



ADVANCED SERIALS CATALOGING WORKSHOP

TRAINEE MANUAL

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Advanced Serials Cataloging Workshop

Trainee Manual

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FOREWORD

The Advanced Serials Cataloging Workshop is the fourth SCCTP course. The course was developed in response to requests from participants in the Basic Serials Cataloging Workshop for a course covering the more advanced aspects of serials cataloging. What Meg Mering and Kristin Lindlan have produced is a comprehensive review of almost every aspect of cataloging a serial! The emphasis here is on print and includes all of the basic concepts of serials that are applied for other media as well, such as the construction of uniform titles, designations, and links. While the Basic course could only touch briefly on each area of the catalog record, Lindlan and Mering have been able to go into depth in many areas, including citations to AACR2, LCRIs, and CONSER practice.

This course was developed to coincide with the revision of AACR2 Chapter 12 and related rules and is compliant with both the rules and LC rule interpretations. Thus, the course not only serves as an excellent review of serials cataloging, but also as an introduction to the new rules and interpretations.

Many people made this course a reality. I want to give a special thanks to Louise Rees and Bridget Clancy for giving the test session in November 2001 and all of their suggestions for improvements.

I also want to extend my appreciation to Jennifer Whitten at PALINET for her support of the test session and to Laura Kimberly and staff at AMIGOS for their help with the train-the-trainer session in New Orleans. Trina Grover at Ryerson University is also to be thanked for all of her hard work in organizing a train-the-trainer session in Toronto that enabled participation by many Canadians.

As an SCCTP course, this workshop is designed to be given by trained SCCTP trainers. The course is also an excellent self study guide and may be used for in-house training. Comments on the materials are most welcome.

To learn more about SCCTP, visit the Web site at: <http://www.loc.gov/acq/conser/scctp/>

Jean Hiron
CONSER Coordinator
Library of Congress

July 2002

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PREFACE

The *Advanced Serials Cataloging Workshop* has been designed to give hands on training for original and complex copy cataloging related issues for all serials, though primarily those in print format. Each of the ten sessions covers a different topic, e.g., sources and titles, notes, major and minor changes. Together the sessions should constitute a comprehensive overview of cataloging serials.

All of the sessions except session 6 have cataloging exercises. Appendix D contains MARC tagging information needed to complete some of the exercises.

The course incorporates the changes to AACR2 Chapter 12 as they pertain to serials and a list of these changes is included in Appendix A.

Please be sure to fill out the workshop evaluation form in Appendix G after you've completed the workshop. Your evaluation and comments will help us to improve the course and will be appreciated.

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SESSION 1

Slide 1



SCCTP Advanced Serials Cataloging Workshop

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Goals of the Advanced Serials Cataloging Workshop

- Outline the basic concepts and decision-making associated with cataloging serials, including an overview of all areas of the bibliographic description for serials
- Discuss some common problems in serials cataloging
- Give attendees practice in resolving problems encountered in serials cataloging

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Goals for Participants

- Learn about the changes to Chapter 12 of AACR2
- Share your experience with cataloging serials
- Discuss problems from home

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Session 1: What is a serial?

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What is a Serial?

- What are continuing resources?
Integrating resources?
- What is included in chapter 12,
Continuing Resources?
- What is the definition of a serial?
- What are the more difficult types of
serials to catalog?

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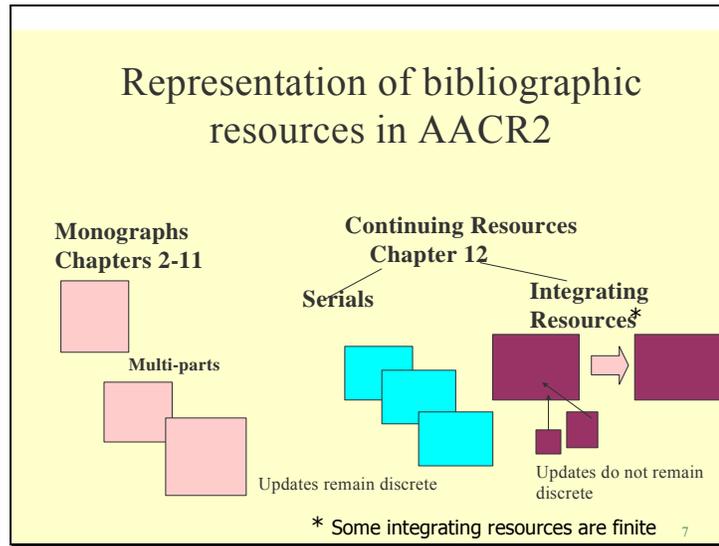


Seriality

- Certain types of bibliographic resources are issued over time, regardless of whether they are finite (i.e., intended to be completed) or have no predetermined conclusion.
- The bibliographic data can change over time.
- Because the bibliographic record reflects the entire work, the level of specificity of some data may be affected by seriality.

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Continuing Resources

- Characteristics
 - Issued over time
 - No predetermined conclusion
- Includes
 - Successively issued resources, i.e., serials
 - Integrating resources

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Integrating Resources

- Added to or changed through updates
 - Do not remain discrete
 - Integrated into the whole
- Examples
 - Updating loose-leaves
 - Updating Web sites
 - Updating databases

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Serials: a revised definition

- A continuing resource that is:
 - Issued in a succession of **discrete** parts,
 - **Usually** bearing numbering, that has
 - **No predetermined conclusion**

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Serials

- Examples
 - Journals
 - Magazines
 - Newsletters
 - Electronic journals
 - Continuing directories
 - Annual reports
 - Newspapers
 - Statistical publications
 - Monographic series (numbered and **unnumbered**)

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Expanded Scope of Chapter 12

- Finite resources having characteristics of serials, but with limited duration
 - Newsletters of an event, i.e., a one-time conference
 - Annual, quarterly, etc., reports of projects funded for a specific period of time
- Reprints of serials
- Finite integrating resources

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Finite Resources to be Cataloged as Serials

Example:
Report of activities of short duration:

245 00	Results of the Norwegian Scientific Expedition to Tristan da Cunha, 1937-1938.
260	Oslo : \$b Det Norske videnskaps-akademi, \$c 1946-1968.
362 0	No. 1-no. 55.

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What is Not a Serial

Resources that:

- Lack discrete parts
 - Integrating resources
- Generally lack numbering
 - Most unnumbered resources are not serials
- Have predetermined conclusions
 - Irregularly revised editions (often several years apart)
 - Multi-volume sets, i.e., multipart
 - Encyclopedias (A-Z)
 - Dictionaries published in more than one volume
 - Collected works of a literary author

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Finite Resources

245 00 Flora of Australia / \$c Bureau of
Flora and Fauna, Canberra.
300 v. : \$b ill. (some col.) ; \$c 26 cm.
(This title now has more than 50 volumes and
has been published for more than 20 years)

245 00 Encyclopedia of Africa south of the Sahara / \$c
John Middleton, editor in chief.
300 4 v. : \$b ill. ; \$c 29 cm.
505 0 v. 1. Abeokuta - Ecosystems – v. 2 Edo - Literacy –
v. 3. Literature - Reunion – v. 4. Rhodes - Zulu.
Index.

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More Difficult Types of Serials

- Monograph vs. serial vs. integrating resource treatment considerations (LCRI 1.0)
- Editions
- Conference publications
- Serials in loose-leaf format

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Monograph vs. Serial Treatment

Considerations at the Local Level

- Standing order or not? Check-in record?
- Only purchase occasional editions?
- Cost of creating check-in records and adding a volume vs. cataloging a new title
- Cost of recataloging as a serial (cancelling monograph records; remarking; reclassing)
- Access wanted for editors, compilers of individual volumes?
- Access: same call number easier with serial

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Editions

- Frequently issued editions— catalog as a serial
 - Directories, yearbooks
- Infrequent, often irregular, editions are better cataloged as monographs
 - Textbooks, dictionaries, handbooks, manuals

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Editions

- Determine which records are available
 - Serial record available (especially a CONSER one)?
 - Serial records available for earlier and/or later titles?
 - May catalog as a serial

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Editions (cont.)

- Monograph record for same issue? No records for other issues?
 - May catalog as a serial, if first issue in hand and it states it will continue to be published
- Monograph records found for multiple issues?
 - May catalog as a serial if you can determine a regular pattern of publication and the title remains constant
 - If titles change with each edition, however, cataloging as a monograph is preferable

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Editions

- If copy is not available and typical serials information is lacking (e.g., volume numbering, ISSN, frequency in title, subscription information)
 - Check the introduction, preface or accompanying documentation
 - Any plans to continue publication?

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Editions (cont.)

- Check the publisher's Web site
- Consider content and nature of the publication for likely serial treatment
 - Statistics
 - Directories
 - Reports of activities or research

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Editions as Serials

245 00	Encyclopedia of associations.
260	Detroit : \$b Gale Research Co., \$c 1961-
310	Annual, \$b 1975-
321	Irregular, \$b 1961-1973
362 0	3rd ed.-

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Conference Publications

- Papers, proceedings or transactions of the meetings of the members of a society

110 2	Indiana Horticultural Society. \$b Meeting.
245 10	Annual report of the Indiana Horticultural Society : \$b proceedings of the ... annual session.

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Conference Publications (cont.)

- Meetings on a particular topic that may be sponsored by an institution or society

111 2	International Bridge Conference.
245 14	The Conference on Bridges official proceedings / \$c the International Bridge Conference ; sponsored by the Engineers' Society of Western Pennsylvania.

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Conference Publications as Monographs

- Monograph treatment (LCRI 1.0)
 - If the conference publication has a unique title for each issue on the chief source
 - Usually dedicated to a particular topic
 - Vary from issue to issue and conference to conference

And/or:

- The conference publication is issued as part of a numbered monographic series

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Conference Publications as Monographs

111 2	International Ocean Symposium \$n (5 th : \$d 1980 : \$c Tokyo, Japan)
245 14	The frontier of the seas : \$b the problems of delimitation : proceedings of the 5 th International Ocean Symposium : November 26-27, 1980.

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Conference Publications as Monographs

245 10	First IEE/IMechE International Conference on Power Station Maintenance : \$b profitability through reliability : 30 March-1 April 1998 : venue, Heriot-Watt University, Edinburgh, UK.
490 1	Conference publication, \$x 0537-9989 ; \$v no. 452
830 0	Conference publication (Institution of Electrical Engineers) ; \$v no. 452.

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Conference Publications as Serials

- Serial treatment (LCRI 1.0)
 - Meets the criteria for a serial
 - No predetermined conclusion
 - Indication of frequency, etc.
 - Test against the serial definition as you would any potential serial

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Conference Publications as Serials

- Named conference with a stable title

111 2	IEEE Conference on Visualization.
245 10	Visualization : \$b proceedings of the ... IEEE Conference on Visualization.
362 0	1st ('90)-

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Serials and Updating Loose-leafs

- AACR2 defines an “updating loose-leaf” as: an integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed and/or substituted

245 00 CONSER editing guide.
250 1994 ed.
300 2 v. (loose-leaf) : \$b ill. ; \$c 28 cm.
500 Replaces all previous base text and updates.

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Serials in Loose-leaf Format (LCRI 1.0)

- Catalog as serials:
 - Serials that are issued in loose-leaf format in order to allow for updating in between issues (e.g., an annual that has a new base volume each year and is updated in between issues)
 - Serials that are issued for placement in a binder, where each issue remains discrete

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Serials in Loose-leaf Format

245 00	Board report for graphic artists.
300	v. : \$b ill. ; \$c 30 cm.
310	Monthly
500	Each newsletter is issued with inserted sections called "designer compendium sheets"; intended for chronological filing in a binder.

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Summary

- Definition of serial:
 - Issued in discrete parts; usually has numbering; no predetermined conclusion
 - Now includes unnumbered series
- Scope of chapter 12 has been expanded: serials; ongoing integrating resources; reprints of serials; finite integrating resources; publications of activities of limited duration
- Special types of resources require special practices and considerations

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SESSION 1 - EXERCISES

Session 1: Cataloging Treatment

For each of the following examples, determine whether you would catalog the title as a serial, monograph or integrating resource. Specify why the treatment chosen is preferable. More than one answer may be possible for some or all examples.

1.

2.

3.

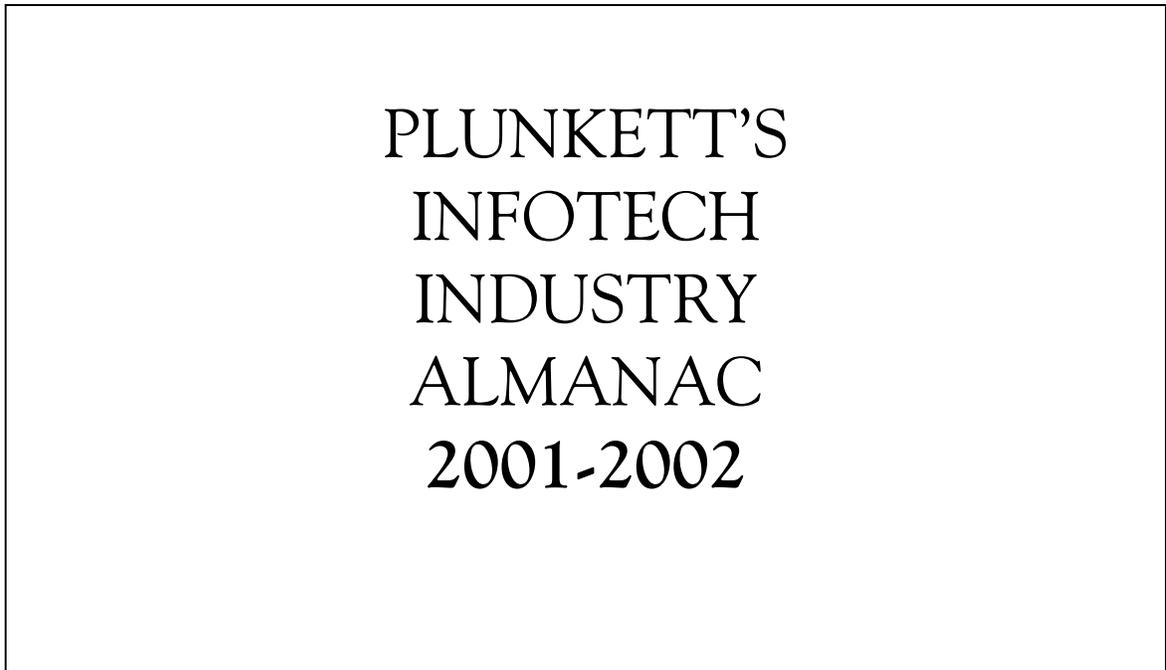
4.

5.

6.

#1

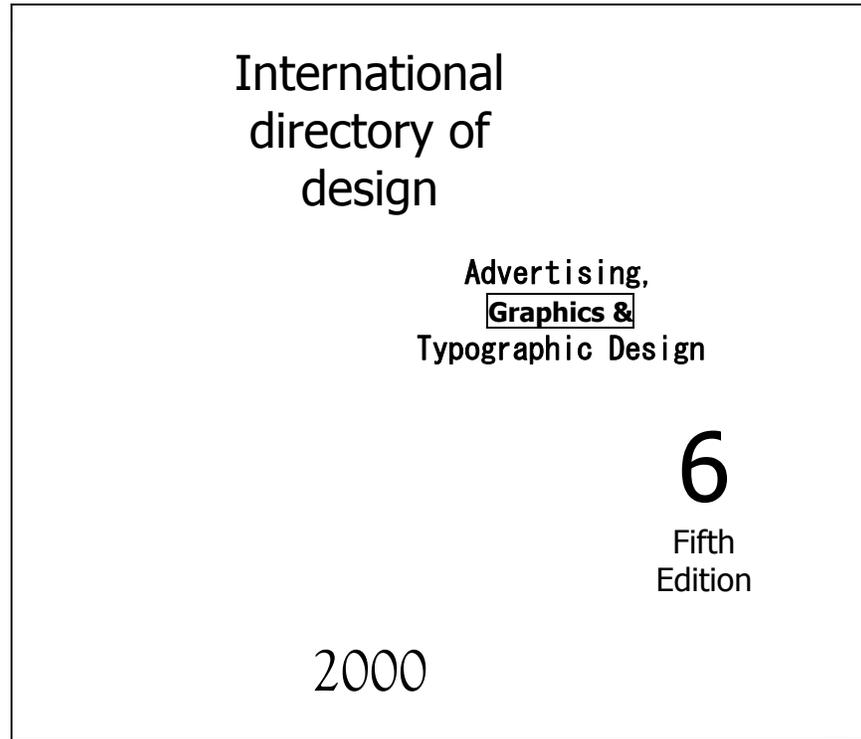
On chief source:



On t.p. verso:

ISBN # 1-891775-15-4

#2 On chief source:



On t.p. verso:

The subscription rate for all twelve volumes is \$594.50 (U.S. dollars) per year.

ISSN: 1068-7688

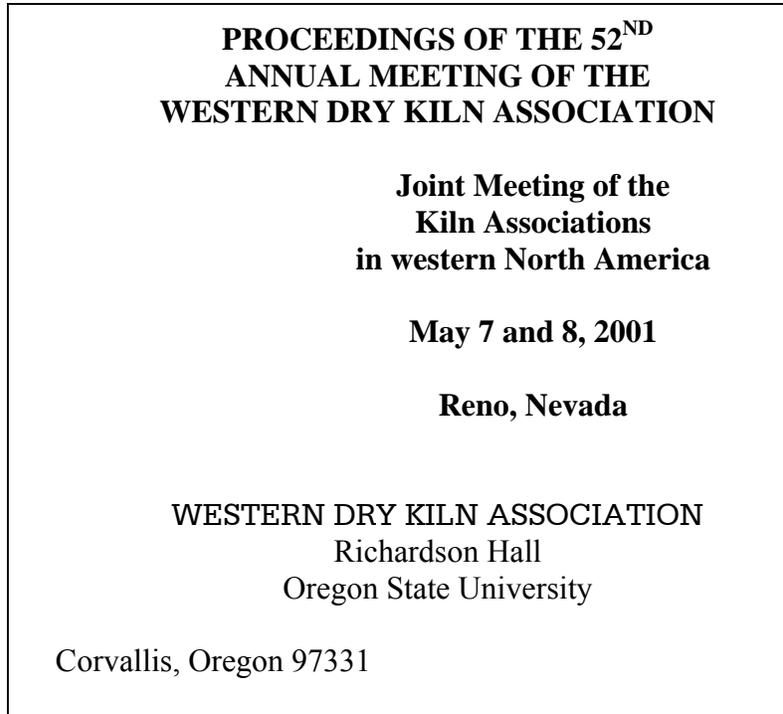
Each of the individual volumes are sold separately. The individual volumes are priced at \$54.95 (U.S. dollars). When ordering specific volumes please reference the appropriate ISBN number for the volume.

ISBN	SubTitle
1 1-885225-26-1	Educational Programs
2 1-885225-27-X	Architecture, Urban Planning & Landscape Design
3 1-885225-28-8	Apparel, Fashion & Textile Design
4 1-885225-29-6	Ceramics, Glass & Jewelry Design
5 1-885225-30-X	Periodical Publications
6 1-885225-31-8	Advertising, Graphics & Typographic Design
7 1-885225-32-6	Computer Graphics, Multimedia & Animation
8 1-885225-33-4	Film, Photography, Video, Theatrical & Set Design
9 1-885225-34-2	Professional Organizations
10 1-885225-35-0	Industrial & Product Design
11 1-885225-36-9	Interior & Furniture Design
12 1-885225-37-7	Music, Audio & Musical Instrument Design

Additional information: Each part is issued monthly; editions are irregular.

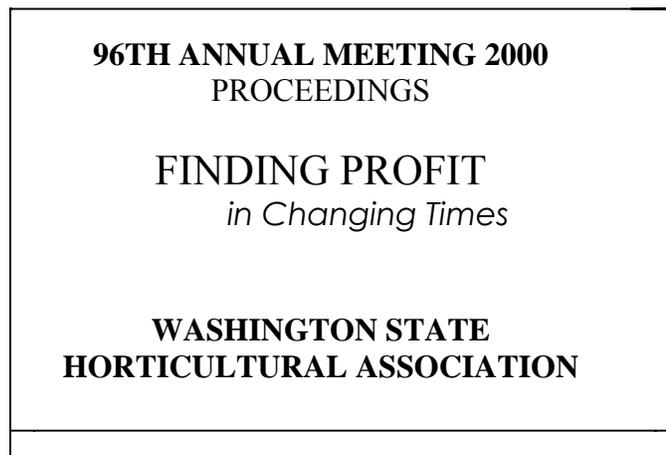
#3

On chief source:



#4

On chief source:



#5

On cover:

WDK 28

**DESIGN MANAGEMENT –
PROCESS AND
INFORMATION ISSUES**

13TH INTERNATIONAL CONFERENCE ON
ENGINEERING DESIGN

UNIFYING ENGINEERING DESIGN – BUILDING A
PARTNERSHIP BETWEEN RESEARCH AND INDUSTRY

**ICED 01
GLASGOW**

On page preceding t.p.:

WDK Publications	
WDK 1	Principles of Engineering Design
WDK 2a	Bibliography of Design Science
WDK 2b	Bibliography of Design Science (continued)
...	
WDK 25	Proceedings ICED 97, Tampere
WDK 26	Proceedings ICED 99, Munich
WDK 27	Manual for Design Engineering (Selected Preprint)
WDK 28	Proceedings ICED 01, Glasgow

(continued on next page)

#5 continued

On t.p.:

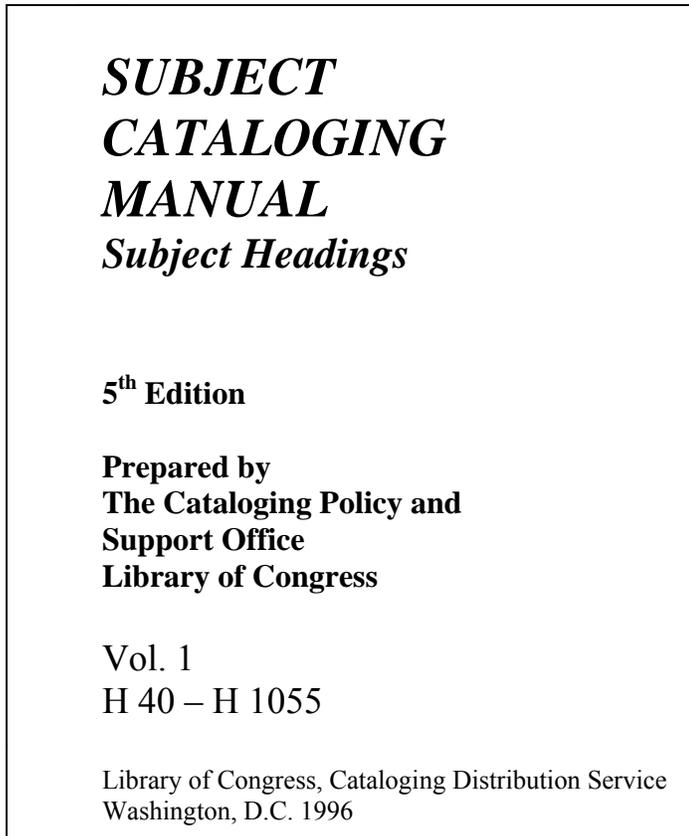


On back cover:

Design Management – Process and Information Issues is one of four books resulting from the contributions to the 13th International Conference on Engineering Design (ICED 01), held in August 2001 in Glasgow, Scotland. The ICED conference series was initiated by Workshop Design-Konstruktion (WDK) in 1981

#6

On chief source:



[There are three other volumes: v. 2 H1075-H1200; v. 3 H1205-H1895; v. 4 H1910-H2400. Previous editions were published in 1984, 1985, 1988, and 1991. Each edition is updated by means of loose-leaf pages.]

