

CCM Module 16 When to create a new description

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16.1. Introduction

16.1.1. Major and minor changes. RDA characterizes changes in a publication as being *major*, requiring creation of a new description, or *minor*, not requiring a new description but perhaps justifying a revision of the existing description in some way. This succinct terminology, borrowed from ISBD, was introduced in the 2002 revision of *AACR2*. It is a significant improvement over the common practice of referring to all kinds of major changes as “title changes.” That practice sometimes caused confusion because there are changes that require a new description but that don’t involve a change in title proper and there are *minor* changes in the title proper of a serial that do not require a new description.

Changes to the following areas **may** constitute major changes, depending on the circumstances. The categories are covered by rules in *RDA* and the *Library of Congress-Program for Cooperative Cataloging Policy Statements (LC-PCC PS)*.

- Title proper (*RDA* 1.6.2.3, *RDA* 2.3.2.12.2, *RDA/LC PCC-PS* 2.3.2.13-2.3.2.13.2, *RDA* 6.1.3.2.2)
- Authorized access point representing a corporate body when used in conjunction with the preferred for the authorized access point representing a work (*RDA* 1.6.2.4, *RDA* 6.1.3.2-6.1.3.2.1)
- Corporate body when used as an addition to the authorized access point representing a work (*RDA* 1.6.2.4, *RDA* 6.1.3.2-6.1.3.2.1, and *LC-PCC PS* 6.27.1.9 (serials, 4))
- Preferred title for different language expressions (*LC-PCC PS* 1.6.2 and *LC-PCC PS* 6.1.3.2)
- Carrier (*RDA* 1.6.2.2 and *RDA* 3.1.6.1)
- Edition statement (*RDA* 1.6.2.5, *RDA* 2.5.1.6.2, and *RDA* 2.17.4.5.2)
- Mode of issuance (*RDA* 1.6.2.1)

16.1.2. Discovering changes. There are a number of ways in which changes may be discovered. When a cataloger is creating a description with a run of a serial in hand, the change may be detected from looking at the pieces in hand, or a related description may be found that suggests a change. In other cases, changes will be found by staff checking in the serial. For online resources, the change may be noticed first by a patron or reference librarian. Once the change is detected, the cataloger must then decide whether it is *major* or *minor* (see *CCM* 16.2.2.).

Occasionally, catalogers receive information from publishers about important forthcoming changes, for example changes in publisher or issuing body. The MARC 21 588 field is used to record this type of information in advance of the change.

16.2. Title changes (MARC field 245)

16.2.1. Historical background. Over the years the *AACR2* rules were modified and *LCRIs* were written to cut back on the number of changes requiring a new record. This is due to an awareness that multiple records not only take time to create, but more importantly, cause confusion to patrons by splitting the holdings among a number of records. Such record proliferation is particularly confusing when the changes are relatively insignificant. With the 2002 revision of *AACR2*, the *LCRIs* for *minor* changes were added to the rules and new additions to the list of *minor* changes were added. The provisions had a significant impact on the creation of new records. A guiding principle that was used in revising the rules was to consider whether or not the change signifies a new *work*. In other words, did the publisher change the title to signify a change in the scope or emphasis of the serial, or perhaps in its format? Or is the change simply a matter of typographical rearrangement with the serial remaining the same. The overall work was also considered, with *minor* changes to content not considered necessarily significant.

However, not every case was covered by the new rules and, while the “in case of doubt” clause said to treat the change as *minor*, there were many cases where what seems to be an insignificant title change (i.e., not a new work) constituted a major change. For instance, changes in frequency words in the title still constituted a major change, even under the revised rules.

A major goal in the revision of *AACR2* was the harmonization of the title change rules among the international standards for serials. The ISSN Manual and the ISBD(CR) were revised to contain the same provisions for title changes as did *AACR2*, thus making it easier to share records internationally.

The 2002 *AACR2* rule revisions for major and minor changes were carried over to RDA with the addition of major title change instructions for languages that do not divide text into words. Guidelines for major changes in the title proper of a serial may be found in RDA 2.3.2.13.1, while guidelines for minor changes in the title proper of a serial may be found in RDA 2.3.2.13.2. RDA also includes the “in case of doubt” clause to consider the change to be a minor change.

16.2.2. The decision process. No level of international harmonization can reduce the difficulty of deciding whether a change is *major* or *minor*. If a quick review of the piece and any additional available pieces does not immediately make it clear, the cataloger should consider the following:

RDA guidelines RDA 2.3.2.13.1-2.3.2.13.2

Is there evidence in the catalog that another cataloger has determined that it is a *major* or *minor* change?

What other information is in hand?

Is there a statement of publisher's intent?

a. RDA 2.3.2.13.1. The first step is to test the change against the major change instructions, **2.3.2.13.1.** Does it fit into one of the provisions? If so, determine next whether the change fits into one of the exceptions listed in **2.3.2.13.2.** If none of these exceptions apply, make a new description. Consider also the points below.

b. Cataloging in a cooperative database. How a serial is cataloged may depend on what is in the database. If it is questionable whether the change should have been treated as a major change, but another CONSER cataloger has already created a record, prefer to let the record stand. Keep in mind also that in a cooperative environment catalogers often create records with different information before them. One cataloger may have only one issue while another has a more complete run. CONSER policy is to accept the work of other CONSER catalogers in most cases.

Note: While collapsing of CONSER records is permissible for CONSER members, catalogers are asked to examine the consequences carefully. Collapsing records with U.S. or Canadian assigned ISSN must be done in consultation with the U.S. ISSN Center or ISSN Canada. CONSER catalogers do **not** routinely collapse records due to changes in cataloging rules, particularly when the serials were originally cataloged correctly under the earlier cataloging rules or guidelines.

c. Publisher's intent. Did the publisher really intend to change the title proper and will future issues look the same? Sometimes publishers note such changes in their introductory remarks. Such information may be used when there is doubt. However, not all intentional changes are major! If a change is clearly *minor* according to *RDA*, it is not treated as major even when the publisher makes it clear that the change was intentional.

d. Consulting other information. There may be information available from the publisher's Web site that explains the change. This is particularly true for fluctuating titles (*RDA* 2.3.2.13.2g), where it is often the case that the fluctuation cannot be determined from a single issue.

16.2.3. Major changes in title proper. When determining whether the title has changed, consider all parts of the title proper (e.g. MARC field 245, subfields a, n, and p), but not the other title information or parallel titles (subfield b). (If the title proper remains the same, and only the other title information or parallel title has changed, this may be handled by a note, when considered important.) A title change is also considered separately from changes in the authorized access point for a corporate body; it doesn't matter whether or not the authorized access point for a corporate body remains the same. If the title undergoes a major change, a new description is created.

Remember: Test all subsequent changes against the title proper and not against the variants in field 246!

RDA 2.3.2.13.1 provides instructions on what constitutes major title changes for languages and scripts that divide text into words (*RDA* 2.3.2.13.1.1) and for languages and scripts that do not divide text into words (*RDA* 2.3.2.13.1.2).

There are three conditions given as major title changes in 2.3.2.13.1.1.

