Heading Conflicts/Title Changes/Subjects/856/Closing Records/Call Numbers

Heading conflicts. If any heading conflicts with the form used on a national level authority record, it should be changed to match the heading used on the NAR.

Title Changes. For title changes, verify that there is a 780 for the previous record and/or a 785 for the later record, as appropriate. If there is not, route to an original cataloger; the original cataloger should do the maintenance on the superseded record. Since uniform titles are no longer required, the 78x fields may refer to more than one serial resource. See also **Closing Records (Cessations)** below.

- Remember: a title change is determined by comparing the chief source for the issue in hand against 245 ?a and (if applicable) ?p and ?n. Make sure you know whether you are working from the chief source (title page or title page substitute)

?**Subjects**. If the record lacks subjects, refer to a cataloger authorized to assign subjects. (In most cases, a record without subjects should have an Encoding Level of 7 or below and the record should be upgraded by the unit's serial specialist. See Leader **[1]** section)

856. In general, delete all 856 fields from cataloging copy records for printed resources (and other tangible resources).

Otherwise, make no other changes to the description or to the access points.

Closing Records (Cessation)

- Close only if there is definitive information from the publisher AND no title change is involved.
  - If there is cataloging copy with linkage to account for the title change, use it--the CONSER cataloger should have taken care of the cessation in the updated cataloging copy for the title that has ceased. If there is no usable cataloging copy, route to original cataloging, which should be responsible for closing the old title.
- Change 008 date type to **d** and change the second date to the closing date.
- Leave the 260 and 300 as is.
- If there is already a 362 1, revise it to account for the cessation. If there is no 362 1, make one to account for the cessation.
- Revise the latest issue consulted note or make an LIC note if there is none.
- NOTE: it is OK to use these guidelines even if the record is pre-AACR2 (CONSER uses pre-AACR2 rules for maintenance on pre-AACR2 records).

Call Numbers

Shelflist all call numbers for serials, including LC 050 00. Serials potentially can fill up a lot of shelf space, so the extra time invested makes it worth excepting serials from the general processing guidelines for shelflisting.

Links

[1] http://www.library.yale.edu/cataloging/Orbis2Manual/consercopycheck.htm#leader

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