Copy Cataloging of Serials

WORKFLOW

Minimal CONSER Records (042 msc)

CONSER vs. non-CONSER. CONSER records will have a **042** field for the authentication code (**lc**, **lcd**, **nlc**). CONSER records with 042 **msc** are minimal level and should be routed to your unit's original cataloging serial specialist. CONSER records with 042 **lccopycat** have had all headings checked against the national authority file and may be used, but the description may not follow CONSER standard. Recataloging the description to follow current CONSER standards (except for specific local guidelines) should not be done.

SUBJECTS. If the record lacks subjects, refer to a cataloger authorized to assign subjects. (In most cases, a record without subjects should have an Encoding Level of 7 or below and the record should be upgraded by the unit's serial specialist.

SORTING

1. Arrange issues in numeric/chronological order. Are issues missing?
2. Is the title consistent across all of the issues?
   - Is the inconsistency on the chief source or substitute? [see 245 under **Verification/Editing**]
   - If there is a title inconsistency on the chief source/substitute, is it a title change per the rules?
   - If it is a "major change," go to **Successive or Latest Entry?** section
   - If it is a "minor change" make a 246 if necessary

SUCCESSIVE OR LATEST ENTRY?

1. Successive entry: **S/L 0** Latest entry: **S/L 1**
2. If the record uses latest entry, re-search in OCLC for successive entry. If no record is found, re-route to original cataloging.
   - If a CONSER library has closed the earlier title, created a record for the later title, and linked the two titles, handle as copy cataloging.
3. When successive entry is applied to title changes, records downloaded to Orbis should match the issues in hand (i.e., don't download records for earlier or later titles we don't have)
4. Searching tips:
   - try a *journal* search in LCDB
   - for older titles without ISSN, in the Search WorldCat window, limit by **Format** *serials*; if the title is generic, limit further by issuing body
   - Note that the new records may not have uniform titles and the descriptive data will be reduced. Especially in situations where an ISSN has not been assigned, you will need to verify the description carefully to make sure that your record actually matches the item in hand. As you do so, keep in mind that you may have to make some upgrades to the record based on the checklist, so pay close attention particularly to these areas.

AACR2 or RDA?

AACR2 records will have Leader Cataloging Form "a." RDA records will have either Cataloging Form "i" or (less likely) blank. RDA records are identified by 040 $e rda. If there is no 040 $e rda, the record is not RDA cataloging, although it may have some hybrid features such as 336, 337, 338.

RDA records have different directions for transcribing descriptive elements in 245, 250, 264, 490, and 300. Differences from AACR2 practice in an RDA record do not necessarily mean the cataloger made an error in the

RDA record. For example, under RDA the 245 statement of responsibility does not have to be taken from the same source as the title. If the statement of responsibility does not appear on the title page with the title proper, leave it in the record if everything else checks out.

CALL NUMBERS

Shelflist all call numbers for serials, including LC 050 00 : a shelflisted LC 050 00 does not need trailing X. Serials potentially can fill up a lot of shelf space, so the extra time invested makes it worth excepting serials from the general processing guidelines for shelflisting.

RELATED DOCUMENTATION

Standards for Recording Serial Volume Holdings in MFHD [1]

The following are high-level editing guides for CONSER catalogers performing derived cataloging. Since YUL is not a CONSER library, cataloging supervisors interpreting the guidelines should filter them appropriately.

CONSER Guidelines for Working with Existing Copy [2]

Enhancing and Editing RDA Serial Records [3]

Enhancing and Editing non-RDA Serial Records [4]

Fixed Fields and 0XX

FIXED FIELDS

Leader. If the record has an Encoding Level 8 or below, skip the checklist and route to your unit's serial specialist for upgrading.