Category a. The addition, deletion, change or reordering of *any* of the first five words (six if there is an initial article), unless the change belongs to one of the categories listed as minor changes in *RDA* 2.3.2.13.2 (see *CCM* 16.2.4.). Count all words, regardless of their significance. For example, in the title Proceedings of the annual conference on radioactive materials, the first five words are “Proceedings of the annual conference.”

News notes → *Upstream journal*

Toxicity assessment → *Environmental toxicology and water quality*

Philosophy research archives → *Journal of philosophical research*

The mining review → *Mining and industry review*

Chemical engineering and mining review → *Mining & chemical engineering review*

Colorado State Hospital.

Biennial report of the Superintendent

↑

Colorado State Hospital.

Annual report of the Superintendent

IEE proceedings. \$n A, \$p Physical science, measurement and instrumentation, management and education, reviews → *IEE proceedings. \$n A, \$p Science, measurement and technology*

Jahangirnagar review. \$n Part 2, \$p Social sciences → *Jahangirnagar review. \$n Part C*

Landwirtschaftliche Forschung → *Agribiological research*

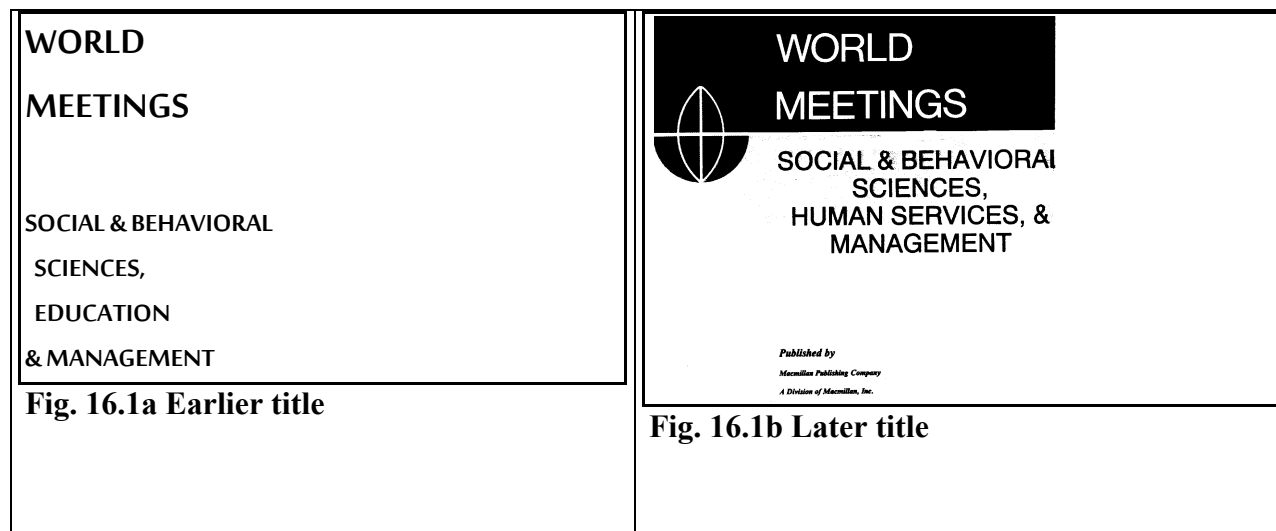
North American construction machinery outlook → *North American outlooks. Construction machinery*

ACE newsletter → *ACE journal*

Category 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 different subject matter.

*The best bed & breakfast in the world → The best bed & breakfast in England,
Scotland & Wales.*



In this example the section title has changed and reflects a change in scope of the serial; thus, a new entry is made.

<p>245 00 \$a World meetings. \$p Social & behavioral sciences, education & management.</p>	<p>245 00 \$a World meetings. \$p Social & behavioral sciences, human services & management.</p>
<p>785 00 \$t World meetings. Social & behavioral sciences, human services & management</p>	<p>780 00 \$t World meetings. Social & behavioral sciences, education & management</p>

However, when the change comes after the first five words and does not change the meaning of the title or indicate a change in the subject matter, consider it to be *minor*.

Directory, educational and career information services → *Directory, educational and career information services for adults* {scope has not changed}

<p>245 00 \$a Directory, educational and career information services.</p>	<p>246 1# \$i Issues for 1989- have title: \$a Directory, educational and career information services for adults</p>
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Category 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 change requires a new authorized access point and represents a change in the identification of the serial as a work).

Reports of the Institute of High Speed Mechanics, Tohoku University →
Reports of the Institute of Fluid Science, Tohoku University

RDA 2.3.2.13.1.2 for languages and scripts that do not divide text into words specify two conditions for major title changes.

a) the addition, deletion, change, or reordering of any component (i.e., a character or group of characters) of the title proper that changes the meaning of the title or indicates a different subject matter

b) a change of name for a corporate body included anywhere in the title if the changed name is for a different corporate body.

16.2.4. Minor changes in title proper. RDA 2.3.2.13.2 lists nine provisions for *minor* changes, many of which provide exceptions to the major change instructions.

Remember: Test all subsequent changes against the title proper and not against the variants in field 246!

In most cases, the varying title is treated as a later title proper (RDA 2.3.8.3) (e.g., 246 1# \$i Some issues have title: \$a (later title proper). If the change is *minor* and does not affect access, a general note may suffice (e.g., 500 Title varies slightly.) (see Module 7).

Category a. The only change is in the **representation of a word or words** (RDA 2.3.2.13.2a). This includes:

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

a change in grammatical form (e.g., singular vs. plural, adjective vs. noun, and genitive vs. nominative)

Record a later title proper for the minor change as instructed in RDA 2.3.8.3. Use MARC field 246.

Examples:

Fishery report → *Fisheries report*

245 00 \$a Fishery report.

246 1# \$i Some issues have title: \$a Fisheries report

Accommodations and travel services → *Accommodations & travel services*

Openhouse → *Open house*

Alumni directory → *Alumni/ae directory*

Alberta's reserves of gas → *Alberta reserves of gas*

Africa news watch → *African news watch*

Yearbook → *Year book* → *Year-book*

Savings & loan industry trends → *S & L industry trends*

Television monthly → *TV monthly*

Ga. peach statistics → *Georgia peach statistics*

Saint Paul reporter → *St. Paul reporter*

Directory of licensed yacht and shipbrokers and salesmen → *Directory of licensed yacht and shipbrokers and salespersons*

ADC electronic news → *ADC e-news*

Access. NYC → *Access. New York City*

But not

Spoken English → *Speaking English*



Fig. 16.2a Earlier title

Fig. 16.1b Later title

245 04 \$a The Los Angeles woman.
 246 1# \$i Issues for 3rd quarter 1990- have title: \$a LA woman

If the **entire title** is replaced by a full form or acronym (or vice versa), consider the change also to be **minor**.

Nachrichten für Dokumentation → *NFD*
Journal of applied mathematics → *JAM*

UPDATE OF COMMUNITY COLLEGE
 TRANSFER STUDENT
 STATISTICS
 1988-89

*The University of California,
 The California State University,
 and California's Independent Colleges and Universities*

UPDATED COMMUNITY COLLEGE
 TRANSFER
 STUDENT STATISTICS,
 FALL 1990 AND FULL-YEAR 1989-90

A Staff Report to the California
 Postsecondary Education Commission

Fig. 16.3a Earlier title

Fig. 16.3b Later title

245 00 \$a Update of community college transfer student statistics.
 246 1# \$i Issue for 1989/90 called: \$a Updated community college transfer student statistics
 500 ## \$a Vols. for <-1988/89> also include: California's independent colleges and universities.

