern consists of coded data that describes two things: 1) the captions that are used for enumeration and chronology and 2) the frequency and regularity of issuance of a serial. This data enables systems to: a) predict upcoming issues of serials to facilitate check-in and claiming, and b) to display the holdings of a library in a standardized manner according to the ANSI/NISO standard Z39.71. In 2000, CONSER began an initiative to add the publication pattern for each serial to the CONSER record so that it could be shared with all libraries. While the pattern, as created in MARC 21, is universal to the serial, not all systems can fully use the pattern in the MARC 21 format. But it is hoped that presence of this data in CONSER records will encourage systems to fully implement the format, enabling more sharing, and greatly reducing the burden on libraries to individually set up patterns for each serial. It will also enable libraries to transfer data from one system to another in the future. For more information, consult the CONSER Web site (<http://www.loc.gov/acq/conser/patthold.html>).

1.5.3. Union lists and consortia. Union lists are a primary tool for interlibrary loan.

Frequently, the cataloging record or the "cataloging entry" is used as the basis for union lists. The printed book catalog, *New Serial Titles*, which ceased in 1999, indicated the holdings symbols for a number of reporting institutions, based exclusively on CONSER cataloging records. Today, union lists are more likely to be online, such as MINITEX. OCLC and RLG also serve as primary sources of library holdings. Many libraries also participate in consortia, such as the California Digital Library, or OHIOLINK and the bibliographic record is used for sharing data related to holdings.

SUMMARY

- Serials are a vital part of any library collection because they are a major source of current information.
- Before cataloging serials, it is important to understand their nature and what information is to be included in or excluded from the cataloging record.
- Serials have many defining characteristics which distinguish them from monographs and integrating resources.
- Describing a serial can be a balancing act between describing what is found and supplying the necessary elements.
- Serials are a challenge to catalog because they can change.
- In addition to bibliographic records, serials are often represented in check-in files and union lists.

NOTES

Module 2

What is a Serial?

Contents

2.1. What is a serial?

2.1.1. Definition and characteristics

2.1.2. Types of resources covered by the definition

- a. Periodicals
- b. Annual reports and recurring reports of activities
- c. Directories, yearbooks, and other similar reference works
- d. Newsletters
- e. Statistical publications
- f. Newspapers
- g. Legal and official publications
- h. Monographic series

2.1.3. Other resources treated as serials according to 12.0A1

- a. Publications of limited duration
- b. Reprints of serials
- c. Resources that lack numbering

2.1.4. Successively-issued resources that exhibit seriality but are usually treated as monographs

- a. Publications revised on an irregular or infrequent basis
- b. Multipart items
- c. Supplements to monographs

2.2. Special types of resources (*LCRI* 1.0)

2.2.1. Conference publications

2.2.2. Series

2.2.3. Periodicals issued with distinctive titles

2.2.4. Loose-leaf publications

2.3. What to do when the appropriate treatment is unclear

2.3.1. Search shared databases and online catalogs

2.3.2. Look further at the piece

2.3.3. Search publisher's Web sites, etc.

2.3.4. When still in doubt

2.4. When to change treatment

2.4.1. Monograph to serial

2.4.2. Serial to monograph

2.4.3. Serial to integrating resource

2.4.4. Integrating resource to serial

The serial in Fig. 2.15., *Water Quality Assessment for Water Years ...*, is issued in the series, *Water Quality Monitoring Report*.

245 00 \$a Water quality
assessment for
water years ...
440 #0 \$a Water quality
monitoring report

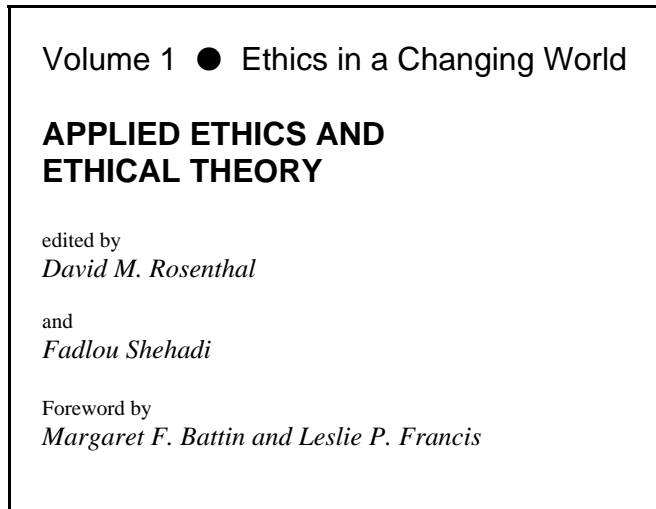


Fig. 2.16. Monograph in a series

The monograph in Fig. 2.16., *Applied Ethics and Ethical Theory*, is published in the series, *Ethics*

in a Changing World.

245 00 \$a Applied ethics and ethical theory / \$c edited by David M. Rosenthal and Fadlou Shehadi ; foreword by ..
 440 #0 \$a Ethics in a changing world ; \$v v. 1

Unnumbered series are newly defined as serials with the revision of AACR2 in 2002. Prior to that time only a numbered series was defined as a serial. However, unnumbered series have always been considered serials for purposes of ISSN assignment. While catalog records are not generally created for unnumbered series, unnumbered series are serials in every sense but their lack of numbering. The same rules for establishing title, entry, and for determining changes in title apply to them.

2.2.3. Periodicals issued with distinctive titles. A distinction is made between publications that are issued in **series** and **periodicals** that are issued with distinctive titles. The indicators are as follows:

- Series normally contain a single work by one or more authors whereas periodicals normally contain multiple articles by different authors.
- Periodicals usually have volume and issue numbers; series are more likely to have numbers only.
- Periodicals usually have a regular frequency; series are usually issued irregularly.

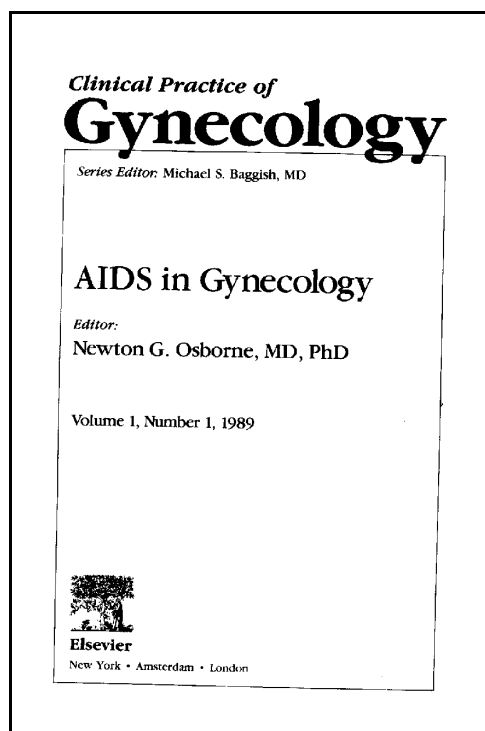


Fig. 2.17. Chief source

When the work is to be treated as a periodical, a note, such as "Each issue also has a distinctive title" or "Some issues also have a distinctive title," is added in field 500. Added entries for the individual titles are not generally given. This note is not given on a collective record for a monographic series.

Fig. 2.17. represents a serial, each issue of which has a distinctive title. Note that there is a "series editor" for the serial and that the designation scheme is typical of that of

periodicals. There is also a list of forthcoming issues inside, each with its own title.

```

245 00 $a Clinical practice of gynecology.
310 ## $a Three no. a year
362 0# $a Vol. 1, no. 1-
500 ## $a Each issue also has a distinctive title.

```

2.2.4. Loose-leaf publications. An updating loose-leaf is a publication consisting of a base set of pages that is hole-punched and issued with a binder and that has periodic updates of loose pages. An example is the *CONSER Editing Guide*. When determining the treatment of a loose-leaf it is the base volume(s) that matters. Most loose-leaf publications are integrating resources because there is one base volume that is updated over time. Even though the individual updates may be numbered and issued on a regular basis, they are not treated as serials.

Some publications that are issued in a loose-leaf format, however, may be treated as serials. If the base volume is issued on a regular basis, such as an annual volume with a semiannual update, the publication may be treated as a serial rather than as an integrating resource.

2.3. What to do when the appropriate treatment is unclear

In the discussion of types of publications covered above, the assumption has been made that the issuing pattern is known or can be predicted with confidence. What happens when only one issue is in hand and that issue has a designation but does not indicate that further issues will be published? Or what happens when a resource is issued electronically and there is no clear indication that it will be regularly updated and what form the updates will take?

2.3.1. Search shared databases and online catalogs. Catalogers today have a wide spectrum of databases and catalogs in which to search. CONSER catalogers always begin by searching OCLC. They may also choose to search individual library catalogs, particularly national library catalogs from other countries.

a. Serial vs. monograph. Search for both serial and monograph records and apply the following guidelines:

- If a serial record is found for the publication in hand, treat as a serial, particularly if the record is a CONSER record (unless "xlc" or "xnlc" is found in field 042, see *CEG 042*).
- If a serial record is found for what appears to be an earlier or later title, treat as a serial.
- If a monograph record is found for the same issue and there are no records for other issues, prefer to treat as a monograph.

- If monograph records are found for multiple issues (other than or in

addition to the one in hand), consider treating as a serial if the records indicate a regular pattern of issuance.⁵

For example: 1992 is in hand; records are found for 1988, 1989, 1991. Consider it to be an annual and catalog as a serial.

- Local policies can also determine how the resource is cataloged (e.g., conferences).

/ **b. Integrating resources.** Before implementation of code “i,” textual integrating resources were
/ coded bibliographic level “m” (monograph) and a continuing resources field 006 was added to
/ code continuing aspects of the resource. Beginning June 2006, catalogers create records for
/ textual integrating resources using the continuing resources 008 fixed field and bibliographic
/ level code “i.” However, CONSER and BIBCO members will not be able to authenticate
/ bibliographic level “i” records in the continuing resources format until details regarding
/ authentication codes and distribution through LC and CDS are worked out. In addition, CONSER
/ and BIBCO members are also asked to not convert any LC records created under the "interim"
/ practice, or any LC monograph records for integrating resources created before 2002, until LC
/ finishes its plans for converting and distributing them.

2.3.2. Look further at the piece. If a database search does not help, and the obvious clues are missing (e.g., volume numbering, ISSN on a successively issued resource, frequency in title, subscription information, statement of updating practice, etc.), look at the introduction, preface, letter of transmittal, or, in the case of electronic publications, the “about” pages. Phrases such as "This is our first report ..." or "In future issues ..." are a good indication that the intent is to continue the publication. If the publication is from a government agency, investigate to determine whether the report is mandated by a law or regulation requiring the publication of a report each year.

⁵ Monograph records canceled from LC's database remain on OCLC with bibliographic level "J".

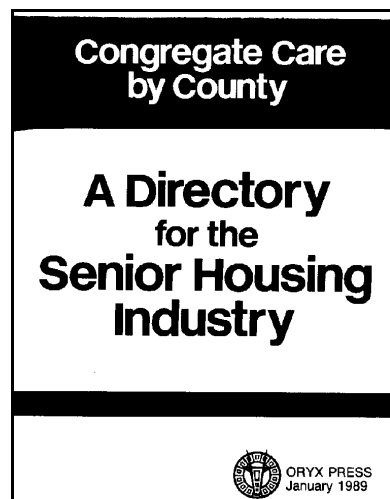


Fig. 2.12a. Chief source

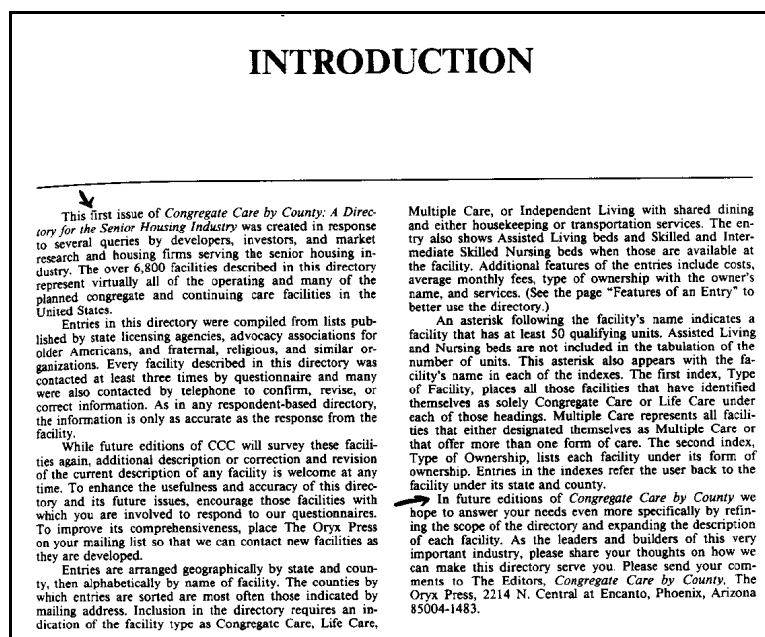


Fig. 2.12b. Introduction

In Fig. 2.12, the introduction calls this the *first* issue and mentions *future editions*. Thus a cataloger might deduce that this is intended to be a serial, even though no chronological designation is given on the chief source.

Consider the contents and nature of the resource. Does the resource contain the type of information that is likely to be issued on a continuing basis? Statistics, directories, reports of activities or research are all types of information that are likely to be issued or updated regularly. If the topic seems finite, of a limited duration, or very specific, it is best to treat as a monograph.

2.3.3. Search publisher's Web sites, etc. If you are really uncertain as to the nature of the work, a publisher's Web site may contain further information about the work that will indicate an intention to continue. If you can locate the contact information for an editor or publisher, ask them directly: will there be future editions? etc... Many publications also now contain the email address of the editor.

2.3.4. When still in doubt. When all else fails, *LCRI* 1.0 says when in doubt treat as a serial with some qualification for certain types of materials.

It is often impossible to predict with accuracy what a publisher will do in the future. As a result, it may be necessary to change the way in which a publication has been cataloged due to information gained in "hindsight." Such decisions can only be made on a case-by-case basis. In a cooperative environment, catalogers not only make decisions of cataloging treatment that relate to their own libraries but must also evaluate decisions of cataloging treatment made by others, as evidenced by records on a cooperative database (e.g., OCLC).

2.4.1. Monograph to serial. This is the most common case for change of treatment and it includes the following situations.

- It becomes evident that the publication is being issued on a regular basis.
- It becomes evident that the title has changed and an earlier or later title has been cataloged as a serial (see also Module 16).

2.4.2. Serial to monograph. This is rarely done but may be necessary when it becomes apparent that the title is unstable and has changed with every, or almost every issue, and it appears that the title on future issues is also likely to change. The cataloging need not be changed, however, if a publication has been cataloged as a serial and it becomes obvious that the publication is being revised only on an as-needed basis.

2.4.3. Serial to integrating resource. An example of this situation occurs when an electronic journal stops publishing successive issues and changes to integrating updates or into a database. The change may warrant re-cataloging as an integrating resource although if a U.S. or Canada ISSN assignment is involved, the appropriate ISSN center should be contacted first. *LCRI* 12.7B4.2 gives the practice for e-serials that change.

2.4.4. Integrating resource to serial. This situation may occur when a loose-leaf has been cataloged as an integrating resource and it is later learned that the base volume is regularly issued, the record should be changed to a serial.

SUMMARY

- When making determinations about treatment, consider first whether the resource will be issued on a continuing basis or whether it is finite, then the form in which it is issued (i.e., serial or integrating).
- Catalog a resource as a serial if it meets the definition or is one of the types of resources given in *AACR2* 12.0A1 (see also *LCRI* 1.0).
- Treat a resource as an integrating resource when it meets the definition of an integrating resource, or in the case of electronic journals, when earlier titles are not retained.
- When treatment is unclear, consider all available sources of information, including online catalogs and databases.
- Conference publications that have unique titles or are in a numbered monographic series are cataloged as monographs. Other conference publications can be cataloged as serials if they appear to be ongoing.
- Most loose-leaf publications are cataloged as integrating resources.
- Series may be cataloged as serials or the individual titles may be cataloged as monographs, serials, or integrating resources as appropriate. The decision on how to treat a series is made by each institution.
- Monographs are re-cataloged as serials when there is clear evidence that the publication is being issued regularly.
- Serials are not often recataloged as monographs.

NOTES

If several issues are in hand and one source has a more stable or complete title than another **and** there is no true title page, the cataloger may choose the source with the stable title as the chief source rather than following the preferred order, provided that doing so would not result in cancelling existing records (*LCRI 12.0B2*).

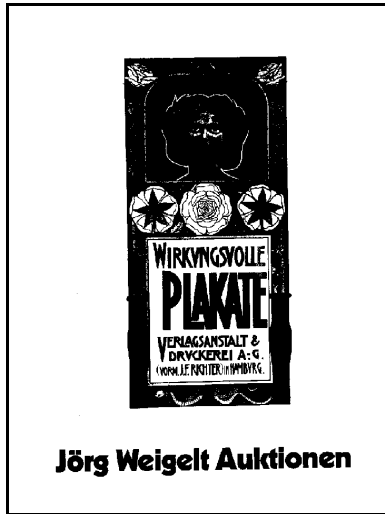


Fig. 3.12a. Cover, [1]

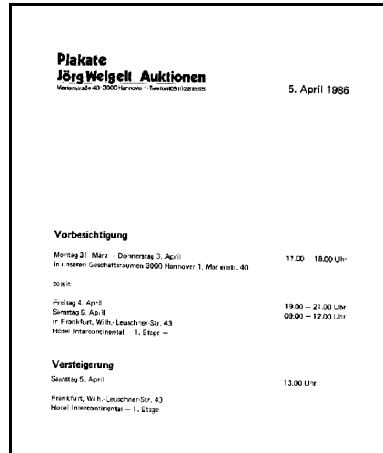


Fig. 3.12b. Caption, [1].



Fig. 3.12c. Cover, 2.

In Fig. 3.12., there is no true title page. While the cover is the preferred title page substitute, in this case, the page containing the caption title is a better choice because the title remains constant on this source.

- 110 2# \$a Jörg Weigelt Auktionen (Firm)
- 245 10 \$a Plakate / \$c Jörg Weigelt Auktionen.
- 246 14 \$a Wirkungsvolle Plakate \$f 1

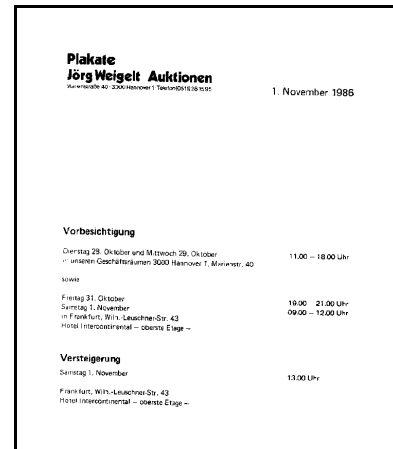


Fig. 3.12d. Caption, 2.

3.2.3. Multiple pages containing the title. When there is more than one "true" title page in a serial, decide which will be the chief source, or in some cases use both (see below).

a. Title on facing pages. If the title and other bibliographic details stretch over two pages, both pages are considered to be the chief source (AACR2 12.0B2).

b. Title pages in different languages. Some serials have multiple title pages which represent the same information given in different languages. The title pages may face each other or appear at opposite ends of the publication³. Choose one as the chief source; record the other(s) as an "added title page title" (see Module 7).

AACR2 1.0A3a)ii) instructs as follows:

If the bibliographic resource contains written, spoken, or sung words for which there are sources of information in more than one language or script, prefer (in this order):

- a) the source in the language or script of the written, spoken, or sung words if there is only one such language or script or only one predominant language or script.
- b) the source in the original language or script of the resource if the words are in more than one language or script, unless translation is known to be the purpose, in which case use the source in the language of the translation.
- c) the source in the language or script that occurs first in the following list: English, French, German, Spanish, Latin, any other language using the roman alphabet, Greek, Russian, any other language using the Cyrillic alphabet, Hebrew, any other language using the Hebrew alphabet, any other languages.

When applying category b, consider the language of the country of publication to be the original language if the country has one official language. If the country has more than one official language, apply category c. Thus, a publication in Arabic and English that is published in Cairo would be cataloged from the Arabic title page (category b), because Arabic is the only official language of Egypt. A publication in English and French published in Ottawa would be cataloged from the English title page⁴ (category c), because both English and French are official languages in Canada.

³ Note that this is a different situation from parallel titles, where the title appears in more than one language on one page (see Module 6).

⁴ The Library and Archives Canada, however, in accordance with the bilingual policy of the Canadian government, creates two separate records in such cases, one for the English title and the other for the French.

/ When the item is a bilingual dictionary or other work not involving "original language" or
 / translation, or it is a work that does not contain words (e.g., some music), follow additional
 / instruction from *LCRI* 1.0A3 and "select the source in the language or script of the issuing body"
 / as chief source of information.

c. Multiple works in one issue with no collective title page. This situation rarely occurs in serials. Following *AACR2* 1.0A3a, use all title pages as a single chief source and record each title (see *CCM* 6.1.4.).

3.2.4. Other types of pages that contain the title. Following are further sources sometimes found in serials that bear the title but that are not generally used as the chief source of information⁵.

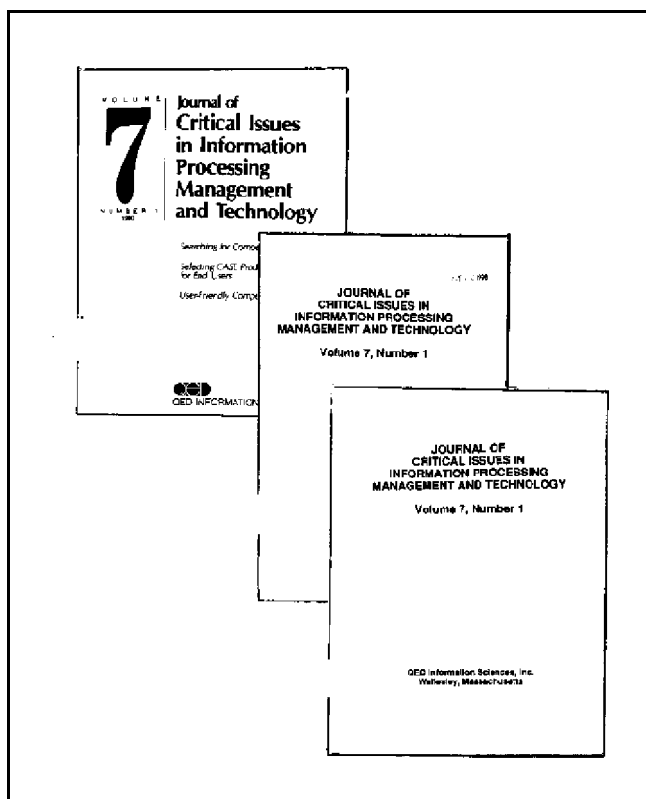


Fig. 3.13. Cover, Half title, and Title page

a. Half title page. The "half title page" is a page containing the title that precedes the title page. In most cases, the title is the only information given. Since, by definition, there must be a title page in order for the half title page to exist, the half title would never be the chief source. The half title may be referred to, however, when determining the title of the publication. (Fig. 3.13.)

b. Volume title page. Some publishers issue a separate title page when a complete volume has been issued so that this page can become the title page of the bound volume. The volume title page usually has inclusive numbers and dates, such as Volume 36, 1986.

The volume title page is not usually used as the chief source because *AACR2* requires cataloging a serial from the first or earliest available **issue** (*AACR2* 12.0B1). Cataloging from the volume title page also

⁵ Prior to 2002, *AACR2* allowed for a volume title page to be used as the chief source, but LC/CONSER practice required that the first issue be used. The volume title page has been removed from the list of preferred sources in *AACR2*.

has a number of practical drawbacks. A completed volume has to be in hand before the publication can be cataloged (providing that the cataloger knows such a title page will be issued). Use of the volume title page might result in recataloging if the title on the volume title page differs from that of the first issue. If the title changes within the volume, the volume title page will probably only reflect one of the titles, in most cases the latest. Moreover, the designation given on the volume title page does not reflect any one issue, but instead, that of the entire volume.

On some older bound or microfilmed serials the individual title pages have been removed, leaving only the volume title page. In this case, the volume title page may be used as the chief source. If there has been a title change within the volume, take the title from any source within the first issue, when possible, so that the title reflects the serial as issued. When cataloging from the volume title page, give a "Description based on" note with a source of title note, as follows:⁶

```
500 ## $a Description based on: Vol. 1 (1943); title from
      volume t.p.
```

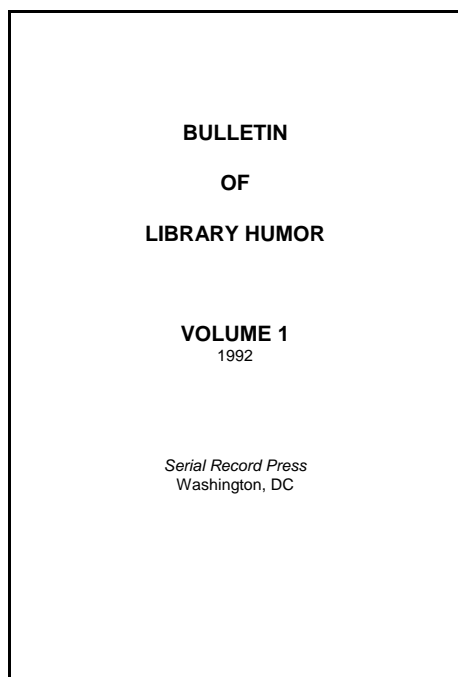


Fig. 3.14a. Vol. t.p.

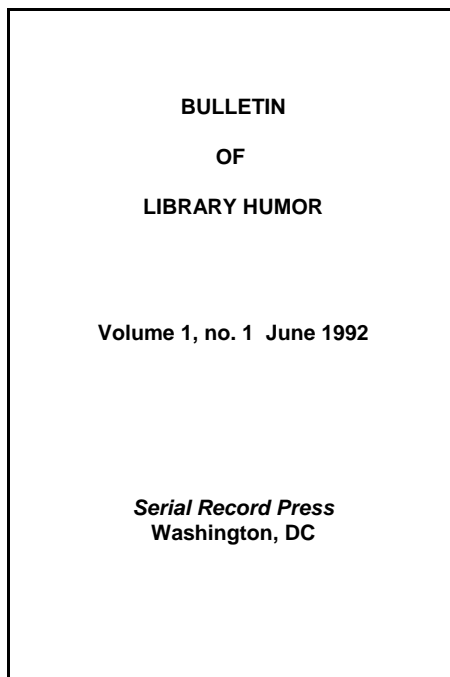


Fig. 3.14b. Issue t.p.

This is a made up example, but it illustrates the type of numbering that is commonly found on the volume title page as opposed to that found on the individual issue. Often the issue would not have a title page.

⁶ Use a "Description based on" note because the designation is not that of the first issue. If the designation (but not the title) can be taken from the first issue, use a formatted 362 field.

3.2.5. Items lacking a chief source of information. If there is no title page or other page that can be used as a title page substitute, take the title from the content of the item or any other published source (*AACR2* 1.0A3c). Give the title in brackets (*AACR2* 1.1B7). Supplying the title from other sources is necessary for older serials when the title pages have been torn off, or for bound volumes when the covers have been removed in the process of binding (see also *CCM* 3.2.4.b. above).

3.3. Selecting other sources of information once the chief source has been selected (*AACR2* 12.0B3)

3.3.1. General information. Once the chief source is chosen, this source becomes the preferred source for the data elements of the description. *AACR2* provides a list of "prescribed sources" (*AACR2* 12.0B3/*LCRI*) for each area of the description. These are the sources from which the description may be taken without using brackets. The prescribed sources are listed in priority order for each area.

Some elements of the description are given when they appear "prominently" in the resource (e.g., the statement of responsibility, *AACR2* 1.1F1). *AACR2* 0.8 defines "prominently" as appearing in a formal statement in one of the sources prescribed for areas 1 and 2 of the resource. For printed serials, thus, a statement appearing prominently would be one that appeared in a formal statement on the title page or on the title page substitute, other preliminaries, or colophon. A "formal" statement is one that appears on its own or in isolation, rather than appearing as an integral part of a block of text.

Give information that does not appear "prominently" in the item (e.g., it appears in the preface) only when it is essential to the identification of the serial and does not appear elsewhere. Apply the rules for each area of the description to determine where the information will be given in the cataloging record (e.g., 245 or 5XX) and how it will be transcribed (i.e., whether it will be bracketed).

3.3.2. Bracketing conventions. Brackets are used in the bibliographic description for data that is taken from a source other than a prescribed source, and for data that is supplied by the cataloger. Use in areas 1-4 as follows:

BRACKETING CONVENTIONS

Title and statement of responsibility (Area 1 : field 245)

- When the title proper is supplied because there is no chief source (i.e., the title is supplied from the text or another publication) (*AACR2 1.1B7*)
- When other title information is supplied because the title proper consists solely of the name of a corporate body or conference (*AACR2 1.1E6*)
- When a general material designation is given (e.g., for microforms, sound recordings, etc.) (*CEG 245 \$h*) (*AACR2 1.1C*)
- When the statement of responsibility comes from a source other than the chief source (*AACR2 12.0B3*)

Edition statement (Area 2 : Field 250)

- When the edition statement is taken from a source other than the prescribed sources of information (*AACR2 12.0B3*)
- When the edition statement is supplied by the cataloger (*AACR2 1.2B2, 1.2B4*)

Numerical and/or alphabetical, chronological or other designation (Area 3 : Field 362)

- When no designation appears on the first issue and the designation is supplied (*AACR2 12.3D1*)
- When supplying information with "[sic]" or "[i.e., ...]"
- When supplying "[new ser.]", etc. (*AACR2 12.3G1*)

Publication, distribution, etc. (Area 4 : Field 260)

- When supplying the name of a place or its higher jurisdiction that does not appear in the issue (*AACR2 12.0B3 and 1.4C2-6*)
- When supplying the name of a publisher that does not appear on the issue (*AACR2 12.0B3*)
- When using "S.l." or "s.n." (*AACR2 1.4C6, 1.4D7*)

Fig. 4.2. Main Entry on OCLC Records

Title main entry

```

245 04 $a The Dubliner.
260 ## $a Dublin, Eire : $b Dubliner
300 ## $a 3 v. ; $c 22 cm.
310 ## $a Quarterly
362 1# $a Began with: Nov./Dec. 1961; ceased
      1964.
500 ## $a Description based on: No. 2 (Mar.
      1962); title from cover.
515 ## $a Issues for 1961-1963 called no. 1-6,
      but constitute v. 1-2.
555 ## $a Author index: Vols. 1 (1961)-3 (1964)
      with v. 3.
650 #0 $a English literature $x Irish authors $v
      Periodicals.
785 00 $t Dublin magazine (1965) $x 0012-687x $w
      (DLC) 68141267 $w (OCoLC)5810339
850 ## $a DLC $a InLP
936 ## $a No. 6 (Jan.-Feb. 1963) LIC

```

Corporate body main entry

```

110 2# $a Massachusetts Library Association.
210 0# $a Annu. rep. - Mass. Libr. Assoc.
222 #0 $a Annual report - Massachusetts Library
      Association
245 10 $a Annual report / $c Massachusetts
      Library Association.
260 ## $a Wakefield, Mass. : $b Massachusetts
      Library Association
300 ## $a v. ; $c 28 cm.
310 ## $a Annual
500 ## $a Description based on: 1988-1989; title
      from caption.
610 20 $a Massachusetts Library Association $v
      Periodicals.
650 #0 $a Massachusetts Libraries $z Massachusetts $v
      Periodicals.
850 ## $a DLC

```

4.1.5. AACR2 21.1B2. A serial is entered under corporate body only when the serial emanates from the body and fits one of the categories under AACR2 21.1B2. The decision has nothing to do with the distinctiveness of words in the title. The decision for the serial cataloger will almost always be: should the serial be entered under corporate body or title?

While the first consideration presented in AACR2 Chapter 21 is whether a serial should be entered under a person (AACR2 21.1A), persons are generally not given as the main entry for serials (see CCM 4.6.). LCRI for 21.1A2 lists rare instances where a serial is entered under the heading for a person. LCRI 21.1B2 refers to a special case where a serial that emanates from a corporate body also bears the name of one or more persons as authors. In these cases, the cataloger should apply AACR2 21.1B2 to determine if the work should be entered under corporate body first. If “no,” then consider personal authorship.

Sometimes determining the nature of the serial will be very easy; other times it is more difficult. Many serials contain information about a body and information about other matters external to the body. To keep from spending needless time debating the issue, apply the "in case of doubt" clause found at the end of AACR2 21.1B2.

When in doubt, enter under title.

Both bodies given in Fig. 4.24. are equally subordinate to the Universidad and added entries have been given for both. Entry is under uniform title (see Module 5).

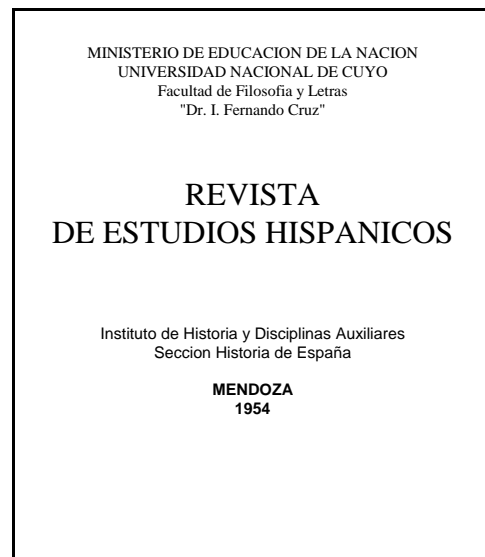


Fig. 4.24.

130 0# \$a Revista de estudios hispánicos (Mendoza, Argentina)
 245 10 \$a Revista de estudios hispánicos / \$c Ministerio de Educación de la Nación, Universidad Nacional de Cuyo, Facultad de Filosofía y Letras.
 260 ## \$a Mendoza [Argentina] : \$b Instituto de Historia y Disciplinas Auxiliares, Sección Historia de España, \$c 1954-
 710 2# \$a Universidad Nacional de Cuyo. \$b Instituto de Historia y Disciplinas Auxiliares. \$b Sección Historia de España.
 710 2# \$a Universidad Nacional de Cuyo. \$b Facultad de Filosofía y Letras.

MAIN AND ADDED ENTRIES: A COMPARISON	
Main entry	Added entry
The main entry does not need to be justified	Added entries are justified in full level records (but not core) (<i>AACR2 21.29F</i>)
Corporate bodies are usually, but do not have to be, prominently named (<i>AACR2 21.0B1</i>)	Corporate bodies may or may not be prominently named (<i>AACR2 21.30E, AACR2 21.30H</i>)
Conference name may appear anywhere in the resource (<i>LCRI 21.1B2</i>)	Conference name may be taken from any source in the item (<i>LCRI 21.30E</i>)
Editors and compilers are never given as main entry (<i>LCRI 21.1A2</i>)	Editors and compilers may be given an added entry when considered important (<i>LCRI 21.1A2, AACR2 21.30D</i>)

240 10 \$a Annual report (Illustrated ed.)
 245 10 \$a Annual report.

3. When the physical medium of the serial changes, or there are simultaneous electronic and print, or multiple electronic versions published in different physical mediums.

245 00 \$a Michigan documents.

continued by:

130 0# \$a Michigan documents (Microfiche)
 245 10 \$a Michigan documents \$h [microform].

245 00 \$a Examinations, suggested solutions/examiners' comments.

continued by:

130 0# \$a Examinations, suggested solutions/examiners' comments (CD-ROM)
 245 10 \$a Examinations, suggested solutions/examiners' comments \$h
 [electronic resource].

245 00 \$a Technology business.

continued by:

130 0# \$a Technology business (Online)
 245 10 \$a Technology business \$h [electronic resource].

4. When the section title with or without a \$n designation begins with an article.

130 0# \$a American men and women of science. \$p Medical sciences.
 245 10 \$a American men and women of science. \$p The medical sciences.

5.2.1. Basic principles

Don't predict a conflict. In general, do not create a uniform title unless there is evidence that another serial has the same title or catalog entry.

Assign a uniform title to the title(s) being cataloged. Do not go back and add a uniform title to a record that has already been cataloged. However, according to *LCRI 25.5B*, "when breaking the conflict between separate headings for the same title published in multiple physical media, add a qualifier to the heading for the physical medium that isn't printed text on paper (even if that means assigning a qualifier to a heading in an existing record)." If you are cataloging or editing all of the titles at the same time, however, a uniform title may be created for each. Never add a uniform title to a pre-*AACR2* record because uniform titles created according to *LCRI 25.5B* were not used under earlier rules.

5.2.2. Entry under title (field 130). Create a uniform title when the **title proper of a serial**

entered under title is **identical** to the title proper of another serial in the **catalog**, including a series or any title represented by a SAR³.

a. Comparing titles proper. When considering whether one title conflicts with another, consider the title proper - field 245, subfields \$a, \$n, and \$p - in both records. Fields 247, 730, 760-787, and the established form of the series in fields 4XX and 8XX should also be considered. Do not consider other title information, variant titles given in field 246, or any other titles given in the records. While this aspect of the *LCRI* applies only when the serial being cataloged is entered under title, the choice of main entry in the conflicting record does not matter. For instance, the conflicting record may be entered under a corporate body. Create a uniform title whenever the titles proper are the same and the serial being cataloged will be entered under title.

b. When is one title "identical" to another? Are two words "identical" when one is spelled differently from the other, when the word is represented by a symbol in one of the records (e.g., "and" or "&"), when one word is singular and the other is plural? Are two titles "identical" when one title ends in "for the year ..." and the other does not? In such cases and in any case when you are in doubt, remember that "identical" means exactly that. Create a uniform title only when the two titles match word for word, letter for letter.

Record for the print:

```
245 00 $a Journal of language, identity, and education.
```

Record for the e-serial:

```
245 00 $a Journal of language, identity & education $h [electronic
resource].
```

(A uniform title is not created because the titles of the print and the e-serial are not "identical" and there is no evidence that another serial has the same title or catalog entry.)

c. Searching against "the catalog." The "catalog" can be interpreted to include any files against which the cataloger searches, including shared cataloging databases, internal and external library OPACs, check-in files, publisher catalogs, and other types of files. While it is not necessary to search all of these sources, keep in mind that the "catalog" may include more than a single shared cataloging database (e.g., OCLC). CONSER catalogers must always search the CONSER database on OCLC.

5.2.3. Entry under corporate body (fields 110/240 or 111/240). Create a uniform title for a

³ LC serial catalogers will still consult SARs when testing for conflict per updates to *LCRI* 25.5B reflecting LC series policy change of June 2006.

serial entered under corporate body when both the corporate body and title are the same as that found on another serial record. The uniform title, in this situation, is input in field 240. Because the body is already given in field 110/111, the body is not usually an appropriate qualifier. In most cases, the date, physical medium, or other descriptive element is used.

The most common situation that requires such a uniform title occurs when a serial entered under corporate body changes its title, then changes back to the first title. In this case, three records are needed, the first and third having the same corporate/conference heading and title but covering a different time span.

Record A

```
110 2# $a International Institute of Tropical Agriculture.
245 10 $a IITA annual report.
362 0# $a 1982-1984.
```

merged with another title to form:

Record B

```
110 2# $a International Institute of Tropical Agriculture.
245 10 $a IITA annual report and research highlights / ...
362 0# $a 1985-1988.
```

continued by:

Record C

```
110 2# $a International Institute of Tropical Agriculture.
240 10 $a IITA annual report (1989)
245 10 $a IITA annual report.
362 0# $a 1988/89-1989/90.
```

5.2.4. Change of physical medium. A uniform title is given to express a *change* in physical medium when a serial changes from one physical medium to another and a new record is required (see also Module 16). Qualify the uniform title by the specific material designation (e.g., microfiche, microfilm) rather than the general material designation (e.g., microform).

```
245 00 $a Michigan documents.
362 1# $a Ceased in 1978.
785 00 $t Michigan documents (Microfiche)

130 0# $a Michigan documents (Microfiche)
245 10 $a Michigan documents $h [microform].
362 1# $a Began with: 1978.
580 ## $a Continues a paper format publication with the same title.
780 10 $t Michigan documents
```

245 00 \$a Technology business.
785 00 \$t Technology business (Online)

130 0# \$a Technology business (Online)
245 10 \$a Technology business \$h [electronic resource].
780 00 \$t Technology business

130 0# \$a Serials directory (Birmingham, Ala.)
245 14 \$a The serials directory.
785 00 \$t Serials directory (Birmingham, Ala. : CD-ROM ed.)

130 0# \$a Serials directory (Birmingham, Ala. : CD-ROM ed.)
245 14 \$a The serials directory \$h [electronic resource] : \$b EBSCO CD-ROM
: the serials directory database compiled by EBSCO Publishing.
780 00 \$t Serials directory (Birmingham, Ala.)

5.2.5. When not to add a uniform title

Do not add uniform titles in the following situations.

- * When a serial is entered under title and there is no evidence that there are other serials with the same title
- * When a serial is entered under corporate body and the combination of the corporate body and the title does not match that on another record
- * When a serial consists of a common title and section title and the combination of both does not match that found on another record (see *CCM 5.5.* for exception)
- * When the title being cataloged matches only a variant title (246) found in another record
- * When a record is pre-*AACR2*; uniform titles created according to *LCRI 25.5B* are only used in *AACR2* records
- * When the records represent the original serial and a hard-copy reprint or a microform reproduction of the same serial

5.3. Choice and form of qualifiers

Uniform titles may be qualified by place of publication, corporate body, date of publication, frequency, edition statement or any other term that sufficiently distinguishes one serial from another. The choice of qualifier is perhaps the most disputed aspect of the uniform title. Those wishing to provide a meaningful uniform title would prefer to see corporate body used more often so that the serial can be identified from the uniform title. Using the corporate body, however, defeats much of the purpose of entry under title since a change in the body used as a qualifier requires a new record. (Remember that the uniform title does not have to identify the serial, only to distinguish it from others with the same title.)

With the exception of generic titles entered under title (which are qualified by corporate body), there is generally no preferred order of qualifiers. A qualifier that differentiates one serial from another is preferable. It is up to the cataloger to determine the most appropriate qualifier for the case in hand. For exceptions to this, see the modules on newspapers and computer file serials (Modules 30, 31, 33).

5.3.1. Place of publication. The "place" given is generally a local place, i.e., a city. If the city is unknown or not appropriate, a higher jurisdiction may be given. The place is given as established in the name authority file, except that the higher jurisdiction is separated from the local place by a comma and the parentheses are omitted (*AACR2* 23.4A1).

Authority record: Helsinki (Finland)

Uniform title: Folk & country (Helsinki, Finland)

The place given is the place of publication of the earliest issue and is, therefore, the place given in field 260. It does not matter if the place or its name has changed on later issues, or if the country of publication code does not reflect the place given in the uniform title qualifier. A note may be given to explain such discrepancies.

5.3.2. Corporate body. Use a corporate body as a qualifier when the title proper consists solely of very general words that indicate the type of publication and/or periodicity.

130 0# \$a Newsletter (Judo Ontario)

130 0# \$a Information digest (U.S. Nuclear Regulatory Commission)

130 0# \$a Monthly bulletin (Canadian Conference of the Arts)

A corporate body may also be used when the place has already been used as a qualifier for another serial or it is known that there is more than one serial with the same title published in the same place.

Record being created:

130 0# \$a Network (National Congress for Men (U.S.))
 260 ## \$a Washington, D.C. ...

Existing record:

110 1# \$a United States. \$b Small Business Administration.
 245 10 \$a Network.
 260 ## \$a Washington, D.C. ...

When there is more than one body associated with the work, use the issuing body as qualifier rather than the publisher. If there is more than one body equally responsible for issuing the serial, use the one that appears first.

Give the corporate body in the qualifier exactly as it is found in the name authority record or as it would be established as a heading. If the name is qualified, retain the parentheses.

130 0# \$a Journal (Choral Conductors Guild (Calif.))
 130 0# \$a Boletín (IDEA (Organization : Puno, Puno, Peru))

| **5.3.3. Dates.** Dates may be used alone or with the place or corporate body when more than one
 | qualifier is needed to make the uniform title unique.

245 00 \$a Journal of the Air & Waste Management Association.
 {published 1990-1992}

continued by:

245 00 \$a Air & waste.
 {published 1993-1994}

continued by:

130 0# \$a Journal of the Air & Waste Management Association (1995)
 {published 1995- }

Note that the date given is the **publishing date** (field 260 \$c), not the chronological designation. When basing the description on a later issue and the beginning date of publication is unknown, use the publication date or assumed publication date of the issue upon which the description is based.

110 1# \$a Costa Rica. \$b Ministerio de Gobernación y Policía.
 240 10 \$a Informe de labores (1988)

Related record:

780 00 \$t Estatística agrícola (Lisbon, Portugal : 1943) \$w ...

Catalog entry:

110 1# \$a Canada. \$b Dept. of Public Works.
240 10 \$a Annual report (1965)
245 10 \$a Annual report.

Related record:

780 00 \$a Canada. Dept. of Public Works. \$s Annual report (1965) \$w ...

When a serial is entered under a uniform title because it is a translation or language edition, give both the uniform title and the title proper in the link.

Uniform titles created for translations and language editionsCatalog entry:

130 0# \$a Fiziologiaa rastenii. \$l English.
245 10 \$a Plant physiology.

Related record:

780 00 \$t Fiziologiaa rastenii. English. Plant physiology \$w ...

Catalog entry:

110 2# \$a Norges teknisk-naturvitenskapelige forskningsrad.
240 10 \$a Arsberetning. \$l English.
245 10 \$a Annual report / \$c ...

Related record:

785 00 \$a Norges teknisk-naturvitenskapelige forskningsrad. \$s
Arsberetning. English. \$t Annual report \$w ...

5.7.2. Added entries or subject headings. If a serial is entered under a uniform title heading or corporate body/uniform title, use this form when citing the serial as an added entry or as a subject heading in works about the serial.

Catalog entry:

130 0# \$a Folk & country (Helsinki, Finland)

Related record:

730 0# \$a Folk & country (Helsinki, Finland)

Catalog entry:

110 2# \$a South Carolina Public Service Authority.
240 10 \$a Annual report (Illustrated ed.)

Related entry:

710 2# \$a South Carolina Public Service Authority. \$t Annual report
(Illustrated ed.)

Catalog entry:

130 0# \$a Index medicus (National Library of Medicine (U.S.))

Subject heading:

630 #0 \$a Index medicus (National Library of Medicine (U.S.))

5.7.3. Notes. When referring in a note to a serial that is entered under a uniform title per *AACR* 25.5B, give the uniform title in the note.

Catalog entry:

130 0# \$a Annuaire de l'Afrique du Nord (Ediafric, La Documentation
africaine (Firm))

Related record:

580 ## \$a Merger of: Annuaire des exportateurs, and: Annuaire de l'Afrique
du Nord (Ediafric, La Documentation africaine (Firm)), and:
Annuaire de l'Afrique noire.

```

245 10 $a Electoral College : $b [proceedings].
245 04 $a The Mailbox Club messenger.
245 00 $a WordPerfect report.
245 00 $a Colección Estudios internacionales.

```

While AACR2 gives explicit instructions for **transcribing** the title proper, the actual **choice** of the title proper, when there is more than one or when the title is ambiguous, is left to the cataloger. For most serials, the title proper is obvious. In other situations, however, the decision must be made as to where to begin or end the title proper or which of several different representations to select as the title proper.

The following sections provide instructions and considerations to be applied in determining the title proper. Keep in mind, however, that if a publisher clearly presents the title in one fashion on the chief source, that form is transcribed as the title proper, even though the publisher may call the publication something else in another source. This frequently occurs with words such as "magazine" or "newsletter" which appear with the title in one source and not in another.

6.1.4. Multiple titles or representations of the title

a. More than one title representing separate works. If a serial includes two or more works, each with its own title (on the same source or on different sources) and there is no collective title, apply AACR2 1.1G3. If one corporate body is responsible for all of the works (i.e., there is one statement of responsibility), give all of the titles as the title proper, separating each by a space-semicolon-space (;). Give an added entry (246) for the title(s) after the first. For instructions on recording the designation when there is more than one, see CCM Module 8.

On piece:

```

Overview of programs for fiscal 1990
Annual report for fiscal 1989
Japan Foundation

```

In record:

```

110 2# $a Kokusai Kōryū Kikin.
245 10 $a Overview of programs for fiscal ... ; $b Annual report for
fiscal ... / $c Japan Foundation.
500 ## $a Description based on: 1990.
515 ## $a Annual report covers the previous year.
740 02 $a Annual report for fiscal ...

```

When different bodies are responsible for the works, give each title followed by its related statement of responsibility. Separate each with a period.

On piece (separate sources):

Dynamit Nobel Aktiengesellschaft
Report on the business year 1963

Feldmühle Aktiengesellschaft
Report on the business year 1963

In record:

```
110 2# $a Dynamit Nobel AG.
245 10 $a Report on the business year ... / $c Dynamit Nobel
Aktiengesellschaft. Report on the business year ... / Feldmühle
Aktiengesellschaft.
710 2# $a Feldmühle Aktiengesellschaft. $t Report on the business year ...
```

Note that an added entry for the second title (246) is unnecessary in this example because it is identical to the title in field 245. An author/title added entry (710) is more appropriate. For further instructions on title added entries, see *CCM* Module 7.

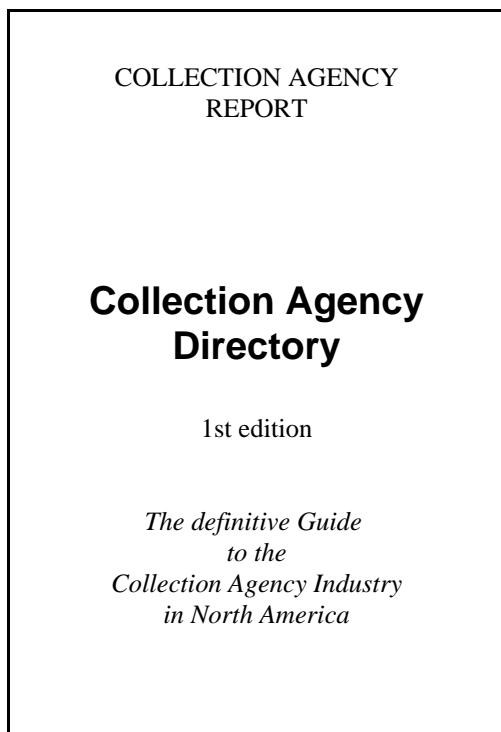


Fig. 6.11.

b. One work, more than one title. When there is only one work in the serial, and the chief source has separate words or phrases, each of which could be construed to be the title proper, select one as the title proper. First be sure that one of the titles isn't an unnumbered series (searching the LC/NACO Authority File could help determine this). To determine which should be the title proper, consult other sources in the serial and consider the nature of each title. Does one qualify or further explain the other or are they equally independent of each other? In the latter case, consider whether one is more typographically prominent than the other.

In Fig. 6.11., there are two separate titles, each of which could be the title of the serial. Because the title *Collection Agency Directory* is more prominent on the chief source, it is chosen as the title proper. In this case, the cataloger has chosen to record the other title in an "At head of title" note. It could also be recorded as other title information (see *CCM* 6.3.3.).

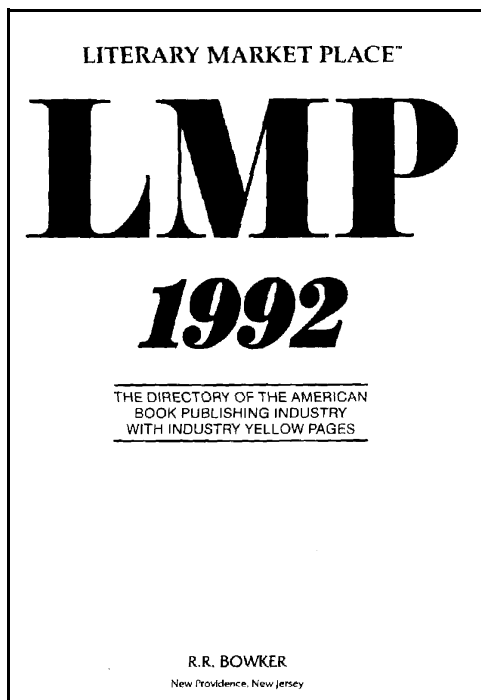
```
245 00 $a Collection agency directory.
```

246 1# \$i At head of title: \$a Collection agency report

c. Title in more than one language. If a title is given on the chief source in more than one language, select as the title proper the title in the language that comprises the main portion of the serial (AACR2 1.1B8). If the text is equally divided or it is difficult to determine, choose the first title that appears on the piece. CONSER catalogers will most often apply the latter provision of the rule (i.e., choosing the title from the order given). However, in cases where the first title given is in a language not represented in the text (e.g., Latin or Greek), it is best to choose another title.

d. Initialism and full form of title. When an acronym or initialism appears on the chief source in addition to the spelled out or "full form" of the title, use the full form as the title proper (AACR2 12.1B2) and record the acronym or initialism as other title information (AACR2 12.1E1a).

Prior to the 2002 revision of AACR2, when both the full form and initialism appeared on the chief source, the acronym/initialism was transcribed as the title proper when it was the only form of the title given in other sources. The change was made to harmonize practices with ISSN. According to CONSER practice, do not change existing records where the acronym or initialism is the title proper, even when doing so might avoid a major change (LCRI 12.1B2).



In Fig. 6.12a, the full form is the title proper, according to AACR2 12.1B2, even though the initialism is typographically prominent.

245 00 \$a Literary market place : \$b LMP.
246 30 \$a LMP

Fig. 6.12 Title page

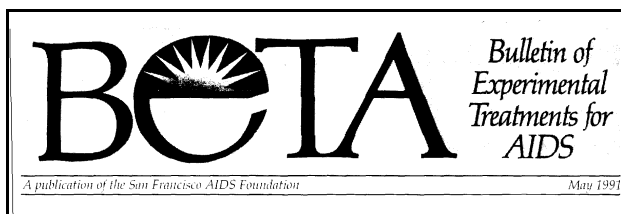


Fig. 6.13a. Caption (chief source)

In Fig. 6.13., while the acronym "BETA" is presented in other areas, the full form is chosen as title proper according to AACR2 12.1B2. Note that in this case two types of other title information are given (the second statement appears directly below the title on the chief source).

```
245 00 $a Bulletin of experimental treatment for AIDS :
      $b BETA : a publication of the San Francisco
      AIDS Foundation.
246 30 $a BETA
```

If, however, the full form and initialism do not appear on the same source, the one appearing on the chief source is the title proper and the one appearing on another source is given as a note (246); do not record as other title information.

On t.p.: TDR
On spine: The drama review

```
245 00 $a TDR.
246 18 $a Drama review
```

Apply AACR2 12.1B2 also when the initialism and full form are not exactly the same:

```
245 00 $a American book publishing record : $b BPR.
```

Or when the acronym is embedded in the title:

```
245 00 $a Mathematics teacher education & development : $b mted.
246 30 $a Mted
(On piece, the acronym is embedded in the title, i.e. the first letter of
the words are colored to form the acronym of the title.)
```

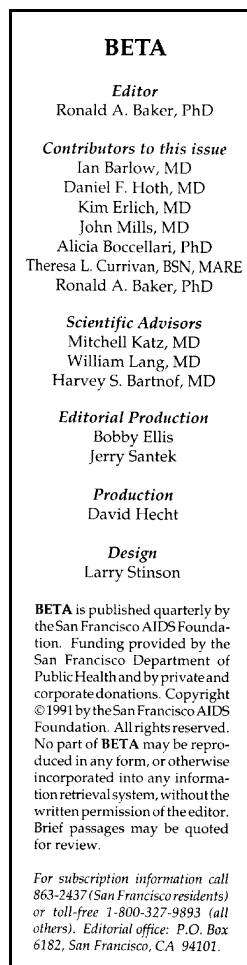


Fig. 6.13b. Editorial page

grammatically linked and, thus, is transcribed as part of the title.

```
245 00 $a Muscle car and truck buyer's guide.
246 1# $i Title appears on item as: $a Price guide presents-- muscle car
and truck buyer's guide

245 00 $a Political pulse's education beat.
246 30 $a Education beat
```

Names of bodies, persons, or other publications that are **not** grammatically linked may be transcribed in or omitted from the title proper, depending on the nature of the name, its proximity to the title, and the presentation of the title in other sources. When in doubt, consider other presentations of the title that are given in the serial (*AACR2 12.1B3/LCRI*).

For example, a corporate body that appears above the title without a grammatical link may be included in the title proper or transposed as the statement of responsibility. When unsure whether to include the name in the title, look to see if the title appears elsewhere, with or without the name of the corporate body (*AACR2 12.1B3*). Consider formal statements found on the editorial page, cover, etc. rather than informal statements appearing in the preface or text.

In Fig. 6.18., the cataloger has chosen not to include the corporate body in the title, probably due to the typography.

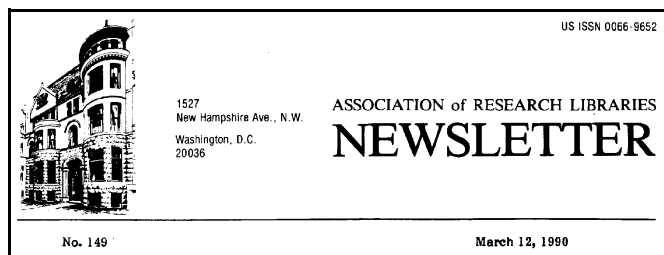


Fig. 6.18.

```
110 2# $a Association of
Research Libraries.
245 10 $a Newsletter / $c Association of Research Libraries.
246 17 $a ARL newsletter
246 3# $a Association of Research Libraries newsletter
```



Fig. 6.19.

In Fig. 6.19., the acronym of the corporate body appears more as an integral part of the title. The cataloger has included the name in the title.

```
245 10 $a NCHS ... in review.
```

The decision to include or not include the name of the body in the title is not as critical as it once was since a change on a later issue in the placement of the body is considered to be a minor title change and does not require a new record (AACR2 21.2A2c).³ In the past catalogers avoided putting the corporate body in the title (see also Module 16).

In Fig. 6.20., the title could be transcribed as "Annual report" or "Prince Edward Island Energy Corporation annual report" since the title is typographically indistinguishable from the corporate body.

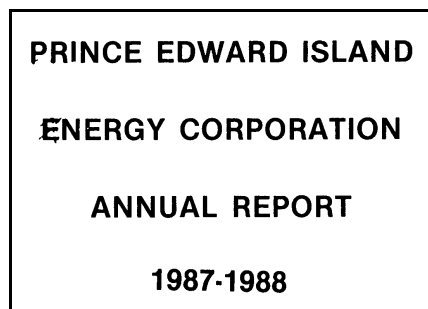


Fig. 6.20.

```
110 2# $a Prince Edward Island Energy Corporation.
245 10 $a Annual report / $c Prince Edward Island Energy Corporation.
246 3# $a Prince Edward Island Energy Corporation annual report
```

or

```
110 2# $a Prince Edward Island Energy Corporation.
245 10 $a Prince Edward Island Energy Corporation annual report.
246 30 $a Annual report
```

When cataloging conference publications, remember that the name of the conference constitutes the statement of responsibility in most cases when there is a title proper. In Fig. 6.21., the title is "Proceedings."

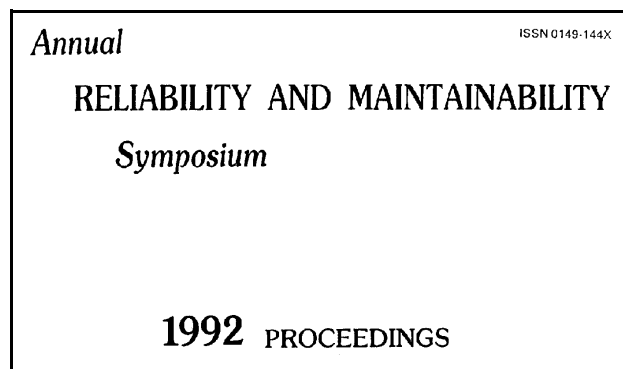


Fig. 6.21.

```
111 2# $a Reliability and Maintainability Symposium.
245 10 $a Proceedings / $c Annual Reliability and Maintainability Symposium.
```

³ This is a change in the 2002 revision of AACR2.

- other title information that has been supplied

6.4. Parallel titles

When the title on the chief source appears in two or more languages, one is chosen as the title proper (*AACR2* 1.1B8; see *CCM* 6.1.4.c); the remaining titles are parallel titles (*AACR2* 1.1D1).

6.4.1. Definition and sources. *AACR2* defines a parallel title as:

The title proper in another language and/or script.

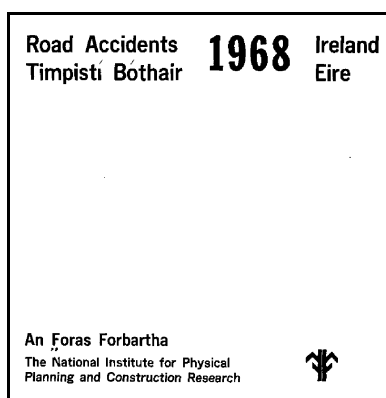


Fig. 6.34.

In Fig. 6.34, two titles are given, one in English and one in Irish. Since the English title is recorded as the title proper, the Irish title is recorded as the parallel title.

```
245 00 $a Road accidents, Ireland = $b Timpisti
bothair, Eire.
```

Although a parallel title is usually a one-to-one translation of the title proper, this need not always be the case. (See also Fig. 6.51.)

```
245 04 $a The European journal of surgery = $b
Acta chirurgica.
246 31 $a Acta chirurgica
```

If the title appears in another language on an additional title page, treat the additional title as an "added title page title" (246 15). If the title appears in another language in a source other than a title page or on a later issue, give the title in a note with an added entry.

Do not use the words "parallel title" in the note because such words might not be generally understood.

```
245 10 $a Report of the Council.
246 1# $i Title appears in French on cover: $a Rapport du Conseil
```

6.4.2. Recording parallel titles. Following *AACR2* 1.1D2, **record the first parallel title and any subsequent parallel title given in English.** When recording more than one parallel title, record the titles according to their order as found on the piece (*AACR2* 1.1D1). Give an added entry (246 31) for each parallel title that is transcribed in the title statement. Note that there is a separate provision for some serials with a title proper in nonroman script according to *AACR2* 1.1D2.

