

Appropriate Bibliographic and Holdings Record for Serials Transferred to LSF

Each serial transferred to the Library Shelving Facility must have a bibliographic record that complies with current Yale cataloging standards and policies for the Library's online catalog. In addition, the existence, status, and location of each item must be accurately reflected in the MFHD and item records. This memo also addresses policies and procedures for monographic series analytics transferred to the Library Shelving Facility.

I. Bibliographic Record

A. Full Bibliographic Record (in the Leader encoding level "blank: Full", 1,4)

Complete bibliographic description

Complete and verified bibliographic access points

Subject access points, as appropriate

B. Less-Than-Full Bibliographic Record (encoding level 7)

- Required Fixed Fields in Leader and 008:

Leader: Bibliographic level use s (Serial)

Leader: Encoding Level use 7 (Minimal level)

Leader: Cataloging form use a, i, <blank> as appropriate

008: Date 1

008: Date 2

008: Place of publication

008: Frequency

008: Type of serial

008: Language

- Required variable fields

010 LCCN when present

020	ISSN when present
1XX	as necessary
245 ‡a	Exact transcription of title proper
247	Former title or title variation as necessary (only for latest-entry record coded 1)
260 ‡a and ‡b	First named place of publication, first named publisher, date of publication; for missing elements of Field 260, supply, as appropriate: S.l. or N.p. (lacking place of pub.), s.n. or n.p. (lacking name of publisher).
260‡c	"If neither the first and last issue is in hand, do not give a date of publication" (CONSER Cataloging manual, Module 10.4.2b).
	Example 1: ‡a [S.l. : ‡b s.n., Example 2: ‡a Boston, Mass. : ‡b Boston Public Library,
362	If there is no 362, use:
500	(Description based on...)
4XX	as necessary
7XX	linking fields as necessary
830	as necessary

C. MFHD 852

The Indicator 1 and Indicator 2 and subfields must be coded correctly:
Indicator 1 is coded 0 (LC classification) or 8 (non LC classification)

Example of Indicator 1 coded 0 (LC)

852	0	1	‡b engnref ‡h T75.N48 ‡i Y255 204-280 (LC)‡m Oversize
866	4	1	‡8 0 ‡a no.204(1992)-no.280(1994:Dec.5)

Example of Indicator 1 coded 8 (localyale)

852	8	1	‡b smly ‡h A42d ‡i 94 917,etc.‡z Request by the volume number of the main series.
866	4	1	‡8 0 ‡a 11=917
866	4	1	‡8 0 ‡a 15=15

Indicator 2 is always coded 1

Code the following subfields:

‡b	Library/collection location code <ORIGINAL LOCATION>
‡h	Call number, classification part
‡i	Call number, item or cutter part
‡k	Call number prefix; location or size stamps
‡m	Call number suffix; e.g. Oversize
‡x	Non-public note; e.g. all kinds of staff notes
‡z	Public note; equivalent to "um" note in ORBIS 1
‡2	Source of scheme, introduced by Indicator 1 code 8; e.g. "localyal (no longer used)"

The title cannot be transferred to LSF if the ‡b location code is "Withdrawn."

D. MFHD 86x

The MFHD 86x fields may include one or more of the following designations: volumes, parts, dates in accordance with Yale implementation of the ANSI (American National Standards Institute) Z39.44-1986, American National Standard for Information Sciences - Serials Holdings Statements, Level 4.

Please refer to the document below for detail:

[Standards for Recording Serial Holdings in MFHD \[1\]](#).

E. Item Record

Item records must have the appropriate information in the following fields:

- Item Type is marked by one of the three codes: Isfc, Isfi, or Isfr
- Enum/Chron must be present
- Data in both enum. and chron. should agree with the information shown in MFHD 86x

II. Partial transfers

An existing serial set can be split only after consultation with the Chief Catalog Librarian. On those occasions when a holdings are split, the current standards and practices that have been established for the Recon project will be followed.

- Each segment (part) of the volume holdings will have its own MFHD with the appropriate location code.
- Each location's MFHD must reflect the volume holdings held by the location.
- Every volume listed in a given MFHD must be represented by an item record linked to the same MFHD.

III. Analytics

Each analytic item record must be linked to the correct MFHD; the MFHD 852 \$b should record the original location. LSF software will take care of the location update only if the original location is recorded. The MFHD should in turn be linked to the correct full bibliographic record.

Classed together series cannot be split without consulting the Chief Catalog Librarian.

Analyzed series, full and provisional, will have the appropriate treatment code in the \$x subfield of MFHD of the "serial cover record" (sometimes referred to as "serial record" or "series record" henceforth referred to as "serial cover record"):

"anlyz"	Used for fully analyzed series.
"cs"	Analyzed and "classed separately".
"part anlyz"	"Partially analyzed". Equivalent to "anal (mono only)".

Fully analyzed series (classed together):

- Each item must be linked to its individual analytical title.
- No items should be linked to the serial cover record
- Each title must have correctly formatted tracings: 4xx and/or 830 fields. Correct tracings will insure that each title is correctly listed under the serial cover record in Web Voyage.

Partially analyzed series:

- All items should be linked to the serial cover record. This practice will eliminate the problem of having some items linked to individual analytical records and other items linked to the serial record.
- Analyzed titles must have correctly formatted tracings: 4xx and/or 830 fields. Correct tracings will insure that each title is correctly listed under the serial cover record in Web Voyage.