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SESSION 2

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Session 2: Sources and Titles

- How do you determine the chief source?
- What is the title proper? Why is it important?
- What are the challenges of transcription?
- Is other title information important?
- What is the statement of responsibility?
- When do you give notes and/or added entries for variant titles?

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Transcription vs. Identification

- AACR2 is primarily based on transcription
 - You record what you see
- Serials have multiple issues and change over time: identification is more appropriate in some cases
 - Results in some differences from monographic treatment
 - Title transcription is very important
 - Inaccuracies in title are not transcribed
 - Numbering may be adjusted

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Basis of the Description

- Base the description on the 1st or earliest available issue or part (AACR2 1.0A2, 12.0B1)
 - If there is more than one issue in hand, look for changes in subsequent issues that are important and worth noting
- Problems associated with determining first issue:
 - First is based on numeric designation (and not chronology)
 - Premiere, preview and introductory issues

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Introductory and Premier Issues

- Bear words such as “introductory” or “premier” issue
- May also be numbered “volume 1, no. 1”
- Base description on this issue, if it is really the first issue

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Sample or Pilot Issues

- Bear words such as “trial,” “pilot,” or “sample” issue
- There may be no further issues if not enough interest
- May have numbering (often “volume 1, no. 0”) and dates, dates alone, or no separate numbering or date
- Do not base the description on sample or pilot issues
 - Instead, wait for another issue to be sure that the serial will really be published

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Determining the Chief Source

- Print serials (AACR2 12.0B2)
 - Title page, or:
 - Title page substitutes in order of preference: analytical title page; cover; caption; masthead; editorial pages; colophon; other pages (contents, etc.)
 - Always give a note for the source of title when using a title page substitute
 - 500 Title from cover.
 - Less preferred sources are sometimes used in retrospective work when they have a stable title
 - But only if there is no true title page!

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Multiple Title Pages

- Title covers two facing pages (AACR2 12.0B2.a)
 - Treat as a single t.p.
- Two title pages for different languages of the text (AACR2 1.0A3.a.ii)
 - T.p. with primary language of text
 - Use as title page and treat its title as the title proper; use other as "Added title page"
 - If equal text in two different languages:
 - See priority list of languages in rule

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Title Proper

- The chief name [i.e., title] of an item, including any alternative title but excluding parallel titles and other title information (AACR2)
- Includes subfields \$a, \$n and \$p
 - Alternative titles (in subfield \$a)
 - Number of part/section (subfield \$n)
 - Name of part/section (subfield \$p)

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Importance of the Title Proper

- Constitutes the main entry when there is no 1xx field
- Is used to determine major changes
- Is used to determine need for uniform title
- Is used in links to other records
- Is used in citations to other sources (A&I services)
- Is used by check-in, binding staff, etc., in their related serials work

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Title Proper

- Straightforward title consisting of a word or phrase (\$a)
 - 245 00 Journal.
 - 245 00 Canadian ceramics quarterly.
- Title and alternative title (\$a)
 - Give access to both parts of the title proper

245 04 The bee, or, Universal weekly pamphlet.
 246 20 Bee
 246 30 Universal weekly pamphlet

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Challenges of Transcription

- Where does the title end?

FIRST ANNUAL
REPORT

OF THE

PUBLIC UTILITIES
COMMISSION

FOR THE YEAR ENDED 31ST DECEMBER
1939

ACTA ACUSTICA

UNITED WITH
ACUSTICA

245 10 Annual report of the Public Utilities Commission for the year ended ...

245 00 Acta acustica.
780 05 \$t Acustica

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Challenges of Transcription

- Corporate body in title (AACR2 12.1B3)
 - Title words may or may not be connected to name of issuing body
 - Title may be unclear because name of issuing body is in a creative form or logo on t.p.
 - In case of doubt, give name or abbreviation as part of title proper only if it is consistently presented that way in various locations in resource or in indexes, abstracts, etc.
 - In some cases, the title proper will consist of nothing but the name of the corporate body

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Challenges of Transcription

- Corporate body in title (or not)

TYCO INTERNATIONAL LTD. ANNUAL REPORT 2000
245 10 TYCO International Ltd. annual report.

FISHER COMPANIES INC. 1998 ANNUAL
REPORT
245 10 Fisher Companies Inc. ... annual report.

But:

1999 ANNUAL REPORT *Puget Sound Energy*
245 10 Annual report / \$c Puget Sound Energy.

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Challenges of Transcription

- Initialism/acronym vs. full form as title proper (AACR2 12.1B2)
 - Give full form as the title proper when both are presented on the chief source
 - Give initialism as other title information
 - Provide added entry for initialism (LCRI 21.30J)

245 00 Journal of earthquake engineering :
\$b JEE.
246 30 JEE

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Challenges of Transcription

- Inaccuracies in the title proper
(AACR2 12.1B1)
 - Correct obvious typographic errors
 - Give the title as it appears on the resource in a note
 - In case of doubt whether spelling is incorrect, transcribe as found

245 00 Equipment production in developing countries.
 246 1 \$i Title appeared on first two issues incorrectly
 as: \$a Equipment production in dveloping countries

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Common Title and Section Title (12.1B4)

- Give common title followed by section or supplement title if:
 - It is a separately published section of, or supplement to another resource, AND:
 - Title proper as presented in chief source consists of title common to all sections and title of the section or supplement, AND:
 - The two parts are grammatically independent
- If they don't appear on any source together, give the section title as the title proper and the common title as a series (AACR2 12.1B6)

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Common Title and Section Title

On title page:

JOURNAL OF THE CHEMICAL SOCIETY
Perkin
Transactions I

Catalog record:

245 00 Journal of the Chemical Society.
\$p Perkin transactions I.

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Common Title and Section Title

On title page:

Pierce County
Wage & Salary
Survey
1996

Catalog record:

245 00 Wage & salary survey.
\$p Pierce County.

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Common Title and Section Title

BUT: on title page:

JOURNAL OF BASIC ENGINEERING

On other sources: Transactions of the ASME
Series D

Catalog record:

245 00 Journal of basic engineering.
490 1 Transactions of the ASME ; \$v ser. D

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Common Title and Designation

On title page:

Indian Journal of Physics

Part A

Catalog record:

245 00 Indian journal of physics. \$n Part A.

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Common Title and Designation

What appears to be a designation may not be one! On title page:

THE JOURNAL
of
the Acoustical Society
Of Japan
(E)

Catalog record:

245 04 The journal of the Acoustical
Society of Japan (E).

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Common Title, Designation of Section and Section Title (12.1B5)

On title page:

Journal of the
Chemical Society

C
Organic

Catalog record:

245 00 Journal of the Chemical Society.
\$n C, \$p Organic.

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Common Title, Designation of Section and Section Title

On title page:

**PROCEEDINGS OF THE
OCEAN DRILLING PROGRAM**

 VOLUME 101
 Part A – INITIAL REPORT

Catalog record:

245 00 Proceedings of the Ocean Drilling Program. \$n Part A, \$p Initial report.

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Common Title, Designation of Section and Section Title

On t.p.:

NATIONAL ACCOUNTS OF OECD COUNTRIES
 DETAILED TABLES
 VOLUME II
 TABLEAUX DÉTAILLÉS
COMPTES NATIONAUX DES PAYS DE L'OCDE

Catalog record:

245 00 National accounts of OECD countries. \$n Volume II, \$p Detailed tables = \$b Comptes nationaux des pays de l'OCDE. \$n Volume II, \$p Tableaux détaillés.

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Other Title Information

- Record other title information (AACR2 12.1E1)
 - If it is an acronym/initialism of the title and appears on the chief source
 - If a statement of responsibility or name of publisher is an integral part of the other title information
 - If the title proper is only the name of a corporate body, conference, etc., give a brief addition to explain the title proper (per 1.1E6)

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Other Title Information

- In other situations:
 - If important, transcribe in the title and statement of responsibility, or
 - Give in a note IF considered important, or
 - Ignore it!
- Change in other title information (AACR2 12.1E2, 12.7B6.2)
 - Give it in a note if other title information was included in the 245 or 500 field

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Other Title Information

245 00 Sorui : \$b the bulletin of the Japanese Society of Phycology.

245 00 Flintridge Foundation Awards for Visual Artists : \$ b [catalogue].

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Other title information

245 00 Chronicles : \$b a magazine of American culture.

245 00 Journal of earthquake engineering : \$b JEE.
246 30 JEE

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Statement of Responsibility

- Transcribe those relating to corporate bodies (AACR 2 12.1F1) that appear prominently
- Don't give if it already appears in title proper or other title information, unless it appears separately also (AACR2 12.1F2)
- Rarely give for persons who are editors (AACR2 12.1F3)
 - Give editors in a note if you consider necessary (e.g., for a well-known literary author)
- Don't supply a statement of responsibility

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Statement of Responsibility

245 00 S & P 500 ... directory / \$c Standard & Poor's Corporation.

245 00 Directory of associations of inventors / \$c prepared by the International Bureau of the World Intellectual Property Organization = Répertoire des associations d'inventeurs / préparé par le Bureau international de l'Organisation mondiale de la propriété intellectuelle.

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Variant Titles and Title Added Entries (Field 246)

- Access for portion of title or variation in title proper (21.30J/LCRI)
 - Portions of the title proper
 - Alternative titles
 - Section titles
 - Substitution in title proper
- Parallel titles
- Other title information, e.g., acronyms

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Variant Titles & Title Added Entries

245 00 Proceedings of the Institution of Mechanical Engineers. \$n Part F, \$p Journal of rail and rapid transit.
246 30 Journal of rail and rapid transit

245 04 The NUS economic journal.
246 2 National University of Singapore economic journal

245 00 FAO quarterly bulletin of statistics = \$b Bulletin trimestriel FAO de statistiques.
246 31 Bulletin trimestriel FAO de statistiques

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Other Variant Titles

- Give access to other title(s) on the serial if it:
 - Differs substantially from the title proper
 - Contributes to the identification of the serial
 - Provides meaningful access
 - Is located prominently and is likely to be searched as the title
- May give a note: "Commonly known as:" (AACR2 1.7B4)

35

Slide 36



Other Variant Titles

245 04 The skanner \$h [microform].
246 17 Seattle skanner

245 00 Internationale Papierwirtschaft : \$b IPW.
246 30 IPW
246 1 \$i Issues for <2000-> also have title in English: \$a International paperworld

245 00 Newsletter / \$c American Public Works Association, Washington State Chapter.
246 13 APWA newsletter

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Slide 37



Summary

- Base the description on the first or earliest issue
- Determine the title page or its substitute according to the priority order to ensure consistency in decision-making among catalogers
- The choice of title proper is important for serials: it is used in single entry access files (e.g., for check-in), for determining major changes, in links, etc.
- Record other title information if it contains a statement of responsibility, is an initialism or acronym of the title proper, or if it is supplied according to 1.1E6

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Slide 38



Summary

- Give added entries and/or notes for titles that differ significantly from the title proper if they affect searching and retrieval

38

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SESSION 2 - EXERCISES

SESSION 2: Sources and Titles

Construct the title statement (245), including subtitle and statement of responsibility, as appropriate, and source of title note (500), as appropriate, for the following examples. Also indicate any title added entries that you would give in field 246. Use the fields below as needed.

1.
 - 245
 - 246
 - 246
 - 500

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 - 245
 - 246
 - 246
 - 500

3.
 - 245
 - 246
 - 246
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500

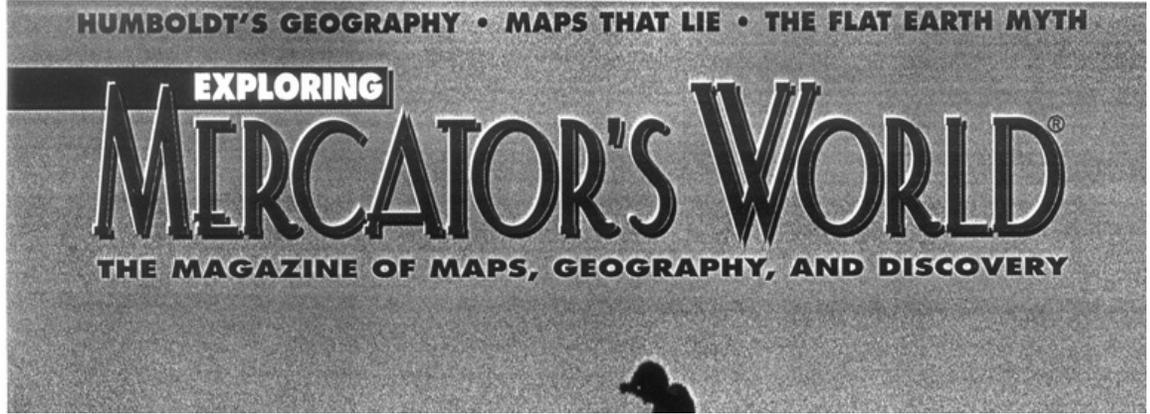
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SESSION 2 - IMAGES

SOURCES AND TITLES EXERCISE EXAMPLES

#1

on cover:



masthead:



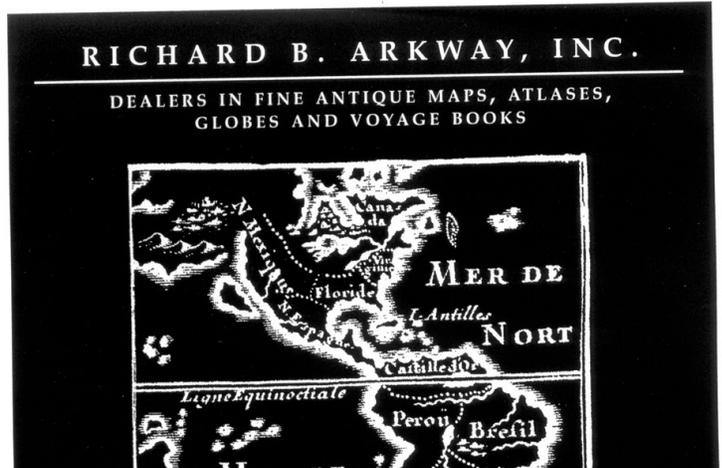
NOVEMBER/DECEMBER 2001
VOLUME 6 • NUMBER 6

GARY TURLEY
Managing Editor

JUNE RUSSELL-CHAMBERLIN
Associate Editor

ELIZABETH BOZIEVICH
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#2
first page:



SOUTHEASTERN ARCHAEOLOGICAL CONFERENCE
NEWSLETTER
Volume 43, Number 2 October 2001

Edited by Jane M. Eastman, Department of Anthropology and Sociology
Western Carolina University, McKee Building, Cullowhee, N.C. 28723

SEAC NEWS & NOTICES
SEAC 2001

Make the scene in the Scenic City! The 58th Annual Meeting of the Southeastern Archaeological Conference will be held November 14-17, 2001, at the Marriott Chattanooga Convention Center in Chattanooga, Tennessee. Chattanooga's nationally-heralded, revitalized downtown is full of interesting shops, restaurants, and night clubs, all within walking distance of the Marriott. And if you're the outdoor type, Chattanooga was listed in the latest issue of *Outdoor Magazine* as one of the ten best places to live in the U.S. Kayaking, running, mountain and road biking, rock climbing, and hiking all figure prominently in that top-ten assessment. Whatever your outdoor

ological Society. If your institution or company would like to help sponsor this "Wet and Wild" reception, please contact Nick Honerkamp via email (nick-honerkamp@utc.edu).

The special events continue on Friday evening (7:30-8:30 PM) with a keynote address by Dr. Alice Kehoe of the University of Wisconsin-Milwaukee. Her talk, "*The Land of Prehistory*," based on her new book with the same title, will explore the origins and practice of archaeology. Next on Friday's agenda, from 9:00 PM-12:30 AM, is the SEAC Dance featuring Gravity's Rimm--the band that kept us dancing last year is returning for another engagement. Look for the local arrangements chair on stage! (He plays bass.)

The end of the papers at lunchtime Saturday is not the end of SEAC 2001!! Plan on staying for Saturday afternoon's fun

masthead:

INFORMATION FOR SUBSCRIBERS

The *SEAC Newsletter* is published semi-annually in April and October by the Southeastern Archaeological Conference. Subscription is by membership in the Conference. Annual membership dues are \$15 for students, \$25 for individuals, \$30 for families, and \$50 for institutions. Life membership dues are \$300 for individuals and \$350 for families. In addition to the newsletter, members receive two issues per year of the journal *Southeastern Archaeology*. Membership requests, subscription dues, and changes of address should be directed to the Treasurer. Back issue orders should be sent to the Associate Editor for Sales (see addresses below).

INFORMATION FOR CONTRIBUTORS

The *SEAC Newsletter* publishes reports, opinions, current research, obituaries and announcements of interest to members of the Conference. All materials should be submitted to the Associate Editor for the Newsletter. Deadlines are February 15 for the April issue and August 15 for the October issue. Submissions via e-mail are preferred. Style should conform to the detailed guide-lines published in *American Antiquity*, Vol. 57, No. 4 (Oct. 1992).

OFFICERS

President: Richard W. Jefferies, Department of Anthropology, University of Kentucky, Lexington, KY 40506-0001; Phone: 606-257-2860; e-mail: rwjeff1@pop.uky.edu

President-elect: Margaret C. Scarry, Department of Anthropology, 301 Alumni Building, CB 3115, University of North Carolina, Chapel Hill, NC 27599-3115; e-mail: margie_scarry@unc.edu

Secretary: David G. Anderson, National Park Service, 2035 E. Paul Dirac Drive, Johnson Building, Box 7, Tallahassee, FL 32310; Phone: 850-580-3011 ext. 344; e-mail:

IN THIS ISSUE

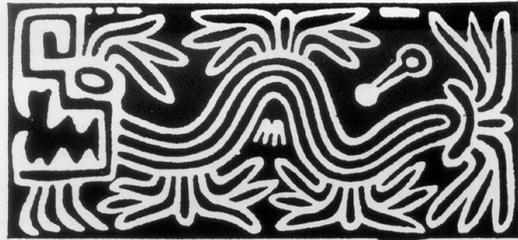
SEAC NEWS & NOTICES 1

SEAC OFFICER'S REPORTS 2

ANNOUNCEMENTS 4

CURRENT RESEARCH 5

#3



SALALM Newsletter

Publication of the Seminar on the Acquisition of Latin American Library Materials

Volume XXIX Number One

ISSN 0098-6275

August 2001

presidential message...

This issue of the *SALALM Newsletter* contains reports of the panels from the annual conference sponsored by Arizona State University Libraries in Tempe, Arizona. For those of us who did not get a chance to attend some of the panels, this is an opportunity to read about the ones we missed.

I would like to thank Victor Torres for organizing an excellent program and Orchid Mazurkiewicz and the Local Arrangements Committee for a thoroughly enjoyable and smooth-running conference. Of the 248 personal members in SALALM 139, or 56% attended the conference. Even more encouraging, over 95% of the membership is signed onto SALALM's listserv, lala-l (moderated by Gayle Williams). The listserv has become a valuable tool for all of us, but it is especially useful in giving those members who cannot attend the annual conference an opportunity to share new information and ideas.

p. 2:
2

the newsletter...

Editors: Adan Griego, Stanford University, and Hortensia Calvo, Duke University.

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Hortensia Calvo, Librarian for Latin America & Iberia, International and Area Studies, Box 90195, 021 Perkins Library, Duke University, Durham, NC 27708.

Phone: 919-660-5845; *fax:* 919-684-2855

e-mail: hcalvo@duke.edu

Please copy both editors on all newsletter correspondence.

Layout/graphics: Sandy Lowder, SALALM Secretariat, University of Texas at Austin.

e-mail: sandyL@mail.utexas.edu

Published: August, October, December, February, April, and June.

Submissions: Members and non-members may submit news or articles in any of the official languages of SALALM. Deadline for submission of news and articles is the 15th of the month before the month of publication; deadline for advertising is the 25th of the month before the month of publication. **Next deadline: September 15, 2001.** All contributions and books for review (works of *reference* or on *librarianship* or the *book trade*, and of *Latin American*

from the former editor...

Correction:

The April Newsletter mistakenly identified Rachel Barreto's affiliation as Catholic University (Members' News). While once true, Rachel left CU in 1997; she is now at the Latin American Bibliographic Foundation in Washington, DC. We regret the error.

•Nancy Hallock

from the new editors...

Given space considerations, we were not able to include Committee Reports in this issue. The October issue will have those reports.

Please copy both of us in any correspondence having to do with the newsletter.

•Adan Griego and Hortensia Calvo.



#3

p. 39:

by the Antorchas Foundation. Guzmán is also spending a year at LC getting to know the collections and doing special projects. Fedora Cagnoli, a librarian at the U.S. Embassy in Buenos Aires, is here for a year working in the Hispanic Division and preparing portals for the Hispanic Web page. Lucia Acin, a librarian from Zaragoza, Spain, has an Anuario Hispano fellowship for the summer. Tracy Goode, a graduate student in history from the University of Arizona, holds an Archer M. Huntington fellowship. Both of them are working on bibliographic projects.

•Dr. Georgette M. Dorn,
Chief, Hispanic Division Library of Congress

positions of materials about Cuba and Cuban-Americans outside the island nation; the collection spans nearly 300 years and contains over 250,000 items, including rare books, periodicals, manuscripts, illustrations, maps, posters, personal papers, and photographs from the early colonial period to the present. As part of the IMLS projects, the following websites were designed to serve as portals.

