

## Variable Fields (4xx-8xx)

### 4xx Series

Formerly, transcription of series at 4xx level was not required and may not appear on CONSER records and other records that followed the initial standard. However, the series in established form should have been traced in 8xx. The CONSER standard rules were revised in 2008 in anticipation of RDA, and 490 is required if applicable.

- If the series is traced and the record has an 830 but no 490, add a 490 if the description is based on the issue you have in hand; otherwise, leave it as is
- If the series is traced (440 or 830) and the record is not CONSER, verify that a series authority record exists
- If the series has not been traced (490 0), search for a series authority record (this might be the case with CONSER records created by LC, although another CONSER library would normally update and trace the series)
  - if a series authority record is found, trace as 8xx (use 490 1/8xx)
  - if a series authority is not found, route to a cataloger in your unit with NACO authorization. Although a national level authority record may not be required, the cataloger should verify or supply the appropriate heading in all cases.
- If you have later issues, they may become part of a series or the old series may be replaced by a new series. If a new series is added, provide dates of coverage in 490 \$a before the title

490	1	\$a <open date or date range> <Old series title>
490	1	\$a <open date><New series title>

**500 Description based on note (DBO):** if the first issue is not available, the earliest available issue is recorded here; it is combined with the source for the title. *This note must be revised if you have an earlier issue than the one described in the record.*

**500 Latest issue consulted note. (LIC)** If it is necessary to edit the record, make a 500 Latest issue consulted note in the form:

500		\$a Latest issue consulted: <enum/chron designation>.
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ANSI/NISO punctuation isn't used in the description, but the chronological designation should be recorded in parentheses. Use of standard abbreviations is optional; you can transcribe the captions and months as they appear on the item. (SML Acquisitions has chosen to use the standard abbreviations in the notes.)

#### EXAMPLE:

500		\$a Latest issue consulted: v. 2, no. 1 (Jan. 2008).
500		\$a Latest issue consulted: neue Folge, Band 1, Lieferung 4, published 2007.

Note that in the second example, "published 2007" is used in the absence of an explicit chronological designation.

The latest issue consulted note is always the last note

**510.** Delete all 510s unless the first indicator is 4.

**710/550.** If the issuing body changes, make a 710 for the new body but retain the 710 for the previous body

- If the new body is new to Orbis, search in [LC Authorities](#) [1] or OCLC for an authority record. If none is found, route to a NACO cataloger

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- If there are variant forms of the corporate body that are not accounted for in the authority record, check with a NACO cataloger; it may be necessary to update the authority record, or, in some cases, to create a new bibliographic record
- If there is an authority record for the 710, a 550 issuing body note is not required (in most cases, the 260 3\_ will fill the need of the 550)
- See also 1xx/7xx at the beginning of the variable fields section

### 8xx Series Tracing

See **4xx** above. The current CONSER standard has been revised and now requires a 4xx field to justify the 8xx field.

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**Source URL:**<https://web.library.yale.edu/cataloging/conser/copycat-checklist5>

### Links

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