

## Guide 4: Enhancing & Editing non-RDA Serial Records

### Enhancing & Editing non-RDA Serial Records

Scope: This document has been written for catalogers not familiar with non-RDA cataloging codes who are updating PCC-level non-RDA records for serial resources. The document addresses general concerns only. Catalogers working with non-textual resources (e.g., audio files, cartographic resources), special subjects (law, music, religion), or rare/preservation resources should consult community-specific guidelines.

These guidelines are, necessarily, at a general level. Record editors should keep a few thoughts in mind:

- Do *not* remove valid AACR2 elements or valid RDA elements when enhancing records (rather than re-describing). Do not recode the descriptive rules for these minor additions. The goal of editing a bibliographic record should be focused on enhancing the record to improve user access to the resource by contributing to the user tasks: find, identify, select, and obtain.
- Be nice! Avoid ‘editing wars’ that are merely stylistic (such as style of note).
- Do no harm! Retain elements that are correct, even if you would not normally supply them yourself. If it's not wrong, leave it alone.
- Ask first if you are not sure. Use existing channels (such as the PCC, CONSER, and BIBCO listservs), contact individuals that have been trained on RDA, email [LChelp4rda@loc.gov](mailto:LChelp4rda@loc.gov), etc.

Situation	Action
Authenticating member copy	Depending on institutional policy and the usability of the member copy, may authenticate using AACR2/CSR guidelines. Or, may re-describe using RDA/CSR guidelines and either piece in hand or surrogate (for text, may be electronic surrogate).  Where possible, include data from existing record that is not known to be inaccurate. In some cases, data may be inaccurate or inappropriate and may need to be omitted. For example, the data might apply to a different work or expression or the data might be inappropriate in a shared database (e.g., some institution-specific 856 data).
Enhancing an ISSN pre-publication record (ELvl 7 or 8)	Depending on institutional policy, may authenticate using AACR2/CSR guidelines. Or, may re-describe using RDA/CSR guidelines and either piece in hand or surrogate (for text publications, may be electronic surrogate)
Backing up an existing CONSER record based on	Depending on institutional policy, may back up record using AACR2/CSR guidelines.

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Situation	Action
earliest issue	Or, may re-describe using RDA/CSR instructions and either piece in hand or surrogate (for text publications, may be electronic surrogate)
Reconciling Serial with RDA Series Authority Authorized Heading	Re-describe using RDA/CSR instructions and either piece in hand or surrogate (for text, may be electronic surrogate)  If not familiar with RDA, work with RDA-trained CONSER resource people.
<b><i>Maintaining CONSER records over time:</i></b>	
<p><b>A. Record enhancement:</b> scope: Not need to update the "Latest issue consulted"</p> <ol style="list-style-type: none"> <li>1. Correction of cataloger-created errors (such as "Untied States")</li> <li>2. Identifiers (ISSN)</li> <li>3. Non-Latin script</li> <li>4. Coded data: 037, 041, 043</li> <li>5. 336-338 for part used as basis for identification</li> <li>6. Cumulative indexes</li> <li>7. Subject access: thesauri (MeSH headings), classification</li> <li>8. Online access: 856</li> <li>9. Adding relationship to existing record while cataloging a different serial</li> <li>10. Publication patterns (optional)</li> <li>11. Database cleanup:               <ol style="list-style-type: none"> <li>11a. Identifying &amp; reporting duplicates</li> <li>11b. Reporting problems to LC or to CONSER partners</li> </ol> </li> </ol>	None of these changes would warrant re-description to RDA. If a cataloger chooses to re-describe to RDA/CSR due to institutional policy, that is allowable.
<p><b>B. Changes over time:</b> scope: Requires update of "Latest issue consulted"</p>	AACR2: None of these changes would necessarily warrant re-description to RDA. These changes may be accommodated on existing record by entering data using CSR guidelines.

