Updating (Maintenance)

Updating a Preexisting record. Basic Principles

A. Re-do the description to match the current iteration

B. Give earlier information in a note:

- Give note for earlier title (247)
- Give note for other data elements if considered to be important

C. Give access points for earlier information if appropriate.

D. Consider if main entry needs to be revised.

RDA 1.10.5. Identify iteration if note does not apply to all iterations.

- Give exact information if readily available.
- Otherwise, use information in "Description based on" note of record before it was revised; give information in angle brackets.

RDA 2.3.2.12.3. Change title area to reflect current iteration. Give earlier title proper in a note. LC practice is to make only a "500 Title varies slightly" note if the change is at the end of a long title and access is not affected.

MARC 247:

- Indicators: 10
- Earlier title proper = subfields ‡a, ‡n, ‡p
- Identification of earlier iteration = subfield ‡f
- ISSN or earlier title proper = ‡x

MARC 547 Former title complexity note generally is not used for updating loose-leafs but may be used for online integrating resources where reformatting has removed all references to the earlier title. **See LC PCC PS 2.3.7.3.**

IR:CM:

"When the current iteration has a different title, change the title proper and statement of responsibility area in the bibliographic record to reflect that iteration. It is important to retain the information regarding the title proper of the earlier iteration. Give the former title in a 247 field; this field generates both a note and an added entry. Give the update designation or date of earlier iteration in ‡f; if there was an ISSN for the earlier iteration, move it from the 022 field to ‡x of the 247 field. The 247 field is repeatable; if the title proper changes again on a subsequent iteration, update the 245 field again and move the previous title proper to an additional 247 field. Give the 247 fields in order from earliest to most recent."--Page 62.

Use 247 only for changes in title proper. Use 246 for changes in other title, parallel titles, etc.

"In ‡f of the 247 field, indicate the range of dates of the former title proper if that information is available. When that information isn't available (the most common situation), use the date or designation in the item described note for the earlier iteration and enclose it in angle brackets (i.e., < >). If the title proper changes again, update the 245 field and give the former title
proper in a second 247 field."--Page 40.

MARC 588. When updating, if the record for the earlier iteration used 500 for the DBO note, replace it with 588. The 588 should be the last note before 590, if the unit practice places 590 at the end of the notes sequence. See example.

EXAMPLE

RECORD PRIOR TO UPDATE:

022			‡a 2232-4543	
245	0	0	‡a Dental hygienists : ‡b current guidelines.	
588			‡a Description based on: release 2, published 2000.	

RECORD AFTER UPDATE:

022			‡a 2343-7896	
245	0	0	‡a Dental hygienists' guidelines	
247	1	0	‡a Dental hygienists ‡f <release 2, published 2000> ‡x 2232-4543	
588			‡a Description based on: release 7, published 2002.	

UPDATING BEYOND THE TITLE PROPER

RDA 2.3.3.5.3 ANY change in parallel title. Update to reflect current iteration. Make a 246 ‡i ‡a note if considered to be important. In ‡i, identify the iteration.

RDA 2.3.4.7.3. If an Other Title (245 ‡b) appears on a later iteration, or the Other Title changes in a later iteration, record it if considered to be important for identification or access. If the other title change is not considered important for identification or access, delete it. If the decision is to transcribe the other title, the current iteration must be reflected. If considered to be important for access, treat the earlier other titles or deleted other titles as variant titles. Use the 246 field ‡i and ‡a; identify the current iteration in ‡i.

RDA 2.3.6.3. Changes in other titles (e.g. added title page, cover) on the resource. If considered important for identification and retrieval, combine a note with the former title in 246 1_. Use subfields ‡a and ‡i; include the identification of the iteration in ‡i.

RECORD PRIOR TO UPDATE:

245	0	0	‡a Scholarship opportunities for future math teachers.	
246	1		‡a Math education scholarships	
588			‡a Description based on: release 5, published 1999.	

RECORD AFTER UPDATE:

245	0	0	‡a Future math teachers' scholarship opportunities.	
246	1		‡i Added title page title <release 5, published 1999>: ‡a Math education scholarships	
247	1	0	‡a Scholarship opportunities for future math teachers ‡f <release 5, published 1999>	
588			‡a Description based on: release 9, published 2001.	

RDA 2.4.1.10.3. Statement of responsibility. Revise the record if necessary to reflect current iteration. If considered to be important, make a note about the earlier statement of responsibility. If statement of responsibility changes, this may affect the identification of the primary creator. RDA does not specify, but a general note may be used if the changes have been numerous, i.e.

500			‡a Editor varies.	

Use 500 also if specific editors are named, but use 550 for issuing bodies:

550		4	‡a Issued by Institute QRS, < -update 1999-4 >; by Association LMN, <update 2000-6>	

RDA 2.5.1.6.3 Changes in edition area. Assumption is that a new record is not required (no new base volume). In that case, 250 must be updated to reflect the current iteration. If the edition information changes often, there is an option not to record it at all and make a general note instead RDA 2.17.4.5.3.