IV. Title Changes

In general, serial title changes are handled through appropriate successive-entry cataloging. Each title change should be represented by its own bibliographic record and appropriate 78X linking fields should be present in all related bibliographic records. A successive-entry record must be created or updated for any title change that is not represented by an appropriate bibliographic record but only reflected in the \$x subfield of MFHD 852 and/or 86x fields in Voyager. In the case of a latest-entry record, all title changes appearing on the items in hand, or reflected in Yale holdings, must be verified and recorded in corresponding 247 fields.

Notes regarding serial title changes should be deleted from subfield "\$z" in MFHD 852 and 86x fields.

V. "Bound with" <NOTE: bound withs will not be transferred to LSF until the procedure for item records has been standardized>

For older bound volumes containing issues from previous and following titles:

- A bibliographic record should be present for each title.
- "Bound with" notes should be removed from \$z in the MARC holdings record and relocated to a 590 field in both of the related bibliographic records. This practice is in agreement with that of the recon

project.

LSF Serial Records: Examples

Example 1 (Web Voyage staff view)

000 01210cas 2200289 a 450
001 4124476
005 20021202102610.0
008 970721d19871994ctuwn 0 a0eng d
035 __ \$9 FLD6102YL
040 __ \$a CtY \$c CtY
130 0_ \$a Bulletin (Yale University. Council of Engineering)
245 10 \$a Bulletin / \$c Yale University, Council of Engineering.
260 __ \$a New Haven, CT : \$b The Council, \$c 1987-1994.
300 __ \$a v. ; \$c 28 cm.
310 __ \$a Weekly (during the academic year)
362 0_ \$a No.1 (Nov. 2, 1987)-no.280 (Dec. 5, 1994)
590 __ \$a ENGN: Nos.1 (Nov. 2, 1987)-no. 203(Dec. 21, 1992) are bound with Newsletter (Yale University. Council of Engineering).
500 __ \$a Title from caption.
610 20 \$a Yale University. \$b Council of Engineering \$v Periodicals.
650 _0 \$a Engineering \$z Connecticut \$z New Haven \$x Study and teaching (Higher) \$v Periodicals.
650 _0 \$a Engineering \$x Study and teaching (Graduate) \$z Connecticut \$z New Haven \$v Periodicals.
730 0_ \$a Newsletter (Yale University. Council of Engineering)
710 2_ \$a Yale University. \$b Council of Engineering.
785 00 \$7 Bulletin (Yale University. Faculty of Engineering)
927 __ \$a 9708RO
928 __ \$a AC042999
948 __ \$a as/rtp

Example 2 (Web Voyage staff view):

000 01136cas 2200361 a 450
001 3193322
005 20020514115650.0
008 880905c19889999enltr p 0uuua0eng d
010 __ \$a 88656261
022 __ \$a 0028-5048
035 __ \$a (OCoLC)ocm18445070
035 __ \$9 FGE6087YL
040 __ \$a ViU \$c ViU \$d DLC \$d N \$d MH \$d FU \$d DLC \$d NST
042 __ \$a lc
043 __ \$a e-uk---
050 00 \$a L16 \$b .N47
245 00 \$a New era in education.
260 00 \$a London : \$b World Education Fellowship, \$c c1988-
300 __ \$a v. : \$b ill. ; \$c 30 cm.
310 __ \$a Three times a year
350 __ \$a £10
362 0_ \$a Vol. 69, no. 1 (June 1988)-
500 __ \$a Title from cover.
550 0_ \$a Journal of the World Education Fellowship.
590 __ \$a MUDD: v.69(1988) bound with v.68(1987) under the earlier title
650 _0 \$a Education \$v Periodicals.
650 _0 \$a Education \$z Great Britain \$v Periodicals.
650 _0 \$a International education \$v Periodicals.

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Published on Yale University Library (<https://web.library.yale.edu>)

710 2_ \$a World Education Fellowship.

780 00 \$t New era (Mayfield, East Sussex, England) \$x 0028-5048 \$w (DLC) 85643652 \$w (OCoLC) 2407644

927 __ \$a 9301

928 __ \$a AC031397

948 __ \$a SOC:2

Example 3 (Web Voyage Staff view):

000 00665cas 2200229 a 450

001 720746

005 20020514072022.0

008 880413c19849999gw uu p 0uuub0ger d

010 __ \$a sn 87018438

035 __ \$a (CStRLIN)CTYG88-S360

035 __ \$9 ADE5058YL

040 __ \$a MH \$c MH \$d MH

042 __ \$a lcd

090 __ \$a HM5 \$b .S6953 2- (LC)

245 00 \$a Soziologische Revue. \$p Sonderheft.

260 00 \$a München : \$b R. Oldenbourg, \$c [1984]-

300 __ \$a v. ; \$c 24 cm.

362 0_ \$a 1 (1984)-

590 __ \$a SML : Vol. 1, 1984, is bound with Soziologische Revue, v. 7, 1984.

500 __ \$a Each issue has also a distinctive title.

650 _0 \$a Sociology \$v Periodicals.

928 __ \$a AC031297

Source URL: <https://web.library.yale.edu/cataloging/catman/appropriate-serial-records-for-lsf-transfer>

Links

[1] <https://web.library.yale.edu/cataloging/serialmfhd>