008. Key fields.

1. Publication status: **c** [currently published] or **d** [dead]
2. Dates. **u** is substituted for digits if not known for sure; 9999 for the second date if serial is currently published: c 198u 9999
3. Beginning/ending dates: should align with 362 or DBO, not 260. (for overlap dates, the later date is used: 1984/1985 = 1985)
4. Successive/Latest entry. (see above)
5. Frequency, Regularity, Conference: not required under the current standards; these are entered as "No attempt to code": on Orbis | on OCLC a rectangle
6. Type of Serial (SrTp): series, newspaper, periodical, annual
7. Country of Publication (Ctry): based on current publisher

VARIABLE FIELDS: 0XX

022 __ ‡a <4 digits>-<4 digits> Make an ISSN field if it has not been recorded in the cataloging record

- CAUTION. Do not confuse the ISSN for the serial with the ISSN assigned to the series (many serials are parts of series)
- If the ISSN does not match, verify from other fields that you have the same title. If verification of other fields indicates you have the same title, search LCDB and OCLC using the ISSN to see if it is a publisher error (entered in ‡y)
- Do not enter 020s (ISBN numbers) in serial records, even if there is an ISBN number on the issue in hand

042 __ 1xx/7xx Serial records with 042 **lc**, **lccopycat**, **lcd**, or **nlc** should have had all headings authenticated against the national file; it is not necessary to check these headings in the NAF* if there is no match when performing verification unless you notice an obvious typo.

*The National Authority File can be: LCDB, WorldCat Authority File, or LC NAF depending on your workflow.

REMINDER: a record with 042 **msc** means the headings have not all been authenticated against the national file, and there is a good chance one or more headings have not been established. In the serial workflow, these records should be referred to a NACO cataloger because in our new policy, we want all new serials to have headings backed up by authority records. As a by-product, the record can then be upgraded to full level. Note that another characteristic of 042 msc records is that they may lack subjects; the cataloger doing the upgrading should keep this in mind.

NON-CONSER records. If a serial title is cataloged for the first time and there is no 042 or the 042 has codes other than those listed in the previous paragraph, verify that all 1xx and 7xx headings have been established. If there is no match generated by Orbis verification, check the NAF. If a heading has not been established, route to your unit's NACO cataloger or to your supervisor. The heading must be established in the national authority file.

NAME VARIATIONS. If a name is traced on the record, but the form of the name used on the serial differs from the traced form, check the authority record. If the authority record does not account for the variant form in 410, route to a cataloger in your unit with NACO authorization. If the variant form is permitted as a reference, it must be added to the national authority record.

Note that most 1xx/7xx fields in serial records will be for corporate names.

Variable Fields: 245, 250, 260/264, and 490

245 ‡a, ‡p, ‡n. Verify the title proper against the chief source on your issue.

- Title verification is based on ‡a, and (if there) ‡p & ‡n. *Do not take ‡b into account when verifying. In current cataloging ‡b is not required; if there is one, leave it as is.*
- Reminder: many serial issues lack a title page. In the absence of a title page, the cover has priority over the TOC page.
- Title page substitutes in AACR2, *in order of preference*: cover, caption, masthead, editorial pages, colophon, other pages
- Title page substitutes under RDA, in preferred order:
- Under RDA, errors in 245 are transcribed as found; serials are an exception. The corrected form of the serial title should be in 245.
- Pre-AACR2 titles are sometimes truncated. Leave the 245 ‡a as is; make a 246 for the full form (note that this is not CONSER practice, which is more complex)

Parallel Titles. Under AACR2, parallel titles were transcribed after an equal sign (=) in 245 if the parallel title or titles appeared on the chief source. The number of parallel titles was limited (usually to no more than two, and only one if the first parallel title was in English). Field 246 (see next section) was used to provide access to the parallel titles. Under RDA parallel titles can be taken from any source within the issue. However, the parallel titles are only recorded in 246 11; they are not transcribed in 245. Under RDA, there is no limit to the number of parallel titles recorded in 246 11.

245 ‡c Title Statement of Responsibility

The current CONSER standard does not require a ‡c. Neither add nor delete 245 ‡c. Under RDA, a statement of responsibility can be taken from anywhere in the issue and transcribed without brackets. If the source for the title proper does not have a statement of responsibility but the record does, leave it as is.

If a corporate name is transcribed in the statement of responsibility (245 ‡c), and the record is not CONSER full level (see above), verify that the name traced in 710 has an authority record. If there is no record in Orbis, check the NAF. If no authority record is found, route to a cataloger in your unit with NACO authorization.

