

2b. Preliminary Record (Serials)>Fixed Fields

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If no record is found in [LC Authorities](#) [1] or OCLC, create a new record by using a serial bib template for preliminary serials.

If the Macro Express Pop-up menu for Acquisitions has been activated, press F12 and double-click on Change Template: Serial. Macro Express will open a copy of the serial template. Enter fixed & variable fields according to the guidelines in this section. CAUTION: The default for the Acquisitions Pop-up menu is No Activation. Consult with your expert user if you are unfamiliar with activating a pop-up menu.

If you are not using the Pop-up menu, you can also activate the Serial Template macro and run it using Alt-Shift-S. The macro default is No Activation. Consult with your expert user if you are unfamiliar with activating a macro.

Leader: Appropriately coded. Do not edit.

Leader	
Record Status	n : New
Type of Record	a : Language material
Bibliographic Level	s : Serial
Type of Control	_ : No specific type of control
Encoding Level	5 : Partial (preliminary) level
Cataloging Form	i : ISBD punctuation included
Multipart resource record level	_ : Not specified or not applicable
Length of the length-of-field portion	4 : Number of characters in the length-of-field portion of a Directory ent
Length of the starting-character-position portion	5 : Number of characters in the starting-character-position portion of a
Length of the implementation-defined portion	0 : Number of characters in the implementation-defined portion of a Dir
Undefined	0 : Undefined

008 is partially coded:

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008 - General Description (Serial)

Publication Status	c : Serial item currently published
Date 1 (yyyy)	_____
Date 2 (yyyy)	_____
Place of Publication	xx : No place, unknown, or undetermined
Frequency	_ : No determinable frequency
Regularity	u : Unknown
Undefined	_ : Undefined
Type of Continuing Resource	_ : None of the following
Original Item	_ : None of the following
Form of Item	_ : None of the following
Nature of Entire Work	_ : Not specified
Nature of Contents 1	_ : Not specified
Nature of Contents 2	_ : Not specified
Nature of Contents 3	_ : Not specified
Govt. Publication	_ : Not a government publication
Conf. Publication	0 : Not a conference publication
Alphabet	_ : No alphabet or script given/No key title
Entry Convention	0 : Successive entry
Language	eng : English
Modified Record	_ : Not modified
Cataloging Source	d : Other

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

- **Date 1** (yyyy) (record the earliest date of the issues in hand) and **Date 2** (9999) (unknown ending date). If the date for the first issue is unknown or uncertain, use 200u or, for older material, 19uu.
- **Place of publication** Assign the appropriate code from the list. If place of publication cannot be determined enter [S.I.] in 260 and use xx for Place of Publication. TIP: The list is arranged by the name of the country/state, not the code. Type the first letter of the country/state (the selection should be blue) and use the down arrow to navigate.
- **Type of Serial** Use "p: Periodical" for periodicals published more frequently than annually. Use "_ : None of the following" for annuals, biennials, triennials, etc.
- **Language** Assign the appropriate code from the menu. TIP: The list is arranged by the name of the language, not the code. Type the first letter of the language (the selection should be blue) and use the down arrow to navigate, if necessary.

Effective Date: February 10, 2014

Source URL: <https://web.library.yale.edu/cataloging/workflow/preliminary-bib-records/pb2b>

Links

[1] <http://authorities.loc.gov/>