In Fig. 6.35, the title is given in many languages. Often on publications such as these the order of titles varies from issue to issue. This example is even more complex because each title also includes a section title. If cataloged from this issue the title proper and the parallel titles would be transcribed as:

245 00 \$a Transporte de mercancías. \$p
Vías navegables interiores = \$b
Godstransport. \$p Indre vandveje
= Carriage of goods. \$p Inland
waterways.
246 31 \$a Godstransport. \$p Indre vandveje
246 31 \$a Carriage of goods. \$p Inland
waterways



Fig. 6.35.

6.4.3. Original title of a translation. When a serial is a translation and the original title also appears on the chief source, apply AACR2 1.1D3: if all or some of the original text is given in the piece, or if the original title precedes the translation title, treat the original title as a parallel title.

6.5. Statement of responsibility

The statement of responsibility contains the name of a corporate body or person that is in some way responsible for the serial when the name appears on the chief source or prominently in the item. Both function and appearance are important factors to keep in mind, as well as the idea that the statement of responsibility is really a creation of the publisher and not of the cataloger.

6.5.1. Definition and sources. AACR2 defines a statement of responsibility as:

A statement, transcribed from the item being described, relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the item.

In order for a phrase to be considered a statement of responsibility, it must:

- 1) **appear "formally"**--i.e., it appears in isolation, as opposed to appearing embedded in text, and
- 2) **appear on the chief source or another "prominent" location**--i.e., the prescribed sources for areas 1 and 2.

6.7. Changes to elements of the title statement other than the title proper

Changes in the title proper (\$a, \$n, \$p) may or may not require a new cataloging record and are treated separately in Module 16. Changes to other elements of the title statement are generally covered by notes (see also Module 13).

6.7.1. Other title information (AACR2 12.1E2). A change in other title information does not constitute a major change, i.e., it does not warrant the creation of a new record. In most cases, such a change is ignored, or a note, *Subtitle varies*, may be given. Do not give this note, however, if other title information has not been recorded in the title statement (245 \$b). If the change is in the name of the responsible body, see *CCM* 6.7.3. below.

6.7.2. Parallel titles (AACR2 12.1D3). Parallel titles may be added or dropped on later issues, or their order may change. In other cases the wording of the parallel title may change (AACR2 12.7B5.2).

a. Added: Do not record in field 245. Record in a note and added entry (246 1#).

```
245 00 $a Pulpwood and wood residue statistics.
246 1# $i Vols. for 1969- have French title: $a Statistiques de bois à pâte
et déchets de bois $g (title varies slightly)
```

b. Dropped: If a title that is recorded in field 245 \$b is dropped on later issues, give a note such as:

```
500 ## $a Issues for 1984-<1990> lack French title.
```

c. Order changed: If desired, give a note such as:

```
500 ## $a Order of titles varies.
```

d. Change in words: If the change affects only the parallel title, a general or explicit note may be given. More often a change to a parallel title also reflects a change to the title proper, in which case it must be determined whether a new record is needed. Give an added entry (246) for changes to parallel titles that are noted explicitly.

General note

```
500 ## $a Title varies slightly. {Both titles vary slightly}
```

Explicit note

```
245 00 $a [English title] = $b [French title]
| 246 1# $i Issues for 1987- give French title as: $a [variant French title]
246 31 $a [French title]
```

6.7.3. Statement of responsibility (AACR2 12.1F5). If the corporate body given in the statement of responsibility changes its name or is replaced by another body **and** the serial has not been entered under the body or under a uniform title qualified by the body, record the new body in an issuing bodies note (field 550). See Module 13.

chief source appears in different forms elsewhere in the serial. Since it is possible that the serial might be known or cited by the variant form, a note and added entry are generally given (AACR2 21.30J2).

Variant titles for printed serials are generally those for: cover title, caption title, spine title, running title, added title page title, and "other" title. In MARC 21 records, these are expressed by setting the appropriate second indicator value in field 246. For non-print serials, other sources are specified such as: title on label, and so forth. In these cases, the desired terminology must be explicitly input, followed by the title, using 246 1# and subfield \$i.

```
245 00 $a Journal of visual literacy.  
246 17 $a JVL
```

{field 246 generates an added entry and the note: Running title: JVL}

```
245 00 $a Serial publications in the British Museum (Natural History)  
library, on microfiche $h [microform].
```

```
246 1# $a Title on eye-readable header: $a BMNH serials
```

{field 246 generates an added entry and the note: Title on eye-readable header: BMNH serials.}

It is not necessary to provide a 246 field for every variant title that appears on the piece. Note the following guidelines given in LCRI 21.30J (italics supplied):

Make added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are *significantly different from the title proper* (cf. 21.2C). Be more restrictive about caption titles, half titles, running titles, and other title information; added entries for these are generally made only if the following is true ... the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication.

In general, give a variant title when:

- 1) it differs substantially from the title proper
- 2) it contributes to the identification of the serial
- 3) it provides meaningful access (e.g., it provides a useful search in the online database)
- 4) it is located prominently and likely to be searched as the title

When the same variant form appears in two or more sources, choose the source that is most prominent or most likely to be noticed, for example, the cover rather than the running title.

a. Cover title. (Field 246 2nd indicator "4".) *A title printed on the cover of an item as issued.*² Give a variant title for a title given on the original cover of the serial as supplied by the publisher that differs in a significant way from the title given on the chief source. Note: In order to use "cover title" (246 14) the cover must not be the source of the title proper. Do not confuse the variant form "Cover title:" with the "Title from cover" note that is used when the cover is selected as the chief source because there is no title page.

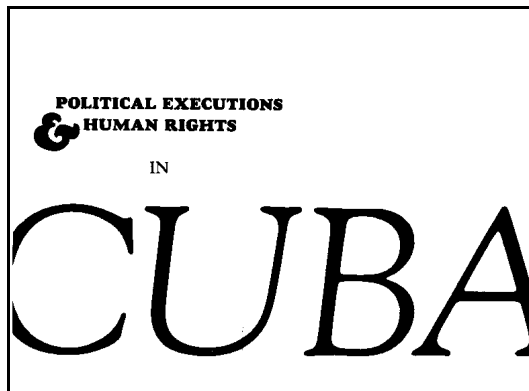


Fig. 7.4a. Cover

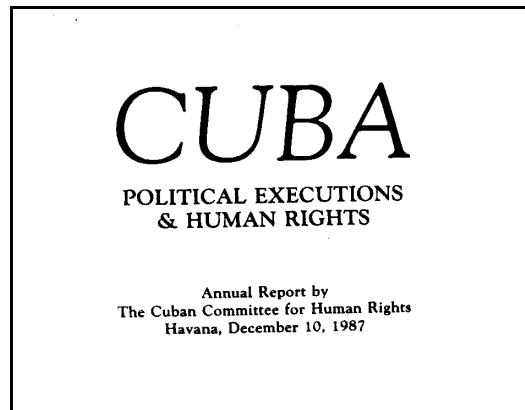


Fig. 7.4b. Title page

The titles on the cover and on the title page differ significantly warranting an added entry. In this example, additional added entries are also given because of the ampersand.

```
245 00 $a Cuba, political executions & human rights.
246 3# $a Cuba, political executions and human rights
246 14 $a Political executions & human rights in Cuba
246 3# $a Political executions and human rights in Cuba
```

² Definitions given in italics are taken from AACR2.

<u>Supplement</u>	<u>Parent serial</u>
245 00 \$a Monografies d'industria.	245 00 \$a Revista d'industria.
730 0# \$a Revista d'industria.	770 0# \$t Monografies d'industria \$w ...
772 0# \$t Revista d'industria \$w ...	

When cataloging a supplement or index, do not give an added entry for the related work if the title of the related work is included at the beginning of the title of the supplement.

245 00 \$a Teiresias. \$p Supplement.

(No added entry for Teiresias (730) or Supplement (246))

b. Other related works. Added entries for other types of related works may also be given. For instance, when serial A publishes serial B, an added entry for serial A may be given on the record for serial B (AACR2 21.30G).

245 00 \$a Classic toy trains.
260 ## \$a [Milwaukee, WI : \$b Kalmbach Pub. Co., \$c c1987]-
500 ## \$a From the editors of Model railroader.
730 0# \$a Model railroader.

245 00 \$a Combat knives.
246 3# \$a Blade magazine presents Combat knives
260 ## \$a Chattanooga, Tenn. : \$b Blade Magazine
500 ## \$a At head of title: Blade magazine presents.
730 0# \$a Blade magazine.

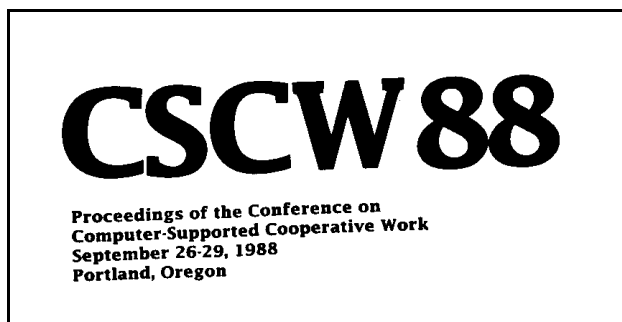
7.5.3. Author/title added entries that are not given. Certain types of added entries given prior to AACR2 are no longer given by LC catalogers because they are not called for by the rules. These added entries combined the corporate body given in field 110, 111 or 710, 711 and the title given in field 245 or 246.

- * 110 (or 111)/246--for variant forms of the title given in field 246 in combination with a corporate body or conference heading given in field 110 or 111
- * 710 (or 711)/245--for a joint issuing body and the title (e.g., an annual report of two bodies)

Title Added Entries--Where and When to Give

Type	Where to give	When to give
Title proper	245 1X	When 100, 110, 111, or 130 main entry heading is given 110 2# \$a Dartmouth Regional Library. 245 10 \$a Materials selection policy. 130 0# \$a Teion kagaku. \$p Butsuri hen. \$l English. 245 10 \$a Contributions from the Institute of Low Temperature Science. \$n Series A.
Variant title	246	Give an added entry in most cases, except when the variant title is needed only for online searchability. 245 00 \$a Dr. Dobb's journal : \$b software tools for the professional programmer. 246 13 \$a Dr. Dobb's journal of software tools for the professional programmer
Sections within a work	740/700/710/711	When a separately titled section is mentioned in a note. 245 00 \$a Passport to world band radio. 500 ## \$a Includes separately titled section: Buyer's guide to world band radios. 740 02 \$a Buyer's guide to world band radios.
Related works	730/740/700/710/711	When another work (monograph, serial, or integrating resource) is responsible or related to the work being cataloged (e.g., parent title, publisher, etc.); the tag depends on the entry of the related work. 245 00 \$a Classic toy trains. 260 ## \$a [Milwaukee, WI : \$b Kalmbach Pub. Co., \$c c1987]- 500 ## \$a From the editors of Model railroader. 730 0# \$a Model railroader.

While a conference date(s) may be used as a chronological designation, prefer to give a coverage date when there is one. In Fig. 8.12., "88" is a coverage date and is preferable to "September 26-29, 1988". Since it is not clear that "88" represents a date, an explanation may be given in brackets.



```
500 ## $a Description based on:
      88 [i.e., 1988].
```

Fig. 8.12.

A date that represents the publishing, release, or claim of copyright protection, may occasionally be used as a chronological designation, but only when it identifies the issue, there is no numeric designation, and the publication appears to be a serial in all other respects (*LCRI 1.0*).

```
500 ## $a Description based on vol. published in 1996.
500 ## $a Latest issue consulted: 2000.
515 ## $a Vols. published <1996-1998> lack designation.
```

e. Publication date. The publication date consists solely of the year and usually appears with the publisher at the foot of the page or on the verso of the title page.

f. Release dates. Release or issuing dates consist of a month and year and generally appear on government publications and technical reports.

In Fig. 8.13., Sept. 1990 is a release date. This date also appears on the letter of transmittal following the title page.

```
500 ## $a Description based on: Sept.
      1990.
```

g. Copyright dates. The copyright date is a legal date that reflects the year in which the issue copyright protection has been claimed for that issue. The date does not reflect coverage nor does it necessarily reflect the

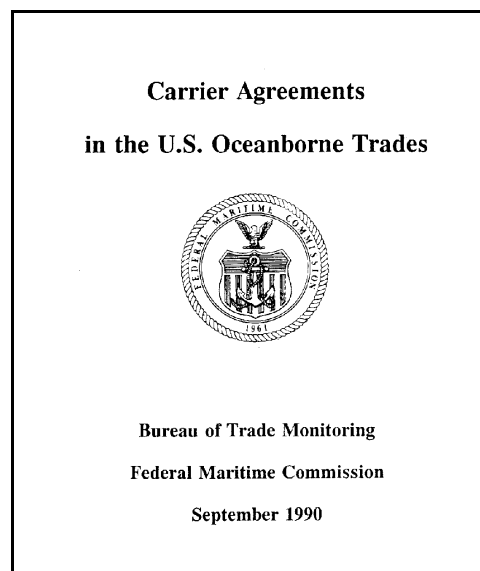


Fig. 8.13.

date of publishing. The copyright date itself is not used as a designation, but it may be used, in the absence of any other date, to supply a chronological designation when it is clear that the resource is a serial.

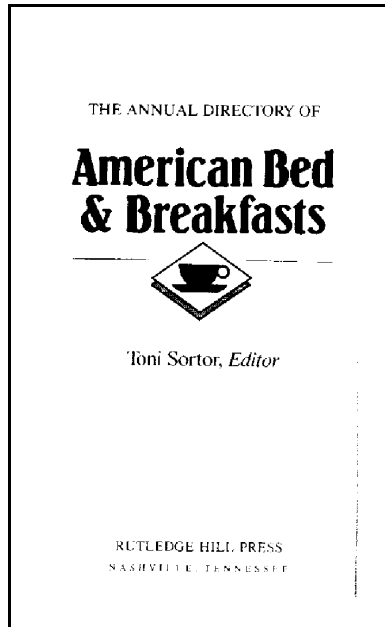


Fig. 8.14a. Title page

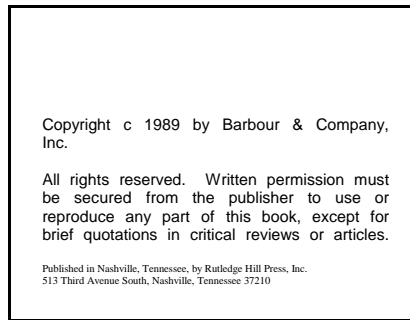


Fig. 8.14b. Verso of t.p.

In Fig. 8.14., the publication is clearly a serial and it is likely that the next issue will carry a date. The copyright date has, therefore, been used initially to supply a chronological designation that was later changed.

362 0 [1989]-
 (362 later changed to: [1990 ed.]- based on subsequent issue)

On piece: © Ghana Tourist Board 2000

In record:

500 0# \$a Description based on: [2000].

8.4. Recording the numbering

8.4.1. General rule. Record the numbering as it appears on the piece, with the exceptions noted below (AACR2 12.3B1 & 12.3C1). When both a numeric and a chronological designation are present, give the chronological designation in parentheses following the numeric designation (AACR2 12.3C4).

On piece: #1

In record:

362 0# \$a #1-

On piece: July•August•September 1992

In record:

362 0# \$a July, Aug., Sept. 1992-

On piece: 1989 through 1990

In record:

362 0# \$a 1989 through 1990-

On piece: No 1 {French publication}

In record:

362 0# \$a No 1-

On piece: 1989-1990

In record:

362 0# \$a 1989/1990-⁷

On piece: '90

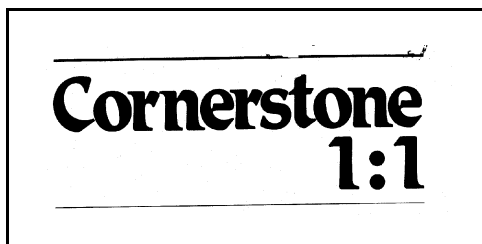
In record:

362 0# \$a '90-

On piece: No. 1 June 1989

In record:

362 0# \$a No. 1 (June 1989)-



In Fig. 8.15., "1:1" stands for volume 1, number 1 (which appears on the cover). This form is used, however, because it appears on the title page.

362 0# \$a 1:1-

Fig. 8.15.

8.4.2. Modifying the numbering

a. Form

- Change roman numerals to arabic numerals (AACR2 C.2B1).

On piece: volume XVI, number 1

In record:

362 0# \$a Vol. 16, no. 1-

- Do not make this substitution when doing so makes the statement less clear (e.g., when roman and arabic numerals are used in conjunction to distinguish different levels of

⁷ See 8.4.2b for explanation.

numbering). Transcribe the roman numeral(s) as given in such a case (AACR2 C.2B2.)

On piece: IV, 32

In record:

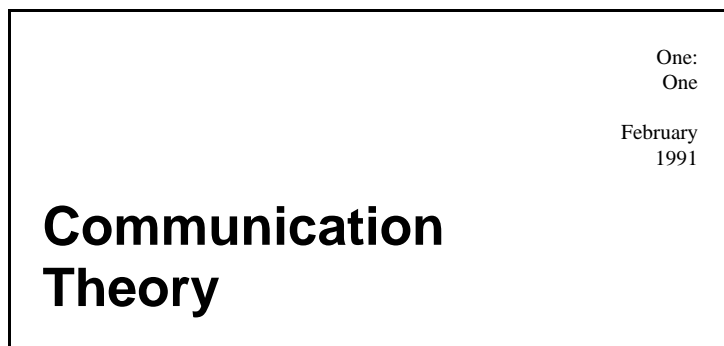
362 0# \$a IV, 32-

- Convert words to numbers (AACR2 C.3B1).

On piece: first

In record:

362 0# \$a 1st-



In Fig. 8.16., "One: one" stands for volume 1, number 1. The words are converted to numbers but no additional words are added.

362 0# \$a 1:1 (Feb. 1991)-

Fig. 8.16.

- When converting unabbreviated non-English words in languages other than Chinese, Japanese, or Korean to ordinal numbers, give in the form of 1., 2., etc. rather than in the language of the text (LCRI C.8B).

On piece: première

In record:

362 0# \$a 1.- {not 1ère-}

- Omit days of the week.

On piece: Friday, May 18, 1890

In record:

362 0# \$a May 18, 1890-

b. Punctuation⁸

- Generally, separate volume numbers and internal numbers with a comma.

362 0# \$a Vol. 3, no. 2-

⁸ For specific instruction on ISBD punctuation, see 12.3A2 and the examples given throughout 12.3.

- AACR2 12.3B1/LCRI and 12.3C1/LCRI say to transcribe the numbering as found, with the exception of punctuation⁹. Making such exceptions is particularly useful when transcribing compound years and double issues. Substituting a slash for the hyphen that is commonly found on such issues will produce a more intelligible designation, particularly once it is closed off. A general guideline to follow is to change the punctuation only when it will clarify the presentation of the numbering.

On pieces: first: 1989-1990; last: 2001-2002

In record:

362 0# \$a 1989/1990-2001/2002.

- c. Abbreviations.** Abbreviate words associated with numbers, names of months and other words to be given in the designation according to the table of abbreviations in AACR2 Appendix B. If a word is already abbreviated on the piece, give the word in the form that is found. Do not use an abbreviation if it is not on the piece or if it is not included in Appendix B.

Some common examples of usage are:

- Use "**Vol.**" for the first numeric designation in a formatted 362, "Description based on" note or "Latest issue consulted" note.

362 0# \$a Vol. 1, no. 1-

or

500 ## \$a Description based on: Vol. 5.

- Use "**v.**" or the abbreviation given on the piece for the final numeric designation (even if there is no beginning designation).

362 0# \$a Vol. 1, no. 1-v. 8, no. 4.

362 0# \$a -v. 19, no. 12.

- Use "**no.**" when supplying the abbreviation for the singular or the plural.

On piece: Number 19

In record:

500 ## \$a Description based on: No. 19.

On piece: Numbers 23-24

In record:

362 0# \$a No. 23/24-

⁹ This is a change with the 2002 revision of AACR2.

- Use "**nos.**" when this form appears on the piece.

On piece: Nos. 1/2

In record:

362 0# \$a Nos. 1/2-

- Abbreviate months of the year according to AACR2 B.15.

On piece: volume 2 number 1 September 1990

In record:

362 0# \$a Vol. 2, no. 1 (Sept. 1990)-

d. Capitalization. Use the standard capitalization practice according to the language of the piece (AACR2 Appendix A).

- Capitalize the first word in field 362. Capitalize the first word following the colon in the "Description based on" or "Latest issue consulted" note according to CONSER practice and for the sake of consistency (AACR2 A.6A).

362 0# \$a Bd. 13 (1991)-

500 ## \$a Description based on: No. 13.

362 0# \$a Fiscal year 1990-

500 ## \$a Description based on: Vol. 1, no. 2 (1st quarter 1989).

- Use the capitalization for months shown in AACR2 B.15, unless the month is the first word in the chronological designation in a 362 or 500 field.

On piece: Nr. 8 März 1990

In record:

362 0# \$a Nr. 8 (März 1990)-

On piece: juuni 3, 1990

In record:

500 ## \$a Description based on: Juuni 3, 1990.

- For English language publications, do not capitalize the name of a season unless the season is the first word in the chronological designation.

On piece: volume 8, number 3 Fall 1990

In record:

500 ## \$a Description based on: Vol. 8, no. 3 (fall 1990).

On piece: summer 1990

In record:

362 0# \$a Summer 1990-

- Do not capitalize the first word in an alternative or successive numbering scheme (unless the language would require it).

362 0# \$a Vol. 1, no. 1 (July 1987)- = whole no. 1-

362 0# \$a No. 1-no. 5 ; new ser., no. 1-

e. Different languages and calendars. When the numbering appears in more than one language, choose the numbering that is in the language of the title proper or the numbering that appears first when neither is in the language of the title proper (AACR2 12.3B2).

For dates that are not of the Gregorian or Julian calendars, apply the following:

- 1) If the chronological designation includes only dates not of the Gregorian or Julian calendar, supply the corresponding dates of the Gregorian or Julian calendar in square brackets (AACR2 12.3C2).

Title proper in Arabic

*Chief source: Rajab*¹⁰ 1395

In record:

362 0# \$a Rajab 1395 [Yūliyū 1975]- {not: Rajab 1395 [July 1975]-}

Follow the same practice when the description is not based on the first issue:

500 # \$a Description based on: Rajab 1395 [i.e. Yūliyū 1975].

- 2) If the item gives **both** the Gregorian and the non-Gregorian dates, record **only** the Gregorian date (LCRI 1.4F1).

Chief source: Rajab 1395/Yūliyū 1975

In record:

362 0# \$a Yūliyū 1975-

not

Rajab 1395 = Yūliyū 1975-

- 3) If the **Gregorian** date appears in more than one language or script, give the numbering that is in the language or script of the title proper (AACR2 12.3C3).

¹⁰ The transliterated words are given here in place of the Arabic script which would be given in the cataloging record.

Title in Arabic

Chief source: Yūliyū 1975/July 1975

In record:

362 0# \$a Yūliyū 1975- {not Yūliyū 1975 = July 1975-}

In Fig. 8.17., the date from the Gregorian calendar appears with the date from another calendar. Since both appear, only the Gregorian is given.



Fig. 8.17.

362 0# \$a 1988-

f. Words associated with numbering. Record words that are associated with the numbering that have not been recorded in the title statement (see also *CCM* 6.1.7.a.). Frequently such words further qualify or explain a number or date.

Fiscal year 1989

Vol. 3, no. 4

Report no. 5

Anno 1

3rd quarter fall 1990

4th ed.
24th congress, 1st session
Academic year 1990
127th meeting
Issue for 1990
Crop year 1992

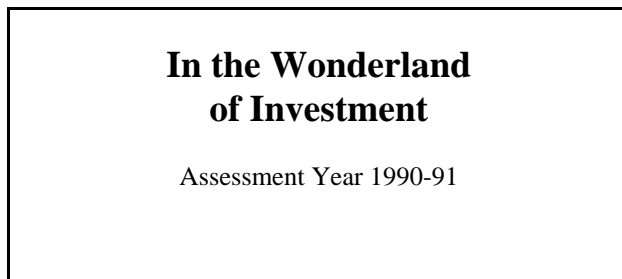
Do not include a word(s) in the numbering, however, if it constitutes the title proper. When it is repeated on the piece and does not correspond exactly to the title proper, include it in the numbering.

On pieces: IT case study
Case study 1

In record:

245 00 \$a IT case study.
362 0# \$a Case study 1-

Words That Appear with the Designation



362 0# \$a Assessment year
1990/91-

Fig. 8.18.

The numbering in Fig. 8.19. is complicated because words both precede and follow the year. As all words relate to the numbering, all are given.

362 0# \$a Fiscal year 1989 funds-

In Fig. 8.20., however, the words "conditions d'abonnement" qualify the title rather than the numbering and constitute other title information.

500 ## \$a Description based on:
1965.

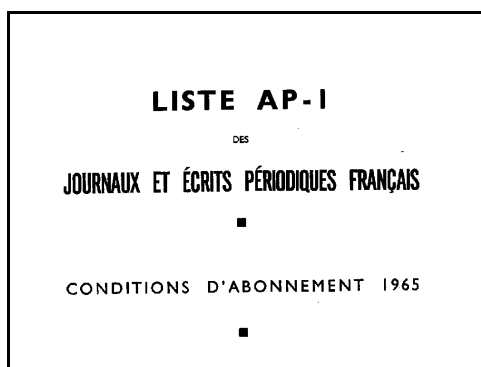


Fig. 8.20.

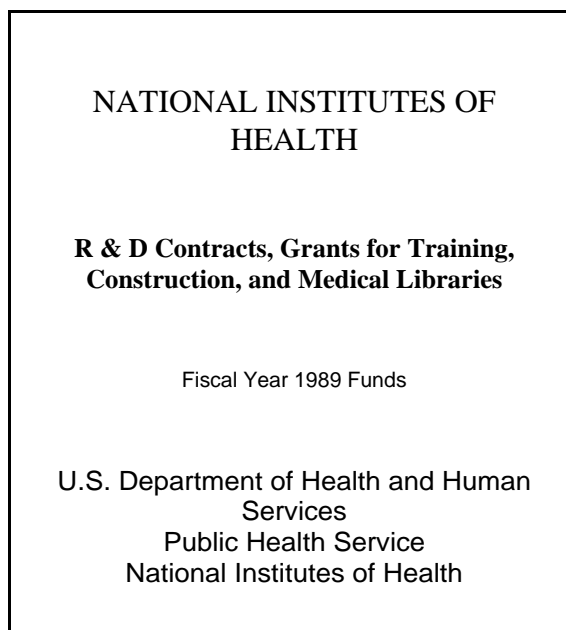


Fig. 8.19.

8.5. Special situations associated with recording the numbering

represent dates. On some serials, a year constitutes a volume number. (Fig. 8.25) In such cases, there is generally a number that represents the issue that repeats with each year, such as "no. 1, 1988", "no. 1, 1989" or "88-1", "89-1." While this is clear when issues covering several years are in hand, it is more difficult to determine when only one issue is in hand. It may be difficult to determine whether the serial has consecutive numbering or an internal number that repeats each year. One clue is the frequency. If the serial is to be issued more than once a year, the year alone cannot constitute a chronological designation and is more likely to constitute the volume number. Transcribing the number as a division of the date may mean transferring the position of the number and year as found on the piece (AACR2 12.3C4).

On piece: no. 1 1990 (no. 1 repeats each year)

In record:

362 0# \$a 1990, no. 1-

On piece: 1-88 ("1" repeats each year)

In record:

362 0# \$a 88/1-

When the year represents the volume number and there is a separate chronological designation, transcribe also the chronological designation.

On piece: 1988-2 Feb. 1988

In record:

500 ## \$a Description based on: 1988/2 (Feb. 1988).

If the separate chronological designation lacks the year, record the year as it appears in the portion of the designation that is used for the enumeration. Do not use brackets. (LCRI 12.3C4.)

On piece: no. 1 March-April 1990 (no. 1 repeats each year; issued bimonthly)

In record:

362 0# \$a 1990, no. 1 (Mar./Apr. 1990)-

On piece: Año 1985 No. 1 enero-marzo

In record:

362 0# \$a Año 1985, no. 1 (enero/marzo 1985)-

On piece: 90-1 January

In record:

362 0# \$a 90/1 (Jan. 90)-

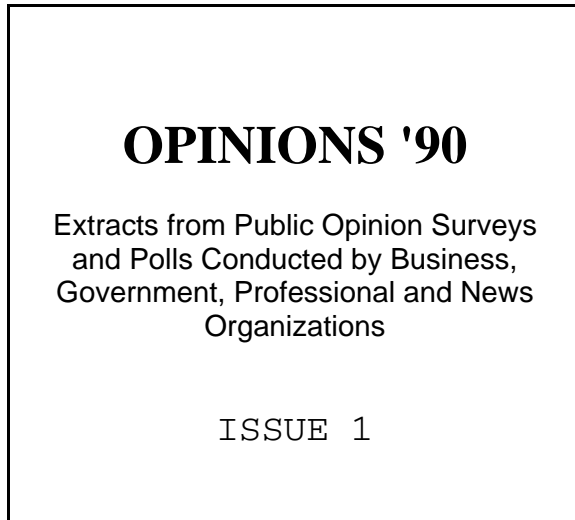


Fig. 8.25.

In Fig. 8.25., the figure '90 represents 1990 and acts as a volume number. The introduction indicates that three issues are published each year and this, then, is the first issue for 1990. The designation is given as:

362 0# \$a '90, issue 1-

8.5.6. Multiple chronological designations. When there is more than one chronological designation representing different periods of coverage, transcribe the first in field 362 or 500 and give the other in a note. This situation often occurs with serials that contain subject matter covering several different periods of time. Sometimes there are two distinct titles; in other cases there is one title with two (or more) coverage dates imbedded within it. In Fig. 8.26., the chronological designation has been given as:

500 ## \$a Description based on: 1990.
 515 ## \$a Overview for <1990-> includes
 Annual report for fiscal year
 <1989->

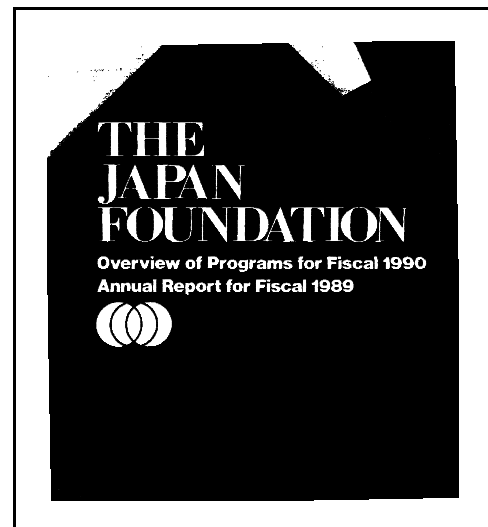


Fig. 8.26.

8.7. Changes in the numbering

8.7.1. Changes in the system of numbering that do not go back to no. 1. If a publisher changes the system of numbering in some way, without beginning again with "no.1" or its equivalent, do not change the numbering in field 362 (or 500), but make a note when considered important, in field 515.

On pieces: 1983
1984
Volume 3, 1985
Volume 4, 1986, etc.

In record:
362 0# \$a 1983-
515 ## \$a Issues for 1985- called v. 3-

Changes in the numbering can cause confusion when a serial dies or is continued by another title because the form of the first designation will not match the form of the last designation. The change may be explained in a note.

On first issue: Vol. 1, no. 1 (Mar. 1985)
On last issue: No. 18 (Jan. 1992)
Changed with: No. 15 (Aug. 1991)

362 0# \$a Vol. 1, no. 1 (Mar. 1985)-no. 18 (Jan. 1992).
515 ## \$a Issues for Aug. 1991-Jan. 1992 called no. 15-no. 18.

On first issue: 1st ed.
On last issue: volume 33

362 0# \$a 1st ed. (1965)-v. 33 (1990).
515 ## \$a Issues for 1985-90 called volume instead of edition.

8.7.2. Successive numbering systems (AACR2 12.3G1). A successive designation is a numeric designation that begins over again with no. 1 (or its equivalent) that may or may not be distinguishable from the first numbering scheme. To be distinguishable the new scheme must use different terminology (e.g., "v." rather than "no.") or include words such as "new series" (or their equivalent). Consider also a change from a numeric-only designation to a chronological-only designation or vice versa to be a successive designation (LCRI 12.3G1).

a. Numbering systems are not the same (i.e., distinguishable). Give the latter system after the first preceded by a space-semicolon-space. Close off the old system if the last issue with that numbering is available.

362 0# \$a Vol. 1, no. 1 (May 1980)-v. 8, no. 2 (Feb. 1988) ; no. 1 (Mar. 1988)-
 362 0# \$a No. 4 (Mar. 1982)-no. 19 (Jan. 1986) ; new ser., no. 1 (Mar. 1986)-

*On pieces: April 1989: Volume 1, no. 1 April 1989
 Jan. 1991: 1991-1 Jan.*

In record:

362 0# \$a Vol. 1, no. 1 (Apr. 1989)-v. 2, no. 12 (Dec. 1990) ; 1991/1 (Jan. 1991)-

The numbering from the first and last issue of each system should be given in the formatted 362 field whenever the issues are in hand. If the first and/or last issue of one or more of the systems are not in hand, give the information in a note, as needed. In some cases, it may be necessary to include two 362 fields depending on what issues the cataloger has in hand.

362 0# \$a Vol. 32, no. 2 (Feb. 1985)-
 515 ## \$a Issues for <June 1990-> called <new ser., no. 3 (June 1990)->

362 0# \$a No. 1-6 ; 2nd ser., no. 1- ; -3rd ser., no. 5-
 500 ## \$a Latest issue consulted: 4th ser., no. 3, published in 1999.
 515 ## \$a Issued in successive series, 2nd, 3rd, 4th, etc.

362 1# \$a Began in 1992.
 362 0# \$a New ser., v. 1, issue 1-
 500 \$a Description based on: New ser., v. 1, issue 1, copyrighted 1996.
 500 \$a None published 1995; restarted with v. 1, issue 1 in 1996.
 936 \$a From information in the new ser., v. 1, issue 1 piece; the title appears to be the same as that on earlier issues [DLC]

b. Numbering systems are the same (i.e., not distinguishable). When the numbering begins again with no. 1 or its equivalent using the same form of numeric and chronological designation without words, such as “new series,” supply these words or their equivalent in the language of the serial.¹²

362 0# \$a No. 1-no. 6 ; [new ser.], no. 1-
 362 0# \$a No. 1-no. 6 ; [new ser.], no. 1-no. 3; [3rd ser.], no. 1-
 362 0# \$a Vol. 1, no. 1 (Jan. 1992)-v. 4, no. 3 (Mar. 1995) ; [new ser.], v. 1, no. 1 (Jan. 1996)-
 362 0# \$a No. 1-no. 6 ; [2nd ser.], no. 1- ; -3rd ser., no. 104 ; 4th ser., no. 1-

¹² Prior to the 2002 revision of AACR2, such changes required the creation of a new record.

9.3. Recording the edition statement

9.3.1. General rule. Give the edition statement as it appears on the piece, but abbreviate words found in Appendix B. Abbreviate words, or substitute one form of abbreviation with the prescribed abbreviation found in B.9-B.12, B.14-B.14 (AACR2 B.5A1); abbreviate the word "edition" to "ed." Do not supply the word "ed." when it does not appear. Do not abbreviate names of countries or states that are given in full form. If the edition statement begins with an initial article retain the article. Give the edition statement in brackets when it is supplied or is taken from a source other than the chief source, preliminaries, or colophon (AACR2 12.0B3).

```
250 ## $a Hospital ed.
250 ## $a Red ed.
250 ## $a Professional ed.
250 ## $a New York-New Jersey-Connecticut ed.
250 ## $a The consumers ed.
250 ## $a Northern California.
250 ## $a Consumer.
250 ## $a [French ed.]
```

9.3.2. Multiple languages. When edition statements appear in more than one language, transcribe the statement that appears in the language of the title proper. (AACR2 12.2B3/LCRI¹).

On piece: English/French edition Version anglaise/française
 245 00 \$a Slow pitch rules = \$b Règlements de balle lente / \$c Softball
 Canada.
 250 ## \$a English/French ed.

9.3.3. Rules that don't (or rarely) apply to serials. Statements of responsibility relating to editions (AACR2 12.2C) and named revisions (AACR2 12.2D-E) are rarely, if ever, encountered with serials.

9.4. Use of the edition statement with other fields in the record

9.4.1. Uniform title. When serial editions have the same title, a uniform title is required to distinguish them according to LCRI 25.5B². When the uniform title is required and all other information is the same, the edition statement is most often used as the qualifier and is recorded as it appears in field 250. For further information on uniform titles for language editions, see Module 5.

¹ LAC applies the option to record additional statements.

²LC serial catalogers will still consult SARs when testing for conflict per updates to LCRI 25.5B reflecting LC series policy change of June 2006.

```
130 0# $a Super science (Red ed.)
245 10 $a Super science.
250 ## $a Red ed.
260 ## $a New York, NY : $b Scholastic, Inc.
```

```
130 00 $a Super science (Blue ed.)
245 10 $a Super science.
250 ## $a Blue ed.
260 ## $a New York, NY : $b Scholastic, Inc.
```

If the place of publication is different for each edition, as may be the case for regional or language editions, the place may be used as the qualifier.

```
130 0# $a [Title] (Boston, Mass.)
245 10 $a [Title]
250 ## $a Northeast ed.
260 ## $a Boston, Mass. : $b [Publisher]
```

```
130 0# $a [Title] (Chicago, Ill.)
245 10 $a [Title]
250 ## $a Midwest ed.
260 ## $a Chicago, Ill. : $b [Publisher]
```

9.4.2. Notes and linking entry fields (AACR2 12.7B8f, 12.7B9). If the serial editions have different titles, give the other title(s) in an "other edition available" link (field 775). A field 580 note may be given in addition, when desired.

```
110 2# $a Compañía Chilena de Navegación Interoceánica.
245 10 $a Memoria anual y balance general / ...
580 ## $a Also published in English as: Compañía Chilena de Navegación
Interoceánica. Annual report.
775 1# $a Compañía Chilena de Navegación Interoceánica. $s Memoria anual y
balance general. English. $t Annual report $w ...
```

If the editions have the same title or the other titles are not known, a general note may be given.

```
580 ## $a Issued also in a large print ed.
775 1# $t [Title]
```

```
580 ## $a Issued also in French, German, and Spanish.
{titles are unknown; no linking fields to other records}
```

If there are numerous separately-cataloged editions, too lengthy to note in the record, give a general note and no 775 field.³

³ If desired, the control numbers for the other editions may be combined into one 775 field. See *CEG* Linking entry fields--General information.

580 ## \$a Issued in numerous editions.

Notes relating to revisions, etc. are given in field 515. Notes relating to other editions separately cataloged are tagged 580. General notes about editions are generally given in field 500.

515 ## \$a Some numbers issued in revised eds.
 580 ## \$a Issued also in a French ed.
 500 ## \$a Issued also in an international ed. which differs only in advertising, <Jan. 10, 1985-> {not cataloged separately}
 500 ## \$a Issued in regional and special eds.

9.4.3. Added entry. Do not give a related work added entry for the title of another edition.

9.5. Special problems

9.5.1. Language editions. Serials issued in several different languages are called "language editions." For a discussion on the distinction between language editions and translations and the use of uniform titles, see Module 5. For a description of the different linking fields, see Module 14.

In most cases, the titles of language editions differ due to the different languages. In such cases, give an edition statement only when one appears on the piece.

Supply an edition statement in the language of the title proper when the following conditions apply: 1) there is no edition statement on the piece, 2) the titles are given in the same language, and 3) information recorded in areas 1-6 is identical. Add a uniform title, with the name of the language in subfield \$l to distinguish the different serial editions.

Edition statement necessary

English ed.:

245 04 \$a The urban edge.
 250 ## \$a English ed.
 260 ## \$a Washington : \$b Council for International Liaison

French ed.:

130 0# \$a Urban edge. \$l French
 245 10 \$a Urban edge.
 250 ## \$a [French ed.]
 260 ## \$a Washington : \$b Council for International Liaison

9.5.2. Changes in the edition statement. (AACR2 12.2F1/LCRI, 12.7B9.2) While many changes

to edition statements are minor, there are some cases where the change affects the subject matter or reflects a change in the physical medium. Such changes are considered major, according to *LCRI 21.3B* (see Module 16). In all other cases, the change is handled in a note when considered important.

```
250 ## $a International ed.
500 ## $a Issues for 2000- called International version.
```

Many edition statements for serials are geographical and changes over time may include merges and splits. When this occurs, new records are created with the appropriate linking entry fields.

```
130 0# $a Taiwan communiqué (European ed.)
245 10 $a Taiwan communiqué.
250 ## $a [European ed.]
260 ## $a The Hague : $b International Committee for Human Rights in
    Taiwan, $c 1981-
362 0# $a 4 (July 14, 1981)-
580 ## $a Issues 4-28 published in a European and a North American ed.
    Issues 29-<41> published in a Washington D.C. ed., a European
    ed., and a North American ed.
775 1# $t Taiwan communiqué $b North American ed. $w (DLC)sn 85061087
775 1# $t Taiwan communiqué (Washington D.C. ed.) $w (DLC) 90644824
780 11 $t Taiwan communiqué (Seattle, Wash.) $w (DLC) 90660052
```

If the edition statement is dropped or only appears on several issues, add a note to cover this fact.

```
500 ## $a Some issues called International ed.

500 ## $a Issues for v. 4- lack edition statement.
```


mark can be used as publication date (AACR2 1.4F7).

```
260 ## $a [Sugar Land, Tex.] : $b Internet Scientific Publications, $c
[200-?]-
362 0# $a Vol. 1, no. 1-
```

b. First/last issue not in hand. If neither the first or last issue is in hand, **do not give a date of publication** according to AACR2 1.4F8⁶. Do not apply AACR2 1.4F7 in this situation because it is unknown whether there is a date on the first issue or what the date should be. There is no ending punctuation; do not include a comma following the publisher.⁷

```
260 ## $a Boston, MA : $b Beacon Press
362 1# $a Began with: 1986.
500 ## $a Description based on: 1988.
```

Thus, when recording a "formatted" 362 field, also record a beginning or ending date of publication, or both. When describing the serial from an issue other than the first, do not input \$c in field 260 unless the final issue is in hand.

10.4.3. Selecting the publication date(s). Some serials have a publication date in addition to a chronological designation. The publication date, when present, is most often found with the publishing information, either at the foot or verso of the title page or in the masthead. If there is no publication date, a copyright or release date may be used. Give the publication date in field 260 even if it is the same as the chronological designation (AACR2 12.4F1).

If there is no publication date given on the first/last issue, supply the probable date in brackets. While the chronological designation itself is **not** a publication date, it may serve as an indication of the probable date of publication. For instance, if a periodical is issued monthly and the first issue is dated July 1991, it is safe to supply 1991 as the date of publication. For an annual report covering the 1990 calendar year, however, 1991 would be a more probable publication date. The date is bracketed because it does not appear as the publication date.

⁶ AACR2 contains an option to supply the date. LC and CONSER libraries other than LAC will not apply the option for serials.

⁷ This is a change in practice as of 2002.

Dates to be used as the publishing date: preferred order

Publication date
 Release date
 Copyright date
 Probable date (may be inferred from chronological designation)

Note that rule 1.4F8 says to give the date of the “first published issue.” This is not necessarily the issue that is no. 1 (or its equivalent). If the publication date of the first issue is later than the publication date of subsequent issues, record the earliest publication date in the 260 field and give the publication date of no. 1 (or its equivalent) in a note (*LCRI* 12.7B11.2). In printed serials, this situation is most likely to occur with monographic series. It is also frequently encountered with electronic journals where back issues are digitized after the initial publication of the electronic version (see Module 31).

```
260 ## $a Chicago, IL : $b American Library Association, $c 1967-
362 0# $a Vol. 1-
500 ## $a Vol. 1 published in 1969.
```

10.4.4. Recording the publication date(s). Record only the year; do not give months or days. If both first and last issues are in hand, give the year of the first issue followed by the year of the last issue (*AACR2* 1.4F8). If both first and last issues are published in the same year, give the year only once. Precede a copyright date with a small "c." Give the year in brackets when it is supplied (i.e., no separate publication date appears in the piece). If you are uncertain about the probable date, add a question mark.

```
260 ## $a ..., $c 1989-
260 ## $a ..., $c c1990-
260 ## $a ..., $c 1945-1989.
260 ## $a ..., $c 1990. {i.e., not 1990-1990}
260 ## $a ..., $c -[1989]

260 ## $a ..., $c [1987?]-
362 0# $a Vol. 1, no. 1 (Jan. 1988)-
```

10.5. Place, Name, and Date of Manufacture

10.5.1. Definition. The manufacturer is the body responsible for the physical production of the item. For printed serials, the printer is the "manufacturer" of the serial. (The term "manufacturer" is used in *AACR2* to cover non-print as well as printed publications.) The printer has no responsibility for the intellectual content of the item. The printer is also likely to change

300 ## \$a v. ; \$c 20 x 32 cm.

300 ## \$a v. ; \$c 21 x 34 cm. folded to 8 cm.

11.3.3. Changes. If the height changes, record the lesser height followed by the greater, regardless of the chronological sequence (AACR2 12.5D2).

Original size: 29 cm.

Later size: 26 cm.

In record:

300 ## \$a v. ; \$c 26-29 cm.

11.4. Accompanying material

11.4.1. Definition. AACR2 defines accompanying material as:

Material issued with, and intended to be used with, the item being catalogued.

11.4.2. When to record accompanying material. First, consider what you have in hand. Do you have a main work with accompanying material or do you have two independent works that could be cataloged separately? In the first situation you need to ask what is the main work and what is the accompanying material. Frequently, accompanying material is in a different physical format. While a hard copy (paper) item is often the main work, there are other situations in which the main work is the microfiche or CD-ROM and the paper is merely a guide or index to it.

According to *LCRI* 1.5E1, treat an item as accompanying material when it is issued at the same time by the same publisher and author, and when it has a general title or is otherwise dependent on the main work. Supplements and indexes may be cataloged separately or mentioned in a note but are never recorded as accompanying material.

Once you have determined what you have in hand, decide how to describe it. As with the illustration statement, consider the entire serial. Will each issue be likely to contain such material or is this more likely a one-time occurrence? If the latter is true, a note in the record may be more appropriate (AACR2 12.5E1, 12.7B13) or the accompanying material may be ignored.

11.4.3. How to record accompanying material. According to AACR2 1.5E1., the statement may consist of the number of physical units, the name of the accompanying material, and the physical description of the accompanying material. The number of units represents the total number issued (not the number accompanying each issue) and thus can only be given if the serial is complete. In most cases it is omitted (AACR2 12.5E1). The name may be a specific material designation when one is available (see the appropriate chapter in AACR2). Give the physical description only when considered to be important; otherwise omit.

Recorded in 300 \$e

245 00 \$a Amadeus : \$b il mensile della grande musica.
300 ## \$a v. : \$b ill. (chiefly col.) ; \$c 29 cm. + \$e sound discs
{each issue accompanied by a CD}

Recorded as a note

245 00 \$a OCLC micro.
300 ## \$a v. : \$b ill. ; \$c 23 cm.
500 ## \$a Some issues accompanied by diskettes.
{some issues have accompanying material}

Main series. A larger, more comprehensive series that includes subseries. (*CCM*)

Monographic series. One category of serial. The term can be misleading because it implies that the individual titles in the series are all monographs when some or all may be integrating resources or serials. (*CCM*)

Publisher's listing. A list of the titles that have been published in the series. Generally, a publisher's listing is not considered to be a series title page, although the series statement may be taken from it. (*CCM*)

Series. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. (*AACR2*) A series may be a monographic series or a multipart item.

Series authority record (SAR). Series authority records are created by PCC¹ participants and are included in the LC/NACO Authority File. The SAR provides the form of entry and numbering to be used in tracings; it may include cross references and institution-specific treatment decisions. SARs can be made for monographic series, multipart items, series-like phrases, and those serials that have analyzable titles on some issues. (*CCM*)

Series-like phrase. A character string (words, letters, combination of letters and numbers) not considered to be a series. (*NACO*)

Series title page. An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series). (*AACR2*)

Subseries. A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series. (*AACR2*)

Unanalyzable. A serial is "unanalyzable" when the separate volumes do not have titles in addition to the collective title. Most serials are "unanalyzable" (e.g., *Newsweek*, *Statistical yearbook*, etc.). Occasionally an issue of a series is published without an individual title and is thus, "unanalyzable" (*LCRI* 13.3). (*CCM*)

¹ On June 1, 2006, the Library of Congress implemented its decision not to create/update series authority records and not to provide controlled series access points in its bibliographic records for resources in series. (SERIES AT THE LIBRARY OF CONGRESS: JUNE 1, 2006. URL: <http://www.loc.gov/catdir/cpsso/series.html>)

SERIAL IN A SERIES

This module is about serials that are published in series. As an example, the serial *Economic Impact of Kentucky's Tourism and Travel Industry* is issued in the series *Tourism Research Series*. Note that the numbering of the series is not consecutive.

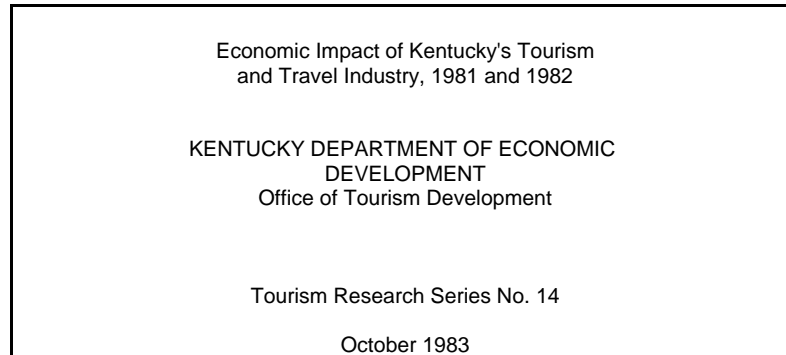


Fig. 12.1a.

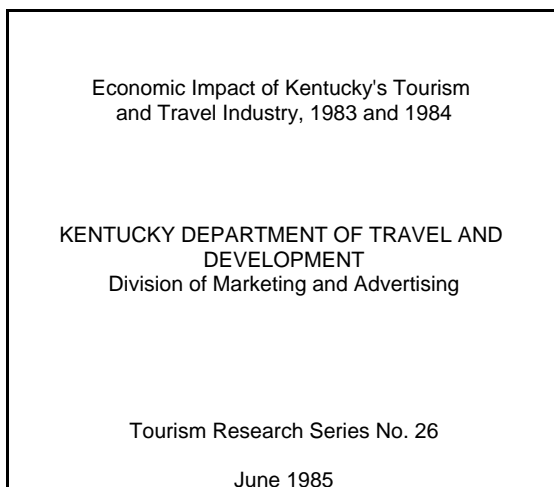


Fig. 12.1b.

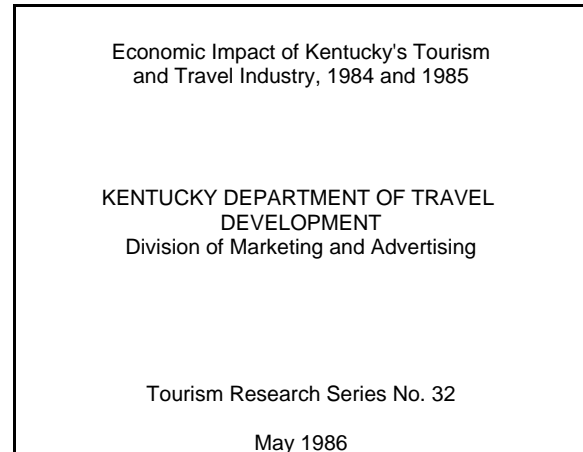


Fig. 12.1c.

```
245 00 $a Economic impact of Kentucky's tourism and travel industry.
440 #0 $a Tourism research series
```

12.1. Introduction to Series

12.1.1. What are series and why are they important? A series is a group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items in a series may be monographs, integrating resources, and/or serials, or a combination of both. Publishers issue works in series to group together publications on a particular topic and for distribution and sales purposes. Series are important because they provide a potential point of access. A user may know only that a publication is issued in a particular series or may be seeking all of the publications in a particular series without knowing any of the individual titles. The series may also serve as a means for control and shelving. In addition, a library may place a standing order with a publisher to receive all of the issues published in a series.

12.1.2. Series treatment. An institution may decide to keep all titles in a series together by giving them the same call number or may give each its own call number. The institution may decide to analyze each title, some of the titles, or none of the titles. What is more complicated in a shared database is that another institution may decide to treat the series in a different manner, based on the needs of its users. These decisions are referred to as "series treatment." The decision as to how to treat a series in one way as opposed to another is basically a matter of institutional policy². Series treatment involves three aspects: 1) whether individual titles will be cataloged; 2) whether the titles in the series will be given the same or different call numbers; 3) whether the series is to be traced or untraced. The following terms are applied to series authority records and must be understood for the correct interpretation of these records.

a. Analysis (i.e., cataloging of individual issues; SAR field 644).

Analyzed in full (644 \$a = f). Each individual title in the series is cataloged, whether it be a monograph, integrating resource, or serial. The titles may be classified separately or collected under the same call number. An institution may or may not choose also to make a collected set record if the decision is to classify the volumes as a collection. Some institutions will make a collected set record for a series classified separately for acquisitions purposes (e.g., to place a standing order).

Analyzed in part (644 \$a = p). Some individual titles are cataloged; others are not. Titles that are not cataloged are checked in on the entry for the series. This type of treatment requires a collected set record and a call number under which all the titles are shelved, whether they are analyzed or not. With the exception of government documents, this form of treatment is no longer applied to new titles at LC.

Not analyzed (644 \$a = n). None of the titles in the series are cataloged. Instead, only a

² Since 1972, most series new to the Library of Congress have been treated as "analyzed in full" and "classified separately."

collected set record is created.

| **b. Tracing** (SAR field 645).

| **Traced (645 \$a = t).** Tracing the series refers to providing an added entry for the series in each analytic record. According to *LCRI* 21.30L, all analyzed series established after Aug. 31, 1989 are traced.³ This policy was written as a cataloging simplification measure with the idea that it is less time-consuming to always trace the series than to make the decision whether or not to trace each time a new series is established.

| **Not traced (645 \$a = n).** An added entry isn't given on analytic records.

| **c. Classification** (SAR field 646).

| **Classified as a collection (646 \$a = c).** All titles in the series are given the same call number (i.e., they are "collected" together on the shelf).

| **Classified separately (646 \$a = s).** Each title in the series is given its own call number.

| **Classified with the main series (646 \$a = m).** This classification decision applies to subseries if the main series is classed as a collection. All titles in the subseries are given the call number of the main series.

Some SARs contain multiple treatment fields that reflect changes in the treatment over the life of the series, referred to as a "change in treatment." In the past, LC applied different treatment decisions to different sets (i.e., copies) of the series, referred to as "split treatment." See *CCM* 12.7. for more information.

12.1.3. Interpreting the series authority record (SAR). The series authority record contains the form of series to be used (1XX) and cross references (4XX), ISSN (022), publishing information (643), the treatment (644-646; with reference to the institution to which the treatment applies in \$5), notes relating to the series (640-641, 667), the form of numbering (642), and citations to the works in which the series has/has not been found (670/675). The series authority record is essential in a shared database because it assures that all libraries will at least use the same form of entry for the series, if not the same "treatment."

Since the treatment fields are optional in MARC 21, not all SARs will have these fields. However, all SARs for monographic series created since fall 1998 will have at least a 645

³An exception is made at LC for certain types of less than full cataloging for which an SAR is not required.

field coded "t" and a subfield \$5 DPCC⁴. This tracing decision represents the PCC decision to have a national practice always to trace if analytic records are made. If the series is numbered, there will also be a 642 field with the form of numbering plus the subfield \$5 DPCC. There is no national decision for analysis or classification.

⁴DPCC is the MARC 21 institution code for the Program for Cooperative Cataloging.

Example 1. Classified separately, analyzed in full. This is a fairly straightforward series that contains one treatment decision.

```

Type:          z      Upd status:   a      Enc lvl:     n      Source:
Roman:         Ref status:   a      Mod rec:          Name use:   a
Govt agn:     Auth status:   a      Subj:           a      Subj use:  ag
Series:       a      Auth/ref:     a      Geo subd:       n      Ser use:   a
Ser num:      b      Name:         n      Subdiv tp:      n      Rules:     c

1 010 ## $a no 90010396
2 040 ## $a DLC-S $c DLC-S $d DLC-S $d DLC
3 130 #0 $a DMS market studies
4 410 2# $a Defense Marketing Services, inc. $t DMS market studies
5 410 2# $a Jane's Information Group. $t DMS market studies
6 430 #0 $a Market studies
7 643 ## $a Newton, Conn. $b Forecast International $d 1989-
8 643 ## $a Alexandria, Va. $b Jane's Information Group $d -1988
9 644 ## $a f $5 DLC
10 645 ## $a t $5 DLC
11 646 ## $a s $5 DLC
12 670 ## $a World ordnance inventory & forecasts, 2nd ed. (1989): $b t.p.
    (DMS market studies)

```

Explanation

008 information specific to SARs:

“Series” (Type of series): value “a” = Monographic series

“Ser num”(Numbered or unnumbered series): value “b” = Unnumbered

“Ser use” (Heading use - series added entry): value “a” = Appropriate

line 1 = Control number

line 2 = Originating, inputting, and modifying agency (DLC-S = Serial Record Division, LC)

line 3 = Heading for series. Field 130 is used for any series that is not entered under a corporate body

lines 4-6 = See references. The two 410 fields are name/title references that reflect the two issuing bodies. Field 430 is a variant title reference

lines 7-8 = Series place and publisher/issuing body

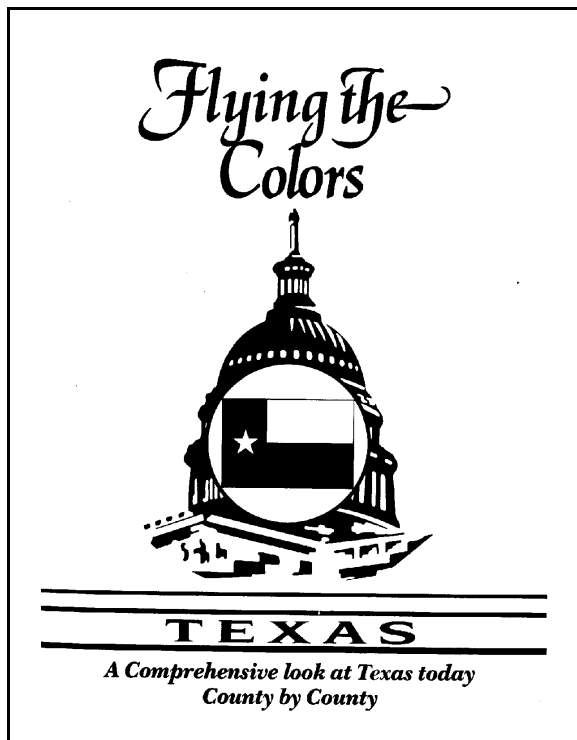


Fig. 12.16a.

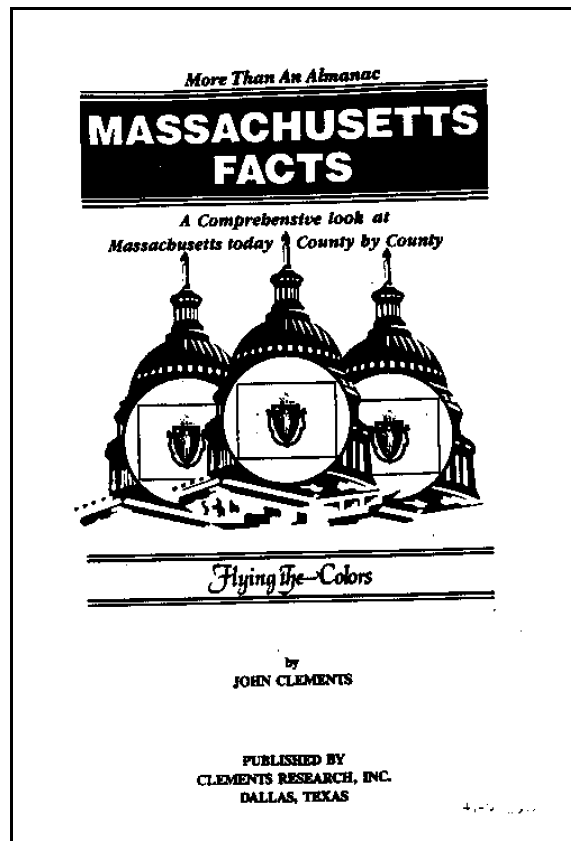


Fig. 12.16b.

245 00 \$a Texas.

245 00 \$a Massachusetts facts.

440 #0 \$a Flying the colors

440 #0 \$a Flying the colors

Although the title "Texas" is similar to those in Fig. 12.15., "Flying the colors" has been treated as an unnumbered series based on other publications in the series. The typography and placement of "Flying the colors" varies with the two serials; in Fig. 12.16a. it looks more like a common title, in Fig. 12.16b. it looks more like an unnumbered series. More importantly, the title "Massachusetts facts" can stand alone and most of the other publications in the series have similar titles.

Common Title or Unnumbered Series?--Unnumbered Series

12.7. LC former practices regarding changes in treatment

Per *LCRI* 1.6 (May 2006): LC has announced a change in policy applying to all bibliographic resources (monographs, serials, and integrating resources) in series. As of June 1, 2006, LC analyzes and classifies separately all parts of monographic series and of multipart monographs with the exception of those categories listed in *LCRI* 13.3. As of the same date, LC does not give “controlled” access points for series in new LC original cataloging (CIP and non-CIP) bibliographic records, does not update series access points in existing bibliographic records, and does not consult, make, or update series authority records. LC will “pass through” the series information already in bibliographic records used by LC as copy (CIP/LC partner records, PCC records, and non-PCC (including Casalini) records).

This section is being retained to document LC former practices regarding changes in series treatment.

12.7.1. Changes in treatment decisions. The treatment of a series can be changed during its life span. Part of the series may be collected under a call number while earlier or later issues are classified separately. This may be due to changes in the publications (e.g., analyzable titles no longer appear on the issues (see *CCM* 12.6.3.)), or changes in LC policies regarding the cataloging of series (see *DCM ZI*, 64X section). Such decisions are reflected in the series authority record and may also be reflected in the collected set cataloging record. In the SAR the treatment fields will be modified or additional treatment fields will be added to show the different treatments and the numbers or dates of issues involved. A note may be given in the cataloging record (field 500, formerly 512).