- CONSER records cataloged at minimal level will record the corporate name in 245 ‡c or 550 if the heading has not been established; under AACR2, if the statement of responsibility was taken from a source other than the source of the title proper, the statement of responsibility
- CONSER records cataloged at full level will not record the corporate name in 245 ‡c or 550; as noted above, all headings on a CONSER record cataloged at full level are expected to have authority records
- How non-CONSER records will record the corporate name is unpredictable

246 1_ ‡a <Variant title> CONSER uses 246 11 for parallel titles and 246 1_ or 246 1_ ‡i for all other variants. Some reasons to make a 246 1_

- Pre-AACR2 245 has Report; your issue has Annual report
- Title proper on your issue is the same as the 245 ‡a, but there are variant forms on the issue

No period at the end of 246 fields.

260 __. If the publisher has changed,

- edit the original 260 to 260 __ **‡3 <initial date>-<closing date>** : ‡a <place> : ‡b <publisher> [delete ‡c]
- make a second 260 for the current publisher: 260 3_ ‡3 <initial date>: ‡a <Place> :‡b <Publisher>
- If the 260 3_ is superseded by a third publisher, change the indicator of the second publisher to 2 and close the date in ‡3. Follow 260 2_ with the new current publisher: 260 3_ ‡3 etc.
- 008 should be updated to match the current 260
- In pre-AACR2 cataloging (latest entry cataloging), the current publisher was entered in 260 and the former publisher was recorded in a note. Although locally we can use multiple 260s, be very careful if you update a record for a publisher change if the record was cataloged according to pre-AACR2 rules, especially in situations when multiple publisher changes are involved.
- When a record ceases, under current rules it is no longer necessary to enter the closing date in 260.

264 _1 Most RDA records will use 264 _1 rather than 260. RDA records should have 040 ‡e rda.

- If the record is coded as 264, handle the publisher changes in the same way as 260, but in the 264 for the current publisher, transcribe the publisher statement as it appears on the issue without abbreviations or abridgement; keep in mind that copyright dates and distributor/printer statements cannot be entered in 264 _1
- If you aren't familiar with RDA transcription practice for 264, check with your supervisor
- If the record is coded as rda and the 260 tag was used, re-tag 260 to 264 _1. If a copyright date has been entered in the rda 260 field, remove it and enter it in 264 _4 ‡c.
- Do not change 260 to 264 if the record is AACR2

490 Series

Formerly, transcription of series in 490 was not required and may not appear on CONSER records and other records that followed the initial standard. However, the series in established form should have been traced in 8xx. The CONSER standard rules were revised in 2008 in anticipation of RDA, and 490 is required if applicable.

Significant changes in series took place in 2012. Field 440 became obsolete. Catalogers now use 490 1/830 even if 830 does not differ in form from 490. The Library of Congress policy changed and LC no longer traces series; records cataloged by LC may not have an 830 even if the series authority record says to trace.

- If the series is traced and the record has an 830 but no 490, add a 490 if the description is based on the

issue you have in hand; otherwise, leave it as is
- If the series is traced (830) and the record is not CONSER, verify that a series authority record exists
- If the series has not been traced (490 0), search for a series authority record (this might be the case with CONSER records created by LC, although another CONSER library would normally update and trace the series)
  - if a series authority record is found, trace as 8xx (use 490 1/8xx)
  - if a series authority is not found, route to a cataloger in your unit with NACO authorization. Although a national level authority record may not be required, the cataloger should verify or supply the appropriate heading in all cases.
- If you have later issues, they may become part of a series or the old series may be replaced by a new series. If a new series is added, provide dates of coverage in 490 $a before the title
  - 490 1_ $a <open date or date range> <Old series title>
    490 1_ $a <open date><New series title>

Variable Fields: 3xx

300 Physical Description

If there is no 300 field, create one. Field 300 is not mandatory in CONSER cataloging; some libraries include 300 ‡a but do not enter ‡c. If the field is incomplete, complete the field.

EXAMPLES of AACR2 and RDA 300s. If the record is AACR2, follow the AACR2 model, do not recatalog to RDA form. Do not recatalog RDA 300 form to AACR2 form.

