

CCM Module 21. Modifying

Records Table of Contents

Module 21. Modifying Records.....	1
Table of Contents.....	1
Module 21. Modifying Records: Introduction, References, Definitions	2
References.....	2
Definitions of terms used in this module	3
21.1. What are serial record modifications?	4
21.1.1. Explanation of record modifications.....	4
21.1.2. Cooperative cataloging	4
21.1.3. Modifying “national level” records	5
21.1.4. CONSER maintenance requirements.....	5
21.1.5. Correcting errors	6
21.1.6. Other significant changes based on local needs.....	6
21.2. Updating bibliographic information	7
21.2.1. Changes that may require a new record.....	7
21.2.2. Changes affecting other access points	8
21.2.3. Other changes to the bibliographic description	9
21.3. Closing records for serials that have ceased	10
21.3.1. <i>RDA</i> practice	11
21.3.2. Pre- <i>AACR2</i> practice	12
21.4. Pre- <i>AACR2</i> record modification	14
21.4.1. Updating pre- <i>AACR2</i> records	14
21.4.2. Converting pre- <i>AACR2</i> records to <i>AACR2</i>	15
21.5. Record consolidation and separation	19
21.5.1. Consolidating records due to fluctuating titles or titles of short duration.....	19
21.5.2. Record separation.....	20
21.5.3. Separating records for parts, cumulations, supplements.....	20
21.6. Changes to existing standards: <i>MARC 21</i> , <i>LCSH</i> , <i>LCRI</i>	22
21.6.1. Changes to <i>MARC 21</i>	22
21.6.2. Changes in Subject Headings.....	22
21.6.3. Changes in Preferred Titles.....	22
21.7. Deleting records.....	24
21.7.1. Duplicate records	24
21.7.2. Duplicate record examples from OCLC	26
21.8. Upgrading minimal, core, and “lccopycat” records.....	29
21.8.1. Adding subject analysis when upgrading minimal records	29
21.8.2. Upgrading “lccopycat” records.....	30
21.9. Adding optional elements	31
21.10. Revising <i>RDA</i> records to “Back-up” the description.....	32

Module 21. Modifying Records: Introduction, References, Definitions

Serial records often need to be modified because serial publications exhibit changes that affect their bibliographic elements. Correspondingly, record modifications have consistently represented over one-half of the transactions on the CONSER database in recent years. These activities run the gamut from those that significantly increase the scope of a bibliographic record to more minor modifications that are added for specific needs. This module discusses CONSER record changes that are made to maintain record authoritativeness and add new information. A great variety of changes is covered here including: closing serial records, updating pre-*AACR2* records, deleting records, and adding new information. Local information that is added in an institution's catalog system, but not included in the "national record" in OCLC's WorldCat, is not documented in this module.

Some of the instructions found here are also included in the *CONSER Editing Guide* which documents CONSER policies and practices in its sections B and C. Numerous sections in other modules of the *CCM* also contain useful information about changes and additions to existing records, most notably Module 16, "Changes that May Require a New Record." References to other modules are included here when the topic is covered elsewhere (see 21.2).

This module will discuss:

- Closing records for serials that have ceased
- Changes to Pre-*AACR2* records
- Deleting records
- Record consolidation and separation
- Adding new bibliographic elements
- Other related CONSER documentation

References

CONSER Editing Guide

- Section B3.3. Modification of a Previously Authenticated Record
- Section B4. Record Maintenance
- Section C7. Duplicate Records
- Section C8. Record Consolidation/Separation
- Section C9. Converting Pre-*AACR2* Records to *AACR2*
- Section C10. Latest Entry Records

CONSER Cataloging Manual:

- Part 1: Modules 7 through 16. (See *CCM* 21.2)
- Part 2: Module 22, "Interpreting Pre-*AACR2* Serial Cataloging Records"
- Part 3: Modules 30 through 33. (See *CCM* 21.2)

Definitions of terms used in this module

CONSER database. The set of serial and integrating resource records input/created or otherwise introduced to the OCLC database that are authenticated by CONSER participants. Although some or all CONSER records reside in the local databases of CONSER institutions, maintenance is performed on CONSER records residing in OCLC, making that the authoritative set of CONSER records. (*CEG*)

CONSER record. A bibliographic record for a serial or integrating resource that has been authenticated by at least one participant in the CONSER Program. (*CEG*)

National level record. National level records (also called “national records”) adhere to cataloging standards to enhance their use by agencies world-wide. CONSER records function as national serials records due to the fact that program catalogers follow standards found in *RDA*, *LC-PCC PSs*, *MARC 21*, *CCM*, and *CEG*. CONSER records are available in the OCLC WorldCat catalog and other bibliographic utilities, and accessed through CONSER members’ local catalog systems. (*CCM*)

Record Consolidation. The merging of information from multiple serial records into fewer records, and the deletion of records no longer needed to describe a serial. The records to be deleted are called superseded records. Record consolidation involves selecting a record to retain, modifying that record, and reporting superseded records for deletion. (*CEG*)

Record Conversion. In this module, the term is generally used for the conversion of pre-*AACR2* records to comply with *RDA* instructions (also called “recataloging”). (*CCM*)

Record Separation. Differences in, or changes to cataloging standards may lead to the separation of data initially recorded in a single record that is then rearranged for multiple records. This typically results in retaining and modifying the initial record and creating an additional record for a related serial title(s). Some information from the initial record is then transferred to the new record(s). The process is called record separation, or simply “breaking-up” a record (*CEG*)

21.1. What are serial record modifications?

21.1.1. Explanation of record modifications

Serial record modifications cover all changes to existing records. This involves the addition of information that extends the coverage of a record, or improves the accuracy of the record, or updates the record to current cataloging policies, or simply makes the record more complete. Serial records often need to be modified because serial publications often change over time. The deletion of information deemed to be inaccurate or better covered on an alternate record, including the deletion of a duplicate record, is also covered in this module as record modification.

21.1.2. Cooperative cataloging

Information in records created by CONSER members is accepted by other members unless the information is clearly erroneous. Due to changes in cataloging standards and policies, the potential for serial record modification is endless. Catalogers working cooperatively in a common database must accept inconsistencies with current treatment when publications are under adequate bibliographic control. This has become more important as the database increasingly includes records that were authenticated many years ago and have been used in members' local systems and files. *Records that were accurately input when they were created are significantly modified (e.g., consolidated, converted, choice of entry changed) only when there is a clear practical need.* When questions arise, CONSER catalogers routinely consult with one another to determine the appropriate action. (See *CEG*, B1.7.)

The usefulness of the CONSER database is dependent on the degree to which the authoritativeness of CONSER records can be ascertained. An authenticated record is accepted as authoritative according to its level of authentication and record level. In the *CEG C2*, "Participant Authentication," record authentication is fully explained. CONSER records include the essential elements which are "technically correct, adhering to the appropriate rules, interpretations, and coding guidelines." The *CEG* establishes the policies and practices to which the members collectively agree. CONSER records are clearly marked for the cataloging community (bibliographic level (leader/07) "s", fields 010 and 042) which facilitates other libraries' use of the records.