In SAR:

```
050 #0 $a 0HC1060.A1 $b D57 $d no. 11-
130 #0 $a Discussion paper (University of Ghana. Institute of Statistical,
    Social, and Economic Research)
644 ## $a n $d no. 11- $5 DLC
644 ## $a f $d no. 1-10 $5 DLC
645 ## $a t $5 DLC
646 ## $a c $d no. 11- $5 DLC
646 ## $a s $d no. 1-10 $5 DLC
```

In cataloging record:

```
050 00 $a HC1060.A1 $b D57
130 0# $a Discussion paper (University of Ghana. Institute of Statistical,
    Social, and Economic Research)
245 10 $a Discussion paper.
500 ## $a Separately cataloged in LC before no. 11.
```

12.7.2. Split treatment decisions. Under an earlier policy, when several "sets" or copies of a series were retained in the Library of Congress, one would be classified as a collected set and the other(s) classified separately. This practice was referred to as "split treatment." LC has not established a split decision treatment for new series since 1980 and has changed existing split decisions. SARs can be found showing a history of previous split treatment decisions.

In SAR:

```
050 #0 $a H31 $b .A4 $d 2nd set, v. 13-29
130 #0 $a Proceedings of the Academy of Political Science
644 ## $a f $5 DLC
645 ## $a t $5 DLC
646 ## $a s $d 1st set and all sets, v. 30- $5 DLC
646 ## $a c $d 2nd set, v. 13-29 $5 DLC
```

In cataloging record:

```
050 00 $a CLASSED SEPARATELY
051 ## $a H31 $b .A4 $c 2nd set
245 00 $a Proceedings of the Academy of Political Science.
500 ## $a All sets classed separately in LC after v. 29.
```

12.7.3. LC call number used in series statement (subfield \$I). When a serial is issued in a series for part of its life span and the series is classified as a collection by the Library of Congress, the series call number is given in subfield \$I following the series statement (see *CEG*, field 490). The series call number is also given in the appropriate sequence in a separate 050 field.

For the serial *Teacher Supply and Demand in Public Schools* (represented by the bibliographic record below), the 1972 issue is in the series *Research Report* (see first SAR below) and issues beginning with 1973 are in the series *NEA Research Memo* (see second SAR below). Because both those series are classified as collections, each series statement includes a subfield \$I with the call number for the series. Those two call numbers also appear in 050 fields in the bibliographic record; the first 050 in the bibliographic record is the call number for the issues of the serial that are not in either of the series.

Bibliographic record (not all fields included)

```
050 00 $a LB2833 $b .N286
050 00 $a LB2842 $b .N18
050 00 $a LB2482 $b .N31185
245 00 $a Teacher supply and demand in public schools.
260 ## $a Washington, D.C. : $b Research Division, National Education
    Association of the United States, $c 1958-
300 ## $a v. ; $c 24-27 cm.
362 0# $a 11th (1958)-
```

490 1# \$a 1973- : NEA research memo \$1 (LB2842.N18)
 490 1# \$a 1972: Research report / National Education Association, Research
 Division \$1 (LB2482.N31185)
 830 #0 \$a NEA research memo.
 830 #0 \$a Research report (National Education Association of the United
 States. Research Division)

010 ## \$a n 42037759
 040 ## \$a DLC \$c DLC \$d DLC-S \$d DLC
050 #0 \$a LB2842 \$b .N31185
 130 #0 \$a Research report (National Education Association of the United
 States. Research Division)
 410 2# \$a National Education Association of the United States. \$b
 Research Division. \$t Research report
 642 ## \$a 1965-R-11 \$5 DLC
 643 ## \$a Washington, D.C. \$b National Education Association
 644 ## \$a f \$5 DLC
 645 ## \$a t \$5 DLC
646 ## \$a c \$5 DLC
 670 ## \$a Estimates of school statistics, 1972.

010 ## \$a n 42028999
 040 ## \$a DLC \$c DLC
050 #0 \$a LB2842 \$b .N18
 130 #0 \$a NEA research memo
 410 2# \$a National Education Association of the United States. \$b
 Research Division. \$t NEA research memo
 643 ## \$a Washington, D.C. \$b National Education Association
 644 ## \$a f \$5 DLC
 645 ## \$a t \$5 DLC
646 ## \$a c \$5 DLC
 670 ## \$a Estimates of school statistics, 1981-82: \$b t.p. (NEA
 research memo)

Module 13. Notes

Many of the notes commonly given in serial records are discussed in other modules. This module will focus on the general aspects of notes, will take a further look at the most commonly used serial notes, and will discuss notes that are not covered elsewhere. Notes relating to linking relationships (fields 580, 765-787) are covered separately in Module 14.

This module will discuss:

- Why we make notes
 - A general philosophy concerning notes
 - How notes are constructed for serial records
 - How and when to use designations in notes
 - LC/CONSER conventions applying to notes
 - Specific notes
-
-

References

AACR2/LCRIs

General rules regarding notes: 0.27, 1.0E1, *LCRI* 1.7A1; 1.7A2; 1.7A3/*LCRI*; 1.7A5; *LCRI* 1.7B2

Serial rules for notes: 12.7A2-12.7B23/*LCRI*s

CEG Notes--General information, Fields 008/18, 310, 321, 500, 504, 506, 515, 520, 521, 546, 550

Saye, Jerry D. and Sherry L. Velluci, *Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations*. Chicago : American Library Association, 1989.

Salinger, Florence A. and Eileen Zagon. *Notes for Catalogers: a Sourcebook for Use with AACR2*. White Plains, N.Y. : Knowledge Industry Publications, 1985.

Geer, Beverley and Beatrice L. Caraway, *Notes for Serials Cataloging*. 2nd ed. Englewood, Colo. : Libraries Unlimited, 1998.

NOTES USED IN SERIAL RECORDS -- RULES, TAGS, COVERAGE IN CCM			
TYPE OF NOTE	AACR2/LCRI	TAG (CEG)	IN CCM
Accompanying material	12.7B13	500	Module 11
At head of title	12.7B4.1, LCRI 12.7B7.1	246,500	Module 7,13
Audience	12.7B15	521	Module 13
Bibliography notes	12.7B19	504	Module 13
Contents	12.7B19	500	Module 13
Description based on (Item described)	12.7B23/LCRI	500	Module 3, 8
Edition statement	12.7B9	250	Module 9
Editors	12.7B7	500	Module 6, 13
Frequency	12.7B1	310, 321, 008/18	Module 13
Indexes	12.7B17	555	Module 17
Key title/ISSN	12.8C, 12.8B1	222, 022	See CEG
"Issued with"	12.7B22	777, 580	Module 14
Language	12.7B2	546	Module 13
Latest issue consulted	12.7B23	500	Module 8
Library's holdings	12.7B21	500	Module 13
Linking notes	12.7B8	580, 765-787	Module 14
Minor title changes	12.7B4.2	246	Module 7, 16
Numbers other than ISSN	12.7B20	010-099	See CEG
Numbering	12.7B10, 12.7B11	362 1, 500,515	Module 8, 13
Other formats available	12.7B16	530, 776	Module 14
Other title information	12.7B6	245, 246, 500	Module 6, 7, 13
Quoted notes	1.7A3	500	Module 13
Parallel titles	12.7B5	500, 246	Module 6, 7
Physical description	12.7B12	500	Module 11
Publication, distribution, etc.	12.7B11/LCRI	500	Module 10
Reproduction note	LCRI chapter 11	533	Module 32
Restrictions on access	12.7B21	506	Module 13, 31
Series	12.7B14	500	Module 12
Source of title	12.7B3	500	Module 3
Statement of resp./ issuing body	12.7B7/LCRI	550, 500	Module 6, 13

The terms "Called" and "Called also" (or "Also called") are frequently used in serial records, particularly in relation to numbering. "Called ..." implies that there is one system of numbering and it has changed. "Called also" indicates that an additional system of numbering has been added.

c. Punctuation. End notes with a period unless the field already ends with a hyphen (-) or an angle bracket (>). It is common and good practice to use ISBD prescribed punctuation in notes when the data given corresponds to the data given in the descriptive portions of the record (e.g., notes for publishers) (AACR2 1.7A3). (When giving publishing notes in this form, however, the dates following a comma must be the publication dates and not chronological designations.) According to AACR2 12.7A1, separate an introductory phrase from the text of the note by a colon.

500 ## \$a Issued by: [Body A], 1988-1990; [Body B], 1991- {dates are
chronological designations}

500 ## \$a Published: Boston : G. Brown, Inc., 1980-1985. {dates are
publication dates}

Note: The examples in AACR2 show titles followed by a space-slash-space and the statement of responsibility. Since CONSER practice is to cite other works in their catalog entry form (e.g., 1XX/245, 130, etc.), the statement of responsibility is rarely used in notes.

d. Language of notes. Notes are given in English (AACR2 1.0E1)². Regardless of the language of the text, give supplied words in English. Designations may also be given in English, but names and titles must be given in the language in which they appear (LCRI 12.7B).

13.2.3. Combining notes. AACR2 1.7A5 allows you to combine two or more notes to make one, when appropriate. While this was the practice prior to the creation of MARC records, the specific tag numbers for serial notes make it impossible to combine most notes. In general, combine only the "Description based on" note and the source of title note. (See Module 8 for more detail.)

500 ## \$a Description based on: 1988; title from cover.

13.2.4. Use of designations in notes. When the information contained in the note does not apply to all of the issues of the serial, add the chronological designation of the first and last issues to which it does apply (LCRI 12.7A2). By exception, use publication dates in publisher

² Because Canada is a bilingual country, the Library and Archives Canada (LAC) creates French language records as well as English language records when the piece is solely in French or is in French and English. Notes in LAC French language records are given in French.

notes when using ISBD punctuation (see above). If the information is present on all issues in hand, do not add a designation.

Example 1: Designation is needed (1988-1992 issues in hand)

```
245 00 $a [Title] / $c [Body A].
362 0# $a 1988-
550 ## $a Issued by: [Body B], 1989-<1992>
```

Example 2: Designation not needed (1989 only issue in hand)

```
500 ## $a At head of title: International examiner.
500 ## $a Description based on: 1989.
730 0# $a International examiner (Seattle, Wash. : 1973)
```

If the serial is identified by both a numeric and a chronological designation, give only the chronological designation in the note. If there is no chronological designation, give the numeric designation in the note. To make the note as succinct as possible, condense the chronological designation by eliminating unnecessary elements (*LCRI 12.7A2*).

```
362 0# $a July 1, 1987 to June 30, 1988-
550 ## $a Issued by: [Body], 1988/1989-
      or July 1, 1988/June 30, 1989-, or 1988/89-
```

When the exact beginning/ending designation is not known, record in angle brackets the designation of the earliest/latest available issue. Give inclusive designations, when appropriate, to show the span of issues in hand.

```
515 ## $a Vols. for 1988-<1991> issued in parts.
500 ## $a At head of title, 1989-<1990>: International report.
550 ## $a Issued by: [body], <April 1987-June 1989>
```

13.2.5. Order of notes. While *AACR2* prescribes an order in which notes are to be given in the record, *CONSER* policy is to input notes in 5XX tag order³. This is a matter of expediency and a recognition that not all notes could be printed or displayed in strict *AACR2* order. In display programs, notes may also be displayed generated from fields such as 022, 222, 246, 310, 321, 362, and the 765-787 linking fields, as well as the 5XX note fields. If there are multiple notes with the same tag, specifically those tagged 500, follow the order prescribed by *AACR2*. Input the "Description based on" note and/or the "Latest issue consulted" note as the last 500 note, even when the DBO is combined with the Source of title note (which is one of the first notes prescribed by *AACR2*).

³ An exception is made for field 533 (Reproduction note) which is given as the last 5XX field in a record for a reproduction.

Module 14

Linking Relationships (Fields 765-787, 580)

Contents

- 14.1. Linking relationships and linking entry fields: an overview
 - 14.1.1. Chronological and horizontal relationships
 - 14.1.2. Steps in creating a link
 - 14.1.3. What linking entry fields do and don't do
 - 14.1.4. Components of a linking entry field
 - 14.1.5. Reciprocal links
 - 14.1.6. When to use an explicit linking note
- 14.2. Chronological relationships (fields 780/785)
 - 14.2.1. Continues/Continued by
 - 14.2.2. Separated from/Continued in part by
 - 14.2.3. Continues in part/Split into
 - 14.2.4. Absorbed/Absorbed by
 - 14.2.5. Absorbed in part/Absorbed in part by
 - 14.2.6. Merged with: ... to form: .../Merger of: ... and: ...
- 14.3. Horizontal relationships
 - 14.3.1. Translations (fields 765/767) and language editions (field 775)
 - 14.3.2. Other types of editions (field 775)
 - 14.3.3. Reprints (field 775)
 - 14.3.4. Supplements (fields 770/772)
 - 14.3.5. Other physical media (fields 776)
 - 14.3.6. "Issued with" (field 777)
 - 14.3.7. Companions, summaries, and other related resources (field 787)

14.4. Linking to monographs and integrating resources

14.4.1. Monographs

14.4.2. Integrating resources

14.5. When not to link

14.5.1. The relationship is too vague or unclear

14.5.2. Related serials for which the title is the same and there is no online record

14.5.3. The related serial is not separately cataloged

14.5.4. Brother-sister relationships

14.5.5. Related serial is acting only as a publisher

Module 14. Linking Relationships (Fields 765-787, 580)

Serials relate to other resources in a variety of ways. These relationships are recorded in the online record in linking entry fields or "links." Much of the information regarding the construction of linking entry fields is contained in the section Linking entry fields--General information in the *CONSER Editing Guide*, including the form of entry and use of subfield codes. This module will discuss linking fields briefly but will focus on linking relationships.

This module will discuss:

- How serials relate to one another and to other resources and how to determine when such relationships exist
 - How to determine the linking relationship and its appropriate tag or indicator value
 - How to determine when to use a 580 field with or without a link
 - How to handle relationships to non-serials
 - How to determine when a linking entry field is not appropriate
-
-

References

AACR2/LCRIs

Using catalog entry form in notes: 12.7A2/*LCRI*

Relationships with other serials: 12.7B8/*LCRI*s

Continuations:	12.7B8a
Mergers & splits:	12.7B8b-c
Absorptions:	12.7B8d
Translations:	12.7B8e
Editions:	12.7B8f
Supplements:	12.7B8g
Other formats:	12.7B16
"Issued with" notes:	12.7B22

CEG

Linking entry fields--General information, fields 530, 533, 580, 760/762, 765/767, 770/772, 773/774, 775, 776, 777, 780, 785, 786, 787

CCM

Module 9. Edition statement

Module 16. Changes that require a new record

Module 17. Related works

Definitions for terms used in this module

Chronological relationship. The relationship in time between bibliographic items (e.g., the relation of a serial to its predecessors and successors). (*MARC 21 Bibliographic*)

Editions: serials or "serial editions." Separate complete serials that are issued simultaneously, usually with the same title, and that are intended for a specific audience. (*CCM*)

Horizontal relationship. The relationship between versions of a bibliographic item in different languages, formats, media, etc. (*MARC 21 Bibliographic*)

Language edition. A serial published simultaneously in different languages. The publisher of all of the editions is usually the same. The titles may be in different languages or in the same language. (*CCM*)

Reciprocal relationship. The relationship between two items, as represented by paired linking fields (e.g., 780/785) or by a link with the same tag that is given in each related record (e.g., 775). (*CCM*)

Reprint. 1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well-defined variations (an issue). 2. A new edition with substantially unchanged text. (*AACR2*)

Supplement. An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original. (*AACR2*)

Translation. A resource that is translated into another language. It is usually published by a different publisher than the original and at a later time. (*CCM*)

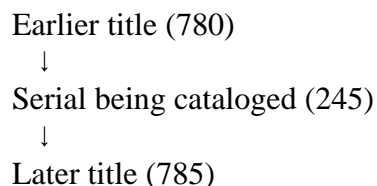
Vertical relationship. The hierarchical relationship of the whole to its parts and the parts to the whole (e.g., a journal article to the journal, a subseries to the main series). (*MARC 21 Bibliographic*)

NOTES

14.1. Linking relationships and linking entry fields: an overview

14.1.1. Chronological and horizontal relationships. Part of the complexity of serials is due to their relationships to other resources. These relationships can be broadly described as "chronological" and "horizontal."¹

Chronological relationships are relationships in time between serials, monographs,² and integrating resources.³ In most cases a serial undergoes changes in the title or issuing body, requiring the creation of a new record. Each record covers a different time span. Chronological relationships may also be thought of as "sequential" relationships. Chronological relationships may be simple (continues/continued by) or complex (mergers, splits, absorptions). Links for chronological relationships are given in fields 780 and 785. Below is a diagram of a simple chronological relationship.



Horizontal relationships are those that exist between different versions of the serial. The versions may be issued simultaneously (e.g., language editions, different formats) or at different times (e.g., a reprint). Other examples of horizontal relationships are: supplements, translations, physical format reproductions, and companion serials.

Serial being	-----	Translation/original (765/767)
cataloged	-----	Parent/supplement (770/772)
	-----	Language and other editions (775)
	-----	Other physical formats (776)
	-----	"Issued with" (777)
	-----	Companions, etc. (787)

Chronological relationships: *American libraries*

¹ There is also a "vertical" relationship that exists between the parts and the whole, such as from a journal to the articles contained within each issue. Field 773 (Host item entry), which is used to link vertically, is defined in the MARC 21 format but is not presently used in CONSER records.

² Relationships with monographs include conferences and other works where earlier or later issues are treated monographically.

³ An example of an integrating resource would be a serial directory that is no longer issued in print and becomes an updating directory online.

Bulletin of the American Library Association (1907-1938)

Absorbed: *Adult education and the library* (1924-1930)
(780 05)

continued by: *ALA bulletin* (1939-1969)
(785 00)

Absorbed: *Public libraries* (1947-1956)
(780 05)

continued by: *American libraries* (1970-)
(785 00)

Horizontal relationships: *Vanity fair*

Vanity fair (1914-)	-----	Microfiche/microfilm (776) (1914-)
	-----	Vanity fair italia (language ed.) (775) (1990-)
	-----	Facsimile reprint ed. (775) (1914-1936)

14.1.2. Steps in creating a link. In order to create a link, first:

- * Determine that a linking relationship exists
- * Determine whether there is a record in the database for the related serial

a. Determine that a linking relationship exists. The following situations indicate or suggest the presence of a linking relationship:

1) Related titles are in hand.

e.g., Several issues of a serial are in hand and it is evident that a major change has occurred on later issues (according to *AACR2/LCRI 21.2C. Serials*, *AACR2 21.3B1.a*, and *LCRI 21.3B*).

2) Information in piece indicates a former title or related resource.

e.g., "formerly *The Journal of Electronic Microscopy*" appears after title or "Also issued in German and French editions" appears on the verso of the title page.

3) High volume numbering - when a serial is received for the first time with volume numbering other than volume 1, consider the possibility that the title may have changed.

4) A database search turns up a record that seems to be related to the serial being cataloged.

e.g., The serial in hand has the title *Computer news* and has a designation of v. 3, no. 5, May 1992. A record is found online for *Computer news & views* which has the same publisher and begins with v. 1 in 1990.

5) The corporate body has been used as the main entry or as a uniform title qualifier and there is evidence that the name has changed (before or after the piece in hand was issued) (*AACR2 21.3B1*).

e.g., The name authority record for a university indicates that the name changed in 1987 and the serial in hand is no. 5, 1989. It is likely that earlier numbers were issued by the university under its earlier name.

6) The scope and subject of the serial indicates that it has probably been in existence for some time.

e.g., The 1992 Annual report of AT&T is received and a record cannot be found but it seems fairly certain that such a publication must have been issued for some time. Perhaps the title has changed.

- 7) An unexpected combination of language and country of publication implies that it might be a translation or language edition.

e.g., A serial in English is published in a non-English speaking country. Is this a translation of the original or are there multiple language editions published simultaneously?

b. Determine whether or not there is a record in the database for the related resource.

Locating the related record is important because:

- The entry given in the record will determine the form of entry given in the link (see *CCM 14.1.4.a*)
- The control numbers for the related resource record are an important part of the link
- CONSER participants add or update a corresponding link in the record for the related resource⁴ (e.g., if the related serial is an earlier title, field 785 for the related serial is added to the record)

A link may be made when a record is **not** found but the title or cataloging entry can be determined. In some cases, however, a link is made only when there is a related record (e.g., field 776).

⁴ For monographs and integrating resources, the CONSER cataloger may or may not be able to provide both links due to coding and local restrictions.

RELATIONSHIPS AND THEIR TAGS AND INDICATOR VALUES⁵

Absorbed	780 X5
Absorbed by	785 X4
Absorbed in part	780 X6
Absorbed in part by	785 X5
Companion to	787 1X
Complements	787 1X
Constituent unit of	774 XX
Continues	780 X0
Continues in part	780 X1
Continued by	785 X0
Continued in part by	785 X1
Cumulates	787 1X
Data source	786 XX
Edition of	775 XX
Formed by the union of: ... and: ...	780 X4 (multiple fields)
Has supplement	770 XX (parent entry)
Host item/In	773 XX
Index to	787 1X
Issued in or with	777 XX
Has subseries	760/762 (used only by NSDP)
Merger of: ... and: ...	780 X4 (multiple fields)
Merged with:... to form:...	785 X7 (multiple fields)
Other physical format	776 XX
Separated from	780 X7
Split into:... and: ...	785 X6 (multiple fields)
Supplement to	772 XX
Subseries of/Main series	760 (used only by NSDP)
Translated as	767 XX
Translation of	765 Xb

⁵ Some serial relationships will require the use of field 580 as well. In this chart "X" denotes the variable indicator value.

14.1.3. What linking entry fields do and don't do.

a. Links generate notes. The rules governing relationships are found in the note area of AACR2 chapter 12. On output, links may be used to generate notes with display constants such as Continues: [title], Continued by: [title], or Supplement to: [title]. The introductory words in these cases are generated by using the appropriate tag (fields 765-777) or second indicator value (fields 780 and 785).

The field 780 00 \$t EAPA exchange \$w ... generates a note as shown in bold below.

EAP Association exchange. -- Vol. 19, no. 12 (Dec. 1989)- -- Arlington, VA : Employee Assistance Professionals Association, c1989- v. : ill. ; 28 cm.

Monthly
Title from cover.
Continues: EAPA exchange.

1. Employee assistance programs--United States--Periodicals. 2. Alcoholism and employment--United States--Periodicals. 3. Drugs and employment--United States--Periodicals. I. Employee Assistance Professionals Association (U.S.) II. Title: Exchange.

For links in fields 780 and 785, the notes produced by the links are limited to those that can be generated from the display constant defined for the indicator value. When an appropriate note cannot be generated from the link, field 580 is used in addition to the linking entry field. For links in fields other than 780 and 785 (e.g., 775 or 787), notes may be generated either by the display text in subfield \$i or from field 580 in conjunction with the linking entry fields (see CCM 14.1.6).

b. Links connect related records in a database. Links are in effect "super notes" because they do more than the ordinary 5XX note. Depending on the system used, links may allow a patron to retrieve related records in an online search. For example, a search of the title: *Biology of Extracellular Matrix* may retrieve both the record with this title and the record for the earlier title *International Review of Connective Tissue Research*.

Rec. 1:

```
245 00 $a Biology of extracellular matrix
780 00 $t International review of connective tissue research $x 0074-767X
      $w (DLC) 63022090
```

Rec. 2:

```
245 00 $a International review of connective tissue research
785 00 $t Biology of extracellular matrix $x 0887-3224 $w (DLC)sn 86013779
```

c. Links do not provide added entries. While they may perform a similar function of bringing related records together, linking entry fields do not provide added entries. If an added entry is called for by the rules or desired for the catalog it must be input in another field (730, 700, 710, or 711) (see also Module 7).

14.1.4. Components of a linking entry field. A link may contain a number of elements; the most commonly used elements are:

- * Catalog entry
- * ISSN
- * Control numbers

a. Catalog entry. The link **must** contain the cataloging entry for the related resource.⁶ The entry is based on the 1XX/240/245 fields in the related record. The entry may consist of a title, uniform title, corporate body and title, etc. The title given in subfield \$t is the title proper (\$a, \$n, \$p) or the uniform title from field 130. Include other title information in a link only when it has been supplied according to AACR2 1.1E6. Do not include parallel titles. Headings used in links must be given in AACR2 form. If the heading on the related record is not in AACR2 form, CONSER participants should change the heading on the related record as well as giving the AACR2 form in the link. See Linking entry fields--General information in the *CEG* for specific details on determining the entry and related subfield codes. Following are some of the forms of catalog entry.

Title proper

```
780 00 $t Advances in food research
```

Uniform title

```
785 00 $t Bulletin (College of Dental Surgeons of British Columbia)
```

Uniform title (translation or language edition)/language/title proper

```
767 0# $t Fiziologiaa rastenii. English. Plant physiology $x 0097-384X
```

Common title/section title

```
780 00 $t Fish management report. Northeast, Northwest, and Central
Florida regions
```

⁶ An exception is field 776 (see *CCM* 14.3.5.).

Corporate body/title proper

780 00 \$a British Columbia. Fish and Wildlife Branch. \$t Management report

Corporate body/title proper/other title information supplied

780 00 \$a Paper Finishing & Converting Conference. \$t Paper Finishing & Converting Conference : [proceedings]

Corporate body/uniform title/title proper

780 00 \$a Norges teknisk-naturvitenskapelige forskningsrad. \$s Arsberetning. English. \$t Annual report

b. ISSN and control numbers. Add the ISSN and control numbers; for instructions, see the *CEG*.

780 00 \$t Advances in food research \$x 0065-2628 \$w (DLC) 48007808 \$w (OCoLC)1461192

c. Display text. A linking entry field may optionally contain text intended to be displayed or printed preceding the other data in the field, instead of the display constant. The text that replaces the display constant is given in subfield \$i of the linking entry field and the field's second indicator value is "8" ("no display constant generated"). Subfield \$i and display text are not used in fields 780 or 785 because both indicator values were already defined and there was no room for indicator value "8."

787 08 \$i Complemented by: \$t Empire State report weekly \$x 0745-8622 \$w (DLC) 84647299 \$w (OCoLC)9403759

14.1.5. Reciprocal links. When there are records online for each title in a linking relationship, in most cases each record should contain a link (see below for exceptions). A link may be given when the related title is known though no record appears in the database. In some cases different tags are used for the reciprocal links (e.g., 780/785); in other cases the same tag is assigned in all related records (e.g., 775).

RECIPROCAL LINKING RELATIONSHIPS

765 Original language entry

767 Translation entry

770 Supplement/special issue entry

772 Parent record entry

773 Host item entry

774 Constituent unit entry

775 Other edition entry (used in all related records)

776 Additional physical form entry (used in all related records, as necessary)

777 Issued with entry (used in all related records)

780 Preceding entry

785 Succeeding entry

786 Data source entry (not generally used in CONSER records)

787 Non-specific relationship entry (used on all related records)

Reciprocal linking is not always possible or desirable. If one title is related to many others, a link may be made one way but not the other (e.g., many titles merge into one: a link is given on each to the later title but not on the later title to all of the previous titles); a field 580 note explaining the situation is generally given instead. Though possible, reciprocal links are not made in certain cases when cataloging reproduction microforms (see *CEG 776*).

14.1.6. When to use an explicit linking note. When a note generated with the display constant defined for a field or second indicator value (e.g., Continues:, Supplement to:) does not adequately express the relationship, an explicit linking note is given. *MARC 21* provides two mechanisms for such linking notes:

- Linking entry fields (other than 780 and 785) can generate customized notes using display text in subfield \$i instead of the display constant, when the fields' indicators are "08" ("generate a note, no display constant generated").

- A linking note can be given in field 580 in addition to linking entry fields, which are necessary to provide database links. Field 580 is also used in certain situations when a linking entry cannot be given.

Linking notes generated from linking entry fields (other than 780 and 785) with display text in subfield \$i and indicators "08" can be used in lieu of 530 and 580 notes in many instances. At the CONSER Operations Meeting in 2006, members decided that it is preferable to use this text display technique whenever possible (see "Discussion of Linking Practices" from the meeting summary: <http://www.loc.gov/catdir/pcc/archive/tglnkentr-rpt05.pdf>). Typical usage include the following examples:

- A note, such as Cumulates: or Companion to:, cannot be generated using the display constant for a field tag or second indicator, especially in field 787.

```
787 08 $i Companion to: $t Phonefiche $w ...
```

- A note includes information in addition to that generated by the display constant.

```
775 08 $i Also issued in an English ed.: $t Cuba economic news $w ...
```

```
776 08 $i Print version: $t Applied science & technology monthly
```

Linking notes in field 580, in addition to or instead of linking entry fields, are appropriate in the following situations:

a. A chronological relationship involves multiple titles. For CONSER records, field 580 is most commonly used when a chronological relationship involves more than one title, requiring multiple linking entry fields, such as Merged with:... to form: Many systems' display or print programs cannot generate a single note from multiple linking fields and field 580 must be used for the note.

```
245 00 $a American office dealer magazine.
580 ## $a Merger of: Southern office, and: Western office dealer.
780 14 $t Southern office $x 0584-455X
780 14 $t Western office dealer $x 0744-1924
```

b. The note that would be printed from the link is not sufficient. This includes the following situations:

- Field 580 is used for reprint notes because none of the linking entry fields specifically address reprints and because the note often contains additional information such as the publisher, frequency, etc. (see also *CCM* 14.2.3).

```
580 Originally published biweekly (later weekly): Quito : s.n.
```

- A 580 note may be used to produce a single note when the serial has the same relationship to several titles, each of which is recorded in a separate linking field. Unlike the situation in a above, use of field 580 in this situation is optional.

```
580 ## $a Has supplements: Australasian Institute of Mining and
      Metallurgy. Publication index; and: Australasian Institute of
      Mining and Metallurgy. Directory.
770 1# $a Australasian Institute of Mining and Metallurgy. $t Publication
      index $w [control no.]
770 1# $a Australasian Institute of Mining and Metallurgy. $t Directory
      $w [control no.]
```

- When related serials have the same relationship and are too numerous to link separately, a 580 note may explain them while a linking entry field gives the common title and record control numbers for the related serials. (See guidelines in *CEG Linking Entry Fields—General Information, Special Instructions—Numerous related records.*)

Attendees of the CONSER Operations Meeting in 2006 decided to make this practice optional in lieu of adding separate linking fields for each resource. The recording of multiple record control numbers in one linking field doesn't provide a machine link to other resources and there are currently now no limits on the number of fields that can be added to an OCLC record (see "Discussion of Linking Practices" from the meeting summary: <http://www.loc.gov/catdir/pcc/archive/tglnkent-rpt05.pdf>).

```
580 ## $a Split into numerous issues, each giving votes for Democratic or
      Republican candidates for specific governmental offices, with
      title: State of Maine primary election tabulations for the
      election of ... official vote for ...
```

```
785 16 $t State of Maine primary election tabulations for the election of
      ... official vote for ... $w (DLC) 92658566 $w (DLC)
      92658568 $w (DLC) 92658569 $w (DLC) 92658570 $w (DLC)
      92658571 $w (DLC) 92658572 $w (DLC) 92658573 $w (DLC)
      92658574 $w (DLC) 92658575 $w (DLC) 92658576 $w (DLC)
      92658577 $w (DLC) 92658578 $w (DLC) 92658511 $w (DLC)
      92658515
```

- A 580 note is given to explain a change in physical medium that requires a new entry. In this situation the nature of the change is better expressed in a 580 note because the titles are usually the same and a note generated from a link would be ambiguous.

```
580 ## $a Continues a paper format publication with the same title.
780 10 $t Michigan documents $w ...
```

-
- When the linking entry is in a 780 or 785 field and the note includes information not provided by the display constant, the note must be given in field 580.

When using a 580 note and a linking entry field be sure to set the first indicator in the link to "1" (do not print a note). As a result of the discussion at the CONSER Operations Meeting in 2006, members are considering a change to this practice since it can interfere with hyperlinking to other records in many systems (see "Discussion of Linking Practices" from the meeting summary: <http://www.loc.gov/catdir/pcc/archive/tglInkentr-rpt05.pdf>).

c. Referring to another publication that is not given in a linking entry field. Such situations include:

- A translation for which the original title is unknown.
580 ## \$a Also issued in a concise Thai-English ed., -1983; and in an unabridged Thai ed., <1984, 1986>
- Related publications that are too numerous to be separately named.
580 ## \$a Continues and consolidates the reports issued under the same title for each state.

14.2. Chronological relationships (fields 780/785)

14.2.1. Continues/Continued by (fields 780 X0/785 X0) (AACR2 12.7B8a)

Aspects of the relationship:

Serial A changes to serial B; serial A ceases to exist

Numbering may continue or start over again⁷

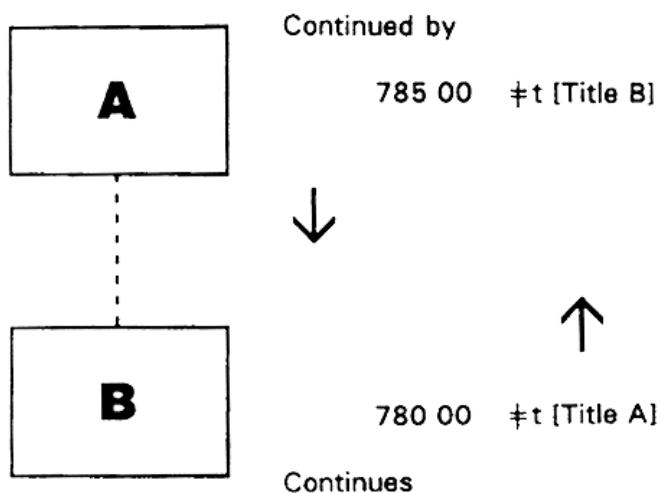
(Note: The AACR2 optional provision to add the date to a continued by note is not used in CONSER records.)

Linking entry fields:

Serial A: one 785 X0 field

Serial B: one 780 X0 field

Diagram:



14.2.2. Separated from/Continued in part by (fields 780 07/785 X1) (AACR2 12.7B8c)

⁷ Under earlier rules when the numbering started over the term "supersedes" and "superseded by" were used. These terms and their equivalent indicator values (2 and 3) are still included in the MARC format and the CEG but they are not used in AACR2 records.

Aspects of the relationship:

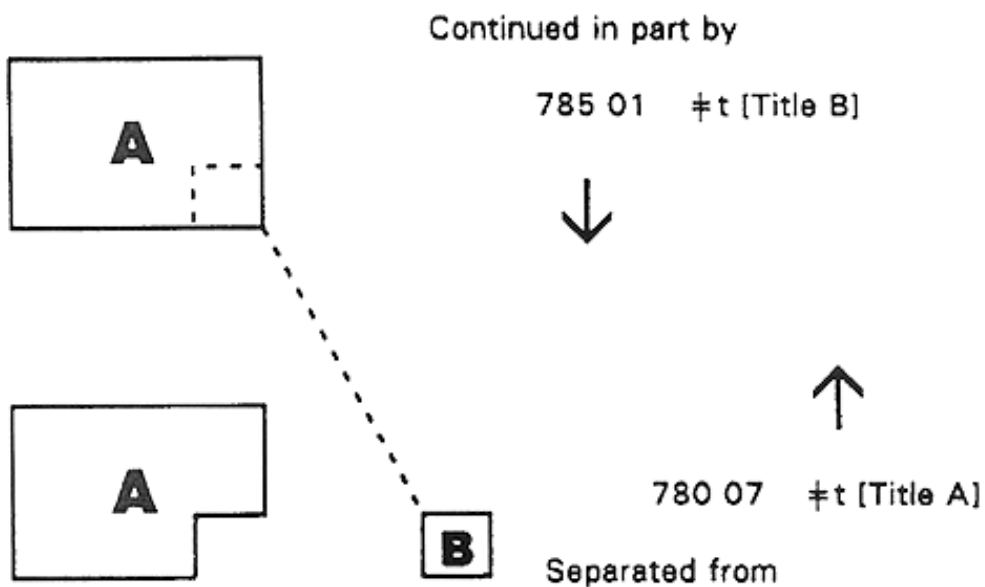
Part of serial A separates to become serial B (C, etc.); serial A continues minus the part which is now B; (if serial A ceases, use "split into" instead)

Linking entry fields:

Serial A: one or more fields tagged 785 X1; when there are multiple titles combine into a 580 and code each field as 785 11

Serial B (C, etc.): one field tagged 780 07

Diagram:



14.2.3. Continues in part/Split into (fields 780 X1/785 X6) (AACR2 12.7B8c)

Aspects of the relationship:

Serial A splits into two or more separate serials (serials B, C, etc.) each of which continues part of serial A; serial A ceases.

New serials may have entirely different titles or common title/part title.

Numbering may be the same for each with the addition of a letter (e.g., v. 138A, v. 138B, etc.), or may start over again

Linking entry fields:

CONSER practice:

Serial A: 580 note and one field for each related title tagged 785 16

Serial B (C, etc.): one field tagged 780 01

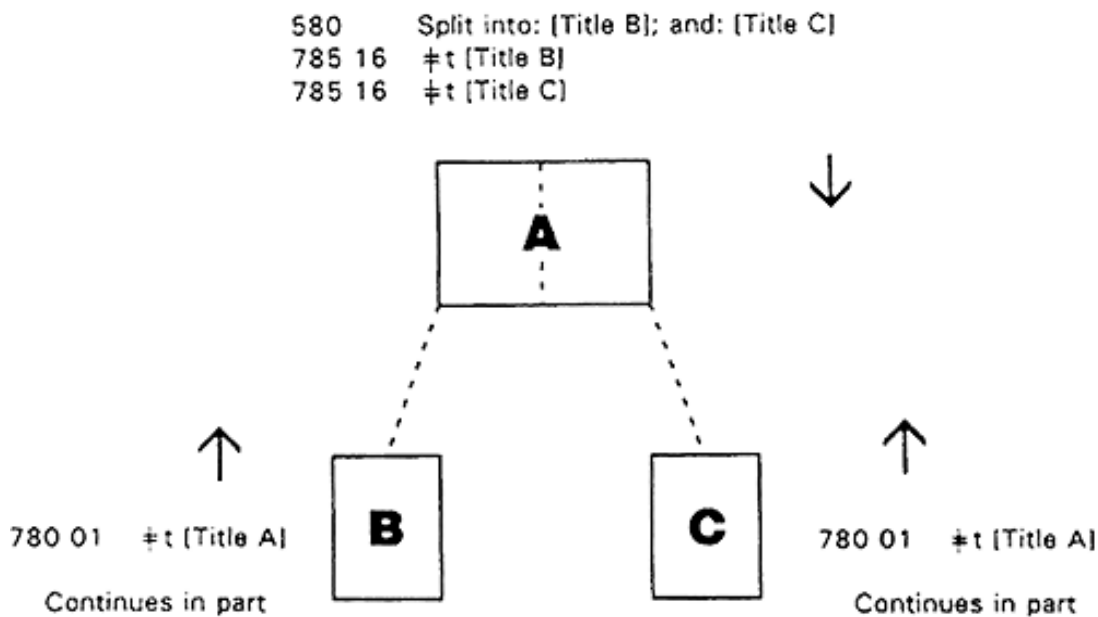
OCLC practice:

Serial A: one field for each related title tagged 785 06

Serial B (C, etc.): one field tagged 780 01

But if three or more serials result from a split, use 785 16

Diagram:



14.2.4. Absorbed/Absorbed by (fields 780 X5/785 X4) (AACR2 12.7B8d)

Aspects of the relationship:

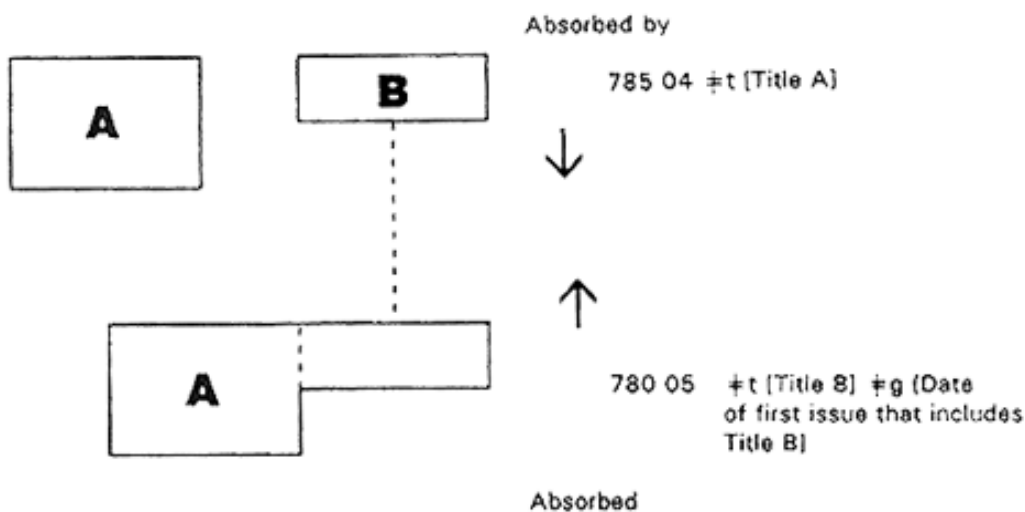
Serials A and B begin as two separate publications; serial B becomes part of serial A; serial A retains the same title (if the title changes consider the relationship to be a merger rather than an absorption)

Linking entry fields:

Serial A: one field tagged 780 X5; the date of the issue of title A that was the first to include title B may be given in subfield \$g (LC/CONSER practice is to apply the option decision in the rule)

Serial B: one field tagged 785 X4; \$g is given for date of issue absorbed

Diagram:



14.2.5. Absorbed in part/Absorbed in part by (fields 780 X6/785 X5) (AACR2 12.7B8d)

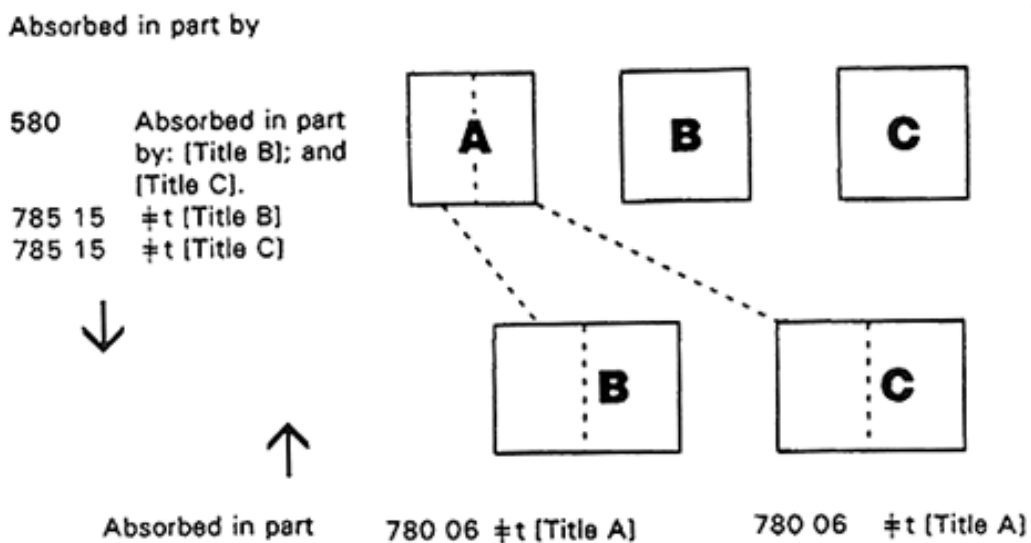
Aspects of the relationship:

Serials A, B, and C exist as separate publications. Serial A splits and is absorbed by B and C; serial A ceases to exist. This type of relationship is very rare.

Linking entry fields:

- Serial A: 580; two fields tagged 785 15
- Serial B: one field tagged 780 X6
- Serial C: one field tagged 780 X6

Diagram:



14.2.6. Merged with: ... to form: .../Merger of: ...; and: ... (fields 780 X4/785 X7)⁸ (AACR2 12.7B8b)

Aspects of the relationship:

Serials A and B merge to form serial C which has a new title.

Linking entry fields:

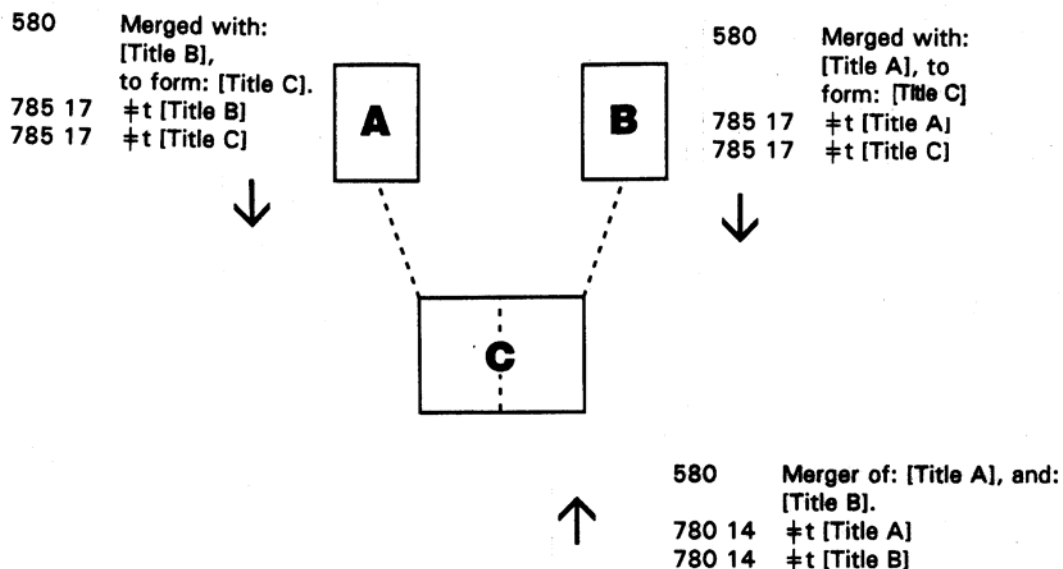
CONSER practice:

Serial A: 580 field and two or more linking fields (785 17) for the title(s) it merged with and the new title; serial B: same; serial C: 580 and two or more linking fields (780 14) for the earlier titles.

OCLC practice:

Serial A: 2 or more linking fields (785 07) for the title it merged with and the new title; serial B: same; serial C: 2 or more linking fields (780 04) for the earlier titles. If three or more serials merge, use 780 14 and 580.

Diagram:



⁸ The phrase "Formed by the union of" has also been used for this type of linking relationship.

14.3. Horizontal relationships

14.3.1. Translations (fields 765/767) and language editions (field 775).

A **translation** is a serial that is translated into another language. It is usually published by a different publisher than the original and at a later time. (*CCM*)

A **language edition** is a serial published simultaneously in different languages. The publisher of all of the editions is usually the same. The titles may be in different languages or in the same language. (*CCM*)

While there are different rules for cataloging translations and language editions, the resulting application of uniform titles is often the same. The primary difference is in the tag of the linking fields. When it cannot be determined whether the related title is a translation or a language edition, apply the following: if the publisher is different, treat as a translation; if the publisher is the same, treat as a language edition.

The catalog entry for a translation or language edition is often a uniform title, which includes the title in a different language and the name of the language of the translation or edition given in subfield \$l. Because in most cases the title in the uniform title is different from that given in the title statement, always give both titles in the link, as shown in the examples below. When the uniform title on the related record is given in field 130, combine the uniform title and title proper in one subfield \$t. When the entry for the related record consists of a corporate body heading and uniform title given in field 240, create a link consisting of the corporate body heading followed by the uniform title in subfield \$s and the title proper in subfield \$t.

Translations (field 765/767) (AACR2 12.7B8e)

Use field 765 to link the translation to the original; use field 767 to link the original to its translations.

Original:

```
245 00 $a Fiziologiaa rastenii.
767 0# $t Fiziologiaa rastenii. English. Plant physiology $x 0097-384X
```

Translation:

```
130 0# $a Fiziologiaa rastenii. $l English
245 10 $a Plant physiology.
765 0# $t Fiziologiaa rastenii $x 0015-3303
```

If the title of the original or the translation is not known, a 580 note alone may be given.

```
580 ## $a Issued also in a German translation.
580 ## $a Translated from the Dutch.
```

Language editions (field 775) (AACR2 12.7B8f)

Language editions are usually issued simultaneously and thus, none can be considered to be a true original. Instead, one edition is chosen according to various criteria to serve as the primary edition according to AACR2 25.3C. Give a separate 775 field for each known related edition. While the titles usually appear in different languages, they may appear in the same language on all of the editions. Use field 580 to note other language editions for which the titles are not known, or to construct a more intelligible note than could be printed from the 775 field(s). Note that other options include the use of the display text \$i in the linking field with no 580 note. See the CEG (field 775) for more information.

```
110 2# $a Banco de la República Oriental del Uruguay.
240 10 $a Memoria y balance general. $l English
245 10 $a Report and balance sheet / ...
580 ## $a Also published in Spanish as: Banco de la República Oriental del
    Uruguay. Memoria y balance general.
775 1# $a Banco de la República Oriental del Uruguay. $t Memoria y balance
    general $w (DLC) 11034318 $w (OCoLC)641028

110 2# $a Banco de la República Oriental del Uruguay.
245 10 $a Memoria y balance general ...
580 ## $a Also published in English as: Banco de la República Oriental del
    Uruguay. Report and balance sheet.
775 1# $a Banco de la República Oriental del Uruguay. $s Memoria y balance
    general. English. $t Report and balance sheet $w (DLC)sn
    90029115 $w (OCoLC)6309633

245 00 $a Demographic statistics quarterly. {made up example}
580 ## $a Issued also in French, Spanish, and Portuguese eds.; occasional
    no. also issued in Arabic.
775 1# $t Demographic statistics quarterly. French. Demographic statistics
    quarterly
775 1# $t Demographic statistics quarterly. Spanish. Demographic
    statistics quarterly
775 1# $t Demographic statistics quarterly. Portuguese. Demographic
    statistics quarterly

580 ## $a Also issued in Spanish, French, and Polish eds. {Titles unknown}
```

14.3.2 Other types of editions (field 775) (see also Module 9). (AACR2 12.7B8f)

AACR2 defines simultaneous editions as differing in partial content and/or in language. Aside from language editions discussed above, such editions may differ due to geographical coverage (e.g., North American edition), scope (e.g., teacher/student editions), or format (e.g., large-print edition). The records for the editions may or may not have an edition statement in the 250 field. Each edition is linked to the other editions with a 775 linking note.

```

130 0# $a American BMXer (Newsstand ed.)
245 10 $a American BMXer.
250 ## $a Newsstand ed.
775 0# $t American BMXer (Membership ed.) $x 8750-5827 $w (DLC)sn
      85000017 $w (OCoLC)11556614

130 0# $a American BMXer (Membership ed.)
245 10 $a American BMXer / ...
250 ## $a Membership ed.
775 0# $t American BMXer (Newsstand ed.) $x 8756-5358 $w (OCoLC)11613435

```

If there is more than one related edition, field 580 may be used to provide a single note. Give each title also in a separate 775 field with first indicator tagged "1."

14.3.3. Reprints (field 775) (see also Module 17).

AACR2 defines a **reprint** as: 1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well-defined variations (an issue). 2. A new edition with substantially unchanged text.

When cataloging a reprint, give a 580 note citing details of the original publication plus information about the reprint that isn't covered in the description. In addition, give field 775 with the title and control numbers of the original when a record for the original is online. If the reprint has the same title as the original and there is no online record, there is little purpose for the link and it can be omitted.

```

245 04 $a The blue review.
580 ## $a Originally published monthly: London : Martin Secker, 1913.
775 1# $t Blue review $w (OCoLC)10720937

```

```
245 00 $a Escola : $b revista mensual editada pels alumnes de l'Institut-
    Escola de la Generalitat de Catalunya.
580 ## $a Originally published monthly: Barcelona : Institut-Escola.
    {no record for original}
```

14.3.4. Supplements (fields 770/772) (see also Module 17). (AACR2 12.7B8g)

AACR2 defines **supplement** as:

An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.

When a supplement is cataloged separately from its parent serial, link from the supplement to the parent serial, and from the parent record to the supplement. If there is more than one supplement, reciprocal links may be added to all related records. If there are many supplements, it may be impractical to list them all on the parent entry.⁹ When cataloging the supplement, give an added entry for the parent serial, unless the supplement has a common title that is identical to the title proper of the related serial (*LCRI* 21.28B).

Parent entry

```
245 00 $a Electronic business.
770 0# $t Electronic business ... annual
```

Supplement

```
245 00 $a Electronic business ... annual.
730 0# $a Electronic business.
772 0# $t Electronic business $x 0163-6197
```

Parent entry

```
245 00 $a Danish medical bulletin.
580 ## $a Has supplements: Index medicus Danicus, 1954-1980; Danish
    medical bulletin. Gerontology special supplement series, 1985-
770 1# $t Index medicus Danicus $x 0019-3887 $w (DLC)sn 79005718 $w
    (OCoLC)1752730
770 1# $t Danish medical bulletin. Gerontology special supplement series
    $x 0011-6092 $w (DLC)sn 90017523 $w (OCoLC)19501915
```

Supplements

```
245 00 $a Index medicus Danicus.
```

⁹ For a method of listing multiple supplements in one linking field see the *CEG*, Linking entry fields--general information.

730 0# \$a Danish medical bulletin.
 772 0# \$t Danish medical bulletin \$g 1954-1980 \$x 0011-6092 \$w (DLC)sn
 71004587 \$w (OCoLC)1565872

245 00 \$a Danish medical bulletin. \$p Gerontology special supplement
 series.
 772 0# \$t Danish medical bulletin \$g 1985- \$x 0011-6092 \$w (DLC)sn
 71004587 \$w (OCoLC)1565872

Parent entries

245 00 \$a AIweek.
 770 0# \$t AIWeek directory \$x 1057-4611 \$w (DLC)sn 90039192 \$w
 (OCoLC)21899379

245 00 \$a Neural network news.
 770 0# \$t AIWeek directory \$x 1057-4611 \$w (DLC)sn 90039192 \$w
 (OCoLC)21899379

Supplement

245 04 \$a The AIWeek directory.
 580 ## \$a Supplement to: AIWeek, and: Neural network news.
 730 0# \$a AIWeek.
 730 0# \$a Neural network news.
 772 1# \$t AIWeek \$x 0897-3466 \$w (DLC) 88645909 \$w (OCoLC)21899379
 772 1# \$t Neural network news \$x 1051-5410 \$w (DLC)sn 90005649 \$w
 (OCoLC)21988859

14.3.5. Other physical media (field 776).¹⁰ (AACR2 12.7B16)

When serials are issued in multiple physical media, separate records are generally made for each medium and links to the related records are given in field 776¹¹. This includes reproduction microforms, sound recordings, CD-ROMs, etc. For serials, the predominant versions are print, microform, and electronic media. In some cases, the electronic version of a printed serial will be an integrating resource (e.g., a directory). See *CCM* 14.4.2.

In CONSER records, creating links between reproduction microform records and the hard copy record is optional in some cases and mandatory in others. The decision is based on the nature of the microform (preservation or commercially-produced) and whether the hard copy or the microform is being cataloged. For instructions, see the *CEG*.

Fields 533 and 530 are used for other physical media. Field 533 is given on the record for a reproduction microform to describe the details of the microform because the cataloging is based on the original (*LCRI* Chapter 11). Optionally, field 530 may be used on the record for the

¹⁰ Prior to fall 1994, many computer file links were given in field 775.

¹¹ Some libraries choose not to separately catalog electronic serials and use the CONSER single record approach (see *CCM* 31.2.3.A.)

original to note the availability of the microform or other physical media. Field 530 is most frequently used to note the existence of electronic versions. In some cases, the note may be generated from a subfield \$i in the linking field rather than field 530. See the *CEG* for more instruction.

When used for reproduction microforms, the components of field 776 are quite different from those of other linking entry fields:

- 1) the title is usually omitted because the original serial and the reproduction almost always have the same title;
- 2) subfield \$c (qualifying information) is used to indicate the nature of the related serial--the term "Original" is given in the record for the reproduction; the specific material designation (e.g., "Microfiche," "Microfilm") is given in the record for the original (when a 776 field is input);
- 3) the agency responsible for the reproduction is given in subfield \$d when linking to the reproduction.

Record for original item

```
245 00 $a ADA world.
776 1# $c Microfilm $d Library of Congress Photoduplication Service $w
(DLC)$f 88091422
```

Record for master negative microfilm

```
245 00 $a ADA world.
533 ## $a Microfilm. $m v. 15-23 (1960-68):[Gaps] $b Washington, D.C. : $c
Library of Congress Photoduplication Service. $e microfilm reels
; 35 mm.
```

Record for item in paper format

```
245 00 $a Encyclopedia of associations.
776 08 $i CD-ROM ed. also available: $t Gale global access. Associations
$x 1065-5050 $w (DLC) 92644578 $w (OCoLC)26621486
```

Record for item published simultaneously in CD-ROM format

```
245 00 $a Gale global access. $p Associations $h [computer file].
776 08 $i CD-ROM of: $t Encyclopedia of associations $x 0071-0202 $w (DLC)
76046129 $w (OCoLC)1223579
```


14.3.6. "Issued with" (field 777).

When a separately cataloged serial is "issued with" (i.e., included in) the serial being cataloged, use field 777 to link the two records (AACR2 12.7B22). Due to the complexity of most "issued with" relationships, field 580 is usually input to provide the note.

```
580 ## $a Included as a regular number of: American Library Association.
      Conference. Annual Conference proceedings of the American
      Library Association, and: American Library Association. ALA
      handbook.
777 1# $a American Library Association. Conference. $t Annual Conference
      proceedings of the American Library Association $x 0093-2604 $w
      (DLC)sn 83007279
777 1# $a American Library Association. $t ALA handbook
```

Note: If a serial contains a section with its own title but the section is not also issued separately, give an added entry, but not a link, for the section (see also CCM 7.5.1).

If the included serial is no longer issued separately treat it as an absorption (780 X5) rather than an "issued with" relationship.

14.3.7. Companions, summaries, and other related resources (field 787).

A resource that is related to a serial in a manner that is not expressed by one of the other linking entry fields **and** that is separately cataloged falls into this category. Such publications include cumulations, indexes, abstracts, summaries, and companion publications. The second stipulation is important to note since publications such as indexes and cumulations are sometimes recorded on the same record rather than being treated as separate serials (see Module 17). For those that are cataloged separately, a linking entry field is generally given.

Because there are many types of relationships that can be included in field 787, most systems programs do not include a display constant for field 787. Subfield \$i is used to include the display text. If there are multiple relationships, however, field 580 is preferable because a single note is generated.

```
245 00 $a Chain store age. $p General merchandise trends.
787 08 $i Affiliated with: $t Directory of home furnishings retailers $x
      0888-0158 $w (OCoLC)13448570 $w (DLC) 87643149

245 00 $a Directory of home furnishings retailers.
787 08 $i Affiliated with: $t Chain store age. General merchandise trends
      $w (OCoLC)11795907 $w (DLC)sn 85008573

245 00 $a Federal aviation regulations for pilots.
787 08 $i Issued also in combined ed.: $t Airman's information
      manual/Federal aviation regulations $x 0886-9200 $w
      (OCoLC)13034384
```

```

245 00 $a Airman's information manual.
787 08 $i Beginning with 1986, issued also in combined ed.: $t Airman's
information manual/Federal aviation regulations $x 0886-9200 $w
(OCOLC)13034384

245 00 $a Airman's information manual/Federal aviation regulations : $b
AIM/FAR.
580 ## $a Combined ed. of: Airman's information manual; and: Federal
aviation regulations for pilots.
787 1# $t Airman's information manual $x 0094-047X $w (DLC) 70186849
787 1# $t Federal aviation regulations for pilots $x 0092-6892 $w (DLC)
73644468

```

14.4. Linking to monographs and integrating resources

14.4.1. Monographs. A link may be made to a record for a monograph that is related to a serial. When there are multiple monograph records for different editions, the link can only be made to the immediately preceding or succeeding monograph edition. Cases where such links are made include conference publications where changes in cataloging treatment according to *LCRI* 1.0 result in serial records that continue or are continued by monograph records. Another case would be a serial supplement to a separately cataloged monograph. Prior to 1999, relationships to monographs were always expressed in a 580 note.

```

245 00 $a Biographical directory of the American Congress.
310 ## $a Every four years
780 00 $t Biographical directory of the United States Congress, 1774-1989
$w ...

245 00 $a Higher education prices and price indexes ... supplement.
310 ## $a Annual
580 ## $a Supplements the monographs: Halstead, D. Kent, 1930- . Higher
education prices and price indexes, 1975-<1981>; and Halstead,
D. Kent, 1930- . Inflation measures for schools and colleges,
1983-
772 1# $a Halstead, D. Kent, 1930- . $t Higher education prices and price
indexes $w ...
772 1# $a Halstead, D. Kent, 1930- . $t Inflation measures for schools and
colleges $w ...

```

14.4.2. Integrating resources. Integrating resources present different challenges as the titles can change over time necessitating changes to the links. Make links between serials and integrating resources, particularly when they constitute different versions of the same work.

```

110 2# $a Ohio EPA.
245 10 $a OhioEPA : $b [regulations, etc.] / $c State of Ohio,
Environmental Protection Agency.
310 ## $a Two no. a year, $b 1992-
321 ## $a Annual, $b 1991-
580 ## $a Continues a looseleaf published in 1988 with the same title.
780 00 $a Ohio EPA. $t OhioEPA $w (OCOLC)18910259

```

{a serial that continues an integrating resource (loose-leaf)}

```
245 00 $a Ulrich's periodicals directory $h [electronic resource].
530 ## $a Also issued in print version.
776 1# $t Ulrich's international periodicals directory $w (DLC)32016320
      $w (OCoLC)01641260
```

{an integrating resource (database) linked to a serial}

14.5. When not to link

14.5.1. The relationship is too vague or unclear¹²

- The publication mentions another serial but it is not clear what relationship exists between the two serials
- A record is found in the database whose title is similar but it is unclear whether the two titles are really related
- A record is found in the database which appears to be related sequentially to the title being cataloged but there are no dates in the record and it is unclear whether the publication preceded or succeeded the publication being cataloged or whether there have been intervening changes.