Cuban Heritage Collection:

<http://www.library.miami.edu/umcuban/cuban.html>

Cuban Heritage Collection Highlights:

<http://www.library.miami.edu/chc/chc.HTML>

Cuban Heritage Digital Collection:

<http://www.library.miami.edu/chcdigital/chcdigital.html>

•Gladys G Markoff-Sotomayor
Columbia University

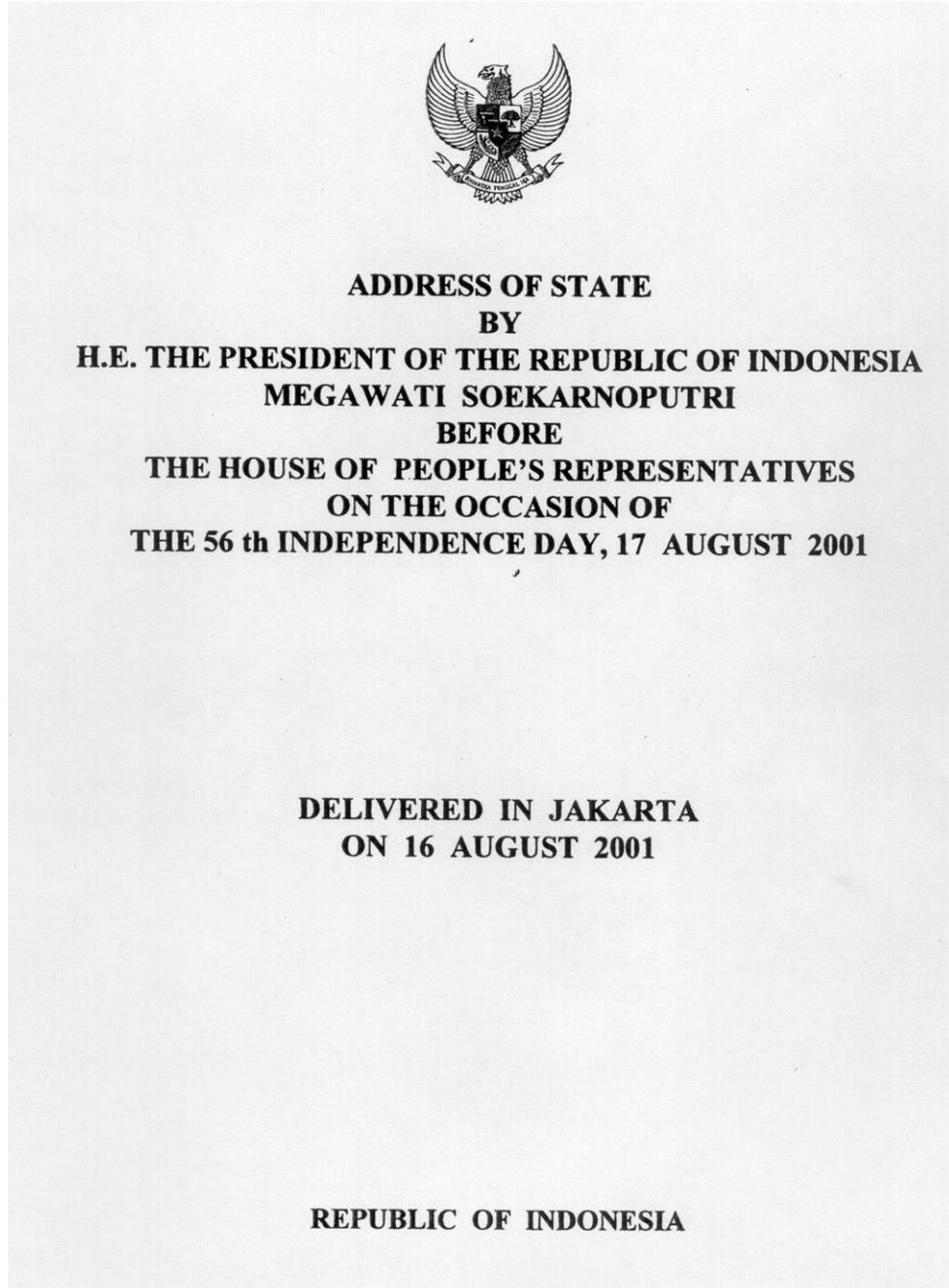
NEW EDITORS!!!!

Adán Griego and Hortensia Calvo will edit the *SALALM Newsletter* beginning with this issue, Vol. 29, no. 1 (August 2001).

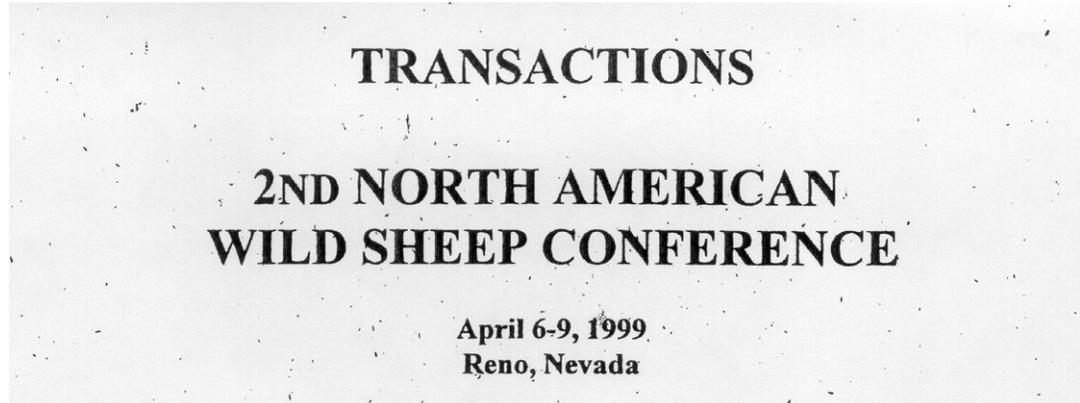
**New Addresses for Submissions
inside the front cover of this issue.**

Please copy both editors on all newsletter correspondence

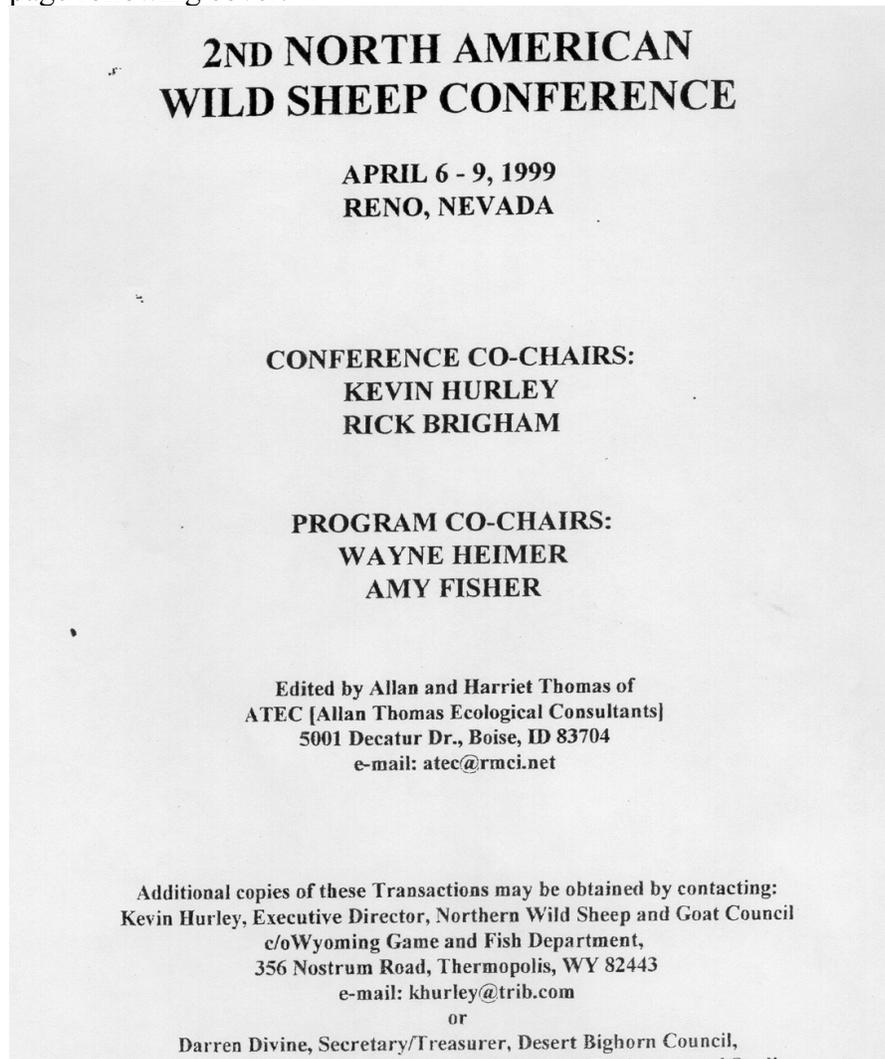
#4



#5
cover:

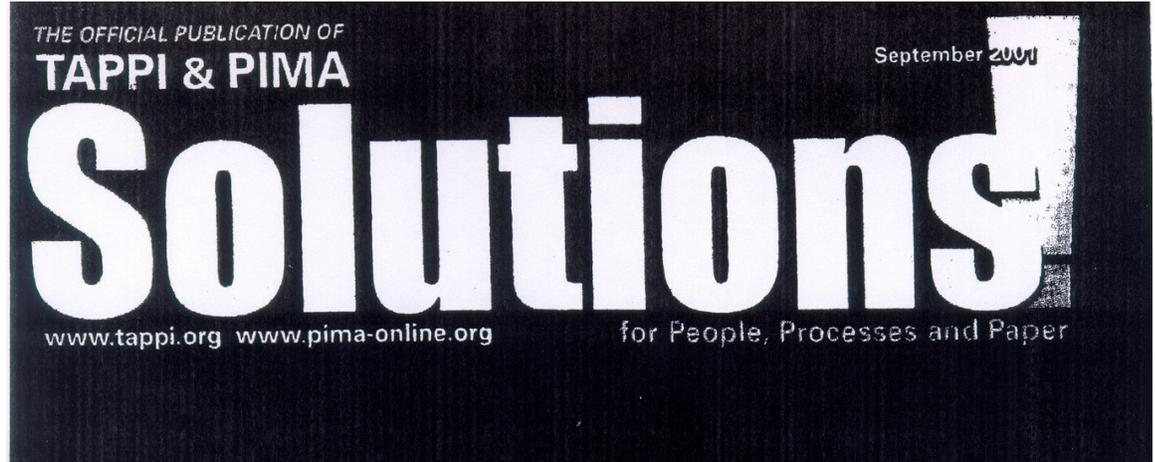


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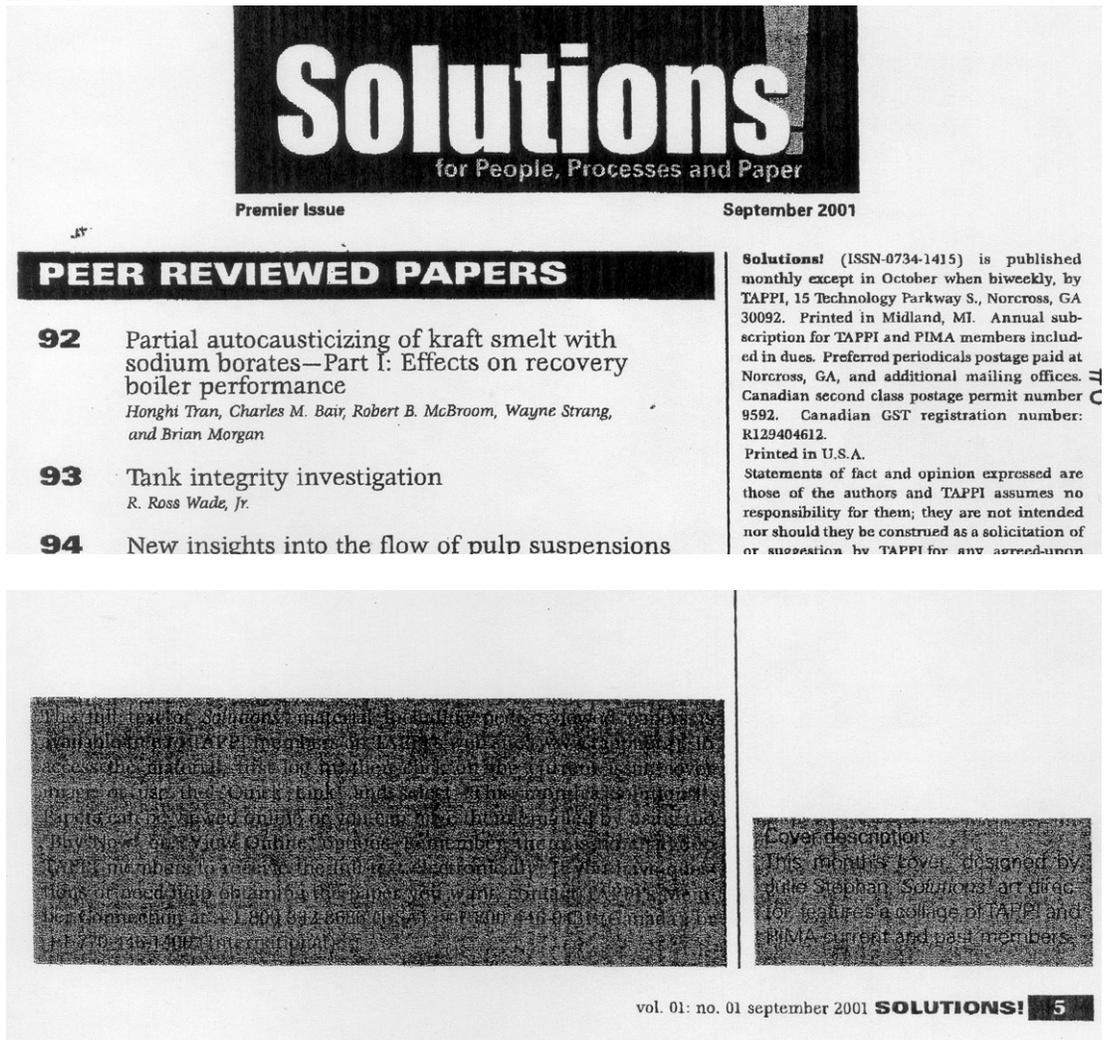


#6

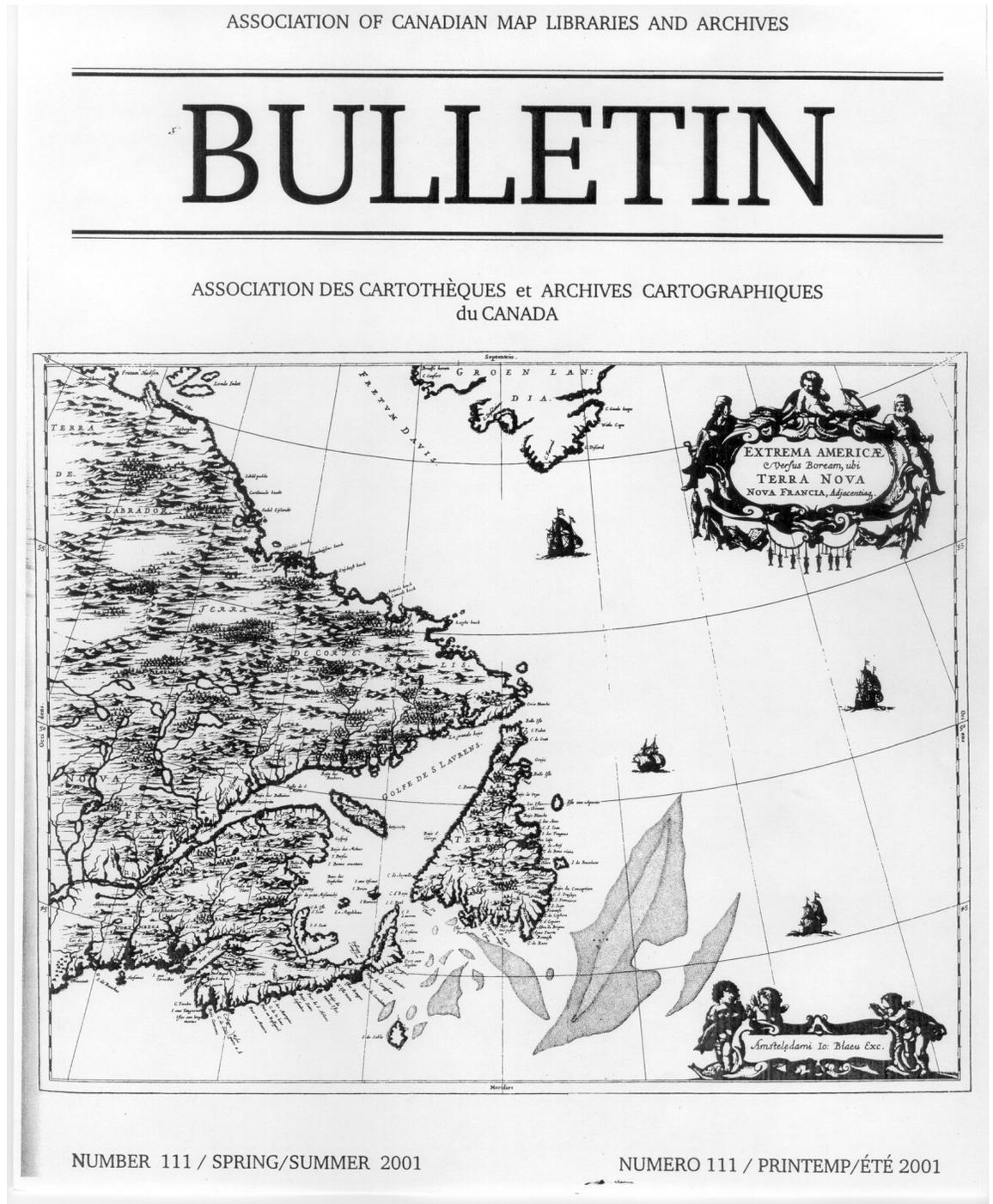
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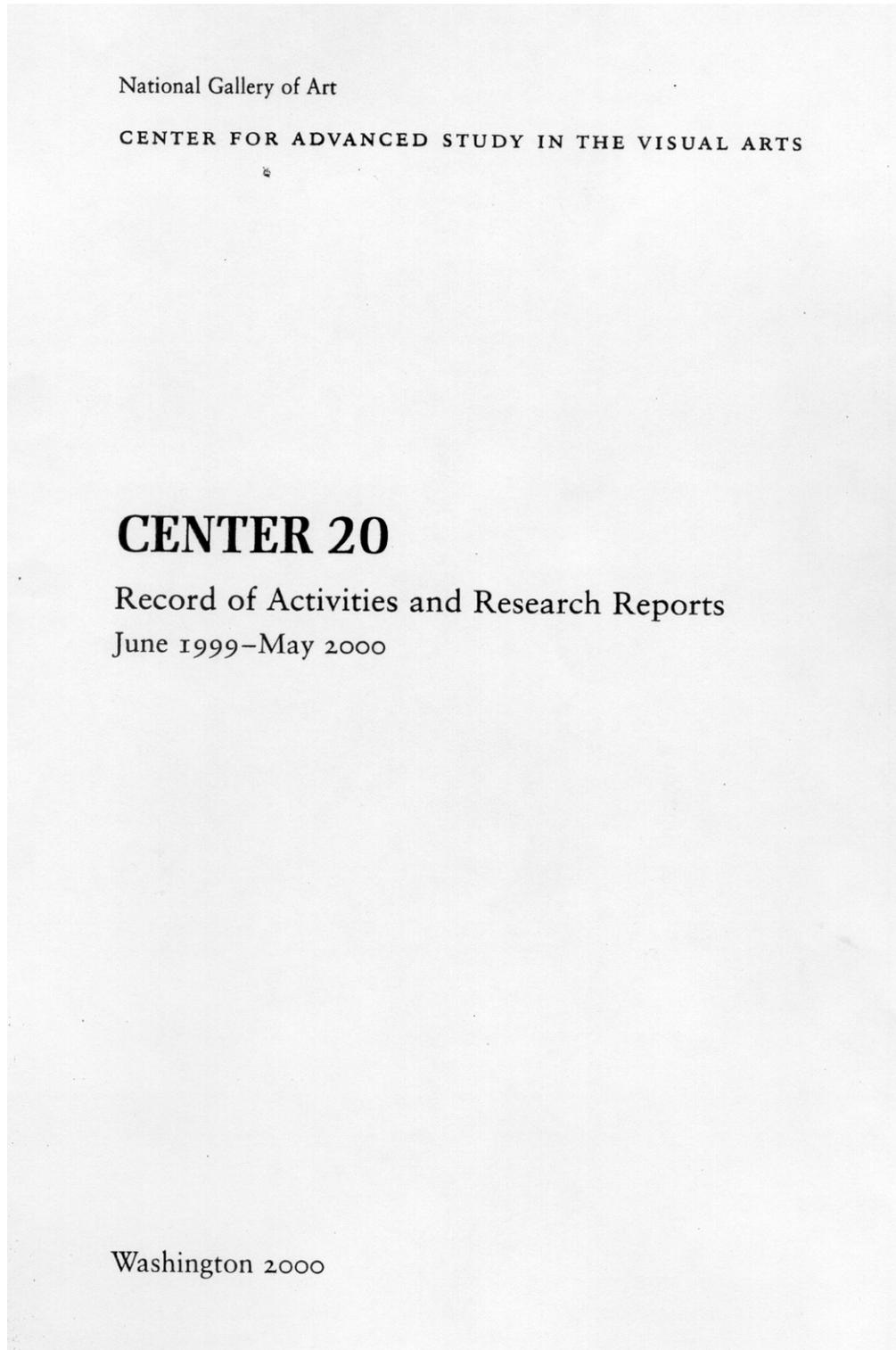
#7 cover



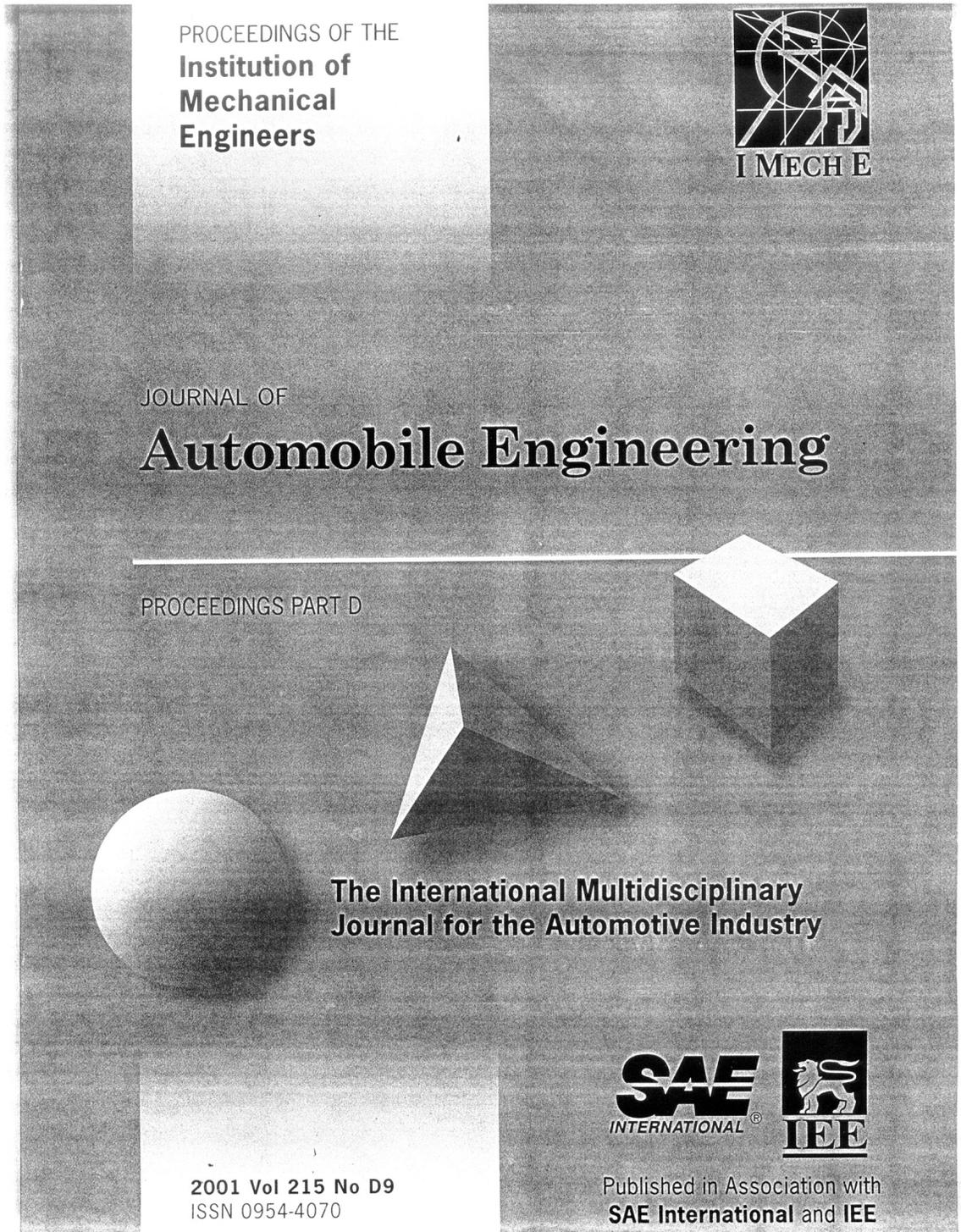
#8 cover



#9



#10



#10

inside cover:

Aims and Scope

The *Journal of Automobile Engineering* is the leading international Journal serving the multidisciplinary global automotive industry. The Journal reflects the continual development and changing needs of this diverse community by means of guidance from an international Editorial Board in partnership with the Society of Automotive Engineers and the Institution of Electrical Engineers.