Cooperation is key to CONSER's effective operation. Program catalogers work together to build and maintain a common serials database. Through program meetings, consultations with catalogers, online discussions, and other encounters, program catalogers solve problems, resolve bibliographic conflicts, and address complex serials cataloging issues in a cooperative manner. The CONSER Operations Committee has developed as the operational backbone for the program, and the Library of Congress provides support for catalogers throughout the program through CONSER Program staff and Library of Congress serials catalogers.

21.1.3. Modifying “national level” records

The CONSER database exists as a subset of the group of serial records in OCLC’s WorldCat system. CONSER members function as “serial enhance” catalogers in OCLC and are able to modify any serial record in OCLC. CONSER catalogers regularly modify CONSER and non-CONSER records in OCLC and some of the CONSER maintenance requirements involve related records that may not be authenticated by a CONSER cataloger (see 21.1.4 below). Other OCLC members are limited as to the extent to which they can replace existing serial records in OCLC and are restricted from modifying CONSER records. In this sense, the ability to modify records enables CONSER to have perhaps its greatest impact on the bibliographic database.

CONSER recognizes its special role in modifying serial records in OCLC and has developed specific membership categories for modifying records. Affiliate membership was established in 1988 to allow commercial services to enrich serial records in OCLC chiefly by adding A&I (Abstracting & Indexing), subscription, and publishing information. In 1996, CONSER Enhance membership was created to enable various kinds of institutions to modify serial records in OCLC as other CONSER members do.

Restrictions come with these responsibilities. The *CONSER Editing Guide* documents restrictions and notification requirements for the modification of LC, LAC, and NSDP records (*CEG C3, C6, C12*).

21.1.4. CONSER maintenance requirements

Maintenance requirements are outlined in *CEG B4*, “Record Maintenance.” The “latest issue consulted” note is used when updating a record and is required if available (*CEG B6*). Other changes identified as “mandatory” or “required if available” for record maintenance are the following:

- Correcting obvious errors
- Changes resulting in the creation of a new record:
 - Publication status code
 - Ending date of publication (fixed field element is completed)
 - Publication information of later/last issues
 - Designation of last issue or note relating to last issue
 - Update "latest issue consulted" note in 588 1 with the designation of the latest issue consulted or the last issue, if available
 - Linking entry (and, when available, control numbers) of later record(s)
- Changes resulting in revision of the existing record:
 - Changes pertaining to title authorized access point
 - Changes pertaining to the title proper

- Changes affecting other access points, including:
 - Title variations other than title proper (field 246)
 - Series changes recorded in fields 4XX and 8XX
 - Responsible entities recorded in fields 550 and 7XX
 - Preceding and succeeding entries (fields 780 and 785)
 - Subject fields (6XX, 043, 008/24-27)
- Frequency data (310 and 008/18-19)

21.1.5. Correcting errors

CEG B4.1, “Correcting Obvious Errors,” specifies members’ responsibilities for correcting errors in CONSER records. It is emphasized that what appears to be incorrect is not always so. Program members are also encouraged to make certain corrections to unauthenticated records when errors are encountered in the course of the cataloger’s work, particularly those that affect record access. *CONSER catalogers are not obligated to fully review authenticated records that are used or modified in the course of their work.*

21.1.6. Other significant changes based on local needs

CONSER has established a basic set of maintenance requirements for its members (as indicated above) which represents only a fraction of the range of modifications that are regularly performed by CONSER catalogers. Many libraries establish additional maintenance requirements for processing serials.

This module does not cover the practice of making local modifications to meet institution-specific needs rather than recording the changes on the national record in OCLC. CONSER members generally limit the extent to which this occurs since the more work is performed locally, the less it is shared, and the efficiencies of the cooperative effort are diminished.

21.2. Updating bibliographic information

21.2.1. Changes that may require a new record

A variety of changes may occur in a serial publication that lead to the creation of a new record. *CCM* Module 16, “When to Create a New Description,” covers situations in which the cataloger must determine whether or not a new record should be created. Major and minor title changes according to *RDA* 2.3.2.13 are explained in *CCM* 16.2.3 and 16.2.4 with instructions on modifying existing records to reflect minor changes. New records are not required in such cases. The table below lists the types of changes that may require a new record, and the related documentation.

Type of Change	Documentation
Title proper	<i>AACR2</i> 21.2C1-2, <i>AACR2</i> 21.2C, <i>LCRI</i> 21.2C, <i>CCM</i> 16.2
Corporate body entry:	<i>AACR2</i> 21.3B, <i>LCRI</i> 24.2, <i>LCRI</i> 25.5B, <i>CCM</i> 16.3
Body in uniform title:	<i>LCRI</i> 21.3B, <i>CCM</i> 16.3.2
Uniform title for translations	<i>LCRI</i> 21.3B, <i>CCM</i> 16.3.3
Physical format	<i>LCRI</i> 21.3B, <i>CCM</i> 16.4.1
Edition statement	<i>LCRI</i> 21.3B <i>CCM</i> 16.4.2

21.2.2. Changes affecting other access points

CONSER maintenance requirements primarily cover changes affecting main entry, title proper, and other access points (*CCM* 21.1.4, *CEG* B4). Part 1 of the *CCM* covers most of these changes, including how they are reflected in the record. The table below lists the areas in which changes occur and the corresponding section in the *CCM*.

Type of Change	CCM Section
Title variations	7.3. When to include a date in a variant title field
Series	12.6. Changes and other problems
Subject headings	15.6. Modifying subject headings
Added Entries	4.8. Additional authorized access points for other persons, families and corporate bodies associated with the serial 13.5. Issuing bodies notes (field 550)
Related Serials	14. Linking relationships 16.2. Title changes (MARC field 245) 17.4. Serial supplements 17.7. Reprints

21.2.3. Other changes to the bibliographic description

Other changes to the record that do not affect record access are generally considered optional, with one exception: frequency data (*CEG* B4.2.3; Section E, 008/006, Frequency/Regularity). As with changes to access fields, changes to fields that are used in the description of the serial are generally covered in Part 1 of the *CCM* and usually involve the addition of notes. *CCM* 3.4, “Transcribing Information from Later Issues,” gives general information about changes that involve the addition of notes to the record and changes that can be made to the body of the record. The sections listed below give specific instructions on adding descriptive information to serial records.