Category b. An **article, preposition, or conjunction** is added, deleted, or changed anywhere in the title (*RDA 2.3.2.13.2b*). Record a later title proper for the minor change as instructed in *RDA 2.3.8.3*. Use MARC field 246. In the examples below, later title proper access points would be given for all, though shown only under the first example.

Papers on presidential transitions and foreign policy → *Papers on presidential transitions in foreign policy*.

245 00 \$a Papers on presidential transitions and foreign policy.

246 1# \$i Some issues have title: \$a Papers on presidential transitions in foreign policy

Annual report of pipeline safety → *Annual report on pipeline safety*

Roster, licensed architects → *Roster of licensed architects*

Category c. The name of the *same corporate body* and elements of its hierarchy is added or deleted anywhere in the title or the representation of the name is changed (e.g., from full form to an acronym or in the fullness of the hierarchy presented). (RDA 2.3.2.13.2c). If a major change in the name occurs, however, make a new description (RDA 2.3.2.13.1c).

Examples of **body added/dropped or changes placement**

Docket sheet → *Docket sheet of the Supreme Court of the United States*

Anais ... do CNI → *Anais*

London → *Bantam's London*

Variety's on production → *On production {pub. by Variety, Inc.}*

ONS newsletter → *Newsletter*

Annual report of the Department of Forestry → *Department of Forestry annual report*

Examples of **changes in the representation of a name** or variant forms of the same name

Report of the Joint Committee on Printing → *JCP report {made up example}*

Amalgamated Engineering Union monthly → *AEU monthly*

Department of Forestry annual report → *Forestry Department annual report {no change in heading}*

Newsletter of the Association of Gravestone Studies → *AGS newsletter*

Annual report of the State Department of Health of Alabama → *Annual report of Alabama State Department of Health {no change in heading}*

Employee reporting in the Republic of South Africa → *Employee reporting in South Africa*

Biennial report of the State Superintendent of Public Instruction for ...



Biennial report of the State Department of Education

{the State Superintendent of Public Instruction is a variant form of the Dept. of Education}

Note that the instruction mentions a “corporate body” and thus, the rule is not limited to “issuing” bodies. Thus, if the **recipient of a report** is the same from year to year, but the name is added or dropped from the title, the change is considered *minor*.

Biennial report → *Biennial report to the Governor and Legislature*

Personal names, however, are not corporate bodies. When a person’s name is added or dropped from the title, one must determine whether the person is also serving as the publisher, or whether the name might be an abbreviated form of the publisher’s name. The purpose for considering the publisher is to determine whether the change represents a new work or whether this is essentially the same work. The addition of a person’s name may denote a significant change in the serial, or it may just serve to differentiate a serial always published by that person from others with similar titles (e.g., guide books).

- If the person’s name is part of the publishing statement and if the same publishing statement appeared on both old and new titles, then the addition or deletion of the person’s name from the title would be *minor*.

Minor changes

Germany {pub. by Fodor’s Travel Publications} → *Fodor’s Germany* {pub. by Fodor’s Travel Publications} {made up example}

- If, however, the person is not also the publisher and the person’s name is added or dropped, the change is major.

Major changes

Belgium and Luxembourg {pub. by David McKay} → *Fodor’s Belgium and Luxembourg* {pub. by David McKay; later by Fodor’s Travel Publications}

Irreverent guides. Manhattan {pub. by MacMillan} → *Frommer’s irreverent guide to Manhattan* {pub. by MacMillan}

Europe through the back door {pub. by John Muir Publications} → *Rick Steve's*
Europe through the back door {pub. by John Muir Publications}



Fig. 16.4a

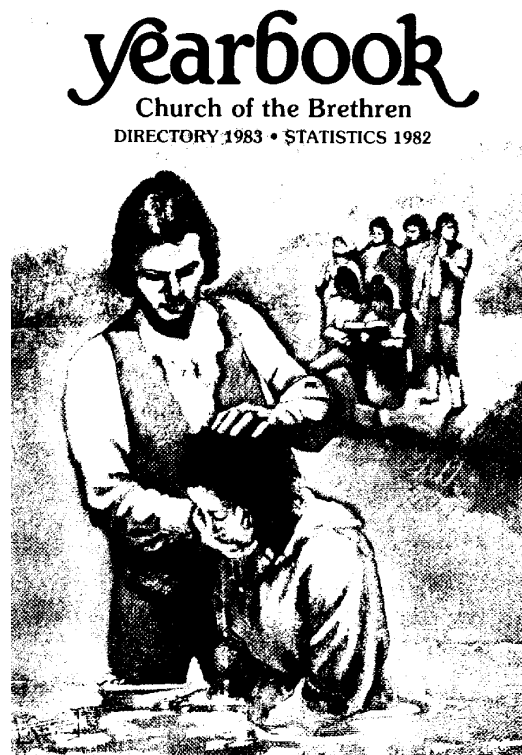


Fig. 16.4b

Deciding whether or not to include the corporate body in the title is not always easy. *RDA* 2.3.2.13.2c makes the addition or deletion of the name of the corporate body minor, even at the beginning of the title. Thus, if the serial in Fig. 16.4. was cataloged from the 1982 issue as *Church of the Brethren yearbook*, the title *Yearbook* on the 1983 issue could be considered a minor variation.

Category d. The only change is one of punctuation (*RDA* 2.3.2.13.2d)

GBB → *G.B.B.*

Category e. The **order of titles** changes when the title is given in more than one language (*RDA* 2.3.2.13.2e) and/or script (LC-PCC PS 2.3.2.13.2e).

South African medical journal
Suid Afrikaanse tydskrif vir geneeskunde
 ↓
Suid Afrikaanse tydskrif vir geneeskunde
South African medical journal

245 00 \$a South African medical journal = \$b Suid Afrikaanse

tydskrif vir geneesekunde.

500 ## \$a Order of titles varies

245 00 \$a Anatomischer Anzeiger.

246 1# \$i Issues for Feb. 1992- also have title in English: \$a
Annals of anatomy

However, if the title chosen as title proper no longer appears on the serial as a parallel title, consider the change to be major.

Category f. Words linking the title to the numbering are added, deleted, or changed (*RDA* 2.3.2.13.2f). If the change occurs within the first five words, record the later title proper as instructed in *RDA* 2.3.8.3.

Tin → *Tin in ...*

245 00 \$a Tin.

246 1# \$i Issues for 1989- have title: \$a Tin in ...

OSMRE annual report → *OSMRE annual report for the fiscal year ...*

Category g. Two or more titles proper are used on a serial according to a regular pattern (*RDA* 2.3.2.13.2g). These are called **fluctuating titles**. Consider also as fluctuating titles, cases where the language of the title varies on a regular basis based on the language of the text.

