Variable Fields: 245, 250, 260/264, and 490

245 ‡a, ‡p, ‡n. Verify the title proper against the chief source on your issue.

- Title verification is based on ‡a, and (if there) ‡p & ‡n. *Do not take ‡b into account when verifying. In current cataloging ‡b is not required; if there is one, leave it as is.*
- Reminder: many serial issues lack a title page. In the absence of a title page, the cover has priority over the TOC page.
- Title page substitutes in AACR2, *in order of preference*: cover, caption, masthead, editorial pages, colophon, other pages
- Title page substitutes under RDA, in preferred order:
- Under RDA, errors in 245 are transcribed as found; serials are an exception. The corrected form of the serial title should be in 245.
- Pre-AACR2 titles are sometimes truncated. Leave the 245 ‡a as is; make a 246 for the full form (note that this is not CONSER practice, which is more complex)

Parallel Titles. Under AACR2, parallel titles were transcribed after an equal sign (=) in 245 if the parallel title or titles appeared on the chief source. The number of parallel titles was limited (usually to no more than two, and only one if the first parallel title was in English). Field 246 (see next section) was used to provide access to the parallel titles. Under RDA parallel titles can be taken from any source within the issue. However, the parallel titles are only recorded in 246 11; they are not transcribed in 245. Under RDA, there is no limit to the number of parallel titles recorded in 246 11.

245 ‡c Title Statement of Responsibility

The current CONSER standard does not require a ‡c. Neither add nor delete 245 ‡c. Under RDA, a statement of responsibility can be taken from anywhere in the issue and transcribed without brackets. If the source for the title proper does not have a statement of responsibility but the record does, leave it as is.

If a corporate name is transcribed in the statement of responsibility (245 ‡c), and the record is not CONSER full level (see above), verify that the name traced in 710 has an authority record. If there is no record in Orbis, check the NAF. If no authority record is found, route to a cataloger in your unit with NACO authorization.

- CONSER records cataloged at minimal level will record the corporate name in 245 ‡c or 550 if the heading has not been established; under AACR2, if the statement of responsibility was taken from a source other than the source of the title proper, the statement of responsibility
- CONSER records cataloged at full level will not record the corporate name in 245 ‡c or 550; as noted above, all headings on a CONSER record cataloged at full level are expected to have authority records
- How non-CONSER records will record the corporate name is unpredictable

246 1_ ‡a <Variant title> CONSER uses 246 11 for parallel titles and 246 1_ or 246 1_ ‡i for all other variants. Some reasons to make a 246 1_

- Pre-AACR2 245 has Report; your issue has Annual report
- Title proper on your issue is the same as the 245 ‡a, but there are variant forms on the issue

No period at the end of 246 fields.

260 __. If the publisher has changed,

- edit the original 260 to 260 __ **‡3 <initial date>-<closing date>** : ‡a <place> : ‡b <publisher> [delete ‡c]
- make a second 260 for the current publisher: 260 3_ ‡3 <initial date>: ‡a <Place> :‡b <Publisher>
- If the 260 3_ is superseded by a third publisher, change the indicator of the second publisher to 2 and close the date in ‡3. Follow 260 2_ with the new current publisher: 260 3_ ‡3 etc.
- 008 should be updated to match the current 260
- In pre-AACR2 cataloging (latest entry cataloging), the current publisher was entered in 260 and the former publisher was recorded in a note. Although locally we can use multiple 260s, be very careful if you update a record for a publisher change if the record was cataloged according to pre-AACR2 rules, especially in situations when multiple publisher changes are involved.
- When a record ceases, under current rules it is no longer necessary to enter the closing date in 260.

264 _1 Most RDA records will use 264 _1 rather than 260. RDA records should have 040 ‡e rda.

- If the record is coded as 264, handle the publisher changes in the same way as 260, but in the 264 for the current publisher, transcribe the publisher statement as it appears on the issue without abbreviations or abridgement; keep in mind that copyright dates and distributor/printer statements cannot be entered in 264 _1
- If you aren't familiar with RDA transcription practice for 264, check with your supervisor
- If the record is coded as rda and the 260 tag was used, re-tag 260 to 264 _1. If a copyright date has been entered in the rda 260 field, remove it and enter it in 264 _4 ‡c.
- Do not change 260 to 264 if the record is AACR2

490 Series

Formerly, transcription of series in 490 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.

Significant changes in series took place in 2012. Field 440 became obsolete. Catalogers now use 490 1/830 even if 830 does not differ in form from 490. The Library of Congress policy changed and LC no longer traces series; records cataloged by LC may not have an 830 even if the series authority record says to trace.

- 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 (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>