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Situation	Action
<ol style="list-style-type: none"> <li>1. Title variations</li> <li>2. Publication statement</li> <li>3. Frequency</li> <li>4. Numbering</li> <li>5. Cumulative indexes &amp; supplements not described separately</li> <li>6. 336-338 changes</li> <li>7. Other non-heading data, both controlled &amp; non-controlled (e.g., additional languages): “notes”</li> <li>8. Issuing bodies</li> <li>9. Series added to/removed from serial</li> <li>10. Supplements &amp; accompanying resources</li> <li>11. Related serials (links)</li> <li>12. Closing out or re-opening a CONSER record (cessations &amp; major changes)</li> </ol>	<p>In addition, cataloger may choose to add 336-338 fields (without removing existing 245 \$h).</p> <p><i>AACRI, 1949 &amp; 1908 SL/0 records:</i></p> <p>(1) Enter data using rules in place at the time; OR            (2) Enter data using CSR guidelines. Add 588 fields to indicate hybrid record.</p> <p>OR</p> <p>(3) Re-describe serial using RDA/CSR guidelines.</p> <p><b><i>Tiping point:</i></b> Re-describe using RDA/CSR if the resulting description is uninterpretable, if the serial cannot otherwise be distinguished from another serial, or if earlier code would require a new manifestation record and the current code would not.</p>

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### Working with Copy

General: CONSER members have traditionally edited copy:

1. To correct cataloger-created errors.
2. To enhance by addition (to reflect changes in the publication; to add access points; to add/clarify relationships).
3. To reflect changes to policies and practices used within CONSER.
4. To reconcile records (e.g., series authority/serial bib records).

During the interim period (before Jan. 2013), these activities may continue to be performed both by AACR2/CSR catalogers and by RDA/CSR catalogers. Assumptions:

- The CSR guidelines define a range of variation in style and fullness that may be accommodated while allowing PCC members to cooperatively maintain records in a shared environment.
- CONSER members will continue to identify problems and work them out consultatively through CONSRLST (or, for those under review, with the assigned reviewer).

After the interim period, possible guiding principles for working with copy might include a desire to:

1. Maximize RDA copy for economic maintenance/efficient training in future.
2. Focus on accurate data (rather than non-RDA cataloging codes).
3. Focus on maintaining reciprocal relationships.
4. Minimize knowledge of non-RDA codes required from RDA-trained catalogers. Focus on knowledgeable application of CSR/RDA guidelines.
5. Encourage consistent entry where it serves to facilitate FISO tasks (find-identify-select-obtain) or machine manipulation; or where it is mandated by local policy.
6. Clearly identify those few fields where existing data should be enhanced to current practice to achieve specific benefits (e.g., better retrieval). Otherwise, encourage catalogers to accept existing copy. Examples of areas to edit:
  - a. 260 \$b The Museum  
[to copy full form from statement of responsibility in order to enhance searching]
  - b. 336-338 fields: Add based on primary component

Specific comments regarding types of non-RDA records

1. Statistical summary: As of Dec. 31, 2010, the CONSER database included 1,222,198 records. Within this set:

- a. Records by Descriptive Cataloging Form (Leader/18):

blank (=pre-AACR2)	a (=AACR2)	i (=mainly RDA)	u (=unknown)
153,311	1,067,601	1, 285	1

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### b. Pre-AACR2 Records (Leader/18=blank) by Publication Status (008/06):

c (=currently published)	d (=dead)	u (=unknown)
60,863	61,732	30,716

### c. Records by Entry Convention (008/34):

0 (=Successive entry)	1 (=Latest entry)	2 (=Integrating entry)	blank or   (=unknown)
1,215,015	3,287	2,110	4

### d. Latest-entry Records (008/34=1) by Publication Status (008/07)

c (=currently published)	d (=dead)	u (=unknown)
780	1,492	1,015

2. AACR2 and AACR2/CSR authenticated records: In general, these records may be maintained either using AACR2/CSR or RDA/CSR guidelines. With 1,067,601 records to manage, CONSER participants will probably be maintaining these records for many years to come.
3. Pre-AACR2 successive entry records: Quite apart from the issue of RDA, for some time, CONSER has been grappling with the question of whether to revise the instructions for editing these records. Lucy Barron first introduced the topic (and suggested a hybrid strategy); since then, other CONSER members have re-raised the topic from time to time. With many experienced CONSER catalogers retiring and with clear signs that remaining members are reluctant to edit AACR1 records, CONSER should consider testing a hybrid approach during this interim period. The 60,863 currently-published serials in this category will certainly require descriptive maintenance.

