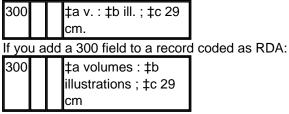# Variable Fields: 3xx

300 Physical Description

If there is no 300 field, create one. Field 300 is not mandatory in CONSER cataloging; some libraries include 300 ‡a but do not enter ‡c. If the field is incomplete, complete the field.

EXAMPLES of AACR2 and RDA 300s. If the record is AACR2, follow the AACR2 model, do not recatalog to RDA form. Do not recatalog RDA 300 form to AACR2 form.

OCLC allows hybrid records where the cataloger uses unabbreviated terms in 300 but leaves the coding as AACR2. Leave 300 in hybrid records as is; do not add ‡e rda to the 040 field. Do not add 336-338 to AACR2 records.

If you add a 300 field to a record coded as AACR2:

| 300 | | | ‡a v. : ‡b ill. ; ‡c 29 cm. |

If you add a 300 field to a record coded as RDA:

| 300 | | | ‡a volumes : ‡b illustrations ; ‡c 29 cm |

Other than inches, feet, etc., none of the terms used for recording elements in 300 are abbreviated in RDA cataloging: "illustrations" not "ill." -- "color" not "col." No period is used after "cm" (unless there is a 490 field).

It is not necessary to record the number of volumes in ‡a if the serial closes, even if the cataloging is pre-AACR2.

310/321 Current/Former Frequency

YUL: For new copy cataloging, if the frequency is known and there is no 310, enter a 310. If the former frequency (321) has not been specified (i.e., there is a Frequency varies note), do not research the back issues in order to determine it.

Maintenance: continue the practice of recording the current frequency in 310 and the former frequency in 321 if the frequency changes. *YUL policy to support check-in; 321 is not required in CONSER cataloging.*

For ongoing serials, if the frequency changes, continue the practice of recording the current frequency in 310 and the former frequency in 321.

[At SML, acquisitions staff normally update the record when there is a frequency change.]

- If the frequency has changed, move the current 310 data to 321 and enter the current frequency in 310
- 310 __ ‡a <current frequency>, ‡b <beginning date>-
  321 __ ‡a <former frequency>, ‡b <date range>
- In current cataloging, there is no limit to the number of former frequencies that may be recorded. The former practice was to use the note *Frequency varies* if more than 3 frequency changes took place. If this note has been used in cataloging copy, leave it as is--make no attempt to reconstruct the former frequencies.
- No period at the end of 310 or 321
- Frequency terms [1]: click on the Frequency menu in the Orbis 008 (or use the CONSER Editing Guide)
- Date ranges: follow the abbreviation and capitalization scheme used on the record
- If the frequency changes, update the Frequency and Regularity 008s to | <No attempt to code>; if there is no frequency change, leave the 008s as is

336, 337, 338

For printed serials, RDA records should have:

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

Subfield b's in the 336-338 fields are currently optional. If they are included in the record, leave them as is. If they are not included in the record, it is not necessary to add them.

OCLC allows hybrid records where the cataloger adds 336-338 to bibliographic records coded as AACR2. Leave 336-338 if they are already in an AACR2 record, but do not add them to AACR2 records.

Fields 336-338 precede field 362 1_.

362 1 Dates of Publication/Designation (Unformatted)

362 is made only if beginning date & number are known. If the record lacks a 362, and you have the first issue in hand, make a **362 1_ ‡a Began with** note.

- Make sure the 362 date is consistent with the first date in the fixed field
- If a 362 1 field is added, revise the description based on note (see below) to match the issue cited in 362 1.
- If the numbering re-starts, indicate in 362 1 or 515

Some new records may use non-standard abbreviations or no abbreviations. This is acceptable. Leave as is, even if the record is AACR2. RDA practice is to transcribe number and date as found on the issue used for cataloging, so whether or not abbreviations are used depends on the publisher.

However, note that standard abbreviations continue to be used in MFHD volume holdings.

If you need to check for numbering changes, note that changes are now acceptable in either 362 or 515.

RDA example:

362		‡a Began with volume 90, number 1 (Spring 2014).