Type of Change	CCM Section
Designation	8.7. Changes in the numbering 13.4. Numbering peculiarities notes (field 515)
Edition statement	9.5.2. Changes in the designation of edition. (<i>RDA</i> 2.5.1.6.2)
Publication, distribution, etc. area	10.5. Changes in the place or publisher or date of publication (<i>RDA</i> 2.8.1.5.2)
Physical description	11.1.3. Serials that are complete 11.3.3. Changes (dimensions)
Frequency	13.3. Frequency notes (fields 310/321)
Issuing bodies	4.8. Additional authorized access points for other persons, families and corporate bodies associated with the serial 13.5. Issuing bodies notes (field 550)
Indexes	17.5. Indexes
Internet information	31. Remote Access Electronic Serials (Online Serials)

21.3. Closing records for serials that have ceased

When a serial has ceased publication, the old record is "closed-off," i.e., certain elements are completed to show that the serial record is "dead." The extent to which each element is completed depends on the issues that are in hand and the information that is available. Possible situations are:

- Last issue is in hand
- Last issue is known, though not in hand
- Last issue is not known

Closing-Off AACR2 Records When a Serial Has Ceased

Element	Last issue in hand (or surrogate)	Last issue known	Last issue not known	Discussion
008/06 Pub Status	d	d	d	Record is coded as dead in all cases
008/11-14 Ending date (from Ending designation in 362)	1963- <u>1983</u>	19uu- <u>1983</u>	19uu- <u>198u</u> or 19uu- <u>19uu</u> , etc.	Ending date = other than 9999 or uuuu
264/260 \$c Ending date of publication	<i>Optionally:</i> \$c 1963- <u>1983</u>	Do not give	Do not give	Optionally, give 264/260 ending date when piece in hand
300 \$a Extent of item	<i>Optionally:</i> Give if total vols. known	<i>Optionally:</i> Give if total vols. known	Do not give	Optionally, give the number of bibliographic vols. when known
362 Ending designation	Use ind. "1" 362 1 Ceased with 1983. <i>Or optionally:</i> Use ind. "0" 362 0 1963- <u>1983</u> .	Use ind. "1" 362 1 Ceased with 1983.	Do not give	Generally, use an unformatted note; optionally, use formatted 362 only if piece in hand

246,310,5XX Ending date in notes (when beginning date present)	<i>Optionally:</i> Complete as appropriate 246 1 \$i Issues for 1989- <u>1991</u> have title: &a Research report <i>or</i> 246 14 Research report \$f 1989- <u>1991</u>	Do not complete	Do not complete	This is not as critical and is optional
785 Succeeding entry	Give	Give	Give	Link to the newly created record using the catalog entry and control numbers for the new record
588 Latest issue consulted note	Add or update if later issue held	Add or update if later issue held	Add or update if later issue held	This field is mandatory even if the last issue is recorded in field 362, ind. "0"

21.3.1. RDA practice

The following fields may be affected. Modification of the first two listed below are considered mandatory. Addition of the 785 field is mandatory for title changes.

Refer to the table above for explanation of the modification.

- Publication status Fixed field 008/06
- Ending date Fixed field 008/11-14
- Ending date of publication 264/260 \$c
- Extent of item 300 \$a
- Last issue 362 1 or 0
- Dates in notes 246, 310, 5XX
- Latest issue consulted 588
- Succeeding entry 785

Fields from Closed-off *RDA* Record

```

DtSt: d   Dates: 1980, 1996
245 00   $a Dangerous properties of hazardous materials
         report
260 #1   $a New York : $b Van Nostrand Reinhold, $c 1980-
300 ##   $a 16 v. : $b illustrations ; $c 28 cm
362 0#   $a Vol. 1, no. 1 (Sept./Oct. 1980)-
362 1#   $a Ceased with: Vol. 16, no. 4 (Mar./Apr. 1996)
785 00   $t Hazardous materials report

```

21.3.2. Pre-*AACR2* practice

According to *CEG* B4.2.4, pre-*AACR2* records may be edited using CSR guidelines (without changing the Leader 18), re-described using *RDA/CSR* guidelines, or edited in pre-*AACR2* style as outlined in 21.3.2 and 21.4.2 below, according to local institutional policy.

The modifications indicated above in 21.3.1 may also be made when a pre-*AACR2* record is closed-off. When editing the record in pre-*AACR2* style, follow the guidelines below. (See also *CCM* 21.4.2. below.)

Fields from Closed-off Pre-*AACR2* Record

```

DtSt: d   Dates: 1980, 1983
245 00   $a IC, Infection control.
260 #1   $a [Thorofare, N.J., $b Charles B. Slack, inc.]
300 ##   $a 4 v. $c 28 cm.
362 0#   $a v. 1-4 ; 1980- 83 .
785 00   $t Infection control $x 0195-9417 $w (OCoLC)11000171
         $w (DLC) 84646104

```

Last issue. Pre-*AACR2* records can be modified by adding notes (field 362, indicator 1) with the dates or numberings of first and/or last issues, as with current records.

```

362 1#   $a Ceased with v. 25, no. 9 (Sept. 1989).

```

In formatted notes (field 362, indicator 0), designations are generally given in abbreviated form. Pre-*AACR2* practice also differs in that numbering and dates are separately grouped with punctuation as shown below. (See also *CCM* 22.4.5.)

```

362 1#   $a v. 1-4; 1980-83.

```

Ending date of publication. The dates of publication were not generally given prior to *AACR2* if dates were included in the holdings area of the record (field 362). (See “Fields from Closed-off Pre-*AACR2* Record” example above.) If dates are recorded in field 260 the ending date of publication is generally given in an abbreviated form, if possible.

```

260 ##   $a London, $b H.M. Stationery Off., $c 1901-40.

```

Extent of item. Pre-*AACR2* rules accommodated the recording of the extent of a printed work in the terminology suggested by the work (e.g., v., no., pt.). It also provided for the indication of the physical units in which the serial was published or bound by the publisher. In the case of serials that were complete in one volume, the pagination was recorded instead. CONSER considers this information optional.

```
300 ## $a 25 no. in 3 v. $b maps (part fold.) $c 25-33 cm.
```

Field 936. The 936 field is often modified when closing off pre-*AACR2* records. Under pre-*AACR2* CONSER practice, field 936 was used to record the latest issue consulted (on which the cataloging was based) or to note the fact that no issue was consulted. If the last issue is in hand when the record is closed-off and recorded in the 362 field, delete the 936 field, if present. If an earlier issue (or no issue) is consulted when closing the record other data may need to be recorded in the field. For details on pre-*AACR2* use of the 936 field, refer to the *CEG*, Field 936, p. 4.

21.4. Pre-*AACR2* record modification

21.4.1. Updating pre-*AACR2* records

Pre-*AACR2* records are modified for the same reasons that *AACR2* records are modified: title changes, frequency changes, changes to main and added entries, etc. According to CEG B4.2.4, pre-*AACR2* records may be edited using CSR guidelines (without changing the Leader 18), re-described using *RDA/CSR* guidelines, or edited in pre-*AACR2* style, according to local institutional policy. Procedures for editing in pre-*AACR2* style are given below.

Some changes are recorded in the same manner as instructed in *AACR2* and following guidelines in other modules (see 21.2). Unformatted notes are generally added to pre-*AACR2* records following current conventions; other changes may be handled differently in pre-*AACR2* records and are explained below. If the change you need to record is not covered below, assume that the same practice is followed in both *RDA* and pre-*AACR2* records. For changes needed to close-off pre-*AACR2* records refer to 21.3.2 above. For changes to pre-*AACR2* records that necessitate the conversion of the record to *RDA*, see 21.4.2.

Choice of entry. Do not change the choice of entry on a pre-*AACR2* record. If a change occurs that makes the current choice invalid, convert the record to *RDA*.