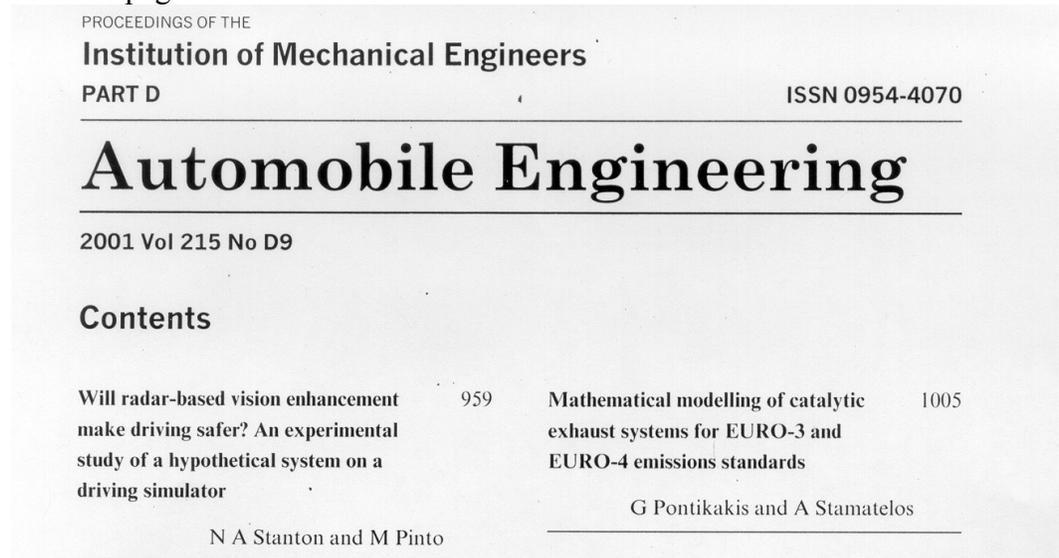
The *Journal of Automobile Engineering* provides a forum for those involved in research, design, development, manufacture, operation, servicing and repair of cars, commercial vehicles, public service vehicles, off-highway vehicles and industrial and agricultural tractors throughout the world. The scope includes auxiliary equipment systems, components and complete vehicles for automotive transportation.

Topics include:

- Vehicles and components
- Engine and fuels
- Structures, mechanisms, lubrication and wear
- Dynamics and primary safety
- Control and information systems, vision and lighting
- Environmental impact of vehicles
- Operation, reliability, durability, servicing and repair
- Economics, legislation and management
- Comfort, refinement and secondary safety
- Manufacturing technology and systems
- Electronics and traffic information systems
- Supply chain development

Editor

contents page:



p. 959:

illumination. The benefits of radar-based vision enhancement may become even more obvious when driving in foggy conditions. Under such conditions the driver's range of vision may be reduced to only a few metres. With the radar-based vision enhancement system activated the road view becomes greatly enhanced, enabling the driver literally to see through the fog. As an illustration, Figs 1 and 2 show the road view without (Fig. 1) and with (Fig. 2) the hypothetical radar-based vision enhancement system in a driving simulator.

With the radar-based vision enhancement system

Proc Instn Mech Engrs Vol 215 Part D

SESSION 3

Slide 1



Session 3 : Numbering & Publishing Statement

- What is the relationship between field 362 and the “Description based on” note?
- What is a “Latest issue consulted” note?
- How do I deal with multiple designations, changes in numbering, etc.?
- How do I record dates in the publishing statement and elsewhere in a record? ₁

Slide 2



Introduction

- AACR2 12.3
- A serial’s numbering distinguishes one issue of a serial from another
- “Numbering” includes numbers, dates, letters
- This unique identification for each issue allows for checking-in and for the retrieval of issues

2

Slide 3



Field 362

- Formatted: when first and/or last issue is in hand (AACR2 12.3A1)

362 0 No. 1 (May 1998)-
- Unformatted: when information about first and/or last issue is known but issue is not in hand (AACR2 12.7B11)

362 1 Began in 2000.
362 1 Began with vol. 1, no. 1 (Jan. 2004).

3

Slide 4



Description based on note (DBO) (AACR2 12.7B23)

- Use 500 "Description based on:" when the description is **not based** on the first issue

500 Description based on: Vol. 2, no. 3 (Mar. 1999).
- CONSER practice is to combine the description based on note with the source of title note, when applicable

500 Description based on: 1999/2000; title from caption.

4

Slide 5



Formatted 362s (362 0)

245 00 Educational psychology review.
 260 New York : \$b Plenum Press, \$c c1989-
 300 v. ; \$c 23 cm.
 362 0 Vol. 1, no. 1 (Mar. 1989)-
 500 Title from cover.

245 00 Update in Action.
 260 Washington, D. C. : \$b Action, \$c -1993.
 300 v. : \$b ill. ; \$c 28 cm.
 362 0 -fall 1993.
 500 Description based on: Summer 1993; title
 from caption.

5

Slide 6



Unformatted 362s (362 1)

110 1 Kansas. \$b Dept. of Revenue.
 245 10 Annual report / \$c State of Kansas, Department of
 Revenue.
 260 [Topeka, Kan.] : \$b Dept. of Revenue
 300 v. : \$b ill. ; \$c 28 cm.
 362 1 Began in 1958.
 500 Description based on: 1982.

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Slide 7



Latest Issue Consulted (LIC) - AACR2 12.7B23

- The LIC may be used when more than one issue is in hand when first cataloging, or

500 Description based on: No. 8 (Jan./June 1997)
 500 Latest issue consulted: No. 12 (Jan./June 1999).

When later changes occur that are noted in the record

362 0 1991/1-
 500 Latest issue consulted: 2001/3.

7

Slide 8



Latest Issue Consulted (LIC)

Do not combine with “Source of title” note because they do not relate to the same issue.

362 0 Vol. 1, no. 1 (June 1997)-
 500 Title from cover.
 500 Latest issue consulted: Vol. 5, no.3 (Aug. 2002).

500 Description based on: 99-2 (Feb. 1999); title from caption.
 500 Latest issue consulted: 2002-5 (May 2002).

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Slide 9



Latest Issue Consulted (LIC)

- Helps cataloger with major/minor title change decisions.
- Confirms that the description is current as of that issue.

Former CONSER practice:
 936 Vol. 6, no. 2 (Feb. 1983)

New practice:
 500 Latest issue consulted: Vol. 6, no. 2 (Feb. 1983).

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Slide 10



Premier and Inaugural Issues

- Use the terms “Premier” and “Inaugural” only when no other numeric or chronological designations are available

On piece: Premier issue May 1989
 In record: 362 0 May 1989

10

Slide 11



Pilot or Sample Issue

- If a pilot or sample issue precedes the first issue of the serial, mention it in a numbering peculiarities note

Dates: 1972,9999
362 0 Vol. 1, no. 1 (Jan. 1972)-
515 Vol. 1, no. 1 preceded by an issue
called "Preview issue."
[Preview issue was published in 1971]

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Slide 12



First Issue Lacks Designation (AACR2 12.3D1)

- If the first issue lacks a designation, a bracketed designation may be used. If later issues are available, pattern the designation on those issues. Include a note to explain that the designation was supplied

- 362 0 [No. 1]- {as first cataloged}
 515 First issue lacks designation.
 362 0 [Vol. 1, no. 1]- {changed when second issue came with v. 1, no. 2 on it}

260, \$c c2002-
 362 0 [2002]-

12

Slide 13



Incorrect Designations

- If a designation is known to be incorrect, use [i.e.] to show the correct form or a note to explain the error

362 0 Vol. 1, no. 2 [i.e. 1]-

362 0 Vol. 1, no. 1 (Jan. 1863)-v. 9, no. 12 (Dec. 1870).

515 Issues for v. 7, no. 9-12 incorrectly called v. 8, no. 9-12.

13

Slide 14



Vols. & Consecutive Numbering

- Volume numbers are sometimes accompanied by consecutive numbers rather than internal numbers that repeat with each volume

On pieces: Vol. 1, no. 1, Jan. 1989
Vol. 1, no. 2, Feb. 1989
Vol. 2, no. 24, Dec. 1990

In record: 362 0 Vol. 1, no. 1 (Jan. 1989)-v. 2, no. 24 (Dec. 1990).

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Slide 15



Alternative Numbering Systems (AACR2 12.3E1)

- When a serial has more than one system of numeric designation, prefer a vol. & no. system as first (LCRI 12.3E1).

On pieces: Vol. 7, no. 6 (102) May 1963
Vol. 7, no. 7 (103) June 1963

In record: 362 0 Vol. 7, no. 6 (May 1963)- = 102-

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Successive Designation Systems (AACR2 12.3G1)

- When the numbering begins again with “1”, give the designation of the first and/or last issue under the old system, followed by the designation of the first issue under the new system

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Slide 17



Successive Designation Systems

362 0 Vol. 1, no. 1 (June 1893)-v. 57, no. 3 (Aug. 1924) ; new ser., v. 1, no. 1 (May 1925)-new ser., v. 2, no. 3 (Jan. 1926).

362 0 Vol. 1, no. 1 (May 1984)-v. 18, no. 2 (June 2002) ; no. 1 (July 2002)-

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Slide 18



Successive Designation System

- When the numbering of the new sequence cannot be distinguished from an earlier sequence of a serial, supply [new ser.]

362 0 Vol. 1, no. 1 (July 1972)-v. 18, no. 5 (Nov. 1989) ; [new ser.], v. 1, no. 1 (July/Aug. 1990)-

- Formerly, when the number of the new sequence was the same as that of an earlier sequence, a new record was created

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Multiple Languages (AACR2 12.3B2)

- If the designation appears in more than one language, choose the designation that is in the language of the title proper or the designation that appears first when neither is in the language of the title

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Slide 20



Editions

- Many serials, particularly directories, use the word “edition” as their designation

500 Description based on: 10th ed. (1990/91).

- When cataloging a “1st edition”, decide if the publication is a serial or a monograph
- 1st edition may also relate to the issue itself

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Years Serving As Volumes (AACR2 12.3C4)

- A year serves as the volume number when the number is internal and starts over with "1" each year

On pieces: no. 1, 1994, no. 1, 1995
 no. 2, 1994, no. 2, 1995
 no. 3, 1994, no. 3, 1995
 In record: 362 0 1994, no. 1-1995, no. 3.

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Slide 22



Repeating the year

- According to LCRI 12.3C4, if the year is used as the numeric designation, it can be repeated in the chronological designation.

On piece: 1 spring 1993
 2 fall 1993
 1 spring 1994
 Transcribed as: 1993, 1 (spring 1993)-

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Slide 23



Years Serving As Volumes

- For some publications, the word “year,” or its equivalent in other languages, substitutes as a volume caption or is given in addition to the volume number

On pieces: Anno 1. V. 1., n. 1; Anno 1. V. 1, n. 2
In record: 362 0 Anno 1, v. 1, n. 1-

On piece: Año 2, no. 1
In record: 362 0 Año 2, no. 1-

23

Slide 24



Conference Dates (LCRI 12.3C1)

1986 Proceedings
 FALL JOINT
 COMPUTER CONFERENCE
 November 2-6, 1986--INFORMART-- Dallas, Texas
 Sponsored by ACM and Computer Society of the IEEE

- Coverage dates of a conference are preferred as a designation over the specific dates a conference was held

362 0 1986-

24

Slide 25



Supplying a Chronological Designation

- When there is no designation, the publishing or copyright date may be used to supply a chronological designation.

260 ... , \$c c1998-
362 0 [1998]-

25

Slide 26



Numbering and Issuing Peculiarities Notes (515)

- Used to show suspensions of publication and other irregularities in publishing patterns

515 Suspended 1942-1946.
515 Some issues published out of chronological sequence.
515 Issue for June 1960 not published.

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Slide 27



Numbering and Issuing Peculiarities Notes (515)

- Used to record report year coverage when the year does not end on December 31st
 - 515 Report year ends June 30.
 - 515 Report year varies.
- Used to show that a serial is issued in parts or revised editions
 - 515 1981 annual issue published in 3 vols.
 - 515 Some v. issued in revised eds.

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Slide 28



Numbering and Issuing Peculiarities Notes (515)

- Used to explain numbering situation that cannot be expressed in field 362 and/or a “Description based on” note
 - 515 No. 13-16 omitted from numbering.
 - 515 Designation new ser. is dropped with v. 38, 2001.
 - 515 Vol. 1, no. 1- called also v. 13, no.1- continuing the numbering designations of the previous title.

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Publication Statements–Place

- Give the place of the publisher. Serials often have several places (residence of editor, place for subscriptions, etc.)

Sunset is published in Menlo Park, Calif. The place for subscriptions is in Boulder, Colo. Advertising offices are located around the United States.

260 Menlo Park, Calif. : \$b Sunset Pub. Corp.
 500 Description based on: Vol. 205, no. 3 (May 2000); title from cover.

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Slide 30



Publication Statements - Publisher

- Publisher may be a commercial publisher, issuing body, person, or name of a serial

260 New York, N.Y. : \$b Haworth Press, \$c c1981-
 260 Chicago, IL : \$b American Library Association, \$c c1997-
 260 Tunbridge, Kent [England] : \$b J. Hilton, \$c 1966-
 260 New York, NY : \$b Scientific American, Inc., \$c c1995-c1999.

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Slide 31



Publication Statements - Publisher

- Publishers that appear also in the 245 are no longer given in the form "The Library"
 - Old rule AACR2 1.4D4 has been deleted

110 2 National Agricultural Library (U.S.)
 245 10 Annual report for ... / \$c National Agricultural Library.
 260 Beltsville, Md. : \$b National Agricultural Library

- AACR2 1.4D2: give publisher's name in "shortest form in which it can be understood"

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Slide 32



Publication Statements – Dates of Publication

- Give the beginning and/or ending date of publication when the first and/or last issue is in hand

260 Washington, D.C. : \$b IEEE Computer Society Press, \$c 1986-

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Slide 33



Dates of Publication (cont.)

- If neither the first or last issue is in hand, omit the date and the comma
260 Chicago : \$b [University of Chicago]
- Give closed brackets
260 Washington, DC : \$b Library of Congress, \$c [1999]-

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Slide 34



Dates Given Elsewhere in the Record

- Use chronological designations for fixed field dates. If a span of dates is given, use the latest date in the fixed field
362 0 1998/1999-
FF: 1999,9999

34

Slide 35



Dates Given Elsewhere in the Record

- Use publication date in a uniform title qualifier created according to LCRI 25.5B; not the date in the numbering area

Dates: 1997,9999 Ctry: nyu
 130 0 Focus (New York, N.Y. : 1998)
 260 \$c 1998-
 362 0 1997-

35

Slide 36



Summary

- Use a formatted 362 when the first and/or last issue is in hand
- Use an unformatted 362 when the first and/or last issue is not in hand
- Use a "Latest issue consulted" note if more than one issue is consulted or the record is later changed

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Slide 37



Summary

- Supply [new ser.] or another term when a new sequence cannot be distinguished from an earlier sequence
- Prefer coverage dates of a conference over the actual dates a conference was held
- Do not abbreviate publishers in the form of "The Division"

37

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FOR DOUBLE SIDED COPY*

SESSION 3 - EXERCISES

The following exercises cover the numbering and related notes. The appropriate fields that might be used in these exercises are:

- 362 0 Formatted
- 362 1 Unformatted
- 500 Description based on
Latest issue consulted
- 515 Notes about numbering changes

Example 1:

Below are titles and designations from three issues of a journal. Give the appropriate fields for this journal.

Cover:

Volume I Number 1 February 1985 CAMBRIDGE UNIVERSITY PRESS	NTQ NEW THEATRE QUARTERLY 1
---	---

Cover:

Volume X Number 39 August 1994 CAMBRIDGE UNIVERSITY PRESS	NTQ NEW THEATRE QUARTERLY 39
--	--

Cover:

Vol. XV Part 4 (NTQ 60) Nov. 1999 CAMBRIDGE UNIVERSITY PRESS	NTQ NEW THEATRE QUARTERLY 60
---	--

Example 2:

Below are 5 issues of a journal that has changed its numbering. Provide the appropriate 362 fields.

Cover:

Studies in American Humor	
Volume 1, Number 1	April, 1974

Cover:

Studies in American Humor	
Volume 3, Number 3	January, 1977

Cover:

Studies in American Humor	
Volume 1, New Series, Number 1	June, 1982

Editor's note: The last published issue was volume 3, number 3 dated January, 1977, although the actual publishing date was January, 1982. In order to make the date on the cover and the actual publication date coincide, I have decided to start a new series eliminating, I hope, some bibliographical nightmares for those whose articles appear in the journal.

Cover:

Studies in American Humor	
Volume 7, New Series	1989

Note: Vol. 7 was the last issue of the new series. It lacked any internal numbering.

Cover:

Studies in American Humor	
The Journal of the American Humor Studies Association	
New series 3, no. 1	1994

Example 3:

This is another example of a numbering change. Supply the appropriate 362.

Rails to Trails News A Magazine for Today's Cyclist	
Volume 1, no. 1	June 1995

Rails to Trails News A Magazine for Today's Cyclist	
Volume 4, no. 3	December 1999

Rails to Trails News The New Magazine for Today's Cyclist	
Volume 1, no. 1	June 2001

Editor: We're back! Thanks to the financial support of many bike shops in your communities. We have much to report since our last issue in December 1999.

Example 4:

This is an example of the first issue lacking a designation. How would you handle this if you had the following issues in hand at the time of cataloging?

Journal of Digital Initiatives

Note: The publisher sent you a free copy of this issue in June 1998. The piece itself lacks any numeric or chronological designation.

Number 2	September 1998
Journal of Digital Initiatives	

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SESSION 4

Slide 1



Session 4 :

Main Entry and Uniform Titles

- How do you decide if corporate body, person, or title should be the main entry?
- What is the purpose of a uniform title?
- How and when is a uniform title assigned?
- What types of qualifiers are used for uniform titles?

1

Slide 2

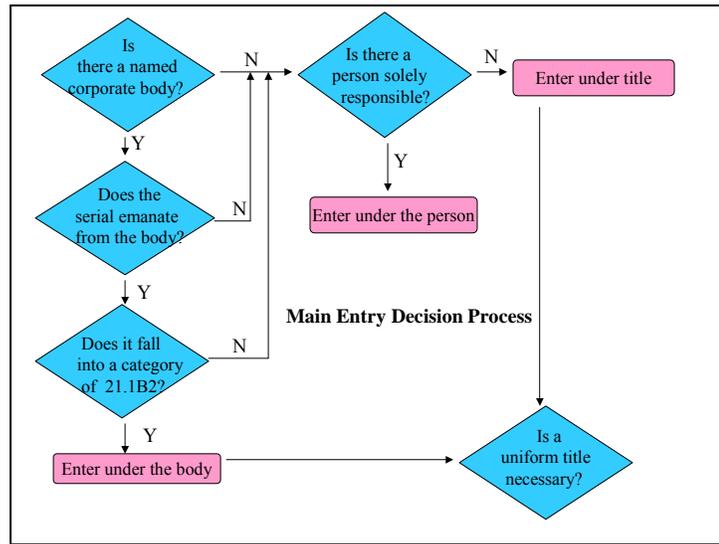


Main Entry and Serials

- The heading can be a corporate body, conference, jurisdiction, personal name, title, or uniform title
- Choice of entry is important because:
 - It affects listings in single-entry files (check-in, etc.)
 - It is a determining factor in major changes

2

Slide 3



Slide 4

Does the Serial Fall into a Category of AACR2 21.1B2?

A serial is entered under the body when:

- it is about the body (**A**)
- it is a special type of legal publication (**B**)
- it contains the opinion of the body (**C**)
- it reports the collective activity of a conference, etc. (**D**)
- it is the results of the activity of a performing group whose responsibility goes beyond performance (**E**)
- it is cartographic material of corporate body whose responsibility goes beyond publication or distribution (**F**)

4

Slide 5



21.1B2 Category A

- Includes serials that are of an “administrative nature” and contain information that is about a body’s activities or its internal operations
- Most serials entered under a body fall into this category
- In case of doubt, enter under title.

5

Slide 6

1985-1986 UNIVERSITY OF CONNECTICUT

FINANCIAL REPORT

COVER

Slide 7



Newsletters

- Deciding if a newsletter falls under Category A can be difficult:
 - Does it contain information about the body?
 - Is there material not directly related to the body?
- The first issue is often misleading because it may focus on introducing the body

7

Slide 8

Volume 9
Number 2 Winter 1994

The
LiNK

Newsletter of the University of Nebraska – Lincoln Libraries

- The sole purpose of the *Link* is to report news of the Libraries and its staff.
- The *Link* falls under Category A.

