
Major/Minor Changes for Serials and Series (RDA Update)

Major/Minor Changes and Workflow

Staff responsible for adding serial issues to cataloged records. Check with your supervisor if you think the latest issue in hand falls into any of the major or minor changes categories discussed below. Cataloging staff will need to update the current bibliographic record or create a new record. Major/minor changes must be accounted for:

- to ensure that users are able to retrieve the appropriate serial record based on a given citation
- to ensure that Acquisitions is able to communicate with vendors using the correct citation

Cataloging staff. Update of the old record or creation of a new record due to major/minor changes should be considered high priority for the reasons cited above.

Serial copy catalogers. If there is a discrepancy between the serial issue to be cataloged and the existing bibliographic source record, decide whether the difference represents a major or minor change.

- If the change appears to be minor, first check OCLC for an updated record and replace the Orbis record if an updated record is found that accounts for the discrepancy; otherwise, refer the issue and bib. record to a catalog librarian for updating.
- If the change appears to be major, first check OCLC for a new record; replace the in-process record or import a new record as appropriate. If no record is found in OCLC, route to a catalog librarian.

Monograph copy catalogers. Changes to the series title will generally be handled by MARS processing. If you happen to notice a discrepancy between the series statement (490) and the series access point (830), and the SAR does not account for it, consult with your supervisor.

Cataloging librarians. Use the checklist to verify whether to update the existing record or create a new record (bibliographic or SAR as appropriate). Note that it is Yale practice not to reclass (e.g. from Old Yale to LC) when a new serial record is created due to a title change. (*Cataloging of Serials in the Yale University Library*. Section 7A D.2a. Successive entry/rev. 9/14/76: "The new entry uses the same call number as the earlier entry.")

Effective Date: March 3, 2014

Changes That Do Not Involve Title Proper (RDA 1.6.2)

Major Changes That Do Not Involve the Title Proper

New record required!

- Main entry (110) changes (**RDA 1.6.2.4**. Change in responsibility for a serial. Formerly AACR2 21.3B1, i-ii)
- Translated serial undergoes a change in original title (**LC-PCC PS 1.6.2**; formerly: LCRI [Library of Congress Rule Interpretations to AACR2] 21.3B)
- Change in the corporate body used as a uniform title qualifier (**RDA 1.6.2.4, 2.3.2.13.1 c**)); formerly AACR2R 21.3B1, iii)

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- Change in media type (paper to microfiche; paper to online) (**RDA 1.6.2.2**; formerly LCRI 21.3B) [NEW]
 - **LC-PCC PS 1.6.2.2**. If the media type varies within the serial, do not create a new record; just make a note
 - **RDA 1.6.2.2** exception for certain changes in carrier: if a direct access computer carrier changes to online, or (rarely) vice versa, create a new description <note that other changes in carrier do not warrant a new description>
- Change in edition statement where the change indicates a change in subject matter or a change in physical medium (**RDA 1.6.2.5**; formerly LCRI 21.3B)

Minor Changes That Do Not Involve the Title Proper

No new record required!

Change in numbering (e.g., 1-3, then re-starts again at 1)

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Major/Minor Changes to Title Proper (RDA 2.3.2.13)

The rules for serial (and monographic series) title changes are subdivided into “major” and “minor” changes. For serials, a major change requires a new bibliographic record. A minor change is generally handled by updating the existing record with a 246 field. For series statements, a major change requires a new series authority record; a minor change is generally handled with a reference (4XX) on the SAR.

In RDA, major changes to the title proper can be found under **RDA 2.3.2.13.1** and the corresponding **LC-PCC PS**. *Under AACR2 changes to title proper were covered under 21.2A and the corresponding LC rule interpretation (LCRI).*

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Major Changes to Title Proper (RDA 2.3.2.13.1)

LC-PCC PS Major-Minor Changes in the Titles Proper of Serials. General Guidelines. [Section in PS preceding LC-PCC PS 2.3.2.13.1]

1. RDA instructions 1.6.2.3 and 2.3.2.13 apply to serials, series, and series-like phrases.
2. Base decisions on title changes on a comparison of the titles proper; do not use a variant title as the basis for title changes in serials or series.
3. **“Multiple minor changes in the title do not equal a major change.”**

Most changes requiring a new record involve the title proper (for serials, 245 \$ta and \$tp; for series 490 \$ta [490 does not have a subfield for parts]. Per **RDA 2.3.2.13.1** (formerly AACR2 21.2A1), a major change in the title proper is considered to be

- a. the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed in **RDA 2.3.2.13.2 (Minor Changes)**
- b. the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter

c. a change of name for a corporate body included anywhere in the title if the changed name is for a different corporate body [i.e. the corporate body name would have a separate authority record].