OCLC allows hybrid records where the cataloger uses unabbreviated terms in 300 but leaves the coding as AACR2. Leave 300 in hybrid records as is; do not add ‡e rda to the 040 field. Do not add 336-338 to AACR2 records.

If you add a 300 field to a record coded as AACR2:

| 300 | | | ‡a v. : ‡b ill. ; ‡c 29 cm. |

If you add a 300 field to a record coded as RDA:

| 300 | | | ‡a volumes : ‡b illustrations ; ‡c 29 cm |

Other than inches, feet, etc., none of the terms used for recording elements in 300 are abbreviated in RDA cataloging: "illustrations" not "ill." -- "color" not "col." No period is used after "cm" (unless there is a 490 field).

It is not necessary to record the number of volumes in ‡a if the serial closes, even if the cataloging is pre-AACR2.

310/321 Current/Former Frequency

YUL: For new copy cataloging, if the frequency is known and there is no 310, enter a 310. If the former frequency (321) has not been specified (i.e., there is a Frequency varies note), do not research the back issues in order to determine it.

Maintenance: continue the practice of recording the current frequency in 310 and the former frequency in 321 if the frequency changes. *YUL policy to support check-in; 321 is not required in CONSER cataloging.*

For ongoing serials, if the frequency changes, continue the practice of recording the current frequency in 310 and the former frequency in 321.

[At SML, acquisitions staff normally update the record when there is a frequency change.]

- If the frequency has changed, move the current 310 data to 321 and enter the current frequency in 310
- 310 __ ‡a <current frequency>, ‡b <beginning date>-
  321 __ ‡a <former frequency>, ‡b <date range>
- In current cataloging, there is no limit to the number of former frequencies that may be recorded. The former practice was to use the note *Frequency varies* if more than 3 frequency changes took place. If this note has been used in cataloging copy, leave it as is--make no attempt to reconstruct the former frequencies.
- No period at the end of 310 or 321
- Frequency terms [5]: click on the Frequency menu in the Orbis 008 (or use the CONSER Editing Guide)
- Date ranges: follow the abbreviation and capitalization scheme used on the record
- If the frequency changes, update the Frequency and Regularity 008s to | <No attempt to code>; if there is no frequency change, leave the 008s as is

336, 337, 338

For printed serials, RDA records should have:

336	‡a text ‡b txt ‡2 rdacontent	
337		‡a unmediated ‡b n ‡2 rdamedia
338		‡a volume ‡b nc ‡2 rdacarrier

Subfield b's in the 336-338 fields are currently optional. If they are included in the record, leave them as is. If they are not included in the record, it is not necessary to add them.

OCLC allows hybrid records where the cataloger adds 336-338 to bibliographic records coded as AACR2. Leave 336-338 if they are already in an AACR2 record, but do not add them to AACR2 records.

Fields 336-338 precede field 362 1_.

362 1 Dates of Publication/Designation (Unformatted)

362 is made only if beginning date & number are known. If the record lacks a 362, and you have the first issue in hand, make a **362 1_ ‡a Began with** note.

- Make sure the 362 date is consistent with the first date in the fixed field
- If a 362 1 field is added, revise the description based on note (see below) to match the issue cited in 362 1.
- If the numbering re-starts, indicate in 362 1 or 515

Some new records may use non-standard abbreviations or no abbreviations. This is acceptable. Leave as is, even if the record is AACR2. RDA practice is to transcribe number and date as found on the issue used for cataloging, so whether or not abbreviations are used depends on the publisher.

However, note that standard abbreviations continue to be used in MFHD volume holdings.

If you need to check for numbering changes, note that changes are now acceptable in either 362 or 515.

RDA example:

362		‡a Began with volume 90, number 1 (Spring 2014).

Variable Fields: 5xx, 7xx

NOTES: 5xx FIELDS

588 Description based on note (DBO): if the first issue is not available, the earliest available issue is recorded here; it is combined with the source for the title. *This note must be revised if you have an earlier issue than the one described in the record.*

588			‡a Description based on: Volume 90, number 1 (Spring 2014); title from title page.

588 Latest issue consulted note. (LIC) If it is necessary to edit the record, make a 588 Latest issue consulted note as in this RDA example. Otherwise, do not update the LIC note.

