

CONSER Standard Record: Cheat Sheet for Catalogers

MARC Tag	Descriptive Element	Instructions	Notes
006	Additional material characteristics	Only first byte required	"Form of material"
007 \$a \$b	Physical characteristics	Only \$a and \$b required	"Category of material" and "Specific material designation"
008/22	Form of original item	Required only for original microforms	Not required to code for newspapers, e-resources, etc.
008/18-19	Frequency/Regularity	Required only in nsdp authenticated records	(OCLC fixed field default = fill character)
008/29	Conference pub	Not required	(OCLC fixed field default = fill character)
041 \$a	Language	When recording multiple languages, only \$a required	Make notes in 546 about summaries, translations, etc.
130	Uniform title main entry	Not required to differentiate from another serial	Exceptions: Monographic series, generic titles
130/240	Uniform title	Do not create for translations or language editions	Make added entry instead (730/740) in addition to linking field (765 or 775) Note: Collocating uniform titles still required (e.g., for legal materials)
245 \$b	Other title information	Not required	Option: Transcribe if needed to clarify or support title proper
245 \$b	Parallel title, initialism/acronym	Not required	Record instead in 246 11 for parallel title, 246 13 for initialism/acronym
245 \$c	Statement of responsibility	Not required	Assume usage is being recorded in the name authority record; exception: If no authority record is being created/updated, then transcribe
246	Variant title	See notes for indicator codes	Parallel titles: 246 11; Minor title changes: 246 1[blank] \$i [note] \$a [variant title]; All other variant titles: 246 13
260 \$c	Date of publication	Not required	Supply instead in preferred 362 unformatted note
300 \$a	Extent of publication	Not required	Exception: Required for tangible, non-print formats only
310	Current frequency	Required if known	
321	Former frequency	Not required	If updating copy, maintain and do not delete
362	Numbering	Required if known Use indicator value "1" only	Use note form "Began ..." and/or "Ceased ...". Transcribe data as found or use AACR2 standard abbreviations (either method is acceptable)
440/490	Series statement	Not required if authority record exists	For traced series, supply the authorized form in 8xx only Exception: Also add 490 if needed to record ISSN for series
500	General notes	Always record: DBO (even if first issue), Source of title (even if t.p.), LIC (even if one issue)	Exception: Source of title is not required in derived records. Transcribe designation as found or use AACR2 standard abbreviations
515	Numbering peculiarities	[Optional]	Option: Use this field to record changes in numbering, new series, etc.
530	Additional format	Not required	Use 776 \$i instead when a record for the other format exists
538	System details note	For direct access resources:	Only required: Type of operating system, type of PC if necessary
538	System details note	For remote access resources:	Only required if resource is accessed <i>other</i> than by the World Wide Web
550	Issuing body note	Not required	Exception: If no authority record is being created/updated, then create note. Add 550 to bib record for changes in responsibility over time
730/740	Title added entry	If no 7xx linking field is present, record as usual; otherwise, not required	Exception: Record both 7xx linking field <i>and</i> 730/740 for language editions and translations
76X-78X	Linking fields	Record as usual	Exception: 773, 774, or 787 fields not required
856	Electronic access	Record as usual	Use only generally-accessible URIs