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Minor Changes to Title Proper (RDA 2.3.2.13.2)

RDA 2.3.2.13.2 covers minor changes to the title proper. *Minor changes in AACR2 were under 21.2A2; there are only minor differences in wording*

a) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))

LC-PCC PS 2.3.2.13.2 Category A (formerly LCRI 21.2A2). "Consider that "one spelling vs. another" applies both in the case of ordinary orthographic variations and in the case of official orthographic changes. Consider that "a change in grammatical form" includes singular vs. plural, adjective vs. noun, and genitive vs. nominative case."

b) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title

c) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form

LC-PCC PS 2.3.13.2. Category C. "If the change is in the name of a body that is part of the title proper and the change requires the creation of a new heading for the body (see **RDA 11.2.2.6**), consider such a change to be a major change. Consider the presence or absence of the name or title of the official of the body to be a minor change. Consider the presence or absence of the body to whom a publication is presented to be a minor change."

d) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title

e) a different order of titles when the title is given in more than one language in the chief source of information, provided that the title chosen as title proper still appears as a parallel title

LC-PCC PS 2.3.13.2. Category E. "Also apply this category when the title is given in more than one script. Do not consider there to be a major change even if the addition of the title in another language or script on a later issue would affect the choice of title proper if the description were based on that issue. However, consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication."

f) the addition, deletion, or change of words anywhere in the title that link the title to the numbering

g) two or more titles proper used on different issues of a serial according to a regular pattern

LC-PCC PS 2.3.13.2. Category G. "Also apply this category when the language of the title varies according to the language of the text. However, consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication."

h) the addition to, deletion from, or change in the order of words in a list anywhere in a title, provided that there is

no significant change in the subject matter

LC-PCC PS 2.3.13.2. Category H.: "Consider that "a list" means at least three terms."

i) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as "magazine," "journal," or "newsletter" or their equivalent in other languages. ["rearrangement" was formerly only in the LCRI; it is now part of the rules]

LC-PCC PS 2.3.13.2. Category I. "The change from one word to another (e.g., the change from "magazine" to "journal") is a major change. The word "series" does indicate a type of resource. A word denoting frequency (e.g., "monthly") does not indicate a type of resource."

RDA 2.3.2.13.2 (last sentence): *In case of doubt, consider the change to be a minor change.*

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Examples of Major Changes That Do Not Involve Title Proper

1. Main Entry (110) Changes

Existing record:

110	2		‡a Connecticut Public Transportation Authority.	
245	1	0	‡a Annual report and recommendations.	

New record. Note that a new record is made even though the title itself has not changed.

110	2		‡a Connecticut Public Transportation Commission.	
245	1	0	‡a Annual report and recommendations.	

2. Translated Serial Undergoes Change in Original Title

NOTE: new record is created even if the translated title does not change.

Existing record:

130	0		‡a Izvestiia Akademii nauk Armianskoi SSR. ‡p Fizika. ‡l English.	
245		1	0	‡a Soviet journal of contemporary physics
785		0	0	‡t Izvestiia Akademii nauk Armenii. Fizika. English. Journal of contemporary physics

New record:

130	0		‡a Izvestiia Akademii nauk Armenii. ‡p Fizika. ‡l English.	
245		1	0	‡a Journal of contemporary physics / ‡c Armenian Academy of Sciences.
780		0	0	‡t Izvestiia Akademii nauk Armianskoi SSR. Fizika. English. Soviet journal of contemporary physics

3. Change in Corporate Body Used as a Preferred Title Qualifier

Existing record

130			‡a Bulletin (Colorado State University. Animal Reproduction Laboratory)	
245		1	0	‡a Bulletin

New record:

130	0		‡a Bulletin (Colorado State University. Animal Reproduction and Biotechnology Laboratory)	
245		1	0	‡a Bulletin

4. Change in Media Type

Create a new record (major change):

Print changes to **online**

CD-ROM changes to **online**

Update the record (minor change):

Microfilm changes to **microfiche**

VHS changes to **DVD**; **DVD** changes to **Blu-ray**

HTML changes to **XML** or **PDF**

5. Edition Statement

Create a new record (major change in coverage):

North American edition changes to **North and Central American edition**

Update the record (minor change; coverage has not changed):

Doctor's edition changes to **Physician's edition**

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Examples of Minor Changes That Do Not Involve the Title Proper

1. New series numbering explicit

Serial or series numbering re-starts.