There are three situations that may occur relating to a title changing back and forth. These are referred to as: 1) fluctuating titles; 2) title flip-flops; and 3) titles of short duration. *RDA* 2.3.2.13.2g covers only fluctuating titles but the other two will be discussed here as well. In most cases, such changes can only be determined retrospectively and deciding how to handle them will require judgment and often a certain amount of research. Catalogers should take into consideration the presence of records on the database and whether the titles in question have been assigned ISSN when deciding how to handle such changes.

1. Fluctuating titles. A fluctuating title is one that changes back and forth on a regular basis. An example of a regular fluctuation is a monthly publication whose last yearly issue is called "Buyer's guide" or a newspaper whose Sunday issue has a different title. While such changes are highly regular, there are also cases where it can be determined that titles fluctuate on an irregular basis and it is wise to treat the title according to *RDA* 2.3.2.13.2.g as well. For example, series titles often fluctuate randomly.

In most cases, a fluctuating title **can only be determined in retrospect**. Unless a publisher clearly states that certain issues will have a different title, the only way to determine that the title is fluctuating is usually after there is evidence of two or three title changes.¹

130 0# \$a Daily gleaner (Kingston, Jamaica)
245 10 \$a Daily gleaner.
246 1# \$i Sunday issues have title: \$a Sunday gleaner

2. Title flip-flops. An **intentional** flip-flop of titles is not treated as a fluctuating title, even when such a change results in a return to an earlier title. Changes that occur after a long span of time, or that are explained in the publication, may be considered to be intentional. In such cases, create a record for each title. An authorized access point for the preferred title will be needed to distinguish the later serial with the same title.

Frommer's Las Vegas {1989-1990}

Frommer's comprehensive travel guide. \$p Las Vegas {1991/92-1995}

Frommer's Las Vegas (New York, N.Y. : 1996) {1996-}

Santa Cruz sentinel (Santa Cruz, Calif. : 1932) {1932-1941}

Santa Cruz sentinel-news {1942-1956}

Santa Cruz sentinel (Santa Cruz, Calif. : 1956) {1956-1993}

Santa Cruz County sentinel {1993-2000}

Santa Cruz sentinel (Santa Cruz, Calif. : 2000) {2000-}

The first example is a case of a simple flip-flop after several years of publishing under a different title. In the second example, the same title, Santa Cruz Sentinel, appears at three different intervals with two different changes in between. The cataloger has added a uniform title to each, but normally it would not be added to the first serial with that title.

¹ CONSER participants may collapse records for a fluctuating title according to the procedures in CEG C8 (see also CCM 16.2.1.).

3. Titles of short duration. A title of short duration is a change that occurs only on one or several issues before changing back to the original title. **When working retrospectively**² with a run of serials and a title of short duration has occurred, check the CONSER database first to see whether there are separate records and/or ISSN assigned to each title. If either is the case, leave the changes as they are. If the serial is also a monographic series, check for a SAR for the title. If there are SARs, leave the related bibliographic records. If there are no records and no evidence of ISSN, treat the change as *minor* and record the later title proper as instructed in RDA 2.3.8.3. Treat each situation on a case-by-case basis.

```
110    ##    $a San Luis Potosí (Mexico : State). $b Comisión Estatal
        de Derechos Humanos

245    10    $a Informe anual de actividades / $c Comisión Estatal de
        Derechos Humanos.

246    1#    $i Issue for 1999 has title: $a Informe de actividades
```

Category h. Words are added or deleted from a **list**, or the order of the words is changed, as long as there is no significant change to the subject matter (*RDA* 2.3.2.13.2h). The words can be anywhere in the title, including the first five words.

The instruction reduces the number of new records made for changes in long lists of names, places or things when those changes do not represent a change in the overall scope and purpose of the serial. For example, a directory of place names may have many different places, with just one coming or going in each of the changes. The overall scope of the directory remains the same.

Kartboken for Oslo, Bærem, Lørenskog, Nesodden, Oppgård, Ski



Kartboken for Oslo, Bærem, Asker, Lørenskog, Nesodden, Oppgård, Ski {Asker is added}

There are two things to consider when applying the rule. Does the title present a *list*, and are the changes significant enough to warrant a major change according to *RDA* 2.3.2.13.2h? The instruction does not say what a list is, but LC-PCC PS for *RDA* 2.3.3.13.2h says to consider that “a list” means at least three terms. In general, the fewer terms in the list, the more likelihood that a change in one or more of them will be a significant change to the serial. But treat each case separately.

Quarterly returns of trade for the ports of Jenchuan, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin



² This practice cannot be applied to current cataloging.

Quarterly returns of trade for the ports of Chemulpo, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin {Jenchuan dropped, Chemulpo added}

Directory of dentists, dental specialists, and dental hygienists registered in Tennessee



Directory of dentists, dental specialists, and dental hygienists licensed and registered in Tennessee



Directory of dentists, dental specialists, dental hygienists, and dental assistants licensed and registered in Tennessee

Cooks business directory covering Northern Territory, Queensland, West Australia, New South Wales, Tasmania, New Zealand, South Australia, Victoria, also a manufacturers' section and 2-colour display advertisement pages



*Cooks business directory covering **Canberra**--special new section, Northern Territory, West Australia, Queensland, Tasmania, New South Wales, Victoria, South Australia, New Zealand {Canberra added}*



Cooks business directory covering Canberra--special section, Northern Territory, Tasmania, Queensland, South Australia, West Australia, Victoria, New South Wales, New Zealand {order changed}

Philosophical magazine. B, Physics of condensed matter, electronic, optical, and magnetic properties



*Philosophical magazine. B, Physics of condensed matter, **structural**, electronic, optical, and magnetic properties {structural added}*



*Philosophical magazine. B, Physics of condensed matter, **statistical mechanics**, electronic, optical, and magnetic properties {structural changed to statistical mechanics}*

But not:

KWOC list of petroleum abstracts' exploration & production thesaurus and seldom-used descriptors from the supplementary word list



KWOC list of petroleum abstracts' exploration & production thesaurus and addenda descriptors from the supplementary word list



KWOC list of petroleum abstracts' exploration & production thesaurus and new E&P terms {in this example the publication seems to include two components with changes occurring to the second}

Category i. Words that indicate the **type of resource** are added or dropped anywhere in the title (*RDA* 2.3.2.13.2i).

The instruction reduces the number of new records made when words such as “magazine” come and go from the title, particularly at the end. But the instruction also allows for such changes to take place at the beginning. The challenge in applying this instruction is in knowing what words indicate a “type of resource.” Such terms convey the type of publication, not the subject matter of that publication, regardless of how common the term. Words such as *bulletin*, *journal*, *magazine*, *review*, and *study* and their equivalents in other languages are terms that indicate the type of resource. Changes in frequency words in the title are not affected by this instruction and still constitute a major change. Note also that the instruction only covers words “added or dropped” and does not include changes of the word from one type of resource term to another.

Organic chemistry review → *Organic chemistry*

C → *C magazine* → *C*

Outlook magazine → *Outlook*

Oregon history → *Oregon history magazine*

Active projects → *Active projects report*

Brasileiras & brasileiros → *Jornal brasileiras & brasileiros*

Chemistry & industry review → *Chemistry & industry*

Gifted child today → *Gifted child today magazine*

Relatórios de pesquisa → *Séries Relatórios de pesquisa*

But not:

SFRA review → *SFRA newsletter*

Loyola of Los Angeles entertainment law review → *Loyola of Los Angeles entertainment law journal*

Atlantic → *Atlantic monthly* → *Atlantic*

Biennial report → *Annual report*

For further discussion on when to note changes and provide added entries, see *CCM* 7.2.4.

