

Part 2: Creating a New Preliminary Bibliographic Record for a Series

[For multipart processing, see [Part 7. Multipart series standing orders](#) [1].]

Decide whether the sso title is a monographic series or a multipart. If in doubt, consult with your supervisor. If the sso is for a monographic series, create a new record by using the serial bib template for preliminary series. See the instructions for changing bibliographic record templates on Orbis at:

<http://web.library.yale.edu/cataloging/macroexpress-templates> [2]

If a vendor record has already been entered in Orbis, modify it following the guidelines for creating new preliminary records.

Leader: Leave the leader coding on the serial template as is.

008: Update 008 as follows. Otherwise, leave the fixed fields as is.

Date 1 (yyyy) (record the earliest date of the volume in hand) and **Date 2 (9999)** (unknown ending date). If the date for the first volume is unknown or uncertain, use 200u or, for older material, 19uu.

Place of publication Assign the appropriate code from the list

Type of Serial Use "m Monographic series"

Language Assign the appropriate code from the list

Variable fields: The variable fields for the preliminary serial bib record as they appear in the RDA serial template:

	Tag	I1	I2	Subfield Data
→	022			‡a
	040			‡a ClY ‡b eng ‡e rda ‡c ClY
	245	0	0	‡a
	264		1	‡a : ‡b ; ‡c
	300			‡a volumes ; ‡c cm
	336			‡a text ‡2 rdacontent
	337			‡a unmediated ‡2 rdamedia
	338			‡a volume ‡2 rdacarrier
	588			‡a Description based on ; title from
	588			‡a Latest issue consulted:

The preliminary serial bib record with required information in variable fields (2 examples). Delete the 588 fields. Delete field 022 if there is no ISSN. In the example, the 336-338 fields are left out for reasons of space; in practice, retain the 336-338 fields. Note that 264 ‡c is not entered.

022			‡a 0094-243X
245	0	0	‡a AIP conference proceedings.

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264		1	\$a Woodbury, N.Y. : \$b American Institute of Physics
300			\$a volumes
245	0	0	\$a Bulletin of the Peabody Museum of Natural History, Yale University.
264		1	\$a New Haven : \$b Peabody Museum of Natural History
300			\$a volumes
780	0	0	\$t Bulletin of the Bingham Oceanographic Collection

Guidelines for entering variable fields

022 (ISSN): If available, record the ISSN (International Standard Serial Number) in field 022:

022			\$a #####-####
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Transcribe the hyphen.

245 00 \$a (Title)

245	0	0	\$a Title.
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When transcribing the title, do not transcribe initial articles or diacritics.

The series title often appears in multiple places on the book, and the form of the series title often varies depending on the source. It is important that the series title be transcribed from the chief source for the series title, since the chief source is used to determine the form used on the series added entries. As the list below indicates, the title page of the volume is not the chief source for the series title.

For the series title, transcribe from the volume in hand according to the following order:

1. series title page (the series title page is a separate page preceding the title page of the volume and is considered to be the chief source for the series title). If there is no series title page, transcribe the series title from 2.
2. the title page of the volume. If the series is not on the series title page or the title page of the volume, transcribe the series title from 3.
3. the cover of the volume. (Including the back cover, as well as cover flaps for paperback books if the flap is permanently part of the cover). If the series is not on 1., 2., or 3., transcribe from 4.
4. anywhere else (e.g. the last page of the book)

Capitalization in cataloging can be quite complex. The simplest approach is to just follow the capitalization as it appears on the series title page. Transcribe a statement of responsibility for the issuing body if it can be readily determined; otherwise do not transcribe a statement of responsibility.

Examples:

245	0	0	\$a Occasional Papers of the Bibliographical Society.
245	0	0	\$a Working Papers / \$c African Studies Center, Boston University.

Microform. The AACR2 \$h [microform] subfield is no longer used. There is a separate template for microform. Consult with your supervisor.

245	0	0	\$a Bulletin of the Bingham Oceanographic Collection.
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246 (Varying form of title) Although variant form access is important for order records to avoid duplication, the priority workflow when the item has been received means that cataloging will take care of the variant forms within a short window of time.

If the item is in hand, in some rare situations, the series title page may have a typographical error. In that case, use the corrected form in 245 (no brackets to indicate the correction).

Series title page: Case **studies** in literary theory.

245	0	0	\$a Case studies in literary theory.
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264 (Place, publisher and date) Record the place of publication and the name of the publisher according to the following pattern. Subfield c is not transcribed. Note that it is no longer current practice to enter a comma after the name of the publisher when the date is not recorded.

264		1	\$a Place of publication : \$b Name of publisher
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If there is more than one place of publication, record the first named only. If there is no place of publication, use [Place of publication not identified]. Leave it to cataloging to provide an inferred place of publication if it can be reasonably determined.

If there is no publisher, omit \$b (do not use [s.n.]).

Examples are roughly in order of best case to worst case. Hopefully you will never have to use the last example.

264		1	\$a London : \$b Nomos
264		1	\$a [Place of publication not identified] : \$b T. Front
264		1	\$a London
264		1	\$a [Place of publication not identified]

710. If the title is generic, cataloging will provide access with a 110 or 710. Since the item will be in the priority processing workflow, the name of the corporate body in either (or both) the 245 and 264 will be sufficient for identification in the preliminary record.

245	0	0	\$a Occasional papers of the California Academy of Sciences.
264		1	\$a San Francisco : \$b California Academy of Sciences
300			\$a volumes

780/785. If there is clear evidence of a title change, make a linking 780 field to the earlier title. For example, the issue arrives with a letter from the publisher indicating the title has changed from X to Y; or the cover of the issue says "Title Y (formerly Title X)." Include the evidence, if any, with the item when it is sent for priority cataloging. Be sure to precede the title in 780 with \$t NOT \$a. Consult with your supervisor if in doubt. In general, do not update the record for the earlier title (i.e. with a 785 linking field) without an OK from your supervisor.

245	0	0	\$a Working papers in African studies. <new title>
264		1	\$a Boston, MA : \$b African Studies Center, Boston University
300			\$a volumes
780	0	0	\$t Working papers (Boston University. African Studies Center) <earlier title>

See also the Peabody Museum example above.

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Source URL: <https://web.library.yale.edu/cataloging/workflow/sso/pt2>

Links

[1] <http://www.library.yale.edu/cataloging/documentation/prelimseries.htm#multiparts> [2]

<http://web.library.yale.edu/cataloging/macroexpress-templates>