Current SAR: 642 **‡a v. 2** **‡5 DLC**; 670 imprint date is 1991. Current issue published in 2001 with numbering “new series, volume 1.” Orbis search shows latest issue as v. 25 in 2000. New SAR is not created.

On bib record: 4XX _____ ; **‡v new ser., v. 1**

SAR update:

642 **‡a new ser., v. 1** **‡d 2001-‡5 DPCC** **‡5 CtY**
642 **‡a v. 2** **‡d <1991-2000>** **‡5 DLC**

2. New series numbering is not explicit

Current SAR: 642 **‡v. 1** **‡5 DLC**; 670 imprint date is 1983; current issue published in 1999 with numbering “volume 1.” Orbis search shows latest issue as v. 88 in 1998.

On bib record: 4XX _____ ; **‡v [new ser.], v. 1**

SAR update:

642 £a [new ser.], v. 1 £d 1999- £5 DPCC £5 CtY
642 £a v. 1 £d 1983-<1998> £5 DLC

3. Volume caption changes but numbering is continuous

Current SAR: 642 £a no. 3 £5 DLC; 670 imprint date is 1997. Current issue published in 2002 with numbering "volume 32." Orbis search shows latest issue as no. 30 in 1995.

On bib record:

490 1_ £a _____ ; £v v. 32
830 _0 £a _____ ; £v no. 32.

SAR is not updated; no new SAR is made.

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Examples of Major Changes to Title Proper

1. Addition, deletion, change, or re-ordering of any of the first five words (minus initial article) unless the change is among the minor change exceptions

The mining review changes to **The mining and industry review**

Atlantic changes to **Atlantic monthly**

ACE newsletter changes to **ACE journal**

For the Atlantic and ACE newsletter examples, see also the note under [Minor changes to title proper, type i. \[1\]](#)

Series example requiring a new SAR:

Biology and zoology curriculum guides changes to **Zoology and biology curriculum guides**

2. Words are added, dropped, or changed anywhere in the title that change the meaning of the title or indicate a different subject matter

The best bed & breakfasts in the world changes to **The best bed & breakfasts in the United States**

Series example requiring new SAR::

Recent doctoral dissertations on Russian literature changes to **Recent doctoral dissertations on Russian literature and theology**

BUT (MINOR change; UPDATE the existing record):

Directory, educational and career information services changes to **Directory, education, and career information services for adults**

Note: a change from adjective ("educational") to noun ("education") or vice versa is minor, per **LC-PCC PS 2.3.2.13.2**; the addition of "for adults" at the end of the list does not change the scope.

3. Major change in the name of a corporate body (i.e., new authority record needed) if the name is recorded as part of the title proper

Reports of the Institute of High Speed Mechanics changes to **Reports of the Institute of Fluid Mechanics**

Series example requiring a new SAR

Oregon Social Workers' Association monograph changes to **Monograph of the Pacific Northwest Social Workers' Association**

Comment: there are 2 separate NARs for the corporate body: 110 Oregon Social Workers' Association and 110 Pacific Northwest Social Workers' Association

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Examples of Minor Changes to Title Proper

Although not listed under any of the a.-i. categories, remember that a change beyond the first five words that doesn't indicate a different subject matter is a minor change.