Two examples below (see under “Maintenance,” 3a and 3b) illustrate one possible approach. If this is not adequate, another hybrid-record approach to AACR1 records should be found which could receive the support of the CONSER membership.

4. Pre-AACR2 latest-entry records: Latest-entry records have not been addressed in the table above. However, the CONSER database does include some latest-entry records. Should a hybrid-record strategy be introduced for pre-AACR2 latest entry records? If any of these records partially overlap successive-entry records, will they create confusion in an FRBR environment? If this issue is considered significant, CONSER may prefer to create a task

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group to consider the future of CONSER pre-AACR2 latest-entry records. Because the set of latest entry records coded as currently-published is small (780 records), both automated and project-based solutions could be envisioned.

7/28/2011vb; 7/29/2011rev thanks to Steven Riel; 8/2/2011 suggestions from John Riemer; 8/25/2011 statistics from Dave Reser; rev. 8/29/2011

### EXAMPLES

All examples are in the folder: <https://ccle.ucla.edu/mod/resource/view.php?id=314372>

#### 1. Authentication

a. AACR2 Print: Time out Tel Aviv (OCLC#243550503):  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Time\\_out\\_Tel\\_Aviv.authentication](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Time_out_Tel_Aviv.authentication)

b. AACR2 CD-ROM: Middle East contemporary survey. Iraq (OCLC#26930809):  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Middle\\_East\\_contemporary.CD-ROM.authentication](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Middle_East_contemporary.CD-ROM.authentication)

#### 2. Enhancement of ELvl 8

a. AACR2 Online: Boom (OCLC#549522393):  
<https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Boom.Elvl8>

#### 3. Maintenance:

a. AACR1 Print: Cessation: Opera journal (OCLC#1761319)  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Opera\\_journal.AACR1](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Opera_journal.AACR1)

b. AACR1 Print: ISSN data & Publisher: Natural resources forum (OCLC#3149330)  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Natural\\_resources\\_forum.AACR1](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Natural_resources_forum.AACR1)

*Hybrid strategy used:*

1. Add 588 *Description based on:* to identify the issue used to create the description.

- If the record has a 936 field, use the last subfield \$a from the 936 field to create the "Description based on" note. Delete the 936 field from the record.
- If the record lack a 936 field but has a formatted 362 field, enter the "Description based on" note based on data in the 362 field.
- If the record lacks either a 936 field or a formatted 362 field, add a 588 *Description based on: Unknown.* (Or: omit the 588 note.)

2. Add 588 -- \$a *Latest issue consulted:* [Issue sent to cataloger.]

*Comment: In effect, this creates an AACR2-like framework for editing the record (with the description based the issue recorded in the DBO) while building on the existing data in the record. One benefit would be that we would no longer be faced with editing the 245 for minor changes. Another, that we would no longer lose data when the publisher changes.*

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- c. AACR2: Print: ISSN data, Frequency, Publisher: Information systems journal (OCLC#2985865)  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Information\\_systems\\_journal.Freq](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Information_systems_journal.Freq)
- d. AACR2: Online: ISSN & Multiple publishers: Composite structures (OCLC#38537366)  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Composite\\_structures.ISSN](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Composite_structures.ISSN)
- e. AACR2: Print Series: Re-opened: Les Cahiers Arts & sciences de l'art (OCLC#45625773)  
<https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Cahiers.Reopened>
- f. AACR2: Print Series: Previous issues in print; current issue on DVD-ROM w/variant title: Report (Nevada Bureau of Mines and Geology) (OCLC#1796609)  
[https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Report\\_Nevada\\_Bureau\\_of\\_Mines\\_and\\_Geology](https://ccle.ucla.edu/mod/resource/view.php?id=314372&subdir=/Report_Nevada_Bureau_of_Mines_and_Geology)