

Sorting & Successive or Latest Entry

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.

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.

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