16.2.5. Special situations. While there is little that serial catalogers can do in most cases to prevent title changes from requiring the creation of a new description, there are some situations in which the use of judgment in transcribing the title proper in the first place can be used to avoid needless changes.

a. Words in the title that are issue-specific. Words such as "inaugural," "final," "centennial," and "anniversary" are most often found only on one issue. If such a word occurs on the first issue or the issue upon which the description is based, drop the word from the title proper (RDA 2.3.1.4) or, when possible, describe from another issue. If the word appears on an issue other than the first, treat the situation as a title variation, rather than as a title change. (Fig. 16.5.)

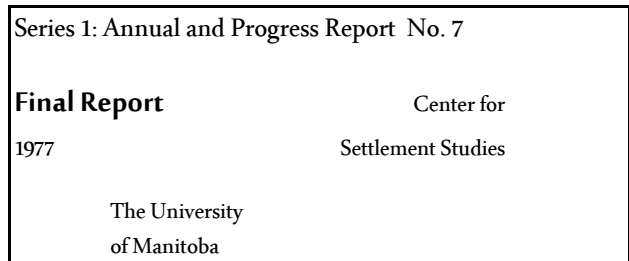
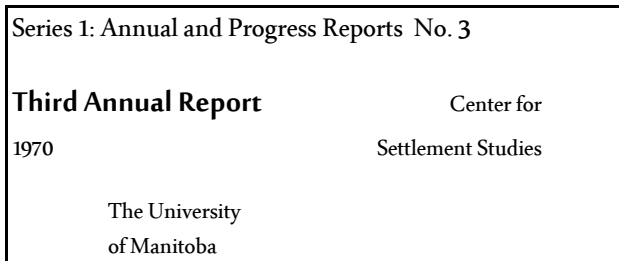


Figure 16.5a

Figure 16.5b

```

110  ##  $a University of Manitoba. $b Center for Settlement
      Studies, $e author.
245  10  $a Annual report.
246  1#  $i Issue for 1977 called: $a Final report

110  ##  $a $a Marietta College. $e author. {made up example}
245  10  $a Alumni directory.
246  1#  $i Issue for 1989 called: $a Centennial alumni directory
588  ##  $a Description based on: 1989.

```

b. Selection of the chief source. The source chosen as chief source may play an important role in determining whether a new record is required (see also Module 3).

Serial has a title page

- When each issue of a serial has a title page and the titles on the title pages undergo a major change (according to *RDA* 2.3.2.13.1), make a new description, even if the title on another source (e.g., the cover) remains the same.

Title page added or dropped

- When a serial begins with a title page and a cover, each having a different title, and subsequently drops the title page, make a new description because the title selected no longer appears. However, if the serial is cataloged from the cover (as title page substitute) and a title page is added on a later issue

with a different title, **do not make a new description**, because the title selected still appears prominently on the piece.

- When working retrospectively, a source other than the title page may be chosen as chief source when the title page does not appear on some issues and using it as the chief source would necessitate the creation of multiple records (*LC-PCC PS* for RDA 2.2.2). Do not apply this provision, however, if there are already records for some of the titles in the database. Use a volume title page as the preferred source of information only when there is no source on an individual issue that is sufficient for the description of the serial (*LC-PCC PS* for RDA 2.2.2.2).

Title page substitutes

- When a serial does not have a title page, select another source as the preferred source for the title according to RDA 2.2.2.2. When working retrospectively, if it is evident from multiple issues that one source (e.g., the caption) has a stable title and that the title on a more preferred source (e.g., the cover) changes, choose the source with the stable title to avert the need for a new description.

c. Bilingual serials vs. language editions. When a serial that was in more than one language separates into separate language editions, make a new description for the title that was previously given as the parallel title or added title page title. For example, a Canadian serial is issued as a single publication with title pages in English and French. The English title is chosen as title proper; the French title is given as a variant title (MARC 246 field). Subsequently, the serial splits into two separate publications, one in English, the other in French. A new description is made for the French publication, which is considered to have "separated from" the earlier record (780 X7). When the reverse situation occurs (i.e., a French language serial and an English language serial merge into one and the titles remain the same), the French language serial is "absorbed" (780 X5).

d. Names of corporate bodies. If a serial begins with nothing on the chief source but the name of a corporate body, give the name of the corporate body as the title proper according to RDA 2.3.1.5. If on subsequent issues a true title is given, consider the title to have changed and make a new description.

Title A

245 10 \$a Society of Automotive Historians. {made up example}.

Title B

245 10 \$a Membership list / \$c Society of Automotive Historians.

16.3. Changes in authorized access points (fields 100-130)

Authorized access points include names of persons, families, corporate bodies and conferences and preferred titles for the serial work. Changes to the authorized access point may constitute a major change even though the title proper has remained the same (RDA 6.1.3.2 and the corresponding LC-PCC PS).

Changes to corporate bodies that are used as authorized access points (fields 110/111) or as qualifiers for preferred titles (field 130) may result in major changes. There are two possible situations:

- The name of the body has changed (requiring a new authorized access point)
- A different body becomes responsible for the serial (this situation occurs less often).

16.3.1. Changes to authorized access points for names (fields 100/110/111).

The authorized access point may be a corporate body (including a conference), family or a person. The most common situation is a change in the name of a corporate body. Authorized access point for a family or personal name is restricted to situations in which a family or person is likely to be the only author, and thus, changes in the authorized access point for a family or personal name are rare for serials cataloging (see Module 4).

Variant forms of the same corporate body name and minor differences in form are covered in RDA 11.2.2.5 and the associated LC-PCC PS.

In most cases, *minor* changes to the name of the body are recorded only in the authority file rather than in a 550 note on the bibliographic record.

When a new authorized access point is constructed for the corporate body/conference name used in used in fields 110 or 111, make a new description under the new authorized access point according to RDA 6.1.3.2.

110 2# Connecticut Public Transportation Authority, \$e author.

245 10 Annual report and recommendations.

110 2# Connecticut Public Transportation Commission,\$e author.

245 10 Annual report and recommendations.

110 1# Arizona. \$b Department of Mines and Mineral Resources, \$e author.

245 10 Annual report / ...

110 1# Arizona. \$b Department of Mineral Resources, \$e author.
245 10 Annual report.

16.3.2. Changes to qualifiers in preferred titles for the serial work created according to LC-PCC PS 6.27.1.9

Major changes. Make a new description when a corporate body that is used as a qualifier for a preferred title (field 130) changes for either of the reasons above.

Bulletin (Colorado State University. Animal Reproduction Laboratory)

↓

Bulletin (Colorado State University. Animal Reproduction and Biotechnology Laboratory)

Annual report (University of California, Davis. Radiobiology Laboratory)

↓

Annual report (University of California, Davis. School of Veterinary Medicine. Laboratory for Energy-related Health Research)

Minor changes. Changes to other qualifiers -- place, frequency, etc. -- are considered to be minor.