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NEWSLETTER OF THE
ARCHIVES OF AMERICAN ART

SMITHSONIAN INSTITUTION

VOL. 1 NO. 1
SPRING 1992

“The purpose of this publication is to provide information about matters likely to be of particular interest to this community – new publications, forthcoming seminars, the completion of special Archives projects, work in progress, etc.”

This newsletter does not fall into Category A.

Slide 10



Audit Reports

- Enter a financial audit report under the name of the agency being audited even though it may be prepared by another body.

110 2 Nebraska Educational Telecommunication Commission.

245 10 Audit report of Nebraska Educational Telecommunication Commission / \$c prepared by Auditor of Public Accounts.

710 1 Nebraska. \$b Auditor of Public Accounts.

10

Slide 11



21.1B2 Category C

- Includes serials that “report the collective thought of the body”
- In applying this category, consider the overall purpose of the publication and consider the body’s function

11

Slide 12

Recommendations on the
**TRANSPORT
 OF
 DANGEROUS GOODS**

Fifth revised edition

Committee of Experts on the Transport of Dangerous
 Goods

UNITED NATIONS
 New York, 1988
 TITLE PAGE

Slide 13



21.1B2 Category D

- Serials that “report the collective activity of a conference, of an expedition, or of an event”
- Do not enter a serial under a conference heading when the serial contains only a separate report presented at the conference
- Conference can be main entry if it is named in the item—does not have to be prominent

13

Slide 14



Conference Publications

- Named vs. unnamed conference (LCRI 21.1B1)
 - A conference must have a name to be set up as a heading
 - Some or all of the words begin with capital letters
 - The definite article (the, le, etc.) is used with the name rather than the indefinite article (a, un, etc.)

14

Slide 15



Conference Publications

Named

111 2 Conference on Artificial Intelligence Applications.
 245 10 Conference on Artificial Intelligence Applications :
 \$b [proceedings] / \$c sponsored by IEEE Computer
 Society, in cooperation with American Association for
 Artificial Intelligence.

Unnamed

245 02 A conference on forestry management held at the
 Society's house [i.e., the Royal Society of Arts] in John
 Adam Street, London, on Tuesday 25 November 1975.
 710 2 Royal Society of Arts.

15

Slide 16



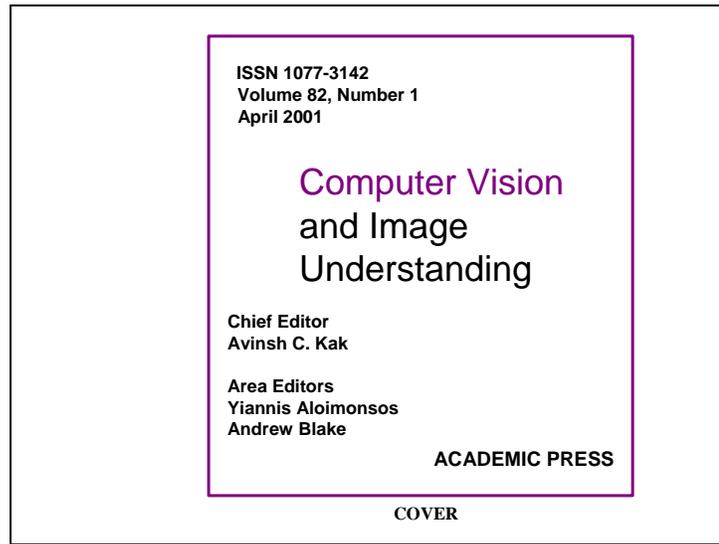
Title Main Entry

- Enter a serial under title:
 - when there is no responsible corporate body or person
 - when the serial does not emanate from a body
 - when none of the 21.1B2 categories apply to the serial

The majority of serials will be entered under title

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Slide 17



Slide 18

Is a Uniform Title Necessary?

- Once a decision has been made on the choice of main entry, the cataloger must decide if a uniform title is necessary.
- For serials, uniform titles are used:
 - to distinguish serials with the same title or catalog entry (25.5B and its LCRI)
 - for translations and language editions to bring together different versions of the same serial (25.5C) (covered in Session 9)
- Uniform titles created according to 25.5B consist of the title proper (\$a, \$n, \$p) and a qualifier

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When to Assign Uniform Titles (AACR2 25.5B)

- The title proper of a serial is identical to the title proper of another serial (including titles represented by series authority records)

130 0 Bulletin (Alaska Agricultural Experiment Station)

130 0 Bulletin (Colorado Geological Survey)

130 0 Bulletin (East of Scotland College of Agriculture)

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Slide 20



When to Assign Uniform Titles

- The serial has the same corporate main entry and title proper as another serial.

110 2 Missouri Highway and Transportation Commission.

245 10 Annual report. [Published 1981; different title published 1982-83]

110 2 Missouri Highway and Transportation Commission.

240 10 Annual report (1983)

245 10 Annual report.

20

Slide 21



When to Assign Uniform Titles

- The physical medium of a serial has changed

245 00 Consumer news & reviews.
 580 Continued by online version with the same title.
 785 10 \$t Consumer news & reviews (Online)

Continued by:

130 0 Consumer news & reviews (Online)
 245 10 Consumer news & reviews \$h [electronic resource].
 580 Continues the print version with the same title.
 780 10 \$t Consumer news & reviews

- Or, serial is also issued in electronic form with same title

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Slide 22



When to Assign Uniform Titles

- The section title begins with an article.

130 0 Trade policy review. \$p Republic of Peru.
 245 10 Trade policy review. \$p The Republic of Peru.

22

Slide 23



When Not to Assign Uniform Titles

- When the titles aren't exactly the same
- Don't predict a conflict
- Don't add a uniform title to an already cataloged title
- Don't add a uniform title to a pre-AACR2 record
- Don't add a uniform title to a hard-copy reprint or a microform reproduction of the same title to distinguish the reprint or reproduction from the original

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Slide 24



Choice of Qualifier (LCRI 25.5B)

- Titles can be qualified by place and/or date of publication, corporate body, frequency, etc.
- No prescribed priority for choosing qualifier, except for generic titles. Place is often used because change in place does not require a new record
- Remember: uniform titles are meant to distinguish like titles, not help identify serials.

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Slide 25



Choice of Qualifier: Place

130 0 Chalk talk (Lincoln, Neb.)

- Give the place of publication of the earliest issue (i.e., the place listed in the 260).
- Use the place's established form of name as qualifier
 - Separate higher jurisdiction from the city by a comma rather than parentheses

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Slide 26



Changes of Place Used as Qualifier

- When the place in which the serial is published changes, do not change the uniform title qualifier
 - Change the country code in the fixed field to reflect the current place.
 - Give the change in a note when significant, especially when it helps with the identification of the serial
- When the place name itself changes (e.g., Soviet Union), change the qualifier but do not create a new record (LCRI 25.5B)

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Slide 27



Choice of Qualifier: Corporate Body

- Use for titles that consist only of generic words that indicate type of publication and/or frequency.

130 0 Bulletin (Colorado Geological Survey)
- Use when more than one serial with the same title is published in the same place.
- Note: When the name of a corporate body used as qualifier changes, or a different corporate body is now responsible, a new record is made
- Use the established form of the corporate body's name as a qualifier.

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Slide 28



Choice of Qualifier: Date

- Dates may be used alone or combined with the place or corporate body.

130 0 American machinist (New York, N.Y. : 1968)
 130 0 Universe (Doubleday and Company, inc. : 1990)

110 2 Advertising Research Foundation.
 240 10 Annual report (1986)
 245 10 Annual report / \$c Advertising Research Foundation.

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Slide 29



Choice of Qualifier: Date

- The date is often used when a title reverts to an earlier title and all other information is the same

110 2 General Dynamics Corporation.
 245 10 Annual report. {published <1987>- }

continued by:

110 2 General Dynamics Corporation.
 245 10 Shareholders report.

continued by:

110 2 General Dynamics Corporation
 240 10 Annual report (1995)
 245 10 Annual report.

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Slide 30



Choice of Qualifier: Date

- The date given is the publishing date (260 \$c), not the chronological designation (362).

Dates: 1997,9999

110 2 American Museum of Natural History.
 240 10 Annual report (1998)
 245 10 Annual report.

260 New York : \$b American Museum of Natural
 History, \$c c1998-

362 0 1996/97-

30

Slide 31



Choice of Qualifier: Edition Statement

- Used for a serial issued in editions with identical titles. Give edition statement exactly as it appears in field 250.

130 0	Adweek (Eastern ed.)
130 0	Adweek (Midwest ed.)
130 0	Adweek (New England ed.)

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Slide 32



Choice of Qualifier: Physical Description

- Qualifiers may indicate different physical characteristics.

110 1	United States. \$b Dept. of the Army.
240 10	Army budget (Online)
245 14	The Army budget \$h [electronic resource].
110 1	United States. \$b Dept. of the Army.
245 14	The Army budget.

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Slide 33



Choice of Qualifier: Frequency

- Use for serials that have the same title and issuing bodies but are published in different frequencies.

245 00	Great Lakes water levels {pub. Annually}
130 0	Great Lakes water levels (Quinquennial)

33

Slide 34



Summary

- In terms of main entry, the most common decision will be whether to enter a serial under title or corporate body, using the criteria given in 21.1B2. Most serials are entered under title.
- Uniform titles are used to distinguish serials with the same title or catalog entry and to bring together serials that are issued in translations or language editions and certain legal serials.
- Place, corporate body, date of publication, frequency, etc. are used as qualifiers in uniform titles.

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SESSION 4 - EXERCISES

Example A1

Give the main entry for the following examples:

<p>NEBRASKA DEPARTMENT OF ROADS REPORT TO THE STATE BOARD OF EQUALIZATION AND ASSESSMENT</p> <p>April 29, 1982 - 10:00 A.M.</p> <p>Governor's Hearing Room - State Capitol</p> <p>NEBRASKA DEPARTMENT OF ROADS</p>

From introduction: This report is submitted to the State Board of Equalization by the Department of Roads, pursuant to section 66-476, R.S. Supp. 1980, for use in setting the variable motor and special fuels tax rate for fiscal year 1983 (July 1, 1982 through June 30, 1983).

Example A2

Caption:

<p>THE HOOT OWL Newsletter of the Nite Owl Quilters Guild June, 2000</p> <p style="text-align: right;">George Gibson Senior Center 250 North Third Avenue, Upland</p>
--

From the publisher's box: The newsletter is published monthly except in December for members and neighboring Guilds. The Guild is organized to promote cooperation, exchange ideas, encourage and maintain high standards of design and techniques, and to instruct and inspire those interested and engaged in quilts.

The typical newsletter includes the President's message, committee reports, quilt designs created by members, reports on fund raising activities, birthdays of Guild members, quilt events in Southern California to attend, etc.

Example B1:

You are cataloging a journal called *Networks*, published by the Sunny von Bulow National Victim Advocacy Center in Forth Worth, Tex. The first issue is dated 1986. You have searched the title and found the following serials with this title. Assign a uniform title.

- 130 0 *Networks* (Santiago, Chile)
- 245 00 *Networks*.
- 260 Santiago, Chile : \$b FAO,
- 500 Description based on: No. 3 (Dec. 1994)

- 130 0 *Networks* (Alberta Global Education Project).
- 245 10 *Networks* / \$c Alberta Global Education Project.
- 260 Edmonton, Alta. : \$b The Project, \$c 1993-
- 362 0 Vol. 5, no. 4 (Oct. 1993)-

- 130 0 *Networks* (Waco, Tex.)
- 245 10 *Networks*.
- 260 Waco, Tex. : \$b *Networks*, \$c 1986-
- 362 Sept. 1986-

- 130 0 *Networks* (Milwaukee, Wis.)
- 245 10 *Networks*.
- 260 Milwaukee, Wis. : \$b Women's Resources Network,
- 500 Description based on: Mar. 1989.

Example B2:

You are cataloging the annual report of New Mexico's Bureau of Mines and Mineral Resources. You have issues from 1946 to 1976. From 1946 to 1950, the title was Annual report. From 1952 to 1964, the title was Biennial report. In 1965, the title changed back to Annual report. Assign the appropriate uniform title or titles. The correct form of heading for the bureau is New Mexico. Bureau of Mines and Mineral Resources.

SESSION 5

Slide 1



Session 5 : Notes in Serial Records

- Why are notes important for serial records?
- How are notes constructed for serial records?
- What are the most common notes used for serial records?

1

Slide 2



Importance of Notes for Serials

- Description is based on the earliest available issue
 - Later changes are included in notes, when important
- Many changes could be included but catalogers have to use judgment
 - When is a note useful and/or necessary?

2

Slide 3



Notes in Serial Records

- Many fields produce notes:
 - 022 and 222 (ISSN and key title)
 - 246 (variant titles and minor title changes)
 - 310, 321 and 362 1 (frequency and designation)
 - 5xx
 - 760-787 (linking notes)
- This session focuses on:
 - 310, 321 and related fixed field codes
 - 500, 530, 550, and 555

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Slide 4



Construction of Notes

- Wording is usually not prescriptive
- Avoid using cataloger's jargon
- CONSER practice: input in MARC numeric tag order (except for 533 and 539)
 - When multiple 500 notes, give DBO and LIC last
- Construct notes in English
- Quoted notes are most often used in fields 500 and 521 (target audience note)

4

Slide 5



Construction of Notes

- When a note does not apply to the entire run of a serial, use numeric or chronological designations to indicate the span of issues.
- Angle brackets, as shown in the example below, are used when the exact dates a note covers are unknown.

500 Publisher varies: Elsevier, 1998-
 550 Issued by: Blackwell North America, <2001->

5

Slide 6



Frequency Notes

- The current frequency is encoded in the fixed field and is given as an eye-readable note (LCRI 12.7B1)

> Type: a Elvl: Srce: Gpub: f Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq: **m** MRec: Ctry: dcu
 S/L: 0 Orig: EntW: Regl: **r** ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: c Dates: 1922,9999
 > 1 245 04 The reader's digest.
 > 2 310 Monthly

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Slide 7



Frequency Notes

- Former frequencies are listed in field 321 earliest to latest.

310	Quarterly, \$b Apr./June 1992-
321	Quarterly, \$b 1982-1990
321	Monthly, \$b 1991-Feb. 1992
- When the frequency has changed multiple times, use a “Frequency varies” note in 321.

310	Quarterly, \$b 1991-
321	Frequency varies, \$b Aug. 1987-1990

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Slide 8



Fixed Field Coding for Frequency

- Frequency codes are MARC 21-defined for bibliographic and holdings formats
- Codes reflect actual or estimated frequency
- Frequency coding reflects the current frequency
- Equate to 853-855's \$w in MARC 21 holdings format

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Slide 9



Fixed Field Coding for Regularity

- Regularity codes indicate:
 - Whether the serial is issued according to that frequency on a regular basis (**r**)
 - Whether there are “normalized irregularities” (**n**)
 - Whether the serial is completely irregular (**x**)
 - When the regularity is unknown (**u**)
- Equate to 853-855 \$y in MARC 21 holdings format

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Slide 10



Fixed Field Coding for Regularity: Code r

- Regularity code “r” is used when the frequency is expressed in numbers per year and is issued on a regular quarterly, monthly, etc. basis.

Site Selection is published six times a year in February, April, June, August, October, December

FREQ: b REGL: r 310 Bimonthly

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Slide 11



Fixed Field Coding for Regularity: Code r

- If a serial is issued according to one frequency but cumulates to another, code the frequency and regularity without regard for the cumulation; use `r`.

Medieval History Index is published quarterly with the fourth issue a bound hardcover cumulation.

FREQ: q REGL: r
310 Quarterly, with the last issue being cumulative for the year

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Slide 12



Fixed Field Coding for Regularity: Code n

- Use regularity code `n` when field 310 mentions a regular deviation from the stated frequency

American Libraries is published monthly with the exception of the June/July issues which are combined.

FREQ: m REGL: n
310 Monthly (June/July issues combined)

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Fixed Field Coding for Regularity: Code n

- Use regularity code “n” when field 310 mentions a cumulation or a supplement regularly included with the individual issues.

The *Index to Scientific & Technical Proceedings* is published monthly with one annual cumulation each year.

FREQ: m REGL: n
 310 Monthly, with annual cumulation
 [i.e., thirteen issues a year]

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Slide 14



Fixed Field Coding for Regularity: Code x

- Regularity code “x” is used when the frequency is expressed in numbers per year and is not issued on a regular (quarterly, monthly, etc.) basis or when it is completely irregular

Wrestling USA is published 11 times yearly as follows, twice a month in Oct., March, and May, once a month in Sept. Dec., Jan., Feb., and Apr.

FREQ: m REGL: x 310 11 times yearly

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Slide 15



General Notes: Title (500)

- Notes relating to the title or title pages:
 - 500 Title from cover.
 - 500 Some issues lack title.
 - 500 Subtitle varies.
 - 500 Order of titles varies with language of text.
 - 500 "International journal of thermodynamics."

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Slide 16



General Notes: Publication (500)

- Notes about commercial publishers, places or dates of publication are recorded in field 500.
- Fixed field always reflects current publisher

Country code: nyu
 260 Chicago, Ill. ... \$c 1950-
 500 Published: New York, 1996-

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General Notes:
Accompanying Materials (500)

- If only some issues of a serial have accompanying materials, this information is recorded in field 500.

245 00 Energy in Europe. \$p Annual energy review.
 300 v. : \$b ill. ; \$c 30 cm.
 362 0 Dec. 1991-
 500 Accompanied by CD-ROM, 1997-

17

Slide 18

General Notes:
Sections of Serials (500)

- Notes about parts or sections of serials which are not separately issued on their own and do not have their own catalog record.

500 Vols. for <1971-> include an issue called
 Directory of PMLA.
 740 02 Directory of PMLA.

Note: do not confuse with part titles (245 \$p).

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Slide 19



Other Physical Forms Notes (530)

- Field 530 is used to note the availability of reproductions or versions of a serial in other physical formats.

245 00 Trends in immunology.
 530 Also issued online.
 776 1 \$t Trends in immunology (Online) \$w ...
 856 <URL>

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Slide 20



Issuing Bodies Notes (550)

- Field 550 is used to explain issuing bodies' relationship to the serial and to justify 7XX added entries.

245 00 Journal of animal science.
 260 Manhattan, Kan. : \$b American Society of Animal Production, \$c 1942-
 550 Issued by: American Society of Animal Science, 1962-
 710 2 American Society of Animal Production.
 710 2 American Society of Animal Science.

20

Slide 21



Issuing Bodies Notes (550)

- Issuing bodies should be recorded in field 550 as they appear on the piece, not as they have been established

550	Issued with: Nebraska Dept. of Education.
710 1	Nebraska. \$b State Dept. of Education.

- Not all levels of hierarchy need to be in the note

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Slide 22



Cumulative Indexes Notes (555)

- Field 555 is used to record information on cumulative indexes created for a serial
- Equates to 868 in MARC 21 holdings format

555	Cumulative subject index included in each volume.
555	Vols. 1 (1917)-10 (1944) in v. 11, no. 1.

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Slide 23



Other Notes Used in Serial Records

- 506 - Restrictions on access
- 520 - Summary
- 521 - Intended audience
- 525 - Supplement note (session 10)
- 580 - Linking entry complexity note (session 8 -10)

23

Slide 24



Summary

- Use judgment in deciding whether to include most notes
- Use notes to record significant changes
- Notes provide information not found elsewhere in the catalog entry
- Accurate frequency information is important for bibliographic and holdings records.
- A 550 issuing bodies note is used in full level records to justify an added entry for a corporate body that has not been mentioned elsewhere in the body of the record

24

SESSION 5 - EXERCISES

A. Provide the frequency notes and fixed field codes for each example below.

1. *Sports Illustrated* is published weekly with two issues combined at year-end.

Freq: Regl:
310

2. *UU World* is published six times a year (January, March, May, July, September, and November)

Freq: Regl: r
310

3. *The Accounting & Tax Index* is available in three quarterly issues (January-March, April-June, and July-September), plus the cumulative year-end issue covering all four quarters.

Freq: Regl:
310

4. *Journal of Early Adolescence* is published four times annually – in February, May, August, and November.

Freq: Regl:
310

5. *Teaching Pre-K-8* is published monthly except June, July, August, and December

Freq: Regl:
310

6. *School Administrator* is published eleven times per year – monthly except July.

Freq: Regl:
310

7. *Indian and Foreign Review* is published on the 15th and last day of every month.

Freq: Regl:
310

8. *Southern Folklore* is published three times a year

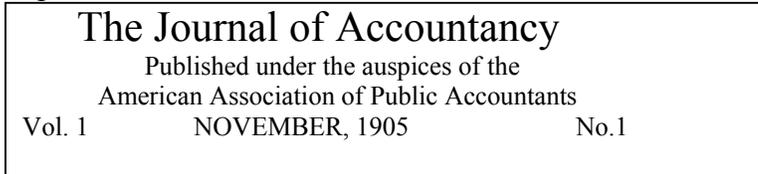
Freq: Regl:
310

9. *Commonweal* is published biweekly, except Christmas/New Year's; monthly July and August

Freq: Regl:
310

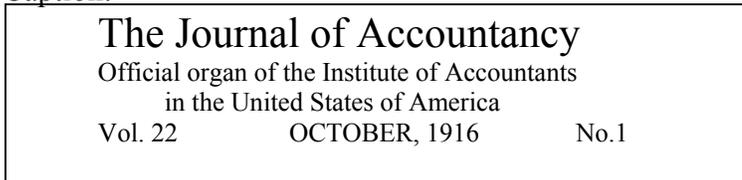
B.1. For the following examples, give the appropriate note (s) to explain the information given. Assume that you have access to the entire run of each serial.

Caption:



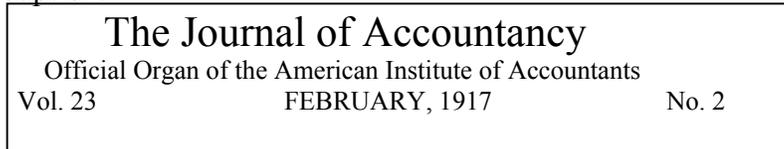
The September 1916 issue was the last issue to be published by the American Association of Public Accountants.

Caption:



The January 1917 issue was the last issue to be published by the Institute of Accountants in the United States of America.