14.5.2. Related serials for which the title is the same and there is no online record. In cases where a note is not to be printed from the link and there is no record in the database to be cited, a linking entry field would serve no useful purpose and may be omitted. This is most often the case for reproductions of the original such as reprints and microforms.

```
245 03 $a La ilustración ecuatoriana.
580 ## $a Originally published biweekly (later weekly): Quito : s.n.
```

14.5.3. The related serial is not separately cataloged. If a portion of a serial has a separate title this may be mentioned in a note and given an added entry; however, do not link to the title if it does not or did not at one time also exist as a separate publication.

```
245 00 $a McGraw-Hill's health business.
525 ## $a Has separately paged inserts: Trends in health business; and:
      Data in health business, <Feb. 6, 1987->
740 02 $a Trends in health business.
740 02 $a Data in health business.
```

14.5.4. Brother-sister relationships. When several serials are equally related to another serial,

¹² When considered useful, CONSER catalogers can explain the situation in field 936.

link them to the other serial but not to each other. For example, link a parent record to its supplements and the supplements to the parent, but do not link the supplements to one another. Apply this also to serials that result from the split of a single title, microfilm and microfiche versions of a serial, and any other relationship where two or more serials are equally related to another serial.

14.5.5. Related serial is acting only as a publisher. If the editors of a serial act as the publisher for another serial, or if a publishing company publishes one serial for another, do not link the two serials. Instead, an added entry for the serial that is the publisher may be given.

```
130 0# $a Traditions (New York, N.Y.)
245 10 $a Traditions.
260 ## $a New York, NY : $b Diamandis Communications, $c c1990-
500 ## $a At head of title: Woman's day.
730 0# $a Woman's day.
```

SUMMARY

- Determine first whether there is a true linking relationship.
- Link only to other resources that are or would be separately cataloged.
- When the related resource is cataloged online use the catalog entry found in the related record. Any headings used in links must be given in *AACR2* form. (See *CEG* for details).
- Give the uniform title (130) or title proper (245 \$a, \$n, \$p) in subfield \$t.
- Use a 580 note and a link when the note that would be generated from the link is not sufficient. When using a 580 note, be sure that the first indicator in the link is set to "1".
- Do not link to another resource if the relationship is unclear or uncertain.
- Links may be made to monographs and integrating resources.

NOTES

of one of the earlier serials: *Scale ship modeler* and *R/C race boats* merged to become *R/C model boats & racing*, which later changed its name (by popular demand!) to *Scale ship modeler*. The record for *Scale ship modeler* (before the merger) has the heading: **Ship models--Periodicals**. When the two serials merged, two headings were assigned to the new serial: **Boats and boating--Models--Radio control--Periodicals** and **Ship models--Radio control--Periodicals**. From the publisher's introduction (Fig. 15.11.), the cataloger determined that there was no change in content when the title reversed and thus, the same subject headings were carried over to the new record.

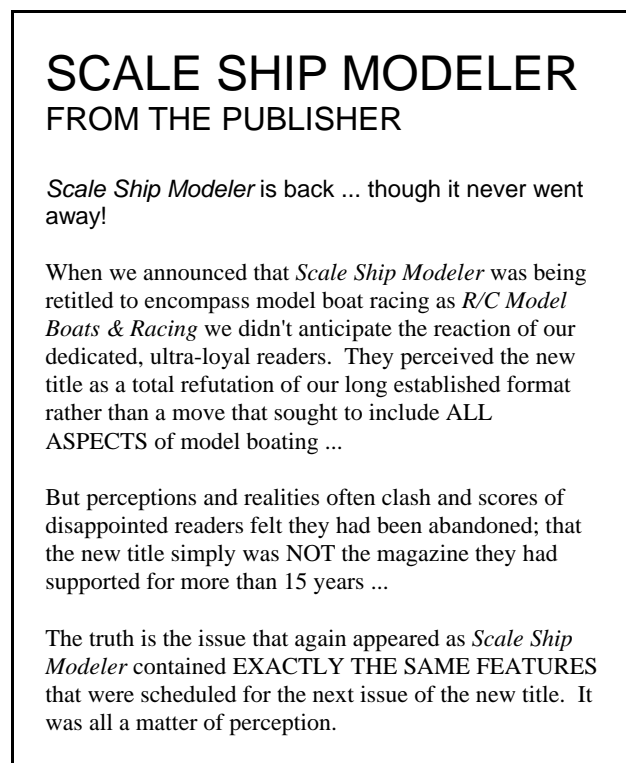


Fig. 15.11.

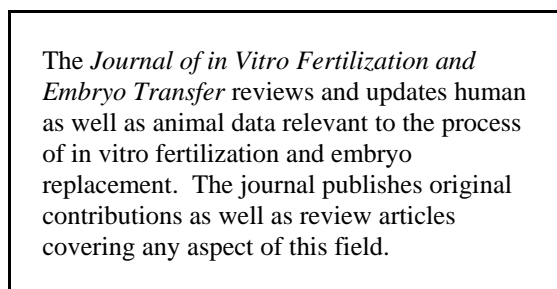


Fig. 15.12. Masthead

This is not always the case. Some title changes are motivated by a change in content or at least represent an opportunity for such. Going back to the *Journal of Assisted Reproduction and Genetics* and its earlier title, compare the statement of function in Fig. 15.12. to that given for the later title in Figs. 15.7-15.9. above.

Because the scope of the earlier title was much narrower than the later title, the cataloger decided that new, broader headings were needed. Following are the headings

assigned to the two titles:

Journal of in vitro fertilization and embryo transfer:

```
|          650 #0 $a   Fertilization in vitro, Human $v Periodicals.
|          650 #0 $a   Human embryo $x Transplantation $v Periodicals.
```

Journal of Assisted Reproduction and Genetics:

```
|          650 #0 $a   Human reproductive technology $v Periodicals.
|          650 #0 $a   Reproductive technology $v Periodicals.
|          650 #0 $a   Human chromosome abnormalities $x Diagnosis $v Periodicals.
```

15.4.2. Extracting subject headings from monographic records recataloged as serials.

When an annual or less frequently published serial has been cataloged as a monograph and is to be recataloged as a serial, the monograph record may contain subject headings that are valid for the serial record. Some minor adjustments may be necessary, such as adding the form subdivision "Periodicals." Be careful, however, not to use headings that are too specific because they suit only a single issue of the serial.

15.4.3. Consulting the subject analysis on analogous records. Check the serial publication in hand for the mention of a comparable title, serial or nonserial, and consult an appropriate cataloging database for helpful suggestions contained in the subject headings for those works. Publications that are similar in content may be cited as such in the new serial's editorial commentary. Such publications may appear in the form of publishers' advertisements in the issues at hand. Monographs on the same subject as the serial, judging from the similarity of primary words in the titles, might be found in the book review section. Such monographs or serials may be cited in the references or bibliographies of articles.

This technique is based on the assumption that publications truly similar in subject matter ought to be consistently receiving the same or similar subject headings.

15.4.4. Searching for other publications of the issuing body. It may be useful to apply the same strategy to other titles issued by the same corporate body provided that the other titles are actually on the same topic. For example, the issuing body of a newsletter being cataloged may have also published a more substantive title--serial or monograph--on the same subject which has already received full cataloging.

15.4.5. Using other subject analysis systems as a starting point. Record(s) being consulted or adapted for cataloging may contain subject analysis on which to build. Sometimes, however, the subject headings or classification numbers found on these records have been assigned from a different vocabulary or scheme. For example, NSDP assigns a broad Dewey number (field 082) on records that may not otherwise contain indications of subject content. The subject of the serial can be derived by consulting the Dewey classification schedule. When subject headings from other vocabularies are available (e.g., *MeSH*) the heading could be searched against a bibliographic database, when possible, and the retrieved records examined for appropriate equivalent headings from the vocabulary that is used.

15.5. Differences between *LCSH* and *MeSH*

Two of the vocabularies most commonly used by CONSER Participants are *Library of Congress Subject Headings (LCSH)* and *Medical Subject Headings (MeSH)*³. The second indicator in the 65X field signifies the vocabulary a heading comes from: 0 for *LCSH* and 2 for *MeSH*. A second indicator of 2 in a 600-630 means the heading has been taken from the NLM's controlled vocabulary thesaurus. Some corporate names may be found in *MeSH*, but they are annotated with a note: "CATALOG: Use NAF entry", reminding catalogers that they must check the name authority files for these headings and use the form found there, which may differ from the form in *MeSH*.

In MeSH: United States Department of Agriculture (with note CATALOG: Use LC/NACO entry)

Name Authority file: United States. \$b Dept. of Agriculture

Catalogers should use the name authority form as a 610.

15.5.1. Context. *LCSH* is used for works covering all human knowledge, whereas *MeSH* was developed by the National Library of Medicine both for cataloging books and serials and indexing journal articles in medicine and related fields. The difference in the two vocabularies often results in the use of different headings for what are essentially the same concepts, as shown in these examples:

```
650 #0 $a  Medicine  $x Research
650 12 $a  Research

650 #0 $a  Medical writing
650 12 $a  Writing

650 #0 $a  Affect (Psychology)
650 12 $a  Affect

650 #0 $a  Altitude, Influence of
650 12 $a  Altitude
```

15.5.2. Terminology. The two vocabularies do not always use the same terminology. LC bases its headings on common American usage, while NLM prefers to base *MeSH* headings on scientific terminology in most instances.

³ The Library and Archives Canada also assigns headings from *Canadian Subject Headings*, the LAC authority file English headings, and the *Répertoire des Vedettes-Matière, 8e ed.* For more information, see *CEG, Subject Headings--General Information*.

```

650 #0 $a Ringworm
650 12 $a Tinea

650 #0 $a Chest
650 12 $a Thorax

650 #0 $a AIDS (Disease)
650 12 $a Acquired Immunodeficiency Syndrome

```

Because *LCSH* and *MeSH* are two independent vocabularies, users must always check for the appropriate terminology in *MeSH*, since there are likely to be variations from *LCSH* in the terms available, the specificity available, direct vs. indirect order of headings, and the use of phrase headings vs. subdivisions.

15.5.3. Order of headings. In assigning *LCSH* and *MeSH*, the most important subject heading, the one normally correlating with the classification, commonly appears first in the subject heading list. In the mid-1990's, NLM began use of the first indicator value of "1" in the 650 field to indicate the primary subject heading(s) which correspond to the classification number selected. A 650 first indicator of "2" is used on all other subjects. Records created prior to that time are coded "blank" in the first indicator of the 650 field. In NLM's MARC 21 distribution to the CONSER database, while those subjects coded with a first indicator of 1 appear first, all subjects with a first indicator of 2 are arranged in alphabetical order.

In CONSER:

```

650 12 $a Pulmonary Disease, Chronic Obstructive $x drug therapy
650 22 $a Bronchodilator Agents $x therapeutic use
650 22 $a Steroids $x therapeutic use

```

15.5.4. Capitalization. *LCSH* capitalizes, in addition to proper nouns and adjectives, the first word of each subfield, the first word of an inverted part of a heading, and the first word in a qualifier. Examples of all these cases may be seen in *CCM* 15.5.1 and 15.5.2.

MeSH capitalizes all the words in the 65X subfield \$a except articles, prepositions, and conjunctions (with the exception of Genus species terms, where the species is always lower case), and it systematically lowercases all words in topical subdivisions (with the exception of age groups). Form subdivisions are uppercased in the CONSER database.

```

650 #0 $a Sickle cell anemia in children $v Periodicals.
650 12 $a Anemia, Sickle Cell $x Child $v Periodicals.

650 12 $a Pan troglodytes $v Congresses.

650 22 $a Anemia, Aplastic $x diagnosis

```

110 1# \$a San Luis Potosí (Mexico : State). \$b Comisión Estatal de
Derechos Humanos.
245 10 \$a Informe anual de actividades / \$c Comisión Estatal de Derechos
Humanos.
246 1# \$i Issue for 1999 has title: \$a Informe de actividades

Category viii. Words are added or deleted from a **list**, or the order of the words is changed, as long as there is no significant change to the subject matter (AACR2 21.2C2bviii). The words can be anywhere in the title, including the first five words.

This new provision was added with the 2002 revisions and was not previously in AACR2 or LCRI. The rule reduces the number of new records made for changes in long lists of names, places or things when those changes do not represent a change in the overall scope and purpose of the serial. For example, a directory of place names may have many different places, with just one coming or going in each of the changes. The overall scope of the directory remains the same.

Kartboken for Oslo, Bærem, Lørenskog, Nesodden, Oppgård, Ski



Kartboken for Oslo, Bærem, Asker, Lørenskog, Nesodden, Oppgård, Ski {Asker is added}

There are two things to consider when applying the rule. Does the title present a *list*, and are the changes significant enough to warrant a major change according to AACR2 21.2C2a. The rule does not say what a list is, but LCRI 21.2C defines a list as at least three terms. In general, the fewer terms in the list, the more likelihood that a change in one or more of them will be a significant change to the serial. But treat each case separately.

Quarterly returns of trade for the ports of Jenchuan, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin



Quarterly returns of trade for the ports of Chemulpo, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin {Jenchuan dropped, Chemulpo added}

Directory of dentists, dental specialists, and dental hygienists registered in Tennessee



Directory of dentists, dental specialists, and dental hygienists licensed and registered in Tennessee



Directory of dentists, dental specialists, dental hygienists, and dental assistants licensed and registered in Tennessee

Cooks business directory covering Northern Territory, Queensland, West Australia, New South Wales, Tasmania, New Zealand, South Australia, Victoria, also a manufacturers' section and 2-colour display advertisement pages



*Cooks business directory covering **Canberra**--special new section, Northern Territory, West Australia, Queensland, Tasmania, New South Wales, Victoria, South Australia, New Zealand {Canberra added}*



Cooks business directory covering Canberra--special section, Northern Territory, Tasmania, Queensland, South Australia, West Australia, Victoria, New South Wales, New Zealand {order changed}

Philosophical magazine. B, Physics of condensed matter, electronic, optical, and magnetic properties



*Philosophical magazine. B, Physics of condensed matter, **structural**, electronic, optical, and magnetic properties {structural added}*



*Philosophical magazine. B, Physics of condensed matter, **statistical mechanics**, electronic, optical, and magnetic properties {structural changed to statistical mechanics}*

But not:

KWOC list of petroleum abstracts' exploration & production thesaurus and seldom-used descriptors from the supplementary word list



KWOC list of petroleum abstracts' exploration & production thesaurus and addenda descriptors from the supplementary word list



KWOC list of petroleum abstracts' exploration & production thesaurus and new E&P terms

{in this example the publication seems to include two components with changes occurring to the second}

Category ix. Words that indicate the **type of resource** are added or dropped anywhere in the title (AACR2 21.2C2bix).

This is also new. The rule reduces the number of new records made when words such as “magazine” come and go from the title, particularly at the end. But the rule also allows for such changes to take place at the beginning. The challenge in applying this rule is in knowing what

words indicate a “type of resource.” Such terms convey the type of publication, not the subject matter of that publication, regardless of how common the term. Words such as *bulletin*, *journal*, *magazine*, *review*, and *study* are terms that indicate the type of resource. Changes in frequency words in the title are not affected by the revision of the rules and still constitute a major change. Note also that the rule only covers words “added or dropped” and does not include changes of the word from one type of resource term to another.

Organic chemistry review → *Organic chemistry*

C → *C magazine* → *C*

Outlook magazine → *Outlook*

Oregon history → *Oregon history magazine*

Active projects → *Active projects report*

Brasileiras & brasileiros → *Jornal brasileiras & brasileiros*

Chemistry & industry review → *Chemistry & industry*

Gifted child today → *Gifted child today magazine*

Relatoriós de pesquisa → *Séries Relatórios de pesquisa*

But not:

SFRA review → *SFRA newsletter*

Loyola of Los Angeles entertainment law review → *Loyola of Los Angeles entertainment law journal*

Atlantic → *Atlantic monthly* → *Atlantic*

Biennial report → *Annual report*

For further discussion on when to note changes and provide added entries, see *CCM* 7.2.4.

16.2.5. Special situations. While there is little that serial catalogers can do in most cases to prevent title changes from requiring the creation of new records, there are some situations in which the use of judgment in transcribing the title proper in the first place can be used to avoid needless changes.

a. Words in the title that are issue-specific. Words such as "inaugural," "final," "centennial," and "anniversary" are most often found only on one issue. If such a word occurs on the first issue or the issue upon which the description is based, drop the word from the title proper or, when possible, describe from another issue (AACR2 12.1B7). If the word appears on an issue other than the first, treat the situation as a title variation, rather than as a title change. (Fig. 16.5.)

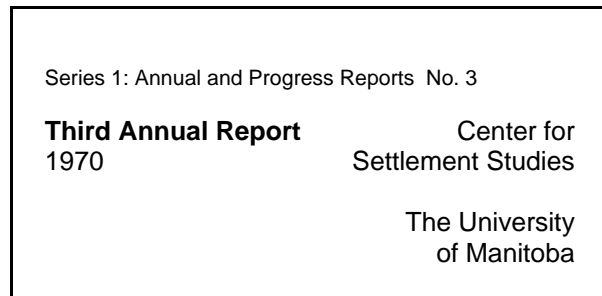


Fig. 16.5a.

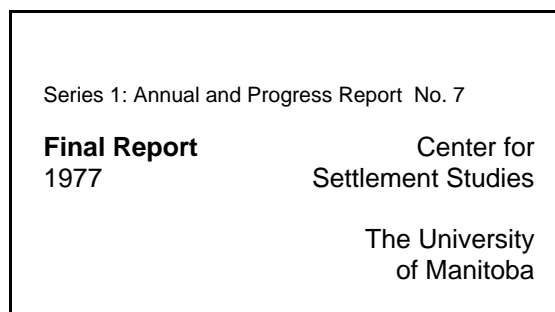


Fig. 16.5b.

```
110 2# $a University of Manitoba. $b Center for Settlement Studies.
245 10 $a Annual report.
246 1# $i Issue for 1977 called: $a Final report
```

```
110 2# $a Marietta College. {made up example}
245 10 $a Alumni directory.
246 1# $i Issue for 1989 called: $a Centennial alumni directory
500 ## $a Description based on: 1989.
```

b. Selection of the chief source. The source chosen as chief source may play an important role in determining whether a new record is required (see also Module 3).

Serial has a title page

- When each issue of a serial has a title page and the titles on the title pages undergo a major change (according to AACR2 21.2C2a), make a new record, even if the title on another source (e.g., the cover) remains the same.

Title page added or dropped

- When a serial begins with a title page and a cover, each having a different title, and subsequently drops the title page, make a new record because the title selected no longer appears. However, if the serial is cataloged from the cover (as title page substitute) and a title page is added on a later issue with a different title, **do not make a new record**, because the title selected still appears prominently on the piece. {Note: this is a change from past practice, as documented in the CCM.}

-
- When working retrospectively, a source other than the title page may be chosen as chief source when the title page does not appear on some issues and using it as the chief source would necessitate the creation of multiple records (*LCRI* 12.0B2). Do not apply this provision, however, if there are already records for some of the titles in the database.

Title page substitutes

- When a serial does not have a title page, select a title page substitute according to *AACR2* 12.0B2. When working retrospectively, if it is evident from multiple issues that one source (e.g., the caption) has a stable title and that the title on a more preferred source (e.g., the cover) changes, choose the source with the stable title to avert the need for a successive record.

c. Bilingual serials vs. language editions. When a serial that was in more than one language separates into separate language editions, make a new record for the title that was previously given as the parallel title or added title page title. For example, a Canadian serial is issued as a single publication with title pages in English and French. The English title is chosen as title proper; the French title is given as an added title page title (246 15). Subsequently, the serial splits into two separate publications, one in English, the other in French. A new record is made for the French publication, which is considered to have "separated from" the earlier record (780 X7). When the reverse situation occurs (i.e., a French language serial and an English language serial merge into one and the titles remain the same), the French language serial is "absorbed" (780 X5).

d. Other title information vs. title proper. If a serial begins with nothing on the chief source but the name of a corporate body, give the body as the title proper and supply other title information according to *AACR2* 1.1E6. If on subsequent issues a true title is given, consider the title to have changed even if it is the same as the other title information that was supplied.

Title A

245 10 \$a Society of Automotive Historians : \$b [membership list]. *{made up example}*

Title B

245 10 \$a Membership list / \$c Society of Automotive Historians.

16.3. Changes in main entry headings (fields 100-130)

Main entry headings include names of persons, bodies and conferences and uniform titles. Changes to the main entry may constitute a major change even though the title proper has remained the same.

Changes to corporate bodies that are used as main entry heading (fields 110/111) or as qualifiers for uniform titles (field 130) may result in major changes. There are two possible situations:

- The name of the body has changed (requiring a new heading)
- A different body becomes responsible for the serial (this situation occurs less often).

16.3.1. Changes to main entry name headings. The main entry may be a corporate body (including a conference) or a person. The most common situation is a change in the name of a corporate body. Personal name main entry is restricted to situations in which a person is likely to be the only author, and thus, changes in personal entry are rare (see Module 4).

The concept of *major* and *minor* changes applies also to names of corporate bodies (LCRI 24.2).

- In most cases, *minor* changes to the name of the body are recorded only in the authority file rather than in a 550 note on the bibliographic record.
- When a major change in the corporate body/conference heading used as main entry occurs, make a new record under the new heading according to AACR2 21.3B.

```
110 2# $a Connecticut Public Transportation Authority.
245 10 $a Annual report and recommendations.
```

↓

```
110 2# $a Connecticut Public Transportation Commission.
245 10 $a Annual report and recommendations.
```

```
110 1# $a Arizona. $b Dept. of Mines and Mineral Resources.
245 10 $a Annual report / ...
```

↓

```
110 1# $a Arizona. $b Dept. of Mineral Resources.
245 10 $a Annual report.
```


16.3.2. Changes to qualifiers in uniform titles created according to AACR2/LCRI 25.5B

- a. **Major changes.** Make a new record when a corporate body that is used as a qualifier for a uniform title (field 130) changes for either of the reasons above.

| *Bulletin (Colorado State University. Animal Reproduction Laboratory)*

↓

| *Bulletin (Colorado State University. Animal Reproduction and Biotechnology Laboratory)*

| *Annual report (University of California, Davis. Radiobiology Laboratory)*

↓

| *Annual report (University of California, Davis. School of Veterinary Medicine. Laboratory for Energy-related Health Research)*

- b. **Minor changes.** Changes to other qualifiers -- place, frequency, etc. -- are considered to be minor.

16.3.3. Changes in uniform titles for translations and language editions³. Make a new record for a serial whose original title (as used in the uniform title), has changed even when its title (field 245) has not changed (*LCRI 21.3B*). This also applies to language editions when the title upon which the uniform title is based changes.

The following example is a language edition where the English title has changed. Because the English title was selected for the uniform title, the Spanish serial must be represented by two records, even though its title does not change during this period. (Earlier and subsequent title changes are not shown below.)

English record no. 1

| 110 2# \$a Inter-American Foundation.
| 245 10 \$a Annual report / \$c Inter-American Foundation.
| 362 0# \$a -1990.
| 785 00 \$a Inter-American Foundation. \$t In review \$w ...

English record no. 2

| 110 2# \$a Inter-American Foundation.
| 245 10 \$a In review / \$c Inter-American Foundation.
| 362 0# \$a 1991-
| 780 00 \$a Inter-American Foundation. \$t Annual report \$w ...

³ This is one area that was not harmonized with international practice.

Spanish record no. 1

```

110 2# $a Inter-American Foundation.
240 10 $a Annual report. $l Spanish
245 10 $a Anuario / $c Fundación Interamericana.
362 0# $a 1990.
785 00 $a Inter-American Foundation. $s In review. Spanish. $t Anuario $w
...

```

Spanish record no. 2

```

110 2# $a Inter-American Foundation.
240 10 $a In review. $l Spanish
245 10 $a Anuario / $c Fundación Interamericana.
362 0# $a 1991-1993.
780 00 $a Inter-American Foundation. $s Annual report. Spanish. $t Anuario
$w ...

```

16.4. Other changes

16.4.1. Physical medium (LCRI 21.3B)

When discussing physical media, there are two situations that might require separate records: 1) a serial begins in one medium and changes to another; 2) a serial is issued in multiple media and the cataloger must decide whether the differences in the media warrant separate records. Consult the modules for electronic and microform serials in Part III for more information on when differences between two versions require separate records.

a. Major changes. In general, a change in the physical medium of the serial is a major change when the change would result in a change at the level of the GMD⁴ (e.g., print → electronic resource) or SMD⁵ (e.g., paper → microfiche, microfiche → microfilm, CD-ROM → online). The new record is necessary because of differences in the fixed fields and description (particularly the physical description, field 300). See *LCRI 25.5B* to determine the need for a uniform title.

In some cases with electronic serials, the print and electronic versions may have been published simultaneously for some time and the print is later discontinued. For instructions, see Module 31.

```

130 0# $a Serials directory (Birmingham, Ala.)
245 14 $a The serials directory : $b an international reference book.

```

⁴ The general material designation is a term indicating the broad class of material to which an item belongs.

⁵ The specific material designation is a term indicating the specific class of material to which an item belongs.

continued by:

130 0# \$a Serials directory (Birmingham, Ala. : CD-ROM ed.)
 245 14 \$a The serials directory \$h [electronic resource] : \$b EBSCO CD-ROM
 : the serials directory database compiled by EBSCO Publishing.

245 00 \$a WoceNotes.

continued by:

130 0# \$a WoceNotes (Online)
 245 10 \$a WoceNotes \$h [electronic resource].

110 2# \$a California Academy of Sciences. \$b Library.
 245 10 \$a Selected new acquisitions / \$c California Academy of Sciences,
 Library.

continued by:

110 2# \$a California Academy of Sciences. \$b Library.
 240 10 \$a Selected new acquisitions (Online)
 245 10 \$a Selected new acquisitions \$h [electronic resource] / \$c
 California Academy of Sciences Library.

b. *Minor* changes. In any given serial, there may be sporadic or short-lived changes in the physical medium that could be treated as *minor*, particularly when working retrospectively. An example might be the USGS bulletin where most issues are textual, but some are maps or atlases. Other changes that can be considered as *minor* are changes that take place below the level of the SMD (such as reduction ratio or size of a microform, or file formats for an electronic resource). Consult the modules in Part III for more information on special types of serials.

16.4.2. Edition statement (LCRI 21.3B). If the change in an edition statement indicates a change in the subject matter or a change in physical medium, make a new description.⁶

Major changes:

North American ed. → *North and Central American ed.* {change in scope}
Health professional/researcher → *Health industry*

Minor changes:

Doctor's ed. → *Physician's ed.*
International ed. → *International version*

16.4.3. Type of resource: newspapers and monographic series. Do not make a new record when a serial changes its format from a newspaper to a regular serial (or vice versa) or from a serial to a monographic series (or vice versa). Instead, give the information in a note. In the case

⁶ This is a change over past practice where changes in edition statements were always considered *minor*.

of a newspaper, leave the serial type code as "n."(fixed field 008/21)⁷ In the case of a monographic series/serial, the serial type code may be updated to reflect the most recent format.

```
Ser tp: n
130 0# $a Looking glass (Hatfield, Ark.)
245 14 $a The looking glass.
260 ## $a Hatfield, Ark. : $b Gene Owen, $c [1975]-
310 ## $a Monthly, $b July 1976-
321 ## $a Weekly, $b Apr. 3, 1975-June 17, 1976
362 0# $a Vol. 1, no. 1 (Apr. 3, 1975)-
500 ## $a Published as a weekly newspaper, 1975-June 1976; as a monthly
      magazine, July 1976-
```

⁷ The code is needed so that the record will be included in the union list of the U.S. Newspaper Program.

16.5. Further examples

The following examples illustrate various aspects of problem solving related to deciding whether or not to make a new record.

Change in Order of Corporate Bodies

THE 1985 ANNUAL REPORT OF
THE INDUSTRIAL
COMMISSION
OF OHIO AND
THE OHIO BUREAU OF
WORKERS' COMPENSATION

Fig. 16.7a. Earlier issue

ANNUAL REPORT

1990

OHIO BUREAU OF WORKERS'
COMPENSATION
and
INDUSTRIAL COMMISSION OF OHIO

Fig. 16.7b. Later issue

Problem:

In the examples above, the order of the bodies given on the pieces is reversed. Does this warrant a new record, since main entry is under corporate body and the choice would have been different if cataloged from a later issue?

Solution:

No. As long as the bodies remain the same, the order on the piece may be ignored. AACR2 21.3B says only to make a new record when the body changes; there is no provision for making a new entry because the order in which the body is presented changes.

```
110 2# $a Industrial Commission of Ohio.
245 10 $a Annual report / $c Ohio Industrial Commission and Ohio Bureau of
Worker's Compensation.
362 0# $a 1976-
710 1# $a Ohio. $b Bureau of Worker's Compensation.
```

The Case of the Gradually Disappearing Title



Fig. 16.8a.



Fig. 16.8b.



Fig. 16.8c.



Fig. 16.8d.

Problem:

In this example the title began as *Super television*. On later issues another title, *Camcorder report*, was introduced. The title *Super television* was retained but moved to a less prominent position. A new record was not made, even though the additional title was more prominent, because the original title still appeared on the chief source. With the April 1989 issue, however, the title *Super television* was dropped altogether which constituted a major change. Note: on a subsequent issue the word "report" was dropped, a *minor* change according to AACR2 21.2C2bix.

Solution:

```
245 00 $a Super television.
246 1# $i Also on t.p., fall 1988-winter 1988: $a Camcorder report
780 00 $t Home satellite TV
785 00 $t Camcorder report

245 00 $a Camcorder report.
246 1# $i Issues for 1992- have title: $a Camcorder
780 00 $t Super television
```

How many title changes are there?

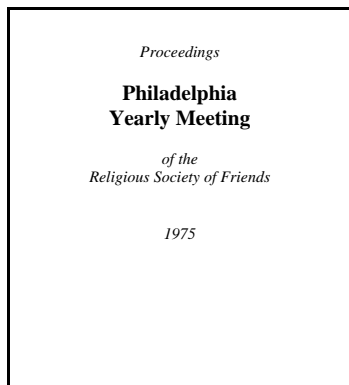


Fig. 16.9a.

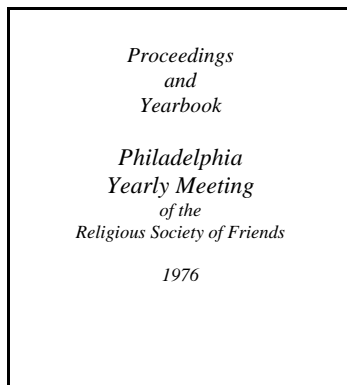


Fig. 16.9b.

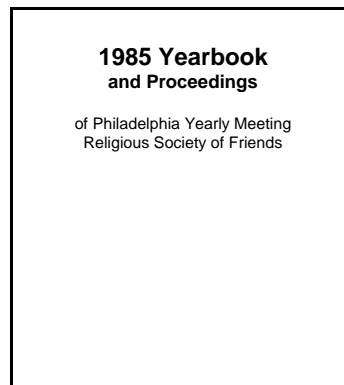


Fig. 16.9c.

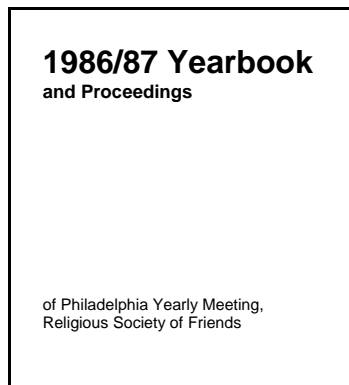


Fig. 16.9d.

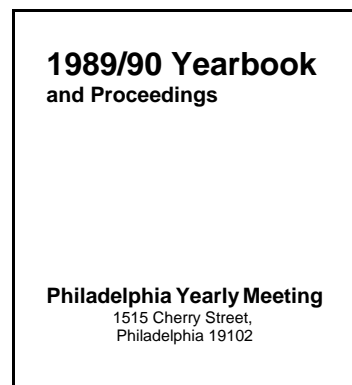


Fig. 16.9e.

Despite the fact that each of the five issues differs, there are only two major changes. The first occurs in 1976 with the addition of "and Yearbook" to the title. While this is a term that represents a type of resource, it does not fall under AACR2 21.2C2bix because it indicates additional content has been added. The second occurs in 1985 when the words of the title are reversed. The grammatical connection of the corporate body to the title in the 1985, 1986/87, and 1989/90 issues does not constitute a change.

-1975: *Proceedings*

110 2# \$a Society of Friends. \$b Philadelphia Yearly Meeting.
 245 10 \$a Proceedings / \$c Philadelphia Yearly Meeting of the Religious
 Society of Friends.
 785 00 \$a Society of Friends. Philadelphia Yearly Meeting. \$t Proceedings
 and yearbook

1976-1984: Proceedings and yearbook

110 2# \$a Society of Friends. \$b Philadelphia Yearly Meeting.
245 10 \$a Proceedings and yearbook / \$c Philadelphia Yearly Meeting of the
Religious Society of Friends.
780 00 \$a Society of Friends. Philadelphia Yearly Meeting. \$t Proceedings
785 00 \$a Society of Friends. Philadelphia Yearly Meeting. \$t Yearbook and
proceedings of Philadelphia Yearly Meeting, Religious Society of
Friends

1985- : Yearbook and proceedings of Philadelphia Yearly Meeting...

110 2# \$a Society of Friends. \$b Philadelphia Yearly Meeting.
245 10 \$a Yearbook and proceedings of Philadelphia Yearly Meeting,
Religious Society of Friends.
246 1# \$i Issues for <1989/90-> have title: \$a Yearbook and proceedings
780 00 \$a Society of Friends. Philadelphia Yearly Meeting. \$t Proceedings
and yearbook

Report Issued Preceding "First"

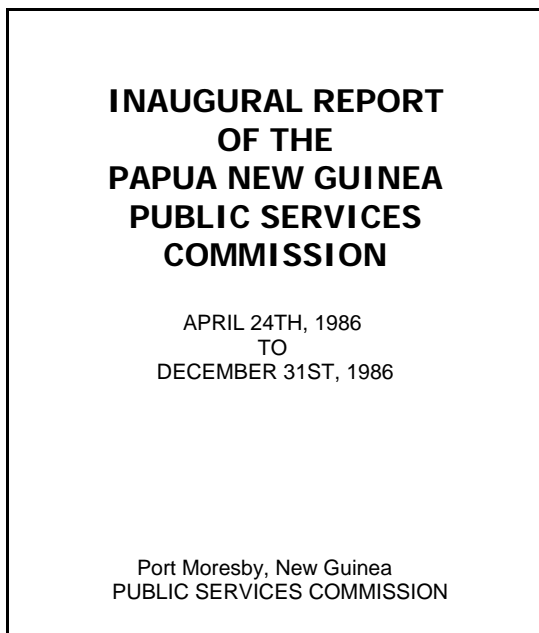


Fig. 16.10a.

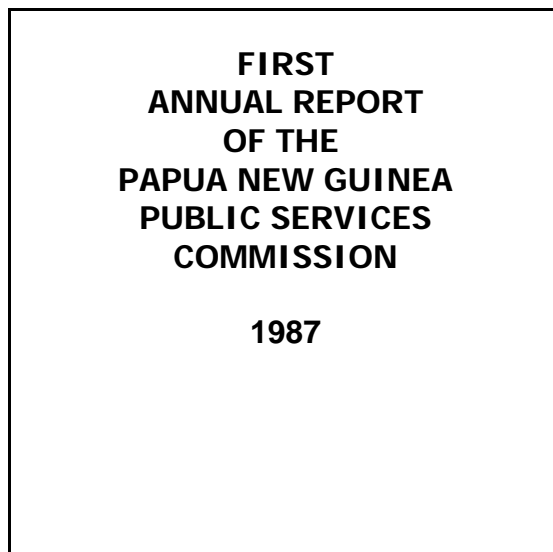


Fig. 16.10b.

Problem:

How this would be cataloged depends on what is in hand at the time of initial cataloging.

Solution 1 (both issues in hand)

The cataloger bases the description on the issue called "First." The inaugural issue is treated as an introductory or preview issue and is noted on the record.

```
110 1# $a Papua New Guinea. $b Public Services Commission.
245 10 $a Annual report of the Papua New Guinea Public Services
      Commission.
246 1# $i Preceded by: $a Inaugural report of the Papua New Guinea Public
      Services Commission
260 ## $a Port Moresby, New Guinea : $b Public Services Commission, $c
      1989-
362 0# $a 1st (1987) -
```

Solution 2 (only inaugural issue in hand)

If only the inaugural issue is received, it could be cataloged by dropping the word "Inaugural" (normally an issue called "inaugural" is assumed to be the first). The resulting record would have to be changed with receipt of the later report to add the word "Annual" and note the inaugural issue.

First cataloged as:

```
110 1# $a Papua New Guinea. $b Public Services Commission.
245 10 $a Report of the Papua New Guinea Public Services Commission.
246 1# $i Title of report for 1986: $a Inaugural report of the Papua New
Guinea Public Services Commission
260 ## $a Port Moresby, New Guinea : $b Public Services Commission, $c
1987-
362 0# $a Apr. 24th 1986 to Dec. 31st 1986-
```

Later changed to:

```
110 1# $a Papua New Guinea. $b Public Services Commission.
245 10 $a Annual report of the Papua New Guinea Public Services
Commission.
246 3# $a Inaugural report of the Papua New Guinea Public Services
Commission
362 0# $a 1st (1987)-
500 ## $a Preceded by: $a Inaugural report of the Papua New Guinea Public
Services Commission, covering Apr. 24-Dec. 31, 1986.
```

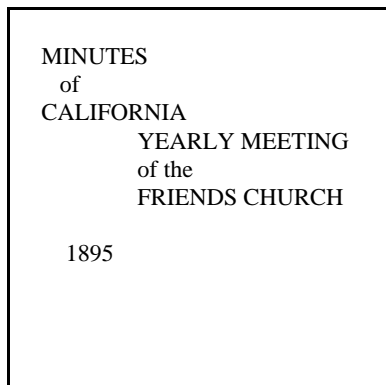


Fig. 16.11a. t.p. 1895

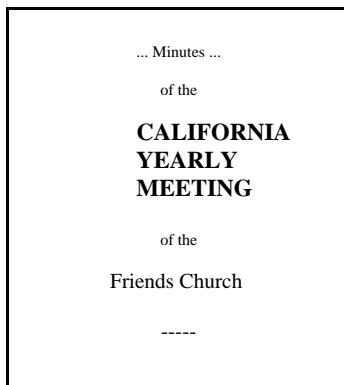


Fig. 16.11b. t.p. 1897

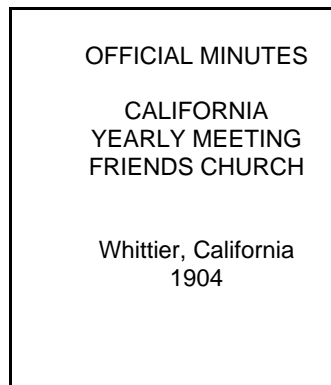


Fig. 16.11c. cover 1904

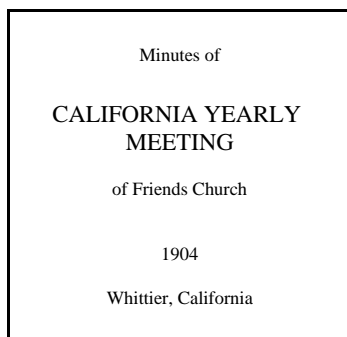


Fig. 16.11d. t.p. 1904

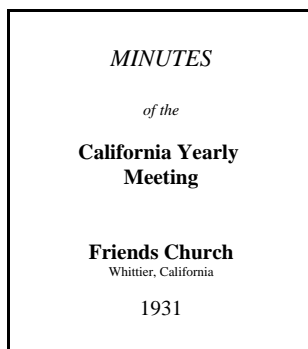


Fig. 16.11e. t.p. 1931

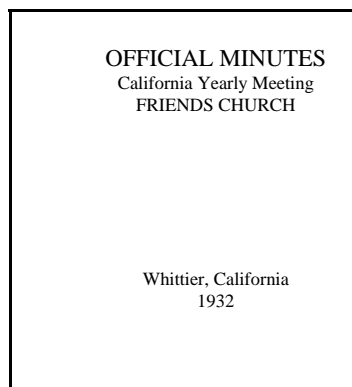


Fig. 16.11f. cover 1932; no
t.p.

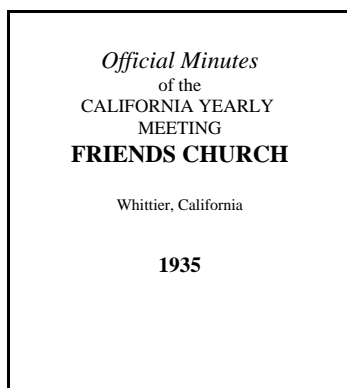


Fig. 16.11g. cover 1935; no
t.p.

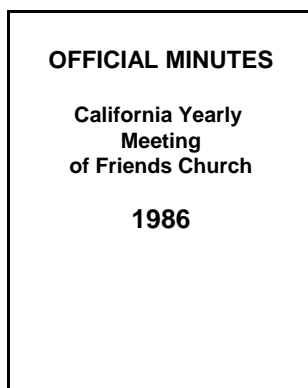


Fig. 16.11h. cover 1986;
no t.p.

How Many Major Title Changes Do You See?

Problem:

There are numerous changes and sources of information. The cover has a different title than the title page and issues from 1932 have dropped the title page.

Solution:

Despite the fact that none of these issues is identical, there is only one real major change. That occurs in 1932 when the title page is dropped and the title must be taken from the cover. The other changes that occur involve the addition or deletion of articles and conjunctions that are *minor* changes, according to AACR2 21.2C2b. The changes that occur within the first five words are noted and given an added entry. The others may be ignored. If cataloged from these issues, the records would be as follows:

Record 1

110 2# \$a Society of Friends. \$b California Yearly Meeting.
 245 10 \$a Minutes of California Yearly Meeting of the Friends Church.
 246 1# \$i Some issues have title: \$a Minutes of the California Yearly Meeting of the Friends Church
 246 14 \$a Official minutes \$f 1904-1931
 362 0# \$a -1931.
 785 00 \$a Society of Friends. California Yearly Meeting. \$t Official minutes

Record 2

110 2# \$a Society of Friends. \$b California Yearly Meeting.
 245 10 \$a Official minutes / \$c California Yearly Meeting, Friends Church.
 246 1# \$i Some issues have title: \$a Official minutes of the California Yearly Meeting, Friends Church
 362 0# \$a 1932-
 780 00 \$a Society of Friends. California Yearly Meeting. \$t Minutes of California Yearly Meeting of the Friends Church

SUMMARY

- Determine whether a major change in the title proper has occurred by consulting AACR2 21.2C2a and 21.2C2b. Consider the publisher's intent, the issues in hand, and other records. When in doubt, consider the change to be *minor*.
- A change in the corporate body will necessitate a new record when it has been used as main entry or as a qualifier in a uniform title.
- Make a new record for a serial that changes its physical medium from paper to CD-ROM, microform, etc. but not when it changes to or from being a newspaper or monographic series.
- In some cases, a change in the edition statement constitutes a *major* change.

NOTES

1). Different titles

Example 1. *Microform review* and *Cumulative microform reviews*.

Main work

245 00 \$a Microform review. {pre-AACR2 record}
 362 0# \$a v. 1- Jan. 1972-
 787 08 \$i Cumulated in: \$t Cumulative microform reviews \$w ...

Cumulation

245 00 \$a Cumulative microform reviews.
 500 ## \$a Description based on: 1977/1984.
 787 08 \$i Cumulation of reviews appearing in: \$t Microform review \$w ...

Example 2. *Engineering index annual* and *Engineering index monthly*.

Main work

130 0# \$a Engineering index monthly (New York, N.Y. : 1984)
 245 10 \$a Engineering index monthly.
 362 0# \$a Vol. 22, no. 1 (Jan. 1984)-
 787 08 \$i Cumulated annually in: \$t Engineering index annual \$w ...

Cumulation

245 04 \$a The engineering index annual.
 362 0# \$a 1968-
 580 ## \$a Vols. for 1968- are cumulations of: Engineering index monthly;
 1971- of: Engineering index monthly and author index; 1984-
 of: Engineering index monthly (New York, N.Y. : 1984).
 787 1# \$t Engineering index monthly \$w ...
 787 1# \$t Engineering index monthly and author index \$w ...
 787 1# \$t Engineering index monthly (New York, N.Y. : 1984) \$w ...

2). Different numbering systemsMain work

130 0# \$a Biography index (Quarterly)
 245 10 \$a Biography index.
 310 ## \$a Quarterly
 500 ## \$a Description based on: Vol. 42, no. 1 (Nov. 1987); title from cover.
 580 ## \$a Issued also in annual and biennial cumulations.
 787 1# \$t Biography index (Annual) \$w ...
 787 1# \$t Biography index \$w ...

Annual cumulation

130 0# \$a Biography index (Annual)
 245 10 \$a Biography index.
 500 ## \$a Description based on: Sept. 1973/Aug. 1974.
 580 ## \$a Cumulates the quarterly edition; also cumulated in a biennial edition.
 787 1# \$t Biography index (Quarterly) \$w ...
 787 1# \$t Biography index \$w ...

Biennial cumulation

245 00 \$a Biography index. {pre-AACR2 record}
 310 ## \$a Biennial, \$b 1982/1984-
 321 ## \$a Triennial, \$b 1946/1949-1979/1982
 362 0# \$a [v.] 1- Jan. 1946/July 1949-
 580 ## \$a Cumulates the quarterly and annual editions.
 787 1# \$t Biography index (Quarterly) \$w ...
 787 1# \$t Biography index (Annual) \$w ...

b. Titles and numbering are the same. Include the cumulation on the **same record** with the main serial when the titles are the same and the numbering is continuous or when the titles are the same and there is only a chronological designation. Note the presence of the cumulation as part of the frequency statement. Note also the exception given below for the *National Newspaper Index* where separate records have been made because the main work and cumulation are issued in different physical media.

1). Same title, numbering is continuous

Example 1. *Children's magazine guide*.

245 00 \$a Children's magazine guide.
 310 ## \$a Monthly Aug. through Mar., with a bimonthly for Apr./May; the Feb. and Aug. issues are semiannual cumulations
 362 0# \$a Vol. 34, no. 1 (Sept. 1981)-

Example 2. *Foreign language index.*

245 00 \$a Foreign language index. *{pre-AA2 record}*
 310 ## \$a Quarterly, the 4th issue being the annual cumulation, \$b 1972-1984
 362 0# \$a v. 1-14; 1968/71-1984.

2). Same title, chronological designation only

Example 1. *Index to book reviews in religion.*

245 00 \$a Index to book reviews in religion.
 310 ## \$a Bimonthly, with Dec. constituting the annual cumulation
 362 0# \$a [Feb. 1986]-
 500 ## \$a Annual cumulation published in hardbound edition.

Example 2. *National newspaper index.*

Both of these works are "cumulations" in that each issue is cumulative from previous issues. Separate records are necessary for the monthly and the annual in this case because the main work and its cumulation are issued in different physical formats.

Monthly cumulation: microfilm

130 0# \$a National newspaper index (Monthly)
 245 14 \$a The national newspaper index \$h [microform].
 260 ## \$a Belmont, Calif. : \$b Information Access Co., \$c c1979-
 300 ## \$a microfilm reels ; \$c 16 mm.
 310 ## \$a Monthly (cumulative)
 362 0# \$a Apr. 1979-
 787 08 \$i Issued also in an annual microfiche cumulation: \$t National newspaper index (Annual) \$w ...

Annual cumulation: microfiches

130 0# \$a National newspaper index (Annual)
 245 10 \$a National newspaper index \$h [microform].
 260 ## \$a [Menlo Park, Calif. : \$b Information Access Corp.], \$c c1982-
 300 ## \$a microfiches ; \$c 10 x 15 cm.
 310 ## \$a Annual (cumulative)
 362 0# \$a 1979-
 787 08 \$i Issued also in a monthly microfilm cumulation: \$t National newspaper index (Monthly) \$w ...

c. Titles differ, one numbering system for both

Include both on the same record and provide an added entry for the title of the cumulation.

Example 1.

130 0# \$a Quarterly economic review (European Bank for Reconstruction and Development)
245 10 \$a Quarterly economic review / \$c European Bank for Reconstruction and Development.
246 1# \$i Year-end issue replaced by: \$a Annual economic review
310 ## \$a Quarterly
362 0# \$a June 1992-

Example 2.

245 00 \$a Announced new and expanded manufacturers and services report / \$c prepared by Oklahoma Department of Commerce, Research & Planning Division.
246 1# \$i Annual compilations constitute the 4th quarter reports with title: \$a Announced new and expanded manufacturers and services annual report
310 ## \$a Quarterly
500 ## \$a Description based on: 1st quarter report 1996.
515 ## \$a Issues lack 4th quarter designation, instead are called: Annual reports.

17.3. Serials issued in parts

17.3.1. Definition. A serial is issued in parts when each number or issue constitutes more than one physical item. Each part is usually distinguished by numbers or letters (Part 1, 2; Part A, B, C) and/or an individual title. The parts all have the same common title and usually have the same numeric/chronological designation. (See also *CCM* 8.5.8)

17.3.2. Factors that affect cataloging

- Presence or lack of numbering for the parts
- Intended use/contents
- Pagination
- Sales information

17.3.3. Options for cataloging. There are several ways in which a serial issued in parts can be treated, once the criteria given above have been evaluated.

- Separate record created for each part
- All parts included on one record with a general 515 note, such as "Issued in parts"
- All parts included on one record with the individual titles listed in a 515 note (this option is less frequently applied)

a. Separate records. Create separate records when:

- 1) The parts can be used independently. For example, the *Journal of polymer science* is issued in three parts, each covering a different topic:

```
Journal of polymer science. $n Part A, $p Polymer chemistry.  
Journal of polymer science. $n Part B, $p Polymer physics.  
Journal of polymer science. $n Part C, $p Polymer symposia.
```

In such cases, one or both of the following may also be true:

- 2) The parts have their own numbering system (362). The separate record and call number are needed to record each separate numbering system; otherwise, there would be two or more issues with the same designation represented by the same record and call number.

245 00 \$a Journal of polymer science. \$n Part A, \$p Polymer chemistry.
362 0# \$a Vol. 24, no. 2 (Feb. 1986)-

245 00 \$a Journal of polymer science. \$n Part B, \$p Polymer physics.
362 0# \$a Vol. 24, no. 2 (Feb. 1986)-

- 3) The parts can be purchased separately. If each part can be separately purchased it is better to catalog the parts separately since libraries may wish to purchase some but not all of the parts.

Separate records **must** also be made when:

- 4) The parts are unnumbered. Separate records must be made in this situation because there is no way to distinguish one part from the other if both are cataloged on one record and given the same call number. It would also be impossible to record the issues on the same check-in record.

110 2# \$a University of Massachusetts. \$b College of Fine Arts. *{made up example}*

245 10 \$a Catalog of the College of Fine Arts. \$p Visual arts.
362 0# \$a 1983-

110 2# \$a University of Massachusetts. \$b College of Fine Arts.
245 10 \$a Catalog of the College of Fine Arts. \$p Performing arts.
362 0# \$a 1983-

Do not link the various parts to one another (see *CCM* 14.4.5.).

b. One record. Generally create one record when:

- 1) The parts have an integrated numbering system. If the parts cannot be separately recorded and bound due to an integrated numbering scheme, record all parts on the same record.

245 00 \$a Mutation research.
362 0# \$a Vol. 1, no. 1 (May 1964)-
500 ## \$a Beginning in 1973, some vols. have also a section title, e.g.,
v. 236, no. 2/3 called Mutation research. DNA repair; v. 244,
no. 3 called Mutation research. Mutation research letters. The
sections do not have their own vol. numbering.
740 02 \$a DNA repair.
740 02 \$a Mutation research letters.

- 2) The parts are designed to be used together. The serial may be issued in more than one volume simply because the contents are too extensive to fit in one volume.

2) Ongoing supplements to the whole serial

(a) **Supplement has its own designation. Title may or may not be distinctive.** Create a separate record for the supplement.

Main work

245 00 \$a BioEngineering news.
 500 ## \$a Description based on: Vol. 2, no. 3 (1 Feb. 1981).
 770 0# \$t World biolicensing report \$g 1985- \$x 0883-5527 \$w ...

Supplement

245 00 \$a World biolicensing report.
 362 0# \$a Vol. 1, no. 1 (June 1985)-
 730 0# \$a BioEngineering news.
 772 0# \$t BioEngineering news \$x 0275-4207 \$w ...

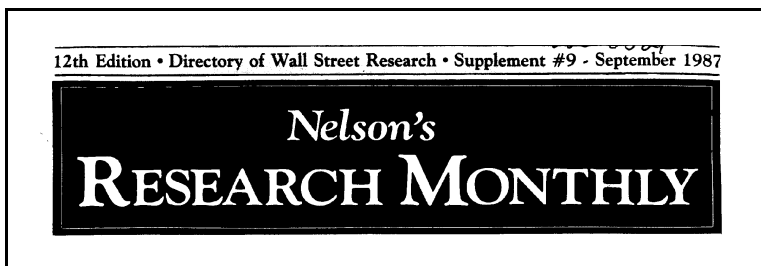


Fig. 17.6.

Nelson's Research Monthly is a supplement that has a distinctive title and numbering and is cataloged separately. The title of the main work has changed and the supplement is linked to both records. Field 580 has been used to give this information in a single note. The word "supplement" is used as part of the designation because it appears with the numbering and there is already a separate title for the supplement. A successive designation is given because the word "supplement" is dropped on later issues.

245 00 \$a Nelson's research monthly.
 362 0# \$a 12th ed., suppl. #9 (Sept. 1987)-12th ed., suppl. #10 (Oct. 1987) ; v. 12, no. 11 (Nov. 1987)-v. 14, no. 4 (May 1989).
 580 ## \$a Supplements: Nelson's directory of Wall Street research (Rye, N.Y. : 1986), 12th ed. and, Nelson's directory of investment research, 13th ed.-
 730 0# \$a Nelson's directory of Wall Street research (Rye, N.Y. : 1986)
 730 0# \$a Nelson's directory of investment research.
 772 1# \$t Nelson's directory of Wall Street research (Rye, N.Y. : 1986) \$x 0896-3851 \$w ...
 772 1# \$t Nelson's directory of investment research \$x 0896-0135 \$w ...

{ there are also earlier and later titles given in the record in fields 780 and 785)



Fig. 17.7.

This supplement also has its own numbering, but the title consists of the title of the main work and the word "Supplement." It is also cataloged separately.

```
245 00 $a International journal
of cancer. $p
Supplement = $b Journal
international du
cancer. Supplement.
362 0# $a 1-
772 0# $t International journal
of cancer $x 0020-7136
$w ...
```

The supplement in Fig. 17.8. is similar to that in Fig. 17.7. but, in this case, the numbering consists of a letter.

```
245 00 $a American hospital
formulary service drug
information. $p
Supplement.
362 0# $a A (Apr. 1984)-
772 0# $t American hospital
formulary service drug
information $w ...
```

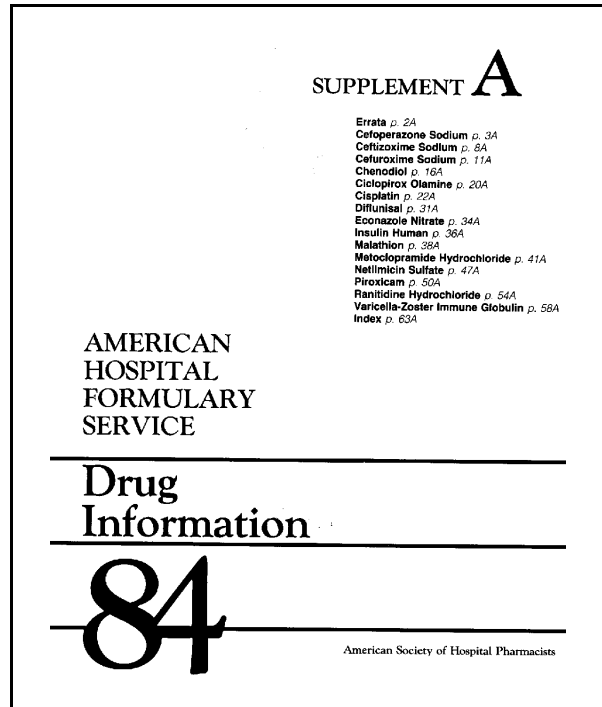


Fig. 17.8.

Supplement*Best restaurants in Arlington for ... {1990, etc.}*

245 00 \$a Best restaurants in Arlington for ... : \$b an annual supplement to Arlington life.
 310 ## \$a Annual
 362 0# \$a 1992-
 440 #0 \$a Arlington life

17.4.4. Specific instructions

a. Linking entries. Use linking entry fields 772 (Supplement to) and 770 (Has supplement) when the supplement is cataloged separately. If the supplements are too numerous to mention in the conventional way, an alternative method may be used to cite the record numbers in a single note (see *CEG* Linking entry fields--General information).

b. Added entries.

1) Supplement cataloged separately. Give an added entry for the main work on the record for the supplement, as qualified below. Do not generally give an added entry for the supplement on the record for the main work (*LCRI* 21.28B).

(a) Do not give an added entry if the title of the main work is the common title for the supplement.

245 00 \$a Journal of biosocial science. \$p Supplement.
 772 0# \$t Journal of biosocial science \$x 0021-9320 \$w ...

(b) Give an added entry in all other cases, even when the title of the main work is part of the title.

245 00 \$a Supplement to the Journal of particle physics. *{made up example}*
 730 0# \$a Journal of particle physics.
 772 0# \$t Journal of particle physics

2) Supplement is included on record for main work. If the title of the supplement is significantly different from that of the main work, give the title in the note and give an added entry.

245 00 \$a Walking, jogging, or running for health.
 525 ## \$a Has supplement: Running notes, 1972-1980; Running newsletter, 1981-
 740 02 \$a Running notes.
 740 02 \$a Running newsletter.

c. Notes. A note for a supplement is recorded in field 772 or 580 when the supplement is cataloged separately and in field 525 when the supplement is not cataloged separately.

1) Supplement is cataloged separately. When the linking entry field is insufficient to generate the note (either through the display constant or subfield \$i), give the note in field 580, linking entry complexity note (see Fig. 17.6.). Do not use field 525 for notes that relate to another separately cataloged serial.

2) Supplement is included on the record for the main work. Note the presence of supplements not separately cataloged in field 525. Keep the note general and indicate the frequency when known.

```
525 ## $a Some issues accompanied by supplements.
525 ## $a Updated by occasional supplements.
525 ## $a Supplements issued between editions.
```

17.5. Indexes

17.5.1. Types of indexes. Types of serial indexes include:

- Indexes to single volumes or years of a serial (same publisher)
- Cumulative indexes to multiple volumes or years of a serial (same publisher)
- Index to a serial that is published separately by a different publisher
- Index to more than one work (topical indexes such as Index medicus)

17.5.2. Factors that affect cataloging. The treatment of an index is based on the type of index, as listed above. The criteria for decision-making are:

- Publisher
- Content/coverage

17.5.3. Options for cataloging. Depending on the type, an index may be noted in the bibliographic record, cataloged separately, or noted only on the check-in record.

a. Indexes to single volumes or years of a serial. When an index is issued with each volume or year by the same publisher, in general, do not mention in the bibliographic record.

b. Cumulative indexes (AACR2 12.7B17). Indexes that cover more than one volume or year and are published by the same publisher are noted in field 555, Cumulative index note. The cumulative index is noted whether it is published with an issue of the serial or is published separately. The index may be bound with the serial and still be noted in field 555.

1) Form of the note. Cumulative index notes may be formal or informal.

(a). Formal notes. A formal note beginning with the term "Indexes:" is generated by field 555 and the term is not separately input. The formal note includes the beginning and ending designation of the issues as found on the item. The note also may include the location of the index when applicable (e.g., in v. 32).

555 ## \$a Vols. 1 (1927)-25 (1951) in v. 26, no. 1.

When the term "Indexes" alone is not sufficient, the type of the index is given. If there are separate author and subject indexes, give them in separate notes.

555 ## \$a Author index, v. 68 (1965)-79 (1976). 4 v.; v. 80 (1977)-83 (1980). 2 v.; v. 84 (1981)-87 (1984). 2 v.; v. 88 (1985)-91 (1988). 2 v.

555 ## \$a Subject index, v. 68 (1965)-79 (1976). 7 v.; v. 80 (1977)-83 (1980). 3 v.; v. 84 (1981)-87 (1984). 3 v.

(b). Informal notes. An informal note is given when specific volumes or years are not to be cited.

555 Every third volume includes a cumulative index to the previous 10 years.

2) Serial title changes within an index volume. If the title of the serial changes in the middle of a volume and both titles are covered in a single volume of the cumulative index, add the 555 note to the records for the earlier and later title and give the complete citation on both. Do not try to split the note. This is one of the few situations in which a note will cover more than one bibliographic record.

245 00 \$a Journal of cat diseases. *{made up example}*
 362 0# \$a Vol. 1, no. 1 (June 1983)-v. 3, no. 1 (June 1985).
 555 ## \$a Vols. 1 (1983)-3 (1985) in v. 3, no. 12 of later title.
 785 00 \$t Journal of cat and dog diseases

245 00 \$a Journal of cat and dog diseases.
 362 0# \$a Vol. 3, no. 2 (July 1985)-
 555 ## \$a Vols. 1 (1983)-3 (1985) in v. 3, no. 12 (includes index to earlier title).
 780 00 \$t Journal of cat diseases

c. Index to a serial that is issued by a different publisher. Catalog separately as a serial or as a monograph, an index that is published by a different publisher. Give the title of the work being indexed as a subject heading, but not as an added entry (*LCRI* 21.28B). (Fig. 17.11, 17.12.)

Main work

245 00 \$a Down East.

260 ## \$a [Rockport, Me. : \$b Down East Enterprise]

Index

245 00 \$a Down East, the magazine of Maine, cumulative index covering ...
/ \$c prepared by the Special Collections Department, Raymond H.
Fogler Library, University of Maine at Orono.

260 ## \$a Orono, Me. : \$b Special Collections Dept., Raymond H. Fogler
Library, University of Maine at Orono

630 00 \$a Down East \$v Indexes \$v Periodicals.

