Variable Fields (300)

300 Physical Description

f there is no 300 field, create one. If the field is incomplete, complete the field. EXAMPLE:

| 300 | | | ‡a v. ; ‡c 29 cm. |

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

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.

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.

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.

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 inform the cataloguers to 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: click on the Frequency menu in the Orbis 008 (or use the CONSER Editing Guide)
- Date ranges: use AACR2 abbreviations & capitalization for months
- 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

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