

## **B4. RECORD MAINTENANCE**

Record maintenance is the process of ensuring the continued authoritativeness of a CONSER record through additions, changes, or deletions:

- 1) To correct obvious errors;
- 2) To reflect changes in the publication, or;
- 3) To reflect changes to policies and practices used within CONSER for the bibliographic control of the publication.

Record maintenance may occur during first-time cataloging of the title, when a CONSER record is found on OCLC, during the cataloging of records for related titles, when changes are noted during check-in of pieces, and so forth.

The degree to which a record is changed may depend on the activity that the cataloger is performing, the availability of information, and the record's encoding level. The action taken may involve making the change on the CONSER database or notifying LC or LAC of the desired change, as instructed in Section C.

In the instructions that follow, particular actions are identified as:

- |            |                              |  |
|------------|------------------------------|--|
| <b>[M]</b> | <b>MANDATORY</b>             | Action must be performed in the given situation.   |
| <b>[R]</b> | <b>REQUIRED IF AVAILABLE</b> | Action is performed when the information is readily in hand.   |
| <b>[O]</b> | <b>OPTIONAL</b>              | Action is performed at the discretion of the CONSER institution. Instructions are provided for institutions that opt to perform the necessary actions. |

### **B4.1. Correcting obvious errors [M]**

Members are responsible for correcting typographical errors and errors in content designation whenever they are encountered in a record that is or is about to be authenticated. Correct these errors wherever they occur; however, bear in mind that what appears to be an error is not always so.

*245 00 Enrolment in community colleges.*

[In the example, "enrolment" represents a variant spelling of "enrollment." The title

is not in error.]

Members should make corrections to related unauthenticated records, particularly when not correcting the record would hinder access to that record (e.g., adding a missing \$t to a linking field, correcting the second indicator value in the title to omit searching on the initial article).

Possible errors in 050 fields input by LC (second indicator = 0) should not be corrected but instead should be reported to the appropriate cataloging unit of the Acquisitions and Bibliographic Access Directorate (<http://www.loc.gov/aba/contact/>).

#### B4.2. Changes in the publication

Changes in this category require maintenance to ensure that the CONSER record continues to reflect accurately the bibliographic details of a serial. Following the general instructions below is a list of MARC fields that should be added, changed, or deleted as appropriate to the situation. Specific instructions for making changes are found in Sections C and E of the *CEG*.

##### B4.2.1. Major and minor title changes [M]

Changes of this type may or may not result in the creation of a new record. For conditions under which changes of this type do not result in the creation of a successive record, see *AACR2* rules and related rule interpretations for 12.3G, 21.2, 21.2A2, 21.2C, 25.5B.

##### 1) Changes resulting in the creation of a new record [M]

When a change in main entry heading and/or title proper results in the creation of a new record, the existing record must be closed off by making changes to the following data elements, as appropriate:

|           |  |
|-----------|--|
| 008/6     | Publication status code [M]  |
| 008/11-14 | Ending date of publication <sup>1</sup> [M]  |
| 260       | Publication information of later/last issues [R]   |
| 300 \$a   | Extent of item [O]   |
| 362       | Designation of last issue or note relating to last issue [R]   |
| 588       | Update "latest issue consulted" note with the designation for the more recent latest issue consulted or the last issue, if available [R] |
| 580/785   | Linking entry (and, when available, control numbers) of later  |

<sup>1</sup>Code "u" may be given for any portion of the date that is unknown.

record(s) [M]

Refer to *CCM* 21.3 for more information on closing serial records.

2) Changes resulting in revision of the existing record [M]

When a change in the publication pertains to data in the main entry heading and/or title proper, but the change does not result in the creation of a successive record, revise the existing record as follows:

a. Changes pertaining to uniform title main entry heading:

When a serial is entered under a uniform title heading qualified by **place of publication**, and the place of publication changes, record the new place of publication in an additional 260 field. Change the fixed field Country of Publication code (008/15-17) to reflect the new place of publication. (For instructions on changing the place of publication when “backing-up” records, refer to *CCM* 21.11.)

When a serial is entered under a uniform title heading qualified by **corporate name**, and the corporate name changes, create a new successive record and close-off the existing record as in 1) above.

b. Changes pertaining to the title proper:

Make a general or specific note (fields 246 or 500), as appropriate, about changes in the title proper that do not result in the creation of a successive record. If important for access, make an added entry (field 246) for the later title(s).

*500 ## Order of titles varies.*  
[No new added entry needed]

*500 ## English title precedes German title on title page, 1986-*  
[No new added entry needed]

*245 00 Year-book / \$c the Royal Society.*

*246 1# \$i Vols. for 1981- have title: \$a Year-book of the Royal Society*

*245 00 Archiv fuer Bibliothekswissenschaft.*

*246 1# \$i Some issues have the title: \$a Archive für  
Bibliothekswissenschaft*

**B4.2.2. Changes affecting other access points****1) Title variations other than title proper (246) [R]**

Record any significant additional titles (other than title proper) found on earlier/later issues.