787 1# \$t Down East

Indexes to a single serial published by a different publisher

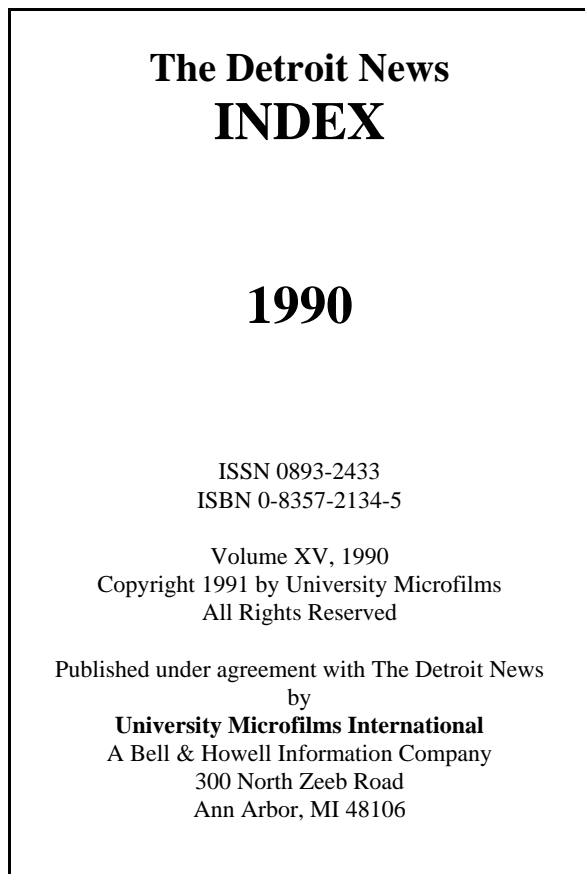


Fig. 17.11.

245 04 \$a The Detroit news index.
260 ## \$a Ann Arbor, MI : \$b
University Microfilms
International, \$c 1987-
310 ## \$a Monthly, with quarterly
and annual cumulations
630 00 \$a Detroit news \$v Indexes
\$v Periodicals.
787 1# \$t Detroit news (Detroit,
Mich. : 1905)

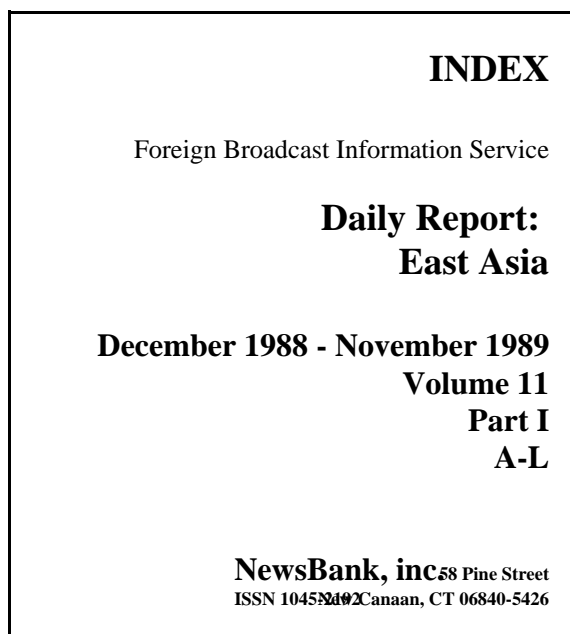


Fig. 17.12.

245 00 \$a Daily report. \$p East
Asia. \$p Index / \$c
Foreign Broadcast
Information Service.
260 ## \$a New Canaan, CT : \$b
NewsBank, \$c 1987-
310 ## \$a Monthly
630 00 \$a Daily report. \$p East
Asia \$v Indexes \$v
Periodicals.
787 1# \$t Daily report. East Asia

Each of these indexes covers a single serial. They are cataloged separately because the publisher in each case is different from that of the serial that is indexed.

d. Index to more than one work. Indexes that cover a particular topic and index many

different publications are cataloged as separate serials, monographs, or integrating resources, as appropriate. No special treatment is needed. Examples of such indexes are:

Art index

Humanities index

Human resources index

Library literature

Microcomputer index

17.6. Special issues

17.6.1. Types of special issues. Special issues may be published within the numbering scheme or in addition to the regular issues of the serial. They usually cover a particular topic and may have a distinctive title. In other cases, they may be called nothing but "Special issue" or the equivalent. Special issues may be numbered or unnumbered. Like supplements, some special issues are serials in themselves; others are not.

17.6.2. Factors that affect cataloging

- Presence of a distinctive title
- Importance of contents
- Numbering

17.6.3. Options for cataloging

a. Non-serial special issues. When a special issue has its own title and specific contents, and is not numbered with the main serial, consider treating it as a monograph. It is up to an individual library to determine how important the contents are and whether to create a separate record for it. When the special issue is cataloged as a monograph, give an added entry for the serial (*AACR2* 21.30G/*LCRI*). Do not treat as the serial as a series, per *LCRI* 21.30G.

If special issues are not cataloged separately and are outside of the normal numbering pattern they may be mentioned on the record for the main work in a supplement note (field 525).

```
525 ## $a Special issues accompany some numbers.
```

Issues that are included in the regular numbering are generally not noted.

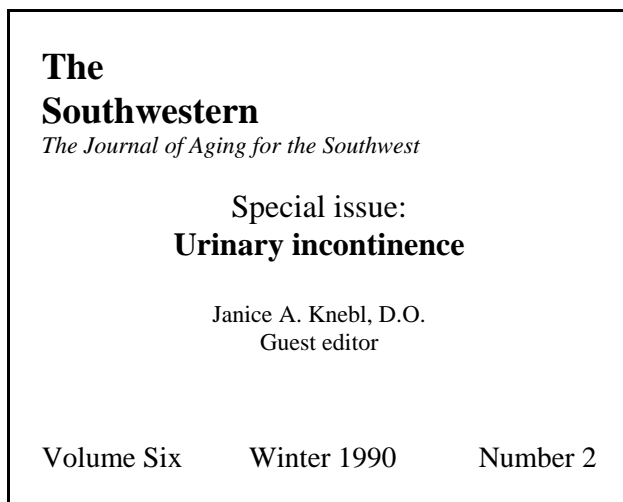


Fig. 17.13.

This special issue is a monograph that is numbered as part of the serial and has been noted generally on the record for the serial.

```
130 0# $a Southwestern (Denton, Tex.)
245 14 $a The southwestern : $b journal of aging for the Southwest.
500 ## $a Some numbers issued as special issues with distinctive titles.
```

If desired, the special issue could be cataloged as a monograph and the serial title given as an added entry¹.

```
245 00 $a Urinary incontinence / $c Janice A. Knebl, guest editor.
260 ## $a Denton, Tex. : $b Southwest Society on Aging, $c 1991.
300 ## $a 89 p. : $b ill. ; $c 28 cm.
500 ## $a Issued as v. 6, no. 2 of Southwestern.
650 #0 $a Urinary incontinence.
700 1# $a Knebl, Janice A.
730 0# $a Southwestern (Denton, Tex.)
```

b. Special issues that are serials. If a special issue is published on a regular basis and is thus a serial itself, it may be separately cataloged or noted on the record for the main serial. Buyer's guides and membership lists are common examples. When deciding whether to catalog separately, consider the following (see also *CCM* 17.4.3.b.2)(c)):

- If the special issue carries the numbering of the main work, include the special issue on

¹ This record was made up from incomplete data and should not be used.

the record for the main work.

- If the special issue has a separate date designation or has its own numbering, catalog it separately.

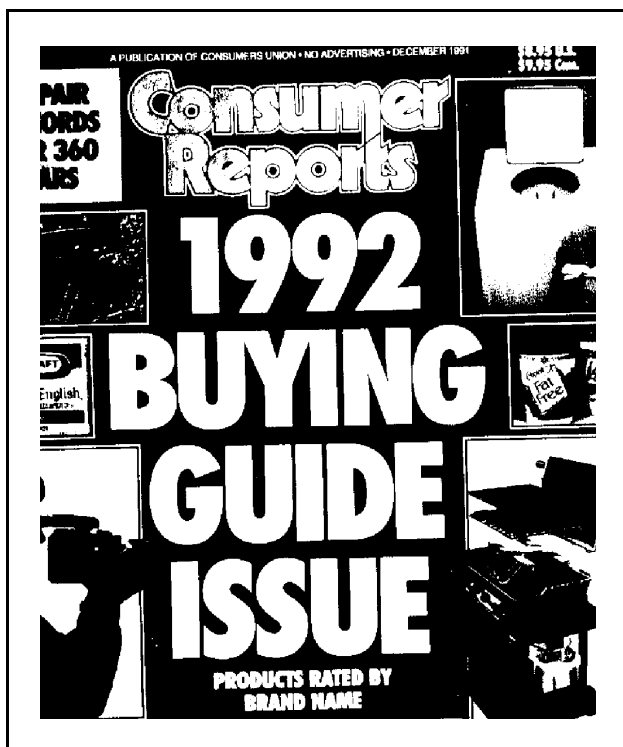


Fig. 17.14a. Cover

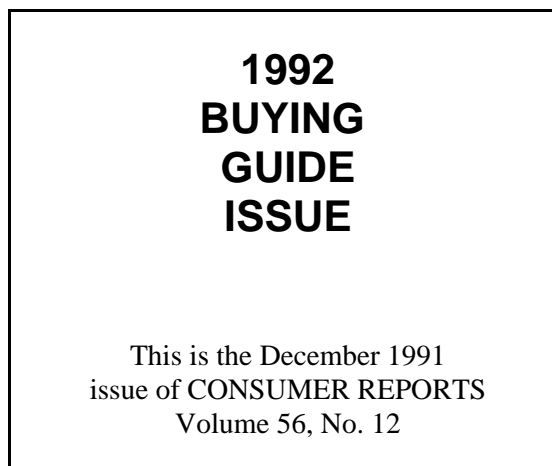


Fig. 17.14b. Title page

This special issue is numbered in with the main serial. At one time it was noted on the record; now it is cataloged separately

```

310 ## $a Annual
787 0# $i Published as the Dec. issue of the previous year of: $t Consumer
reports $x 0010-7174 $w (DLC) ...
245 00 $a Consumer reports. $p
Buying guide issue.

```

- Optionally, if the special issue is both numbered in with the main serial and has a designation of its own, treat the special issue as an analytic of the serial, giving the serial title in a 4XX/8XX, if deemed important enough to warrant such treatment (see also *CCM* 17.4.3.b.2 (c)).

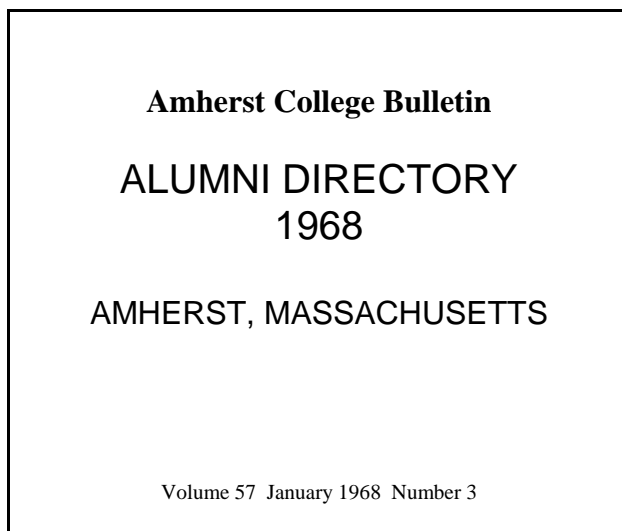


Fig. 17.15a. Title page

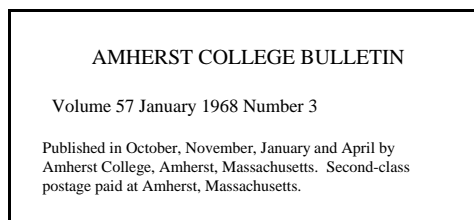


Fig. 17.15b. Masthead

This directory could be noted on the record for the *Amherst College Bulletin* (with or without an added entry). In this case, however, no other issues of the bulletin were owned and the library considered the directory to be more important, so the cataloger chose to catalog the special issue separately.

```
110 2# $a Amherst College.
245 10 $a Alumni directory.
260 ## $a Amherst, Mass. : $b Amherst College
440 #0 $a Amherst College bulletin
```

17.7. Reprints

17.7.1. Types of reprints. A reprint of an item is one that is issued at a later time than that of the original. A reprint may be one of the following:

- * One or more issues of a serial reprinted by the same publisher
- * One or more issues of a serial issued by a reprint publisher
- * Several bibliographically unrelated serials that have been reprinted in the same volume or set of volumes

Some reprints are "facsimile editions," in which the original contents are presented exactly as they appeared in the original.

Reprints pose several problems because they usually have more than one source that could be considered a chief source: the original title page and a reprint title page. The contents of the original and the reprint may be identical or there may be new material added to the reprint.

17.7.2. Factors that affect cataloging

- Publisher
- Number of serials contained in the reprint
- Number of issues of a serial contained in the reprint

17.7.3. Options for cataloging.

a. Reprint of issues of a serial by the same publisher. Generally, do not catalog separately or make note of such reprints in the bibliographic record for the original serial as these reprints are meant to replace the original and there is little that would be different in their description. A note and an added entry may be made, however, if the reprinted issues carry a different title (*LCRI* 1.0, 12.0).

246 1# \$i Some issues reprinted with title: \$a Geography research forum

b. Reprint of a single serial by a different publisher. Catalog separately as a serial a reprint of a single serial. If the serial title has changed, create separate records for each title, even if the reprint consists of only one volume.

Catalog the reprint as a monograph, however, if it contains only a single issue or limited number of issues (*LCRI* 1.0).

c. Reprint of several bibliographically unrelated serials. Catalog as a monograph (*LCRI* 1.0A).

Note: When a resource is reprinting articles rather than issues of unrelated serials, consider it a new serial with content that is reprinted. Catalog it as a non-reprint serial.

17.7.4. Specific instructions (See *LCRI* 12.0B1 and *CEG* Appendix L.)

a. Sources of information. Several sources of information are used, depending on the area of the description. The earliest reprinted issue is the source for the title and statement of responsibility, the edition statement, and the numbering. The publishing statement is taken from the reprint title page. The physical description is that of the reprint and a series statement is given only if the reprint is issued in the series. Because several sources are used, the "Description based on" note and Source of title note are not given for reprints (*LCRI* 12.0B1). If the first issue of the reprint is not in hand, the original date(s) of publication for the issue(s) in hand may be included in angle brackets in the reprint note.

b. Reprint note. Record in a single note (field 580) the publishing details of the original, the frequency (when known), and any other pertinent details.

580 ## \$a Originally published: New York : Columbia University Press, 1945-1961.
580 ## \$a Originally published: Roma : Industrie grafiche romane, 1924.
Reprint has added prefatory matter.

If the reprint has a different title than the original, give a separate note and added entry if desired (246 1\$).

245 04 \$a The Crane bag.
246 1# \$i Reprint title page title: \$a Crane bag book of Irish studies
580 ## \$a Originally published semiannually: Dublin : Crane Bag, 1977-1985.

110 2# \$a Fabian Society (Great Britain)
245 10 \$a Annual report on the works of the Fabian Society for the year ended ...
246 1# \$i Reprint title: \$a Annual reports
580 ## \$a Originally published annually: London : Fabian Society.

c. Linking entry. Field 775 may be given to link the reprint to the original record when there is a record online for the original; however, do not link from the original to the reprint. If no record exists and the titles are the same, omit the link.

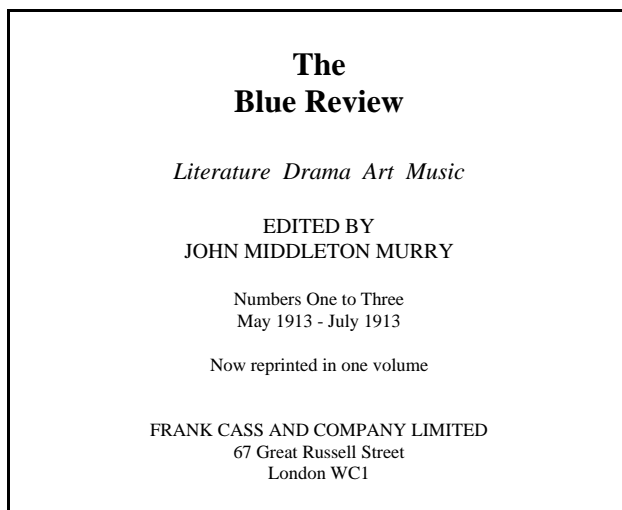


Fig. 17.16a. Reprint t.p.

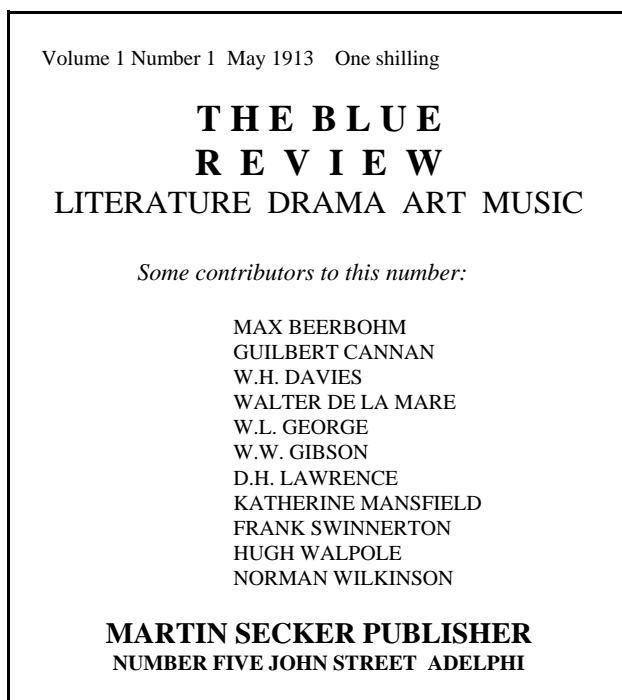


Fig. 17.16d. Original t.p.

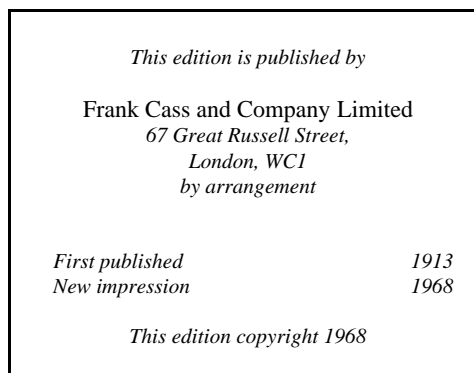


Fig. 17.16b. Verso of reprint t.p.



Fig. 17.16c. Reprint series t.p.

- 245 04 \$a The blue review.
{17.16d.}
- 260 ## \$a London : \$b Frank Cass and Co. Ltd., \$c 1968.
{17.16a.-b.}
- 300 ## \$a 1 v. ; \$c 26 cm.
{17.16a.}
- 362 0# \$a Vol. 1, no. 1 (May 1913)-v. 1, no. 3 (July 1913).
{17.16d.}
- 440 #0 \$a English little magazines ; \$v no. 6 **{17.16c.}**
- 580 ## \$a Originally published monthly: London : Martin Secker, 1913. **{17.16d.}**
- 775 1# \$t Blue review \$w ..
- 780 00 \$t Rhythm \$w ..

Data given in reprint records is taken from both the original and reprint title pages. In the record given above, the sources are given in boldface following each field.

REPRINT -- SOURCES OF INFORMATION

Record Separation: Differences in, or changes to cataloging standards may lead to the separation of data initially recorded in a single record that is then rearranged for multiple records. This typically results in retaining and modifying the initial record and creating an additional record for a related serial title(s). Some information from the initial record is then transferred to the new record(s). (*CCM*)

21.1. What are serial record modifications?

21.1.1. Explanation of record modifications. Serial record modifications cover all changes to existing records. This involves the addition of information that extends the coverage of a record, or improves the accuracy of the record, or updates the record to current cataloging policies, or simply makes the record more complete. Serial records often need to be modified because serial publications often change over time. The deletion of information deemed to be inaccurate or better covered on an alternate record, including the deletion of a duplicate record, is also covered in this module as record modification.

21.1.2. Cooperative cataloging. Information in records created by CONSER members is accepted by other members unless the information is clearly erroneous. Due to changes in cataloging standards and policies, the potential for serial record modification is endless. Catalogers working cooperatively in a common database must accept inconsistencies with current treatment when publications are under adequate bibliographic control. This has become more important as the database increasingly includes records that were authenticated many years ago and have been used in members' local systems and files. *Records that were accurately input when they were created are significantly modified (e.g., consolidated, converted, choice of entry changed) only when there is a clear practical need.* When questions arise, CONSER catalogers routinely consult with one another to determine the appropriate action. (See *CEG*, B1.7.)

The usefulness of the CONSER database is dependent on the degree to which the authoritativeness of CONSER records can be ascertained. An authenticated record is accepted as authoritative according to its level of authentication and record level. In the *CEG* C2, "Participant Authentication," record authentication is fully explained. CONSER records include the essential elements which are "technically correct, adhering to the appropriate rules, interpretations, and coding guidelines." The *CEG* establishes the policies and practices to which the members collectively agree. CONSER records are clearly marked for the cataloging community (bibliographic level (leader/07) "s", fields 010 and 042) which facilitates other libraries' use of the records.

Cooperation is key to CONSER's effective operation. Program catalogers work together to build and maintain a common serials database. Through program meetings, consultations with catalogers, online discussions, and other encounters, program catalogers solve problems, resolve

bibliographic conflicts, and address complex serials cataloging issues in a cooperative manner. The CONSER Operations Committee has developed as the operational backbone for the program, and the Library of Congress provides support for catalogers throughout the program through CONSER Program staff and serials catalogers in the Serial Record Division.

21.1.3. Modifying “national level” records. The CONSER database exists as a subset of the group of serial records in OCLC’s WorldCat system. CONSER members function as “serial enhance” catalogers in OCLC and are able to modify virtually any serial record in OCLC.² CONSER catalogers regularly modify CONSER and non-CONSER records in OCLC and some of the CONSER maintenance requirements involve related records that may not be authenticated by a CONSER cataloger (see 21.1.4 below). Other OCLC members are limited as to the extent to which they can replace existing serial records in OCLC and are restricted from modifying CONSER records. In this sense, the ability to modify records enables CONSER to have perhaps its greatest impact on the bibliographic database.

CONSER recognizes its special role in modifying serial records in OCLC and has developed specific membership categories for modifying records. Affiliate membership was established in 1988 to allow commercial services to enrich serial records in OCLC chiefly by adding A&I (Abstracting & Indexing), subscription, and publishing information. In 1996, CONSER Enhance membership was created to enable various kinds of institutions to modify serial records in OCLC as other CONSER members do.

Restrictions come with these responsibilities. The *CONSER Editing Guide* documents restrictions and notification requirements for the modification of LC, LAC, and NSDP records (*CEG* C3, C6, C12).

21.1.4. CONSER maintenance requirements. Maintenance requirements are outlined in *CEG* B4, “Record Maintenance.” The “latest issue consulted” note is used when updating a record and is mandatory if applicable (*CEG* B6). Other changes identified as “mandatory” or “required if available” for record maintenance are the following:

- Correcting obvious errors
- Changes affecting main entry and/or title proper, including:
 - Changes resulting in a new record
 - Changes to elements used in the 130 field of an existing record
 - Changes pertaining to the title proper but not requiring a new record

²CONSER catalogers cannot modify records with vernacular data in Chinese, Japanese, or Korean unless they are using OCLC’s *CJK-Plus for Windows*.

Closing-Off AACR2 Records When a Serial Has Ceased

Element	Last issue in hand	Last issue known	Last issue not known	Discussion
008/06 Pub Status	d	d	d	Record is coded as dead in all cases
008/11-14 Ending date (from 362)	1963- <u>1983</u>	19uu- <u>1983</u>	19uu- <u>198u</u> or 19uu- <u>19uu</u> , etc.	Ending date = other than 9999 or uuuu
260 \$c Ending date of publication	\$c 1963- <u>1983</u>	Do not give	Do not give	Give 260 dates only when piece in hand
300 \$a Extent of item	Give if total vols. known	Give if total vols. known	Do not give	Give the number of bibliographic vols. when known
362 Ending designation	Use ind. "0" 362 0 1963-1983.	Use ind. "1" 362 1 Ceased with 1983.	Do not give	Give formatted 362 when piece in hand; unformatted note is given when date is known
246,310,5XX Ending date in notes (when beginning date present)	Complete, as appropriate 246 14 Research report \$f 1989-1991	Do not complete	Do not complete	This is not as critical and is optional
785 Succeeding entry	Give	Give	Give	Link to the newly created record using the catalog entry and control numbers for the new record
500 Latest issue consulted note	Remove, if present	Add or update if later issue held	Add or update if later issue held	This field is not included if the last issue is recorded in field 362, ind. "0"

21.3.1. AACR2 practice. The following fields may be affected. Modification of the first two listed below are considered mandatory. Addition of the 785 field is mandatory for title changes. Refer to the table above for explanation of the modification.

- | | |
|------------------------------|-----------------------|
| • Ending date of publication | Fixed field 008/11-14 |
| • Publication status | Fixed field 008/06 |
| • Date of publication | 260 \$c |
| • Extent of item | 300 \$a |
| • Last issue | 362 0 or 1 |
| • Dates in notes | 246, 310, 5XX |
| • Latest issue consulted | 500 |
| • Succeeding entry | 785 |

Fields from Closed-off AACR2 Record

```
DtSt:  d      Dates: 1980,1996
245 00 $a Dangerous properties of hazardous materials report.
260 ## $a New York : $b Van Nostrand Reinhold, $c 1980-1996.
300 ## $a 16 v. : $b ill. ; $c 28 cm.
362 0# $a Vol. 1, no. 1 (Sept./Oct. 1980)-v. 16, no. 4 (Mar./Apr. 1996).
785 00 $t Hazardous materials report
```

Pre-AACR2 records may be converted to AACR2 or edited in pre-AACR2 style as outlined in 21.3.2 and 21.4.2 below, according to local institutional policy. If the record is converted to AACR2, add a 936 note formatted as “AACR2=[institution's symbol]” to identify the institution doing the conversion:

```
936 ## $a AACR2=GUA
936 ## $a AACR2=DLC
```

21.3.2. Pre-AACR2 practice. The modifications indicated above may also be made when a pre-AACR2 record is closed-off. When editing the record in pre-AACR2 style, follow the guidelines below. (See also CCM 21.4.2. below.)

Fields from Closed-off Pre-AACR2 Record

```
DtSt:  d      Dates: 1980,1983
245 00 $a IC, Infection control.
260 ## $a [Thorofare, N.J., $b Charles B. Slack, inc.]
300 ## $a 4 v. $c 28 cm.
362 0# $a v. 1-4; 1980-83.
785 00 $t Infection control $x 0195-9417 $w (OCoLC)11000171 $w (DLC)
      84646104
```

Last issue. Pre-AACR2 records can be modified by adding notes (field 362, indicator 1) with the

dates or numberings of first and/or last issues, as with current records.

362 1# \$a Ceased with v. 25, no. 9 (Sept. 1989).

In formatted notes (field 362, indicator 0), designations are generally given in abbreviated form. Pre-AACR2 practice also differs in that numbering and dates are separately grouped with punctuation as shown below. (See also *CCM* 22.4.5.)

362 0# \$a v. 1-4; 1980-83.

Ending date of publication. The dates of publication were not generally given prior to AACR2 if dates were included in the holdings area of the record (field 362). (See “Fields from Closed-off Pre-AACR2 Record” example above.) If dates are recorded in field 260 the ending date of publication is generally given in an abbreviated form, if possible.

260 ## \$a London, \$b H.M. Stationery Off., \$c 1901-40.

Extent of item. Pre-AACR2 rules accommodated the recording of the extent of a printed work in the terminology suggested by the work (e.g., v., no., pt.). It also provided for the indication of the physical units in which the serial was published or bound by the publisher. In the case of serials that were complete in one volume, the pagination was recorded instead. CONSER considers this information optional.

300 ## \$a 25 no. in 3 v. \$b maps (part fold.) \$c 25-33 cm.

Field 936. The 936 field is often modified when closing off pre-AACR2 records. Under pre-AACR2 CONSER practice, field 936 was used to record the latest issue consulted (on which the cataloging was based) or to note the fact that no issue was consulted. If the last issue is in hand when the record is closed-off and recorded in the 362 field, delete the 936 field, if present. If an earlier issue (or no issue) is consulted when closing the record other data may need to be recorded in the field. For details on Pre-AACR2 use of the 936 field, refer to the *CEG*, Field 936, p. 4.

21.4. Pre-AACR2 record modification

21.4.1. Updating pre-AACR2 records. Pre-AACR2 records are modified for the same reasons that AACR2 records are modified: title changes, frequency changes, changes to main and added entries, etc. Some changes are recorded in the same manner as instructed in AACR2 and following guidelines in other modules (see 21.2). Unformatted notes are generally added to pre-AACR2 records following current conventions; other changes may be handled differently in pre-AACR2 records and are explained below. If the change you need to record is not covered below, assume that the same practice is followed in both AACR2 and pre-AACR2 records. For changes needed to close-off pre-AACR2 records refer to 21.3.2 above. For changes to pre-AACR2 records that necessitate the conversion of the record to AACR2, see 21.4.2.

Choice of entry. Do not change the choice of entry on a pre-AACR2 record. If a change occurs that makes the current choice invalid, convert the record to AACR2.

Form of headings. Existing headings may be modified on pre-AACR2 records and new headings may be added to pre-AACR2 records. Use the AACR2 form whether the heading is new or modified. The authoritativeness of the headings should reflect the level of authentication of the record (field 042). Existing headings in pre-AACR2 form are changed to their current form when the AACR2 form is newly established in the name authority file. Only the heading that is newly established is changed in the record, often resulting in a mixture of AACR2 and pre-AACR2 headings. If a new heading is added, existing headings are not modified. (For more details, see also *LCRI* 26, 2b.)

```
110 1# $a Great Britain. $b Colonial Office.  
245 00 $a Colonial reports - annual.  
[AACR2 form of body with pre-AACR2 title form]
```

Title variations and changes. Record a variant title on a pre-AACR2 record by adding field 246 and/or a 500 field note. Refer to *CCM* 22.4.9f, “Variations in Title,” to determine if a title change should be considered a minor variation. (*CCM* 22.4.3, “Transcription of the Title,” describes how pre-AACR2 titles were transcribed.) Note that a generic title recorded in a record created according to *ALA cataloging rules* may never have appeared on the serial as it is presented in the record. If a minor variation not constituting a title change appears on current issues, the variation can be recorded as the title proper in the 245. Alternatively, a “title varies slightly” note can be given instead of changing the 245 if the variation is insignificant. If the title proper is changed, the earlier title can be moved to a 246 if access is required. If unable to determine whether a title change would have been considered a minor variation according to earlier rules, create a record for the new title, link both records, and close-off the earlier record without converting it to AACR2.

Publication information. Current or latest place and publisher information is recorded in the 260 field since the pre-AACR2 description is based on the latest issue. If there is a significant change in this information, the 260 field may be modified to record more recent data with a note added to retain the earlier information. “Important changes” were identified in the AACR rules to include the following situations:

- Change of publisher occurring after a long period
- Transfer of publication to another country or region

Other changes were also noted including important variations in commercial publishers’ names and bibliographically significant changes involving either the place or the (non-commercial) publisher.

converting AACR successive entry records to AACR2.

- 1) Alter description based on earliest issue in hand, following AACR2 and LCRI.
- 2) If a formatted 362 field (first indicator = 0) is present in a record, and the first issue is not in hand, incorporate the information into a note, and recode the first indicator to 1. Add a "Description based on" note in field 500.
- 3) Change other notes as appropriate (e.g., form of volume/date information, etc.).
- 4) Change form of entry in linking fields, when necessary, from key title to cataloging entry form.
- 5) Convert main and added entry headings, including series, to AACR2 form.
- 6) Determine necessity for uniform title heading (130) or uniform title (240) as prescribed by LCRI 25.5B.
- 7) Add code "a" to DESC in fixed field.
- 8) Add required ISBD punctuation (e.g., fields 245, 260, 300).

Fields Converted from Pre-AACR2 Cataloging

Pre-AACR2 Record Before Conversion

```
Desc: #
010 ## $a 68-25183//r702 $z sn78-385
245 00 $a Playboy.
260 ## $a [Chicago, $b Playboy]
362 0# $a v. 1- [Dec. 1953-
936 ## $a Nov. 1979
```

Record After Conversion to AACR2

```
Desc: a
010      68-25183 $z sn78-385
130 0    Playboy (Chicago, Ill.)
245 10   Playboy.
260      Chicago, Ill. : $b HMH Pub. co., $c c1953-
362 0    Vol. 1, no. 1-
500      Title from cover.
500      Latest issue consulted: Vol. 41, no. 12 (Dec. 1994).
515      Vol. 1, no. 1 lacks chronological designation but constitutes Dec.
          1953.
```

Different Choice of Entry. When the choice of entry would be different under AACR2 the cataloger must also determine whether the AACR2 record should cover a different (usually expanded) period of time than the pre-AACR2 record, and whether there are additional records that require consolidation or other modifications. If the span of years to be covered by the AACR2 record is different, the following fields should be carefully checked for any needed changes:

- 1) Fixed field dates (008/7-14); publication status (008/6); country of publication code (008/15-17)
- 2) 260 \$c
- 3) 300 \$a
- 4) 310/321 (when dates are present)
- 5) 362
- 6) 5XX (for dates)
- 7) 550 (incorporate earlier or later issuing bodies, as necessary)
- 8) 7XX (make additional added entries, as necessary)
- 9) 760-787 (add, change, or delete, as necessary)

21.5. Record consolidation and separation

A CONSER record usually continues to serve its purpose even though the cataloging standards as they were applied to the serial have changed. According to *CEG* B4.3.3, it is generally not necessary to revise a record due solely to a change in the rules or rule interpretations. Record consolidation or separation should be completed only when there is a practical need or there are cataloging errors clearly involved, but not simply due to a change in cataloging practice.

Records may be consolidated or separated following the general instructions below and the procedures specified in *CEG* C8.2. Record consolidation must not result in the loss of cataloging information (*CEG* C8.1.1). *CEG* C8.1.2 also discusses record consolidation/separation processing restrictions and requirements, including the following instructions:

- Do not consolidate records authenticated by LAC or ISSN Canada
- Consult with NSDP before consolidating authenticated records with multiple ISSN for U.S. publications
- Notify LC (srdcat@loc.gov) when deleting authenticated records not retained in record consolidation

21.5.1. Consolidating records due to fluctuating titles or titles of short duration. AACR2

of the CONSER database.⁴ This first step insures that the record is no longer distributed from LC to other systems and catalogs and that it is also deleted from other systems that include the CONSER database. CONSER catalogers report duplicate CONSER records to LC first and include a statement in field 936 to identify the duplicate record for other catalogers.⁵ (See also *CEG*, Section E, Field 936, p. 4.)

936 ## \$a RECORD REPORTED FOR DELETION--USE #...

The record deletion report, or duplicate record report, is then forwarded to OCLC after LC removes the record from its system. Forms are available to submit such reports to OCLC through the U.S. mail (<http://www.oclc.org/oclc/forms/bibdup.htm>) or on the World Wide Web (<https://www3.oclc.org/app/bibdup/>). (See also *CEG* C7.4.2 and the “Duplicate Record Report” at the end of C7.)

The second part of the deletion process is performed by OCLC. After verifying the accuracy of the duplicate record report, OCLC removes the duplicate record from the WorldCat system, updates the holdings information, and adds field 019 to the retained record which contains the OCLC control number for the deleted record.

Deletion of non-CONSER records is not reported to LC since the record is not in the CONSER database. If a serials cataloger identifies a non-CONSER serial record that needs to be deleted, they need only report the record to OCLC for the record to be removed from the OCLC system.

21.7.1. Duplicate records. If a cataloger identifies two or more records that represent the same set of serial issues, it must be determined whether or not the record(s) should be removed from the CONSER and/or OCLC databases. There are five steps to the process of deleting duplicate records:

- 1) Determine if the record(s) is a permissible duplicate
- 2) Select which record to retain, which to delete
- 3) Determine if data from the deleted record should be added to the retained record
- 4) Add deletion statement in field 936 of duplicate record
- 5) Report the record(s) to LC (if it's a CONSER record), or OCLC (if it's not CONSER)

See 21.7.2 for an example of duplicate records.

⁴CONSER members can optionally delete their institution's records from the CONSER database in LC's system. Instructions are found in *CEG* C7.5, “Deleting Records in LC's System.”

⁵Detailed instructions for reporting records for deletion to LC and OCLC are found in *CEG* C7.4.

Permissible duplicates. *CEG* Section C7.2, “Categories of Permissible Duplicates,” gives detailed information as to which categories CONSER considers to be permissible duplicates and which OCLC accepts as permissible. The table below illustrates the categories and their general status in CONSER and OCLC.

Select the record to retain. Once duplicate records have been identified it must then be determined which record to retain and which to report for deletion. *CEG* C7.3 establishes three criteria on which to base this decision.

Category of Duplicate	Permitted in CONSER?	Permitted in OCLC?
Latest entry	Yes	Yes
LAC French & English	Yes	Yes
LAC microform records	Yes	Yes
Cumulations, Parts, Supplmt	No	Yes
Monograph & Serial	If LC mono, report to LC	Refer to <i>Bibliographic Formats and Standards</i>
Different MARC Formats	No	No

- 1) For CONSER records, retain the record with the highest level of authentication. If the duplicate records have the same authentication level then choose the best or most complete record.
- 2) For non-CONSER records, retain the record that most adheres to AACR2 choice and form of entry, or the one that is most complete.
- 3) All other factors being equal, select the record input first.

Identify data to add to the retained record. The record deletion process should not result in the loss of catalog data. It may be that the duplicate record covered issues and related information that the retained record did not. If there is accurate data in the duplicate record not initially included in the retained record, freely move the additional data into the record that is retained.

Final steps. The last two steps in the deletion process are discussed in 21.7 above: add field 936 to identify the duplicate record and report the duplicate for deletion to either LC or OCLC. If the record is a CONSER record, the report may go to LC, if the record is non-CONSER, report the duplicate to OCLC. (See also *CEG* C7.4, C7.5.) The OCLC control number of a deleted record is added to the retained record in field 019.

Retained record – after

```

OCLC: 1782323          Rec stat:    c
Entered: 19741205      Replaced: 19980211   Used: 19971113
Type: a   ELvl:       Srce:       GPub:       Ctrl:       Lang: swe
BLvl: s   Form:       Conf: 0     Freq: a     MRec:       Ctry: sw
S/L: 0    Orig:       EntW:       Regl: r     ISSN: z    Alph: b
Desc: a   SrTp:       Cont:       DtSt: c     Dates: 1936,9999
  1  010      38-35808 $z sn86-12699
  2  040      DLC $c DLC $d RCS $d OCL $d IUL $d WAU $d DLC
  3  012      u $b 3 $c - $d 7 $e - $f - $g p $h - $i 9710 $j P
  4  019      1756331 $a 9859076
  5  022      0076-1648
  6  035      0432068 $b MULS
  7  041 0    sweengfreger
  8  042      lc $a nsdp
  9  050 00   Q64 $b .L96
 10  060 0    W1 LY51E
 11  069 1    L13720000
 12  092      509 $b L981
 13  090      $b
 14  049      DLCC
 15  210 0    Lychnos
 16  222 0    Lychnos
 17  245 00   Lychnos : $b L"ardomshistoriska samfundets `arsbok =
annual of the Swedish History of Science Society.
 18  246 30   L"ardomshistoriska samfundets `arsbok
 19  246 30   Annual of the Swedish History of Science Society
 20  260      Uppsala : $b Almqvist & Wiksell, $c 1936-
 21  300      v. : $b ill. ; $c 26 cm.
 22  310      Annual
 23  362 0    1936-
 24  500      Subtitle varies.
 25  500      List of members in volumes for 1936-37.
 26  510 2    America, history and life $x 0002-7065 $b 1962-
 27  546      The contributions are chiefly in Swedish, with
occasional articles in English, French, or German, and summary in one
of these languages for each of the Swedish papers.
 28  650 0    Science $x History $v Periodicals.
 29  710 2    L"ardomshistoriska samfundet.
 30  850      DLC $a WaU
 31  936      1996 LIC; $a AACR2=WaU

```

21.8. Upgrading minimal, core, and “lccopycat” records

Serial minimal-level records (MARC 21 encoding level “7”) can vary greatly depending on the sources. Non-CONSER serial minimal records in OCLC follow guidelines established in OCLC’s *Bibliographic Formats and Standards*. CEG Section B6, “CONSER Record Requirements for Full, Core, and Minimal Level Records,” includes requirements for all levels of CONSER records. CONSER minimal-level records are mostly input by national libraries and programs although other members are free to do so. The U.S. and Canadian ISSN centers input minimal-level records as do members of the U.S. Newspaper Program. The main difference between full and minimal records has traditionally been the exclusion of subject cataloging elements from minimal records, although not all minimal records lack subject elements. Records may now be coded as minimal due to the lack of authority work, although many headings in minimal records are established.⁶

When upgrading a serial record from minimal-level to full-level, if necessary, evaluate the following fields to determine if additional information is needed.

- Fixed field elements for Nature of entire work/contents (008/24-27)
- Field 041, Language code
- Field 043, Geographic area code
- Field 300, Physical description
- Field 310, Current publication frequency
- 5XX note fields
- 6XX subject added entries
- 7XX linking entries (other than 780/785)

Authority work should also be checked if 042 code “msc” is present. (Optional elements can be freely added if the record is not upgraded to a higher encoding level.)

21.8.1. Adding subject analysis when upgrading minimal records. Some minimal records--CONSER and non-CONSER--do have subject elements. Classification numbers found in fields 050 through 090 may be present and serve as a useful starting point for subject cataloging, although they need to be verified as valid and appropriate. If a minimal-level record contains a 6XX subject heading, determine that it is valid and that it fits the serial when upgrading the record. Also research your issues to determine if other subject headings are needed, when upgrading to full. The following record example was upgraded from minimal to full cataloging, and included fields 082, 090, and 650 prior to its being upgraded.

⁶Full-level records authenticated prior to 1994 may include headings that are not established with authentication code “msc” (field 042).

The Word Spy. Logophilia, Ltd., c1995-2003. URL: <http://www.wordspy.com/>

Additional resources:

| *Source of Title Note for Internet Resources*. Subcommittee on the Source of Title Note for
| Internet Resources Cataloging Policy Committee Online Audiovisual Catalogers, Inc., Third
| Revision, 2005. URL <http://ublib.buffalo.edu/libraries/units/cts/olac/capc/stnir.html>

BIBCO Participants Manual. Appendix A, Integrating Resources, a Cataloging Manual.
Program for Cooperative Cataloging. Aug. 2003. URL:
<http://www.loc.gov/catdir/pcc/bibco/irman.pdf>

Counter Code of Practice. 3, Definitions of Terms Used. COUNTER. Dec. 2002. URL:
http://www.projectcounter.org/code_practice.html

*Description of Entities and Elements for the Electronic Resources Management Initiative. Data
Elements and Definitions*. The Digital Library Federation Electronic Resource Management
Initiative, Data Elements and Definitions Working Group. July 18, 2003. URL:
<http://www.library.cornell.edu/cts/elicensestudy/dlfdeliverables/home.htm>

Guidelines for Coding Electronic Resources in Leader/06. Prepared by the Network
Development and MARC Standards Office, Library of Congress. URL:
<http://www.loc.gov/marc/ldr06guide.html>

Weitz, Jay. *Cataloging Electronic Resources: OCLC-MARC Coding Guidelines*. URL:
<http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>

| *Final Report*. Program for Cooperative Cataloging, Standing Committee on Automation, Task
| Group on Linking Entries. Feb. 2005. URL:
| <http://www.loc.gov/catdir/pcc/archive/tglnkentr-rpt05.pdf>

Definitions of terms used in this module

Aggregator. A company that provides digitized access to the content of many different serials and other resources, often from a variety of different publishers. Aggregators may also be called by other terms, including but not limited to: distributors, vendors, or secondary publishers. Aggregators provide access to digitized material through a searchable database. Generally the collections that aggregators produce fall into two different categories: those that provide access to complete issues of serials and those that contain the text of selected articles from serial issues. *(CCM)*

Aggregator database. The searchable collection of digitized material produced by an aggregator. *(CCM)*

Aggregator-neutral record. A catalog record representing all versions of a resource made available by multiple online providers. *(CCM)*

Anonymous FTP (File Transfer Protocol). Allows retrieval of electronic resources from a remote site without requiring a user ID or password. *(CCM)*

ASCII. American Standard Code for Information Interchange. A standard character-to-number encoding scheme used widely in the computing industry. The term “ASCII” is also used to refer to electronic files that consist only of plain text. *(CCM)*

Bibliographic resource. An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible. *(AACR2)*

Blog. A Web site (or section of a Web site) where users can post a chronological, up-to-date entry of their thoughts. Basically, it is an open forum communication tool that, depending on the Web site, is either very individualistic or performs a crucial function for a company. *(Netlingo)*

Born-digital. An adjective describing a document that was created and exists only in digital format. *(The Word Spy)*

Browsers. Software programs for reading hypertext documents. Browsers are mounted locally either on site for terminal mode or on the user's PC. Netscape, Internet Explorer, and Lynx are examples of hypertext browsers used to view World Wide Web documents. Netscape and Internet Explorer are graphical browsers, Windows- or Mac-based; Lynx is a text-only terminal mode browser. They all allow a user to read and follow hypertext links specified in a document. They vary in their ability to handle graphic or sound files. *(CCM)*

Client. A software application that works on your behalf to extract a service from a server somewhere on the network. *(Krol)*

31.1. Introduction

31.1.1 What is a remote access electronic serial?

A remote access electronic serial is a continuing resource that is accessed “via computer networks.” It is issued in a succession of discrete parts usually bearing numbering, and has no predetermined conclusion (*AACR2*). This is in contrast to a direct access electronic resource which is issued on a physical carrier such as CD-ROM, floppy disk or diskette. The terms “electronic serial,” “e-serial,” “online serial,” and “remote access serial” are used in this text interchangeably for serials issued on the World Wide Web, via email, ftp, etc. (See also *CCM* 31.2 for distinguishing serials and integrating resources).

Though many online serials are “born-digital,” created and existing only in a digital format, the majority of electronic serials cataloged by CONSER libraries are online versions of print publications available on the World Wide Web. Online versions are made available by many providers, including publishers, aggregators, distributors, vendors, secondary publishers, and libraries involved in digitization projects. (The term “providers” will be used throughout this text to refer to the broad range of organizations that provide digitized text of print serials). In 2003, CONSER changed its policy on record creation for titles offered in multiple provider packages and developed the concept of the “aggregator-neutral record.” Guidelines for creating aggregator-neutral records are intended to be applicable to creating a record for any e-serial, including those that don’t have a print equivalent and free serials that aren’t part of a commercial aggregation (e.g. government documents).

A further discussion of the background and goals of the aggregator-neutral record appears in *CCM* 31.2.3B. Information to include or exclude in the aggregator-neutral record is specified throughout this module under field by field instructions. Guidelines for the aggregator-neutral record and *CCM* citations for specific fields are given in a table in 31.2.3B.

31.1.2 Why catalog online serials with AACR2 and MARC 21?

Institutions use several methods to provide access to electronic serials; one method is to create *AACR2/MARC 21* records for online serials in the OPAC. Other methods include A-Z listings of electronic resources and links to article and citation databases through link resolvers. New products and tools are evolving and institutions often use a combination of these, including OPAC records, to provide access to digitized content.

Providing records for online versions of a resource in the OPAC is a way to allow users to find all related formats of the resource (e.g. print, CD-ROM, and online) in one place. OPAC users can find related records for a resource that has changed from print to online when both are cataloged. Searching for resources in the OPAC is enhanced with controlled name, series, and subject headings provided by catalogers. Links between OPAC records, serials management systems, citation databases and linking services enhance browsing of contents and delivery of

journal articles. Since commercially packaged resources require subscription fees, it's appropriate to create bibliographic records associated with holdings and library acquisition records in order to track expenditures.

This module describes current CONSER policies for giving access to an online serial through a catalog record. Basic steps for providing access are:

- Determine if the resource is a serial, integrating resource, or monograph.
- Decide whether the single record approach or a separate catalog record approach will be used.
- If a separate record is used, determine and record the basic bibliographic information in order to accurately identify and describe the serial.
- Determine the access points needed for retrieval of the catalog record.
- Determine and record the means by which the serial itself can be accessed online.

31.1.3. Electronic reproductions

LCRI 1.11A, issued in 2000, allows a library to use a record for the print version to clone a new record for the reproduction, similar to the approach used for reproduction microforms. In 2002, CONSER members voted to implement provisions of *LCRI* 1.11A when an electronic item is clearly a reproduction according to the *LCRI*. In-house digitizations and digitized sets of older serials, such as the American Periodical Series are examples of when this RI could reasonably be applied.

Making distinctions between simultaneous "versions" and "reproductions" is sometimes difficult with digitized print serials. The *LCRI* describes reproductions as "usually made for such reasons as the original's limited availability, remote location, poor condition, high cost, or restricted utility." In case of doubt whether or not a resource is a reproduction, the *LCRI* says not to consider it a reproduction.

Until further guidelines are developed (for example, the question of whether or not to use a uniform title for electronic reproductions of serials is being considered), CONSER members are generally not making distinctions between digital reproductions and simultaneous versions. Except in limited cases, CONSER treats remote electronic format serials as simultaneous versions and bases the description on the version itself.

31.1.4. Multiple document formats and access methods

Electronic serials may be issued in different "file" or "document" formats in order to meet the needs of users. Many online serials provide an HTML version to enhance online viewing and a PDF format to provide high quality printouts of articles. Graphic, sound, and video files may also be included as a part of an e-serial. A serial may be available in one, all, or a combination of these formats, and over time, the available formats may change.

many such cases, so its existence and electronic location are noted on the record for the original, with appropriate indication of its relationship to the original version.

- Separate records are preferred when the online version has significant additional content not present in the original. The choice of a separate-record approach in such cases means that the versions are not considered equivalent and the difference of the online version from the original is significant to users.

MARC21 coding in the single-record and separate record approaches compared:

Single-record approach

In the *record for the original*:

- Code **008/22** (“form of original item”) and **008/23** (“form of item”) as correct for the original, not for the online version
- Note the availability of the online version in field **530** (see also *CCM* 31.14.7 and 31.16);
- Add a **740** (2nd indicator blank) title added entry or 7XX author/title added entry when the title of the online version differs
- Provide the location of the online version in field **856**
- If a separate ISSN has been assigned to the online serial but a separate record doesn’t exist, add field **776** with subfields \$t and \$x (and/or subfields \$a and \$s if appropriate)
- Optionally, an electronic resource **007** field may be added for the online version

Do not add an electronic resource **006** field for the online version.

(See *CCM* 31.20.3 for the record for *ARC News (Redlands, Calif.)*.)

Separate record approach

In the *record for the original*:

- Note the availability of the online version in field **530** (see also *CCM* 31.14.7 and 31.16);
- Add a **730** title added entry or 7XX author/title added entry when the title of the online version differs
- Link to the online record with field **776**, and;
- Provide the location of the online version in field **856** (if not already present in the record).

In the *record for the online version*,

- Describe the digital version using all appropriate fields;
- Add a **730** title added entry or 7XX author/title added entry when the title of the original differs
- Link to the original version’s record using field **776**, and;
- Give appropriate **856** fields

B. Separate records: the aggregator neutral record

CONSER implemented the aggregator-neutral record policy in July 2003. The policy focuses on providing a bibliographic description of the serial as issued by the publisher or other original source of the content (such as a scholarly society). The record representing the online version contains information applicable to all versions being distributed by all providers. The practices for the aggregator-neutral record were intended, as much as possible, to be applicable to all online serials, whether or not they are represented in e-serial packages, and whether or not they have a print counterpart. Certain elements may not be appropriate for some e-serials; for example, notes which refer to a print version would not be applicable to a serial which does not have a print counterpart.

Although the policy calls for the creation of one record for an electronic serial issued in multiple aggregations, there may be exceptions that will require separate records. If the cataloger determines that the serials involved are really different works (e.g., content is significantly different), separate records should be created.

The aggregator-neutral record does not contain information specific to any one particular provider, with the exception of citing the package and format upon which the record was based. Provider names are not added to uniform titles as qualifiers, given as name headings or mentioned in issuing body notes. Notes about access restrictions, format, or system requirements specific to particular providers also are not given. As CONSER catalogers consolidate existing multiple records for an online serial, the URL of all versions will be given on the remaining record.

The aggregator-neutral record was developed after surveying CONSER and non-CONSER librarians on the need for an OPAC record representing the online version of a print title. Librarians told of problems with selecting and editing records from the national database to customize for local OPACs. They needed a simpler record, adaptable to local access methods through use of record sets, serials management systems, and databases that provide full text or citations to serial content.

CONSER is applying the policy to titles in e-serial packages that present whole issues of digitized serials rather than to databases that are focused on article delivery. Complete issue e-serial packages provide the best basis for creating a catalog record. The PCC Third Task Group on Journals in Aggregator Databases helped develop a macro that will automate the creation of records for titles in article based databases. The following table summarizes cataloging decisions made for the aggregator-neutral record and refers to the section of *CCM* Module 31 where more detailed information and field by field examples can be found. Record consolidation guidelines are presented at the end of the table.

2. Its title matches that of another unrelated serial or series in the database²:

```
130 0# $a Etc. magazine (New York, N.Y.)
245 10 $a Etc. magazine $h [electronic resource].
```

```
245 00 $a Etc. magazine.
260 ## $a McAllen, Tex. : ...
```

3. It is published in various editions (see *CCM* 31.10):

```
130 0# $a Academics in the news (National ed.)
245 10 $a Academics in the news $h [electronic resource].
```

```
130 0# $a Academics in the news (International ed.)
245 10 $a Academics in the news $h [electronic resource].
```

4. It was formerly published in print (or other physical format such as CD-ROM) and changed to online:

```
130 0# $a Iowa farm statistics for ... (Online)
245 10 $a Iowa farm statistics for ... $h [electronic resource].
780 00 $t Iowa farm statistics for ...
```

See *CCM* 5.2.1. for the basic principles of assigning a uniform title. The principles include the instruction: Do not go back and add a uniform title to a record that has already been cataloged. If you are cataloging or editing all of the titles at the same time, however, a uniform title may be created for each. Sometimes a cataloger has added a uniform title to both the online and print records because both versions were “in hand.” A revision of *LCRI* 25.5B in 2003 contains the instruction to “generally avoid use of the terms “print” and “text” as qualifiers because they are vague and there is not a consensus as to their appropriate use.” The *LCRI* instructs the cataloger to prefer adding a qualifier to the heading for the physical medium that isn't printed text on paper “(even if that means assigning a qualifier to a heading in an existing record).” Many *CONSER* records contain the term print and do not need to be changed or revised.

Since *CONSER* treats most remote electronic serials as simultaneous editions rather than electronic reproductions, a uniform title qualified by the physical medium is used if the online and print version titles conflict. According to the *LCRI*, uniform titles are not assigned to reproductions. In selecting a qualifier, the term “online” may be sufficient to differentiate from a print or CD-ROM counterpart. If the print serial has its own uniform title, use that uniform title and add a second qualifier.

```
130 0# $a Migration news (Davis, Calif.)
130 0# $a Migration news (Davis, Calif. : Online)
```

² LC serial catalogers will still consult SARs when testing for conflict per paragraph at beginning of *LCRI* 25.5B .

Prefer to use the uniform title of the print version as the basis of the uniform title of the online version, even if the place of publication appearing on the online version is different from the place used as part of the qualifier for the print:

Record for the print:

130 0# \$a Journal of online publishing (New York, N.Y.)

Record for the e-serial:

130 0# \$a Journal of online publishing (New York, N.Y. : Online)

260 ## \$a Chicago : \$b ...

[The e-serial is actually published in Chicago]

Do not use the name of the provider as part of the uniform title qualifier.

It is possible that both the online and the print versions will be entered under a corporate body or conference name and a uniform title will be entered in the 240 field:

Print version:

110 1# \$a Canada. \$b Defence Research and Development Branch.

245 10 \$a Annual report / \$c Defence Research and Development Branch.

Online version:

110 1# \$a Canada. \$b Defence Research and Development Branch.

240 10 \$a Annual report (Online)

245 10 \$a Annual report \$h [electronic resource] / \$c Defence Research and Development Branch.

31.6. Title statement (field 245)

31.6.1. Title proper. Transcribe the title according to the rules found in AACR2 Chapters 1, 9, and 12, and the directions in CCM Module 6. Determine the title proper based on information taken from the chief source (see CCM 31.3). Prefer a source associated with the first or earliest issue, focusing on formally presented statements. Use other sources such as the home page, menu listings, etc. if no formal source associated with the first or earliest issue can be found. The running title on a PDF article can be used when earlier titles are not displayed prominently on the Web site. This enables the creation of a record for the online version that corresponds to records for print title changes (see 31.3.3). Sometimes the cataloger will need to supply a title within brackets per AACR2 9.0B1 and 9.7B3.

Per AACR2 1.1B1 do not record words that serve as an introduction and are not intended to be part of the title, such as “Welcome to.” The title may be noted and treated as a variant title per AACR2 1.1B1 and 1.7B4.


```
245 00 $a Python journal $h [electronic resource].
246 1# $i Title on home page appears as: $a Welcome to python journal
500 ## $a Title from home page (viewed Apr. 9, 2002).
```

31.6.2. General material designation (GMD). Include the GMD “electronic resource” in brackets in subfield \$h following the title proper. Do not use the GMD “interactive multimedia” for serials that meet the definition found in the *ALA Guidelines for Bibliographic Description of Interactive Multimedia*.

```
245 00 $a Postmodern culture $h [electronic resource] : $b PMC.

245 00 $a Journal of physics. $n B, $p Atomic, molecular and optical
physics $h [electronic resource].
```

31.6.3. Statement of responsibility. Record the statement of responsibility as part of the 245 field as prescribed in AACR2 1.1F and 12.1F. Record a statement of responsibility only when it appears prominently in the item. In all other cases, record the information in field 550. If there is no formal statement of responsibility, do not attempt to construct one; instead, make appropriate notes for any other persons or bodies that appear in the text of the online file and are deemed important for access.

31.7. Variant titles and title added entries (fields 246, 730, 740)

Online serials may contain variant titles on the home page or other locations. Such variants include “at head of title” phrases, running titles, or abbreviated titles in header information or at the end of the file. File or directory names constitute other legitimate variant titles if it may be reasonably assumed that a user would search for the serial using those names. The title bar in the Web browser displays the HTML title element as coded in the document. Such a title can be recorded as a title variant or can help clarify the form of the title proper when presentation in the chief source creates doubts.

Record all variant titles as specifically as possible, using field 246 subfield \$i if the display constants available for 246 indicators are not sufficient to generate an accurate note.

```
245 00 $a Emerging infectious diseases $h [electronic resource] : $b EID.
246 30 $a EID

245 00 $a Journal of extension $h [electronic resource].
246 1# $i Also known as: $a JOE

245 00 $a Effector online $h [electronic resource].
246 1# $i File name: $a EFFON

245 00 $a Word virtual $h [electronic resource].
246 1# $i Title in source code: $a WordVirtual.com
```

Multiple providers sometimes present the title of a digitized serial differently from one another. For the aggregator-neutral record, give added entries for variations of the title presented by different providers with the following introductory text:

```
246 1# $i Issues from some providers have title: $a [Title]
```

The example below is a record for the first title in a string of title changes, records have been created for each title, based on the running title that appears on each article. All the successive titles, a, b, and c are carried on the same Web site which carries the most recent title, c.

```
245 00 $a [Title a]
246 1# $i Some providers make available as part of the Web site of the
  later title: $a [Title c]
785 00 $t [Title b]
```

Make added entries for related works as necessary according to the instructions in *CCM 7.5.2*.

31.8. File characteristics (field 256)

[No longer valid in AACR2]

Chapter 9, Area 3 was deleted in AACR2 2004 revision. Historically, the only terms used in this area were: electronic data, electronic program(s), or electronic data and program(s). Since the body of the serial record for an electronic resource makes it clear what type of file it is (usually text), CONSER practice was not to create a 256 field. In some instances, a 516 field may be warranted (see *CCM 31.14.3*).

31.9. Numbering (fields 362, 500)

Transcribe numbering (field 362) from the first issue of a remote access serial when available. If the first issue is not available, construct an appropriate designation for use in a "Description based on" note.

First issue available:

```
362 0# $a 1995/01-
```

First issue not available:

```
500 ## $a Description based on: Summer 1992; title from title screen
  (publisher's Web site, viewed July 15, 2002).
```

Take the numbering from the title source if it appears there; otherwise, take it from anywhere within the file or files. For an emailed file, take the designation from the date of transmission from the original sender (i.e., the publisher or distributor), if no other source is available.

If numbering is very difficult to locate or construct, add a "numbering peculiarities" note explaining the source for the designation (see also *CCM* 31.14.2).

```
500 ## $a Description based on: 1994; title from homepage index
          listing (viewed June 8, 2000).
515 ## $a Numbering taken from text.

362 0# $a No. 1 (Jan. 1995)-
515 ## $a Numbering taken from introductory text found in README file.
```

When cataloging an online version of a printed serial, give a "description based on" note if the online version does not begin with the first issue of the printed version. Since providers vary in the range of issues they offer online, the CONSER practice of giving a "coverage as of" was discontinued when *LCRI* 12.7B10 was deleted in 2003. The beginning dates of the print version may be given in a 362 1# field to provide justification for the fixed field beginning date:

```
Dates: 1984, 9999
362 1# $a Print began with: Vol. 3, no. 1 (Jan. 1984).
```

```
Dates: 1999, 9999
362 1# $a Print began in 1999.
```

Coverage as of notes on existing records can be replaced with the beginning date of the print if catalogers are entering the record to make other changes.

Likewise, the ending dates of the print version may be given in a 362 1# field to provide justification for the fixed field ending date:

```
Dates: 1948, 2004
130 0# $a Journal of range management (Online)
362 0# $a Vol. 1, no. 1 (Oct. 1948)-
362 1# $a Print ceased with: v. 57, no. 6 (Nov. 2004).
785 00 $t Rangeland ecology & management (Online)
```

```
Dates: 2005, 9999
130 0# $a Rangeland ecology & management (Online)
362 0# $a Vol. 58, no. 1 (Jan. 2005)-
780 00 $t Journal of range management (Online)
```

A latest issue consulted note is given per *AACR2* 12.7B23 if more than one issue has been consulted. Cite the provider in the latest issue consulted note if it is different from the provider cited in the source of title note. Give the date viewed in parentheses following the source of title .

```
362 0# $a Feb. 2003-
500 ## $a Title from table of contents (publisher's Web site, viewed
          Oct. 22, 2003).
```

```

500 ## $a Latest issue consulted: May 2003 (viewed Oct. 22, 2003).

500 ## $a Description based on: Vol. 43, no. 1 (1994); title from
journal home page (Emerald, viewed July 28, 2003)
500 ## $a Latest issue consulted: Vol. 52, no. 9 (2003) (FirstSearch,
viewed Oct. 28, 2003).