130 ON EXISTING SAR

Immigration and emigration studies. Part A,
Northern Europe and Scandinavia

TITLE ON CURRENT ITEM. Minor change; no new SAR; update existing SAR with 430

Immigration & emigration studies. Part A, *Scandinavia and
Northern Europe*

a. Difference in representation is minor

One spelling vs. another is minor, e.g. *Color catalog* vs. *Colour catalogue*

130 ON EXISTING SAR?

Labor statistical studies

TITLE ON CURRENT ITEM. Minor change; no new SAR; update existing SAR with 430

Labour statistical study

(NOTE: above example is a spelling variant and also a change in grammatical form from plural to singular; see more examples of the latter below)

Abbreviated word, sign or symbol vs. spelled out form is minor

Acronym or initialism vs. full form is minor

HISTORICAL NOTE. Under the AACR2 pre2002 rules, change from full form to initialism and vice versa was major but full form to an abbreviated form (and vice versa) was minor; it was therefore necessary to distinguish between an abbreviation and an acronym/initialism when deciding whether the change was minor. Under the AACR2 2002 rules, unchanged with RDA, it doesn't matter whether the name is in the form of an abbreviation or an acronym/initialism; a change from either of these to the full form, and vice versa, is MINOR. Note that the rule applies even if the entire title proper becomes an acronym/initialism, and vice versa.

245 ON EXISTING RECORD

Accommodations and trav?el services
Television monthly
Ga. peach statistics
Saint Paul reporter

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record

Accommodations & travel services
TV monthly
Georgia peach statistics
St. Paul reporter

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245 ON EXISTING RECORD

Journal of applied mechanics
Los Angeles woman

TITLE ON CURRENT ISSUE. Minor change; retain
245; update existing record

JAM
LA woman

Arabic vs. Roman numeral is minor; numbers or dates vs. spelled-out forms is minor

245 ON EXISTING RECORD

4 corners power review

245 ON EXISTING RECORD?

4 corners power review

TITLE ON CURRENT ISSUE. Minor change; retain 245;
update ex?isting record (with 246)

IV corners power review

NEXT ISSUE RECEIVED. Minor change; retain 245;
update existing record (with 246)

Four corners power review

Hyphenated vs. unhyphenated words is minor

245 ON EXISTING ?RECORD

Yearbook

245 ON EXISTING RECORD?

Yearbook

TITLE ON CURRENT ISSUE. Minor change; retain 245;
update existing record (with 246)

Year book

TITLE ON NEXT ISSUE RECEIVED. Minor change; retain 245;
update existing record (with 246)

Year-book

One word vs. two word compounds (see also example above) is minor

245 ON EXISTING RECORD?

Openhouse review

130 ON EXISTING SAR

Data base applications

TITLE ON CURRENT ISSUE. Minor change; retain 245;
update existing record (with 246)

Open house review

TITLE ON CURRENT ITEM. Minor change; no new
SAR; update existing SAR with 430

Database applications

Change in grammatical form, e.g. singular to plural or noun to adjective, is minor:

245 ON EXISTING RECORD?

Fishery report
Africa news watch

245 ON EXISTING RECORD

Alumni directory

245 ON EXISTING RECORD

Alumni directory

130 ON EXISTING SAR

Papers on Asia art

**TITLE ON
CURRENT
ISSUE.**
Minor
change;
retain
245;
update
existing
record
(with 246)

Fisheries report
African news watch

TITLE ON CURRENT ISSUE. Minor change; retain 245;
update existing record (with 246)

Alumnae directory

TITLE ON NEXT ISSUE RECEIVED. Minor change;
retain 245; update existing record (with 246)

Alumni/ae directory

TITLE ON CURRENT ITEM. Minor change; no new SAR;
update existing SAR with 430

Papers on Asian art

b. Addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title is minor

See also the Bulletin of the Willower Group example under c. below

245 ON EXISTING RECORD

Annual report **of** pipeline safety

130 ON EXISTING SAR

Research **on** immunology

See also the **Series** on genealogical research example under i. below

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record (with 246)

Annual report **on** pipeline safety

TITLE ON CURRENT ITEM. Minor change; no new SAR; update existing SAR with 430

Research **in** immunology

c. Difference involving name of the same corporate body anywhere in the title is minor

e.g. the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form. Compare the last example with the major change example #1 above.