**2) Series (490/8XX) [R]<sup>2</sup>**

When no series added entry is being included, transcribe the series statement, using the 490 field. Document changes in the series statement over time in 490 fields on the bibliographic record.

When a series added entry is being included, provide the series heading in the 8XX field. Establish new, or update existing, series authority record(s) in the Library of Congress/NACO Authority File (LC/NAF) as necessary. Record variant forms of the series title in the authority record.

**3) Responsible entities (7XX/550) [R]**

Trace any bibliographically significant entities associated with earlier/later issues (710-711, 730), and optionally describe their significance in a note (550). If there is no name authority record for the new heading in the authority file, and the bibliographic record contains authentication codes "pcc", "lc", "lcd", "lccopycat," or "nlc" in field 042, complete the authority work for establishing the heading in the LC/NAF. An added entry for a related work (730) could also be made based on existence of an AACR2 bibliographic record when the authority record is not available (LCRI 21.30G).

**4) Preceding/succeeding entries (780/785) [M]**

Make links both to and from preceding/succeeding records (780/785/580).

**5) Other linking entries (765-777/787/580) [O]**

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<sup>2</sup>As of June 1, 2006, LC series bibliographic maintenance will be restricted to adding or correcting series statements (490 0#); controlled access points (8XX fields) won't be added or modified. (SERIES AT THE LIBRARY OF CONGRESS: JUNE 1, 2006. URL: <http://www.loc.gov/catdir/cpsa/series.html>). For PCC members, transcription of the series statement is mandatory if applicable. (PCC Series Policies and Practices. URL: <http://www.loc.gov/catdir/pcc/seriesPCC.html>).

Record all changes in bibliographically significant relationships to other publications as required by the applicable *AACR2* rules and rule interpretations. Make links both to and from related records (765-787/580) and give added entries when appropriate (700-730).

6) Subject fields (600-651, 043, 008/24-27) [R]

Expand or modify subject headings, geographic area codes, and fixed field contents codes to reflect obvious changes in the scope of a publication. (See also *CCM* 15.6, "Modifying Subject Headings.")

B4.2.3. Other changes

1) Subscription data (037) [O]

If the subscription data is no longer valid, it may be updated or deleted.

2) Frequency data (310 [R], 321 [O], 008/18-19 [R])

If current frequency is known to differ from data in fields 310 and 008/18-19, change tag 310 to 321, add a new 310 field, and update fixed field 008/18-19 to reflect the new 310. Add relationship dates, when known, in subfield \$b of both fields 310 and 321. Prefer to leave existing 321 fields on an existing record, even if more than three.

3) Add publication patterns data, as appropriate (Publication Pattern Initiative participants only)

B4.2.4. Changes to pre-*AACR2* records

With the exception of updating headings to currently valid forms, changes to pre-*AACR2* records should be made only in the context of the cataloging code under which the record was created. If it is not possible to make the changes without creating a "hybrid" record, then the record should be converted to *AACR2* (see also specific circumstances described below, as well as 2.3. above).

It should be noted especially that, for pre-*AACR2* records, the bibliographic description is based on the latest available issue rather than on the earliest.

B4.3. Changes in cataloging codes, LCRIs, subject analysis, or CONSER practice

One of the central innovations of CONSER as a cooperative program has been the authentication procedure, whereby the bibliographic description and access points in a catalog record are verified as being in conformity with CONSER bibliographic conventions and agreed-upon

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practices. **In general, an authenticated record should not be updated merely to reflect changes in cataloging codes or CONSER practice.** Usually, an authenticated record will continue to serve the purposes of CONSER even though the rules and/or rule interpretations under which it was constructed have been superseded. The instructions below (B4.3.1 through B4.3.5) address some of the instances where this is not the case.

The 2002 AACR2 rule revision and accompanying LCRI's introduced the concept of major and minor changes for deciding when to create a new record. These include new rules for changes in title, edition statement, and numbering that affect the number of records needed. They also include revised rules for the transcription of the title proper. Generally, CONSER libraries do not modify the title or consolidate CONSER authenticated records that were created under the provisions in place before the 2002 revisions were adopted. Other changes introduced by the 2002 revision that are a matter of style or punctuation may be made at the discretion of the cataloger. (For changes to unauthenticated records, see B3.)

### B4.3.1. Pre-AACR2 vs. AACR2 rules of entry

The criteria according to which a serial is determined to have changed its title (or main entry/title) differ between *AACR2* and earlier cataloging codes. When a change occurs in a serial represented by a pre-*AACR2* record, and that change would necessitate a successive entry as cataloged under pre-*AACR2* rules, but not as cataloged under *AACR2* rules, update the record to *AACR2*.