Form of headings. Existing headings may be modified on pre-*AACR2* records and new headings may be added to pre-*AACR2* records. Use the *RDA* form whether the heading is new or modified. The authoritativeness of the headings should reflect the level of authentication of the record (field 042). Existing headings in pre-*AACR2* form are changed to their current form when the *RDA* form is newly established in the name authority file. Only the heading that is newly established is changed in the record, often resulting in a mixture of *RDA* and pre-*AACR2* headings. If a new heading is added, existing headings are not modified. (For more details, see also *LCRI* 26, 2b.)

```
110 1# $a Great Britain. $b Colonial Office.
245 10 $a Colonial reports - annual.
[RDA form of body with pre-AACR2 title form]
```

Title variations and changes. Record a variant title on a pre-*AACR2* record by adding field 246 and/or a 500 field note. Refer to *CCM* 22.4.9f, “Variations in Title,” to determine if a title change should be considered a minor variation. (*CCM* 22.4.3, “Transcription of the Title,” describes how pre-*AACR2* titles were transcribed.) Note that a generic title recorded in a record created according to *ALA cataloging rules* may never have appeared on the serial as it is presented in the record. If a minor variation not constituting a title change appears on current issues, the variation can be recorded as the title proper in the 245. Alternatively, a “title varies slightly” note can be given instead of changing the 245 if the variation is insignificant. If the title proper is changed, the earlier title can be moved to a 246 if access is required. If unable to determine whether a title change would have been considered a minor variation according to earlier rules, create a record

for the new title, link both records, and close-off the earlier record without converting it to *AACR2*.

Publication information. Current or latest place and publisher information is recorded in the 260 (or 264) field since the pre-*AACR2* description is based on the latest issue. If there is a significant change in this information, the 260 (or 264) field may be modified to record more recent data with a note added to retain the earlier information. “Important changes” were identified in the *AACR* rules to include the following situations:

- Change of publisher occurring after a long period
- Transfer of publication to another country or region

Other changes were also noted including important variations in commercial publishers’ names and bibliographically significant changes involving either the place or the (non-commercial) publisher.

```
260 ## $a Winter Park, Fla. $b Plus Communications, inc.
362 0# $a v. 1-4; 1973-86.
500 ## $a Imprint varies: Strang Communications Co., 1973-
      83.
```

Less significant changes were reflected in the 260 field with the addition of “[etc.]” For more detailed instructions on changes in publication information refer to *CCM* 22.4.6, “Imprint.”

Designations. For detailed information on earlier practices for recording “holdings information,” refer to *CCM* 22.4.5, “Holdings.” Pre-*AACR2* records can be modified by adding the dates or numberings of first issues using notes (362, indicator 1), as with current practice. Notes on numbering peculiarities can also be recorded in field 515 according to current conventions. For recording the ending designation of the publication see 21.3.2 above.

21.4.2. Converting pre-*AACR2* records to *AACR2*

CONSER has developed over the years a number of policies and procedures that address the conversion of serial records to *RDA*. The following sections of the *CEG* pertain to record conversion:

Section B. Policies

- B4.2.4. Changes to pre-*AACR2* records
- B4.3. Changes in cataloging codes, LC-PCC Policy Statements, subject analysis, or CONSER practice
 - B4.3.1. Pre-*AACR2* vs. *RDA* authorized access points
 - B4.3.2. Consolidating multiple pre-*AACR2* records into a single *RDA* record

Section C. Procedures

- C9. Converting Pre-*AACR2* Records to *RDA*
 - C9.1. Restrictions and procedures

- C9.2. Successive entry records
- C9.3. Latest entry records

This section serves to illustrate policies and procedures published in the *CEG*.

General Principles. *CEG* section B1.9, “Record Maintenance,” simply states: “CONSER members are required to maintain CONSER records as they become aware of the need. (For details, see B4.)” *CEG* B4.3 also states that “**in general, an authenticated record should not be updated merely to reflect changes in cataloging codes or CONSER practice.**” *CEG* B4.2.4 clarifies that changes to records input according to an earlier cataloging code may be made **either** by using CRS guidelines (without changing the Leader 18) **or** by using rules in place at the time the record was cataloged. The record may also be completely re-described using *RDA/CSR* guidelines. CONSER catalogers are free to convert pre-*AACR2* records according to the instructions and restrictions found below.

Requirements. In order to convert a record to *RDA* cataloging, an issue must be available on which to base the description. The *RDA* record must then include a 588 “description based on” note.

Three situations require conversion to *RDA*:

- 1) A publication in which changes occur that would lead to an additional pre-*AACR2* entry but would be covered on a single *RDA* record.
- 2) A pre-*AACR2* bibliographic record for a monographic series whose title or author/title main entry does not match the form established in a series authority record. (*CEG*, C9)
- 3) A serial title, used as an added entry on an *RDA* record, is represented by a pre-*AACR2* record. (See *LCRI* 21.30G.)

The first requirement includes changes involving the main entry in a pre-*AACR2* record that would necessitate successive records according to earlier rules but not according to current *RDA* practice. This typically happens when a publication entered under a corporate body according to earlier rules would be entered under the title per *RDA*.

```
110 2# $a Central Connecticut State College.
245 10 $a International relations.
      [Name of college changes to Central Connecticut State University]

130 0# $a International relations (New Britain, Conn.)
245 10 $a International relations.
550 ## $a Vols. for <1968-> issued by: Central Connecticut
      State College; <1987-> by: Central Connecticut State
      University.
```


When a cataloger converts an LC-authenticated pre-*AACR2* record to *RDA*, the 042 code of "lc" and the 010 control number are not changed.

As a rule, do not convert latest entry records. (See also *CEG C9.3*.) Use corresponding successive entry records and retain the latest entry record as an allowable duplicate in OCLC.

Conversion Procedures. *CEG* Section C9.2.1 establishes the following general procedures for converting *AACR* successive entry records to *RDA*.

- 1) Alter description based on earliest issue in hand, following *RDA* and PC-PCC PSs.
- 2) If a formatted 362 field (first indicator = 0) is present in a record, and the first issue is not in hand, incorporate the information into a note, and recode the first indicator to 1. Add a "Description based on" note in field 588.
- 3) Change other notes as appropriate (e.g., update to reflect data from latest issue consulted, etc.).
- 4) Change form of entry in linking fields, when necessary, from key title to cataloging entry form.
- 5) Convert all main, added entry headings, and series added entry headings to *RDA* form.
- 6) Determine necessity for preferred title heading (130) or preferred title (240) as prescribed by LC-PCC PS 6.27.1.9.
- 7) Add code "i" to DESC in fixed field.
- 8) Add required ISBD punctuation (e.g., fields 245, 264, 300).

Pre-AACR2 Record Before Conversion

```

Desc: #
010 ## $a 68-25183//r702 $z sn78-385
245 00 $a Playboy.
260 ## $a [Chicago, $b Playboy]
362 0# $a v. 1- [Dec. 1953-
936 ## $a Nov. 1979

```

Record After Conversion to RDA

```

Desc: i
010 ## $a 68-25183 $z sn78-385
130 0# $a Playboy (Chicago, Ill.)
245 10 $a Playboy
264 1# $a Chicago, Ill. : $b HMH Pub. Co., $c [1953]-
362 1# $a Began with: Vol. 1, no. 1
588 0# $a Vol. 1, no. 1; title from cover
588 1# $a Vol. 41, no. 12 (Dec. 1994)
515 ## $a Vol. 1, no. 1 lacks chronological designation but
constitutes Dec. 1953.