245 ON EXISTING RECORD

Journal of the Association of Computing Machinery

Annual report and recommendations of the Connecticut

Public Transportation Commission

130 ON EXISTING SAR

Bulletin of the Willower Group

IEA study

Discussion paper (Behavioral Analysis Society)

Engebretson Foundation research report

AT historical guides

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record (with 246)

Journal of the ACM

Annual report and recommendations of the CPTC

TITLE ON CURRENT ITEM. Minor change; no new SAR; update existing SAR with 430

Willower Group bulletin

Study of the Iowa Education Association

Behavioral Analysis Society discussion paper

Research report of the Engebretson Foundation

Historical guides

<publisher American Tutoring Pub. Co. remains the same>

d. Addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title is minor**245 ON EXISTING RECORD**

GBB

Alberta's reserves of gas

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record (with 246)

G.B.B.

Albertas reserves of gas

e. A different order of titles when the title is given in more than one language in the chief source is minor, provided that the title chosen as the title proper still appears as a parallel title:**245 ON EXISTING RECORD**

South African medical journal = Suid Afrikaanse tydskrif vir geneeskunde

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record with 500 Order of titles varies.

Suid Afrikaanse tydskrif vir geneeskunde = South African medical journal

f. The addition, deletion, or change of words anywhere in the title that link the title to the numbering is minor**245 ON EXISTING RECORD**

OSMRE annual report for ...

TITLE ON CURRENT ISSUE. Minor change; retain 245

OSMRE annual report for the year ...

g. Two or more titles proper used on different issues of a serial according to a regular

pattern is minor

The CONSER Cataloging Manual uses the example of the Washington Post. In April 15 1878 the Washington Post changed its title to The Washington Post and Union, but changed back to The Washington Post April 30 1878. Instead of creating a new record, the Washington Post and Union title was entered in 246. CONSER generally treats Saturday and Sunday titles of newspapers as fluctuating titles.

The **LC-PCC PS 2.3.13.2. Category G** adds that the instruction should be extended to bilingual serial titles that fluctuate from one language to the other, e.g. L'Idée nouvelle and The New idea.

CONSER generally applies 2.3.13.2 g. retroactively only. In other words, don't anticipate until you're sure.

h. An addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter, is minor

Note that The section title must also be considered when making the decision on a title change. When in doubt, consider it to be a minor change.

245 ON EXISTING RECORD

245 00 \$a Philosophical magazine. \$n B, \$p Physics of condensed matter, electronic, optical, and magnetic properties

130 ON EXISTING SAR

Studies on growing roses, lilacs, azaleas, peonies, and other plants

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record with 500 Order of titles varies.

245 00 \$a Philosophical magazine. \$n B, \$p Physics of condensed matter, **structural**, electronic, optical, and magnetic properties

TITLE ON CURRENT ITEM. Minor change; no new SAR; update existing SAR with 430

Studies on growing roses, azaleas, peonies, and other plants

i. The addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as "magazine," "journal," or "newsletter" or the equivalent in other languages is minor**245 ON EXISTING RECORD**

Yearbook of Nordic statistics
Organic chemistry review

130 ON EXISTING SAR

Série Littérature française
Series on genealogical research
Linguistics

TITLE ON CURRENT ISSUE. Minor change; retain 245; update existing record with 246 and 500 Order of titles varies.

Nordic statistical yearbook
Review of organic chemistry

TITLE ON CURRENT ITEM. Minor change; no new SAR; update existing SAR with 430

Littérature française
Genealogical research series
Linguistics series

The **Yearbook of Nordic statistics** is an example of "multiple minor changes do not make a major change." The insertion of a preposition is minor, and the grammatical change from "statistics" (noun) to "statistical" (adjective) is minor, and since multiple minors do not make a major; and since the changes do not affect the scope of the title, the change is minor.

The **Series on genealogical research** is an example of both type **b.** and type **i.** Minor changes.

Note that the rule does not apply to words indicating frequency. If **Atlantic** changes to **Atlantic monthly**, this is a major change; a new record must be created.

Note also that a change from one term denoting type of resource to another resource term is a major change. If **ACE newsletter** changes to **ACE journal**, this is a major change; a new record must be created.

Example sources: Jean Hiron's July 2002 NASIG presentation (modified locally to account for LCRIs); CONSER Cataloging Manual (2002; modified locally to account for AACR2 updates and LCRIs); Judy Kuhagen AACR2 2002 Revision: Monographs at LC (local modifications). *NOTE: RDA has not affected the examples.*

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Links

[1] <https://web.library.yale.edu/cataloging/major-minor-changes/examples-minor-title-proper>