Leader and Variable Fields (022-1xx/7xx)

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

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

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.

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