```

Different Choice of Entry. When the choice of entry would be different under *RDA*, the cataloger must eventually go through all the steps above but must first determine whether the *RDA* record should cover a different (usually expanded) period of time than the pre-*AACR2* record, and whether there are additional records which require consolidation.

If the span of years to be covered by the *RDA* record is different, the following fields should be carefully checked for any needed changes:

- 1) Fixed field dates (008/07-14); publication status (008/06); country of publication code (008/15-17)
- 2) 264
- 3) 300
- 4) 310/321 (when dates are present)
- 5) 362
- 6) 490
- 7) 5XX (for dates)
- 8) 550 (incorporate earlier or later issuing bodies, as necessary)
- 9) 7XX (make additional added entries, as necessary)
- 10) 760-787 (add, change, or delete, as necessary)
- 11) 8XX

21.5. Record consolidation and separation

A CONSER record usually continues to serve its purpose even though the cataloging standards as they were applied to the serial have changed. According to *CEG* B4.3.3, it is generally not necessary to revise a record due solely to a change in the rules or rule interpretations. Record consolidation or separation should be completed only when there is a practical need or there are cataloging errors clearly involved, but not simply due to a change in cataloging practice.

Records may be consolidated or separated following the general instructions below and the procedures specified in *CEG* C8.2. Record consolidation must not result in the loss of cataloging information (*CEG* C8.1.1). *CEG* C8.1.2 also discusses record consolidation/separation processing restrictions and requirements, including the following instructions:

- Do not consolidate records authenticated by LAC or ISSN Canada
- Consult with the U.S. ISSN Center before consolidating authenticated records with multiple ISSN for U.S. publications
- Notify LC (conser@loc.gov) when deleting authenticated records not retained in record consolidation

21.5.1. Consolidating records due to fluctuating titles or titles of short duration

RDA 2.3.2.13.2 and its *LC-PCC PS* provide for treating as a minor change “two or more titles proper used on different issues of a serial according to a regular pattern.” The *LC-PCC PS* says to apply the rule also when the language of the title varies according to the language of the text. Generally, the practice is confined to titles of short duration only when cataloging retrospectively and no records exist in shared databases and there are no ISSN assignments to the different titles. This procedure for titles of short duration is used for situations where it is clear the publisher did not intend to change the title or most issues carry one title but one or a few issues carry another title.

The short duration title is often presented as a series of title changes – title A-title B-title A – with title B appearing on one or a few issues and changing back to title A. When the second title change occurs, the cataloger is faced with having to create a third record or collapsing the existing two into a single record that includes the latest change. The example below illustrates the title change from *Annual Report to Parliament* to *Annual General Report to Parliament* (single issue) which changes back to the original.

```

110 1# $a Vanuatu. $b Office of the Ombudsman
245 10 $a Annual report to Parliament / $c by the Ombudsman
      of the Republic of Vanuatu
246 1# $i Issue for 1996 has title: $a Annual general
      report to Parliament
362 1# $a Began with: 1995
588 1# $a 3rd (1997)

```

For special cases involving title changes, refer to the following rules and *LC-PCC PSs*:

- titles in more than one language or script *RDA 2.3.2.13.2 e) plus LC-PCC PS for 2.3.2.13.2*
- session laws of the U.S. states *LC-PCC PS for 2.3.2.13.2*
- 17th-19th century almanacs *LC-PCC PS for 2.3.2.13.2*

It may also be necessary to consult with other CONSER members or those in your institution to determine how many records are needed in the situations listed above.

21.5.2. Record separation

Record separation is often associated with the conversion of pre-*AACR2* records that use generic titles as titles proper. Such records, when converted to *RDA*, sometimes must be separated into several *RDA* records because multiple titles are involved. Record separation is generally discouraged, as is record conversion, unless there is a clear, practical need. (For specific instructions, see *CEG C8.3*.)

21.5.3. Separating records for parts, cumulations, supplements

Serials issued in cumulation, or in parts, or with supplements, may force a decision whether to separate an existing record into multiple records to cover the parts, cumulations, or supplements. (OCLC includes in its list of allowable duplicate records those for different frequencies, for the whole and its parts, or records for supplements and parent titles that cover their supplements.) Refer to *LCRI 21.28B* to determine treatment for serial supplements to serials; *LCRI 12.0* covers serials issued in cumulations or parts.

It can be particularly difficult to determine whether to use a single record or separate records for serials issued in parts. *LCRI 12.0*, pp. 2-3, discusses several criteria involved in determining whether one or more records are needed:

- designations for the parts
- continuous pagination or enumeration between the parts
- availability of the parts
- whether they appear to be designed to be used together

Separate an existing record into multiple serial records in the following situations: 1) parts become independently designated; 2) parts become available separately. Judgment is often involved and the RI includes the clause, “when in doubt, prefer separate records.” It may also be useful to consult with other CONSER members.

```

110 2# $a Conseil national du crédit (France)
240 10 $a Rapport annuel (1946)
245 10 $a Rapport annuel / #c Conseil national du crédit.
515 ## $a Volumes for 1986-1987 issued in 2 volumes; v. 2
      has title: Rapport annuels des comités.
580 ## $a Continued in part by: Conseil national du crédit
      (France). Comité consultatif. Rapport; Conseil
      national du crédit (France). Comité des
      établissements de crédit. Rapport annuel; and:
      Conseil national du crédit (France). Comité de la
      réglementation bancaire. Rapport annuel.
785 01 $a Conseil national du crédit (France). Comité
      consultatif. #t Rapport #g 1989 #w (DLC) 90641547
      #w (OCoLC)21073700
785 01 $a Conseil national du crédit (France). Comité des
      établissements de crédit. #t Rapport annuel #g 1988
      #w (DLC) 90641534 #w (OCoLC)21073781
785 01 $a Conseil national du crédit (France). Comité de la
      réglementation bancaire. #t Rapport annuel #g 1988
      #w (DLC) 91641201 #w (OCoLC)21073644

```

Conseil national du crédit (France). Rapport annuel (1946), included three separate committee reports along with the council's report for many years. The committee reports were issued in a second volume in 1986, and in 1989 each was issued separately. When the committee reports became available separately, three separate records were created and the original record was modified to include the information shown above in fields 580 and 785. The annual report of the *Conseil national du crédit* continued publication.

21.6. Changes to existing standards: *MARC 21, LCSH, LCRI*

Changes to existing standards may also lead to record modifications. In general, catalogers do not systematically update records to reflect revised standards although “global updates” are sometimes performed by OCLC to update MARC tagging, etc.