Caption:



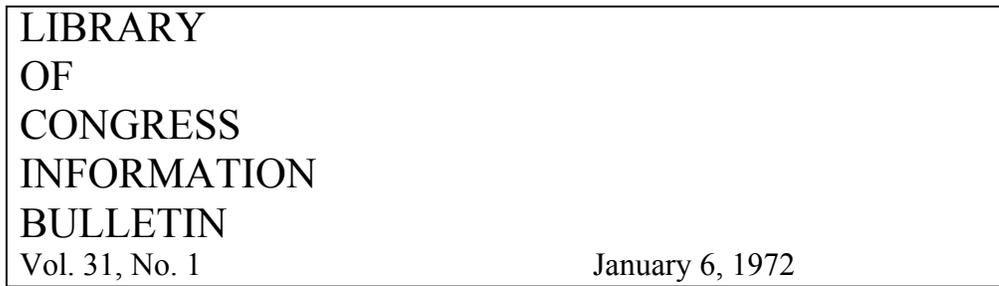
The May 1957 issue was the last issue to be published by the American Institute of Accountants.

Cover:



Masthead: *Journal of Accountancy*, June 1957, Volume 103, Number 6. Published monthly and copyrighted, 1957, by American Institute of Certified Public Accountants.

B. 2.:



The Bulletin is commonly known as LCIB.

From Jan.1972-Dec.1989, the Bulletin was published weekly. From Jan.1990-June 1997, it was published biweekly. Since July1997, it has been published monthly.

Issues for 1997- are also available online.

The Internet address is <http://www.loc.gov/loc/lcib>

Since October 2000, the Bulletin has not been distributed to depository libraries in a physical form.

Since December 11, 1989, the Library of Congress' Public Affairs Office has issued the Bulletin. From May 27, 1985-December 4, 1989, the Information Office issued it.

SESSION 6

Slide 1



Session 6: Series

- What are series?
- Why are they important?
- What are the various treatment decisions?
- How do you use the national authority file?
- What are some of the more complicated aspects of working with series?

1

Slide 2



What is a Series?

- A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered (AACR2)
- The individual items in a series may be a monograph, a serial, or an integrating resource
- The series title and number may be the only citation a user has to the desired resource

2

Slide 3



Monographic Series

- The focus of this session is on resources appearing in monographic series
- Monographic series, are a type of serial, and have analyzable titles
 - In contrast with multipart monographs which are intended to be complete in a finite number of parts and may or may not have analyzable titles

3

Slide 4



Monographic Series

Self help for idiots,
no. 1

Keep your husband from blowing the budget

Penny Pinchley

Self help for idiots, no. 2

Exercise without exertion

Ben Dover

Self help for idiots, no. 3

Feng shui for the packrat

Ura Mess

3

Slide 5



Series and Serials

- Why they're problematic to catalogers and users
 - A serial can be issued in one or more series during the time the serial is published
 - Serials can have a main series and a subseries; they can have different numbering; or one can be numbered and one not
 - Series can be cataloged as serials in themselves, i.e., collected together (whether analyzed or not)
 - Treatment decision for a series may have a special impact on serials in the series that wouldn't be as significant for the monographs in the series

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Slide 6



Serial in a Series

Self help for idiots
No. 4
Annual guide to macrobiotic dining
2000

Self help for idiots
No. 10
Annual guide to macrobiotic dining
2001

Self help for idiots
No. 21
Annual guide to macrobiotic dining
2002

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Slide 7



Serial in a Series

As on piece:

NATIONAL BUREAU OF STANDARDS
HANDBOOK 44

1979

SPECIFICATIONS, TOLERANCES, AND OTHER
TECHNICAL REQUIREMENTS FOR WEIGHING
AND MEASURING DEVICES

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Slide 8



Series as a Serial

Record for a monographic series as a serial:

022 1382-5364
245 00 Cultures, beliefs, and traditions.
260 New York : \$b E.J. Brill, \$c 1995-
362 0 Vol. 1-

Record for an individual title in the series:

245 00 From Rome to eternity : \$b Catholicism and the arts
in Italy, ca. 1550-1650 / \$c edited by Pamela M. Jones
and Thomas Worcester.

440 0 Cultures, beliefs, and traditions, \$x 1382-5364 ;
\$v v. 14

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Slide 9



Treatment Decisions

- Possibilities
 - Catalog individual titles or not?
 - Titles in the series given the same or different call numbers? Are all of the individual titles on such a narrow subject that the same call number would be the logical choice?
 - Series traced or untraced?
- Each library's cataloging staff may make different decisions based on local needs

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Slide 10



Terms Used in Series Treatment

- Analysis – cataloging of the individual titles
 - Analytic: An individual title in a series
 - Analyze: To catalog the individual titles
- Collected set – a series in which all titles are 'collected' under the same classification number based on the general subject of the series
- Classed separately – a series in which each title is given its own classification number based on the specific subject of the individual title

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Consulting the Authority File

- To determine
 - If a word or phrase is a series or series-like phrase
 - Correct form of entry and numbering
 - LC/PCC decision
 - Analyzed or not
 - Collected set vs. cataloged separately
 - Traced or untraced (current default decision for a newly established series is "trace")
 - When a series title changed entry

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Interpreting the Series Authority Record

- Form of entry (field 1xx)
- See from references for variant forms of the series title including minor changes (4xx fields)
- See also from references for earlier/later names of the series title (5xx fields)
- Form of numbering (field 642)
- Analysis (field 644)
- Traced or untraced (field 645)
- Classification (field 646)
- Notes (fields 667-688)
 - Citations to works in which the series was found (670 field)
 - Citations to works in which the series was not found, including earlier/later names of the series title (675 field)

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Example of a Series Authority Record

ARN: 31166
 Rec stat: c Entered: 19830602
 Type: z Upd status: a Enc lvl: n Source: c
 Roman: ? Ref status: a Mod rec: Name use: a
 Govt agn: ? Auth status: a Subj: a Subj use: a
 Series: a Auth/ref: a Geo subd: n Ser use: a
 Ser num: a Name: n Subdiv tp: n Rules: c

1 010 n 42033258 \$z n 84801426
 2 040 DGPO/DLC \$c DLC \$d DLC \$d DLC-S \$d DGPO \$d DLC
 3 005 19980609085649.1
 4 050 QC100 \$b .U565 \$d <113>-117
 5 130 0 NBS handbook
 6 410 1 United States. \$b National Bureau of Standards. \$t NBS handbook
 7 430 0 National Bureau of Standards handbook (1974)
 8 530 0 National Bureau of Standards handbook \$w a
 9 530 0 NIST handbook \$w b

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Example of SAR (cont.)

10 642 134 \$5 DLC \$5 ICU
 11 643 Washington, D.C. \$b Dept. of Commerce, National Bureau of Standards
 12 644 f \$5 DLC \$5 ICU
 13 645 t \$5 DLC \$5 ICU
 14 646 s \$d 118- \$5 DLC \$5 ICU
 15 646 c \$d <113>-117 \$5 DLC \$5 ICU
 16 667 Document
 17 670 Fire investigation handbook, 1980.
 18 670 CODASYL data description language, 1974: \$b cover (NBS handbook 113)
 verso of t.p. (National Bureau of Standards handbook 113)
 19 675 Radiation safety for x-ray diffraction ... 1972: t.p. (National Bureau of Standards handbook 111) cover (NBS handbook 111); \$a Software user's guide for the ... 1989: t.p. (NIST handbook)

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Choice and Form of Entry for the Series Title

- Same decision process as for other serials
 - Uniform title may be necessary (AACR2/LCRI 25.5B)
- If there is an SAR in the national authority file, use that heading for consistency of access points in the database
- If there isn't an SAR in the national authority file, establish according to the rules for serials

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Series Statement and Added Entry

- Series statement (440 or 490)
 - As it appears on the issue
- Series added entry (4xx/8xx)
 - Use form in authority record
 - Can be in 440, if form on issue and form in authority record match
 - Numbering or not? (LCRI 12.6B1)
 - Is the numbering constant?
 - Yes: use in added entry on serial record
 - No: leave out of added entry on serial record

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Series Statement and Added Entry

Serial in an unnumbered series; series traced differently:

130 0 Communications (Statistics Canada)
 245 10 Communications = \$b Communications.
 490 1 Service bulletin = \$a Bulletin de service
 830 0 Service bulletin (Statistics Canada)

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Series Statement and Added Entry

Serial in series; series traced the same; series numbering remains constant:

110 2 National Conference on Weights and Measures.
 245 10 Specifications, tolerances, and other technical requirements for weighing and measuring devices.
 362 0 1979-
 440 0 National Bureau of Standards handbook ; \$v 44

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Series Statement and Added Entry

Serial in series; series traced the same; series title has major change(s); series numbering remains constant:

110 2 National Conference on Weights and Measures.
 245 10 Specifications, tolerances, and other technical requirements for weighing and measuring devices.
 362 0 1979-
 490 1 1979- : National Bureau of Standards handbook ; \$v 44
 490 1 -1989: NBS handbook ; \$v 44
 490 1 1990- : NIST handbook ; \$v 44
 830 0 National Bureau of Standards handbook ; \$v 44.
 830 0 NBS handbook ; \$v 44.
 830 0 NIST handbook ; \$v 44.

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Series Statement and Added Entry

Serial in series; series traced the same; series title has a major change; series numbering different on each issue:

245 00 Oil development and production in Indiana during ...
 490 1 1954-1962: Mineral economics series
 490 1 1963-<1974>: Geological Survey mineral economic series
 830 0 Mineral economics series.
 830 0 Geological Survey mineral economics series.

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Series Statement and Added Entry

Serial in numbered series for some volumes; series traced differently:

245 00 Immigration studies.
 490 1 Vol. 1-3: Research in 20th century immigration ; \$v. no. 28-30
 830 0 Research in 20th century immigration ; \$v. no. 28-30.

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Series Statement and Added Entry

Microform serial in numbered microform series; series traced the same:

245 04 The monthly American journal of geology and natural science \$h [microform].
 533 Microfilm. \$b Ann Arbor, Mich. : \$c University Microfilms. \$e microfilm reel ; 35 mm. \$f (American periodical series, 1800-1850 ; 659)
 830 0 American periodical series, 1800-1850 ; \$v 659.

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Challenges of Series

- Serial published in multiple series
- Main series and subseries
- Unnumbered series

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A Serial in Multiple Series

- A serial can be published in more than one series, with each series having a different treatment decision:
 - Treated as a serial (collected, unanalyzed)
 - Treated as analyzed serial (collected; analyzed)
 - Cataloged as separates (with the serial title being one of the "separates")

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A Serial in Multiple Series

Serial issued in two different analyzed numbered series; both series traced differently:

245 00 Annual report for magnetic observatories and repeat stations = \$b Rapport annuel des observatoires magnétiques et des stations de répétition.

490 1 Paper / Geological Survey of Canada = \$a Etude / Commission géologique du Canada

490 1 Geomagnetic series = Série géomagnétique

830 0 Paper (Geological Survey of Canada)

830 0 Geomagnetic series.

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A Serial in a Main Series and Subseries

- A serial can be published in a main series and a subseries
 - One or both may have numbering
- Tracing the main series and subseries can differ depending on whether or not the main series is numbered or unnumbered
 - Main series unnumbered -- one series added entry
 - Main series numbered -- two series added entries

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A Serial in a Main Series (Unnumbered) and Subseries

On piece: Act Universitatis Carolinae Philologica
43

On record for the serial:

245 00 Prague studies in English.
440 0 Acta Universitatis Carolinae. \$p Philologica

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A Serial in a Main Series (Numbered) and Subseries

On record for the serial:

245 00 Surface research.
490 1 Acta Universitatis Wratislaviensis.
Matematyka, fizyka, astronomia, \$x 0084-2966
830 0 Acta Universitatis Wratislaviensis.
830 0 Acta Universitatis Wratislaviensis. \$p Matematika,
fizyka, astronomia.

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Unnumbered Series

- Now included in definition of serial
 - Primary reason is to be able to apply serial rules for title changes, entry, etc., to SARs
 - May now catalog on a serial bibliographic record rather than as individual monographs (local decision)
 - "Description based on/Latest issue consulted" notes based on the title information and date of publication of the first/latest issue in hand

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Unnumbered Series Cataloged as a Serial

245 00 Series in Chicana/Latina studies.
 260 Berkeley : \$b Third Woman Press
 300 v. ; \$c 22 cm.
 500 Description based on: Chicana critical issues, 1993.
 500 Latest issue consulted: Latinas on stage, 2000.

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Summary

- The individual items in a series may be a monograph, a serial, or an integrating resource
- Series are one of the most challenging aspects of serials cataloging
- Choice and form of entry for a series is determined in the national authority file or by following AACR2 for correct choice and form of entry for serials

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Summary (cont.)

- Treatment decisions should be based on local needs, but consider the treatment decision in the national authority file
- Unnumbered series are now included in the definition of a serial and may be cataloged on a serial bibliographic record

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SESSION 7

Slide 1



Session 7: Major and Minor Changes

- What are the principles and considerations for major and minor changes?
- What constitutes a major or minor change in title?
- What other changes require a new record?
- When is maintenance appropriate for changes to a record?

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Slide 2



Harmonization

- Involvement by AACR, ISSN, ISBD communities
- Goal: universal rules for when to create a new record
- Result
 - Revision of rules for title and other major changes
 - Greater consistency and fewer title changes
 - Certain changes in numbering no longer require a new record

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Guidelines

- In comparing a serial title to an existing record, use the title on the title page or t.p. substitute
- Consider any changes to the choice of entry separately from changes in the title proper
 - A change in main entry may require a new record even if the title proper does not change
- Main entry may or may not be reflected in the description

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Guidelines for Record Maintenance

- May need a note and added entry(ies) for changes not requiring a new record
- Minor title change rules from the 2002 AACR2 revision may mean that CONSER will consolidate some existing unauthenticated records on OCLC

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Major and Minor Changes

- Major changes (create new record) may include:
 - Title proper
 - Personal or corporate main entry
 - Corporate body as uniform title qualifier
 - Edition statement
 - Physical medium

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Major and Minor Changes (cont.)

- Minor changes (make a note if necessary) may include:
 - Title proper
 - Uniform title qualifiers other than corporate body or medium (e.g., place)
 - Numbering
 - Edition statement

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Changes in Title Proper: Considerations

- Consider only the title proper (subfields \$a, \$n, and \$p) as given in the 245 when comparing against issue in hand
 - Do not include other title information
- When making decisions for cases that are not clear cut, consider:
 - Is there a change in the overall work?
 - Would patrons be likely to see this as a change?
 - What will the overall impact be?

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Major Changes in Title Proper AACR2 21.2C2a

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Major Change: Change in the First 5 Words

- Addition, deletion, change, or reordering of any of first 5 words (first 6 words if the title begins with an article)
 - Remember: Count all words, regardless of how small (e.g., of, the)
- Exception: the change belongs to one of the categories considered to be a minor change (in AACR2 21.2C2b.)

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Major Change: Change in the First 5 Words

245 00 Journal of alcohol education
To:
245 00 Journal of alcohol and drug education

245 00 American rowing
To:
245 00 USrowing

245 00 Polk city directory. \$p Kelso-Longview, Washington
To:
245 00 Polk city directory. \$p Kelso, WA

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Major Change: Change in Scope

- Addition, deletion, or change of any word after first 5 words (first 6 with article) that changes the meaning of the title or indicates a different subject matter

245 00 Money for graduate students in the social sciences
 To:
 245 00 Money for graduate students in the social & behavioral sciences

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Major Change: Change in Name of the Corporate Body

- The name of a corporate body included in the title changes, and
- The change in name requires a new authority record

245 00 Journal of the African Society.
 710 2 African Society.
 To:
 245 00 Journal of the Royal African Society.
 710 2 Royal African Society.

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Minor Changes in Title Proper
AACR2 21.2C2b

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Minor Changes: 2002 Revision
of AACR2 provisions

- Three new provisions anywhere in the title
 - Same corporate body added/dropped/changed form
 - Words in a list
 - Words that denote the type of resource
- AACR2 now includes categories from LCRIs
- In case of doubt, treat a change as **minor**

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Minor Change: Corporate Body in Title (AACR2 21.2C2b.iii)

- Difference involving name of the same corporate body and elements of its hierarchy or their grammatical connection *anywhere* in title

International Telecommunication Union.
Report on telecommunication and the peaceful uses of outer space
To:
Report by the International Telecommunication Union on
telecommunication and the peaceful uses of outer space

<p>The world To: UUA world</p>	<p>Journal of the American Institute of Electrical Engineers To: Journal of the A.I.E.E.</p>
--	--

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Minor Change: Words in a List (AACR2 21.2C2b.viii)

- The addition to, deletion from, or change in the order of words in a list anywhere in a title, provided there is no significant change in the subject matter
- In most cases, consider a list to have at least three or more components (LCRI 21.2C)

Philosophical magazine. A, Physics of condensed matter,
defects and mechanical properties
To:
Philosophical magazine. A, Physics of condensed matter,
structure, defects and mechanical properties

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Minor Change: Words Indicating Type of Resource (AACR2 21.2C2b.ix)

- Addition, deletion, or rearrangement *anywhere* in the title of words that indicate the type of resource, e.g., "magazine," "journal," "newsletter"

Bulletin des communications To: Communications	Theatre To: Theatre magazine
European history To: European history series	BUT MAJOR: Theater journal To: Theater magazine

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Minor Change: Words Indicating Type of Resource (LCRI 21.2C2b.ix)

Organic chemistry review To: Review of organic chemistry
--

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Minor Change: Representation of Word(s) (AACR2 21.2C2b.i)

- Difference in representation of a word or words anywhere in the title
 - One spelling vs. another
 - Abbreviated word or sign or symbol vs. spelled-out form
 - Arabic numeral(s) vs. roman numeral(s)
 - Numbers or dates vs. spelled-out forms
 - Hyphenated words vs. unhyphenated words
 - One-word vs. two-word compounds, whether hyphenated or not
 - Acronym or initialism vs. full form
 - Change in grammatical form (e.g., singular vs. plural)

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Minor change: Representation of word(s)

- If the entire title is changed from full form or acronym to the opposite, consider the change to be minor
 - Journal of applied mechanics → JAM

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Minor Change: Representation of Word(s)

The twentieth century
To:
20th century

Los Angeles woman
To:
LA woman

New York folklore newsletter
To:
New York folk lore newsletter

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Minor Change: Articles, etc., and Punctuation

- Addition, deletion or change of articles, prepositions, or conjunctions anywhere in the title (AACR2 21.2C2b.ii)
- Addition, deletion or change of punctuation anywhere in the title (AACR2 21.2C2b.iv)
 - Initialisms
 - Letters with separating punctuation vs. those without

A.W.R. bulletin
To:
AWR bulletin

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Minor Change: Fluctuating Titles (AACR2 21.2C2b.vii)

- Different titles used according to a regular pattern

245 00 DC versus Marvel/Marvel versus DC.
 246 3 Marvel versus DC/DC versus Marvel
 500 Title alternates between: DC versus Marvel/Marvel
 versus DC, and Marvel versus DC/DC versus Marvel.

245 00 Occupational compensation survey—pay only.
 \$p Alaska.
 246 1 \$i Some issues have title: \$a Occupational
 compensation survey—pay and benefits. \$p Alaska

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Minor Change: Words That Link to Numbering (AACR2 21.2C2b.vi)

- Addition, deletion, or change of words anywhere in the title that link the title to the numbering

110 2 Harvard University. \$b Library.
 245 10 Annual report for the year ... / \$c Harvard
 University Library.
 246 1 \$i Vols. for 1983/1984- have title: \$a Annual
 report

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Minor Change: Titles in More Than One Language (AACR2 21.2C2b.v)

- Different order of titles when title is given in more than one language on the chief source
- Title chosen as title proper must still appear as a parallel title on the chief source

Türk Zooloji Dergisi
Turkish Journal of Zoology

To: Turkish Journal of Zoology
Türk Zooloji Dergisi

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Major Change: Titles in More Than One Language

- But if the title chosen as title proper is not retained, the change is **major** (AACR2 21.2C2b.v)

On issue:

Agricultura
Landbrug
Landwirtschaft
Georgia [in Greek]
Agriculture [English]
Agriculture [French]
Agricoltura
Landbouw

Changes to:

Landbrug
Georgia [in Greek]
Agriculture [English]
Agriculture [French]
Landbouw

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**Major and Minor Changes
 in Main Entry and
 Uniform Title Qualifiers
 AACR2 21.3B1**

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**Major Change: Main Entry
 (AACR2 21.3B1.a)**

- A change in the name of the corporate body used as the main entry, or
- A change in responsibility: corporate body used as main entry is no longer responsible for serial

110 2 American Telephone and Telegraph Company.
 245 10 Annual report of the American Telephone and
 Telegraph Company for ...

To:

110 2 AT & T.
 245 10 Annual report / \$c AT&T.

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Major Change: Corporate Body Qualifier in Uniform Title (AACR2 21.3B1)

- A change in the name of the corporate body used as the qualifier in the uniform title main entry, or
- A change in responsibility from the corporate body used in the uniform title to a different corporate body

130 0 Technical report (Idaho Cooperative Fishery Research Unit)
 245 10 Technical report / \$c Idaho Cooperative Fishery Research Unit.

To:

130 0 Technical report (Idaho Cooperative Fish and Wildlife Research Unit)
 245 10 Technical report /\$c Idaho Cooperative Fish and Wildlife Research Unit.

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Minor Change: Other Uniform Title Qualifiers

- A change in place name, frequency, or other qualifier used in the uniform title is **minor**
 - Add note with information on the change, if considered important

130 0 Molecular crystals & liquid crystals bulletin (New York, N.Y. : 1991)
 245 10 Molecular crystals & liquid crystals bulletin.
 260 New York : \$b Gordon & Breach Science Publishers, \$c 1991.
 362 0 Vol. 6, no. 1-2 (Jan./Feb. 1991)-v. 6, no. 8 (Aug. 1991).
 500 Place of publication varies: Philadelphia, Pa., May-Aug. 1991.

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Major and Minor Changes in Physical Medium and Edition Statement

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Major Change: Physical Medium (LCRI 21.3B)

- A change in the physical medium at the level of the SMD

130 0 Serials directory (Birmingham, Ala.)
 245 14 The serials directory : \$b an international reference book.
 300 v. ; \$c 28 cm.

To:

130 0 Serials directory (Birmingham, Ala. : CD-ROM ed.)
 245 14 The serials directory \$h [electronic resource] : \$b
 EBSCO CD-ROM : the serials directory database
 compiled by EBSCO Publishing.
 300 CD-ROMs ; \$c 4 ¼ in.

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Major Change: Edition Statement (LCRI 21.3B.3, 12.2F)

- A change in the wording of an edition statement indicating a change in the scope of the serial

130 0 Outlook (Seattle, Wash. : Greenwood ed.)
 245 10 Outlook.
 250 Greenwood ed.

To:

130 0 Outlook (Seattle, Wash. : Greenwood-Ballard ed.)
 245 10 Outlook.
 250 Greenwood-Ballard ed.

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Minor Change: Edition Statement (AACR2 12.2F1)

- Changes in the edition statement that do not imply a significant change in scope

245 00 National underwriter
 250 Property & casualty insurance ed.
 500 Issues for Dec. 29, 1986-Jan. 2, 1989 called
 Property & casualty/employee benefits edition; for
 Jan. 9, 1989 called Property & casualty/risk &
 benefits management edition.