588			‡a Latest issue consulted: Volume 90, number 1 (Spring 2014).

ANSI/NISO punctuation isn't used in the description, but the chronological designation should be recorded in parentheses. Use of standard abbreviations is optional; you can transcribe the captions and months as they appear on the item. (SML Acquisitions has chosen to use the standard abbreviations in the notes.)

EXAMPLE:

588			‡a Description based on: No 1 (28 de?cembre 1913 au 3 janvier 1914); title from caption.
588			‡a Latest issue consulted: [new series] No 40 (22 au 28 novembre 1331 [1915]).

The latest issue consulted note is always the last note.

510. Delete all 510s unless the first indicator is 4.

7xx FIELDS

710/550. If the issuing body changes, make a 710 for the new body but retain the 710 for the previous body

1. If the new body is new to Orbis, search in LCDB or OCLC for an authority record. If none is found, route to a NACO cataloger
2. If there are variant forms of the corporate body that are not accounted for in the authority record, check with a NACO cataloger; it may be necessary to update the authority record, or, in some cases, to create a new bibliographic record
3. If there is an authority record for the 710, a 550 issuing body note is not required (in most cases, the 260 3_ will fill the need of the 550)
4. See also 1xx/7xx at the beginning of the variable fields section

780/785

If the record has a 780 field for an earlier title, check to see whether we have a record for the earlier title and that it

has a 785 for the title being cataloged. If not, the record for the earlier title will need to be recataloged by the unit's serial specialist. If the earlier title is not in Orbis, do not search further in LCDB and/or OCLC.

Similarly, if the record for the serial being cataloged has a 785 for the later title, check to see whether we have a record for the later title and that the record has a 780 for the title being cataloged. If not, the record for the later title will have to be recataloged by the unit's serial specialist. If the later title is not in Orbis, do not search further in LCDB and/or OCLC.

If the title on your issue differs from the title used in the bibliographic record, a new record for the title may or may not be created. If the title change is minor, a 246 field for the variant must be added to the record. If the title change is major, a new record must be created. Also, if there is a corporate main entry and the form of the corporate name has changed, or if the corporate name is used as a qualifier in 130 and the corporate name changes, a new record must be made. In all of these cases, check with your serial specialist. For a list of major and minor title and main entry changes, see the examples in Major/Minor Changes for Serials and Series (RDA Update) [6]

776 This field is made when a record exists for the serial in another format, such as an online resource. Leave it as is.

Serial Maintenance (Cataloging Staff)

Closing Records (Cessations)

1. Close only if there is definitive information from the publisher AND no title change is involved.
   - If there is cataloging copy with linkage to account for the title change, use it--the CONSER cataloger should have taken care of the cessation in the updated cataloging copy for the title that has ceased. If there is no usable cataloging copy, route to original cataloging, which should be responsible for closing the old title.
2. Change 008 date type to **d** and change the second date to the closing date.
3. Leave the 260 and 300 as is.
4. If there is already a 362 1, revise it to account for the cessation. If there is no 362 1, make one to account for the cessation.
5. Revise the latest issue consulted note or make an LIC note if there is none.
6. NOTE: it is OK to use these guidelines even if the record is pre-AACR2 (CONSER uses pre-AACR2 rules for maintenance on pre-AACR2 records).

EDITING EXAMPLES

Note: current practice is to use 246 11 for parallel titles and 246 1 _ for all other variants.

Generally no attempt should be made to recatalog an AACR2 or pre-AACR2 serial record to RDA when an update is made. Keep in mind that recataloging to RDA form would require re-examination of the issues used as the basis for the original serial cataloging.

Use of the 588 tag for DBO/LIC notes pre-dates RDA; it is OK and recommended that the re-tag from 500 to 588 is performed.

Variant Titles Appearing on Later Issues. Be careful to distinguish major changes requiring a new record from minor changes recorded as 246 variant titles. See: Major/Minor Changes for Serials and Series (RDA Update) [6]

245	0	0	‡a Annual report
246	1		‡a Navistar annual report ‡f 1990-
245	0	0	‡a Openhouse
246	1		‡i Issues for 2006- have title: ‡a Open house

Reminder: with parallel titles, if the 245 ‡a title is dropped, it is a major change (new record required).

