

Appendix L. Special types of cataloging (LC minimal level, newspapers, pre-pubs, reprints, rare serials)

This appendix focuses on cataloging records created according to special guidelines. Documentation relevant to the cataloging of each type is mentioned where appropriate.

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1. LC Minimal Level Cataloging Records

Following are the elements that are routinely given in original minimal level serial records created by the Library of Congress. Additional fields may be given when information is readily available. Name headings used in MLC records are searched against the LC name authority and bibliographic files. Name authority records are not created, but all names are given in *AACR2* form.

When existing OCLC records are adapted for LC's minimal level serial titles the records are retained at the level originally input, except that level L records are upgraded to level 7. Full level records adapted for MLC use will frequently contain elements in addition to those listed below, including subject headings which are verified to assure that they are valid and properly constructed.

FIELD	NAME	COMMENTS
Leader/17	Encoding level	Original records = "7"; adapted full level = "#"
010	LC control no.	unprefixed control no. (2000-) sf-prefixed (1984-)
012 \$i	NST publication date	
022	ISSN	When available
042	Authentication code	"msc" or "lcd"
050	LC call number	"WMLC"-prefixed or

FIELD	NAME	COMMENTS
		microform shelf number
1XX/240	Main entry/uniform title	Given as appropriate
245/246/250/260	Title, Variant title, Edition, Publisher	Given according to <i>AACR2</i> , as appropriate
300 \$a	Extent of item	\$b and \$c not given in original records
310	Current frequency	
362 0	Designation	
4XX/8XX	Series	Given according to <i>AACR2</i> & CONSER policy
500/550/580	Notes	
710	Corporate added entry	At least one, as appropriate
780/785	Preceding./ succeeding entry	Given as appropriate
850	Holding institution	"DLC"
890	Serial record entry	Entry in LC's check-in file (no longer supplied)
901	Numbered copy info.	Custody in LC (no longer supplied)

2. Newspapers

The following elements are listed to indicate special practices for newspaper records, according to the instructions in *CCM* Module 33, "Newspapers." Most newspaper records in the CONSER database were input by members of the United States Newspaper Program (*CEG* A6.1). The core record for newspapers identifies all elements considered essential to the description and access of newspapers, with all elements fully authoritative (*CEG* B6.4.2). Newspapers are cataloged according to *AACR2* chapters 1 and 12 and *CCM* Module 33.

FIELD	NAME	COMMENTS
008/06	Ser Tp	"n"
008/22	Phys Med	"e"
010	LC control no.	"sn"-prefixed
130	Uniform title	Place of publication is first element of qualifier

FIELD	NAME	COMMENTS
245/250/260	Title/Edition/Publisher	Given according to AACR2
246	Variant title	2nd ind. #,0,1,3,7 only
362	Designation	Renumbering with v.1, no.1 doesn't require new entry, but constitutes successive designation
500	Description based on/Title from	If chief source is masthead, source of title note is not given
310/321	Current/former frequency	
650/651	Subject headings	"Newspapers" form subdivision established for 650 and 651 headings
752	Hierarchical place name access	Core element for newspaper records
775	Other edition available	Core element—if applicable
780/785	Preceding/succeeding entry	

3. NSDP Prepublication Records

NSDP creates provisional records to record the ISSN and key title assignment for a serial prior to its publication. Once the serial is published and NSDP has received a copy or a surrogate, NSDP completes the description, checks the headings, and adds "msc" or "lcd" to field 042. NSDP also closes off and adds links to any related records at this time. CONSER participants may update prepub records by following procedure given in C6, Reporting to NSDP.

FIELD	NAME	COMMENTS
Leader/17	Enc Lvl	"8"
008/20	ISSN center code	"1"
010	LC control number	unprefixed control no. (2000-) "sn"-prefixed control no. (prior to 2000)
012 \$1	Communication with publisher	"1" = ISSN given to publisher in response to request for prepub assignment
022	ISSN	
037	Source of acquisition	Sub. address and price given

FIELD	NAME	COMMENTS
		when available
042	Authentication code	"msc" or "lcd" (beginning in 1988) After Oct. 15, 1996, NSDP no longer input code "nsdp" in field 042 in prepublication records.
050	LC call number	"ISSN RECORD"
1XX/7XX	Name headings	Given in authoritative or AA2 form
222	Key title	
245	Title	
246	Variant title	Given liberally for access to prepub record. Evaluated when record is updated with published issue in hand.
260	Publisher, distributor, etc.	
263	Projected publication date	Date is given in form of YYMM (e.g., April 1988 = 8804)
310	Current frequency	Given when supplied by publisher
780	Preceding title	Links are one way until after the prepub record is updated
936	CONSER variable field	PREPUB: publication expected [date]

4. Regular-Print Reprints

Serial records for regular-print reprints are created according to the guidelines in *RDA* 1.11. Base the description on the reproduction in hand and provide information about the original manifestation in a linking field (775) and/or a note (580). The leader and 008 bytes reflect both the reproduction and the original. See the table below for elements that are based on the original. For other elements important for identification of the original manifestation but not included in the table, catalogers may optionally include them in a 580 note.