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Minor Change: Edition Statement (AACR2 12.2F1)

- The edition statement is added or dropped and no significant change is implied

245 00 International textile bulletin.
 \$p Dyeing/printing/finishing / \$c ITS.
 250 World ed.
 362 0 1965, 1-1997, 4.
 500 Lacks edition statement, 4th
 quarter, 1981-1997.

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Minor Change in Numbering

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Minor Change: Numbering (AACR2 12.3G1)

- Numbering changes are all minor!
- Serials that repeat the same numbering scheme without the use of "new series" may be kept on the same record with "new ser." (or its equivalent) supplied by the cataloger

362 0 Vol. 1, no. 1 (July 1972)-v. 18, no. 5 (Nov. 1989) ;
[new ser.], v. 1, no. 1 (July/Aug. 1990)-

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Summary

- Major changes may include: title proper, corporate body used as main entry or uniform title qualifier, edition statement, physical medium
- Three new minor title change provisions anywhere in the title will mean fewer new records
 - Same corporate body added/dropped/changed form
 - Words in a list
 - Words that denote the type of resource
- If in doubt whether a change is major or minor, **consider it minor**

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SESSION 7 - EXERCISES

SESSION 7: MAJOR OR MINOR CHANGES

Instructions: mark each change as **major** or **minor**; give the **rule number or reason** for your decision.

Below is the text of the major and minor change rules from the revised AACR2.

21.2C. If a major change occurs in the title proper of a serial, make a new entry.

21.2C2. Definition of major and minor title changes for serials

a) **Major changes.** In general, consider as a major change in a title proper of a serial the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed in 21.2C2b.

Consider also as a major change the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter.

Also consider as a major change in title proper a change in a corporate body name given anywhere in the title if it is a different corporate body.

b) **Minor changes.** In general, consider the following to be a minor change in a title proper of a serial:

- i) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))
- ii) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title
- iii) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form)
- iv) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- v) a different order of titles when the title is given in more than one language in the chief source of information, provided that the title chosen as title proper still appears as a parallel title

- vi) the addition, deletion, or change of words anywhere in the title that link the title to the numbering
- vii) two or more titles proper used on different issues of a serial according to a regular pattern
- viii) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
- ix) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter” or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.

As appropriate, give, in the note area (see 12.7B4.2), those changes not considered to constitute a major change in the title proper. Make added entries as instructed in 21.30J1.

Anglo-American Cataloguing Rules, 2nd edition

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Remember: Always compare changes in title to the title proper, not to the variants given in field 246!

1. 245 00 Publications de la Société française de musicologie. \$n Seconde série.

To:

_____ Publications de la Société française de musicologie. \$n Deuxième série

2. 245 04 The journal of the American Chamber of Commerce in Japan

To:

_____ Journal

3. 245 00 Employee benefits : \$b research study

To:

_____ Employee benefits study

4. 245 00 Materials transactions, JIM

To:

_____ Materials transactions

[note: "JIM" is Japan Institute of Metals]

5. 245 00 Philosophical magazine. \$n B, \$p Physics of condensed matter, electronic, optical, and magnetic properties

To:

_____ 5a. Philosophical magazine. \$n B, \$p Physics of condensed matter, structural, electronic, optical, and magnetic properties

To:

_____ 5b. Philosophical magazine. \$n B, \$p Physics of condensed matter, statistical mechanics, electronic, optical, and magnetic properties

6. 245 04 The new annual register, or, General repository of history, politics, and literature for the year ...

To:

_____ New annual register, or, General repository of history, politics, arts, sciences, and literature for the year ...

7. 245 00 Journal of African American male studies

To:

_____ Journal of African American men

8. 245 00 League of Historic American Theatres inc. : \$b [newsletter]
 To:
 _____ Newsletter / \$c League of Historic American Theatres

9. 245 00 Depository institutions and lending industry developments
 To:
 _____ Lending and depository institutions industry developments

10. 245 00 Means square foot costs
 To:
 _____ Square foot costs
 [Note: "Means" stands for the R.S. Means Company]

11. 245 00 Working papers of the Center for Studies on Biology
 To:
 _____ 11a. Working papers of the Center for Studies in Biology

 To:
 _____ 11b. Working papers of the Center for Studies in Life Sciences

12. 245 00 Washington state lodging & travel guide
 To:
 _____ Washington state lodging and travel planner

13. 110 2 Banc One Corporation.
 245 10 Annual report / \$c Banc One Corporation
 To:
 _____ Bank One Corporation ... annual report
 [Spelling in name does change from "c" to "k"]

14. 245 00 General report of the Council of Agriculture
 To:
 _____ COA general report

15. 245 00 Journal of the Chemical and Metallurgical Society of South Africa
 To:
 _____ Journal of the Chemical, Metallurgical and Mining Society of South Africa

16. 245 00 Journal of earth sciences, Nagoya University

To:

_____ Journal of earth and planetary sciences, Nagoya University

17. 245 00 Checklists and illustrative financial statements for stock life insurance companies

To:

_____ 17a. Checklists and illustrative financial statements for life insurance companies

To:

_____ 17b. Checklists and illustrative financial statements for life and health insurance entities

18. 245 00 CDA journal /\$c California Dental Association.

To:

_____ 18a. CDA journal of the California Dental Association

To:

_____ 18b. Journal of the California Dental Association

19 130 0 Annual progress report (U.S. Army Medical Research Institute of Infectious Diseases.

245 10 Annual progress report / \$c U.S. Army Medical Research Institute of Infectious Diseases.

To:

_____ U.S. Army Medical Research Institute of Infectious Diseases annual progress report.

20. 245 00 Affirmative action/equal employment opportunity annual work plan

To:

_____ Affirmative action/equal opportunity annual work plan

21. 245 00 Journal of the Canadian Association of Radiologists

To:

_____ Canadian Association of Radiologists journal

22. 110 1 Texas. \$b State Dept. of Education.
 245 10 Biennial report of the State Superintendent of Public Instruction for ...
 To:
- _____ 22a. Texas. \$b State Dept. of Education.
 Biennial report of the State Department of Education for ...
 To:
- _____ 22b. Texas. \$b State Dept. of Education.
 Biennial report
 To:
- _____ 22c. Texas. \$b State Dept. of Education.
 Biennial report of the State Superintendent of Public Instruction, State of
 Texas
 To:
- _____ 22d. Texas. \$b State Dept. of Education.
 Biennial report
23. 245 00 General report on the activities of the Communities / \$c Commission of the
 European Communities.
 To:
 _____ General report on the activities of the European Union / \$c European
 Commission.
24. 110 2 Texas Education Agency.
 245 10 Biennial report
 To:
- _____ 24a. Texas Education Agency.
 Biennial report to the Governor and Legislature [one issue: 1956/58]
 To:
- _____ 24b. Texas Education Agency.
 Biennial report
25. 110 2 Thomas Burke Memorial Washington State Museum.
 245 10 Biennial report.
 To:
 _____ Annual report.

26. 245 00 Proceedings of the Ocean Drilling Program. \$n Part A, \$p Initial report
To:

_____26a. Proceedings of the Ocean Drilling Program. \$p Initial report
To:

_____26b. Proceedings of the Ocean Drilling Program. \$p Initial reports

27. 245 00 Parents' magazine
To:

_____27a. Parents' magazine & family home guide
To:

_____27b. Parents' magazine & better homemaking
To:

_____27c. Parents' magazine & better family living
To:

_____27d. Parents' & better family living
To:

_____27e. Parents' magazine & better homemaking
To:

_____27f. Parents' magazine
To:

_____27g. Parents
To:

_____27h. Parents magazine
To:

_____27i. Parents

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SESSION 8

Slide 1



Session 8 : Linking Relationships (12.7B8)

- What is the purpose of links?
- What are the different types of chronological relationships?
- When are 580 notes added to records?
- When should you not make a link?
- How are linking fields constructed?

1

Slide 2



Purpose and Types of Links

- Purpose:
 - To express the relationship of one or more titles to each other
 - To link records in a catalog
- Types of Links:
 - Chronological: those that link successive entry records resulting from major changes
 - Horizontal: those that link to related resources (covered in Sessions 9-10)

2

Slide 3



Chronological Relationships

- Relationships of a serial to its predecessors and successors
- Each record covers a different span of time
- Relationships are given in fields 780 & 785

```

Earlier Title (780)
  ↓
Serial Being Cataloged (245)
  ↓
Later Title (785)
            
```

3

Slide 4



First indicator: note controller

- Use value '0' when an intelligible note can be displayed and no corresponding 580 field is present

780 00 \$t Bulletin of the American Hospital Association ...

- Use value '1' when a note is generated from another field or is not needed

580 Split into: Hospital practice (Hospital ed.), and Hospital practice (Office ed.)
 785 16 \$t Hospital practice (Hospital ed.) ...
 785 16 \$t Hospital practice (Office ed.) ...

4

Slide 5



2nd indicator values: 780 Preceding Entry

- 2nd indicator--type of relationship
 - 0 Continues
 - 1 Continues in part
 - 4 Formed by the union of ... and ... (or Merger of ... and ...)
 - 5 Absorbed
 - 6 Absorbed in part
 - 7 Separated from

5

Slide 6



2nd indicator values— 785 Succeeding Entry

- 0 Continued by
- 1 Continued in part by
- 4 Absorbed by
- 5 Absorbed in part by
- 6 Split into ... and ...
- 7 Merged with ... to form ...

6

Slide 7

**Chronological Relationships:
Continues (_0)/Continued by (_0)**

Serial A is continued by serial B; serial A ceases to exist. Numbering continues or starts over again.

Title A:
 245 00 American junior colleges.
 785 00 \$t American community, technical, and junior colleges \$w ...

Title B:
 245 00 American community, technical, and junior colleges.
 780 00 \$t American junior colleges \$w ...

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Slide 8

**Chronological Relationships:
Split into (785 _6)/
Cont. in part (780_1)**

Serial A splits into two or more separate serials each of which continues part of serial A; serial A ceases.

Title A:
 245 00 Journal of electronics and control.
 580 Split into: International journal of control, and: International journal of electronics.
 785 16 \$t International journal of electronics \$w ...
 785 16 \$t International journal of control \$w ...

8

Slide 9

**Chronological Relationships:
Split into (785_6)/
Cont. in part (780_1)**

Title B:
245 00 International journal of electronics.
780 01 \$t Journal of electronics and control \$w...

Title C:
245 00 International journal of control.
780 01 \$t Journal of electronics and control \$w ...

Each of these will display a note:
Continues in part: Journal of electronics and control

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Slide 10

**Chronological Relationships:
Absorbed (780_5)/
Absorbed by (785_4)**

Serials A and B began as two separate publications; serial B becomes part of serial A

Title A:
245 00 Journal of chromatography.
362 0 Vol. 1, no. 1 (Jan. 1958)-v. 651, no.1-2 (May 20, 1994).
780 05 \$t Chromatographic reviews \$g 1971 \$w ...

Title B:
245 00 Chromatographic reviews.
362 0 Vol. 1 (1959)-v. 15, no. 2-3 (Dec. 1971).
785 04 \$t Journal of chromatography \$w ...

10

Slide 11

Chronological Relationships:
Merger with to form (785_7)/
Merger of (780_4)

Serials A and B merge to form serial C which has a new title.

Title A:
 245 00 American milk review.
 580 Merged with: Milk plant monthly, to form: American milk review and milk plant monthly.
 785 17 \$t Milk plant monthly \$w ...
 785 17 \$t American milk review and milk plant monthly \$w ...

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Chronological Relationships:
Merged with to form (785_7)/
Merger of (780_4)

Title B:
 245 00 Milk plant monthly.
 580 Merged with: American milk review, to form: American milk review and milk plant monthly.
 785 17 \$t American milk review \$w ...
 785 17 \$t American milk review and milk plant monthly \$w ...

Title C:
 245 00 American milk review and milk plant monthly.
 580 Merger of: American milk review, and: Milk plant monthly.
 780 14 \$t American milk review \$w ...
 780 14 \$t Milk plant monthly \$w ...

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Slide 13



Linking to Monographs

- Links can be made to a monograph record when earlier or later issues are cataloged as monographs
 - Link only to the monograph directly preceding or succeeding the serial
 - This is most commonly done for conference publications, annual supplements to a monograph, etc.

13

Slide 14



Linking to Integrating Resources

- Links to integrating resources may be made when a serial changes its mode of issuance (usually accompanied by a change in physical medium as well)
 - Example: a printed serial changes to an online directory
 - If the entry for the integrating resource changes over time, the link in the serial record will also need to be changed

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Slide 15



When to use 580 Notes

- For relationships that cannot be fully expressed by a linking field

580 Vols. for Jan. 1923-Dec. 1926 include section: Food and health education, later published separately, Jan. 1927-785 11 \$t Food and health education

- For relationships involving multiple titles CONSER policy is to use a note

245 04 The American journal of theology.
 580 Merged with: Biblical world, to form: Journal of religion.
 785 17 \$t Biblical world
 785 17 \$t Journal of religion

15

Slide 16



When to Use 580 Notes

- For serials which have the same relationship with several serials

580 Absorbed: Antarctic report; and: Bulletin of the U.S. Antarctic report Projects Officer.
 780 15 \$t Antarctic report
 780 15 \$t Bulletin of the U.S. Antarctic report Projects Officer

- For serials that are related to too many publications to be separately named

580 Continues and consolidates the reports issued under the same title for each state.

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Slide 17



When Not to Link

- When several serials are equally related to another serial, link them to the other serial but not to each other

245 04 Antarctic journal of the United States.
 580 Absorbed: Antarctic report; and: Bulletin of the U.S. Antarctic Projects Officer.
 780 15 \$t Antarctic report
 780 15 \$t Bulletin of the U.S. Antarctic Projects Officer

245 00 Antarctic report.
 785 04 \$t Antarctic journal of the United States
 [no linking field for Bulletin of the U.S. Antarctic Projects Officer]

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Slide 18



When Not to Link

- A publication mentions another serial and you are not clear if the relationship exists and/or you do not know the title of the other serial

18

Slide 19



Constructing Linking Fields

- A linking field may consist of a catalog entry, an ISSN, and control numbers

780 00 \$t BRS news \$x 0435-1231 \$w (DLC)sc 85003531 \$w (OCoLC)1570435

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Slide 20



Constructing Linking Fields

- The title in subfield \$t is the title proper (\$a, \$n, \$p) or the uniform title from field 130

780 00 \$t Bulletin (Colorado Geological Survey)
780 00 \$t Trade policy review. Republic of Peru

- Other title information (subfield \$b) is included in a linking field only when it is cataloger supplied.

780 00 IEEE International Engineering Management Conference. \$t IEEE International Engineering Management Conference : [proceedings]

20

Slide 21



Constructing Linking Fields : Catalog Entry Examples

- Title proper (\$t):
780 00 \$t Journal of electronics
- Uniform title from 130 (\$t):
785 00 \$t American machinist (New York,
N.Y. : 1968)
- Common title/section title (\$t)
785 00 \$t Consumer reports. Buying guide
issue

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Slide 22



Constructing Linking Fields: Catalog Entry Examples

- Corporate body (\$a)/Title proper (\$t)
780 00 British Columbia. Fish and Wildlife
Branch. \$t Management report
- Corporate body (\$a) /Uniform title from
240 (\$s)
785 00 Advertising Research Foundation.
\$s Annual report (1986)

22

Slide 23



Summary

- The purpose of links is to produce notes and to link records in a catalog through the use of control numbers
- Chronological relationships are those that link successive entry records resulting from major changes

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Slide 24



Summary

- 580 notes are often used for relationships that cannot be fully expressed by a linking field or, according to CONSER policy, involve multiple titles
- Do not link to another serial if the relationship is unclear or uncertain or if the related title is not cataloged separately

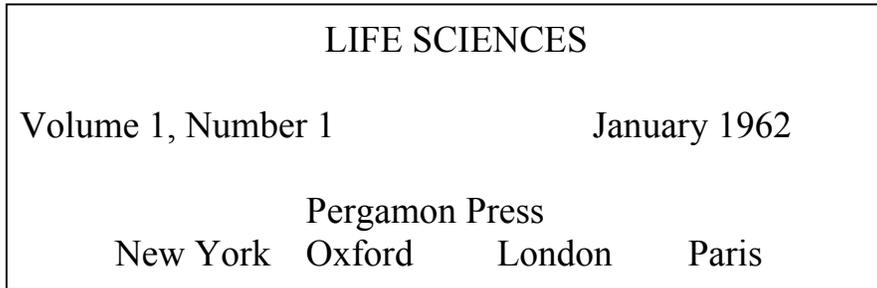
24

SESSION 8 - EXERCISES

Your library has just received as a gift the entire run of *Life Sciences* from 1962 to the present. On closer examination, you discover there are actually four titles. Supply the necessary linking fields and notes on the attached workforms.

Title 1:

Cover:

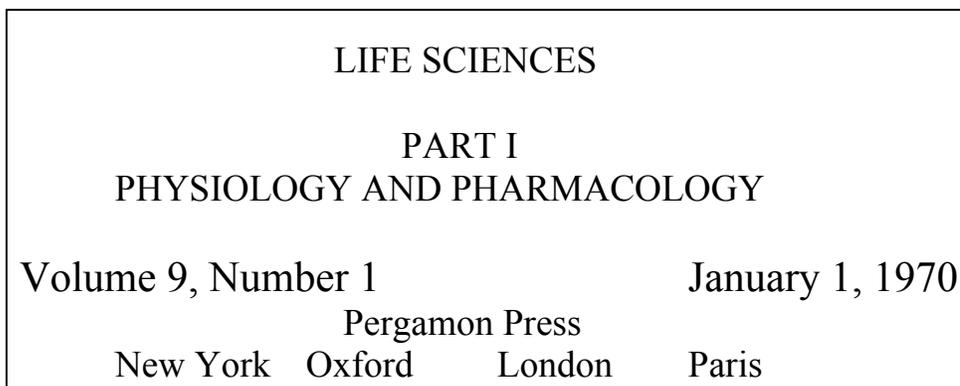


This title ran from v. 1, no. 1 (Jan. 1962) to v. 8, no. 12 (Dec. 1969).

Vols. 6-8 were issued in two internumbered parts: Part I, Physiology and pharmacology and Part II, Biochemistry, general & molecular biology. (Pt. 1 -- v.6, no. 1; Pt. 2 -- v. 6, no. 2, etc.)

Title 2:

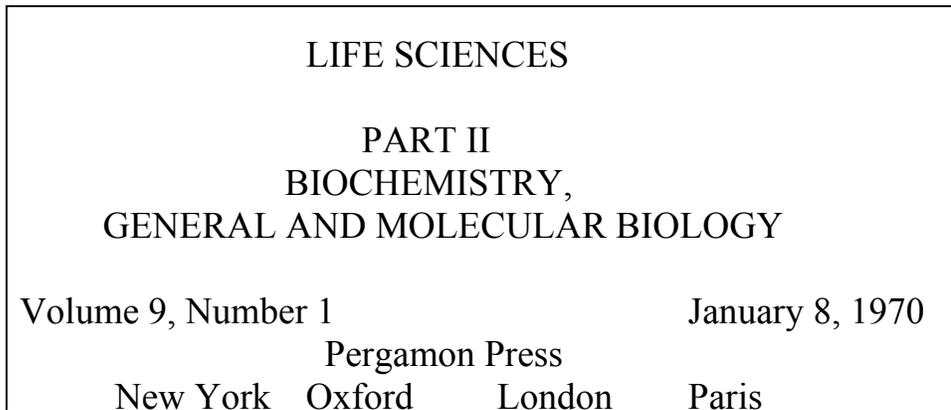
Cover:



This title ran from v. 9, no. 1 (Jan. 1, 1970) to v.12, no. 12 (June 15, 1973).

Title 3:

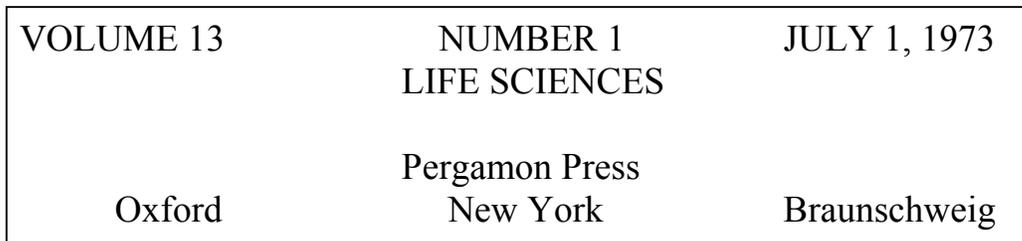
Cover:



This title ran from v. 9, no. 1 (Jan. 8, 1970) to v.12, no. 12 (June 22, 1973).

Title 4:

Cover:



Life sciences is still being published today.

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SESSION 9

Slide 1



Session 9: Translations, Editions and Versions

- What are the different types of related works?
- How are uniform titles, links, and notes used for translations, editions, and different versions?
- What cataloging information for reprints and microform reproduction comes from the original publication? What information comes from the reprint/reproduction?

1

Slide 2



Use of Linking Fields and Notes for Related Works

Related works = horizontal relationships

- Translations and original language work (765/767)
- Language and other editions (775)
- Reprints (580/775)
- Microform reproductions (533/776)
- Other formats (530/776)
- Issued with entries (777)
- Companion publications (580/787)
- Cumulations (310 or 580/787) (Covered in Session 10)
- Supplements and special issues (525 or 770/772) (Covered in Session 10)

2

Slide 3



Subfield \$i in Linking Fields

- Defined for links other than 780/785
- Used for display text that can't be generated from the display constant defined for the field
 - Used with second indicator 8
- Use when one note is desired but it can't be generated from display constants
- If there are multiple linking fields, field 580 is better in order to produce a single note

3

Slide 4



Use of Linking Fields and Notes for Related Works

- Use subfield \$i for cases where a note is to be generated from a single linking field

130 0 Cuba economic news. \$l Spanish.
 245 10 Cuba noticias económicas.
 775 08 \$i Issued also in English: \$t Cuba economic news
 \$w ...

4

Slide 5



Use of Linking Fields and Notes for Related Records

- Use field 580 where a single note is based on several linking fields

580 Vols. for 1968- are cumulations of: Engineering index monthly; 1971- of: Engineering index monthly and author index; 1984- of: Engineering index monthly (New York, N.Y. : 1984).

787 1 \$t Engineering index monthly \$w ...

787 1 \$t Engineering index monthly and author index \$w ...

787 1 \$t Engineering index monthly (New York, N.Y. : 1984) \$w ...