Note: since the basis for cataloging is the first/earliest issue, and the parallel title only appears on later issues, it

cannot be entered in 245. In any case, under current practice: parallel title isn't transcribed even if it appears on the first issue; it is only entered in 246 11.

245	0	0	‡a Groundwater series
246	1	1	‡a Grondwaterreeks
500			‡a Order of titles varies with language of the text.
245	0	0	‡a Electric power in Canada.
246	1		‡i Issues for 1969- have also French title: ‡a Energie e?lectrique au Canada

Change in Issuing Body. Since the issues used as the basis for the publication statement would not be available, do not attempt to revise following RDA transcription rules; leave the 260 tags as is.

Relationship designators are OK to add.

Note that current practice does not add the *(Online)* qualifier to differentiate the print from the online resource; if we cannot update the record for the online serial, it is probably better to leave *(Online)* in the 776 title. Addition of 336-338 is not required.

The earlier version of this record had 362 1 Began in 1986? At some point the description was revised based on the 1987 issue. Since there was no evidence of an earlier title, a 1986 initial date seemed unlikely, so the note was removed and Date 1 in 008 was change to 19uu.

008 Country of Publication: change from **nyu** to **lu**			
245	0	4	‡a The week in Europe.
260			‡3 <1986>-Apr. 1994: ‡a New York, N.Y. : ‡b Commission of the European Communities
260	3		‡3 Mar. 1994-2001 : ‡a Luxembourg : ‡b European Commission
362	1		‡a Ceased in print in 2001.
588			‡a Description based on: 1987, no. 33 (Oct. 15, 1987); title from caption.
588			‡a Latest issue consulted: v. 10, no. 4 (Jan. 31, 1994).
710	2		‡a Commission of the European Communities, ‡e issuing body.
710	2		‡a European Commission, ‡e issuing body.
776	0	8	‡i Online version: ‡t Week in Europe (Online) ‡w (OCoLC)50640026

Series changes. Comment: YUL catalogs separately (each issue is a collection of conference papers), so the multiple 490's are not an issue.

245	0	0	‡a Cool stars, stellar systems and the sun.
260			‡a [Cambridge, Mass.] : ‡b Smithsonian Astrophysical Observatory
310			‡a Biennial
362	1		‡a Began with Jan. 31, 1980.
490	1		‡a 1980-1981: SAO special report
490	1		‡a 1983-1987: Lecture notes in physics
490	1		‡a 1989- : Astronomical Society of the Pacific conference series
588			‡a Description based on: Jan. 31, 1980; title from title page.
588			‡a Latest issue consulted: Jan. 31, 1989.
830		0	‡a SAO special report.
830		0	‡a Lecture notes in physics.
830		0	‡a Astronomical Society of the Pacific conference series.

Change of publisher (academic publishers are not issuing bodies; Camera Obscura Collective appears to be a commercial publisher). First indicator 2 for interim publisher; first indicator 3 for current publisher. Records for many ongoing serials were created prior to the *Description based on* practice; a 588 for the *Latest issue consulted* may be the only 588 note in the record.

008 Country of Publication: change from **cau** to **mdu** to **inu**

245	0	0	‡a Camera obscura.
260			‡3 <1976>--Sept. 1991: ‡a Berkeley, Calif. : ‡b Camera Obscura Collective
260	2		‡3 <May 1990>-Sept. 1991: ‡a Baltimore, Md. : ‡b Johns Hopkins University Press
260	3		‡3 Jan. 1992- : ‡a Bloomington, IN : ‡b Indiana University Press
362	1		‡a Began in 1976.
588			‡a Latest issue consulted: vol. 8, no. 1 (Jan. 1992).

