# NACO > Yale Policies for NACO Series Authority Records (SARs)

**Back to:** Authority Control at Yale **[1] >** NACO **[2]**

This document sets forth Yale University Library policies for creating, updating, and importing NACO series authority records (SARs) associated with monographic series and multipart monographs (MPMs). It is intended to supplement, not replace, standard documentation issued by the Library of Congress (LC) and the Program for Cooperative Cataloging (PCC).

Throughout these instructions, replace ‡5 CtY with your unit's specific code whenever applicable.

1.Creating New SARS [3]

2.Updating New SARS [4]

3.Importing New SARS [4]

## 1. Creating New SARs

As a general rule, create new SARs for **analyzed** monographic series and MPMs whenever one or more of the following criteria apply:

- the series or MPM requires cross reference(s) *Exception:* If the only reference would be a name-title reference from the issuing body and the body has not yet been established (requiring that an additional authority record for the body be established), creating the series authority record is optional.
- the series or MPM requires a qualifier *Exception:* If the series requiring the qualifier is a non- academic series that has been issued by a commercial publisher, creating the series authority record is optional.
- the series or MPM is on standing order the series or MPM will be classed together
- the series or MPM will be traced in a BIBCO record. **NOTE**: In a BIBCO record, the series may be tagged as untraced if it has not been established in a series authority record; only traced series need be established.
- the series or MPM is represented by a local SAR *Note:* Local SARs lack an 010 field. These records were created in Voyager, rather than contributed to NACO. The local SAR should be deleted from Voyager after the NACO record is created.
- a selector has identified the series or MPM as important and requested that a SAR be created

New SARs are not required for monographic series and MPMs when one or more of the following criteria apply:

- the monographic series or MPM will not be analyzed
- the monographic series or MPM is complete at the time of cataloging *Exception:* Unless it requires a cross reference or will be traced in a BIBCO record.
- the monographic series or MPM will be untraced in a BIBCO record *Note:* In a BIBCO record, the series may be tagged as untraced if it has not been established in a series authority record; only traced series need be established.
- the monographic series or MPM is judged to be trivial or exceedingly complicated
- the monographic series or MPM was published prior to 1981

## 2. Updating Existing SARs

### 2A. Where to Update SARs

OCLC

- Updating a SAR in OCLC if making **national-level** changes.
- National-level changes include such things as: changing fixed fields, headings, and cross references adding new cross references, and adding new 640, 641, 642, 643, 645, 667, and 670 fields.

Voyager

- Update a SAR in Voyager if making **local** changes.
- Local changes include such things as: adding 090 fields, recording Yale analysis and classification decisions in 644 and 646 fields, and recording local notes in 690 fields. It might be necessary to import the SAR from OCLC into ORBIS before making the update.

**2B. 090 Field (update in Voyager)**

**Class together**

Add an 090 field to the Voyager record to record the call number of a series or MPM that will be classed together, even if the number is exactly the same as the one recorded in the 050 field. Preface the call number with the Yale location to which it pertains. Example:

| Before | | | | After | | | |
|---|---|---|---|---|---|---|---|
| 050 | | 4 | BX3201 ‡b .S78 ‡5 CtY-D | 050 | | 4 | BX3201 ‡b .S78 ‡5 CtY-D |
| | | | | 090 | | | DIV: BX3201 .S78 |
| Before | | | | After | | | |
| 050 | | 0 | BX3301 ‡b .A52 | 050 | | 0 | BX3301 ‡b .A52 |
| | | | | 090 | | | SML: BX3301 .A52 (LC) |

If you discover existing bib records in Voyager (for the same location) that have been classed separately, use catalogers' judgment in deciding whether to 1) reclass them, 2) add a note to the SAR specifying a change in practice after a certain date, or 3) continue to class separately. The third option is discouraged.

**Encoding Level 7 Analytics**

Add text in square brackets to the end of the call number in the 090 field to record a decision to create encoding level 7 analytics (EL7) for a monographic series or MPM. Example:

| Before | After |
|---|---|
| | 090 SML: HB5 D58 (LC)+ Oversize [EL7 ANALYTICS O |

See the cataloging documentation on Classed-together Analyzed (EL7 Serial Analytics) [5] for further instructions.

**Classed Separately**

The decision to class separately **may** be highlighted in 090 fields but the practice should generally be limited to the following situation:

- changes in Yale classification practice (see example below)

complex situations involving especially voluminous numbered series
different practices for different Yale locations

| Before | After |
|---|---|
| • | 090 SML: 20- [CLASSED SEPARATELY] |
| 090 SMLY: J525 St94 1-19 | 090 SMLY: J525 St94 1-19 |

**Not Analyzed**

The decision not to analyze **may** be highlighted in 090 fields but the practice is not required. Example:

| Before | After |
|---|---|
| | 090 DIV: DO NOT ANALYZE |
| 644 f ‡5 DLC | 644 f ‡5 DLC |
| | 644 n ‡5 CtY-D |

**2C. 642 Field (update in OCLC)**

Do **not** retrospectively add a ‡5 DPCC code to an existing 642 field.