```

31.10. Edition statement (field 250)

Like serials in print, electronic serials are issued in language, geographic, or special interest editions. Treat such editions like all other serial editions (see *CCM* Module 9). A common edition statement recorded in the 250 field on a record for an e-serial is “Web edition” that distinguishes the print and online editions.

```
250 ## $a Web ed.
```

Sometimes it is not clear whether one record or multiple records should be used for language and other types of editions appearing on a Web site. Are the editions separately numbered and presented as separate publications within the Web site? The structure of the Web site may help determine if they are separate resources or if they are intended to be used together as one resource. Separate Web pages devoted to each edition at separate URLs provide separate sources of information that could be used as the basis of multiple records. If the content is only available from one Web page and URL, one record for the site may be more appropriate. It is sometimes useful to consult records for print versions of the editions to determine if these were issued as separate publications.

Using a single record is helpful where text in different languages is available either from a single Web site or chief source or even if there is not a common page with links to both languages, as long as there are links from one language version to the other. In this case, the availability of the text in different languages is given in a 546 note.

```
546 ## $a Text available in English, French, and German.
```

In the example below, separate records were created because the larger Web site contained discrete URLs for the editions, displayed separate edition statements, and provided separate chief sources of information for the editions:

```

130 0# $a Time for kids online (World report ed.)
250 ## $a World report ed.

130 0# $a Time for kids online (News scoop ed.)
250 ## $a News scoop ed.

```

Do not consider different document formats (e.g. PDF, HTML, etc.) to constitute editions; one record is used to represent all online formats. Also, do not consider a version statement that reflects an upgrade of an existing file to be an edition statement.

31.11. Publication, distribution, etc. area (field 260)

Treat all electronic serials as "published" material. Take information regarding the publishing of a remote access serial from anywhere in the publication, but prefer the chief source. Lacking a formal presentation on the first or earliest issue, review all other sources for a formal publishing statement. If the serial lacks a formal statement of publication but it is clear from either internal or external evidence that it emanates from a particular institution or organization, consider the institution or organization to be the publisher and the location of the institution or organization to be the place of publication. Use brackets only when information is taken from an external source. If no publishing information can be supplied, use "[S.l. : \$b s.n.]". Following the principles of the aggregator-neutral record, aggregator names are not given in the publishing statement. Information about the publisher generally would be applicable to all online versions of the title. Some providers distribute earlier issues of a title, others distribute later issues; there could be different publishers shown on earlier and later issues of a digitized print serial, so publishing statements might differ depending on which provider is chosen as the basis of description.

When describing from the first or last issue, include the publication date in the subfield \$c of field 260; otherwise, do not record it.

31.12. Physical description (field 300)

CONSER policy is not to apply the option given in *AACR2* 9.5B3. There is no physical description area (field 300 is not input) for electronic serials in the catalog record. Physical characteristics such as sound or graphics can be included in a note, and coded in field 007.

31.13. Series statement and series added entries (fields 4XX/8XX)

If a remote access serial is issued as part of a series, transcribe the series statement and construct the added entry according *AACR2* and *LCRIs* (see *CCM* Module 12 for a summary of appropriate rules and *LCRIs*). Make a distinction between the location of a serial on a larger Web site and a true series statement appearing on issues of the serial. The larger Web site should not necessarily be recorded as a series. The names of aggregators or distributors should not be recorded as series titles.

31.14. Notes

The notes area for electronic serials includes information appropriate both to the serial and to the electronic resource aspects of the publication. Notes on a record for an online version appearing in multiple e-serial packages should contain information that is applicable to all online versions. Take into account instructions for notes given in both Chapters 9 and 12 of *AARC2*. Input notes in numeric tag order.³ The most relevant notes for remote access serials are:

Source of title proper (field 500) -- see 31.3.4

Variations in title (fields 246, 500) -- see 31.7

Description based on (field 500) -- see 31.9; 31.3.4

Latest issue consulted (500) -- see 31.9

Beginning and/or ending dates of publication (field 362, indicator 1) -- see 31.9

Numbering peculiarities (field 515) -- see 31.9

Mode of access (field 538) -- see 31.14.5

Other physical formats (fields 530, 776) -- see 31.14.7

Less frequently used notes for remote access serials are:

Restrictions on access (field 506)

Type of electronic resource or data (field 516)

System requirements (field 538)

Information about documentation (field 556)

31.14.1. Restrictions on access (field 506). Do not use this note unless restrictions apply to all versions and formats of the serial. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful in the CONSER record, give in \$z of field 856.

31.14.2. Numbering peculiarities (field 515). Make notes on any numbering or issuing peculiarities. Electronic serials may have unusual numbering patterns (cf. *CCM* 31.9).

515 ## \$a	Successive articles are uniquely identified by a manuscript number and date.
515 ## \$a	Articles for 1996 are only available as individual articles, organized topically.
515 ## \$a	Articles are added to issues on a continuous basis; issues are complete after six months.

³ When format integration made it possible to use fields formerly defined only for electronic resources, CONSER catalogers agreed to input field 538 as the first field in CONSER records. This practice has been discontinued in favor of general CONSER practice, which, except for field 533, calls for input in numeric tag order.

31.14.3. Type of electronic resource or data (field 516). Field 516 has been used to make brief notes on the nature and type of remote access electronic serial (AACR2 9.7B1, 9.7B8). Current CONSER usage of the field is limited to situations where unusual information about file formats is needed. In a record describing a title offered by multiple providers, file formats should be applicable to all provider versions. Refer to the *CONSER Editing Guide* for instructions on the display constant and use of indicators with this field.

```
516 8# $a   Articles are available in PostScript, TeX, and dvi formats.
```

31.14.4. System requirements (field 538, System details). Make "system requirements" notes for *special* software, equipment or operating systems required to capture and/or print the electronic file (AACR2 9.7B1). Do not use the note unless the requirements are particularly unusual and apply to all versions offered by multiple providers.

31.14.5. Mode of access (field 538). A "mode of access" note (field 538) must be given in all records for remote access serials to explain the means by which the serial can be accessed (AACR2 9.7B1). If more than one issue is available, consult the latest issue for this information.

The mode of access note is one of the "system details" for remote access electronic resources and is given following the system requirements note, if present. Begin the note with the phrase "Mode of access:".

```
538 ## $a   Mode of access: World Wide Web.
```

Other examples:

```
538 ## $a   Mode of access: Email via electronic mailing list
            subscription.
```

```
538 ## $a   Mode of access: FTP via the Internet.
```

In addition to field 538, give an 856 field (cf. CCM 31.16) for each of the primary modes of access, when this information is readily available. Since field 856 is not a note field, some catalogers give information about access in field 538. For example, GPO often records the original URL in the 538 field when it adds a PURL to a record (see example below).

Alternatively, depending on local needs and system capabilities, this type of information can be given in subfield \$z of the 856 field.

```
538 ## $a   Mode of access: Internet. Address as of 06/08/01:
            http://www.ibb.gov/bbg/report.html; current access is
            available via PURL.
```

```
856 40 $u   http://purl.access.gpo.gov/GPO/LPS4612
```

31.14.6. Information about documentation (field 556). Make notes regarding documentation that can be accessed together with the electronic serial. (Refer to the *CONSER Editing Guide* for instructions on the display constant and use of indicators with this field.)

```
556 8# $a   Instructions for accessing related graphics in separate
            README file.
556 8# $a   User's guide available online via Internet email and FTP
            access.
```

31.14.7. Other physical medium (field 530). Make notes describing the existence of other medium (e.g., print) in which the serial is issued. Notes on other physical formats can be made in the 530 or in the subfield "i" of the linking field. (See also *CCM* 31.16.)

```
130 0# $a   Emerging infectious diseases (Online)
245 10 $a   Emerging infectious diseases $h [electronic resource] : $b
            EID.
530 ## $a   Issued also in print.
776 1# $t   Emerging infectious diseases $x 1080-6040 $w (DLC)
            96648093 $w (OCoLC)31848353
```

Field 530 is also used in a *print* record to note the existence of an online version whether or not the serial is cataloged separately. When the related serial is not cataloged separately, field 530 might also include information concerning availability of earlier or later titles.

```
530 ## $a   Later issues also available on the World Wide Web.
530 ## $a   Also available to subscribers via the World Wide Web as:
            Hematology and cell therapy electronic edition.
530 ## $a   Some issues, including those published under earlier titles,
            are accessible from the Census Bureau World Wide Web site.
530 ## $a   Beginning with <Mar. 1995> issue also available to
            subscribers online via the World Wide Web in PDF format.
530 ## $a   Also available online; archive file also includes issues
            published under earlier title.
530 ## $a   Also available online as archived issues of later title.
```

31.15. Electronic location and access (field 856)

31.15.1. Description. Field 856 identifies the electronic location of the serial from which it is available and information needed to access the serial by the method identified by the first indicator value (email, HTTP, FTP, telnet, dial-up). Information in the field should be sufficient to connect to a service, transfer files electronically, subscribe, or access issues of an electronic

journal or newsletter. Because this information may change, it is important that it be recorded from the most recent issue of the serial. For detailed instructions on how to construct the 856 field, see the *CONSER Editing Guide*. Also helpful are the *Guidelines for the use of field 856*, <http://www.loc.gov/marc/856guide.html>, prepared by the Network Development and MARC Standards Office of the Library of Congress.

Use of this field varies depending on the local catalog system. Some systems use the field as a "hot link" to connect the user with the online resource through the bibliographic or holdings record. Other systems generate OPAC displays to enable users to better understand information presented in the field.

Field 856 has subfields defined to hold a variety of data and instructions. Commonly used subfields of field 856 are listed below (there is no preferred order of these subfields):

- \$u, which holds a Uniform Resource Identifier (URI), such as a URL or URN;
- \$3, which contains information that specifies the part of the bibliographic item to which the field applies, when there is not a fully one-to-one relationship between the 856 and the resource described in the record; and
- \$z, which has a note, intended for public display, related to the electronic location or identifier in the 856 field.

A. Multiple locations

Deciding which and how many 856 fields to record for an online serial can be a difficult decision and depends on several factors. These include the number and types of URIs or other access methods available to the cataloger at the time of cataloging, local policies regarding the provision of 856 fields, and the need for widely accessible 856 fields on shared OCLC and CONSER records. Frequently, a cataloger will need to record a different access method locally than what is recorded in the CONSER record. The institution may access licensed resources through unique URIs which other institutions would not be able to use. In general, for the OCLC/CONSER record, use more widely available access methods in the OCLC record over methods which provide local institutional access only (an imbedded institutional ID in a URI, for example). Pages that present the user with a password and user id logon form probably are less convenient for users than pages that provide direct access to the serial, but sometimes are the only access methods available for recording in the record. If the content of a serial is spread over several locations, e.g. early volumes have one URI, later volumes have a different URI, it might be necessary to add several 856 fields to cover the entire content of the serial. The range of issues available from these sites can be given in \$3 of the 856 field (see examples below in *CCM 31.15.2*).

When there are multiple providers, URIs for each may be given on the aggregator-neutral record.

B. Multiple locations within a site

Often, the problem is having too many access methods from which to choose. Should the cataloger use a URI which points to a provider's home page, a specific journal's home page, table of contents for all issues of the serial, particular issues of a serial? The site's structure and the access available on various pages give the cataloger clues in making this decision. Pointing to a page which gives the user access to all the issues either through a table of contents or search interface provides access to the serial content without having to navigate several pages. On the other hand, access to some or all of these pages in publisher or distributor sites may be restricted to subscribers only. In such cases, it is preferable to point to a higher level page (a journal home page, for example) which at least provides an unregistered viewer information about the serial, subscription information, a password prompt, and perhaps sample issues or portions of the serial that are made available to non-subscribers. It is important to consider the function of pages in the site design as well. Many publishers provide journal home pages that are intended as a direct portal to the serial content, clearly identify the title, and may provide longer term stability than pages at other levels.

C. Mirror sites

With some serials the cataloger is faced with multiple "mirror" sites--alternative locations for accessing a Web site. Selecting how many of these to record also depends on the limits of the CONSER record and needs of the cataloging agency in providing access to its constituency. Providing several sites on a record helps assure an institution's access when one server is busy or where agreements between distributors, publishers, etc., make it preferable to provide users with multiple mirror locations. On the other hand, recording of all possible mirror sites on the CONSER record may not be practical. Besides the time involved in recording multiple 856 fields, there is a concern that more maintenance is involved if related mirror sites change at the same time. Ultimately, the decision on how many mirror sites to add to a record should focus on the needs or policies of the cataloging agency, shaped by the need to provide widely available access methods on the CONSER record. A cataloging agency, for example, could decide to record mirror sites in its home country and other mirror sites it deems necessary to assure its users access. When added to the CONSER record, multiple mirror sites which give identical access from different locations could be labeled as such:

```
856 40 $z   Access from the U.S.: $u http://www.us...
856 40 $z   Access from Europe: $u http://www.europe...
```

D. File formats

The 856 field is repeatable in two other ways: 1) if an electronic serial is available by more than one access method; and 2) if there are multiple file formats with different file names or groups of files. Separate 856 fields may be needed for each access method (e.g., World Wide Web, email,

etc.) by which the serial is available. Separate 856 fields for document formats may not be needed because more than one document format is often available from the same access method. The first indicator of field 856 defines access method; for example, first indicator "4" shows access is via HTTP. The second indicator identifies the relationship of the location or identifier in the 856 field to the item being described in the record as a whole; for example, second indicator "0" means the 856 field is for the same resource covered by the record as a whole, while "1" indicates the 856 is for an electronic version of the item described in the record.

31.15.2. Uses of field 856 in CONSER records. Field 856 is given in CONSER records in the following circumstances:

- 1) On the record for a remote access serial to cite the location of that serial. Use second indicator "0." In the aggregator-neutral record, URIs of all the providers distributing the serial are given. If the contents of the serial are split among multiple sites (whether multiple providers or several locations at one provider site), subfield \$3 is used to cite issues found at a particular location:

```
856 40 $3    Current issues available from the Publications Page of the
              ASA Web site $u http://www.asanet.org/pubs/pubs.html
856 40 $3    Archived issues $u
              http://www.asanet.org/footnotes/previous.html
856 40 $3    1994 $u
              http://www.computer.org/conferences/sc94/sc94home.html
856 40 $3    1995 $u http://www.supercomp.org/sc95/proceedings/
856 40 $3    1989-1991, 1993-1994 $u
              http://www.acm.org/pubs/contents/proceedings/series/sc/
856 40 $3    Abstracts: v.3(1998)-v.4(1999). Full text: v.5(2000)- $u
              http://...
```

- 2) On the record for a printed (or other format) serial to cite the location of partial contents or related information, such as summaries, abstracts, tables of contents, or subscription information. Subfield \$3 should be used to identify the part that is online. Use second indicator "1" whenever the URI points to any part of the electronic version. This includes Web sites which give access to some parts of the print material, even if it's repackaged in a substantial way. For example, a Web site which gives only the table of contents of a journal or only abstracts would still be indicator 1 because the site's content is essentially a version of the printed material.

```
856 41 $3    Summaries and index $u http:// ...
```

- 3) On the record for a printed or other format serial when there is an online version, regardless of whether the online version is separately cataloged or not. Use second indicator "1."

- 4) For related resources that do *not* represent the serial cataloged, its online version, or a part of the serial. Common examples would be an organizational home page or publisher's Web site. If an organizational home page contained a 10-year index to a journal or the tables of contents of several titles, this would be a related Web site. Use second indicator "2."

```
856 42 $3      Home page of the Health Physics Society: $u
                http://www.health-physics.com
```

31.15.3. Construction and coding. Depending on the mode of access, different subfields may be necessary in the 856 field. Subfield \$u may be used instead of or in addition to other subfields.

```
856 00 $z      Email subscription $u mailto:listserv@loc.gov $i subscribe
                $f CONSRLIN
```

For additional guidelines on coding the 856 field see *Guidelines for the Use of Field 856* from Network Development and MARC Standards Office, Library of Congress:

<http://www.loc.gov/marc/856guide.html>.

31.15.4. Volatility of access information. Without the regular examination of individual issues which is a natural by-product of check-in and inventory control, the URI for an electronic publication on a catalog record may quickly become inaccurate. Link checking software run locally can provide information about broken links but requires regular processing and follow-up work to determine if changes are needed. Serials management companies also provide maintenance for URIs as a part of their services for maintaining subscription information for online serials. Use of persistent identifiers or handle systems is another method to provide a mechanism for URI maintenance. An example of a persistent identifier is the PURL (persistent uniform resource locator), which allows libraries to update changes in URIs on a PURL server without needing to change URLs in catalog records. Link diagnostic notifications from the OCLC Connexion's Resource Catalog are another option OCLC libraries have for learning about changed URIs and making updates.

What should a cataloger do when encountering a record that has institution-specific access methods recorded in the 856 fields, links that are no longer valid, or links that point to a less than ideal location? For obvious errors in the access method (for example, if a typo prevents a URI from working correctly), the cataloger should make corrections. Where it is difficult to determine the usefulness of an existing access method because of access restrictions, lack of a password to logon, uncertainty of whether links are broken temporarily or permanently, etc., it is best to leave the 856 field on the record and add additional 856 fields. Even for access methods that appear to be invalid, there may be an advantage to leaving them on the record. The 856 field in many systems, including OCLC, is a searchable field. It is possible for an inactive address to give searchers clues about title changes, content changes, and former resource providers. If the only link appearing on the CONSER record is an invalid link, it can be left on

the record and labeled as invalid in the subfield \$z of the 856 field. Note that the second indicator is blank and

that the non-working URL is maintained in subfield \$u of the 856. This coding differs from LC practice documented in *LCRI 9.7B* where the non-working URL is moved to a subfield z so that it does not appear on LC's link checking reports repeatedly. The example below is based on a recommendation from OCLC and is derived from current system indexing needs and OCLC's electronic address checking software (see OCLC's recommendation at: <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/>).

856 4# \$z Link no longer valid as of Dec. 4, 2000 \$u <http://www...>

31.15.5. PURLs in CONSER records

PCC institutions are using PURLs in records for free online serials and other online resources. The successful maintenance of access information for these resources depends on the fact that the PURL is added to the record and never (except in rare instances where a mistake has been made or a duplicate PURL assigned) changed or deleted. Therefore CONSER members have agreed not to delete PURLs found on records.

GPO has been adding PURLs to records for government documents for several years and many CONSER authenticated records contain them. Current GPO practice is to record the URL of an online version of a work in the 530 (on a single record approach print record) or in the 538 of the online publication being cataloged. These notes give the original URL and the date on which a PURL was established for the title.

The PCC PURL Project allows participants to cooperatively maintain URLs for freely available Web resources. A PURL server, hosted by OCLC, is used to enter and maintain URLs. Participants receive weekly error reports of changed or broken URLs and make changes to the URL stored on the PURL server without needing to change the record; the PURL in the record will point to the correct changed URL in the PURL server.

PCC institutions are not required to use the PURL server or to be part of the PCC PURL Project. However, those who are cataloging in OCLC are encouraged to create a PURL and add it to the OCLC record. Any PCC participant can register on the PURL server; the participant's OCLC authorization number is used for logging on. Documentation and guidelines for the participants are posted on the project Web site (<http://www.loc.gov/acq/conser/purl/main.html>). Currently both the PURL and the URL are being added to the 856, the PURL in the first subfield u and the URL in a subsequent subfield u. For example:

856 4# \$u <http://bibpurl.oclc.org/web/1022> \$u <http://www.mihan.net/>

31.16. Linking relationships

Identify and treat linking relationships for electronic serials as documented in *CCM* Module 14. Provide the appropriate linking fields (and related notes, if necessary) for earlier/later titles, supplements, and other related works.

```
245 00 $a I hate computers $h [electronic resource].
780 00 $t Bits & bytes (Gainesville, Fla.) $x 1077-5838 $w (DLC)sn
94002764 $w (OCoLC)30838811
```

In general, the links for earlier/later titles should be made to the related electronic version records. When records for an earlier or later online title do not exist, catalogers are sometimes uncertain as to whether or not to add 780/785 linking fields if not also creating a record for the related resource. The cataloger can leave links out entirely if there is any uncertainty about whether an earlier or later title actually exists. Alternatively, a linking field containing only the title (or name and title if that is the appropriate entry) can be created without record control numbers to provide a useful bibliographic citation. Note that the record control numbers, ISSN, and OCLC number were not given in the below example.

```
580 ## Original print version of this title was preceded by an
earlier title called: Early American history.
780 10 $t Early American history
```

A 530 note and field 776 may be used to link a remote access electronic serial to its other physical formats (such as print or CD-ROM).

```
130 0# $a Emerging infectious diseases (Online)
245 10 $a Emerging infectious diseases $h [electronic resource] : $b
EID.
530 ## $a Issued also in print.
776 1# $t Emerging infectious diseases $x 1080-6040 $w (DLC)
96648093 $w (OCoLC)31848353
```

Alternatively, the 776 field can be used to make the linking note, with an explanation given in subfield \$i.

```
245 00 $a Applied science & technology monthly $h [electronic
resource].
776 08 $i Print version: $t Applied science & technology monthly
```

31.16.1 Multiple linking relationships

Multiple linking relationships also occur with remote access serials. CONSER's earlier policy of describing multiple relationships in a 580 note and only providing one linking entry field for the

primary relationship was made optional in 2006. Discussion of the practice at the CONSER operations meeting in 2006 led to agreement that providing the multiple linking fields and limiting the use of 580 where possible is more in line with FRBR. It was also recognized that use of the 580 field will still sometimes be necessary even though the subfield "i" is available for giving link relationship information in the linking fields. The following example demonstrates uses of note and linking fields to describe a situation where the electronic and print versions were issued simultaneously for some time. The online version then entirely replaced the print publication. The overlap of issues published simultaneously in print and online versions is described in the 580 field of the print version.

Record for the print version:

```

110 2# $a Library and Information Technology Association (U.S.)
245 10 $a LITA newsletter.
362 0# $a No. 1 (winter 1980)-v. 18, no. 4 (fall 1997).
776 08 $i Online version Spring 1995-fall 1997: $a Library and
Information Technology Association (U.S.). $t LITA
newsletter (Online) $x 1079-123X $w (DLC)sn 94004077 $w
(OCOLC)31406418
785 00 $a Library and Information Technology Association (U.S.). $t
LITA newsletter (Online) $x 1079-123X $w (DLC)sn 94004077 $w
(OCOLC)31406418

```

Record for the online version:

```

110 2# $a Library and Information Technology Association (U.S.)
240 10 $a LITA newsletter (Online)
245 10 $a LITA newsletter $h [electronic resource].
500 ## $a Description based on: Vol. 16, no. 2 (spring 1995); title
from journal home page (LITA home page, viewed Jan. 13,
1999).
776 08 $i Print version: $a Library and Information Technology
Association (U.S.). $t LITA newsletter (Online) $x 1079-123X
$w (DLC)sn 94004077 $w (OCOLC)31406418
780 00 $a Library and Information Technology Association (U.S.). $t
LITA newsletter $x 0196-1799 $w (DLC) 84647365 $w
(OCOLC)5757570

```

31.17. Subject headings and classification

Provide the appropriate subject headings, using a standardized list (e.g., *LCSH* or *MeSH*), following the same principles as for print publications as described in *CCM* Module 15. There is no form subdivision such as "electronic journals" for remote access electronic resources in *LCSH*. From 1999-2001 the term Electronic journals was used in *MeSH* as a form subdivision. For *LCSH* headings, use appropriate subdivisions, as instructed in the *Subject Cataloging Manual* (i.e., H1520 (Databases), H1580.5 (Electronic serials)).

While classification is not required in CONSER records, libraries that normally classify their serials are encouraged to also classify electronic serials. Though not needed as a location device,

classification provides a useful tool for assessing the types of serials that are online and for many other purposes.

31.18. Changes that require the creation of new records

When changes in title, personal author, or corporate body main entries occur, create new records in accordance with *AACR2* and the *LCRIs* (See also *CCM*, Module 16). If the physical medium in which the serial is issued changes (e.g., from print version to electronic version), create a separate record for the new manifestation of the title in accordance with *LCRI* 21.3B.

Sections 31.18.1. and 31.18.2 below provide two approaches to addressing the problem caused when a publisher presents content of earlier or later titles on a Web site, but does not present the corresponding titles under which the content originally appeared (not even as running titles on scanned articles). CONSER prefers to use successive entry cataloging based on current title change rules whenever possible for e-serials so that title changes shown on print and online version records correspond. Practices for creating successive entry records are covered in 31.18.1 which notes that sometimes it may be necessary to use the print version record as the basis of description.

However, the problem can occur for e-serials that have no corresponding print version or sometimes a print record is not available as a source of description. There may be other reasons when the cataloger judges that it is not desirable to try to make print and online records match, as when title changes for the print were created under earlier title change rules, tracking numerous title changes in a back file becomes difficult. CONSER guidelines for addressing these cases are outlined in 31.18.2 below, following provisions of *LCRIs* 12.0B1 and 12.7B4.2.

LCRIs 12.0B1 and 12.7B4.2 call for basing the description on the current presentation of the title, according to the conventions of integrating entry cataloging. This procedure is also followed if the main entry is appropriately a corporate body and that body is not retained on earlier issues. In case of corporate body main entry, the description would reflect the current body as the main entry.

Following these procedures may involve changing fields in an existing record or creating an original record that contains the current and earlier titles or bodies. Information about earlier titles is given in fields 247 (former title or former title variations) and, if needed, in 547 (former title variation complexity). Information about former corporate body main entries is given in note field 550 and 7XX added entry fields.

31.18.1. Create successive entry records

The following examples apply to cases where the content of earlier and later issues are provided on a Web site without the title shown on corresponding print versions. Prefer to create successive

entry records for the electronic version following the pattern of the print records. Base the description on records for the print version if necessary:

```

130 0#      China national journal of new gastroenterology (Online)
245 10      [China national journal of new gastroenterology] $h
            [electronic resource] = $b Chung-kuo hsin hsiao hua ping
            hs"ueh tsa chih].
246 1#      $i Online title: $a World journal of gastroenterology
500 ##      Description based on print version record.

```

If the cataloger has access to multiple providers and some show the related titles and some don't, prefer the successively presented version as the basis of description and note on the record that some providers only issue the title under the latest title (see examples below).

On the record for the later title:

```

580 ##      Some providers also include earlier title: [earlier title
            entry].
780 10      $t [earlier title entry] $x ... $w ...

580 ##      Web site also provides access to earlier title: [earlier
            title entry].
780 10      $t [earlier title entry] $x ... $w ...

580 ##      Includes issues of earlier title: [earlier title entry].
780 10      $t [earlier title entry] $x ... $w ...

```

On the record for the earlier title:

```

580 ##      Available as part of the Web site of the later title: [later
            title entry].
785 10      $t [later title entry] $x ... $w ...

580 ##      Issues listed under the Web site of the later title: [later
            title entry].
785 10      $t [later title entry] $x ... $w ...

580 ##      Some providers make available from the later title Web site:
            [later title entry].
785 10      $t [later title entry] $x ... $w ...

```

31.18.2. Successive records cannot be created

When there are no print records for the earlier (or later) title or it is unclear whether the print and online versions carry the same successive titles, follow *LCRI* 12.7B4.2, "... give the earlier title in a note. Give a note explaining that the earlier title no longer appears in the serial."

A. Updating existing records

The cataloger finds the following record and notices that all issues have been reformatted with the new title in the online archive.

Biblv|= s

Entry convention = 0

Type of continuing resource= p

```

245 00 $a   BMC biochemistry and structural biology $h [electronic
             resource].
260 ## $a   London : $b BioMed Central, $c 2000-
362 0# $a   Vol. 1 (2000)-
500 ## $a   Title from BioMed Central archive volume screen (viewed Dec.
             6, 2002).
856 40 $u   http://bibpurl.oclc.org/web/213 $u
             http://www.biomedcentral.com/bmcbiochem/
856 40 $u   http://www.pubmedcentral.nih.gov/tocrender.fcgi?journal=12

```

Record as updated by cataloger:

- Entry convention is changed to: 2
- The 245 is changed to the current title.
- The earlier title and what is known about the dates it carried is put into field 247. If needed for clarification, a former title complexity note, 547 is added to explain the change in title.
- In this case, the original title split into two different titles as reflected in the 547 note.
- The description is based on the current issue

Biblv|= s

Entry convention = 2

Type of continuing resource= p

```

245 00 $a   BMC biochemistry $h [electronic resource].
247 11 $a   BMC biochemistry and structural biology
260 ## $a   London : $b BioMed Central, $c 2000-
362 0# $a   Vol. 1 (2000)-
500 ## $a   Title from BioMed Central archive volume screen (viewed Dec.
             6, 2002).
547 ## $a   Originally titled: BMC biochemistry and structural biology.
             Original title was split into: BMC biochemistry, and: BMC
             structural biology. A new web site was created for BMC

```

structural biology and all articles were reformatted with the later titles.

If further changes take place and earlier known titles or bodies continue to be reformatted or omitted, the description is changed to reflect the current issue. Earlier information is explained in the 547 or 550 notes and added entries are provided. If on the other hand, a later change occurs and the publisher *does* begin to retain earlier titles or bodies, a new successive entry record is created and the two records are linked.

Continuing the example above hypothetically, a further change occurs and the publisher retains the earlier titles. The record is closed out:

Bibli= s

Entry convention = 2

Type of continuing resource= p

Publication status=d

```

245 00 $a BMC biochemistry $h [electronic resource].
247 11 $a BMC biochemistry and structural biology
260 ## $a London : $b BioMed Central, $c 2000-2003.
362 0# $a Vol. 1 (2000)-v. 4 (2003).
500 ## $a Title from BioMed Central archive volume screen (viewed Dec.
6, 2002).
547 ## $a Originally titled: BMC biochemistry and structural biology.
Original title was split into: BMC biochemistry, and: BMC
structural biology. A new web site was created for BMC
structural biology and all articles were reformatted with
the later titles. This serial is now continued by: BMC
biochemistry and metabolic pathways.
785 10 $t BMC biochemistry and metabolic pathways
856 40 $u http://bibpurl.oclc.org/web/213 $u
http://www.biomedcentral.com/bmcbiochem/

```

A new record is created:

```

245 00 $a BMC biochemistry and metabolic pathways $h [electronic
resource].
780 00 $t BMC biochemistry

```

B. Creating a new record

If there is not an existing record for an earlier title and the cataloger is creating an original record that would cover issues that are known to have had that title, the earlier title can be given in a 247 field and an explanation in a 547 field.

Example: At the time of cataloging, there is no existing record on the utilities for the earlier title but the span of time issues of the serial had the earlier title is known:

```
245 00 $a RFE/RL newslne $h [electronic resource].
247 11 $a Newslne on the Web $f 1 Apr. 1997-<1 Oct. 1997>
260 ## $a Prague : $b RFE/RL, Inc., $c c1997-

500 ## $a Description based on: Vol. 6, no. 57 (26 Mar. 2002); title
        from caption (viewed Mar. 26, 2002).
547 ## $a All issues originally published with the title: Newslne on
        the Web have been reformatted with the new title: RFE/RL
        Newslne.
```

31.19 ISSN for online serials

Recording the ISSN displayed on the serial is useful for searching and record matching on local systems, citation indexes, and full text databases. The centers of the ISSN Network currently assign separate ISSN to paper and online versions of a serial; however, not all online versions have been assigned a separate ISSN by the appropriate center. If separate ISSN have been assigned, sometimes ISSN for both the print and online versions are displayed on issues of the e-serial or in related pages on the serial's Web site.

When print and online format ISSN are given (sometimes clearly labeled "print" and "E-ISSN"), record the ISSN for online version in \$a of the 022 and record the ISSN for the print in \$y of the 022. If the publisher appears to be printing the ISSN of the print instead of a separate ISSN for the online format, record the ISSN of the print in \$y of the 022. If unsure which format the ISSN is for, record it in \$y. If the serial does not print an ISSN but one format's ISSN, or both are known, they may be placed in the appropriate subfields of the 022.

31.20. Record examples

31.20.1. Born digital e-serial (there is no print version). *Statistical Applications in Genetics and Molecular Biology*

```

OCLC: 31848943          Rec stat: c
Entered: 19950118       Replaced: 19970422      Used: 19970917
Type: a    ELvl:       Srce: c    Gpub:      Ctrl:      Lang: eng
BLvl: s    Form: s    Conf: 0    Freq: a    MRec:      Ctry: cau
S/L: 0    Orig: s    EntW:      Regl: r    ISSN: 1    Alph: a
Desc: a    SrTp:      Cont:      DtSt: c    Dates: 2002,9999

010 ##          $a 2003-212268 $z 2003-243230
006            [m          d          ]
007            $a c $b r $d c $e n $f u
012 ##          $l 1
016 7#          $a 101176023 $2 DNLM
019 ##          $a 52166607
022 0#          $a 1544-6115
030 ##          $a SAGMCU
037 ##          $b BE Press, 805 Camelia St., Berkeley, CA 94710 $c $365.00
042 ##          $a nsdp $a lcd
050 10          $a ISSN RECORD
050 14          $a QH438.4.S73
060 10          $a W1
082 10          $a 576.5 $2 13
210 0#          $a Stat. appl. genet. mol. biol.
222 #0          $a Statistical applications in genetics and molecular biology
245 00          $a Statistical applications in genetics and molecular biology
                $h [electronic resource].
246 13          $a SAGMB
260 ##          $a [Berkeley, CA] : $b Berkeley Electronic Press, $c c2002-
310 ##          $a Annual
362 0#          $a Vol. 1, issue 1 (2002)-
500 ##          $a Title from table of contents page (publisher's Web site,
                viewed July 24, 2003).
500 ##          $a Latest issue consulted: Vol. 2, issue 1 (2003)(viewed July
                24, 2003).
515 ##          $a Articles added consecutively to current annual volume.
538 ##          $a Mode of access: World Wide Web.
510 0#          $a Chemical abstracts $x 0009-2258
650 #0          $a Genetics $x Statistical methods $v Periodicals.
650 #0          $a Molecular biology $x Statistical methods $v Periodicals.
650 #0          $a Bioinformatics $v Periodicals.
650 12          $a Genetics $v Periodicals.
650 22          $a Molecular Biology $v Periodicals.
650 22          $a Statistics $v Periodicals.
856 40          $u http://www.bepress.com/sagmb
850 ##          $a DNLM

```

31.20.2. Aggregator-neutral record. *Journal of Cereal Science (Online)*

```

Type:  a      ELvl:      Srce:  c      GPub:      Ctrl:      Lang:  eng
BLvl:  s      Form:    s      Conf:   0      Freq:   b      MRec:      Ctry:  enk
S/L:   0      Orig:    s      EntW:      Regl:   r      ISSN:   1      Alph:  a
Desc:  a      SrTp:   p      Cont:      DtSt:   c      Dates: 1983,9999
010 ##      $a sn97-1881
006         [m          d          ]
007         $a c $b r $d c $e n $f u
012         $l 1
022 0#      $a 1095-9963 $y 0733-5210
037 ##      $b Academic Press, 6277 Sea Harbor Dr., Orlando, FL 32887-4900
042 ##      $a nsdp $a lcd
082 10      $a 664 $2 12
130 0#      $a Journal of cereal science (Online)
210 0#      $a J. cereal sci. $b (Online)
222 #0      $a Journal of cereal science $b (Online)
245 10      $a Journal of cereal science $h [electronic resource].
246 30      $a Cereal science
260 ##      $a London : $b Academic Press
310 ##      $a Bimonthly
362 1#      $a Print began with: Vol. 1, no. 1 (Jan. 1983).
500 ##      $a Description based on: Vol. 17, issue 1 (Jan. 1993); title
          |      $a Issued also in print: Journal of cereal science.
530 ##      $a Mode of access: World Wide Web.
538 ##      $a Grain $v Periodicals.
650 #0      $a Cereal products $v Periodicals.
776 1#      $t Journal of cereal science $x 0733-5210 $w (DLC)sn 82005265
          $w (OCoLC)8603019
856 40      $u http://firstsearch.oclc.org $z Address for accessing the
          journal using authorization number and password through OCLC
          FirstSearch Electronic Collections Online
856 40      $u
          http://firstsearch.oclc.org/journal=0733-5210;screen=info;ECOI
          P $z Address for accessing the journal from an authorized IP
          address through OCLC FirstSearch Electronic Collections Online
856 40      $u http://www.sciencedirect.com/science/journal/07335210

```

31.20.3. Single-record approach. ARC News (Redlands, Calif.)

OCLC: 20316854 Rec stat: c
 Entered: 19890908 Replaced: 19970902 Used: 19970903
 Type: a ELvl: Srce: c GPub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: q MRec: Ctry: cau
 S/L: 0 Orig: EntW: Regl: r ISSN: 1 Alph: a
 Desc: a SrTp: p Cont: DtSt: c Dates: 19uu,9999

010 ## \$a sn91-17504
 012 ## \$i 9106 \$l 1
 022 0# \$a 1064-6108
 037 ## \$b Environmental Systems Research Institute, Inc., 380 New
 York Street, Redlands, CA 92373
 042 ## \$a lc \$a nsdp
 050 00 \$a G70.2 \$b .A73
 082 10 \$a 363 \$2 12
 130 0# \$a ARC news (Redlands, Calif.)
 210 0# \$a ARC news \$b (Redlands Calif.)
 222 #0 \$a ARC news \$b (Redlands, Calif.)
 245 10 \$a ARC news / \$c Environmental Systems Research Institute.
 246 1# \$i At head of title: \$a ESRI \$f <winter 1997/98->
 246 17 \$a ESRI ARC news
 260 ## \$a Redlands, Calif. : \$b Environmental Systems Research
 Institute
 300 ## \$a v. : \$b ill. ; \$c 43 cm.
 310 ## \$a Quarterly, \$b <spring 1989->
 321 ## \$a Two issues a year, \$b <summer/fall 1987->
 500 ## \$a Some issues include section: GIS trends.
 500 ## \$a Description based on: Summer/fall 1987; title from caption.
 500 ## \$a Latest issue consulted: Vol. 23, no. 4 (winter 2001/2002).
 515 ## \$a Vols. for <summer/fall 1987-winter/spring 1988> lack
 numbering designation; <fall 1989-> called <vol. 11, no. 2->
530 ## \$a Recent issues are also available on the Internet.
 650 #0 \$a Geographic information systems \$v Periodicals.
 650 #0 \$a Geography \$x Data processing \$v Periodicals.
 710 2# \$a Environmental Systems Research Institute (Redlands, Calif.)
 740 02 \$a GIS trends.
856 41 \$u <http://bibpurl.oclc.org/web/2645> \$u
<http://www.esri.com/news/arcnews/arcnews.html>
 891 20 \$9 853 \$8 3 \$a v. \$b no. \$u 4 \$v r \$i (year/year) \$j (season)
 \$w q
 891 41 \$9 863 \$8 3.1 \$a <23> \$b <4> \$i <2001/2002> \$j <24>

regardless of the rules under which the title was described.

```
245 00 $a Anthony's photographic bulletin for ... $h [microform]. {AA2
    example}
```

```
245 04 $a The American mercury digest $h [microform]; $b distinguished
    American mercury articles and stories which have been accorded
    wide acclaim.
    {pre-AA2 example}
```

d. Uniform title (130/240). On *AACR2* records, uniform titles that distinguish serials with the same title are assigned to reproduction microforms in accordance with the guidelines in *AACR2* chapter 25 and *LCRI* 25.5B³. Uniform titles are not assigned to distinguish the microform reproductions from the hard copy or from other versions of the microform.

When the hard copy has been cataloged according to *AACR2* and assigned a uniform title, the same uniform title should be added to the record for the reproduction microform. This assures that both file together and can be easily identified as being the same bibliographic item. If the hard copy record contains a description based on note and the first issue is available on the microform, assign a uniform title qualifier based on the earliest information, even if this means changing the qualifier in the hard copy record. Do not add the GMD to uniform titles (*LCRI* 25.5D).

When cloning or transcribing a **pre-*AACR2*** record, do not assign a uniform title to distinguish serials with the same title. Uniform titles are not added to pre-*AACR2* records because they were not defined under earlier rules.

e. Variant titles (246). Follow guidelines for variant title access as expressed in *AACR2* 12.7B4 and 12.7B5, 1.7B4, *CEG* field 246, and *CCM* Module 7. For microforms, an important access point can be the title found in the eye-readable microfiche header or on the container.

```
246 1# $i Title on container: $a New Brunswick royal gazette
```

While subfield \$h is defined for field 246, the GMD is not added to variant titles or other added entries (*LCRI* 21.29).

f. Edition statement. If the hard copy serial was issued with an edition statement, record this statement in field 250. The process of creating a microform reproduction does not constitute a varying "edition" from the original. Do not record an edition statement such as "Microform edition" when cataloging microform reproductions, even if it appears on the piece. Remember that the description is for the hard copy.

³ LC serial catalogers will still consult SARs when testing for conflict per paragraph at beginning of *LCRI* 25.5B .

g. Publication, distribution area (260). Record the publishing details of the hard copy serial in field 260. Record the publishing details of the microform in subfields \$b, \$c, and \$d of field 533. (See below.)

h. Designation/Description based on note (362/500). When cloning or transcribing a catalog card, give the designation (field 362) as it appears on the record for the hard copy. If the scope of the microform reproduction is greater than that covered by the hard copy record, consider making changes to the hard copy record. For example, the serial may have ceased and the complete run is given in the microform but the hard copy record shows the serial as ongoing. In another situation, the microfilm may contain the first issue while an AACR2 record for the hard copy record has a "Description based on" note. If this is the case, evaluate the description in the hard copy record against the first issue as reproduced to see if changes are needed. If the information is the same, add a formatted 362 field (first indicator "0") with the designation of the first issue to the hard copy record. CONSER catalogers may also wish to revise the hard copy record by adding an unformatted 362 field (first indicator "1") to indicate when the serial began or ceased, as appropriate. In such cases, also change the fixed field dates.

When the scope of issues expressed by the hard copy record is greater than that covered by the microform, the information should be included/retained in the record for the microform. Remember that the record covers the entire serial, regardless of the number of issues reproduced. The extent of issues published is expressed in field 362 while the extent of issues reproduced is expressed in subfield \$m of field 533.

When cataloging originally, record the numerical/chronological designation of the first issue, as found on the reproduced first issue of the hard copy serial, in field 362. If the first issue is not available, record the designation of the earliest issue available in a "Description based on" note (field 500). See *CCM*, Module 8.

If the cover and other preliminaries have been removed from the first/earliest issue, take the designation from anywhere in the issue. If no information is available in the first/earliest issue, supply a designation in brackets, based on information found on later issues or from other sources. If not found elsewhere, record the designation from the volume title page, when available.

i. Physical description (300). Record the physical details of the hard copy serial in field 300. Accept the description as found when cloning from the record for the hard copy. If the serial is complete and is not expressed as such on the hard copy record, add the number of volumes to the microform record when this information is readily available. When doing original cataloging, give the extent ("v.") and illustration statement, if appropriate, but omit the size as it is impossible to determine the size of the original from the reproduction.

Record the physical description of the microform in subfield \$e of field 533. If differences between the physical characteristics of the original and the microform reproduction are considered significant, add a note in field 533 subfield \$n.

```
300 ## $a v. : $b ill. (chiefly col.) ; $c 28 cm.
533 ## $a Microfilm. $b Ann Arbor : $c University Microfilms. $e microfilm
    reels : ill. ; 35 mm. $n Color illustrations reproduced in black
    and white.
```

j. Series (4XX/8XX). Record series statements associated with the hard copy in field 440 or 490. All traced series must be represented by a series authority record. The series tracing is given in fields 440 or 8XX. Series associated with the microform are given in subfield \$f of field 533. If the microform series is traced, give the series heading in AACR2 form in field 8XX. For further information, see *CCM* 32.3.5b.

k. Notes. Notes relating to the hard copy serial precede the reproduction note, field 533. Notes about the microform are given in subfield \$n of field 533.

When cloning or transcribing catalog cards, notes may be retained or omitted, based on catalogers' judgment. On cloned records it is most expedient to retain notes unless the information obviously does not apply to the microform version, such as a note stating the presence of a cumulative index that is not included on the film. When transcribing, catalogers may wish to exclude notes appearing on older records, such as a note that explains variations in subtitle or a lengthy "Publisher varies" note that is not needed to justify added entries. In general, retain notes justifying added entries and those citing related titles (i.e., links). "Dashed-on" notes representing supplements and indexes may be found on some pre-AACR catalog cards. Such notes generally represent items that would today be cataloged separately. Do not try to include these notes in the record. If considered important, create a separate record for the related item if it has been reproduced.

l. Field 533. The most important note for a reproduction is field 533, which provides most of the information relating to the microform. When cloning or transcribing a pre-AACR2 record for the hard copy, it is permissible to give the 533 field in its AACR2 form, including the use of ISBD punctuation⁴. The following information is/may be given, as appropriate. When information is taken from a source other than the microform, include it in brackets.⁵ For further information, see *CEG*, field 533.

\$a Type of reproduction. The specific material designation (SMD) is given in subfield \$a.

⁴ Prior to fall 1994, information in field 533 was given according to the rules by which the record was created.

⁵ While AACR2 says that information in notes need not be bracketed, it is often important to convey to other catalogers that information given in field 533 does not appear on the microform.

AACR2 11.5B1 lists four possible SMDs: aperture card, microfiche, microfilm, microopaque. In most cases, microfiche or microfilm will be the SMD.

\$m Dates of publication and/or sequential designation of issues reproduced. Subfield \$m contains the extent of the original publication that has been reproduced. It is required in records for preservation masters and optional for other microform reproductions. The subfield was defined in the early 1990's and does not appear on records created prior to its definition. The data in subfield \$m is given in the form specified for holdings data rather than the form prescribed for field 362. Follow guidelines in the *CEG* for formatting subfield \$m. Input subfield \$m following subfield \$a.

533 ## \$a Microfilm. \$m v.15-25 (1927-1937):[Lacks v.23:no.7] \$b
Cambridge, Mass : \$c Harvard University Library Reprographic
Service, \$d 1992. \$e microfilm reels ; 35 mm.

\$b Place of reproduction. Input in subfield \$b the location of the agency responsible for the reproduction or its distribution that is given in 533 \$c. When the microform has been produced for the responsible agency by a contractor, the place given in subfield \$b should be that of the responsible agency or distributor, not the place of the contractor.

533 ## \$a Microfilm. \$m 1943-1968. \$b Evanston, Ill : \$c Filmed by
Research Publications, Inc. for the American Theological Library
Association, \$d 1994. \$e 25 microfilm reels ; 35 mm. {Research
Publications, Inc. is in Conn. }

\$c Agency responsible for reproduction. Consider the "agency responsible for the reproduction" to be the agency that selected the material to be filmed, arranged for filming, exercised control over production formats, has overall responsibility for quality, etc. If the agency is unknown, give "[s.n.]." Transcribe also the name of the agency from which to secure copies (if different) and the microproducer when known and considered important. For more complete information, see *CEG* field 533 \$c.

533 ## \$a Microfilm. \$b Washington, D.C. : \$c Library of Congress
Preservation Microfilming Office : \$c Available from Library of
Congress Photoduplication Service. \$e 1 microfilm reel ; 35 mm.

\$d Date of micropublishing. Give the dates of filming when available. If the filming is on-going, leave the date open. Omit the dates of reproduction when not available. Do not use incomplete dates, such as 198- or 19 -. When the date is not given in subfield \$d, input a period after the information given in subfield \$c.

533 ## \$a Microfilm. \$b La Jolla, Calif. : \$c University of California,
San Diego, \$d 1993- \$e microfilm reels ; 35 mm.

533 ## \$a Microfilm. \$b Bedford, N.Y. : \$c African Imprint Library Services. \$e 5 microfilm reels ; 35 mm.

\$e Physical description of microreproduction. Give the extent of the reproduction in terms of the specific material designation "microfilm" or "microfiche." In addition, add to microfilm one of the terms: cartridge, cassette, or reel, as appropriate. Add to microfiche the term cassette, if appropriate. When the serial is complete, the number of reels or sheets of fiche may be added, if known (AACR2 11.5B1-2).

If more than one serial is included on a single microfilm reel, express the extent of item as: "1 microfilm reel." Do not apply AACR2 11.5B3. See also CCM 32.4.5c.

\$f Series statement of microreproduction. Record the series statement of the microform in subfield \$f. If the series is traced, give the series in field 8XX as it appears in the series authority record. All traced series must be represented by a series authority record. Do not consider stock numbers of micropublishers to be series. Enclose the series statement in parentheses.

533 ## \$a Microfilm. \$b New Canaan, Ct. : \$c Readex Microprint Corp. \$e 1 microfilm reel ; 35 mm. \$f (Early American newspapers).

When analyzing a serial in a microform set, give the entry for the set as the series and the reel number as the series numbering.

533 ## \$a Microfilm. \$b Woodbridge, Conn. : \$c Research Publications, Inc., \$d 1982. \$e 6 microfilm reels ; 35 mm. \$f (History of photography periodicals ; P1).

\$n Notes about the reproduction. Subfield \$n was defined in 1994. Prior to its definition, notes relating to the microform were tagged "500" and input following field 533. Such notes may include "Filmed with: " notes that provide the titles of other serials included on the microform. Other possible notes are: "Issues filmed out of order", "Missing pages", or notes about other defects in the reproduction. Some institutions add a note concerning the master negative, such as: \$n Master microform held by: CUS.⁶ Repeat subfield \$n when more than one note is given.

533 ## \$a Microfilm. \$m 1935-1939. \$b New York : \$c New York University. \$e 6 microfilm reels ; 35 mm. \$n Missing pages. \$n Some issues filmed out of order.

\$7 Fixed field data relating to microform (field 539 on OCLC). Subfield \$7 of field 533 was defined to carry the fixed field data relating to the microform. In order to subfield each element

⁶ CONSER libraries generally give their holdings symbol in field 850.

for ease of input and readability, OCLC defined field 539 to carry the subfield \$7 information. Providing coded data relating to the microform is optional⁷. For further details, see *CEG*, field 539.

m. Linking fields.

1) Links to the hard copy serial (776). CONSER has developed specific guidelines for linking reproductions to the original hard copy serial for preservation masters. Preservation masters must be linked to the original (when a record exists) and vice versa. Linking of service copies, particularly those produced commercially, and their hard copy counterparts is optional and a matter of institutional policy. **When there is no record on OCLC for the hard copy, do not include field 776.**

In addition, the content of the link has been changed to avoid redundancy. Since the title of the reproduction is, in most cases, identical to that of the hard copy, subfield \$t (title) is omitted. Subfield \$c has been redefined to include the term "Original", which is used in the microform record, and the SMD "Microfiche" or "Microfilm", which is used in the hard copy record. Subfield \$d has also been redefined to include the micropublisher (from subfield \$c of field 533) and is used in the hard copy record in the link to the reproduction. If the microform has been cataloged in one record according to AACR2 and the hard copy is represented by more than one pre-AACR2 record, give multiple subfield \$w's in one 776 field. For more complete information, see *CEG*, field 776.

2) Links to earlier/later titles (780/785). When linking to an earlier or later title, first search to determine the presence of an online record. Construct the link according to guidelines in the *CEG*. If the record is for the same microreproduction, include the control numbers for that record in subfield \$w. If no record is found for the same reproduction, give the cataloging entry (subfields \$a and \$t) and the ISSN (\$x), if available, but do not include subfield \$w. When cloning records, be sure to change or delete the subfield \$w contained in the links on those records.

n. Fixed fields.

1) 008 and Leader. The primary fixed field code for a reproduction is element 008/23 Form of item ("Form" on OCLC). Code this element with "a" for microfilm or "b" for microfiche. Code all other 008 fixed field data for the original. (Note that prior to 1992 most of the elements were coded for the microform.) Libraries wishing to encode fixed field information for the microform may use the OCLC-defined 539 field or field 533 \$7, as applicable to their system. CONSER

⁷ The Library of Congress does not use field 539.

libraries using a record with a fixed field coded for the reproduction should revise the information to conform to current practice.

2) 007. Field 007 carries coded data relating to the physical characteristics of the microform.

As noted in 32.1.3. above, microfilming activities may result in three "generations" of microform:

- 1) the preservation master
- 2) the printing master (from which service copies are made)
- 3) the service copies

When a library acquires a microform from an outside source, it is the service copy that is acquired and used by the library patron. Commercially produced microforms are always service copies. When the record represents only a service copy, input one 007 field.

```
007 $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
```

When an institution is cataloging a title produced through a preservation microfilming program, the record represents the preservation master, the printing master, and the service copies (if all three are generated).

When a record represents more than one generation, input an 007 field for each generation. Input in the following order: service copy, preservation master, and printing master.

```
007 $a h $b d $d a $e f $f b--- $g b $h a $i c $j p { $i c = service copy }
007 $a h $b d $d b $e f $f b--- $g b $h a $i a $j p { $i a = pres. master }
007 $a h $b d $d b $e f $f b--- $g b $h a $i b $j p { $i b = print. master }
```

All elements must be coded except subfield \$c. While code "u" may be used if information cannot be determined, catalogers should first consult preservation administrators within their institution for complete information.

For further details on coding field 007, see *CEG* field 007 and Appendix M.

o. Call numbers and control numbers.

Call numbers (field 050). Because separate records are created for the hard copy and the microform, the call number for the hard copy is not given on the record for the microform in field 050. The call number given in field 050 should be that of the microform reproduction, which is often a shelf number.

On record for the print:

050 00 \$a J461 \$b .K44

On record for the microform:

050 00 \$a Microfilm 86/47600

Institutions arranging microforms by LC-style call numbers may input their LC class number in a separate 050 14.

On record for the print:

050 00 \$a HC103.7 \$b .N38

On record for the microform:

050 14 \$a HC103.7.N38 Mfch

Control numbers. When cloning or transcribing records for the hard copy, do not include the LC control number (010), NLC bibliographic record control number (016), Authentication center code (042), Postal registration number (032), or other control numbers from the copied record. The ISSN (022) and CODEN (030), however, should be included on the record for the reproduction as these numbers relate to both the hard copy and the reproduction.

p. Subject headings. Subject headings cloned or transcribed from hard copy records should be verified to assure that they are currently valid and properly constructed and tagged.

32.3.4. Changes

a. Previously undetected changes. In the course of cataloging a microform for which there is an online record for the hard copy, heretofore undetected changes may be discovered. If such a change necessitates the creation of successive entry records, such as a title change or a change in issuing body used as a qualifier in the uniform title, consider changing the corresponding hard copy records as well. If the changes do not affect the main entry and number of records, it is only necessary to revise the description for the microform record.

b. Title changes. Title changes for reproductions are governed by the same rules as the hard copy, but may be much harder to find. A microform covering many years on numerous reels or fiche can challenge the cataloger to ensure that any and all title changes have been accounted for. Looking through microfilm, reel by reel, is tedious and time-consuming. First be sure to search all available sources for cataloging of the hard copy. If no existing cataloging is available, spot check the beginning, middle, and end of the microform to see if the title has changed. When there is no existing cataloging and changes are found, and there is doubt as to whether the changes constitute title changes, consider them to be title variations.

c. Micropublisher changes. Create separate records for reproductions by different

micropublishers. However, a reproduction that is published by a succession of publishers or a publisher which changes its name requires only one record. Commercial micropublishers frequently change name or location or are bought out by other companies and it can be a challenge to the cataloger to make this determination. Check the coverage of the film to see whether the same issues have been filmed or there is a succession of issues. Look also for clues in the name that may indicate a name change. For instance, there is a good possibility that *Record Retrieval Retention Corporation* and *3R Microfilm Service* are the same publisher, even though they are located in different places, New York and New Jersey. Furthermore, when successive issues of a serial are issued by *3R Microfilm Service* in Dayton, N.J. and then by *Micro-Data, Inc.*, also located in Dayton, N.J. one can assume that either it is the same publisher with a further name change, or one company bought out the other.

When a change is determined, add a note in subfield \$n of field 533. This information will keep other catalogers from creating new records for what may look like a different micropublisher.

```
533 ## $a Microfilm. $b Cranbury, N.J. : $c 3R Microfilm Service. $e  
microfilm reels ; 35 mm. $n Imprint varies: Dayton, N.J. :  
Micro-Data, Inc., 1990- {later issues of 3R film were published in  
Dayton}
```

When the microfilming duties are transferred from one institution to another, whether or not a new microfilm record is needed depends on who retains the master negative and sale-of-copy rights. If the new institution holds the master negative, a new microform record is needed. However, if an institution merely contracts-out the filming operation for its own materials to another body, but it is still done on the institution's behalf, a new record would not be needed.

32.3.5. Special problems.

a. Latest entry records. For preservation microforms, much of the existing cataloging is old and was created according to the ALA rules which called for latest entry cataloging. Under the provisions for latest entry, all title changes are recorded on one record and the description is based on the latest issue. Titles that are entered under corporate body that have notes indicating that the corporate name in the main entry has changed from an earlier name are also latest entry records. Latest entry online records are identified by a "1" in fixed field element 008/34 (S/L ent in OCLC). The presence of fields 247/547 is a clear indication of latest entry. In addition, field 550 combined with field 110 or 111 may indicate a latest entry record, depending on the information given in field 550.

While successive entry records are preferred, both the ARL and CONSER guidelines allow for the input of latest entry records for reproduction microforms. The basic policy allows for their input only when a full complement of successive entry records is not available. All name headings must be in AACR2 form, however, and subject headings should be verified to be sure they are currently valid and properly constructed. For a statement of CONSER policy and

guidelines, see *CEG*, C10 and App. M.

b. Series treatment. An institution may wish to treat a series in a microformat differently from that published in hard copy. For example, a hard copy series is treated as "analyzed in full, classified separately," but the corresponding series in microfiche is treated as "not analyzed, classed as a collection." When this is the case, a separate treatment decision is added to the series authority record, qualified with the appropriate term.

Series authority record

```
644 ## $a f $5 DLC
644 ## $a n $5 DLC microfiche
645 ## $a n $5 DLC
645 ## $a n $5 DLC microfiche
646 ## $a s $5 DLC
646 ## $a c $5 DLC microfiche
```

c. Multiple titles filmed together. When multiple serials (excluding title changes) are filmed together on a reel or set of reels, catalog each title individually. Give the total number of reels on which the title is found, if the information is readily available. Construct a note in subfield \$n beginning with "With:" or "Filmed with"⁸ but do not add links.

```
533 ## $a Microfilm. $m v.1-4:no.1 (1906-1924) $b Ithaca, N.Y. : $c
Preservation Services of Cornell University. $e 1 microfilm reel
; 35 mm. $n Filmed with: Memoirs (Horticultural Society of New
York).

533 ## $a Microfilm. $b Chicago, Ill. : $c Dept. of Photoduplication,
University of Chicago Library. $e 4 microfilm reels ; 35 mm. $n
Filmed with other titles.
```

⁸ *AACR2* 11.7B21 prescribes *With* as the correct term to use. Many catalogers have used *Filmed with*: Either is acceptable.

Examples of reproduction microform records⁹

Fig. 32.4. Commercial reproduction

[Partial record]

```

Type: a   Elvl:           Srce:           Gpub: f       Ctrl:         Lang: eng
Blvl: s   Form: a         Conf: 0       Freq: b       Mrec:         Ctry: mau
S/L: 0   Orig:           EntW:         Regl: r       ISSN:         Alph:
Desc: a   SrTp: p         Cont:         DtSt: c       Dates: 2000,9999

007 ## $a h $b d $d a $e f $f b--- $g b $h a $i c $j a
245 00 $a UU world $h [microform] : $b the magazine of the Unitarian
      Universalist Association.
260 ## $a Boston : $b Unitarian Universalist Association, $c 2000-
300 ## $a v. : $b ill. ; $c 27 cm.
310 ## $a Bimonthly
362 0# $a Vol. 14, no. 5 (Sept./Oct. 2000)-
500 ## $a Title from cover.
533 ## $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms
      International. $e microfilm reels ; 35 mm.
610 20 $a Unitarian Universalist Association $v Periodicals.
710 2# $a Unitarian Universalist Association.
776 1# $c Original $w (DLC) 00213104 $w (OCoLC)45123880
780 00 $t World (Boston, Mass.) $x 0892-2462 $w (OCoLC)22000921
850 ## $a DLC

```

This is a record for a commercially produced service copy. Note that there is only one 007 field, and no subfield \$m in field 533 (which is optional). Field 776 has been added in this record and is also optional for service copies.

⁹ All examples have been revised for this module to reflect current cataloging policies and content designation. The online records may not reflect these changes.

Fig. 32.5. Preservation reproduction

[Partial record]

```

Type: a   Elvl: 1       Srce: d       Gpub: f       Ctrl:         Lang: eng
Blvl: s   Form: a       Conf: 0       Freq: f       Mrec:         Ctry: jm
S/L: 0   Orig:         EntW:         Regl: r       ISSN: 0       Alph:
Desc: a   SrTp: p       Cont: o       DtSt: c       Dates: 1975,9999

010 ## $a sn94-21231
007 ## $a h $b d $d a $e f $f a--- $f b $h a $i c $j a
007 ## $a h $b d $d b $e f $f a--- $f b $h a $i b $j a
037 ## $b Microfilm Sales, The Center for Research Libraries, 6050 S.
      Kenwood Ave., Chicago, IL 60637
042 ## $a lcd
043 ## $a cc-----
245 00 $a Caribbean journal of religious studies $h [microform].
246 13 $a JRS
260 ## $a Kingston, Jamaica : $b United Theological College of the West
      Indies, $c [1975]-
300 ## $a v. ; $c 28 cm.
310 ## $a Semiannual
321 ## $a Irregular, $b 1975-1976
362 0# $a Vol. 1, no. 1 (Sept. 1975)-
500 ## $a Title from cover.
515 ## $a Publication suspended, 1977-1978; 1981.
515 ## $a Issue for July 1984 called: Special commemorative volume.
533 ## $a Microfilm. $m v.1-12 (Sept.1975-Sept.1991) $b Princeton, N.J. :
      $c Filmed by Princeton University Libraries for the Latin
      American Microfilm Project at CRL, $d 1992. $e 1 microfilm reel;
      35 mm.
650 #0 $a Theology $v Periodicals.
650 #0 $a Christianity $z Caribbean Area $v Periodicals.
710 2# $a United Theological College of the West Indies.
776 1# $c Original $w (DLC) 76646824 $w (OCoLC)2049913
850 ## $a ICRL $a ICRL (master)

```

This is a preservation microfilm record. Note that there two 007 fields which, in this case, represent the service copy and printing master; subfield \$m is given in field 533, and field 776 has been added to link to the record for the hard copy. Many preservation records will have three 007 fields representing the service copy, printing and preservation masters.