Numbering Changes

362	1		‡a Began with Volume 1. Original numbering ceased with v. 110. Issues for 1997- not numbered.
362	1		‡a Began with v. 1 (1920); original numbering ceased with v. 25 (1945); numbering started over with new series, v. 1 (1946).
362		1		‡a Began with 1985; original numbering ceased with 1995.Numbering started over with v. 1 (1996).
515			‡a Issues for May 1998- called issue no. 3-
362	0		‡a Vol. 1-v.110 ; 1997-
362	0		‡a Vol. 1 (1920)-v. 25 (1945) ; new ser., v. 1 (1946)-
362		0		‡a 1985-1995 ; v. 1 (1996)-
515			‡a Issues for May 1998- called issue no. 3-

Frequency Changes

008 Frequency | Regularity |			
310			‡a Weekly, ‡b Mar. 2007-
321			‡a Biweekly, ‡b 1989-Feb. 2007
008 Frequency | Regularity |			
310			‡a Annual, ‡b 2003-
321			‡a Semiannual, ‡b 1990-1996
321			‡a Quarterly, ‡b 1997-1999
321			‡a Monthly, ‡b 2000-June 2001
321			‡a Bimonthly, ‡b July/Aug. 2001-Nov./Dec. 2002

Cessations; LIC notes

362		1		‡a Began with v. 1, no. 1 (Apr. 1988); ceased with v. 14, no. 2 (fall 2002).
588				‡a Description based on: Vol. 1, no. 1 (Apr. 1988); title from caption.
588			‡a Latest issue consulted: v. 14, no. 2 (fall 2002).	
362	0		‡a Vol. 1, no. 1 (Apr. 1988)-	
362	1		‡a Ceased with v. 14, no. 2 (fall 2002).	
588			‡a Description based on: Vol. 1, no. 1 (Apr. 1988); title from caption.	
588			‡a Latest issue consulted: vol. 14, no. 2 (fall 2002).	

Serial Maintenance (Acquisitions Support Staff)

CONSER Standard records (CSR) began to appear in OCLC beginning in summer 2007. The encoding level of the CSR will be blank (full) or I (if OCLC), have a Cataloging Source **c** and include a 042 field. The new standard records will have substantially less information than the old "full" CONSER records created before the CSR policy. Cataloging supplied by non-CONSER libraries, like Yale, will follow the new standard with some exceptions. YUL records will have Cataloging Source **d** and no 042 field, but the Encoding Level will be blank (i.e. full) or, if cataloged on OCLC I.

As a general rule, the records following the old CONSER standard should not be edited to follow the new standard, and records that follow the new standard should not be edited to match the old standard. Exception: Some of the revision actions listed below represent local decisions and are not required by the new standard. Follow the local decision even if the new standard does not require revision/recataloging.

The following revisions to the cataloged record should be performed by authorized staff responsible for the receipt of serial issues.

022 ISSN. If the 022 field is not on the record and is available on the issue, create a 022 field and enter the ISSN number. (Note that only NSDP and ISSN Canada are authorized to use first indicator 0.)

			‡a 1053-8356

1. Enter the field in numerical order, e.g. after 010, before 03x.
2. Never enter more than one 022 field.
   Caution: the cataloger may have already entered the 022 field, but out of order. Do a quick eyeball of the record to make sure that the 022 hasn't been entered below, say, 050. If there is a series, verify that the ISSN has not been entered in the series field (4xx) in ‡x. Currently, the Orbis profile allows you to enter multiple ISSNs, so you could enter a duplicate ISSN by mistake.

3. Never modify the 008 ISSN Center.

035/079. Records cataloged at Yale should all have a 035/079 pair of fields. Do not delete these fields. They represent the YUL institution record ID number [035] and the OCLC Master Record ID number [079]. Records with the 035/079 pair are automatically re-exported to OCLC whenever the Orbis record is updated & are needed to replace the YUL institution record in OCLC.

040 If the last entry in 040 is not ‡d CtY <or other appropriate MARC21 code>or ‡d YUS <or other appropriate OCLC code>, add ‡d CtY (or appropriate MARC21 code) if you update the bibliographic record.

Example: YUS at the end of the 040 string, so do not add ‡d CtY

040			‡a ‡a MUL ‡c MUL ‡d COO ‡d NSD ‡d HUL ‡d DLC ‡d NSD ‡d NST ‡d YUS

Frequency (310)

1. If the record lacks a 310, add 310 even if there is no frequency change [this will only apply to older records]
2. Take the frequency term from 008; if 008 is blank, do not make a 310 unless the title is known to be irregular (in which case, enter **Irregular** in 310 & change the 008 for Frequency to x). If 008 is blank but the issue in hand has frequency information, check with a cataloger. NOTE: current standard does not require a 008 for Frequency. Leave the 008 as is in that case. If the 008 has "No Attempt to Code" under Frequency, check with a cataloger regarding 310.
3. No period at the end of 310 or 321
4. If there is a stated irregularity in the publication pattern, record it in parentheses
5. If the frequency changes involves the title (Yale quarterly becomes Yale annual), consult with cataloger

Examples:

310			‡a Semiannual

Stated irregularity. Abbreviations are optional.