FIELD	NAME	COMMENTS
Leader		Code for the reproduction
008/06	DtSt (Type of date)	Code for the original

008/07-14	Dates (Date 1 and Date 2)	Code for the original (Dates for the reproduction are entered in 264 \$c)
008/15-17	Country, place of publication, etc.	Code for the reproduction
008/18-19	Freq/Regl	Code for the reproduction (usually "u/u")
008/21	SrTp	Code for the original
008/23	Form of item	Code for the reproduction (Code as "r")
024	Other identifier	Give as applicable. (RDA 2.15.1.3 and 2.20.1.3). Record the ISBN for the reprint set, if available.
100-111	Statement of responsibility	Give as applicable. Code for the reproduction (RDA 2.4.1.3) (Give the statement of responsibility for the original in 775 \$a).
245	Title	Base on the reprint title page of the earliest reprinted issue/volume. (Title of original, if different, would be recorded in 730 or 775 \$t). (RDA 2.3.1.3 and 2.3.2.3)
246	Varying form of title	Use for variant titles of the reprint, including those from the colophon. For parallel language titles, base on the reprint title page of the earliest reprinted issue/volume.
250	Edition	Base on the reproduction (RDA 2.5.1.3) (Give the edition of original in 775 \$b if necessary)

264	Publisher, distributor, etc.	Base on the reproduction (RDA 2.8.1.3) (Give publication, etc., information of original in 775 \$d if necessary)
300	Physical description	Base on the reproduction (Record extent of original in 775 \$h if necessary)
310	Publication frequency	Not applicable; do not record
336-338	Content type, media type, and carrier type	Code for the reproduction (RDA 3.1.3)
362	Dates of Publication and/or Sequential Designation	Base on the original (See: LC-PCC PS 1.11. Do not follow RDA 2.6.1.3 for this element)
490	Series statement	Give only if reprint is issued in a series (RDA 2.12.1.3). If authenticating the record, establish the series and record in 8XX. (Give series statement for the original in 776 \$k if necessary)

580	Linking complexities note	Reproduction note. Give attributes of the original (frequency, place, name of publisher, dates of publication, etc.) as appropriate. (RDA 24.4.3). Prefer 775 if original record is available for linking.
588	Source of description note Latest issue consulted note	Not applicable; do not record
700-711	Statement of responsibility	Give as applicable. Code for the reproduction (RDA 2.4.1.3) (Give the statement of responsibility for the original in a note if necessary)
730/740	Additional access point	Record analytical entries pertaining to the reproduction (e.g., added content, related manifestations, etc.)
775	Related manifestation (original)	Use to record attributes of the original on a record for a reproduction using relationship designator \$i Reproduction of (manifestation): Do not make a reciprocal link on the record of the original for the reproduction(s). Use 580 note if the record for the original is not available for linking and/or if additional elements for the original cannot be accommodated completely for identification using the 775.

776	Additional physical form entry	Use to record attributes of a manifestation of a reprint (e.g., online version of the print reprint). Use the appropriate relationship designator or other relationship information such as the unstructured form: \$i Online version: \$i Microfilm version:, etc.)
780/785	Preceding/succeeding entry	If title has changed, create separate records and link them, even when reproduced in the same volume.
8XX	Series statement	Give only if reprint is issued in a series (RDA 2.12.1.3) that has a series authority record. (Give series statement for the original in 776 \$k if necessary)

5. Rare Serials

CONSER records for rare serials may be created according to the normal guidelines provided in *AACR2* and the *LC Rule Interpretations*. If desired, CONSER participants may also use the appropriate sections of the *Descriptive Cataloging of Rare Books (DCRB)*, namely, sections 0-4 (General Rules through the Publication, etc. Area) and section 7 (Note Area). For specific instructions on serials, see also Appendix C in the *DCRB*. Tagging for rare serial records is given according to the instructions set forth in the *CEG*, as amended by instructions given below. **Creating records for the whole serial.** Chart 1 shows the data elements that are appropriate in CONSER records created for rare serials according to the provisions of the *DCRB*. Data elements given in this chart apply to the whole serial.