### B4.3.2. Consolidating multiple pre-AACR2 records into a single AACR2 record

When a serial entered under a name heading according to earlier rules must be updated because the responsible entity has changed (while the title proper has remained the same), if *AACR2* rules call for title main entry (or uniform title main entry with place of publication as qualifier), update the record to *AACR2*.

If other pre-*AACR2* successive records exist for earlier changes in the main entry heading, and the title proper has stayed the same, then these records should be consolidated with the revised *AACR2* record. (See C8.2)

For restrictions on consolidating LAC or ISSN Canada records, refer to C8.1.2.

### B4.3.3. Revising the choice/form of entry of AACR2 records to reflect revised AACR2 practices

In most instances it should not be necessary to alter substantially the description of *AACR2* records to reflect changes in *AACR2* practice. If, however, the change involves main entry, and it

would necessitate successive entries according to the rules and rule interpretations under which the record was created, but not according to current *AACR2* practice, update the description to reflect current *AACR2* practice.

*130 0# International relations (Central Connecticut State College)*  
[Name of college changes to Central Connecticut State University]

This record was created under an earlier version of LCRI 25.5B, by which titles consisting solely of subject terms were qualified by corporate body. The current version of the RI does not include this requirement. To avoid making a new record, change the qualifier to place of publication.

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

#### B4.3.4. Revising the description of *AACR2* records based on the issue in hand

When an *AACR2* 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 add a "Latest issue consulted" note, as appropriate. This may also be done when an earlier issue, but not the first, is in hand and the issue reflects information that is different from that given on the CONSER record (but that would not result in the creation of a new record). (See also C3.) In general, do not "back up" records solely to record an earlier issue in the "Description based on" note. (See also *CCM* 21.10. For first time authentication, see B3.)

If a CONSER *AACR2* record is based on an earlier issue and another CONSER member performing copy cataloging has only a later issue, the serial should not be redescribed. Any changes appearing on the later issue and the "latest issue consulted" should be noted in the record, as appropriate. (For first time authentication, see B3.)

#### B4.3.5. Revising subject analysis fields to reflect current practice

CONSER members may make changes to subject analysis fields that clearly do not correlate with the subject matter of the publication. Data should be removed from records only when clearly incorrect, not just when a matter of judgment on predominant subject emphasis. When there is doubt, fields should not be changed.

##### 1) Subject headings.

The cataloger adds, changes, or deletes subject headings to reflect vocabulary changes in standard subject heading lists as well as heading and subdivision assignment practices in

such source documents as *Subject Cataloging Manual: Subject Headings*, *MeSH Browser*, *Canadian Subject Headings (CSH) on the Web*, etc. Redundant, largely duplicate fields should be removed from a record. The same subject headings assigned from different lists (i.e. same headings in 6XX fields with different second indicator) are not considered duplicates.

## 2) Classification.

The cataloger adds, changes, or deletes classification fields to reflect additions and changes to standard classification schemes. A clear exception to this is a call number assignment by a national library; in this case, an updated class number may be added to the record in a separate field according to the guidelines in Section E.

### B4.4. Changes to MARC 21 coding

Changes to MARC 21 coding are issued in the *MARC 21 Format for Bibliographic Data* and may have resulted from the implementation of format integration or from the ongoing revision of MARC 21. Some changes to records are automatically generated by OCLC as part of implementation of the new coding while others are left to catalogers to make when revisiting the records. CONSER policies for maintaining specific fields are noted at the end of the field in a section labeled "CONSER maintenance."

In general, making changes to variable fields is optional. For example, a 500 note that now could be recorded as 246 \$i can be converted if desired, but this is not required. Similarly, in some of the linking fields, \$i could be used instead of 580/530 notes for displaying text. However, CONSER catalogers are encouraged to retag notes in non-print serial records that were coded as 500 before the implementation of format integration. Additionally catalogers should move the latest issue consulted citation in the 936 to a 588 note when making changes to a record (but be careful not to delete other data that might be recorded in the 936).

Making changes to fixed fields is necessary, at least in some cases. For example, a record for a non-print serial that was not converted by OCLC and still remains with a Leader/06 type of record code of "a" and a serial 008 field should be changed. The record may be reported to OCLC or the fixed fields may be changed by the cataloger. In addition, in records that have been converted by OCLC to the appropriate non-print format, some bytes in field 008 may be incorrectly coded because the default codes were supplied at the time of conversion when the appropriate code could not be determined. Fixed fields in non-print CONSER records created prior to format integration should be carefully checked and the appropriate codes supplied when necessary.

**Related fields, etc.** B3, B4.3.1-B4.3.5, C3, C8.2; *CCM* 15.6, 20.10, 21.3, 21.11.