Module 33

Newspapers

Prepared by
Cathy Sagendorf, New York State Library, and
David Moore, Schenectady County Community College

Electronic Newspapers by Margaret Mering, Corinne Jacox, Beth
Jedlicka, Nebraska Newspaper Project

Special Assistance from Adriana Pilecky-Dekajlo and Staff from
the Center for Research Libraries

With Contributions and Editing by Bill Anderson,
Library of Congress

Contents

- 33.1. What is a newspaper?
- 33.2. Newspaper record levels
- 33.3. Chief source and other sources of information
 - 33.3.1. Deciding which issue to use
 - 33.3.2. Determining the chief source once the issue has been selected
- 33.4. Uniform title headings (field 130)
 - 33.4.1. Background
 - 33.4.2. When to assign a uniform title
 - 33.4.3. Choice and form of qualifiers

- 33.4.4. Uniform titles for language editions
- 33.5. Title statement (field 245)
- 33.6. Variant titles and title added entries (Fields 246, 740)
 - 33.6.1. Varying forms of the title (field 246)
 - 33.6.2. Added entry--uncontrolled related/analytical title (field 740)
- 33.7. Newspaper editions (fields 250, 580, 775)
 - 33.7.1. Frequency editions
 - 33.7.2. Geographic editions
 - 33.7.3. Chronological editions
 - 33.7.4. Other editions
- 33.8. Numbering (fields 362 and 500)
 - 33.8.1. Formatted designations (field 362, indicator 0)
 - 33.8.2. Unformatted designations (field 362, indicator 1)
 - 33.8.3. Latest issue consulted
 - 33.8.4. Successive numbering systems
 - 33.8.5. Alternative numbering
- 33.9. Publication, distribution, etc. area (field 260)
- 33.10. Physical description (field 300)
- 33.11. Frequency (fields 310 and 321)
- 33.12. Notes (fields 500, 515, 533, 546)
 - 33.12.1. Changes in place of publication (field 500)
 - 33.12.2. Numbering peculiarities (field 515)
 - 33.12.3. Language note (fields 041, 546)
 - 33.12.4. Editor/Publisher note (field 500)
 - 33.12.5. General note (field 500)
 - 33.12.6. Reproduction note (field 533)
- 33.13. Added entries for authors and editors (fields 700, 710)

- 33.13.1. Personal and corporate authors (fields 700, 710)
- 33.13.2. Editors (field 700)

- 33.14. Hierarchical place name (field 752)
 - 33.14.1. State, province, or territory access (subfield \$b)
 - 33.14.2. County access (subfield \$c)
 - 33.14.3. City (subfield \$d)

- 33.15. Linking relationships (fields 530, 580, 775, 776, 777, 780, 785)
 - 33.15.1. Earlier and later titles (fields 580, 780, 785)
 - 33.15.2. Editions (fields 580, 775)
 - 33.15.3. Other physical media (fields 530, 776)
 - 33.15.4. "Issued with" another title (fields 580, 777)

- 33.16. Changes that require a new record
 - 33.16.1. Major changes
 - 33.16.2. Minor title changes
 - 33.16.3. Periodical and newspaper formats

- 33.17. Library of Congress subject headings (fields 650, 651)
 - 33.17.1. Topical newspapers (field 650)
 - 33.17.2. Subject Added Entry - geographic name (field 651)
 - 33.17.3. Ethnic and national groups (field 650)

- 33.18. Electronic newspapers
 - 33.18.1. What is an electronic newspaper?
 - 33.18.2. World Wide Web sites for newspapers
 - 33.18.3. Fixed fields (fields 006, 007, 008)
 - 33.18.4. Chief source of information
 - 33.18.5. Uniform title headings (field 130)
 - 33.18.6. Sources of information and title statement (field 245)
 - 33.18.7. Variant titles (field 246)
 - 33.18.8. File characteristics (field 256)
 - 33.18.9. Physical description (field 300)
 - 33.18.10. Notes (fields 362, 500, 516, 538)
 - 33.18.11. Linking relationships (fields 775, 776)

- 33.18.12. Electronic location and access (field 856)
- 33.18.13. Internet resources

- 33.19. United States Newspaper Program

- 3.20. Record examples
 - 33.20.1. Local weekly
 - 33.20.2. Urban daily
 - 33.20.3. Topical newspaper on microfilm
 - 33.20.4. Electronic daily
 - 33.20.5. Electronic newspaper for national group

33.3. Chief source and other sources of information

33.3.1. Deciding which issue to use. Base the description on the first or earliest issue of the newspaper, according to AACR2 12.0B1 and CCM Module 3. In cases of conflict or ambiguity, generally use the chronological designation as the primary determination of order. Numeric designations on newspapers are often less reliable than on other types of serials and should be given less weight in choosing the earliest issue, although numberings on January issues may be more reliable than their dates.

33.3.2. Determining the chief source once the issue has been selected. The source of the title is the masthead of the first or earliest available issue. The source of the bibliographic description is the newspaper itself. The areas of the newspaper most often consulted are the masthead and the publisher's statement.

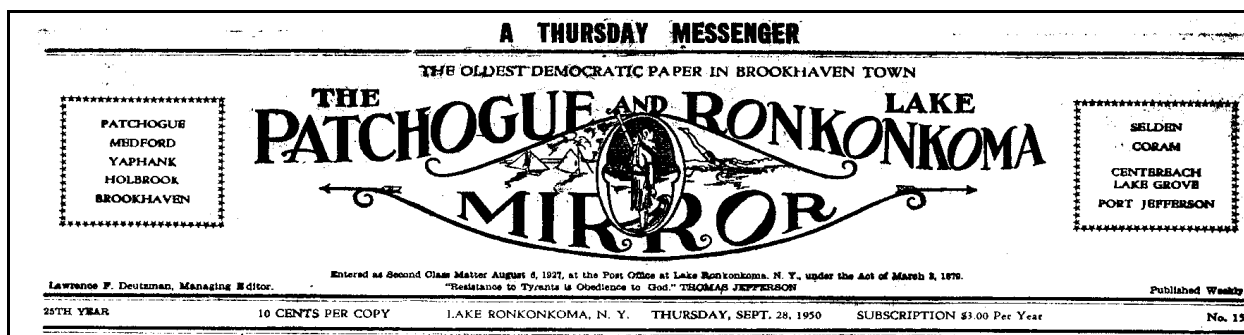


Fig. 33.1

The **masthead** includes the newspaper title statement found on the first, or front page. The masthead may also be called the nameplate, flag, or banner (Fig. 33.1). In addition to naming the newspaper, the masthead may also state the edition, place of publication, designation, day of publication, the newspaper's motto or philosophy, and the price. If the newspaper lacks a masthead, take the title from any source within the issue, and note the source from which the title was taken. Do not give a "source of title" note (field 500) for the masthead, since that is the norm.

The **publisher's statement** can include the title, edition, place of publication, publisher, editor, designation, frequency, the newspaper's motto or philosophy, price, and address. The publisher's statement may consist of one area, usually enclosed within a lined block or box (called "publisher's block") that includes the above information (Fig. 33.2). The publisher's statement may alternatively be comprised of two areas: a publisher's block, which identifies the publisher;

and a subscription block, which provides subscription information, addresses, and frequency.

Unlike the masthead, the publisher's block may appear anywhere in the newspaper.

THE ECHO
An independent
hometown newspaper
P.O. Box 270
Berlin, NY 12022

Subscription price is \$19.50
for local residents.
Out of area subscription
price is \$21.50 yearly
The ECHO publishes every week.

©Copyright 1992

DEADLINES: Display ads - Monday, 2 pm, Classified advertising -
Monday, 4 p.m. News items - Tuesday, 12 p.m.

Publisher..... Ralph deLeon
Marketing Manager..... Richard deLeon
Circulation..... Priscilla Anderson
Arts Editor..... Warren Bleearde
Copy Editor..... Marilyn Conlin
Production..... Dana Liles

Reporters
Noell deLeon..... 658-3042
Gary Miller..... 658-3218
Jack Lancto..... 658-3212
J. Alexander Brooks..... 658-3212
Mary Bouplon..... 658-3212

POSTMASTER: Send address
changes to:
The ECHO P.O. Box 270 Route 22,
Berlin, NY 12022.
Telephone 518-658-3212,
518-658-3218, 658-2777.
FAX: 658-2266
Toll Free in Mass. and
Vt. 1-800-858-8592

Advertising Policy: The ECHO reserves
the right to refuse, reject or alter
advertising material at its discretion.
Advertisers should check their ad the
first week of publication. The ECHO shall
not be liable for failure to publish an ad or
for typographical error or errors in
publication except to the extent of the cost
of the ad for the first week's insertion.
Adjustment for errors is limited to the
cost of that portion of the ad where the
error occurred.

This entire issue of The ECHO is copyright
under federal copyright laws 1989. No part
may be reproduced entirely or in part without
written permission of The ECHO, its publisher
or heirs.

The ECHO (USPS 007-443) is published weekly at Main
Street, P.O. Box 270, Berlin, NY 12022 by The ECHO
Publishing Company. The ECHO application to mail at
2nd Class postage rates are paid at Berlin, N.Y.

NNA
NATIONAL NEWSPAPER ASSOCIATION

NYPA
NEW YORK PRESS ASSOCIATION

Fig. 33.2

If no part of the newspaper supplies data that can be used as the basis of the description, take the necessary information from any available source, whether this is the contents of the newspaper or a reference work. Provide in a note the reason for, and the source of the supplied data.

```
245 00 $a [Daily herald].
362 0# $a Vol. 1, no. 1 (May 12, 1955)-
500 ## $a First issue untitled; issues for May 13, 1955- called: Daily
herald.
```

33.4. Uniform Title Headings (Field 130)

33.4.1. Background. Newspapers are always entered under title and the uniform title heading often is the main entry since many newspaper titles consist of one of a group of common generic titles (e.g., Times, Herald, Post). Refer to *LCRI 25.5B*⁶ for a general overview of the principles of assigning uniform titles.

33.4.2. When to assign a uniform title. Assign as instructed in *LCRI 25.5B* and *CCM 5.2*.

⁶ LC serial catalogers will still consult SARs when testing for conflict per paragraph at beginning of *LCRI 25.5B* .

33.4.3. Choice and form of qualifiers. For newspapers, the place of publication is always used as the first element in the qualifier. USNP catalogers generally use the “city, state” form of the place name. The place named first in the publication, distribution, etc. area (field 260) of the record is also used in the uniform title. AACR2 23.4 identifies additions to place names that are allowed, including state, province, territory, country, etc. LCRI 23.4B includes instructions to use the current name of the larger place (state, country, etc.) when adding it as a qualifier. The current state name is added to U.S. place names; when a neighborhood or local name is used, it is further qualified by city and state.

If place of publication alone does not differentiate among two or more newspapers published with identical titles, add to the place of publication the beginning date of publication, the frequency, or the edition statement. If the date is used in the qualifier it may be added to the place name since the place name is always used as the first element of the qualifier. (See “Date” examples below.)

```
130 0# $a Indian journal (Muskogee, Okla. : 1878)
245 14 $a The Indian journal.
260 ## $a Muskogee, Creek Nation, Indian Territory [Okla.] : $b M.P. Roberts
```

Frequency is generally used as a qualifier to distinguish titles from the same place and time and is sometimes included as an edition statement (e.g., “Weekly ed.”).

Geographic edition statements are generally used in 130 fields for newspapers published in multiple geographic editions. If the editions are published in different cities then the place name qualifier is sufficient. (See CCM 33.7.2 for additional examples of uniform titles for geographic editions.) Uniform title qualifiers that include edition statements also use the abbreviation “ed.”

Date

```
130 0# $a Washington gazette (Washington, Ga. : 1849)
245 14 $a The Washington gazette.
260 ## $a Washington, Ga. : $b James R. Sneed & Charles W. Hancock
310 ## $a Weekly
362 1# $a Began in 1849.
```

```
130 0# $a Washington gazette (Washington, Ga. : 1866)
245 14 $a The Washington gazette.
260 ## $a Washington, Ga. : $b H.F. Andrews
310 ## $a Weekly
362 1# $a Began Apr. 27, 1866; ceased in 1905.
```

Edition

130 0# \$a Sun herald (Charlotte Harbor, Fla. : Englewood ed.)
245 10 \$a Sun herald.
250 ## \$a Englewood ed.
580 ## \$a Other eds.: Sun herald (Charlotte Harbor, Fla. : Charlotte ed.), 1991-<1995>; Sun herald (Charlotte Harbor, Fla. : De Soto ed.), <1994-1995>.
775 1# \$t Sun herald (Charlotte Harbor, Fla. : Charlotte ed.) \$x 1055-7806 \$w (DLC)sn 91002725
775 1# \$t Sun herald (Charlotte Harbor, Fla. : De Soto ed.) \$x 1078-5574 \$w (DLC)sn 94004139 \$w (OCoLC)31119802

130 0# \$a Sun herald (Charlotte Harbor, Fla. : Charlotte ed.)
245 10 \$a Sun herald.
250 ## \$a Charlotte ed.
580 ## \$a Other eds.: Sun herald (Charlotte Harbor, Fla. : Englewood ed.), 1991-<1995>; Sun herald (Charlotte Harbor, Fla. : De Soto ed.), <1994-1995>.
775 1# \$t Sun herald (Charlotte Harbor, Fla. : Englewood ed.) \$x 1068-7939 \$w (DLC)sn 93003703 \$w (OCoLC)27804448
775 1# \$t Sun herald (Charlotte Harbor, Fla. : De Soto ed.) \$x 1078-5574 \$w (DLC)sn 94004139 \$w (OCoLC)31119802

Frequency

130	0#	\$a	Washington gazette (Washington, D.C. : Daily)
245	10	\$a	Washington gazette.
260	##	\$a	City of Washington [D.C.] : \$b Elliot and Irvine
310	##	\$a	Daily (except Sun.)
362	0#	\$a	Vol. 6, no. 992 (Feb. 15, 1821)-v. 11, no. 3165 (Feb. 4, 1826).
775	0#	\$t	Washington gazette (Washington, D.C. : Triweekly) \$w (DLC)sn 82014429

130	0#	\$a	Washington gazette (Washington, D.C. : Triweekly)
245	10	\$a	Washington gazette.
260	##	\$a	Washington [D.C. : \$b Jonathan Elliot]
310	##	\$a	Triweekly
362	0#	\$a	Feb. 15/16, 1821-
362	1#	\$a	Ceased in Feb. 1826?
775	0#	\$t	Washington gazette (Washington, D.C. : Daily) \$w (DLC)sn 82014409

If the place of publication changes because the newspaper moves to another locality, choose as the qualifying term the place from the first or earliest available issue.

130	0#	\$a	Californian (Monterey, Calif. : 1846)
245	14	\$a	The Californian.
260	##	\$a	Monterey, Calif. : \$b Colton & Semple
362	0#	\$a	Vol. 1, no. 1 (Aug. 15, 1846)-v. 3, no. 15 (Nov. 11, 1848).
500	##	\$a	Published in San Francisco, Calif., May 22, 1847-Nov. 11, 1848.

If the name of the place of publication changes because the city changes its name or if one city incorporates another, use the AACR2 form of the first named place in the 260 field.

130	0#	\$a	Republican mail (Majority Point, Ill.)
245	14	\$a	The Republican mail.
260	##	\$a	Majority Point, Ill. : \$b Edward Hitchcock
362	1#	\$a	Began in 1874.

[Majority Point changed its name to Toledo in 1881.]

```

130 0# $a Charlestown enterprise (Charlestown, Boston, Mass. : 1884)
245 10 $a Charlestown enterprise.
260 ## $a Charlestown [Boston, Mass.] : $b Charlestown Enterprise Co.
362 0# $a Vol. 6, no. 18 (Nov. 1, 1884)-v. 9, no. 8 (Feb. 20, 1886).
[Charlestown was included as part of Boston in 1874.]

```

If the form of the name varies, use in the qualifier the form of the name found in the name authority file. (Name variations include changes in spelling, punctuation, and abbreviations.) If the name is not established, follow instructions found in *AACR2 23.2A* and use the form of the name that is in general use and can be identified in gazetteers and other reference sources. *LCRI 23.2* cites the *Rand McNally Commercial Atlas and Marketing Guide* as a resource to use as well as the online service, *Geographic Names Information System* (<http://geonames.usgs.gov/>).

```

130 0# $a New-York tribune (New York, N.Y. : 1841)
245 10 $a New-York tribune.
246 3# $a New York tribune
260 ## $a New-York [N.Y.] : $b Horace Greeley

```

33.4.4. Uniform titles for language editions. For instructions on the assignment of uniform titles to language editions, refer to *CCM 5.6.2*.

```

130 0# $a Forward (New York, N.Y.). $l Yiddish.
245 10 $a Forver'ts = $b Forward = Vorw"arts.
260 ## $a New York, N.Y. : $b Jewish Socialist Press Federation
580 ## $a Also has English language ed.: Forward (New York, N.Y.)
775 1# $t Forward (New York, N.Y.) $x 1051-340X $w (DLC)sn 90003159

```

33.5. Title statement (Field 245)

Transcribe the title proper from the masthead of the first or earliest issue available in field 245 subfield \$a, as discussed in *CCM* Module 6.

Mottos, related titles, or statements of geographic or other intended audience may appear with the title in the masthead, but these statements are generally not considered to be part of the title and are not transcribed in subfield \$b of the 245 field. If an issuing body appears with the title on the chief source, include the statement in subfield \$b according to *AACR2 12.1E1*. If the information in the masthead is considered significant, it may be recorded in a 500 note (Fig. 33.3).



Fig. 33.3

- 130 0# \$a Dover enquirer (Dover, N.H. : 1830)
 260 ## \$a Dover, N.H. : \$b George W. Ela
 500 ## \$a "The Times" and "American Democrat" appear within the title ornament, Jan. 5, 1830-Jan. 16, 1849.
 780 00 \$t Times & Dover enquirer \$w (DLC)sn 84023053

If wording or order of the title cannot be determined from the masthead, look to other areas in the issue, such as the publisher's statement or the running title, to suggest wording or order (Fig. 33.4). Provide varying forms of access in 246 fields. (See also CCM 33.6.1.)



Fig. 33.4

- 130 0# \$a San Jose weekly Mercury (San Jose, Calif. : 1869)
 245 10 \$a San Jose weekly Mercury.
 246 3# \$a San Jose Mercury
 246 13 \$a Weekly Mercury
 362 0# \$a Vol. 17, no. 12 (July 29, 1869)-
 500 ## \$a The word "weekly" appears over the masthead ornament.

3.6. Variant titles and title added entries (Fields 246, 740)

33.6.1. Varying forms of the title (field 246). There are several situations where variant titles provide important access in newspaper records. Provide title added entries in the following cases.

Titles of short duration and fluctuating titles. If a title change lasts *for less than one year*, after which it reverts back to its original title, do not consider this to be a major change (Fig. 33.5).⁷ Instead, record the intermediate title in a 246 field and provide an explanation in subfield \$i, if possible. (A 500 note may be needed to explain the variation.) If a record for the intermediate title exists, cancel the record and record the title in a 246 field.



Fig. 33.5

```

245 04 $a The Washington post.
246 1# $a $i Issues for Apr. 15-29, 1878 called: $a Washington post and union
362 0# $a No. 1 (Dec. 6, 1877)-no. 28,398 (Mar. 17, 1878).
780 05 $t National union (Washington, D.C.) $g Apr. 15, 1878 $w (DLC)sn
      82006529 $w (OCoLC)8776863

```

Saturday and Sunday titles are generally treated as fluctuating titles and recorded in field 246 of the record for the main title.

⁷ Exceptions are sometimes made for rare early newspaper titles.

33.8. Numbering (fields 362 and 500)

Numbering (i.e., numeric and chronological designations) is most often found in the mastheads, and/or the publisher's statements. Record the numbering in field 362, as either formatted or unformatted notes, depending on whether the first/last issues are in hand. Unformatted 362 fields (second indicator "1") are accompanied by "Description based on" notes in 500 fields. (See *CCM* 8.1 and *CEG* Field 362 for more information on recording serial numbering.)

33.8.1. Formatted designations (field 362, indicator 0). Input numbering and date as a formatted designation when the first and/or last issue is available, as prescribed in *CCM* 8.1 and 8.4 (date only for those that lack numbering).

```
362 0# $a Vol. 1, no. 1 (Jan. 5, 1895)-v. 1, no. 52 (Dec. 28, 1895).
362 0# $a 1. Jahrg., Nr. 1 (17 Sept. 1891)-18. Jahrg., Nr. 44 (29 Juli 1909).
362 0# $a 34th year, no. 10,126 (May 15, 1914)-88th year, no. 26,554 (Mar.
14, 1967).
362 0# $a Apr. 29, 1901-July 3, 1904.
362 0# $a Vol. 5, no. 1 (Jan. 2, 1989)-
```

33.8.2. Unformatted designations (field 362, indicator 1). Input unformatted designations as prescribed in *CCM* 8.1, including a "Description based on" note if necessary. The following are common examples of unformatted or partially formatted designations for newspapers. (See also *CCM* 8.6.)

Beginning and ending dates are known but not in hand:

```
362 1# $a Began Jan. 15, 1949; ceased Dec. 20, 1951.
500 ## $a Description based on: Vol. 2, no. 32 (Apr. 17, 1950).
```

Specific beginning and ending dates are not known:

```
362 1# $a Began in 1949; ceased in Dec. 1951.
500 ## $a Description based on: Vol. 1, no. 51 (Jan. 9, 1950).
```

One date is known but not in hand and the other date is in hand:

```
362 1# $a Began in Jan. 1949.
362 0# $a -v. 2, no. 50 (Dec. 20, 1951).
500 ## $a Description based on: Vol. 1, no. 26 (July 7, 1949).
```

(Refer to the *CEG*, Field 362, for use of subfield \$z for recording the source of information in unformatted designation notes.)

33.8.3. Latest issue consulted. When more than one issue is in hand at the time of cataloging, or

when making changes to the record based on subsequent issues, input a latest issues consulted note, per AACR2 12.7B23. See *CCM* 8.1.2. for more information.

```
362 0# $a Vol. 5, no. 1 (Jan. 2, 1989)-
500 ## $a Latest issue consulted: Vol. 15, no. 1 (Jan. 4, 1999).
```

33.8.4. Successive numbering systems. If a newspaper starts a new sequence of numbering without changing its title, give the numbering of the first and last issues under the old system, followed by the numbering of the first and last issues under the new system. Such changes in numbering are called successive numbering. A newspaper may restart its numbering with volume 1, number 1, or an alternative designation that indicates a renumbering, without a change in title. This happens frequently with newspapers, often with a new publisher or editor.

If a newspaper repeats the exact numeric designation and the publisher does not link the old and new systems with a designation such as ‘new series’ or ‘second series,’ supply [*new ser.*] or another appropriate term (or its equivalent in the language of the title proper) (*AACR2* 12.3G1.)⁸. It is not unusual for a newspaper publisher to start a new numbering with a change in publisher, editor, or other reason. For more examples of successive designations, see *CCM* 8.7.2.

```
310 ## $a Weekly
362 0# $a Vol. 1, no. 1 (May 14, 1803)-v. 4, no. 15 (Sept. 8, 1806) ; [new
ser.] v. 1, no. 1 (Sept. 18, 1806)-v. 3, no. 52 (Sept. 17, 1808).
```

Do not consider that a newspaper has adopted a successive designation system when it adds a numeric designation.

```
130 0# $a Lexington leader (Lexington, Ky. : Daily)
245 10 $a Lexington leader.
362 0# $a July 16, 1902-37th year, no. 1 (Jan. 2, 1983).
```

⁸ Note that in the past CONSER catalogers would have created a new record; USNP catalogers would have retained the same record but did not use “[new ser.]”.

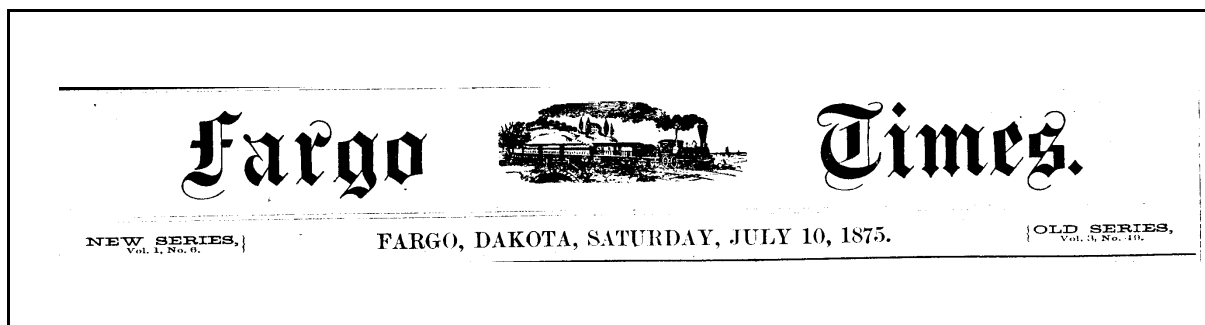


Fig. 33.11

33.8.5. Alternative numbering. Alternative numbering schemes are also common in newspapers. These often contain the prefixes of “new series” and “old series” (Fig. 33.11). Record as prescribed in *CCM* 8.5.4.

```
245 00 $a Fargo times.
260 ## $a Fargo, Dakota [N.D.] : $b E.B. Chambers
362 0# $a New ser., vol. 1, no. 1 (June 5 , 1875)- = old ser., v. 3, no. 35-
```

Another common use of alternative numbering occurs after absorptions and mergers when a title continues the designations of one or more preceding titles (Fig. 33.12).

```
245 00 $a Gazette and courier.
362 0# $a Gazette vol. 49, no. 2579 (July 20, 1841)-June 24, 1932 = Courier
v. 4, no. 16-v. 93, no. 1.
580 ## $a Formed by the union of: Gazette and Mercury, and: Greenfield
courier.
780 14 $t Gazette and Mercury $w (DLC)sn 83021069
780 14 $t Greenfield courier $w (DLC)sn 83021073
```

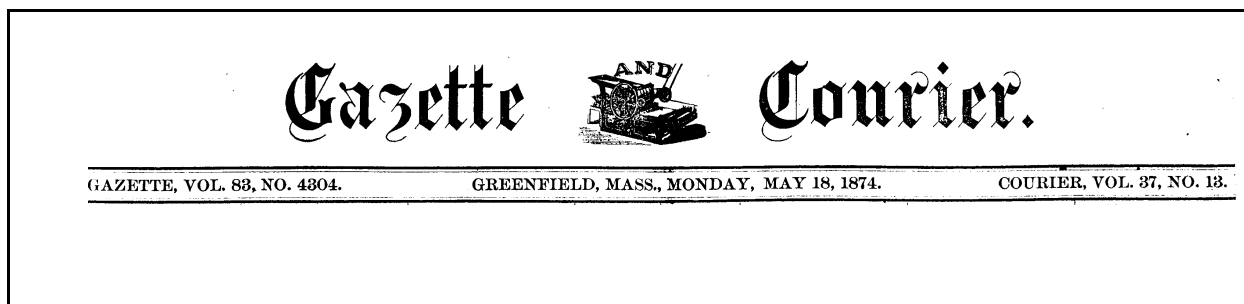


Fig. 33.12

If both designations are not included on all the issues, input the predominant designation in field 362, and note the other in the 515 field, if considered useful for access. If weekend issues of daily newspapers carry separate numbering systems, record the information in a 515 note (Fig. 33.13).

```

245 00 $a Press-Knickerbocker-express.
246 1# $i Published on Sunday as: $a Sunday press
260 ## $a Albany, N.Y. : $b Allied Print.
362 1# $a Began in Aug. 1899.
362 0# $a -68th year (May 20, 1910).
500 ## $a Description based on: 57th year (Sept. 1, 1899).
515 ## $a Sunday issues carry separate numbering.

```

33.9. Publication, Distribution, Etc. Area (Field 260)

The imprint area of newspaper records generally includes place of publication, name of publisher, and the first and last dates of publication. This information is most often found in the masthead or the publisher's statement. For newspapers, the dates of publication match the chronological designation of the first and last issues.⁹

Many eighteenth- and early nineteenth-century newspapers identify only a printer, editor, proprietor, or owner. In the absence of a corporate publisher, record the person's name(s) in field 260, subfield \$b, with proprietors and owners taking precedence over printers and editors.

Many twentieth century newspapers identify both an individual and a corporation as the publishers. Generally record the corporate body as the publisher's name in field 260, subfield \$b. If there is a hierarchy of corporate bodies listed as publishers on the piece, use the highest corporate body as the publisher, unless the paper is part of a U.S. corporate chain and independent of the owner (e.g., Gannett, Scripps-Howard). In this case record the next highest corporate name, or individual, listed.

33.10. Physical Description (Field 300)

Always provide the "extent of item" (e.g., "v.") in field 300 subfield \$a for full-level newspaper records for print and microform formats. Use of subfield \$b (other physical details), and subfield \$c (dimensions) is considered optional. (See also *CCM* Module 11 and *CEG* Field 300.)

33.11. Frequency (Fields 310 and 321)

Always include the current frequency of a newspaper in field 310, even if it's evident from the title statement (field 245) (*LCRI* 12.7B1). A newspaper's frequency is most often found in the publisher's statement or in the masthead. Input notes for the current and former frequencies per

⁹ Many earlier USNP records did not include the years of publication in subfield \$c because the information was considered redundant with the 362 field.

AACR2 12.7B1. Refer to *CCM* 12.3, and *CEG* Frequency/Regularity (008/18-19) and Field 310/321, for specific instructions on recording the frequency information in the MARC record.

```
Freq: w
Regl: r
245 04 $a The Bingham County news.
260 ## $a Blackfoot, Idaho : $b United Farmers
310 ## $a Weekly, $b May 6, 1921-1930
321 ## $a Weekly, $b Oct. 17-Dec. 5, 1918
321 ## $a Triweekly, $b Dec. 12, 1918-Apr. 8, 1919
321 ## $a Semiweekly, $b Apr. 10-Aug. 28, 1919
321 ## $a Daily, $b Sept. 1, 1919-Sept. 4, 1920
321 ## $a Semiweekly, $b Sept. 10, 1920-Apr. 29, 1921
```

“Frequency varies” may be used in field 321, as instructed in *CEG* Field 310/321.¹⁰

```
Freq: w
Regl: r
310 ## $a Weekly, $b June 1886-<1887>
321 ## $a Frequency varies, $b 1881-May 1886
```

“Normalized irregular” frequency is one in which the publication intentionally and regularly deviates from a standard pattern. This is common with newspapers. Follow the practice as prescribed in *CCM* 13.3.3. For example, an issue may include the statement “issued every evening except Sunday.” Input the following:

```
Freq: d
Regl: n
310 ## $a Daily (except Sun.)11
```

Other examples of normalized irregular frequencies for newspapers include the following:

- Triweekly (Daily during sessions of the legislature)
- Weekly (except last week in Dec.)
- Daily (except Sunday and holidays)

33.12. Notes (Fields 500, 515, 533, 546)¹²

¹⁰ USNP catalogers generally include all former frequencies.

¹¹ Although AACR2 does not list allowable abbreviations for days of the week in Appendix B, USNP practice has been to use the following abbreviations: Sun., Mon., Tue., Wed., Thur., Fri., Sat.

¹² Instructions on the use of fields 530 and 580 are found in *CCM* 33.15, “Linking relationships.”

33.12.1. Changes in place of publication (field 500). If the place of publication changes, record it in a 500 note and add a 752 field for the new place name (see also *CCM* 33.14).

```
245 00 $a Daily Nevada tribune.
260 ## $a Carson City, Nev. : $b McClure & Parkinson
362 0# $a Vol. 5, no. 527 (Aug. 9, 1875)-v. 46, no. 143 (July 15, 1896).
500 ## $a Published in Reno, Nev., Apr. 22-July 1896.
752 ## $a United States $b Nevada $c Washoe $d Reno.
752 ## $a United States $b Nevada $c Carson City $d Carson City.
```

33.12.2. Numbering peculiarities (field 515). Many newspaper editors do not attach great significance to a consistent use of numeric designation and therefore numbering peculiarities abound. This may have been more of a problem in the past, but it persists in the electronic age and has produced endless peculiarities, some of which are outlined below:

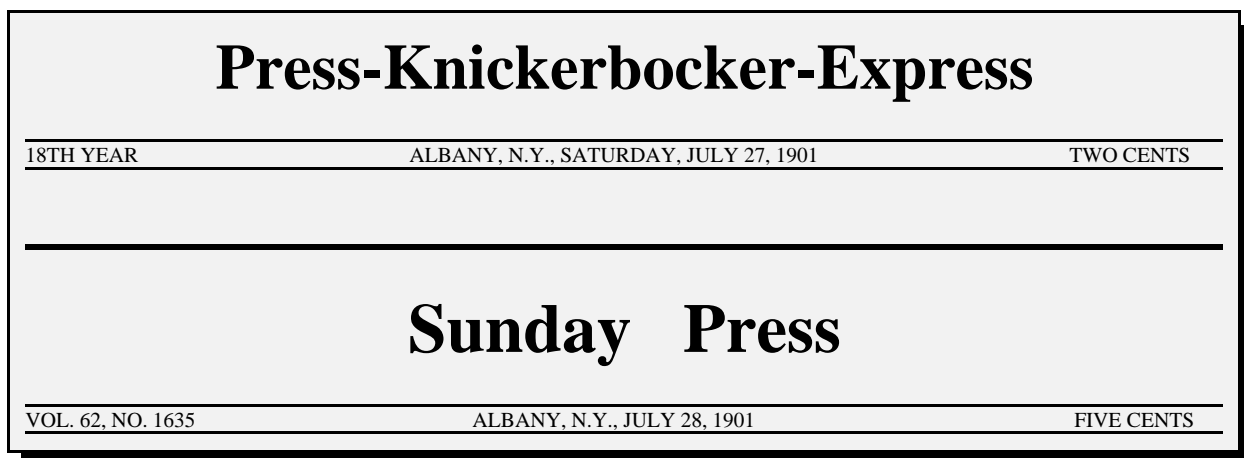


Fig. 33.13

1. If Saturday and Sunday issues carry separate systems of numeric designations, note the separate numbering in field 515 (Fig. 33.13).

```
245 00 $a Press-Knickerbocker-express.
246 1# $i Published on Sunday as: $a Sunday press
260 ## $a Albany, N.Y. : $b Allied Print
515 ## $a Sunday issues carry separate numbering.
```

2. Numbering irregularities often appear in the first issue of the calendar year:

```
310 ## $a Weekly (except Fourth of July and Christmas), $b Jan. 4, 1957-
```

```

    <1967>
321 ## $a Weekly, $b 1955-Dec. 28, 1956
362 1# $a Began in 1955; ceased in 1968?
515 ## $a Jan. 4, 1957 issue numbered vol. 2, no. 53; Jan. 11, 1957 issue
        numbered vol. 3, no. 2.

```

Sometimes the peculiarities involve both the numbering and the dates:

```

310 ## $a Daily (except Sunday)
362 0# $a Vol. 1, no. 1 (Jan. 2, 1853 [i.e. 1854])-
515 ## $a Issues for Jan.-Mar. 1854 dated 1853. Issue for Jan. 3, 1854 also
        numbered vol. 1, no. 1 but constitutes v. 1, no. 2.

```

3. When to note suspensions.

It is not necessary to note brief suspensions in the 515 field. These often occur when there is a change in editors/publishers, or in some cases, the suspension was intentional simply because the day of issue was changed from one day of the week to another. The cataloger must use his or her judgment when deciding whether to note such brief suspensions.

```

515 ## $a Suspended with Nov. 22, 1961 issue; resumed with Nov. 12, 1962
        issue.
515 ## $a Suspended Oct. 1863-Nov. 1864.

```

Other examples of the use of the 515 field:

```

515 ## $a Vol. 1, no. 1 preceded by an unnumbered "preliminary issue."
515 ## $a Issues for Aug. 3, 1899-Feb. 8, 1900 designated with Roman
        numerals, vol. IIX, no. XIIX-v. XI, no. III, but constitute v. 8,
        no. 28-v. 9, no. 3.
515 ## $a Vol. numbering skips from v. 22 to v. 30 on Dec. 12, 1889.
515 ## $a Issue numbering for Aug. 22-Sept. 12, 1913 remains at no. 34; with
        Sept. 19, 1913 issue numbering skips to no. 38.

```

33.12.3. Language note (fields 041, 546). *CCM* 13.6.1 describes several situations when a language note is given for serials.¹³ Include the language note for non-English newspapers per *LCRI* 1.7B2. Input the fixed field code for the language (008/35-37), as well as codes for multi-language newspapers (field 041) as described in the *CEG*.

```

Language: swe
041 0# $a swe $a eng
245 00 $a Oregon Posten.
260 ## $a Portland, Or. : $b F.W. Lonegren
546 ## $a In Swedish with some columns in English.

```

¹³ USNP practice has been to give language notes for all foreign language newspapers.

33.12.4. Editor/Publisher note (field 500). Editor and publisher notes are not generally input in newspaper records. If an editor's or publisher's name is more widely known than the newspaper, a note and added entry may be included. (See AACR2 21.30D1 and CCM 13.8.2.)

```
130 0# $a North star (Rochester, N.Y.)
245 14 $a The north star.
260 ## $a Rochester, N.Y. : $b W.C. Nell
500 ## $a Editor: Frederick Douglass.
700 1# $a Douglass, Frederick, $d 1817?-1895.
785 00 $t Frederick Douglass' paper $w (DLC)sn 84026366
```

33.12.5. General note (field 500). General notes for numbering and imprint are covered in CCM 33.8.2 and 33.12.1, respectively. Since the source for newspaper titles is the masthead, it is not necessary to use the "Title from" note as prescribed in CCM 3.2, except in rare cases when the title is not in the masthead or a masthead is not present.

```
362 1# $a Began in 1979.
362 0# $a -v. 3, issue 12 (Aug. 4, 1981).
500 ## $a Description based on: Vol. 2, issue 10 (May 20, 1980).
```

33.12.6. Reproduction note (field 533). Field 533 is generally used to describe a reproduction when the description is based on the original.¹⁴ (See LCRI Chapter 11 and CEG Field 533.) The reproduction note provides most of the information relating to the microform including the type

of reproduction, dates of publication, place of reproduction, date of micropublishing, etc. (CCM 32.3.3).

```
130 0# $a New republic (Lincoln, Neb. : 1887)
245 14 $a The new republic $h [microform].
533 ## $a Microfilm. $m 1887-1901:[Gaps] $b [Lincoln, Neb. : $c Nebraska
State Historical Society, $d 1975?] $e 5 microfilm reels ; 35 mm.
776 1# $c Original $w (DLC)sn 83025337
[The full record is included in CCM 33.20.3.]
```

33.13. Added Entries for Authors and Editors (fields 700, 710)

33.13.1. Personal and corporate authors (fields 700, 710). Since the definition of a newspaper often excludes publications emanating from corporate bodies or personal authors, a newspaper record will rarely require a corporate body or personal name added entry (CCM 33.1). Several 18th

¹⁴ USNP records generally follow the master record convention and do not use field 533. A 530 note may be added instead, with additional format information in a holdings record.

and 19th century papers were authored by noteworthy individuals and some special interest newspapers are issued by corporate bodies that are not solely newspaper publishers. Records for Native American tribal newspapers also include the corporate name added entry for the tribe. Include an added entry for the body or individual as instructed in *CCM* 4.8. The *AACR2* form of the name is entered according to instructions in chapters 22 and 24, or as found in the LC/NACO Authority File file.

```
245 00 $a Win awenen nisitotung = $b He who understands.
246 31 $a He who understands
260 ## $a Sault Ste. Marie, Mich. : $b Sault Ste. Marie Tribe of Chippewa
      Indians
710 2# $a Sault Ste. Marie Tribe of Chippewa Indians.
```

33.13.2. Editors (field 700). *AACR2* 12.7B6 explains when to record a note (field 500) for editors “considered to be an important means of identifying the serial.” Added entries for editors are also input when the editor’s name would be more widely known than the newspaper. (See *CCM* 33.12.4 above for the record example.)

33.14. Hierarchical Place Name (Field 752)

The newspaper's place of publication is input in field 752.¹⁵ The 752 field can be used to generate machine-ordered lists of catalog records, arranged by place name, and some catalog systems index the field. The current name is recorded, including the country name and subordinate units (e.g., state, territory, province, county, city).¹⁶ Field 752 is established as a core element for newspaper records (see *CEG* B6.4.2) although only subfields \$a (country) and \$d (city) are considered mandatory; subfield \$ b (state, province, or territory) is mandatory if applicable.

```
130 0# $a Financial times (London, England)
245 14 $a The financial times.
260 ## $a London [England] : $b MacRae, Curtice & Co., $c 1888-
651 #0 $a London (England) $v Newspapers.
752 ## $a Great Britain $b England $d London.
```

```
130 0# $a Call (Kansas City, Mo. : 1919)
245 14 $a The call.
260 ## $a Kansas City, Mo. : $b Franklin & Moseley
651 #0 $a Kansas City (Mo.) $v Newspapers.
752 ## $a United States $b Missouri $d Kansas City.
```

When a newspaper changes its place of publication, it is generally noted in field 500 and also recorded with an additional 752 field (see also *CCM* 33.12.1).

```
245 00 $a Daily Nevada tribune.
260 ## $a Carson City, Nev. : $b McClure & Parkinson
500 ## $a Published in Reno, Nev., Apr. 22-July 1896.
752 ## $a United States $b Nevada $c Washoe $d Reno.
752 ## $a United States $b Nevada $c Carson City $d Carson City.
```

In some cases there are clear distinctions between the place of publication and the area covered by the newspaper. In such cases 752 fields should *not* be used for place names representing areas covered by the newspaper. (The geographic name subject heading (field 651) is used for the area of coverage as described in *CCM* 33.17.2.)

```
130 0# $a Narodowiec (Cleveland, Ohio : Detroit ed.)
245 10 $a Narodowiec.
250 ## $a Detroit ed.
260 ## $a Cleveland, Ohio : $b S.A. Dangel
650 #0 $a Polish Americans $z Michigan $z Detroit $v Newspapers.
```

¹⁵ The 752 field was previously used to provide access for both place of publication and for area of coverage. The 651 field is now used for area of coverage.

¹⁶ In earlier practice unauthorized forms of place names were also given in 752 fields, including earlier place names. CONSER catalogers would include this information in references in authority records.

651 #0 \$a Detroit (Mich.) \$v Newspapers.
 752 ## \$a United States \$b Ohio \$c Cuyahoga \$d Cleveland.

33.14.1. State, province, or territory access (subfield \$b). For U.S. titles, record the current established form of the state name in subfield \$b. For parts of Great Britain, record the appropriate established name in subfield \$b as in the example above for *Financial Times* (e.g., England, Northern Ireland, Scotland, Wales). Record the established name of the province or territory in subfield \$b for Australia, Canada, Malaysia, and Yugoslavia.

245 04 \$a The Sydney morning herald \$h [microform].
 260 ## \$a Sydney, N.S.W. : \$b John Fairfax & Sons
 651 #0 \$a Sydney (N.S.W.) \$v Newspapers.
 752 ## \$a Australia \$b New South Wales \$d Sydney.

33.14.2. County access (subfield \$c). If the name of the county changes during the life of the paper, because of a split, redistricting, etc., input the current name only. Earlier county names can be identified in the LC/NACO Authority File.

If a city is divided between two counties, enter one 752 field with subfield \$c representing the geographically or historically dominant county. In the following example, Atlanta, Georgia is located primarily in Fulton County but also in DeKalb County:

245 00 \$a Atlanta daily world.
 260 ## \$a Atlanta, Ga. : \$b W. Scott
 651 #0 \$a Atlanta (Ga.) \$v Newspapers.
 752 ## \$a United States \$b Georgia \$c Fulton \$d Atlanta.
 [752 *not* input for DeKalb County]

If a city is currently divided among three or more counties, omit subfield \$c.

130 0# \$a Call (Kansas City, Mo. : 1919)
 245 14 \$a The call.
 260 ## \$a Kansas City, Mo. : \$b Franklin & Moseley
 651 #0 \$a Kansas City (Mo.) \$v Newspapers.
 752 ## \$a United States \$b Missouri \$d Kansas City.
 [Additional 752 fields for Jackson, Clay, and Platte counties not included]

If a place of publication is not located within a county or has no political ties to the county in which it lies, do not enter subfield \$c. For example, Baltimore, Maryland is located within Baltimore County but is not part of it:

130 0# \$a Sun (Baltimore, Md. : 1967)
 245 14 \$a The sun.
 260 ## \$a Baltimore, Md. : \$b A.S. Abell Co.
 651 #0 \$a Baltimore (Md.) \$v Newspapers.
 752 ## \$a United States \$b Maryland \$d Baltimore.

33.14.3. City (subfield \$d). Use the current name of the city, town, or village. Use the city name if the newspaper is published in a section of the city. City sections, or neighborhoods can be included in a place name subject heading (*CCM* 33.17.2).

33.15. Linking Relationships (Fields 530, 580, 775, 776, 777, 780, 785)¹⁷

Fields 775-785 provide machine- and eye-readable links among related newspaper records. The Linking Entry Complexity Note (field 580) and Additional Physical Form Available Note (field 530) describe the relationships that cannot be adequately expressed by the display constants for the linking fields (see *CEG*, fields 775-785). Refer to *CCM* 14.1.6 for when to use a 580 note in CONSER records.¹⁸ When the bibliographic relationship does not apply to all issues of the newspaper, input a 580 note with the dates of the first and last issues, or for the years representing the relationship. Note that the availability of subfield i in linking fields other than 780/785 will make it possible, in some cases, to create a more detailed note without the use of field 580 (see *CCM* Module 14 and *CEG*).

Newspaper “record sets,” or groups of related records, typically involve more titles and corresponding records than those for other serials, due to the proliferation of title changes and related editions. Quite often a newspaper cataloger will sketch out the record set to create a diagram of related titles. The diagram for the *Great Falls Tribune* (Fig. 33.14) shows that the newspaper changed frequency when another frequency edition began publication, then both editions went through a series of title changes. The end result is a set of 10 records linked together with 775, 780, and 785 fields.

¹⁷ See *CCM* 14.1 and *CEG* “Linking Entry Fields--General Information” for an overview of linking fields and linking relationships.

¹⁸ USNP has traditionally input fewer 580 fields in their records than what is recommended in *CCM* 14.1.4.a.

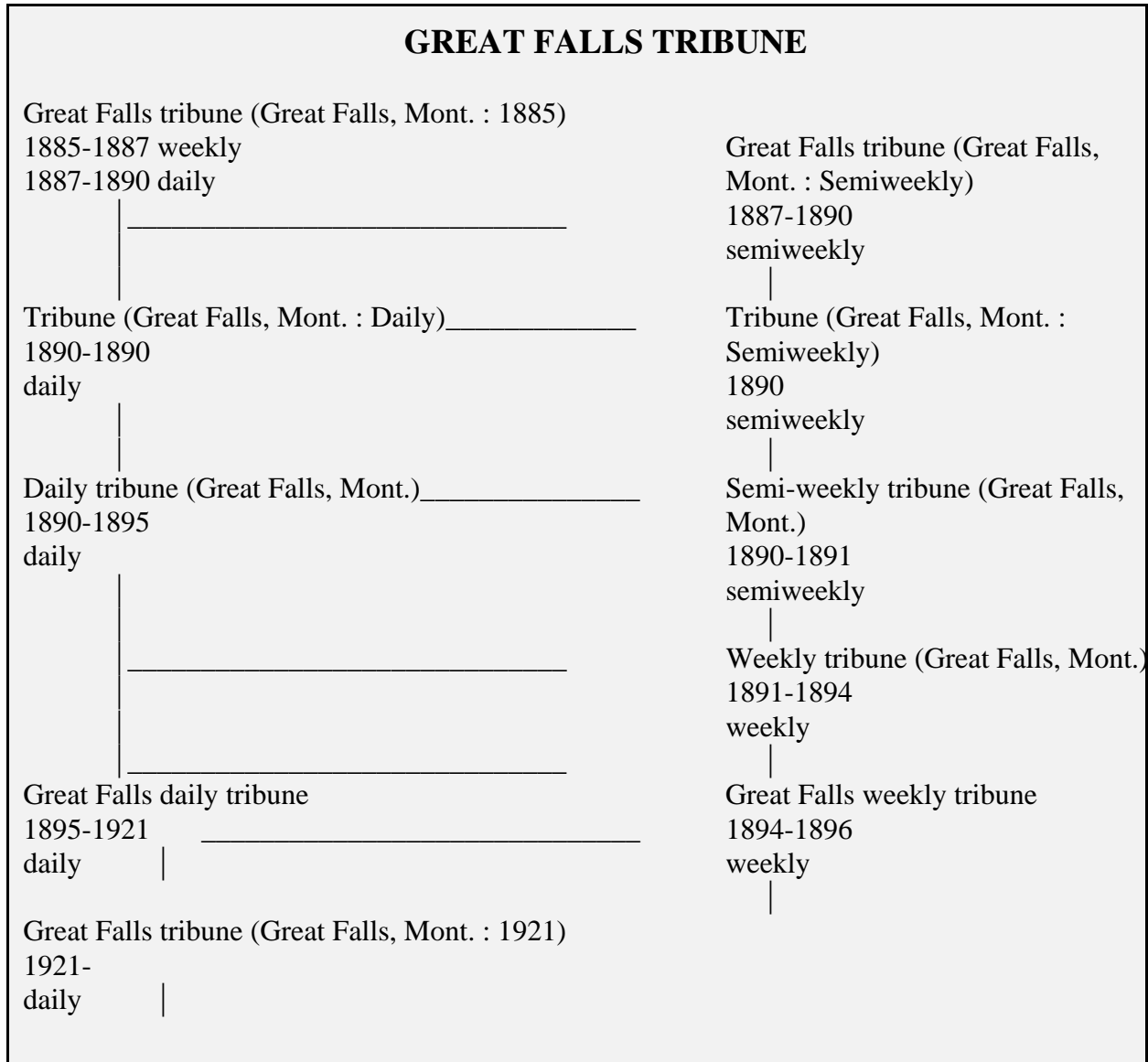


Fig. 33.14

33.15.1. Earlier and later titles (fields 580, 780 and 785). *CCM* 14.1.2.b and 14.1.6 list the appropriate MARC tags and indicator values for linking newspaper records.¹⁹ For a discussion of alternative treatment of these fields, see *CCM* 14.2.6.

¹⁹ USNP practice has been to follow standard CONSER practice for individual 780/785 links, however, USNP has also used first indicator "0" for standard two-record 780 or 785 links (e.g., mergers and unions) without using the 580 note.

245 04 \$a The Italian tribune of America.
 580 ## \$a Merged with: Voce del popolo (Detroit, Mich.) to form: Tribuna del popolo (Detroit, Mich.)
 780 00 \$t Tribuna italiana d'America \$w (DLC)sn 83045264 \$w (OCoLC)9382223
 785 17 \$t Voce del popolo (Detroit, Mich.) \$w (DLC)sn 83045266 \$w (OCoLC)9378178
 785 17 \$t Tribuna del popolo (Detroit, Mich.) \$w (DLC)sn 82015368 \$w (OCoLC)8807544

[CONSER record with 580 field]

245 00 \$a Fargo times.
 780 04 \$t Red River gazette \$w (DLC)sn 85033479
 780 04 \$t Fargo express \$w (DLC)sn 84022131
 780 05 \$t Northern Pacific mirror \$g 1875 \$w (DLC)sn 89074489
 785 00 \$t Fargo weekly times \$w (DLC)sn 89074486

[USNP record without 580 field]

33.15.2. Editions (fields 580, 775). There are a great variety of newspaper editions as explained in *CCM 33.7*. A 580 note is generally input to describe the type of edition if it is not evident from the title entry included in the 775 linking field.

245 00 \$a Star-advocate.
 310 ## \$a Weekly, \$b Feb. 5, 1975-<1994>
 321 ## \$a Triweekly, \$b 1962-
 321 ## \$a Daily (Monday through Friday), \$b <1965>-Jan. 31, 1975
 580 ## \$a Daily ed.: Florida today (Cocoa, Fla.), <1994>
 775 1# \$t Florida today (Cocoa, Fla.) \$w (DLC)sn 90001833 \$w (OCoLC)14366320

Frequency editions. Add a 775 link for each concurrently published frequency edition. It is not necessary to input a 580 field for frequency editions if the title or uniform title identifies the relationship. When newspaper editions change frequency and title several records may result, all of which are linked together as shown below.

```

130 0# $a Springfield weekly Republican (Springfield, Mass.)
245 10 $a Springfield weekly Republican.
260 ## $a Springfield, Mass. : $b Samuel Bowles and Son
300 ## $a v.
310 ## $a Weekly
362 1# $a Began in 1851.
362 0# $a -123rd year (Sept. 26, 1946).
775 0# $t Springfield tri-weekly Republican $w (DLC)sn 85038277
775 0# $t Springfield semi-weekly Republican $w (DLC)sn 85038278

```

```

245 00 $a Springfield tri-weekly Republican.
310 ## $a Triweekly
362 0# $a Vol. 1, no. 1 (Jan. 2, 1860)-v. 4, no. 100 (Sept., 7, 1863).
775 0# $t Springfield weekly Republican (Springfield, Mass.) $w (DLC)sn
83020847
785 00 $t Springfield semi-weekly Republican $w (DLC)sn 85038278
↓
245 00 $a Springfield semi-weekly Republican.
310 ## $a Semiweekly
362 0# $a Vol. 1, no. 1 (Sept. 9, 1863)-
362 1# $a Ceased Dec. 29, 1871?
775 0# $t Springfield weekly Republican (Springfield, Mass.) $w (DLC)sn
83020847
780 00 $t Springfield tri-weekly Republican $w (DLC)sn 85038277

```

580 notes are generally used to identify frequency editions, including situations when the editions change title, resulting in several linking entries.

```

130 0# $a Fort Dodge messenger (Fort Dodge, Iowa : 1880)
245 14 $a The Fort Dodge messenger.
310 ## $a Semiweekly, $b Oct. 16, 1894-Aug. 28, 1903
321 ## $a Weekly, $b June 11, 1880-Oct. 5, 1894
580 ## $a Daily ed.: Fort Dodge daily messenger, Sept. 20, 1884-<July 30,
1887>; Evening messenger (Fort Dodge, Iowa), <Mar. 31, 1892>-Nov.
7, 1902; Fort Dodge messenger (Fort Dodge, Iowa : 1902), Nov. 8,
1902-Aug. 28, 1903.
580 ## $a Weekend ed.: Saturday messenger (Fort Dodge, Iowa), Oct. 30,
1886-July 30, 1887.
775 1# $t Saturday messenger (Fort Dodge, Iowa) $w (DLC)sn 85049750
775 1# $t Fort Dodge daily messenger $w (DLC)sn 85049753
775 1# $t Evening messenger (Fort Dodge, Iowa) $w (DLC)sn 85049754
775 1# $t Fort Dodge messenger (Fort Dodge, Iowa : 1902) $w (DLC)sn 85049755

```

Geographic editions. Records for geographic editions are generally linked one-to-one, although separate records for multiple local or regional editions can make this impractical. See *CCM* 33.7.2 for a discussion of options for linking and noting multiple geographic editions.

```
130 0# $a Springfield daily news (Springfield, Mass. : 1880)
245 10 $a Springfield daily news.
580 ## $a Published in several regional editions, <1962>-1987.
```

[There are nine separate records for local editions of the above title. 775 fields are not included in the records.]

Language editions (fields 580 and 775). Because of the timely nature of newspapers, very few newspapers are considered to be translations. Link language editions with 775 fields.

```
130 0# $a For.ver.ts.
245 10 $a Forward.
260 ## $a New York City, N.Y. : $b Forward Pub. Co., $c 1990-
580 ## $a Issued also in a Yiddish ed.: For.ver.ts.
775 1# $t For.ver.ts $x 0746-7869 $w (DLC)sn 83045845 $w (OCoLC)34407272
```

33.15.3. Other physical media (fields 530, 776). Fields 776 and 530 are used to link and note other physical forms of the item, including microforms and electronic resources. This mainly involves reproduction microforms and online versions of newspapers in print. (Refer also to *CCM* 32.3.3 and 33.18.11, and *CEG* fields 530 and 776.) Field 776 is mandatory in CONSER records for preservation master microforms and the original print when both are in the OCLC database.

USNP has traditionally followed the “master record convention” and not created separate records for reproduction microforms²⁰, but instead noted their availability in a 530 note. Other CONSER members follow *LCRI* Chapter 11, create a separate record for the microform, and base the description of the microform on the hard copy newspaper, with the microform details in a note (field 533). (See also *CCM* 32.3 and 33.12.6.)

```
245 00 $a Weekend Chicago defender $h [microform].
533 ## $a Microfilm. $m v. 85:no. 4 (July 1990)- $b [Seattle, Wash.] : $c
    Filmed for the University of Washington Libraries. $e microfilm
    reels ; 35 cm.
539 ## $a c $b 1990 $c 9999 $d wau $e u $f u $g a
775 0# $t Chicago defender (Chicago, Ill. : Daily)
776 1# $c Original $w (DLC)sn 92055112 $w (OCoLC)25367155
780 00 $t Chicago defender (Chicago, Ill. : Weekly)
```

[CONSER microform record]

```
245 00 $a New Mexico state democrat.
260 ## $a Albuquerque, N.M. : $b J.G. Albright
```

²⁰ See *LCRI* 12.0

530 ## \$a Also on microfilm: El Paso, Tex. : Southwest Micropublishing, Inc.
[USNP master record with microform note]

33.15.4. “Issued with” another title (fields 580 and 777). Field 777 contains entries for separately cataloged newspapers that are issued with, or included in, another title. Newspapers issued together often have the following characteristics:

- Each has its own masthead, often published on a separate page;
- Each has its own system of numbering and may have a different issue date;
- They may have separate publisher's statements, or one publisher's statement for both titles;
- They may have been issued separately before or after they are issued together.

```
130 0# $a Oak Creek times (Oak Creek, Colo. : 1925)
245 14 $a The Oak Creek times.
362 0# $a Vol. 17, no. 46 (Sept. 4, 1925)-v. 19, no. 9 (Dec. 16, 1926).
580 ## $a Issued with: Yampa leader, Nov. 4-Dec. 16, 1926.
777 1# $t Yampa leader $w (DLC)sn 90051040

-----

245 04 $a The Yampa leader.
362 1# $a Began in 1903.
362 0# $a -v. 25, no. 11 (Dec. 17, 1926).
580 ## $a Issued with: Oak Creek times (Oak Creek, Colo.), Nov. 5-Dec.
17, 1926.
777 1# $t Oak Creek times (Oak Creek, Colo.) $w (DLC)sn 90051037
```

In each record, input a 777 linking field and a Linking Entry Complexity Note to record the dates for the relationship.

33.16. Changes That Require a New Record

33.16.1. Major changes. In general, follow the rules for determining a major title change as outlined in AACR2 21.2C2a and LCRI 21.2C, and discussed in CCM Module 16. A new serial entry is also required per LCRI 21.3B when the physical medium changes.

33.16.2. Minor title changes. The following exceptions to AACR2 21.2C2b and LCRI 21.2C should be followed when cataloging newspapers.

1. In cases when a title change lasts *less than one year*, after which time the newspaper returns

to its former title, do not create separate records for each title change.²¹ Include the intermediate title in a 246 field. (See also *CCM* 33.6.1.)

2. Do not make a separate record for a Saturday and/or Sunday issue with a different title even when the weekend title carries its own numbering (*CCM* 33.6.1).

```
130 0# $a Buffalo evening news (Buffalo, N.Y. : Daily)
245 10 $a Buffalo evening news.
246 1# $i Sunday issues for 1880-1895 published as: $a Buffalo Sunday
      morning news
246 1# $i Sunday issues for <1897>-1915 published as: $a Buffalo Sunday
      news
```

33.16.3. Periodical and newspaper formats. A newspaper can change its form and content to become a periodical. Do not make a new record to reflect a change in format from newspaper to periodical (or vice versa). Instead, give the information in a note. In the case of a newspaper that has changed to a periodical, leave the Type of Serial (008/21) code as "n." Existing subject headings should retain their form subdivisions with a change in format, and additional headings may be input to reflect the new format.

```
Type of Serial: n
130 0# $a Looking glass (Hatfield, Ark.)
245 14 $a The looking glass.
310 ## $a Monthly, $b July 1976-
321 ## $a Weekly, $b Apr. 3, 1975-June 17, 1976
500 ## $a Published as a weekly newspaper, 1975-June 1976; as a monthly
      magazine, July 1976-
651 #4 $a Hatfield (Ark.) $v Newspapers.
651 #0 $a Polk County (Ark.) $v Newspapers.
651 #0 $a Arkansas $v Periodicals.
```

Titles often change when their form and content change, thus requiring a new serial entry.

²¹ Exceptions are sometimes made for rare newspaper titles.

```

Type of Serial: n
Dates: 1855,1891
245 00 $a Frank Leslie's illustrated newspaper.
260 ## $a New York, N.Y. : $b Frank Leslie
785 00 $t Frank Leslie's illustrated weekly

-----

Type of Serial: p
Dates: 1891,1894
245 00 $a Frank Leslie's illustrated weekly.
260 ## $a New York : $b [W.J. Arkell, $c 1891-1894].
780 00 $t Frank Leslie's illustrated newspaper

```

33.17. Library of Congress Subject Headings (Fields 650, 651)

Library of Congress subject headings may be assigned to newspaper records, as they are for other serials, according to the following: *CCM Module 15, Library of Congress Subject Headings*, and the *Subject Cataloging Manual, Subject Headings*. Even though most newspapers fit the description of “general interest publications” (see *CCM 15.2.8*) they often contain significant amounts of information about particular places, topics, or national or ethnic groups. For that reason many institutions assign LC subject headings to newspaper records, and use the form subdivision “Newspapers” according to *Subject Cataloging Manual, Subject Headings H 1920*.²²

33.17.1. Topical newspapers (field 650). For newspapers that contain current news of special topical interest assign headings of the type:

```

650 #0 $a [Topic] $z [Place, if appropriate] $v Newspapers.

650 #0 $a Labor movement $z United States $v Newspapers.
650 #0 $a Agriculture $z Arkansas $v Newspapers.