21.6.1. Changes to MARC 21

Changes in MARC 21 that lead to record modifications are handled in a variety of ways. OCLC has performed automated database maintenance to remove or change field indicators, for example. Some changes are made optionally by catalogers when they are modifying a record and notice obsolete tagging, etc. Many MARC 21 changes are related to format integration. The use of some fields became obsolete through format integration while the application of others was expanded; field indicators and subfields became more consistent across formats. The following examples below show different types of changes that may be made by catalogers as they become aware of the need. These changes are considered optional.

```
212  ##  $a American Library Association bulletin
```

Changed to:

```
246  2#  $a American Library Association bulletin
```

```
500  ##  $a System requirements: MS-DOS compatible system with
        CD-ROM drive.
```

Changed to:

```
538  ##  $a System requirements: MS-DOS compatible system with
        CD-ROM drive.
```

Also refer to individual fields in the *CEG* for more specific instructions for MARC 21 changes.

21.6.2. Changes in Subject Headings

Subject headings may be changed for the following reasons: headings/subdivisions become obsolete, subdivision order is changed, new subject headings/subdivisions are established, etc. As with other optional changes stemming from changes in standards, catalogers will modify the records as they become aware of the need.

```
651  #0  $a Mexico $x Industries $v Directories.
```

Changed to:

```
650  #0  $a Industries $z Mexico $v Directories.
```

21.6.3. Changes in Preferred Titles

Use the issuing body as the preferred title qualifier if the title proper is a “generic” title. Use a new record when the body used as a preferred title qualifier changes. If such a change occurs and current practice would not *require* the use of the body in the preferred title, generally use a

different qualifier rather than create a new record. The example below illustrates how the preferred title is changed and yet avoids a new entry.

```
130 0# $a Labor relations (Transportation-Communication  
Employees Union (U.S.))
```

[Name of union changes to Transportation Communications International Union]

Changed to:

```
130 0# $a Labor relations (New York, N.Y.)
```

```
550 ## $a Vols. for <1968-> issued by: Transportation-  
Communication Employees Union (U.S.); <1987-> by:  
Transportation Communications International Union.
```

If other changes occur to the information used as the uniform title qualifier, a new record is not required and it is generally not necessary to modify the 130 field. (An exception involves a change in the place of publication and when cataloger is “backing-up” the record, see 21.10.) The existing record may be modified elsewhere to reflect the new information. (See *CCM* 9.5.2.)

21.7. Deleting records

Serial records are deleted when the information in the record is better recorded in another record (or records). There are three common situations that lead to a record deletion:

- A duplicate record was input inadvertently
- Records were consolidated
- A publication was cataloged as a serial then determined to be a monograph

Remember to determine that all accurate information in the deleted record is reflected in the retained record(s) before reporting the record for deletion.

Deleting CONSER records in OCLC is a two-part process due to the distribution of the CONSER database to LC and other bibliographic utilities and services. Prior to OCLC's removal of the record in the WorldCat, LC will first remove the record from the distributed version of the CONSER database. This first step ensures that the record is no longer distributed from LC to other systems and catalogs and that it is also deleted from other systems that include the CONSER database. CONSER catalogers report duplicate CONSER records to LC first and include a statement in field 936 to identify the duplicate record for other catalogers. (See also *CEG*, Section E, Field 936, p. 4.)

```
936 ## $a RECORD REPORTED FOR DELETION--USE #...
```

The record deletion report, or duplicate record report, is then forwarded to OCLC after LC removes the record from its system. Forms are available to submit such reports to OCLC through the U.S. mail or on the World Wide Web (<https://www.oclc.org/forms/record-quality.en.html>). (See also *CEG* C7.4.2 and the “Duplicate Record Report” at the end of C7.)

The second part of the deletion process is performed by OCLC. After verifying the accuracy of the duplicate record report, OCLC removes the duplicate record from the WorldCat system, updates the holdings information, and adds field 019 to the retained record which contains the OCLC control number for the deleted record.

Deletion of non-CONSER records is not reported to LC since the record is not in the CONSER database. If a serials cataloger identifies a non-CONSER serial record that needs to be deleted, they need only report the record to OCLC for the record to be removed from the OCLC system.

21.7.1. Duplicate records

If a cataloger identifies two or more records that represent the same set of serial issues, it must be determined whether or not the record(s) should be removed from the CONSER and/or OCLC databases. There are five steps to the process of deleting duplicate records:

- 1) Determine if the record(s) is a permissible duplicate
- 2) Select which record to retain, which to delete

- 3) Determine if data from the deleted record should be added to the retained record
- 4) Add deletion statement in field 936 of duplicate record
- 5) Report the record(s) to LC (if it's a CONSER record), or OCLC (if it's not CONSER). Non-CONSER records may be merged by catalogers that have merge authorization from OCLC.

See 21.7.2 for an example of duplicate records.

Permissible duplicates. *CEG* Section C7.2, “Categories of Permissible Duplicates,” gives detailed information as to which categories CONSER considers to be permissible duplicates and which OCLC accepts as permissible. The table below illustrates the categories and their general status in CONSER and OCLC.

Select the record to retain. Once duplicate records have been identified it must then be determined which record to retain and which to report for deletion. *CEG* C7.3 establishes three criteria on which to base this decision.

Category of Duplicate	Permitted in CONSER?	Permitted in OCLC?
Latest entry	Yes	Yes
LAC French & English	Yes	Yes
LAC microform records	Yes	Yes
Cumulations, Parts, Supplements	No	Yes
Monograph & Serial	If LC mono, report to LC	Refer to <i>Bibliographic Formats and Standards</i>
Different MARC Formats	No	No

- 1) For CONSER records, retain the record with the highest level of authentication. If the duplicate records have the same authentication level then choose the best or most complete record.
- 2) For non-CONSER records, retain the record that most adheres to *the most current* choice and form of entry, or the one that is most complete.
- 3) All other factors being equal, select the record either input first (or has the most holdings attached).

Identify data to add to the retained record. The record deletion process should not result in the loss of catalog data. It may be that the duplicate record covered issues and related information that the retained record did not. If there is accurate data in the duplicate record not initially included in the retained record, freely move the additional data into the record that is retained.

Final steps. The last two steps in the deletion process are discussed in 21.7 above: add field 936 to identify the duplicate record and report the duplicate for deletion to either LC or OCLC. If the record is a CONSER record, the report may go to LC, if the record is non-CONSER, report the duplicate to OCLC. (See also *CEG C7.4, C7.5.*) The OCLC control number of a deleted record is added to the retained record in field 019.

