

Variable Fields (245-260/264)

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 order of preference*: cover, caption, masthead, editorial pages, colophon, other pages
- 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)

245 \$c Title Statement of Responsibility

The current CONSER standard does not require a \$c. Neither add nor delete 245 \$c.

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
- 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 13 \$a <Variant title> CONSER uses 246 11 for parallel titles and 246 13 or 246 1_ \$i for all other variants. Some reasons to make a 246 13

- 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.

260/264 __. 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- If the 260 3_ is superseded by a third publisher, change the indicator of the second publisher to 2 and close the date in \$3.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.

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