16.3.3. Changes in the preferred title for a serial work that is associated with different language expressions (translations and language editions)³. Make a new description for a serial whose original title (as reflected in the preferred title for the serial work), has changed even when the title of the expression (field 245) has not changed (RDA 6.1.3.2 and corresponding LC-PCC PS). This also applies to language editions when the title upon which the preferred title for the serial work is based changes.

The following example is a language edition where the English title has changed. Because the English title was selected as the preferred title for the work, the Spanish expression of the serial must be represented by two records, even though its title does not change during this period. (Earlier and subsequent title changes are not shown below.)

³ This is one area that was not harmonized with international practice.

English record no. 1

110 2# Inter-American Foundation, \$e author.
245 10 Annual report / \$c Inter-American Foundation.
362 1# Ceased with 1990.
785 00 Inter-American Foundation. \$t In review \$w ...

English record no. 2

110 2# Inter-American Foundation,\$e author.
245 10 In review / \$c Inter-American Foundation.
362 1# Began with 1991.
780 00 Inter-American Foundation. \$t Annual report \$w ...

Spanish record no. 1

110 2# \$a Inter-American Foundation, \$e author.
240 10 \$a Annual report. \$l Spanish
245 10 \$a Anuario / \$c Fundación Interamericana.
362 1# \$a Began and ceased with 1990.
785 00 \$a Inter-American Foundation. \$s In review. Spanish. \$t Anuario \$w ...

Spanish record no. 2

110 2# \$a Inter-American Foundation, \$e author.
240 10 \$a In review. \$l Spanish
245 10 \$a Anuario / \$c Fundación Interamericana.
362 1# \$a Began with1991;ceased with1993.
780 00 \$a Inter-American Foundation. \$s Annual report. Spanish. \$t Anuario \$w ...

16.4 Other changes

16.4.1. Media and carrier types_(RDA/LC-PCC PS 1.6.2.2, 3.2, 3.3)

When discussing media type and carrier type, there are two situations that might require separate records: 1) a serial begins as one media type and changes to another; 2) a serial is issued in multiple media and the cataloger must decide whether the differences in the media warrant separate records.

a. Major changes.

1. Media type: A change in the media type (337 field) of the serial is a major change.
2. Carrier type: A change in the carrier type (338 field) from online resource to another computer carrier and a change from another computer carrier to online resource are major changes and require a new description.

b. Minor changes.

1. Change in carrier type: Changes in carrier type, except for the one noted above, are minor.
2. Variations in media or carrier type (*LC-PCC PS 1.6.2.2*): A serial's media or carrier type may vary from issue to issue. An example might be the USGS bulletin, where most issues are textual but some are maps or atlases, or a print journal with one issue each year in CD-ROM format. Treat these variations as minor. Remember, however, that sometimes these variations later turn into true media type or computer carrier type changes that do require a new bibliographic record.

See *CCM* Module 5 to determine the need for a preferred title and *CCM* Modules 30 and 31 for instructions on cataloging electronic formats.

Changes in media type:

```
130    00    $a Serials directory (Birmingham, Ala.)
245    14    $a The serials directory : $b an international reference
          book.
336    ##    $a text $txt $2 rdacontent
337    ##    $a unmediated $b n $2 rdamedia
338    ##    $a volume $b nc $2 rdacarrier
```

continued by:

```
130    00    $a Serials directory (Birmingham, Ala.)
245    14    $a The serials directory : $b EBSCO CD-ROM : the serials
          directory database compiled by EBSCO Publishing.
336    ##    $a text $txt $2 rdacontent
```

337 ## \$a computer \$b c \$2 rdamedia
 338 ## \$a computer disc \$b cd \$2 rdacarrier

 245 00 \$a WoceNotes.
 336 ## \$a text \$txt \$2 rdacontent
 337 ## \$a unmediated \$b n \$2 rdamedia
 338 ## \$a volume \$b nc \$2 rdacarrier

continued by:

245 00 \$a WoceNotes.
 336 ## \$a text \$txt \$2 rdacontent
 337 ## \$a computer \$b c \$2 rdamedia
 338 ## \$a online resource \$b cr \$2 rdacarrier

110 2# \$a California Academy of Sciences. \$b Library.
 245 10 \$a Selected new acquisitions / \$c California Academy of
 Sciences, Library.
 336 ## \$a text \$txt \$2 rdacontent
 337 ## \$a unmediated \$b n \$2 rdamedia
 338 ## \$a volume \$b nc \$2 rdacarrier

continued by:

110 2# \$a California Academy of Sciences. \$b Library.
 245 10 \$a Selected new acquisitions / \$c California Academy of
 Sciences Library.
 336 ## \$a text \$txt \$2 rdacontent
 337 ## \$a computer \$b c \$2 rdamedia
 338 ## \$a online resource \$b cr \$2 rdacarrier

16.4.2. Edition statement (RDA 1.6.2.5, 2.5.1.6.2, 2.17.4.5.2). If the change in an edition statement indicates a significant change in the scope or coverage of a serial, make a new

description. Treat other changes in the edition statement as minor, making a note of them if considered important for identification.

Major changes:

North American ed. → North and Central American ed. {change in scope}

Health professional/researcher → Health industry

Minor changes:

Doctor's ed. → Physician's ed.

International edition → International version

West St. Tammany edition → Northshore edition

[Situation: Living Magazine is issued in regional editions. The April 2006 issue (earliest issue) of Living Magazine subscribed by the library carries an edition statement: West St. Tammany Edition. Beginning with <May 2007->, the edition statement is: NORTHSHORE EDITION. The two phrases refer to the same geographical area. The latest issue consulted is May 2010.]

16.4.3. Mode of issuance (RDA 1.6.2.1).

Make a new description when a serial changes to either an integrating resource or multipart monograph, or vice versa.

16.4.4. Type of serial: newspapers and monographic series. Do not make a new record when a newspaper or a monographic series changes to a regular serial (or vice versa). Instead, give the information in a note and update the serial type code (008/21). Exception: In the case of a newspaper changing to a regular serial, leave the serial type code as "n."⁴

```

          Ser tp: n
130    0#    $a Looking glass (Hatfield, Ark.)
245    14    $a The looking glass.
264    #1    $a Hatfield, Ark. : $b Gene Owen, $c [1975]-
310    ##    $a Monthly, $b July 1976-
321    ##    $a Weekly, $b Apr. 3, 1975-June 17, 1976
362    1#    $a Began with Vol. 1, no. 1 (Apr. 3, 1975).
500    ##    $a Published as a weekly newspaper, 1975-June 1976; as a
          monthly magazine, July 1976-
```

⁴ The code is needed to support holdings for the National Digital Newspaper Program (NDNP).

16.5. Further examples

The following examples illustrate various aspects of problem solving related to deciding whether or not to make a new record.