21.7.2. Duplicate record examples from OCLC

Fields in bold represent information moved to the retained record or added for the deletion. If the record merging of non-CONSER records is not done by a participating merge library, then record in the 936 field the following information “RECORD REPORTED FOR DELETION – USE #1234567”

Deleted record

```
OCLC: 9859076      Rec stat:    c
Entered: 19830829  Replaced: 19971117      Used: 19970826
Type: a          ELvl:      Srce: d      GPub:          Ctrl:          Lang: swe
BLvl: s          Form:        Conf: 0      Freq: a        MRec:          Ctry: sw
S/L: 0           Orig:        EntW:          Regl: r        Alph: b
Desc: a          SrTp:        Cont:          DtSt: u        Dates: 1936    uuuu
```

```
010  ##  $z sn86-12699
040  ##  $a NYG $c NYG $d AIP $d WAU $d DLC
012  ##  $z d
035  ##  $a 0002533059 $b NYG
041  0#  $a swe $a eng $a fre $a ger
092  ##  $a 509 $b L981
049  ##  $a DLCC
245  00  $a Lychnos.
260  ##  $a Uppsala, Sweden : $b Almqvist & Wiksells, $c [1936]-
300  ##  $a v. : $b ill. ; $c 26 cm.
310  ##  $a Annual
362  1#  $a Began with: 1936.
500  ##  $a Lärdomshistoriska samfundets årsbok.
500  ##  $a Description based on: 1937.
546  ##  $a Chiefly in Swedish, with articles in English, French or
      German.
650  #0  $a Science $x History $v Periodicals.
710  2#  $a Lärdomshistoriska samfundet.
936  ##  $a RECORD REPORTED FOR DELETION -- USE #1782323
```

Retained record -- before

OCLC: 1782323 Rec stat: c
 Entered: 19741205 Replaced: 19980211 Used: 19971113
 Type: a ELvl: Srce: GPub: Ctrl: Lang: swe
 BLvl: s Form: Conf: 0 Freq: a MRec: Ctry: sw
 S/L: 0 Orig: EntW: Regl: r Alph:
 Desc: a SrTp: Cont: DtSt: c Dates: 1936 9999

010 ## \$a 38-35808
 040 ## \$a DLC \$c DLC \$d RCS \$d OCL \$d IUL \$d WAU
 012 ## \$a u \$b 3 \$c - \$d 7 \$e - \$f - \$g p \$h - \$i 9710 \$j P
 019 ## \$a 1756331
 022 ## \$a 0076-1648
 035 ## \$a 0432068 \$b MULS
 041 0# \$a swe \$a eng \$a fre \$a ger
 042 ## \$a lc \$a nsdp
 050 00 \$a Q64 \$b .L96
 060 0# \$a W1 LY51E
 061 1# \$a L13720000
 049 ## \$a DLCC
 210 0# \$a Lychnos
 222 #0 \$a Lychnos
 245 00 \$a Lychnos : #b Lärdomshistoriska samfundets årsbok = annual of
 the Swedish History of Science Society.
 246 31 \$a Lärdomshistoriska samfundets årsbok
 246 31 \$a Annual of the Swedish History of Science Society
 260 ## \$a Uppsala : #b Almqvist & Wiksell, #c 1936-
 300 ## \$a v. : \$b ill. ; \$c 26 cm.
 310 ## \$a Annual
 362 0# \$a 1936-
 500 ## \$a Subtitle varies.
 520 ## \$a List of members in volumes for 1936-37.
 546 ## \$a The contributions are chiefly in Swedish, with occasional
 articles in English, French, or German, and summary in one of
 these languages for each of the Swedish papers.
 650 #0 \$a Science \$x History \$v Periodicals.
 710 2# \$a Lärdomshistoriska samfundet.
 850 ## \$a WaU
 936 ## \$a 1996 LIC; \$a AACR2=WAU

Retained record - after

OCLC: 1782323 Rec stat: c
 Entered: 19741205 Replaced: 19980211 Used: 19971113
 Type: a ELvl: Srce: GPub: Ctrl: Lang: swe
 BLvl: s Form: Conf: 0 Freq: a MRec: Ctry: sw
 S/L: 0 Orig: EntW: Regl: r **Alph: b**
 Desc: a SrTp: Cont: DtSt: c Dates: 1936 9999

010 ## \$a 38-35808 \$z **sn 86-12699**
 040 ## \$a DLC \$c DLC \$d RCS \$d OCL \$d IUL \$d WAU
 012 ## \$a u \$b 3 \$c - \$d 7 \$e - \$f - \$g p \$h - \$i 9710 \$j P
 019 ## \$a 1756331 \$a **9859076**
 022 ## \$a 0076-1648
 035 ## \$a 0432068 \$b MULS
 041 0# \$a swe \$a eng \$a fre \$a ger
 042 ## \$a lc \$a nsdp
 050 00 \$a Q64 \$b .L96
 060 0# \$a W1 LY51E
 061 ## \$a L13720000
092 ## \$a 509 #b L981
 049 ## \$a DLCC
 210 0# \$a Lychnos
 222 #0 \$a Lychnos
 245 00 \$a Lychnos : #b Lärdomshistoriska samfundets årsbok = annual of
 the Swedish History of Science Society.
 246 31 \$a Lärdomshistoriska samfundets årsbok
 246 31 \$a Annual of the Swedish History of Science Society
 260 ## \$a Uppsala : #b Almqvist & Wiksell, #c 1936-
 300 ## \$a v. : \$b ill. ; \$c 26 cm.
 310 ## \$a Annual
 362 0# \$a 1936-
 500 ## \$a Subtitle varies.
 500 ## \$a List of members in volumes for 1936-37.
510 2# \$a America, history and life \$x 0002-7065 \$b 1962-
 546 ## \$a The contributions are chiefly in Swedish, with occasional
 articles in English, French, or German, and summary in one of
 these languages for each of the Swedish papers.
 650 #0 \$a Science \$x History \$v Periodicals.
 710 2# \$a Lärdomshistoriska samfundet.
 850 ## \$a WaU
 936 ## \$a 1996 LIC; \$a AACR2=WAU

21.8. Upgrading minimal, core, and “lccopycat” records

Serial minimal-level records (MARC 21 encoding level “7”) can vary greatly depending on the sources. Non-CONSER serial minimal records in OCLC follow guidelines established in OCLC’s *Bibliographic Formats and Standards*. CEG Section B6, “CONSER Record Requirements: CONSER Standard Records and Minimal Level Records,” includes requirements for both levels of CONSER records. CONSER minimal-level records are mostly input by national libraries and programs although other members are free to do so. The U.S. and Canadian ISSN centers input minimal-level records as do members of the U.S. Newspaper Program. The main difference between full and minimal records has traditionally been the exclusion of subject cataloging elements from minimal records, although not all minimal records lack subject elements. Records may now be coded as minimal due to the lack of authority work, although many headings in minimal records are established.

When upgrading a serial record from minimal-level to full-level, if necessary, evaluate the following fields to determine if additional information is needed.

- Fixed field elements for Nature of entire work/contents (008/24-27)
- Field 041, Language code
- Field 043, Geographic area code
- Field 300, Physical description
- Field 310, Current publication frequency
- 5XX note fields
- 6XX subject added entries
- 7XX linking entries (other than 780/785)

Authority work should also be checked if 042 code “msc” is present. (Optional elements can be freely added if the record is not upgraded to a higher encoding level.)

