

Sources - Manifestation Attributes - Carrier

Basis for Description for Loose-Leafs Considered as Integrating Resources

RDA 2.1.2.4. Choose a source of information identifying the current iteration of the resource as a whole. Make a note identifying the latest issue consulted in making the description. (See item 9. below).

RDA 2.2.2.2. Preferred sources of information. Since an updating loose-leaf is by definition a printed text, the preferred sources are: title page, title sheet, or title card (or image thereof). In the absence of a title page, etc., use the first of the following sources that has a title:

- a. a cover or jacket issued with the resource (or an image of it)
- b. a caption
- c. a masthead
- d. colophon

If none of these has a title, use another source within the resource where the title is formally presented. If no title can be found on the resource, apply 2.2.4 for external sources.

If the title appears in different languages or scripts, apply 2.2.3.1. If the preferred sources have different dates, apply 2.2.3.2. If the preferred source is for a facsimile or reproduction of an original, catalog the facsimile/reproduction (in which case it is unlikely to be an integrating resource & is likely to be cataloged as a monograph).

Description (02x, 245-490 & Notes)

1. Identifiers. If both an ISBN and an ISSN are present, give both.

RDA 2.15.1.7 Give the qualifier "(loose-leaf)" to resource identifiers such as ISBN & ISSN (but not to LCCN, which is a record ID number).

02			‡a 0105281984 (loose-leaf)
0			
02			‡a 0914-1968 (loose-leaf)
2			

MARC21 field 222. Only ISSN centers can enter this field.

2. RDA carries over the AACR2 2002 amendments. Note that the integrating resource instructions are under Exceptions in the RDA rules.

- Introductory words (**RDA 2.3.1.4** / AACR2 1.1B1)
- Typographic error (**RDA 2.3.1.4** / AACR2 12.1B1)
- Full form vs. acronym/initialism (**RDA 2.3.2.5** / AACR2 12.1B2)

EXAMPLES are for the most part from IR:CM, and may not be in OCLC or the LC databases.

245	0	0	‡a Current guidelines in home health care ...
246	1	_	‡i Title appears on item as: ‡a AMA presents current guidelines in home health care

Although the default **RDA 2.3.1.4** rule is to transcribe errors as found, an exception is made for serials and integrating resources:

245	0	0	‡a Social security compensation forms ...
246	1	_	‡i Title on 2002 t.p.: ‡a Social security compensation forms

When both the spelled-out form and the acronym appear on the item, **RDA 2.3.2.5** instruction is to choose the spelled-out form as the title proper.

245	0	0	‡a Reading exercises and diagrams : ‡b READ ...
246	1		‡a READ

3. **RDA 2.3.4.3 Other title.** Serial catalogers tend to drop the other title unless it falls into certain categories (includes name of issuing body; is the acronym of the title proper). A common CONSER practice is to leave transcription of the other title to cataloger judgment, but the current BSR has the other title mandatory, with no exceptions given. Catalogers of updating loose-leaves will generally not follow the restrictive serial cataloging practice and should include the other title unless it consists solely of words indicating currency of contents. For examples of notes, see 12.

4. **RDA 2.4.1.4. Statement of Responsibility.** With regard to transcribing editors in the statement of responsibility, RDA allows omission for serials cataloging only. Catalogers of updating loose-leaves will ordinarily transcribe editors. As with monograph cataloging, technical editors within the publishing company are not generally transcribed.

5. **RDA 2.5.2 Designation of Edition** Mandatory, but note that the **LC-PCC PS 0.0 Mode of Issuance** section instruction considers "edition" or the equivalent used as a numeric designation as evidence that the loose-leaf is a *serial*. See the section on the previous page. The designation should be recorded as found.

250			‡a Version 2.5.
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6. However, per **RDA 2.5.2.5 Statements Indicating Regular Revision or Numbering** for serials and integrating resources, "record statements indicating regular revision as a note on frequency." See **RDA 2.17.12 Note on Frequency.**

310			‡a Revised edition issued every six months
310			‡a Including quarterly updates

7. **MARC21 field 362.** AACR2 practice was to use 362 only for notes about dates when no explicit statement was available; numbering was not included in 362. Although integrating resource practice has not been explicitly defined, it appears that the CONSER practice of using 362 1 for numeric/chronological designation is being applied to loose-leaves as well as serials in RDA cataloging.

LCCN 2013274121

362	1		‡a Began with report no. 50 (Dec. 16, 2013)?
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LCCN 2013200823

362	1		‡a Began with: 3rd Qtr. 2012.
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8. **RDA 2.8.6.5: 264 ‡c.** Give the dates of the first and last iterations (not the same as the earliest/latest dates available/in hand!).