CHART 1. DATA ELEMENTS USED WHEN CATALOGING A SERIAL ACCORDING TO THE DCRB		
DATA ELEMENT	NAME	INSTRUCTIONS
040 \$e	Descriptive conventions	Use code "dcrb" when cat. according to it.
\$5 in 500, 700, 710, 711	Institution to which a copy-specific added entry applies	Input NUC symbol of inst. in an institution/copy-specific note or a.e. that is not appropriate to the universal description.
510 1st indicator 3 or 4, \$c	Specific location in source is not given (3); is given (4) location in source	Use when a rare serial has been cited in a bibliography. Use indicator value "3" or "4" in conjunction with \$c which contains the page numbers or other form of reference.
570	Editor note	Give personal editors, compilers, illustrators, or translators of serials in this note.
655	Genre/Form heading	Take from standard lists to allow generic access to materials. Give indicator 7 and \$2 to indicate the source of the heading.
\$e in 700, 710	Relator	Give relator term or designation of function.
\$4 in 700, 710, 711	Relator code	May be used instead of textual relator terms (above). Codes are used from Part I of <i>MARC Code List for Relators, Sources, Description Conventions</i> .
752	Hierarchical place name access	Use to provide additional access to rare serials by hierarchical place names.
755	Added entry—Physical characteristics	Use to include access terminology relating to the physical aspects of the serial.

Creating records for individual issues of rare serials. Individual issues of rare serials are cataloged as monographs using the Books format on OCLC and bibliographic level "m." Chart 2. shows the data elements that would be appropriate in records created for individual issues. Data elements given in chart 1 may also be applicable.

CHART 2. DATA ELEMENTS THAT ARE APPROPRIATE WHEN CATALOGING INDIVIDUAL ISSUES OF RARE SERIALS		
DATA ELEMENT	NAME	INSTRUCTIONS
245 \$n, \$p	Number of part/section Name of part/section	Give the numeric/chronologic designation for the issue following the title in subfield \$n and the name of any special issue in subfield \$p.
772	Supplement parent entry	Optionally, this field may be used to link the record for the individual issue to the collective record for the whole serial. Set the first indicator value to "1."

6. LC Core Level Cataloging Records

Beginning in November 1998 LC adopted the core record as its default for cataloging. The essential definition of a core level serial record is one that provides appropriate access to and identification of a serial publication, and all elements are authoritative. Implicit in the adoption of the core record is the need to adopt a cataloging philosophy centered on fulfilling the needs of the user rather than satisfying an unyielding list of required elements. Although core level is the default, catalogers will continue to create full and minimal level records for those items selected for that level.

Following are the fields that LC catalogers will provide in addition to those contained in the CONSER standards, found in B6, and instructions for the use of fields in LC core records.

Variable fields

041	Language code	Required if applicable
043	Geographic code	Required if applicable
050	LC classification/shelf no.	Required
300	Extent of item (\$a)	Required if known
310	Current frequency	Required if known
321	Former frequency	

Special instructions

Added entries (246, 6XX, 710-730). Provide added entries when they are essential for access or for the adequate identification of the serial or its relationships. However, avoid providing redundant information, e.g., if a 772 link is given, a 730 added entry generally would not be provided. Additionally:

246 Variant titles: Give variant titles when they are significantly different from the title proper. Avoid giving variants of variants.

6XX Subject headings: Those most essential to the identification and access of the serial are required. It is up to the cataloger to decide what is "most essential."

7XX Added entries: Generally provide a 7XX added entry when it covers the primary relationship associated with a work. For corporate body added entries, try to determine the truly responsible body and provide access at the level that's appropriate to the content. Generally, do not provide added entries for bodies whose function is merely publishing. If in doubt about the body's function, do not give an added entry. For related works, generally, avoid giving title added entries if the relationship has been explained or access has been provided in other fields.

Linking Fields (765-785). Linking fields for earlier or later titles must be provided. Other linking fields and notes will be included when they are necessary for identification and/or retrieval.

780/785 Earlier/later title(s): Required if applicable.

765/767 Original language/translation: If a 130 is already present, the 765/767 may be unnecessary; generally provide these links only if important information is added.

770/772 Supplement/parent record: Generally provide these links. Generally do not also give a related work added entry (730).

775 Other edition: Provide these links when the related edition is bibliographically significant, e.g., language editions. Avoid giving links for regional editions.

776 Other physical format: Generally provide this link.

787 Non-specific relationship: Generally do not provide this link.