310			‡a Monthly (except July-August)

Frequency Change (310/321) If the frequency changes, account for the change by updating 310/321.

1. Enter current frequency in 310; former frequency in 321.
2. If the 008 for Frequency is not a | <"No attempt to code;" Shift \>, replace it with the fill character now; once the Frequency is represented by the |, the 008 no longer needs to be updated if the Frequency changes again
3. If a 321 already exists, order of 321s should be: earliest to latest
4. Use ,‡b in 310/321 to indicate coverage dates
5. There is no longer a limit on the number of frequency changes that can be recorded.
6. If the record has used a 321 Frequency varies note with a date range, retain it and record the latest 321 frequency after it.

Example: In ‡b, if the beginning date is not known, give the earliest known date in angle brackets; if no earliest known date is available, just enter the latest date. Note the order of 321s from earliest to latest.

310			‡a Semiannual, ‡b 2004-
321			‡a Semiannual, ‡b <1985>-1990
321			‡a Monthly, ‡b -Dec. 2000
321			‡a Quarterly, ‡b <winter 2002>-fall 2003

In ‡b, use the same level of detail found on the issue. If the publisher supplies day/month/season, include it before the year; if the publisher only gives the year, enter only the year.

321			‡a Monthly, ‡b Jan. 12, 1960-Dec. 25, 1969

If months are recorded, use AACR2 abbreviations and capitalize following AACR2.

321			‡a Monthly, ‡b genn. 1934-febbr. 1934

If seasons are recorded, follow publisher usage; capitalize only if the language requires it.

321			‡a Quarterly, ‡b printemps 1994-automne 1999

588 Latest issue consulted (LIC)

1. Whenever the record is updated, add a 588 note to indicate the Latest Issue Consulted (LIC).
2. Transcribe the designation (enumeration/chronology) as found with regard to abbreviations or use of roman vs. arabic numerals. Use capitalization appropriate to the language.
3. The ANSI/NISO punctuation used in the volume holdings is not used in the LIC.
4. Enclose the chronological designation in parentheses.
5. Note: 588 field does not display in the OPAC.

588			‡a Latest issue consulted: v. 2, no. 1 (Jan. 2008).
588			‡a Latest issue consulted: neue Folge, Band 1, Lieferung 4, published 2007.

In the second example, the publisher did not associate any chronological designation with the numbering, so the date was taken from the title page and was not entered in parentheses.

510 Citation/reference notes with first indicator 0,1, or 2 may be deleted from cataloged records. EXCEPTION: 510 with indicators 3 or 4 are for rare serials; do not delete 510 in that case.

DELETE:

510	1		‡a Business periodicals index ‡x 0007-6961
510	2		‡a Chemical abstracts ‡x 009-2258
510	0		‡a Biography index ‡b 006-3053

KEEP:

510	4		‡a Sabin ‡c 62661

REFER TO CATALOGING

1. "Major/Minor changes." The title of the serial has changed or the 110 has changed. (If a corporate body used as a qualifier has changed, this is also "major") The distinction between a major change and a minor change title change can be esoteric, but the result will be significant. A major change requires a new record; a minor change is usually covered by adding a variant title (246) entry to the existing record. Just because the publisher announces a title change does not mean the change is significant enough to require a new record.

2. Change in numbering. The numbering re-starts, or numbering is combined with the year for the first time. Usually this means re-cataloging, not a new record.

3. The format changes. The publisher announces that the printed serial is going exclusively online. A new record needs to be created.

4. The serial formally ceases. The publisher announces that you are receiving the last issue of the serial. (The more optimistic publishers "never say die!")

5. The serial merges with another serial or splits into two or more serials.