**2D. 645 Field (update in OCLC)**

If the existing SAR contains a DPCC or LC "traced" decision or an "untraced" decision, follow it.
Do **not** add new 645 fields
Do **not** retrospectively add a ‡5 DPCC code to an existing 645 field.

**2E. 644 and 646 Fields (update in Voyager)**

For monographic series and MPMs that are new to Yale, generally follow analysis and classification decisions recorded by LC and other PCC libraries. If necessary, update SARs to record Yale decisions by adding new 644 and 646 fields or by modifying existing ones according to the guidelines below.

**Adding New 644 and 646 Fields**

Add Yale analysis and classification decisions in new 644 and 646 fields in the ORBIS record in the following situations:

Yale decisions differ from the decisions already recorded in the SAR. Example:

| Before | After |
|---|---|
| 646 s ‡5 CoU | 646 s ‡5 CoU |
| | 646 c ‡5 CtY |

SAR lacks 644 and 646 fields. Example:

| Before | After |
|---|---|
| • | 644 f ‡5 CtY-BR |

| | |
|---|---|
| 645 t ‡5 DPCC | 645 t ‡5 DPCC |
| | 646 s ‡5 CtY-BR |

**Modifying Existing 644 and 646 Fields**

Do not delete decisions already in the SAR for LC and other PCC institutions.

Modify existing 644 or 646 fields in the Voyager record whenever a Yale decision of "do not analyze" or "class together" duplicates an existing decision. Example:

| Before | After |
|---|---|
| 646 c ‡5 DLC | 646 c ‡5 DLC ‡5 CtY-BA |

Do **not** generally record a Yale decision to "analyze" or "class separately" when it duplicates an existing decision **unless** you want to differentiate it from a decision for another Yale location. Examples:

| Before | After |
|---|---|
| 646 s ‡5 DLC | 646 s ‡5 DLC |
| Before | After |
| 646 s ‡5 DLC | 646 s ‡5 DLC ‡5 CtY-M |
| 646 c ‡5 CtY | 646 c ‡5 CtY |

**Recording Changes of Practice**

Use ‡d to record a change in practice for a location, placing the ‡5 code at the end of the field:

| Before | After |
|---|---|
| 646 s ‡5 CtY-D | 646 s ‡d vols. cat. before Oct. 1, 2003 ‡5 CtY-D |
| | 646 c ‡d vols. cat. after Sept. 30, 2003 ‡5 CtY-D |

**2F. 690 Field (update in ORBIS)**

Use 690 fields to record lengthy explanations of local analysis and classification decisions, if necessary. Do **not** add 690 fields as a matter of course.

## 3. Importing SARs

**When to Import SARs**

As a general rule, do **not** import SARs into Voyager from OCLC. MARS will send us the SARs as a result of weekly bib record processing.

***Exceptions***: You **may** import a SAR if:

- you need to update the SAR in Voyager with local information
- you are cataloging the first volume of a standing order
- the SAR is for a series-like phrase (008 Type of series=c)

## RELATED YALE DOCUMENTS:

- Bibliographic Records for Monographic Series and MPMs on Standing Order [6]
- Minimal-Level Bibliographic Records: Serial Analytics, Pamphlets, & Projects [7]
- Multipart Policies and Procedures [8]
- Preliminary Bib. Records: Monographic Series & Multipart Monographs on Standing Order [9]

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Document originally created by the Authority Control Advisory Committee; revised and maintained by the Authorities & Identities Advisory Group.

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**Source URL:**https://web.library.yale.edu/cataloging/authorities/series-policy-book

**Links**
[1] http://web.library.yale.edu/authority-control-yale [2] http://web.library.yale.edu/authority-control-yale-naco [3] https://web.library.yale.edu/cataloging/authorities/series-policy-book/new-sars [4] https://web.library.yale.edu/cataloging/authorities/series-policy-book/updating-importing [5] https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging/pt3 [6] https://web.library.yale.edu/cataloging/serials/series-mpm-cataloging [7] https://web.library.yale.edu/cataloging/minimal-level [8] https://web.library.yale.edu/cataloging/multipart-workflow [9] https://web.library.yale.edu/cataloging/workflow/sso [10] mailto:tachtorn.meier@yale.edu [11] mailto:jia.xu@yale.edu