21.8.1. Adding subject analysis when upgrading minimal records

Some minimal records--CONSER and non-CONSER--do have subject elements. Classification numbers found in fields 050 (prefer 050 4 over 090) through 070 may be present and serve as a useful starting point for subject cataloging, although they need to be verified as valid and appropriate. If a minimal-level record contains a 6XX subject heading, determine that it is valid and that it fits the serial when upgrading the record. Also research your issues to determine if other subject headings are needed, when upgrading to full. The following record example was upgraded from minimal to full cataloging, and included fields 050, 082, and 650 prior to its being upgraded.

```

ELvl:      7
010 ##    $a sn 96-2800
040 ##    $a XYZ $c XYZ $d NSD
022 0#    $a 1091-9953
042 ##    $a nsdp $a lcd
050 #4    $a HM291 $b .D4843
082 10    $a 302 $2 12
130 0#    $a Deviant behavior (Guilford, Conn.)
245 10    $a Deviant behavior.
650 #0    $a Deviant behavior.

ELvl:      #
010 ##    $a 98645392 $z sn 96-2800
040 ##    $a XYZ $c XYZ $d NSD $d DLC
022 0#    $a 1091-9953
042 ##    $a nsdp $a lcd
043 ##    $a n-us---
050 00    $a HM291 $b .D4843
082 10    $a 302 $2 12
130 0#    $a Deviant behavior (Guilford, Conn.)
245 10    $a Deviant behavior.
650 #0    $a Deviant behavior $v Periodicals.
650 #0-   $a Deviant behavior $z United States $v Periodicals.

```

While subject headings are generally included in core records, additional headings may be needed to bring the record up to full level (see *CEG* B6.2.1 and B6.2.2).

21.8.2. Upgrading “lccopycat” records

In Oct. 2004, LC began to authenticate non-CONSER copy as “lccopycat.” The presence of this code in field 042 indicates that the copy record has been accepted with minimal change, i.e., only obvious typos and egregiously misleading errors are corrected and further verification of the appropriateness of pre-existing subject headings is not performed. However, all name and LC subject headings are checked against the relevant authority files and established if not found.

Records with code “lccopycat” may be upgraded to “pcc” by CONSER catalogers when verifying description according to CONSER standards. (See also *CEG*, Field 042).

21.9. Adding optional elements

Catalog record requirements exist to establish the data set (or group of MARC 21 fields) that serve as the basis for what is commonly needed by participating members. The minimal-level requirements in CONSER represent the set of bibliographic elements that all records must contain, with full level representing additional requirements. All members are also free to add any optional data as applicable. A minimal record can include any applicable optional element, in addition to the set of required fields. Once the record includes all the elements that are required for the full-level record, its encoding level may be increased to full (encoding level “#”). *Information is never removed from a record simply because it is not required.*

CONSER does not include a standard classification number as a required element in its records, yet many members do include at least one kind of classification number (i.e., fields 050, 055, 060, 070, 080, 082). CONSER does not consider it practical to require its members to add classification numbers to its records since many classify only portions of their serial collections. As with other optional elements, follow all relevant instructions when adding a classification number.

CONSER affiliate members add a variety of data to serial records. Abstracting and indexing information, subscription information, publishing information, and fields used to close-off records are routinely added by commercial vendors that participate in CONSER. Some fields added by affiliate members, such as federal documents cataloged by GPO, are not required of all members yet CONSER does consider the information significant to the extent that a distinct membership level is intended to support the creation and maintenance of such data in program records.

```

040 ## $a SQB $c SQB $d NYG $d SBH $d CAS
022 ## $a 1460-8081
030 ## $a PPCOFN
037 ## $a Pharmaceutical Press, PO Box 151, Wallingford,
      Oxon OX10 8QU, England
245 00 $a Pharmacy and pharmacology communications.
510 0# $a Chemical abstracts $x 0009-2258
580 ## $a Issued as a joint subscription with: Journal of
      pharmacy and pharmacology.
787 1# $t Journal of pharmacy and pharmacology $x 0022-3573
      $w (DLC)sc 97001051 $w (OCoLC)1754728

```

21.10. Revising *RDA* records to “Back-up” the description

Changes in serials can also be discovered retrospectively when earlier issues are reviewed. *RDA* requires that the record be based on the earliest issue available which may be far removed from the first issue published. *CEG* B4.3.4 states, “When an *AACR2* CONSER or *RDA* CONSER record is based on a later issue and a CONSER member has the first issue in hand, the member “backs-up” the record to reflect the first issue, updates the “description based on” note and adds a “latest issue consulted” note, as appropriate.” This is done when the cataloger has the first issue in hand. The record may also be “backed-up,” with an earlier issue recorded in the “Description based on” note, when the earlier issue results in different information in the body of the record (title, edition, designation, publisher). (See example below). It is generally not necessary to “back-up” the description simply to record an earlier issue in the “Description based on” note.

When reviewing back issues, if it is discovered that a minor title change occurred, modify the title proper to reflect the earliest available issue and record the previous title proper as a variant title. (See also *CCM* 7.3.)

Preferred titles may also be modified when “backing-up” serial records. If the place of publication is changed to reflect an earlier issue and the preferred title is qualified by place name, also change the qualifier in the 130 field to match the place name in the 260 field (see example below).

Record “Backed-up” to Reflect the First Issue

Before:

130	0#	\$a Report (Rhode Island. Dept. of Administration. Division of Planning)
245	10	\$a Report / \$c Rhode Island, Dept. of Administration, Division of Planning
264	#1	\$a Providence, R.I. : \$b Rhode Island, Dept. of Administration, Division of Planning,
300	##	\$a volumes : \$b illustrations, maps ; \$c 29 cm
588	0#	\$a No. 64, published in 1989

After:

130	0#	\$a Report (Rhode Island. Dept. of Administration. Division of Planning)
245	10	\$a Report / \$c Prepared by the Rhode Island Department of Administration, Division of Planning
264	#1	\$a Providence, R.I. : \$b Rhode Island Dept. of Administration, Division of Planning , \$c 1986-
300	##	\$a volumes : \$b illustrations, maps ; \$c 29 cm
362	1#	\$a Began with: No. 52
588	0#	\$a No. 52

Change in Preferred Title Place Name Qualifier

Before:

130	0#	\$a Evangelical messenger (Cleveland, Ohio)
245	14	\$a The evangelical messenger
264	#1	\$a Cleveland, Ohio : \$b W.W. Orwig for the Evangelical Association
300	##	\$a volumes
310	##	\$a Weekly
362	1#	\$a Began in 1847? Ceased in 1946?
588	0#	\$a Vol. 22, no. 22 (June 3, 1869)

After:

130	0#	\$a Evangelical messenger (New Berlin, Pa.)
245	14	\$a The evangelical messenger
264	#1	\$a New Berlin, Pa. : \$b Henry Fisher for the Evangelical Association, \$c 1848-1946
300	##	\$a 99 volumes ; \$c 29 cm
310	##	\$a Weekly, \$b Oct. 31, 1861-1946
321	##	\$a Semimonthly, \$b 1848-1851
321	##	\$a Biweekly, \$b 1852-Oct. 17, 1861
362	1#	\$a Began with: Vol. 1, no. 1 (Jan. 8, 1848); ceased with: Vol. 99, no. 52 (Dec. 28, 1946)
588	0#	\$a Vol. 1, no. 1 (Jan. 8, 1848)
588	1#	\$a Vol. 99, no. 52 (Dec. 28, 1946)