LC PCC PS 2.17.4.5.3 for a gradual replacement edition (i.e. no new base volume), make a note about the new edition statement.

250			‡a Second edition.	

0			
50 0			‡a Updated to Second edition, June 2001.

RDA 2.8.1.5.3 ANY change in the publication statement. Record must reflect the current iteration; give a note if the earlier information is important. Alternative: general note may be given if the changes are too numerous. Don't forget to update 008 if necessary.

RDA 2.8.6.5 Ending date. If the updating loose-leaf is finite and the last iteration is in hand, update the description if there have been any changes; don't forget to update 008 date 2.

- If the date of the first iteration has been recorded, and the date of the last iteration is available, add the date of the last iteration in 264 _1 ‡c; supply the date of the last update if considered to be important: *1995-1998 [updated 1999]**
- If the last iteration is available but the first iteration was not recorded, record the date of the last iteration: *-1987.*
- If the last iteration is not available but information about the ending date is known, supply an approximate date: 1997-[2000]
- If the date cannot be approximated, then don't record a date.

*This situation occurs when the last replacement iteration does not include a replacement title page.

26 4		1	‡a ___ ‡b ____ ‡c 1996-2001 [updated 2002]

RDA 3.4.1.10 (Incomplete Resource). Extent of item for textual integrating resources, i.e. loose-leafs. Precede the specific material designation in 300 ‡a by the number of parts when the last iteration is received; otherwise, do not enter the number of held volumes. Current practice is to record number of parts only when the set is complete. Formerly, the number of currently received volumes was recorded in angle brackets in LC practice; remove when performing copy cataloging.

30 0			‡a 3 volumes (loose-leaf)

RDA 3.5.1.8.2. If the dimensions change, update to the current iteration; make a note if the change is considered to be important (do not give dimensions as a range, as you would for a serial or multipart monograph).

RDA 2.14.1.4, 2.17.12.4. If frequency of updates changes:

- Change the existing 310 field to 321 (former frequency).
- Add a new 310 field to reflect the current iteration.
- Update Frequency in 008
- Give the identification of the iteration in subfield ‡b:

31 0			‡a ‡a Updated monthly, ‡b <release 2002-1>
31 0			‡a Updated quarterly ‡b release 2012-
321			‡a Updated monthly, ‡b <release 2002-1>-release 2012

RDA 3.1.6.2. If the media type changes (337), make a new record. If the carrier type changes (338) or the characteristics of the original carrier change, revise the carrier description to reflect the current iteration. Make a note if considered to be important. Update the 008 if necessary.

RDA 2.12.1.6.2. Change the series statement to reflect the current iteration whether a series has been added, deleted, or changed. **RDA 2.17.11.5.2** If an earlier series no longer appears on the current iteration, make a note; if a series statement appears on a later iteration, make a note to record the publishing date of that iteration.

Under **LC PCC PS 25.0 Authorized Access Points for Series**, note that the PS does not apply to LC practice, since LC no longer traces series. The PS applies to PCC libraries that decide to trace. The examples are from the PS (they are carried over for the most part from the LCRI 21.30L). One change (& slight deviation from RDA) is that the series statement for the earlier series is recorded in 490 rather than 500. There is another example in PS 25.0 for a series that no longer appears on the current iteration: it is entered in 490 rather than as a note.

RECORD PRIOR TO UPDATE:

264		1	‡a Denver : ‡b Smith Publishing Company
490	1		‡a Research in library acquisitions
588			‡a Description based on: update 2, published in 1991.
830		0	‡a Research in library acquisitions.

RECORD AFTER UPDATE:

264			‡a Denver : ‡b Smith Publishing Company
490	1		‡3 <2000>: ‡a Library acquisitions
490	1		‡a Series title <1991>: Research in library acquisitions
588			‡a Description based on: update 9, published in 2000.
830		0	‡a Research in library acquisitions.
830		0	‡a Library acquisitions (Denver, Colo.)

Notes.

Integrating Resources: a Cataloging Manual. "If the updating loose-leaf consisted of both numbered and unnumbered volumes, and the total number of volumes is recorded in the physical description area, make a note to record the details of unnumbered volume(s) if that information is considered important."--Page 68. Instead of 500, the note could be entered in 246 if the title of the unnumbered volume is considered to be important for retrieval. However, for some components of law publications, the information should only be recorded in notes. See **LC PCC PS 25.1.1.3 Authorized Access Points for Component Parts of Compilations of Laws.**

500			‡a Includes unnumbered volume: European Union law update.

Change in Title Proper and Access/Linking Fields:

- If the title proper being moved to the 247 field was in a 580/7XX linking field in another record, update the link in that other record
- If the title proper being moved to the 247 field was in a 6XX/7XX in another record, update the field in that other record

Subject Headings

If changes in later iteration have so changed the overall content of the resource that the subject headings in the record are no longer the most appropriate headings; if so, update subject headings, but do not reclassify.