```

Topical newspapers also contain general information, which may comprise most of the

²² In February 1994, *SCMSH* broadened the use of the form subdivision “Newspapers” for geographic name added entries, in addition to its use for topical newspapers and those for national and ethnic groups.

publication. A topical heading may be assigned if the topic represents at least 20% of the newspaper's content.

33.17.2. Subject Added Entry - Geographic Name (field 651). Field 651 contains a geographic name subject heading that provides access to a newspaper's area of coverage. Assign a heading of the type *[Place] \$v Newspapers* if the newspaper contains substantive information about the place and/or activities occurring in it. The choice of the type of place name (or geographic specificity) may vary due to local publishing practice, but the geographic name should represent at least 20% of the contents.²³

Currently, the second indicator value "0" is used in 651 fields for newspaper records if the place name is in the LC/NACO Authority File. If the name does not appear in the authority file, indicator "4" is used.²⁴ (See also *CCM* 33.2.) Construct and enter geographic headings according to *SCMSH* sections H 690-H 1055. Always conclude field 651 with the form subdivision "Newspapers."

Although the geographic coverage of a newspaper is often the same as its place of publication, this is not always true. Input a 651 field for places of publication found in the 260 and 752 fields only if they reflect the newspaper's content.

```
130 0# $a Narodowiec (Cleveland, Ohio : Detroit ed.)
245 10 $a Narodowiec.
250 ## $a Detroit ed.
260 ## $a Cleveland, Ohio : $b S.A. Dangel
651 #0 $a Detroit (Mich.) $v Newspapers.
752 ## $a United States $b Ohio $c Cuyahoga $d Cleveland.
```

There are many local place names that are not established in the LC/NACO Authority File and often the cataloger must construct the authority record for the place name in the name authority file. That name may have changed before, during, or after the dates of publication of the newspaper being described. Because of the special relationship between a newspaper and its corresponding place name(s), it is important to include authorized forms of headings per *AACR2*, Chapter 23. The cataloger may also need to consult state and local gazetteers to determine the authorized form if the name is not in the authority file. Input only the current form of the place name in the 651 field. An authority record cross reference can be included to provide access for an earlier form or spelling.

²³ More than two levels of geographic specificity should generally be avoided. (E.g., Separate headings for neighborhood and city, but not for neighborhood, city, and county.)

²⁴ Second indicator value "4" was used in all 651 fields in newspaper records prior to 1994 when the form subdivision "Newspapers" was established for geographic name headings.

A wide variety of place name complications can be discovered while cataloging newspapers. A typical complication involves spelling variations; or a village or city may have changed its name; also, many towns became neighborhoods, districts, or quarters within a neighboring city, and the name can be added as a subject heading per *SCMSH* H 720. Input the current name as included in the 752 field. (Neighborhood names are not currently recorded in 752 fields.)

Spelling Variations

```
130 0# $a North Carolina bulletin (Asheboro, N.C.)
245 10 $a North Carolina bulletin.
260 ## $a Ashborough, N.C. : $b E.B. Drake
362 0# $a Vol. 1, no. 1 (Feb. 16, 1856)-
651 #0 $a Asheboro (N.C.) $v Newspapers.
752 ## $a United States $b North Carolina $c Randolph $d Asheboro.
```

Name Change

```
130 0# $a California star (Yerba Buena, Calif. : 1847)
245 14 $a The California star.
260 ## $a Yerba Buena [Calif.] : $b Samuel Brannan
362 0# $a Vol. 1, no. 1 (Jan. 9, 1847)-v. 2, no. 23 (June 10, 1848).
651 #0 $a San Francisco (Calif.) $v Newspapers.
752 ## $a United States $b California $c San Francisco $d San Francisco.
```

Town Becomes a Neighborhood

```
130 0# $a Courier (Georgetown, Washington, D.C.)
245 14 $a The courier.
260 ## $a Georgetown [D.C.] :
362 0# $a Vol., 1 no. 1 (May 20, 1812)-
651 #0 $a Washington (D.C) $v Newspapers.
651 #0 $a Georgetown (Washington, D.C.) $v Newspapers.
752 ## $a United States $b District of Columbia $d Washington.
```

33.17.3. Ethnic and national groups (field 650). Field 650 also provides access to newspapers for national and ethnic groups. The following definition is offered in *SCMSH* H 1920:

“An ethnic newspaper is primarily intended for a specific ethnic audience. It may deal with a wide range of news topics of interest to the group and not be limited to any specific subject matter. It generally focuses on events and activities occurring within the ethnic community on a local, national, and/or international level. It may provide coverage of events in the home country as well as summaries of major world and national events.”

Input field 650 for newspapers for ethnic groups in the U.S., according to the following model:

```
650 #0 $a ... Americans $z [Geographic subdivision(s)] $v Newspapers.
```

Examples of U.S. ethnic or national group subject headings:

650 #0 \$a Polish Americans \$z Illinois \$z Chicago \$v Newspapers.
 650 #0 \$a Afro-Americans \$z Louisiana \$v Newspapers.

Ethnic newspapers are not, of course, limited to the U.S. For foreign ethnic papers use the following construction:

650 #0 \$a [National group outside their native country] \$z [Geographic subdivision] \$v Newspapers.

245 00 \$a Argentinos lietuviju balsas.
 260 ## \$a Bs. As. [Buenos Aires, Argentina] : \$b Argentino Lietuviu Balsas,
 500 ## \$a "La voz de los lituanos en la Argentina."
 546 ## \$a In Lithuanian with columns in Spanish.
 651 #0 \$a Buenos Aires (Argentina) \$v Newspapers.
 650 #0 \$a Lithuanians \$z Argentina \$v Newspapers.

Keep in mind that ethnic groups and languages are not always the same:

546 ## \$a In Persian.
 650 #0 \$a Iranian Americans \$z New York (State) \$z New York \$v Newspapers.

Assign the following types of headings to North American Indian newspapers:

650 #0 \$a Hopi Indians \$v Newspapers.
 [Newspaper for tribe]

650 #0 \$a Indians of North America \$z Northeastern States \$v Newspapers.
 [Newspaper for a group of tribes]

650 #0 \$a Indians of North America \$v Newspapers.
 [General newspaper for Indians throughout the U.S. or Canada]



Fig. 33.15

33

newspapers

.18. Electronic

Many feel that newspaper publishing is undergoing an evolution that will likely change the form of what is currently considered a newspaper (Fig. 33.15). A new medium has been born--the electronic newspaper²⁵--one that presents a new challenge for librarians. Cataloging e-newspapers, like cataloging any type of Internet publication, is continuously evolving to keep pace with the resources. Fields with special applications for e-newspapers are explained below. A short list of World Wide Web resources for electronic newspapers is also included (*CCM* 33.18.13).

33.18.1. What is an electronic newspaper? A remote access electronic newspaper is commonly called an electronic newspaper. The following definition is based on *CCM* 31.1 and *CCM* 33.1. An e-newspaper must fit the definition of both a newspaper and a remote access electronic serial: a serial publication containing news on current events of special or general interest, issued in a machine-readable format, and "accessed via input/output devices connected electronically to a computer" (*AACR2*). E-newspapers are accessed most frequently via the Internet. This definition will evolve as the concept of an online newspaper continues to evolve.

E-newspapers are often associated with an existing newspaper in print. Most e-newspapers do not have enumeration, though they do have chronology, and many maintain archives of back issues online.

This definition excludes:

- Home pages mounted by publishers (without links to issues);
- "Teasers" or advertisements for online papers;
- World Wide Web sites that only compile news from external sources;
- Online news services (without designated issues);

²⁵ Also called e-newspaper, e-news, or online newspaper.

- Dial-up bulletin board services.

Some publications that call themselves e-newspapers may in reality fit one of the categories listed above.

33.18.2. World Wide Web sites for newspapers. It is becoming more common for newspaper publishers to establish Web sites, and sometimes an Internet address is included in the publisher's statement in print. The extent of online information offered by newspaper publishers varies greatly. Some offer online versions of their print issues, others offer their current top stories with additional Internet news services, and some offer only subscription and advertising information.

If possible, investigate the Web site mentioned in the newspaper to determine the nature of the online information. Newspaper publishers are now providing designated issues online, and sometimes an archive is maintained and accessed through the publisher's Web site. CONSER has developed an interim policy option for the treatment of online versions of serials in print (CCM 31.2.2). A separate record for the online version is preferred, although it is also acceptable to note the existence and location of the online version on the record for the print publication. When creating a separate record for the online version, add to both records:

- 530 notes to identify the related versions;
- 776 fields to link the records;
- 856 fields in *both* the print record and the record for the online version.

(For more details, see CCM 31.2.2.)

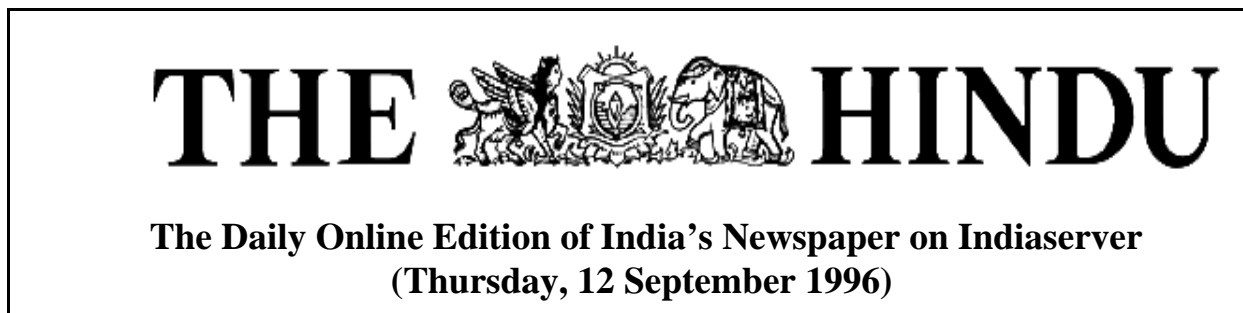


Fig. 33.16

```
130 0# $a Hindu (Madras, India : Daily : Online)
245 14 $a The Hindu $h [electronic resource].
516 ## $a Electronic newspaper
530 ## $a Contains selected articles from the print publication: Hindu
(Madras, India : Daily).
```


33.20.1. Local weekly. Deming Headlight (Deming, N.M. : 1881)

OCLC: 4605616	Rec stat: c	Used: 19960828
Entered: 19790131	Replaced: 19940427	
Type: Elvl:	Srce: d	Gpub: Ctrl: Lang: eng
BLvl: s	Form:	Conf: 0
S/L: 0	Orig: e	EntW: Regl: r
Desc: a	SrTp: n	Cont: DtSt: d
		Dates: 1881,1948

1 010 ## \$a sn83-4264

2 040 ## \$a UCU \$c UCU \$d NSD \$d NPT \$d PPM \$d NST \$d NVM \$d NSD \$d DLC
\$d NVM \$d CNK \$d NVM

3 035 ## \$a 10077908 \$b UCU

4 042 ## \$a lcd

5 043 ## \$a n-us-nm

6 090 ## \$b

7 049 ## \$a DLCC

8 130 0# \$a Deming headlight (Deming, N.M. : 1881)

9 245 10 \$a Deming headlight.

10 260 ## \$a Deming, N.M. : \$b J.E. Curren, \$c -[1948]

11 300 ## \$a v.

12 310 ## \$a Weekly, \$b May 1895-Dec. 1948

13 321 ## \$a Weekly, \$b June 1881-Apr. 14, 1894

14 321 ## \$a Semiweekly, \$b Apr. 18, 1894-Apr. 30, 1895

15 362 1# \$a Began in June 1881.

16 362 0# \$a -v. 67, no. 11 (Dec. 31, 1948).

17 500 ## \$a Description based on: Vol. 1, no. 39 (Mar. 18, 1882).

18 530 ## \$a Also on microfilm: El Paso, Tex. : Southwest
Micropublishing, Inc.

19 580 ## \$a Merged with: Deming graphic (Deming, N.M. : 1903), to form:
Deming graphic and the Deming headlight.

20 651 #0 \$a Deming (N.M.) \$v Newspapers.

21 651 #0 \$a Luna County (N.M.) \$v Newspapers.

22 752 ## \$a United States \$b New Mexico \$c Luna \$d Deming.

23 775 0# \$t Deming daily headlight \$w (DLC)sn 94057025

24 785 17 \$t Deming graphic (Deming, N.M. : 1903) \$w (DLC)sn 86063579

25 785 17 \$t Deming graphic and the Deming headlight \$w (DLC)sn 92072352

26 850 ## \$a NmU

33.20.2. Urban daily. Monde (Paris, France)

OCLC: 1758539 Rec stat: c
 Entered: 19751101 Replaced: 19960507 Used: 19960918
 Type: a Elvl: Srce: d Gpub: Ctrl: Lang: fre
 BLvl: s Form: Conf: 0 Freq: d Mrec: Ctry: fr
 S/L: 0 Orig: e EntW: Regl: n ISSN: z Alph: b
 Desc: a SrTp: n Cont: DtSt: c Dates: 1944,9999
 1 010 ## \$a sn85-20897
 2 040 ## \$a MUL \$c MUL \$d PIT \$d AIP \$d HUL \$d AIP \$d IUL \$d AIP \$d NSD
 \$d NST \$d DLC \$d ONP \$d CRL \$d NSD \$d HUL \$d CRL \$d OCL
 3 012 ## \$k 1 \$m 0
 4 022 ## \$a 0395-2037
 5 035 ## \$a 5287800002 \$b PITT
 6 037 \$b Le Monde, 5, rue des Italiens, 75427 Paris
 7 042 ## \$a nsdp \$a lcd
 8 043 ## \$a e-fr---
 9 050 14 \$a DC701 \$b .M66
 10 090 ## \$b
 11 049 ## \$a DLCC
 12 130 0# \$a Monde (Paris, France)
 13 210 0# \$a Monde
 14 222 #3 \$a Le Monde
 15 245 13 Le monde.
 16 260 ## \$a Paris : \$b Imp. sp. du "Monde", \$c [1944]-
 17 300 ## \$a v. ; \$c 51-68 cm.
 18 310 ## \$a Daily (combined Sunday/Monday issue)
 19 362 0# \$a 1. année, no 1 (19 d'ec. 1944)-
 20 510 2# \$a Infobank \$b Jan. 1969-
 21 510 2# \$a Predicasts
 22 515 ## \$a Issued in various chronological eds.
 23 530 ## \$a Also available on microfilm from Center for Research
 Libraries, A.C.R.P.P., Microfilming Corp. of America, and
 Research Publications.
 24 580 ## \$a Selections published weekly in: Monde. S'election
 hebdomadaire.
 25 651 #0 \$a Paris (France) \$v Newspapers.
 26 752 ## \$a France \$d Paris.
 27 775 1# \$t Monde. S'election hebdomadaire \$x 0026-9360 \$w (DLC)sn
 86014500 \$w (OcoLC)3945430
 28 776 1# \$c Microfilm \$d Center for Research Libraries \$w (DLC)sn
 96021040 \$w (OcoLC)2527734

Appendix A.

Acronyms and Initialisms Relating to Continuing Resources

BIBCO. Bibliographic Cooperative. BIBCO is a bibliographic component of the Program for Cooperative Cataloging (PCC), primarily responsible for monographs and integrating resources.

CONSER. Cooperative Online Serials Program. Formerly Conversion of Serials Project. CONSER is a bibliographic component of the PCC, primarily responsible for serials and integrating resources.

FRBR. Functional Requirements for Bibliographic Records. An entity-relationship model, developed by IFLA, that is being considered for the redesign of OPACs.

IFLA. International Federation of Library Associations.

ISBD(CR). International Standard Bibliographic Description--Serials and Other Continuing Resources. ISBD(CR) contains rules on the description of serials and integrating resources and is used by many libraries the international community. The ISBDs are created by committees within IFLA. The prescribed punctuation found in AACR2 is governed by the ISBDs.

ISBD(ER). International Standard Bibliographic Description--Electronic Resources.

ISSN. International Standard Serial Number.

ISSN Canada. International Standard Serial Number Canada. The Canadian center responsible for assigning ISSN to Canadian imprints and located at the National Library of Canada.

MARBI. ALA ALCTS LITA RASD Committee on Representation in Machine Readable Form of Bibliographic Information.

MARC 21. The international MARC coding schema for bibliographic, authority, holdings, and communications data.

MFHD. MARC 21 Format for Holdings Data.

NASIG. North American Serials Interest Group, Inc.

NACO. Name Authority Cooperative. NACO is an authority component of the PCC.

NISO. National Information Standards Organization. NISO began as Committee Z39 of the American National Standards Institute (ANSI).

NSDP. National Serials Data Program. NSDP is a section of the Serial Record Division, Library of Congress and is the United States ISSN Center responsible for assigning ISSN to U.S. imprints.

OCLC. Brief form of OCLC Online Computer Library Center, Inc.

PCC. Program for Cooperative Cataloging.

| **RLIN21.** Research Libraries Information Network. The cataloging database of the Research
| Libraries Group (RLG¹).

SACO. Subject Authorities Cooperative. SACO is an authority component of the PCC.

| **SCCTP.** Serial Cataloging Cooperative Training Program. CONSER coordinates the program.
| SCCTP provides standardized training materials and designated trainers in the field of continuing
| resources.

SICI. Serial Item and Contribution Identifier. The bar code that uniquely identifies each issue of
a serial, of which the ISSN forms the first portion.

SISAC. Serials Industry Standards Advisory Committee. SISAC is a committee of the Book
Industry Study Group, Inc. (BISG).

USNP. United States Newspaper Program.

| ¹ RLG merged with OCLC, effective July 1, 2006. "Institutions that currently create and edit name authority records
| with the RLIN21 client will be migrated to the Connexion client." *RLG-OCLC Technical Services Transition*
| *Scenarios*. Updated 2, August 2006. URL: http://www.rlg.org/en/page.php?Page_ID=20966

Appendix C.

Select Bibliography of Works and Sources of Information Useful to Serials Catalogers

I. Primary cataloging tools¹

Descriptive cataloging and MARC format

Anglo-American Cataloguing Rules (AACR2). 2nd ed., rev. Chicago : American Library Association, 1988-

CONSER Editing Guide (CEG). 1994 ed. Washington, D.C. : Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service, 1994-

Descriptive Cataloging Manual (DCM).

The *DCM* is an in-house manual containing the procedures followed by catalogers at the Library of Congress. The chapters that relate to the establishment of name and series authority records, however, are used by CONSER members and others participating in cooperative programs.

Library of Congress Rule Interpretations (LCRIs). 2nd ed. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

MARC 21 Format for Authority Data. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

MARC 21 Format for Bibliographic Data. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

MARC 21 Format for Holdings Data. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

Subject Headings and Classification

Library of Congress

| *Free-Floating Subdivisions: an Alphabetical Index*. 18th edition (2006). Lists all subdivisions designated as free-floating, approved through December 2005. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

| *Classification Web*. Full-text schedule display of all Library of Congress classification schedules. Available from the Cataloging Distribution Service, Library of Congress. Web site: <http://classificationweb.net/>

| *Library of Congress Subject Headings (LCSH)*. 29th edition (2006). The big red books.

¹ Many of the primary tools in this list are also included in the Cataloger's Desktop, available as a Web-based resource from the Library of Congress Cataloging Distribution Service.

- | Provides an alphabetical list of all subject headings, cross-references and subdivisions in verified status in the LC subject authority file. Washington, D.C. : Cataloging Distribution Service, Library of Congress.
- | *Subject Cataloging Manual : Subject Headings*. 2004 Cumulation: fifth edition (1996) with all updates through 2004 interfiled. Four-volume binder set. ISBN 0-8444-0906-5. Washington, D.C. : Cataloging Distribution Service, Library of Congress.
- | *Classification Web*. Full-text schedule display of all Library of Congress classification schedules. Available from the Cataloging Distribution Service, Library of Congress. Web site: <http://classificationweb.net/>

Others

- | *Canadian Subject Headings (CSH)*. Ottawa : Library and Libraries Canada. A list of subject headings in the English language, using controlled vocabulary, to access and express the subject content of documents on Canada and Canadian topics. Available on the Web at <http://www.collectionscanada.ca/csh/index-e.html>
- | *Medical Subject Headings (black and white MeSH)*. Bethesda, MD : National Library of Medicine; for sale by the Supt. of Docs., U.S. G.P.O. Alphabetical and categorized list of subject descriptors used to analyze the biomedical literature in NLM. Also available online at: <http://www.nlm.nih.gov/mesh/meshhome.html>.
- | *Répertoire des Vedette-Matières (RVM)*. A fee-based service provides access to more than 200 000 French subject headings and their English equivalents, as well as some 30 lists of subdivisions applicable to these headings. Subscriptions are managed by the Bibliothèque de l'Université Laval. Web site: <http://www.collectionscanada.ca/rvm/>

II. Other books and manuals

- Chan, Lois Mai. *Library of Congress Subject Headings: Principles of Structure and Policies for Application*. 3rd ed. Washington, D.C. : Cataloging Distribution Service, Library of Congress, 1995.
- Liheng, Carol L. H. *Serials Cataloging Handbook*. 2nd ed. Chicago, American Library Association, 1998.
- Puccio, Joseph A. *Serials Reference Work*. Englewood, Colo. : Libraries Unlimited, 1989.
- Saye, Jerry D. *Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations*. Chicago : American Library Association, 1989.
- Geer, Beverley and Bea Caraway. *Notes for Serials Cataloging*. 2nd ed. Littleton, Colo. : Libraries Unlimited, 1998.

III. Journals and newsletters

ALCTS Newsletter. ISSN 1047-949X. Vol. 1, no. 1- Chicago : Association for Library Collections & Services, American Library Association, 1990-

Australian & New Zealand Journal of Serials Librarianship. ISSN 0898-3293. Vol. 1, no. 1- Binghamton, N.Y. : Haworth Press, 1990-

Cataloging & Classification Quarterly. ISBN 0163-9374. Vol. 1, no. 1 (fall 1980)- New York : Haworth Press, 1981-

Cataloging Service Bulletin. ISBN 0160-8029. No. 1 (summer 1978)- Washington, D.C. : Library of Congress, Collections Services; available from the Cataloging Distribution Service, 1978-

CONSER. ISBN 0163-8610. No. 1 (Oct. 1978)-no. 25 (June 1993) Dublin, OH : OCLC, 1978-1993.

CONSERline. ISBN 1072-611X. No. 1 (Jan. 1994)- Washington, DC : Library of Congress. Available online at: <http://www.loc.gov/acq/conser/consrlin.html>.

Information Technology and Libraries. ISBN 0730-9295. Vol. 1, no. 1 (Mar. 1982)- Chicago : Library and Information Technology Association, 1982-

International Cataloguing & Bibliographic Control. ISBN 1011-8829. Vol. 17, no. 1 (Jan./Mar. 1988)- London : IFLA, UBCIM Programme, 1988-

Library Resources & Technical Services. ISBN 0024-2527. Vol. 1, no. 1 (winter 1957)- Chicago : American Library Association, 1957-

NASIG Newsletter. ISBN 0892-1733. Vol. 1, no. 1 (Jan. 1986)- Media, PA : Northern American Serials Interest Group, 1986-

Serials. ISBN 0953-0460. Vol. 1, no. 1 (Mar. 1988)- Oxford, Eng. : United Kingdom Serials Group, 1988-

The Serials Librarian. ISBN 0361-526X. Vol. 1, no. 1 (fall 1976)- New York : Haworth Press, 1976-

Serials Review. ISBN 0098-7913. Vol. 1, no. 1 (Jan./June 1975)- Ann Arbor, MI : Pieran Press, 1975-

SISAC News. ISBN 0885-3959. Vol. 1, no. 1 (Oct. 1985)- New York : Book Industry Study Group, 1988-

Technicalities. ISBN 0272-0884. Vol. 1, no. 1 (Dec. 1980)- Phoenix, AZ : Oryx Press, 1980-

Technical Services Quarterly. ISBN 0731-7131. Vol. 1, nos. 1/2 (fall/winter 1983)- New York : Haworth Press, 1983-

IV. Online sources

Since the original compilation of this bibliography, the Web has grown significantly and has become a primary tool for catalogers. The CONSER Web site is a major resource and it also contains a page with many resources of interest to catalogers, including the site, Tools for Serial Catalogers.

CONSER Web site: <http://www.loc.gov/acq/conser.html>.

Other resources: <http://www.loc.gov/acq/conser/resource.html#catalog>

The following listservs provide a forum for the exchange of questions, answers, and information concerning serials and cataloging in general.

AUTOCAT (AUTOCAT@ubvm.cc.buffalo.edu)

PACSL (listserv@uhupvm1.uh.edu)

SERIALST (listserv@uvmvm.uvm.edu)

INDEX

TOPIC

Abbreviations

- edition statement, 9.3.1.
- numbering, 8.4.2.
- publisher, 10.2.1., 10.2.2.
- title added entries, 7.2.3.
- uniform titles, 5.3.5.

Access methods for remote serials, *see*

- Internet access to remote serials

Accompanying material, 11.4.

- electronic resources, 30.12.4, 30.14.7

Acronyms, *see Initialisms*

Added entries

- and uniform titles, 5.7.2.
- annual reports, 7.4.1.
- "At head of title" note, 7.2.1.
- author/title, 7.5., 7.5.3.
- electronic resources, 30.4, 31.4.2
- corporate body, 4.8.3.
- newspapers, 33.13.
- other title information, 6.3.4., 7.2.1.
- parallel titles, 6.4.2., 7.2.1.
- persons, 4.8.2.
- serial editions, 9.4.3.
- supplements, 17.4.4.
- title proper, 7.4.
 - abbreviations, 7.2.3.
 - acronyms and initialisms, 7.2.3.
 - alternative title, 7.2.1.
 - ampersand, 7.2.3.
 - common title/section title, 7.2.1.
 - compound words, 7.2.3.
 - corporate body in, 7.2.1.
 - numbers and dates, 7.2.3.
 - portion of, 7.2.1.
 - signs and symbols, 7.2.3.

Added title page title, 7.2.2.

Aggregators

- added entries, 31.4.2.
- cataloging guidelines, 31.2.3B
- series, 31.13.

ALA rules, Mod. 22, 22.2.1

Alternative numbering, 8.5.4.

Alternative title

- added entries, 7.2.1., 33.6.1.
- as title proper, 6.1.2., 6.1.4.

Analysis (series), 12.1.2.

Analytic title page

- as chief source for series, 12.3.1.

- definition, 3.2.2.

Annual reports, 2.1.2.

- added entries, 7.4.1.

"At head of title" note, 6.5.6.

- and added entries, 7.2.1.

- electronic resources, 30.7

"Backing up" description in AACR2 records, 21.10

Bibliographies

- main entry, 4.4.1.

- note, 13.9.3.

Binder's title, 7.2.2.

"Body of the description", 3.4.

Brackets

- general conventions, 3.3.2.

- edition statement, 9.1.2., 9.2.4.

- in pre-AACR2 records, 22.4.2.

- publication, distribution, etc. area, 10.1.2., 10.4.4.

- title proper, 3.2.5., 6.1.8.

Capitalization

- numbering, 8.4.2.

- title proper, 6.1.3.

publisher

- corporate body, 10.2.1.

- serial, 10.2.3.

- subject headings (MeSH), 15.5.4.

Caption

- as title page substitute, 3.2.2.

Caption title, 7.2.2.

Catalogs

- and uniform title, 5.2.2.

- main entry, 4.4.1.

Check-in (of serials), 1.5.1.

Chief source, Module 3

- and title changes, 16.2.5.

- electronic resources, 30.3., 31.3, 33.18.4.

- in pre-AACR2 records, 22.4., 22.4.1.

- lack of, 3.2.5.

- microforms, 32.2.1a, 32.3.3a

- newspapers, 33.3., 33.18.4.

- on first or earliest issue, 3.2.

- series, 3.2.2., 12.2.2., 12.3.1

Chronological relationships (links), 14.1.1.

Classification, 31.17

"Cloning" records, 32.3.2

"Closing off" records, 21.3

Collation (pre-AACR2), 22.4.7.

Colophon

- as title page substitute, 3.2.2.
- Commercial publishers
 - and main entry, 4.2.2.
 - as publisher, 10.2.1.
 - definition, 10.2.1.
- Common title/section title added entries, 7.2.1.
 - and other title information, 6.6.1.
 - and parallel title, 6.6.2.
 - and statement of responsibility, 6.6.1.
 - as title proper, 6.1.2., 6.2., 30.6.2.
 - or edition statement?, 9.2.3.
 - or unnumbered series/serial?, 12.6.4.
 - uniform title, 5.5.1.
- "Commonly known as" title, 7.2.3., 30.7.
- Compilers
 - main entry, 4.6.
 - statement of responsibility, 6.5.5.
- Computer file serials, *See* Electronic resource serials
- Conference publications
 - as monographs or serials?, 2.2.1.
 - main entry, 4.4.3.
 - changes to, 16.3.1.
 - name headings, 18.5.2., 18.7.
 - as main or added entries, 18.7.2.
 - omissions, 8.7.3.
 - types, 18.7.1.
 - named/unnamed, 18.7.2.
 - numbering, 8.3.3.
 - sponsors
 - added entries, 4.8.3.
 - notes, 13.5.2.
- Consecutive numbering, 8.3.2.
- Container (electronic resources)
 - as chief source, 30.3.2.
 - variant titles, 30.7.4.
- Contents note, 13.7.
- Continuing resources, Module 0
- Copyright date
 - as designation, 2.1.3., 8.3.3.
- Core records, upgrading, 21.8
- Corporate authorship, 4.1.5.
- Corporate bodies
 - as added entries, 4.8.3.
 - justification, 4.8.3.
 - as main entry, 4.2-4.5.
 - changes to, 16.3.1.
 - uniform titles, 5.2.3.
 - as notes, 13.9.5.
 - as statement of responsibility, 6.5.3.
 - as title proper, 6.1.8., 16.2.5.
 - as uniform title qualifier, 5.3.2.
 - emanation, 4.3.
 - in pre-*AACR2* records, 22.3.1., 22.3.2.
 - in title added entries, 7.2.1.
 - in title proper, 6.1.5.
 - Issuing bodies note, 13.5.
 - named or unnamed, 4.2.1.
 - other than statement of resp. or publisher, 10.2.6.
 - prominence and main entry, 4.2.1.
- Corporate body name headings, Module 18
 - abbreviations (pre-*AACR2*), 22.5.5.
 - capitalization (pre-*AACR2*), 22.5.5.
 - changes, 16.3.1., 18.8.
 - conflicts, 18.6.2.
 - corporate hierarchies, 18.5.2.
 - omitting parts of, 18.5.3.
 - electronic resources, 31.4.
 - entered directly, 18.5.1.
 - entered subordinately, 18.5.2.
 - multiple languages, 18.4.2.
 - government bodies, 18.5.2., 18.5.2. (type 3, 6), 18.6.2.
 - in pre-*AACR2* records, 22.5.4.
 - initial articles omitted from, 18.6.1.
 - initialisms (pre-*AACR2*), 22.5.4.
 - institutions, 18.6.2.
 - as qualifier, 18.6.2.
 - pre-*AACR2*, 22.5.3.
 - meetings, 18.5.2. (type 3, 6)
 - see also* Conference publications--name headings
 - official language, 18.4.2.
 - official name, 18.3.
 - omissions, 18.6.1.
 - pre-*AACR2*, 22.5.
 - qualifiers, 18.6.2.
 - related bodies, 18.5.2.
 - societies (pre-*AACR2*), 22.5.3.
 - sources, 18.4.1.
 - terms of incorporation, 18.6.1.
 - types, 18.5.2.
 - variant forms, 18.4.
- Cover
 - as title page substitute, 3.2.2.
 - removed for filming, 32.3.3a
- Cover title, 7.2.2.
- Cumulative disks (electronic resources), 30.3.1.

- Cumulations, 17.2.
 linking relationships, 14.3.7.
- Cumulative index note, 17.5.2.
- "Dash" entries (pre-*AACR2*), 22.4.10.
- Dates
 as chronological designations, 8.3.3., 8.5.5.
 electronic resources, 30.8.
 as uniform title qualifiers, 5.3.3., 33.4.3.
 conferences, 8.3.3.
 copyright dates
 as chronological designations, 2.1.3.,
 8.3.3.
 as date of publication, 10.4.1., 10.4.3.
 cover date, 8.3.3.
 in corporate body qualifiers, 18.6.2.
 in notes, 13.2.4.
 in series statement, 12.6.1., 12.6.2.
 in variant titles, 7.3.
 of birth, death, etc. (in personal name
 headings), 18.1.
 of coverage, 8.3.3.
 of publication, 10.4.
 as chronological designations, 8.3.3.
 as uniform title qualifiers, 5.3.3.
 beginning date of publication, 8.1.1.
 changes, 10.6.3.
 first/last issue in hand/not in hand,
 10.4.2.
 multiple dates, 10.4.3.
 newspapers, 33.9.
 recording, 10.4.4.
 supplying, 10.4.3.
 omitted from title, 6.1.7.
 release date
 as chronological designations, 8.3.3.
 as date of publication, 10.4.1., 10.4.3.
- Designations, see Numbering
- "Description based on" note, 3.1.1., 8.1.1.
 see also 500 (*DBO*)
 combined with source of title note, 3.2.2.,
 8.1.1.
 electronic resources, 30.8., 31.3.4, 31.9
 microforms, 32.3.3f
 newspapers, 33.8.
- Disk characteristics note (electronic resources),
 30.13.3.
- Disk label (electronic resources)
 as chief source, 30.3.2.
 as variant title, 30.7.1.
- "Disk" vs. "disc", 30.7.1.
- Distinctive titles
 as variant titles, 7.2.2.
 omitted from title, 6.1.7.
 on periodicals, 2.2.3.
- Distributor, 10.2.5.
- Document formats (remote access computer
 files), 31.1.4.
 856 field, 31.15.
- Earliest entry cataloging, 22.3.2.
- "Edition"
 see also *Edition statement, Serial editions,
 Newspaper editions*
 as designation, 8.3.2., 8.3.3.
 as edition statement, 9.2.1.
 not used as edition statement, 9.2.2.
 uses on serials, 9.1.1.
- Edition statement, Module 9
 see also "Edition," *Serial editions*
 abbreviations, 9.3.1.
 as uniform title qualifier, 5.3.5., 33.4.3.
 changes, 9.5.2., 16.4.2.
 electronic resources, 30.9., 31.10
 language editions, 9.5.1.
 multiple languages, 9.3.2.
 supplied, 9.2.4.
 without word "edition", 9.2.3.
- Editorial pages
 as title page substitute, 3.2.2.
- Editors
 added entries, 4.8.2., 33.12.2.
 main entry, 4.6.
 note, 13.8., 33.12.4.
 statement of responsibility, 6.5.5.
- Electronic location and access (856), 31.15.,
 33.18.12.
- Electronic serials
 direct access, Mod. 30
 MARC 21format, 30.2., 31.2.4
 remote access, Mod. 31
 online versions, *see* Online versions
- Ellipses, 6.1.7.
 in pre-*AACR2* records, 22.4.3.
- Emanation and main entry, 4.3.
- Exhibitions, 4.4.3.
- File characteristics (256), 30.13.2, 31.8
- File characteristics note (electronic resources),
 30.13.2., 31.14.3., 33.18.8.
- File formats (remote access serials), *see*

- Document formats
- Fluctuating titles
 - added entries, 7.2.4., 33.6.1.
 - minor title changes, 16.2.4.
- FRBR, App. A1
- Frequency
 - as uniform title qualifier, 5.3.5., 33.4.3.
 - former, 13.3.4.
 - in fixed field, 13.3.1.
 - in pre-*AACR2* records, 22.4.9.
 - note, 13.3.
 - numbering in, 13.3.4.
 - sources, 13.3.2.
 - terminology, 13.3.3.
- "Frequency varies" note, 13.3.4.
- General material designation (GMD)
 - electronic resources, 30.6.3., 31.6.2
 - interactive multi-media, 31.6.2
 - microforms, 32.2.1b, 32.3.3c
 - omitted from uniform title, 5.4.2.
- Generic titles (pre-*AACR2*), 22.4.3.
- Geographic name headings, 18.2.
 - newspapers, 33.2., 33.17.2.
- Half-title, 3.2.4., 7.2.2.
- Hierarchical place name, 33.14.
- Holdings (pre-*AACR2*), 22.4.5.
- Home page, Module 31, definitions
- Horizontal relationships (links), 14.1.1.
- Illustration statement, 11.2.1.
- Imprint (pre-*AACR2*), 22.4.6.
- "INC" in field 936, 22.4.12.
- Indexes, 17.5.
 - added entries, 7.5.2.
 - in pre-*AACR2* records, 22.4.11.
- Initialisms
 - as other title information, 6.3.3.
 - minor title changes, 16.2.4.
 - name headings, 18.4.1.
 - relating to serials, App. A.
 - title proper, 6.1.4.
 - added entries, 7.2.3.
 - in pre-*AACR2* records, 22.4.3.
- Integrating resources
 - and electronic serials, 31.2.2.
 - change to or from serial, 2.4.3., 2.4.4.
 - differences from serials, 1.2.2.
 - linking to, 14.4.2.
 - theory and development, Module 0
- Internet access to remote serials, Module 31
 - 856 field, 31.15
- Irregularly issued serials, 2.1.4.
- ISBD punctuation in pre-*AACR2* records, 22.4.2.
- ISBD(S), App. A.
- ISDS, see ISSN
- ISSN
 - definition, App. A.
 - in links (pre-*AACR2*), 22.4.9.
 - in series statement, 12.4.5.
- ISSN Canada, App. A.
- Issuing body
 - definition, 10.2.1.
 - note, 13.5.
 - major/minor changes, 16.2.3., 16.2.4.
- Jurisdiction
 - in corporate body qualifiers, 18.6.2.
 - in name headings, 18.5.1., 18.5.2., 18.5.3.
 - in statement of responsibility, 6.5.4.
- Language notes, 13.6., 33.1.3.
- Language editions
 - edition statement, 9.5.1.
 - linking relationships, 14.3.1.
 - uniform title, 5.6.2.
- Latest entry cataloging, 22.2.1., 22.3.2.
 - microforms, 32.3.5., 32.3.5
- Latest issue consulted (LIC), 8.1.2.
- Legal serials, 2.1.2.
- Limited duration publications, 2.1.3.
- Linking entry complexity note, 14.1.6.
 - newspapers, 33.15.2.
 - reprints, 14.3.3.,
- Linking entry fields
 - and added entries, 14.1.3.
 - and field 580, 14.1.6.
 - and monographs, 14.1.6., 14.5.2.
 - and notes, 14.1.3.
 - catalog entry in, 14.1.4.
 - control numbers in, 14.1.4.
 - electronic resources, 30.14.
 - in databases, 14.1.3.
 - ISSN in, 14.1.3.
 - key title (in pre-*AACR2* records), 22.4.9.
 - microforms, 32.3.3m
 - multiple titles, 14.1.6.
 - newspapers, 33.15., 33.18.11.
 - reciprocal linking, 14.1.5.
 - supplements, 14.3.4., 17.4.4.
 - uniform titles in, 5.7.1.
- Linking relationships

- "absorbed", 14.2.4.
 "absorbed by", 14.2.4.
 "absorbed in part", 14.2.5.
 "absorbed in part by", 14.2.5.
 "brother-sister", 14.5.4.
 chronological, 14.1.1., 14.2.
 companions, 14.3.7.
 "continues", 14.2.1.
 "continued by", 14.2.1.
 "continued in part", 14.2.3.
 "continued in part by", 14.2.2.
 cumulations, 14.3.7., 17.2.
 determining existence of, 14.1.2.
 editions, 14.3.2., 14.3.5., 30.14.2., 33.15.2.
 electronic resources, 30.14., 31.16
 horizontal, 14.1.1., 14.3.
 "issued with", 14.3.6., 33.15.4.
 language editions, 14.3.1.
 monographs, 14.4.1.
 numerous, 14.1.6., 30.14.
 "merged with to form", 14.2.6.
 "merger of", 14.2.6.
 physical format, 14.3.5., 30.14.3., 31.1.4.,
 31.16, 33.15.3., 33.18.11.
 related serial as publisher, 14.5.5.
 related serial not separately cataloged, 14.5.3..
 related title unknown, 14.5.2.
 reprints, 14.3.3., 17.7.
 reproductions, 14.3.5.
 "separated from", 14.2.2.
 "split into", 14.2.3.
 summaries, 14.3.7.
 supersedes/superseded by (pre-*AACR2*),
 22.4.9.
 supplements, 14.3.4.
 translations, 14.3.1.
 types, 14.1.1.
 when not to link, 14.5.
- Loose-leaf publications
 as integrating resource or serials, 2.2.4., 34.1.2
- MARBI, App.A.
- Main entry, Module 4
 catalog card format, Fig. 4.1.
 electronic resources, 30.4., 31.4.
 emanation, 4.3.
 microforms, 32.3.3b
 newspapers, 33.4.1.
 need for, 4.1.4.
 in pre-*AACR2* records, 22.3.1.
 OCLC record format, Fig. 4.2.
- Main entry heading, 4.1.3.
 change in, 4.1.3., Module 16
 corporate body, 4.2-4.5.
 multiple bodies, 4.5.
 source of, 4.2.1.
 person, 4.6.
 title, 4.7.
 uniform title, Module 5
- Major/minor changes, Module 16
- Major/minor title changes, 16.2., 16.2.3, 16.2.4.
 and chief source, 16.2.5.
 considerations, 16.2.2.
 fluctuating titles, 16.2.3.
 in pre-*AACR2* records, 22.3.2.
 issue-specific word in title, 16.2.5.
 microforms, 32.3.4.
 newspapers, 33.16.
 minor changes, 16.2.4.
 order of parallel titles, 16.5.
- Maintenance of CONSER records, Module 21
- Major/minor changes, Module 16, 16.1.1.
- Manufacturer, 10.5.
see also Printer
- Mark of omission, *see* Ellipses
- Master bibliographic record convention
 Newspapers), Mod. 33 (Definitions), 33.19.
- Masthead
 as title page substitute, 3.2.2.
 newspapers, 33.3.2.
- "Mega" CD-ROMs, 30.17.
- Microform sets
 original vs. reproduction, 32.1.1.
 serial vs. monograph, 32.1.2.
 series treatment, 32.3.3f, Mod. 32, Fig. 32.12
- Microforms, Module 32
 original vs. reproduction, 32.1.1.
 serial vs. monograph, 32.1.2.
see also, Original microforms, Reproduction
 microforms, Reproductions
- Minimal level records, upgrading, 21.8
- Mode of access note, 31.14.5
- Monographic series, *see Series*
- Monographs
 linking relationships, 14.4.1.
 recataloging to serial, 2.4.1.
 special issues to serials, 17.6.3.
- Multi-lingual serials
 chief source, 3.2.3.

- Multi-volume monographs, 2.1.4.
- Multiple versions, *see* Reproductions, Online versions
- NASIG, App. A.
- NACO, App. A.
- NISO, App. A.
- NSDP, App. A.
- Name authority records, 18.3.3.
- Name headings, *see* Corporate body name headings, Geographic name headings, Personal name headings
- Neighborhoods
 - as subject headings, 33.17.2.
 - as uniform title qualifiers, 33.4.3.
- Newsletters
 - as serials, 2.1.2.
 - main entry, 4.4.1.
- Newspaper editions, 33.7.
 - chronological, 33.4.3., 33.7.3.
 - frequency, 33.4.3., 33.7.1.
 - geographic, 33.4.3., 33.7.2.
- Newspapers, Module 33
 - authentication, 33.2.
 - change in format, 16.6.3., 33.16.3.
 - definition, 2.1.2., 33.1.
 - electronic, *see* remote access
 - Internet resources, 33.18.13.
 - remote access, 33.18.
- Notes, Module 13
 - "At head of title," 6.5.6.
 - Audience, 13.9.2.
 - Bibliography, 13.9.3.
 - citations in, 13.2.6.
 - combining, 13.2.3., 22.4.9.
 - Contents, 13.7.
 - Cumulative index, 17.5.2.
 - "Description based on," 3.1.1., 8.1.1.
 - see also* 500 (DBO)
 - Editors, 13.8.
 - electronic resources, 30.13., 31.14, 33.18.10.
 - form of, 13.2.2.
 - optional, 13.1.2.
 - Frequency, 13.3.
 - in pre-*ACR2* records, 22.4.9.
 - Issuing bodies, 13.5., 22.4.9.
 - Language (of serial), 13.6.
 - language used in, 13.2.2.
 - Library's holdings, 13.9.4.
 - Linking entry complexity, 14.1.6.
 - micro forms, 32.3.3k,l
 - Mode of access, 31.14.5.
 - newspapers, 33.12., 33.18.10.
 - numbering in, 13.2.4.
 - Numbering peculiarities, 13.4.
 - order of, 13.2.5., 30.14, 31.14.
 - punctuation, 13.2.2.
 - publisher, 13.5.1.
 - purpose, 13.1.1.
 - quoted, 13.2.6.
 - Restrictions on access, 13.9.1.
 - Source of title, 3.2.
 - sources of, 13.2.1.
 - statement of responsibility in, 13.2.2.
 - uniform title in, 5.7.3.
 - System requirements, 30.13.1, 31.14.4
 - variant titles, Module 7
 - wording in, 13.2.2.
- Numbering
 - abbreviations, 8.4.2.
 - alternative numbering, 8.5.4., 33.8.4.
 - as "identifying" the issue, 8.2.2.
 - capitalization, 8.4.2.
 - changes, 8.7.1., 13.4., 16.5.
 - chronological, 8.3.3.
 - criteria for serial, 2.1.
 - days of the week, 8.4.2.
 - definition, 8.2.1.
 - electronic resources, 30.8., 31.9.
 - in AACR2 records, 8.1.1.
 - in notes, 13.2.4.
 - in online and manual records, 8.1.1.
 - in pre-*ACR2* records, 22.4.5.
 - in series statement, 12.6.1., 12.6.2.
 - inaccuracies, 8.5.2.
 - lack of, 2.1.3., 8.5.1.
 - last issue, 8.6.1.
 - latest issue consulted (field 936), 8.1.2.
 - microforms, 32.3.3h
 - multiple, 8.5.4., 8.5.6.
 - newspapers, 33.8.
 - non-Gregorian, 8.4.2.
 - not in sequence, 3.1.3.
 - numbering peculiarities note, 13.4.
 - numeric, 8.3.2., 16.5.
 - omitted from title, 6.1.7.
 - ordinal numbers, 8.4.2.
 - parts, 8.5.8.
 - "piecing together", 8.3.1.

- premier or pilot issues, 3.1.2., 8.5.3.
 punctuation, 8.4.2.
 report year coverage, 13.4.2.
 revised editions, 8.5.7.
 Roman numerals, 8.4.2.
 sources, 8.3.1.
 successive, 8.7.2., 33.8.3.
 use of fields 362 and 500, 8.1.1.
 whole numbers, 8.3.2.
- Numbering peculiarities note**, 13.4.
 electronic resources, 30.13.3, 31.14.2
 newspapers, 33.12.2.
- Numbers**
 see also Numbering
 in title proper
 added entries, 7.2.3.
 omitted from title, 6.1.7.
- OCLC**, App. A.
- Online versions**
 CONSER guidelines, 31.2.3.
 name headings, 31.4.
 notes, 31.14.7.
 numbering, 31.9.
 use of 856 field, 31.15.
- Original microforms**
 cataloging, 32.2.
 change of physical medium, 16.4.1., 32.2.1.,
 32.2.1c
 see also Microforms
- Other edition available link**, 9.4.2.
- Other physical formats note**
 electronic resources, 30.13.5, 31.14.7, 31.16.
- Other title**, 7.2.2.
- Other title information**
 added entries, 6.3.4., 7.2.1.
 changes to, 6.7.1.
 in pre-AACR2 records, 6.3.2., 22.4.3.
 in series statement, 12.4.3.
 quoted notes, 6.3.4.
 sources of, 6.3.1.
 subtitles, 6.3.2., 6.3.4.
 supplied, 6.3.3.
 types, 6.3.3.
 when to give in field 246, 6.3.4.
 when to record, 6.3.3., 6.3.4.
- Packaging title (electronic resources)**, 30.7.2.
- Parallel titles**
 added entries, 6.4.2., 7.2.1., 33.6.1.
 and common title/section title, 6.6.2.
 and other title information, 6.6.2.
 change in order and title changes, 16.2.5.
 changes to, 6.7.2.
 in pre-AACR2 records, 22.4.3.
 in series statement, 12.4.2.
 sources of, 6.4.1.
 when to record, 6.4.2.
- Parts**
 in numbering, 8.3.2.
- Periodicals**, 2.1.2.
 distinctive titles on, 2.2.3.
- Personal name headings**, 18.1.
- Persons**
 as added entries, 4.8.2.
 as main entry, 4.6., 22.3.1.
 changes, 16.3.1., 22.3.2.
 as statement of responsibility, 6.5.5.
- Physical carrier (electronic resources)**
 as chief source, 30.3.2.
 as variant title, 30.7.4.
- Physical description, Module 11**
 accompanying material, 11.4.
 dimensions (height, width), 11.3.
 electronic resources, 30.11., 31.12
 extent of item (i.e., no. of vols.), 11.1.
 illustration statement, 11.2.1.
 in pre-AACR2 records, 22.4.7.
 microforms, 32.2.1e, 32.3.3i,e
 newspapers, 33.10., 33.18.9.
 specific material designation, 11.1.1., 11.1.2.
- Physical format**
 changes in, 16.6., 32.2.2.
 uniform titles, 5.2.4., 32.2.1c
 links to other formats, 14.3.5.
- Pilot, premier, etc. issues**
 as source of description, 3.1.2.
 electronic resources, 30.3.1.
 in designation, 8.5.3.
- Place of publication**, 10.3.
 as uniform title qualifier, 5.3.1., 33.4.3.
 changes, 10.6.1., 33.12.1.
 higher jurisdiction in, 10.3.3.
 microforms, 32.2.1d, 32.3.3g,l
 multiple languages, 10.3.3.
 newspapers, 33.4.3., 33.12.1.
 multiple publishers, 10.3.2.
 one publisher/multiple places, 10.3.2.
 supplying full form, 10.3.3.
 unknown, 10.3.3.

- Pre-AACR2 records,
 - Closing off, 21.3.2
 - Conversion to AACR2, 21.4.2
 - Headings in, 21.4.1
 - Identification, Module 22
 - Modifying records, 21.4
 - Numbering in, 21.3.2
- Preliminaries, 3.3.1.
- Prescribed sources of information, 3.3.1.
- Printer
 - see also Manufacturer*
 - as publisher, 10.5.1.
 - government, 10.2.1.
- Programs and projects
 - as corporate bodies, 4.2.3.
- Prominence (of information), 3.3.1.
- Publication, distribution, etc. area, Module 10
 - electronic resources, 30.10., 31.11
 - in pre-AACR2 records, 22.4.6.
 - microforms, 32.2.1d, 32.3.3g,l
 - sources, 10.1.1., 10.2.1.
- Publication patterns in CONSER records, 1.5.2.
- Publisher
 - abbreviations, 10.2.1., 10.2.2.
 - address of, 10.3.3.
 - changes, 10.6.2.
 - commercial, 10.2.1.
 - corporate body as, 10.2.1.
 - doubtful, 10.1.2.
 - government printer as, 10.2.1.
 - multiple corporate bodies, 10.2.1.
 - newspapers, 33.3.2., 33.9.
 - multiple languages, 10.2.1.
 - note, 13.5.1.
 - omissions, 10.2.1.
 - person as, 10.2.2.
 - serial as, 10.2.3.
 - added entries, 7.5.2.
 - shortening, 10.2.1.
 - unknown, 10.2.4.
- Publisher's statement, 33.3.2.
- Punctuation
 - in pre-AACR2 records, 22.4.2.
 - notes, 13.2.2.
 - numbering, 8.4.2.
 - title proper, 6.1.3.
 - uniform titles, 5.4.1.
- PURLS in CONSER records, 31.15.5.
- Queuing (microforms), 32.3.2.
- RLIN21, App. A
- Record consolidation, 21.5.1
- Record deletion, 21.7
- Record modification, Module 21
- Record separation, 21.5.2, 21.5.3
- Record sets (newspapers), 33.15.
- Related works, Module 17
 - added entries, 7.5.2.
- Report year coverage note, 13.4.2.
- Reprints, 17.7.
 - linking relationships, 14.3.3.
 - treatment as serials, 2.1.3.
- Reproduction microforms
 - cataloging, 32.3.
 - commercial, 32.1.3.
 - definition, 32.1.2.
 - multiple titles filmed together, 32.3.5.
 - preservation, 32.1.3, 32.3.1., 32.3.31
 - see also Microforms*
- Reproduction note, 32.3.31, 33.12.6.
- Reproductions
 - electronic resources, 30.14.3., 31.1.3.
 - linking relationships, 14.3.5.
 - multiple versions, 16.4.1..
 - see also Microforms, Reproduction microforms*
- Roman numerals
 - in numeric designations, 8.4.2.
- Running title, 7.2.2.
- SCCTP, App. A
- SICI, App. A
- SISAC, App. A
- Saturday/Sunday issues (newspapers)
 - numbering, 33.12.2.
 - title variations, 33.6.1.
- Section title, *see Common title/section title*
- Sections (of serials)
 - added entries, 7.5.1.
- Serial editions
 - see also "Edition," Edition statement*
 - Definition, 9.1.2.
 - Links, 9.4.2., 14.3.2., 30.14.2.
 - Notes, 9.4.2.
 - Types, 9.1.3.
 - Uniform titles, 9.4.1.
- Serials
 - and integrating resources, 2.4.3., 2.4.4.
 - and monographs, 1.2.2., 1.2.3.

-
- cataloging of (general), 1.3.
 - changes to, 3.4.
 - characteristics of, 1.2.1.
 - control, 1.5.
 - definition of, 2.1.
 - description, 1.2.2.
 - changes to, 3.4.1.
 - sources, 3.1.1.
 - recataloging to monograph, 2.4.2.
 - Serials issued in parts, 17.3.
 - note, 13.4.2.
 - Serials that don't retain their titles, 31.18.
 - Series, Module 12
 - analysis, 12.1.2.
 - as monographs or serials, 2.2.2.
 - change in format, 16.4.3..
 - changes, 12.6.1.
 - chief source, 3.2.2., 12.2.2., 12.3.1
 - choice of entry, 12.3.3.
 - classification, 12.1.2.
 - dates in, 12.6.1., 12.6.2.
 - decision process, 12.1.4.
 - electronic resources, 30.12.
 - importance of, 12.1.1.
 - in pre-*AACR2* records, 22.4.8.
 - ISSN, 12.4.5.
 - LC call number in, 12.7.3.
 - letter/number phrases, 12.2.2.
 - microforms, 32.3.3j,l, 32.3.5.
 - multiple, 12.6.2.
 - numbering, 12.4.6.
 - or series-like phrase?, 12.2.2.
 - other title information, 12.4.3.
 - parallel titles, 12.4.2.
 - split classification treatment, 12.7.2.
 - statement of responsibility, 12.4.4., 12.6.1.
 - subseries, 12.5.
 - as common title/section title, 6.2.2.
 - tracing, 12.5.
 - title proper, 12.3.2., 12.4.1.
 - tracing, 12.1.2., 12.4.1.
 - unanalyzable issues, 12.6.3.
 - uniform title, 5.5.2.
 - unnumbered series or common title?, 12.6.4.
 - Series authority record, 12.1.3.
 - Series-like phrases, 12.2.2., 12.2.3.
 - Series title page
 - as chief source, 3.2.2.
 - Series treatment, 12.1.2.
 - changes in, 12.1.3.
 - microforms, 32.3.5.
 - Short titles (pre-*AACR2*), 22.4.3.
 - Signs and symbols
 - title proper, 6.1.3.
 - added entries, 7.2.3.
 - "Single record" option, 31.2.3.A.
 - Size (of a serial), 11.3.1., 11.3.2.
 - Source of title note, 3.2.
 - electronic resources, 30.3.2., 31.3.4.
 - Special issues, 17.6.
 - Specific material designation, 11.1.1., 11.1.2.
 - electronic resources, 30.11.
 - microforms, 32.2.1e, 32.3.3i
 - Spine title, 7.2.2.
 - Sponsors (of conferences), 13.5.2.
 - Statement of responsibility
 - and added entries, 4.8.3.
 - and common title/section title, 6.6.1.
 - and main entry, 6.5.1.
 - and parallel title, 6.6.2.
 - changes to, 6.7.3.
 - corporate bodies, 6.5.3.
 - electronic resources, 30.6.4., 31.6.3
 - in notes, 13.2.2.
 - in pre-*AACR2* records, 6.5.2., 22.4.3.
 - in series statement, 12.4.4.
 - sources of, 6.5.1.
 - subsequent statement of responsibility, 6.5.7.
 - Subject headings, Module 15
 - and serials, 15.2.1., 15.2.2.
 - assigning from other records, 15.4.
 - audience, 15.2.7.
 - corporate bodies, 15.2.5.
 - electronic resources, 30.15., 31.17.
 - levels of specificity, 15.2.4.
 - Library of Congress Subject Headings*, 15.5.
 - major title changes, 15.4.1.
 - Medical Subject Headings*, 15.5.
 - microforms, 32.3.3p
 - newspapers, 33.17.
 - number of headings, 15.2.3., 15.2.9.
 - order of headings, 15.5.3.
 - overlapping headings, 15.2.4.
 - place name in title, 15.2.6.
 - sources of information, 15.3.
 - subdivisions, 15.2.10.
 - uncontrolled headings (653), 15.2.11.
 - Subtitles, *see Other title information*

- Successive entry cataloging, 1.2.2., 16.1.1., 22.2.2., 22.3.2.
 - field 247 in, 22.4.3.
- Summaries
 - language of, 13.6.1.
 - linking relationships, 14.3.7.
 - summary notes, 13.9.6.
- Superimposition, 22.4.8., 22.5.1.
- Supplements, 17.4.
 - added entries, 7.5.2., 17.4.4.
 - in pre-*AACR2* records, 22.4.10.
 - in title proper, 6.2.2.
 - linking entry fields, 17.4.4.
 - microforms, 32.3.3k
 - notes, 17.4.4.
 - to monographs, 2.1.4.
 - types, 17.4.1.
 - updating, 17.4.2., 17.4.3.
- Suspension of publication note, 13.4.2., 33.12.2.
- System requirements note (electronic resources), 30.13.1., 31.14.4, 33.18.10.
- Title
 - and typography, 6.1.3.
 - as main entry, 4.7.
 - in pre-*AACR2* records, 22.3.1.
 - uniform titles, 5.2.2.
 - capitalization, 6.1.3.
 - changes to, *see Major/minor changes*
 - "commonly known as", 7.2.3.
 - corporate body in, 6.1.5.
 - corrected
 - added entry, 7.2.1.
 - uniform title, 5.4.2.
 - electronic resources, 30.6., 31.6
 - fluctuating
 - added entries, 7.2.4.
 - generic (pre-*AACR2*), 22.4.3.
 - grammatically linked names and phrases, 6.1.5., 6.1.6.
 - in pre-*AACR2* records, 22.4.3.
 - initialism and full form, 6.1.4.
 - lack of collective title, 3.2.3.
 - lack of title, 6.1.8.
 - microforms, 32.2.1b, 32.3.3c
 - multiple titles, 6.1.4.
 - newspapers, 33.5.
 - of other serials
 - in statement of responsibility, 6.5.6.
 - in title proper, 6.1.5.
 - linking relationships, *see Linking entries*
 - of short duration, 22.4.3.
 - omissions from, 6.1.7.
 - order of words in, 6.1.3.
 - other title information, 6.3.
 - parallel, 6.4.
 - portion of, 7.2.1.
 - punctuation, 6.1.3.
 - short, 22.4.3.
 - spelling, 6.1.3.
 - statement of responsibility, 6.5.
 - symbols in, 6.1.3.
 - transcription of, 6.1.3.
 - truncated, 22.4.3.
- Title changes, *See Major/minor title changes*
- Title page
 - and title changes, 16.2.5.
 - definition and description, 3.2.1.
 - lack of, 6.1.8.
 - multiple pages, 3.2.3.
- Title page substitutes, 3.2.2.
 - stable source, 3.2.2.
- Title proper
 - see also Title*
 - added entries, 7.4.
 - definition, 6.1.1.
 - electronic resources, 30.6.1, 31.6.1
 - uses of, 6.1.
- Title screen (electronic resources), 30.3.2., Module 31, definitions, 33.18.6.
- Title variations
 - added entries, 7.2.4.
 - electronic resources, 30.7, 31.7, 33.18.7.
 - in pre-*AACR2* records, 22.4.9.
 - microforms, 32.3.3e
 - newspapers, 33.6.1., 33.18.7.
 - notes, 7.2.4.
- Translations
 - linking relationships, 14.3.1.
 - original title in title proper, 6.4.3.
 - original title unknown, 14.1.6.
 - uniform title, 5.6.1.
- Truncated titles (pre-*AACR2*), 22.4.3.
- Type of computer file or data, 31.14.3, 33.18.10.
- Uniform title heading, Module 5
- Uniform titles, Module 5
 - created according to 25.5B
 - electronic resources, 30.5., 31.5., 33.18.5.
 - entry under title, 5.2.2.

- microforms, 32.2.1c, 32.3.3d
- newspapers, 33.4., 33.18.5.
- omissions, 5.4.2.
- punctuation, 5.4.1.
- purpose, 5.1.
- qualifiers, 5.3.
 - changes, 5.5.3., 16.3.2.
- when to assign, 5.2.
- when not to assign, 5.2.5.
 - pre-*AACR2* records, 22.3.1.
- legal serials, 34.1.3.
- translations and language editions, 5.6.
 - changes, 16.3.3.
- Union lists, 1.5.3.
- United States Newspaper Program (USNP), App.A, 33.19.
- "Unknown" (in field 936), 22.4.12.
- Variant titles, *See* Title variations
- Version (electronic resources) 30.9.
 - see also Online versions*
- Volume numbers/internal numbers, 8.3.2.
- Volume title page, 3.2.4., 32.3.3a
- Whole numbering, 8.3.2.