- If the first/last iteration is not in hand, but there is an EXPLICIT statement about the first/last iteration on the iteration in hand, the date is recorded in square brackets in 264 ‡c
e.g., Introduction: "Began publication in in 2000."

264			‡a ____ ‡b ____ ‡c [2000]-
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- If there is no explicit statement, record nothing in 264 ‡c (not even a temporary date in <angle brackets> as is done with multiparts)
- If there is non-explicit information available about the first/last iteration, record in 362 1. Don't spend time researching:

362	1		‡a Began in 2000?
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362	1		‡a Began publication in 1998 or 1999.
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362	1		‡a Completed publication in 2001?
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9. **RDA 2.17.3.4 Iteration Used as the Basis for the Identification of an Integrating Resource.** **MARC 588** field should be used. There is no LC PCC PS, so until the Integrating Resources module of the CONSER manual is revised, based on the RDA examples, the IR DBO note would be formulated as:

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58 8		‡a Identification of the resource based on: 1994 ed. through update 10.
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The example above might be inconsistent with the LC PCC 0.0 PS, but perhaps "1994 ed." is the edition statement with numbered updates or iterations.

58 8		‡a Identification of the resource based on version consulted: Oct. 26, 2000.
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No harm/no foul if the standard CONSER language is used:

588		‡a Description based on: 1994 ed. through update 10.
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For integrating resources, the description is always based on the latest iteration consulted, so it appears that a 588 Latest issue consulted is superfluous. However, this also means that the DBO 588 must be updated (and the description re-checked) when a later iteration is checked in. Samples of RDA pcc cataloging have turned up Latest issue consulted notes, however (use of "issue" instead of *iteration* or *version* also seems questionable). As with serials, enter the DBO note as the last note (other than 590).

Some complex examples from the unrevised CONSER Module:

a. Base volume (t.p. has 2001):

26 4		‡a ___ : ‡b ___ , ‡c 2001-
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b. Base volume with t.p. c2001 date with separate packets of updates #1-#2 carrying 2002 dates.

26 4		‡a ___ : ‡b ___ , ‡c [2001]-
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58 8		‡a Description based on: update #2, published 2002.
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c. Base volume with t.p. 2000 date with separate packets of updates #1-#5 already interfiled; footer on #5 has c2000; preface says resource "first published in 1999":

26 4		‡a ___ : ‡b ___ , ‡c [1999]-
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58 8		‡a Description based on: update #5, copyrighted 2000.
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10. **RDA 3.4.1.10 Incomplete Resource.** Nothing explicit, but one of the examples uses *volumes (loose-leaf)*.

- Use "volumes (loose-leaf)" in 300 ‡a until the resource is complete
- Record transfer volumes (**LC-PCC PS 3.4.1.10**) as:
volumes (loose-leaf), volume (transfer)

11. **RDA 2.14.1.3 Recording Frequency.** "Record the frequency ... of updates to an integrating resource if known." There is a list of controlled terms that should be used given at 2.14.1.3.

Under AACR2, the standard practice was to include the word "updated" or "updates" with the frequency word to clarify that the resource itself does not have that frequency (e.g., "Updated quarterly," "Monthly updates"). This hasn't been stated explicitly in the current LC-PCC PS, but seems to be a practice that should be continued [but see Example 2: 310 field]. As with serials, frequency is recorded in MARC 310 (no period at the end of the field).

31 0		‡a Updated monthly
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If none of the terms under 2.14.1.3 is appropriate, the cataloger is referred to **RDA 2.17.12.3 Details of Frequency of Updating or Currency of Contents**.

RDA example:

310		‡a Revised edition issued every 4 months
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LCCN 2014200394 (for an online integrating resource, but could be applied to an updating loose-leaf)

310		‡a Monthly updates and newsletter
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12. **336-338.** Use RDA terms applied to printed texts. Subfield b is optional.

336		‡a text ‡b txt ‡2
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			rdacontent
337			‡a unmediated ‡b n ‡2 rdamedia
338			‡a volume ‡b nc ‡2 rdacarrier

13. **Accompanying Material.** Although updates to MARC now allow for multiple 300s to describe accompanying material, with updating loose-leaves, information about accompanying material may be too complex to express in a second 300, so a note would be preferable.

Examples from IR:CM.

500			‡a CD-ROM with last update for the year.
500			‡a Accompanied by supplementary pamphlets and by unnumbered newsletter volume.

14. **530 vs 776.** Use 776 in preference to 530.

Example from IR:CM

776	0	8	‡i Issued also as an online database: ‡t USDA national nutrient database for standard reference ‡w ...
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15. **Indexes.** For updating loose-leaves, indexes can be important. Make a note when in doubt.

Example from IR:CM

500			‡a Indexes supplied with every 10th update.
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Source URL: <https://web.library.yale.edu/cataloging/loose-leafs/sources-description>