Change in Order of Corporate Bodies

THE 1985 ANNUAL REPORT OF THE INDUSTRIAL COMMISSION OF OHIO AND THE OHIO BUREAU OF WORKERS' COMPENSATION	ANNUAL REPORT 1990 OHIO BUREAU OF WORKERS' COMPENSATION and INDUSTRIAL COMMISSION OF OHIO
Figure 16.7a	Figure 16.7b

Problem:

In the examples above, the order of the bodies given on the pieces is reversed. Does this warrant a new description, since the authorized access point in the 110 is for the first corporate body on the 1985 issue and the choice would have been different if cataloged from a later issue? [See RDA 6.27.1.3 for guidance on constructing the authorized access point for collaborative works.]

Solution:

No. As long as the bodies remain the same, the order on the piece may be ignored. *RDA* 1.6.2.4 says only to make a new description if there is a change in responsibility that requires a change in the identification of the serial as a work; there is no provision for making a new description because the order in which the body is presented changes.

110 2# \$a Industrial Commission of Ohio, \$e author.

245 10 \$a Annual report / \$c Ohio Industrial Commission and Ohio Bureau of Worker's Compensation.

362 1# \$a Began with 1976.

710 1# \$a Ohio. \$b Bureau of Worker's Compensation, \$e author.

The Case of the Gradually Disappearing Title



Fig. 16a



Fig. 16b



Fig. 16c



Fig. 16d

Problem:

In this example the title began as *Super television*. On later issues another title, *Camcorder report*, was introduced. The title *Super television* was retained but moved to a less prominent position. A new description was not made, even though the additional title was more prominent, because the original title still appeared on the preferred source. With the April 1989 issue, however, the title *Super television* was dropped altogether which constituted a major change. Note: on a subsequent issue the word "report" was dropped, a *minor* change according to RDA 2.3.2.13.2i.

Solution:

```
245 00 $a Super television.
246 1# $i Also on t.p., fall 1988-winter 1988: $a Camcorder report
780 00 $t Home satellite TV
785 00 $t Camcorder report

245 00 $a Camcorder report.
246 1# $i Issues for 1992- have title: $a Camcorder
780 00 $t Super television
```

How many title changes are there?

<p><i>Proceedings</i></p> <p>Philadelphia</p> <p>Yearly Meeting</p> <p><i>of the</i></p> <p><i>Religious Society of Friends</i></p> <p>1975</p>	<p><i>Proceedings</i></p> <p><i>and</i></p> <p><i>Yearbook</i></p> <p><i>Philadelphia</i></p> <p><i>Yearly Meeting</i></p> <p><i>of the</i></p> <p><i>Religious Society of Friends</i></p> <p>1976</p>	<p>1985 Yearbook</p> <p>and Proceedings</p> <p><i>of Philadelphia Yearly Meeting</i></p> <p><i>Religious Society of Friends</i></p>
---	--	---

Figure 16.9a

Figure 16.9b

Figure 16.9c

<p><i>1986/87 Yearbook</i></p> <p><i>and Proceedings</i></p> <p><i>of Philadelphia Yearly Meeting,</i></p> <p><i>Religious Society of Friends</i></p>	<p><i>1989/90 Yearbook</i></p> <p><i>and Proceedings</i></p> <p><i>Philadelphia Yearly Meeting</i></p> <p><i>1515 Cherry Street,</i></p> <p><i>Philadelphia 19102</i></p>
---	---

Figure 16.9d

Figure 16.9e

Despite the fact that each of the five issues differs, there are only two major changes. The first occurs in 1976 with the addition of "and Yearbook" to the title. While this is a term that represents a type of resource, it does not fall under RDA 2.3.2.13.2i because it indicates additional content has been added. The second occurs in 1985 when the words of the title are reversed. The grammatical connection of the corporate body to the title in the 1985, 1986/87, and 1989/90 issues does not constitute a change.

-1975: Proceedings

110	2#	\$a Society of Friends. \$b Philadelphia Yearly Meeting, \$e author.
245	10	\$a Proceedings / \$c Philadelphia Yearly Meeting of the Religious Society of Friends.
785	00	\$a Society of Friends. Philadelphia Yearly Meeting. \$t Proceedings and yearbook

1976-1984: Proceedings and yearbook

110	2#	\$a Society of Friends. \$b Philadelphia Yearly Meeting, \$e author.
245	10	\$a Proceedings and yearbook / \$c Philadelphia Yearly Meeting of the Religious Society of Friends.
780	00	\$a Society of Friends. Philadelphia Yearly Meeting. \$t Proceedings
785	00	\$a Society of Friends. Philadelphia Yearly Meeting. \$t Yearbook and proceedings of Philadelphia Yearly Meeting, Religious Society of Friends

1985- : Yearbook and proceedings of Philadelphia Yearly Meeting...

110	2#	\$a Society of Friends. \$b Philadelphia Yearly Meeting, \$e author.
245	10	\$a Yearbook and proceedings of Philadelphia Yearly Meeting, Religious Society of Friends.
246	1#	\$i Issues for <1989/90-> have title: \$a Yearbook and proceedings
780	00	\$a Society of Friends. Philadelphia Yearly Meeting. \$t Proceedings and yearbook

Report Issued Preceding "First"

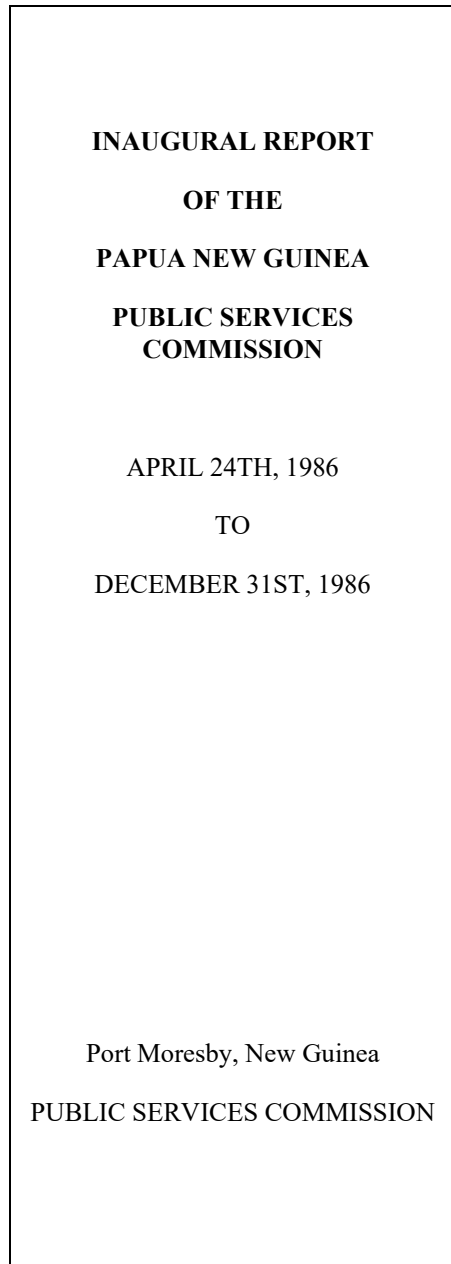


Figure 16.10a

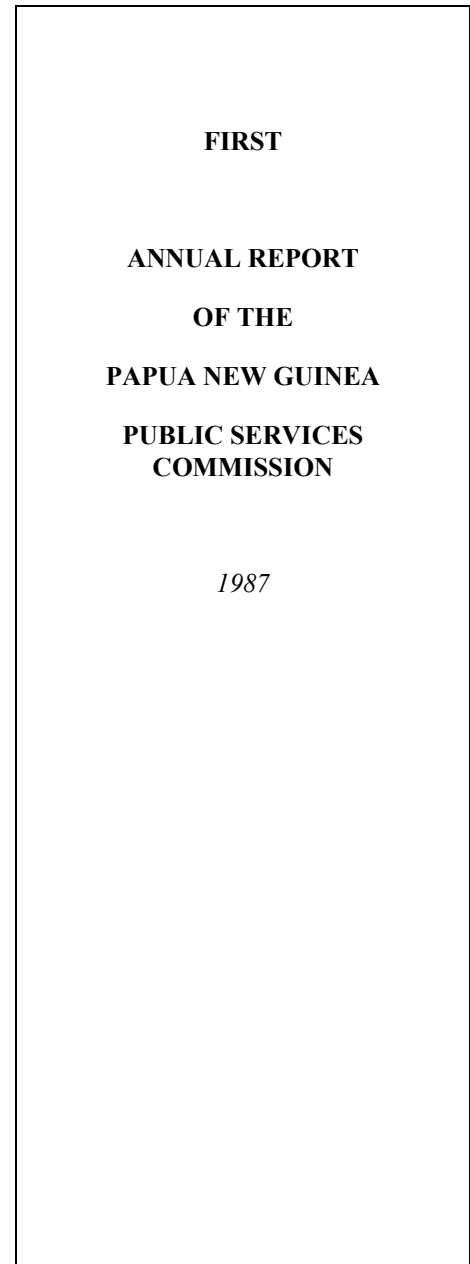


Figure 16.10b

Problem:

How this would be cataloged depends on what is in hand at the time of initial cataloging.

Solution 1 (both issues in hand)

The cataloger bases the description on the issue called "First." The inaugural issue is treated as an introductory or preview issue and is noted on the record.

```
110    1#    $a Papua New Guinea. $b Public Services Commission, $e
        author.
245    10    $a ... Annual report of the Papua New Guinea Public Services
        Commission.
246    1#    $i Preceded by: $a Inaugural report of the Papua New Guinea
        Public Services Commission
260    ##    $a Port Moresby, New Guinea : $b Public Services
        Commission, $c 1989-
362    1#    $a Began with 1st (1987).
```

Solution 2 (only inaugural issue in hand)

If only the inaugural issue is received, it could be cataloged by dropping the word "Inaugural" (normally an issue called "inaugural" is assumed to be the first). The resulting record would have to be changed with receipt of the later report to add the word "Annual" and note the inaugural issue.

First cataloged as:

```
110    1#    $a Papua New Guinea. $b Public Services Commission, $e
        author.
245    10    $a Report of the Papua New Guinea Public Services
        Commission.
246    1#    $i Title of report for 1986: $a Inaugural report of the
        Papua New Guinea Public Services Commission
264    #1    $a Port Moresby, New Guinea : $b Public Services
        Commission, $c 1987-
362    1#    $a Began with Apr. 24th 1986 to Dec. 31st 1986.
```

Later changed to:

```
110    1#    $a Papua New Guinea. $b Public Services Commission, $e
        author.
245    10    $a ... Annual report of the Papua New Guinea Public Services
        Commission.
246    1#    $aInaugural report of the Papua New Guinea Public Services
        Commission
362    1#    $a Began with 1st (1987).

500    ##    $a Preceded by: $a Inaugural report of the Papua New Guinea
        Public Services Commission, covering Apr. 24-Dec. 31, 1986.
```

<p>MINUTES of CALIFORNIA YEARLY MEETING of the FRIENDS CHURCH 1895</p>	<p>...Minutes... of the CALIFORNIA YEARLY MEETING of the Friends Church ----</p>	<p>OFFICIAL MINUTES CALIFORNIA YEARLY MEETING FRIENDS CHURCH Whittier, California 1904</p>
---	--	--

Figure 16.11a. t.p. 1895

Figure 16.11b. t.p. 1897

Figure 16.11c. cover 1904

<p>Minutes of CALIFORNIA YEARLY MEETING of Friends Church 1904 Whittier, California</p>	<p><i>MINUTES</i> <i>of the</i> California Yearly Meeting Friends Church Whittier, California 1931</p>	<p>OFFICIAL MINUTES California Yearly Meeting FRIENDS CHURCH Whittier, California 1932</p>
---	---	--

Figure 16.11d. t.p. 1904

Figure 16.11e. t.p. 1931

Figure 16.11f. cover 1932, no t.p.

<p><i>Official Minutes</i></p> <p><i>of the</i></p> <p>CALIFORNIA YEARLY MEETING FRIENDS CHURCH</p> <p>Whittier, California</p> <p><i>1935</i></p>	<p>OFFICIAL MINUTES</p> <p>California Yearly Meeting of Friends Church</p> <p>1986</p>
--	---

Figure 16.11g. cover 1935, no t.p.

Figure 16.11h. cover 1986, no t.p.

How Many Major Title Changes Do You See?

Problem:

There are numerous changes and sources of information. The cover has a different title than the title page and issues from 1932 have dropped the title page.

Solution:

Despite the fact that none of these issues is identical, there is only one real major change. That occurs in 1932 when the title page is dropped and the title must be taken from the cover. The other changes that occur involve the addition or deletion of articles and conjunctions that are *minor* changes, according to *RDA 2.3.2.13.2b*. The changes that occur within the first five words are treated as later title proper according to *RDA 2.3.8.2*. The others may be ignored. If cataloged from these issues, the records would be as follows:

Record 1

- | | | |
|-----|----|--|
| 110 | 2# | \$a Society of Friends. \$b California Yearly Meeting, \$e author. |
| 245 | 10 | \$a Minutes of California Yearly Meeting of the Friends Church. |
| 246 | 1# | \$i Some issues have title: \$a Minutes of the California Yearly Meeting of the Friends Church |
| 246 | 1# | \$a Official minutes \$f 1904-1931 |
| 362 | 1# | \$a Ceased with 1931. |
| 785 | 00 | \$a Society of Friends. California Yearly Meeting. \$t Official minutes |

Record 2

110	2#	\$a Society of Friends. \$b California Yearly Meeting, \$e author.
245	10	\$a Official minutes / \$c California Yearly Meeting, Friends Church.
246	1#	\$i Some issues have title: \$a Official minutes of the California Yearly Meeting, Friends Church
362	1#	\$a Began with 1932.
780	00	\$a Society of Friends. California Yearly Meeting. \$t Minutes of California Yearly Meeting of the Friends Church

SUMMARY

- Determine whether a major change in the title proper has occurred by consulting RDA 2.3.2.13.1 and 2.3.2.13.2. Consider the publisher's intent, the issues in hand, and other records. When in doubt, consider the change to be minor.
- A change in the corporate body will necessitate a new description when there is a change in responsibility that requires a change in the identification of the serial as a work. (RDA 1.6.2.4)
- Make a new description for a serial that changes its media type from paper to CD-ROM, microform, etc. (RDA 1.6.2.2) but not when it changes to or from being a newspaper or monographic series.
- In some cases, a change in the edition statement constitutes a major change. (RDA 1.6.2.5)