5

Slide 6



Translations (765/767)

- Often published at a later time and by a different publisher
- Content is generally the same
- The catalog entry of a translation is a uniform title consisting of: title (or uniform title) of the original and language of the translation (AACR2 21.14)
 - 130 Title. \$l Language
- Give 580 note if more information needed
- Field 041 must be added to the record of the translation

6

Slide 7

Translations

Original:

245 00 Èkologiia.
 580 Vols. for 1970 translated into English as: Ecology;
 1971-1992 as: Soviet journal of ecology; and
 1993- as: Russian journal of ecology.
 767 1 \$t Èkologiia. English. Ecology
 767 1 \$t Èkologiia. English. Soviet journal of ecology
 767 1 \$t Èkologiia. English. Russian journal of ecology

One of the English translations:

041 1 eng \$h rus
 130 0 Èkologiia. \$l English.
 245 10 Russian journal of ecology.
 765 0 \$t Èkologiia

Slide 8

Selected Translations



Original:

245 04 The reader's digest.
 767 08 \$i Also available as a selected Chinese translation:
 \$t Du zhe wen zhai

Selected translation:

041 1 chi \$h eng
 245 00 Du zhe wen zhai.
 765 08 \$i Selected translation from: \$t Reader's digest

8

Slide 9



Language Editions (775)

- Usually published at the same time and by the same publisher. Content may differ
- Title may or may not be the same
- Provide a uniform title for the secondary edition based on title of primary edition (AACR2 25.3C)
- Give a separate 775 field for each known edition
- Provide 580 notes for editions when their titles are unknown or to provide more information (AACR2 12.7B8.f)

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Slide 10



Language Editions

Primary edition:

245 00 Worldnet at a glance.
 775 08 \$i Also issued in Spanish: \$t Worldnet at a glance. Spanish. Worldnet en un vistazo

Secondary edition:

130 0 Worldnet at a glance. \$l Spanish.
 245 10 Worldnet en un vistazo.
 775 08 \$i Also issued in English: \$t Worldnet at a glance

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Slide 11



Other Editions (775)

- May be issued at the same time and often have the same title
- Types of editions : geographical coverage (e.g., Ohio ed.), scope (e.g., teacher/student ed.), format (e.g. graphic ed.)
- Use a 580 note when there is more than one edition

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Slide 12



Other Editions

245 00 Trends in genetics.
 310 Monthly
 775 08 \$i Vols. for 1985-1999 issued also in an annual compilation called: \$t Trends in genetics (Reference ed.) \$w...

130 0 Trends in genetics (Reference ed.)
 245 10 Trends in genetics.
 250 Reference ed.
 310 Annual
 580 Compilation of the articles published in the regular monthly ed.
 775 1 \$t Trends in genetics \$w...

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Slide 13



Reprints (580)

- New printing of a serial made from the original type image
- Text may be an exact reproduction or have slight variations
- Use serial treatment for reprints of serials, except for:
 - A reprint that is of a single issue or a limited number of issues
 - A collection of bibliographically unrelated serials

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Reprints

- Main entry (as applicable)
- Base on the original title page:
 - Fixed Field: Publication Status, Dates
 - Title (245)
 - Edition (250)
 - Numbering (362)
- Base on the reprint:
 - Fixed Field: Country, Frequency/Regularity
 - Publisher, distributor, etc. (260)
 - Physical description (300)
 - Series (only if reprint issued in the series) (4xx/8xx)
 - 580 note and 775 linking field

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Slide 15

Reprints:

O=Original R=Reprint

R Freq: u Regl: u Ctry: nyu
O PubSt: d Dates: 1880,1883
O 130 0 Book keeper (New York, N.Y.)
O 245 14 The book keeper.
R 246 1 \$i Reprint title: \$a Book-keeper and American counting-room
R 260 New York : \$b Garland, \$c 1989.
R 300 2 v. : \$b ill. ; \$c 29 cm.
O 362 0 I, 1 (July 20, 1880)-v. 6, no. 73 (June 19, 1883).
R 440 0 Foundations of accounting
O 580 Originally published fortnightly: New York : [s.n.], 1880-1883.
O 775 1 \$t Book keeper (New York, N.Y.) \$w ...

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Slide 16

Microform Reproductions

- U.S. practice does not follow AACR2 chapter 11 for microform reproductions
- Many libraries have chosen a “one-record” approach using the print record as the bibliographic record of choice with microforms given in holdings
- CONSER policy is to create separate records, particularly for master negatives

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Slide 17



Microform Reproductions

- Transcribe from the original (LCRI Ch. 11)
 - Title and statement of responsibility
 - Edition
 - Numbering area
 - Publication, distribution, etc.
 - Physical description
 - Series
- Provide general material designation (GMD) in 245 \$h, [microform]

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Slide 18



Microform Reproductions

- Provide 533 note for information on reproduction and its publication
 - Specific material designation, e.g., microfiche. (**\$a**)
 - Place, publisher and date of reproduction (**\$b, \$c, \$d**)
 - Physical description (**\$e**)
 - Series statement of reproduction (if applicable) (**\$f**)
 - Notes relating to reproduction (if applicable) (**\$n**)
- Provide link to record for the original print serial in field 776

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Slide 19



Microform Reproductions

245 00 Air carrier financial statistics quarterly \$h
[microform].

260 Cambridge, MA : \$b U.S. Dept. of
Transportation, Research and Special
Programs Administration,
Transportation Systems Center, Center for
Transportation Information

300 v. ; \$c 22 x 28 cm.

533 **Microfiche. \$b [Washington, D.C.] : \$c Supt.
of Docs., U.S. G.P.O. \$e microfiches :
negative.**

776 1 \$c Original \$w ...

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Slide 20



“Issued With” Entries (777)

- When a serial is issued with another and each is separately cataloged
- Not to be confused with serials that have been bound together due to local policy
- Field 580 is used to explain the relationship

245 00 Harris Ohio marketers industrial directory : \$b MID.
580 Vols. for <1982-> include the Harris Ohio buyers
industrial directory, also issued separately.

730 0 Harris Ohio buyers industrial directory.

777 1 \$t Harris Ohio buyers industrial directory

20

Slide 21



Companion Publications (787)

- Sometimes related works are serials that are meant to be used together, or cover similar and related material

245 00 American universities and colleges.
787 08 \$i Companion volume to: \$t American junior colleges

- Field 787 is used for this and other types of relationships not covered by the other linking fields

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Slide 22



Summary

- Notes may be generated from the linking field or from a 580 field.
- Uniform titles bring together serials that are issued in translations or different language editions
- Cataloging information for reprints and microform reproduction comes from the original and the reprint/reproduction

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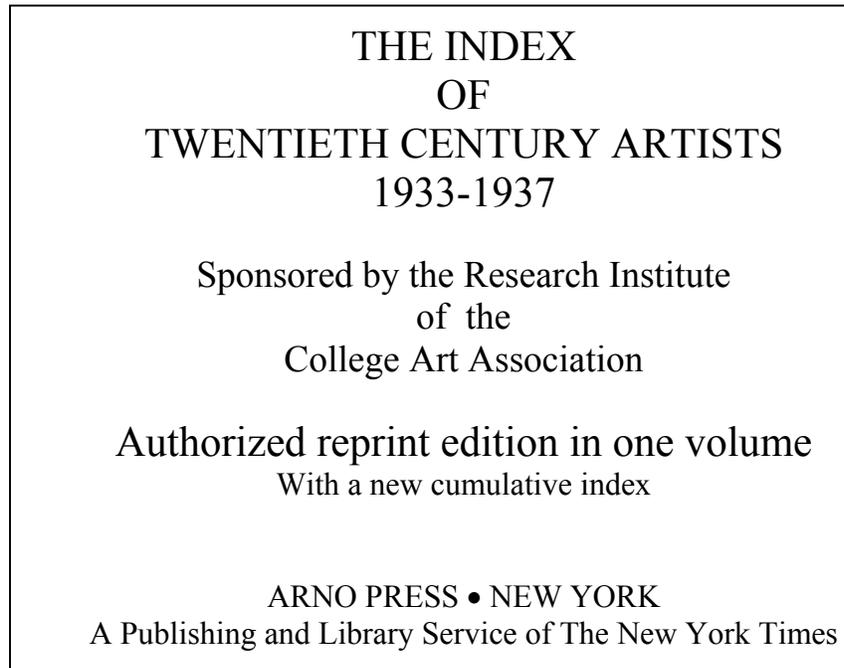
SESSION 9 - EXERCISES

The following examples cover related works relationships. Add the necessary fields to these records. The appropriate fields that might be added to these records are:

245	\$h
260	Publication statement
300	Physical description
362	Designations
500	Source of title note
	Latest issue consulted
530	Additional physical form available note
533	Reproduction note
555	Cumulative Index
580	Linking Entry Complexity Note
775	Other edition entry
776	Additional physical form entry
780	Preceding Entry
787	Nonspecific Relationship Entry
830	Series Added Entry

Example 1.

Title Page:



Verso: Reprinted with the permission of The College Art Association. New material copyright © 1970 by the College Art Association. LC# 70-114606 ISBN 0-405-00692-6

From Oct. 1933-Feb. 1934, the serial was originally published monthly by the Research Institute of the College Art Association. From Mar. 1934 to Apr. 1937, it was published by the College Art Association of America. Both associations are located in New York.

Example 1

Type: a	ELvl:	Srce:	GPub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq:	MRec:	Ctry:
S/L: 0	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	,9999

010 040

022 041

043 050 0

090 099

049 086

1

245 04 The index of twentieth century artists.

300 1 v. ; \$c 29 cm.

5

555 Cumulative index with references to renumbered reprint pages:
p. [723]-[724]

710 2 College Art Association of America.

710 2 Research Institute of the College Art Association (New York, N.
Y.)

Example 2.

Title Page:

Recent demographic developments
in Europe

1993

Council of Europe Press, 1994

1993 was the first issue of this serial. Another serial in the OCLC database has the same title. 1998 was the latest issue you consulted.

The title is also issued in French with the title: Evolution démographiques récente en Europe.

In 1998, the serial was also available on CD-ROM. It is unknown if the serial was available on CD-ROM prior to 1998.

The serial continues *Recent demographic developments in Europe and North America*

Example 3.

Caption:



You are cataloging the microfilm reproduction of the serial. It was filmed by University Microfilms in Ann Arbor, Mich. It occupies part of one film reel. The film measures 35 mm. The serial was filmed as part of the American periodical series, 1800-1850. It is 527 in the series.

You learn from the title page of the entire volume that Robinson & Jones originally published the serial.

The serial ran from v. 1, no. 1 (Nov. 1844) to v. 1, no. 6 (Apr. 1845).

The serial was issued simultaneously in Nashville, Tenn. under the title *Southwestern literary journal and monthly review*. The content of *Southwestern literary journal and monthly review* and *Western literary journal and monthly review* was identical.

Example 3

Type: a	ELvl:	Srce:	GPub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq:	MRec:	Ctry:
S/L: 0	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	,9999

010 040

022 041

043 050 0

090 099

049 086

130 0 Western literary journal and monthly review (Cincinnati, Ohio : 1844)

245 10 Western literary journal and monthly review \$h [microform].

260

300 1 v.

310 Monthly

362 0

5

7

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SESSION 10

Slide 1



Session 10: Cumulations, Supplements, Other Related Works

- What are the characteristics of cumulations, supplements, special issues and indexes?
- What are the factors to be considered in determining when to note them on the same record or when to catalog separately?
- What are the options for treatment?

1

Slide 2



MARC Fields for Related Works

- Cumulations (310 or 580/787)
- Supplements (525 or 770/772)
- Special issues (525 or 770/772)
- Indexes (555 or 580/787)
- \$i display text in links

2

Slide 3

Cumulations (LCRI 12.0)

3

Slide 4

Characteristics of Cumulations

- Often contain abstracting/indexing or statistical information
- Are issues of a serial that collect information from previous issues for a given period and are intended to replace them
- May rearrange, correct, or expand the contents of the original issues
- Have essentially the same contents as the original issues

4

Slide 5



Factors Determining Treatment for Cumulations

- Are the titles of the serial and its cumulation the same or different?
- Does the serial and its cumulation share a numbering scheme or does each have its own numbering?
- Is the serial and its cumulation in the same or a different format?
- Impact on serials check-in

5

Slide 6



Cumulations on Same Record

- Catalog on one record (LCRI 12.0)
 - If individual issues and cumulation have the same title and numbering is continuous
 - If individual issues and cumulation have the same title and only a chronological designation
- Give cumulation information in the frequency note

6

Slide 7



Cumulations on Same Record

245 00 New serial titles / \$c prepared under the sponsorship of the Joint Committee on the Union List of Serials.

310 Eight monthly issues, four quarterly issues and annual cumulations which are self-cumulative through periods of five or ten years

362 1 Began with Jan. 1953; ceased with 1999 annual cumulation.

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Cumulations on Separate Records

- Catalog on separate records (LCRI 12.0)
 - If individual issues and cumulation have the same title, but different numbering systems
 - If individual issues and cumulation have different titles
 - If individual issues and cumulation are published in different formats, e.g., print and microform
 - If in doubt, prefer separate records
- Provide a uniform title main entry for the cumulation if it has the same title as the original
- Provide 787 link with \$i note

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Cumulations: Separate Records

245 00 Abstracts in new technologies and engineering.
 310 Bimonthly
 362 0 Vol. 1, no. 1 (Jan./Feb. 1997)-
 787 08 \$i Issued also in an annual cumulation: \$t Abstracts
 in new technologies and engineering (Annual) \$w ...

130 0 Abstracts in new technologies and engineering (Annual)
 245 10 Abstracts in new technologies and engineering.
 310 Annual
 362 0 1997-
 787 08 \$i Cumulation of the bimonthly publication: \$t Abstracts in
 new technologies and engineering \$w ...

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Supplements

(AACR2 12.7B8g, 21.28A-B, LCRI 1.0)

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Characteristics of Supplements

- May complement or update parent resource's content, contain a special feature, or contain extra or different information
- May have a formal relationship with the parent resource (e.g., may have the same author; may state that it supplements it)
- May be a monograph, a serial or an integrating resource

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Characteristics of Supplements (cont.)

- May have its own title or a title dependent on the parent resource's title
- May have the same as or separate numbering from parent resource
- May be in the same or a different format than the parent resource

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Supplements: Factors Affecting Treatment

- Nature of the supplement
 - Adds or updates information in the parent resource?
 - Complements the parent resource?
- Does it have a distinctive title? Is it called "supplement" or its equivalent in another language?
- Does it carry the numbering of the parent resource or have its own? Or have no numbering?

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Supplements: Cataloging Options

- Explanatory note (AACR2 12.7B8.g)
 - In 525 field
 - For a supplement that serves merely to update the parent resource and usually does not have its own title
- Catalog record and links (AACR2 12.1B4-12.1B6, 12.7B8.g, 21.28)
 - In 772 field, with corresponding 770 on parent record
 - For a supplement that complements the parent title and usually has its own title
 - For a supplement with its own contents, numbering

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Supplement with Dependent Title; Included on Record with Parent Title

- Catalog on same record as parent title

On piece:

1999 Annual supplement to Uniform mechanical code

On record:

110 2 International Association of Plumbing and Mechanical Officials.
 245 10 Uniform mechanical code.
 525 Annual supplements are issued between editions.

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Supplement with Different Title than Parent; Included on Record with Parent

- Added entry given for access to supplement title

245 00 Investing, licensing & trading in Canada.
 525 Has semiannual supplement: ILT. Canada.
 740 02 ILT. \$p Canada.

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Supplement with Different Title than Parent; Cataloged on Own Record

- Supplement title has link to parent title
- Parent title has link to supplement title
- Provide added entry for the parent title on record for the supplement

	245 00 Jersey journal	Parent title
	770 0 \$t Jersey directory \$w ...	
Supplement	245 00 Jersey directory.	
	730 0 Jersey journal.	
	772 0 \$t Jersey journal \$w ...	

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Separately Cataloged Supplement with Analyzable Issues

- Continuing supplement
- Has its own numbering
- Title may be dependent, consisting of title of parent resource and word "Supplement," "Beiheft," etc., or it may be distinctive

245 00 Scandinavian cardiovascular journal.
\$p Supplement.
362 0 No. 1-
515 Issues also carry volume numbering of the parent serial.
772 1 \$t Scandinavian cardiovascular journal

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Separately Cataloged Supplement to Many Titles

- May link to all parent titles in separate fields
- Note in one 580

245 04 The Asia magazine.
580 Distributed as a weekly supplement to numerous Asian newspapers.

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Supplement Cataloged Separately as a Monograph

- May have numbering related to volume or issue

245 00 Deep time : \$b Paleobiology's perspective : a special volume commemorating the 25th anniversary of the journal Paleobiology / \$c edited by Douglas H. Erwin and Scott L. Wing.
300 371 p. : \$b ill. (some col.) ; \$c 26 cm.
500 Supplement to v. 26, no. 4 of Paleobiology.
730 0 Paleobiology. \$n V. 26, no. 4 (Supplement)

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Special Issues

(AACR2 21.28A1, LCRI 21.30G)

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Characteristics of Special Issues

- Some periodical issues call themselves "special issue," but are still issues of that periodical
- May have numbering of the parent resource; may have their own numbering; may have no numbering
- Usually cover a specific topic and may have a distinctive title
- May be a serial, a monograph or an integrating resource

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Special Issues: Factors Affecting Treatment

- Presence of distinctive title
- Importance of contents
- Numbering

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Special Issue Included on Record for Parent Title

- Provide note on parent record (AACR2 12.7B8g)
 - If it is a numbered regular issue and usually indicates that it covers a specific topic
525 Some numbers issued as special issues with distinctive titles.
 - If it has the same numbering (e.g., v. 3, no. 4) or a subdivision of numbering of a regular issue (e.g., v. 3, no. 4A)
525 Special issues accompany some numbers.
 - If it lacks numbering:
525 Includes special issues.

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Special Issue Cataloged Separately: Monograph

- Catalog separately when:
 - Special issue has its own title
 - Contents warrant individual treatment

245 00 Serials cataloging at the turn of the century
/\$c Jeanne M.K. Boydston, James W. Williams,
Jim Cole, editors.

260 New York : \$b Haworth Press, \$c c1997.

500 "Has also been published as The serials librarian,
volume 32, numbers 1/2, 1997" –T.p. verso.

730 0 Serials librarian.

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Special Issue Cataloged Separately: Serial

- May catalog a special issue separately as a serial when:
 - The special issue is published on a regular basis and is a serial in itself
 - It is designed to be used separately
 - It has its own numbering (usually)

245 00 Brewer's digest. \$p Buyers' guide & directory.

362 0 1962-

772 0 \$t Brewer's digest \$w ...

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Indexes

(AACR2 12.7B17, 21.28A, 21.28B)

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Characteristics of Indexes

- May index a single volume or may be cumulative for a number of volumes
- May have a title dependent on that of parent resource or may have own title
- May be an issue or volume of parent resource
- May index one or more works
- May be compiled by a personal author(s)
- May be published by same as or different publisher than parent resource

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Indexes: Factors Affecting Treatment

- Independent title or not
- Personal author(s)/compiler(s) or not
- Issued as volume and/or number of parent title
- Same as or different publisher from that of title(s) indexed
- Contents/coverage may be to one or more serial title(s)

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Indexes: Treatment Options

- Noted only in check-in record when index covers only a year or volume
- Cumulative indexes can be noted in 555 field on record for parent serial
 - or
- Cataloged separately as a serial, a monograph or an integrating resource

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Cumulative Index Noted on Record for Parent Serial

On piece:

Canadian Journal of History
Annales canadiennes d'histoire

INDEX/INDICE
Volumes XXXI-XXXV

Volume XXXI - 1996
Volume XXXII - 1997
Volume XXXIII - 1998
Volume XXXIV - 1999
Volume XXXV - 2000

In record:

555 Vols. 1 (1966)-5 (1970) with v. 5; v. 6 (1971)-10 (1975).
1 v.; v. 11 (1976)-15 (1980). 1 v.; v. 16 (1981)-25 (1990).
1 v.; v. 26 (1991)-30 (1995). 1 v.; v. 31 (1996)-35 (2000). 1 v.

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Cumulative Index Noted on Record for Parent Serial

Index to a title and its earlier titles; index published as a number in a series:

245 00 Military affairs : \$b journal of the American Military Institute.

362 0 Vol. 5, no. 1 (spring 1941)-v. 52, no. 4 (Oct. 1988).

555 Vols. 1 (1937)-32 (1969) (Includes index to earlier titles and issued as Kansas State University Library bibliography series no. 6). 1 v.

780 00 \$t Journal of the American Military Institute \$w ...

830 0 Kansas State University Library bibliography series ; \$v no. 6.

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Annual Index Cataloged Separately as a Serial

Journal:

245 00 Grand Rapids business journal.
 260 Grand Rapids, Mich. : \$b Gemini Communications

Index:

245 00 Grand Rapids business journal index.
 260 Grand Rapids, Mich. : \$b Woodhouse LRC, Aquinas College, \$c 1988-
 550 Issued <1995-> by: Kent District Library.
 710 2 Woodhouse Learning Resource Center.
 710 2 Kent District Library (Kent County, Mich.)

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Cumulative Index Cataloged Separately as a Serial

Cumulative index to more than one title:

245 00 Cumulative index to the American journal of international law ... and the Proceedings of the American Society of International Law.
 630 00 American journal of international law \$v Indexes.
 610 20 American Society of International Law. \$t Proceedings of the ... annual meeting \$v Indexes.
 650 0 International law \$v Indexes.
 787 1 \$t American journal of international law \$w ...
 787 1 American Society of International Law. \$t Proceedings of the ... annual meeting \$w

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Cumulative Index Cataloged as a Monograph

Cumulative index with a dependent title,
but published later by a different
publisher:

245 03 La lumière : \$b journal de la photographie. \$p Index.
260 Paris : \$b Editions du Palmier en zinc, \$c c1989.
500 "Le journal 'La lumière' ... parut du 9 février 1851 au
30 mars 1867."
630 00 Lumière \$v Indexes.
650 0 Photography \$x History \$y 19th century \$v Indexes.

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Cumulative Index Cataloged as a Monograph

Cumulative index with personal author,
distinctive title, and issued in a series:

100 1 Jackson, Bruce.
245 14 The centennial index : \$b one hundred years of the
Journal of American folklore / \$c edited and compiled by
Bruce Jackson.
260 Washington, D.C. : \$b American Folklore Society,
\$c c1988.
4901 Publications of the American Folklore Society. New
series, \$x 0021-8715
630 00 Journal of American Folklore \$v Indexes.
650 0 Folklore \$x Periodicals \$v Indexes.
830 0 Publications of the American Folklore Society. \$p
New series (Unnumbered)

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Added Entries for Related Works

- If separately cataloged (authoritative) (fields 700-730)
- Not separately cataloged (field 740)
 - For titles that are not represented by a bibliographic or authority record, i.e., supplements that are not separately cataloged

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Summary

- Cumulations, supplements, special issues, and indexes may be cataloged on record for parent resource or separately depending on
 - Characteristics of the related works
 - Local needs
 - National guidelines

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SESSION 10 - EXERCISES

Session 10: Cumulations, Supplements, Special Issues and Indexes

Determine how you would handle each supplement or index:

- note on serial record;
- separate record, with note and linking field; or
- cataloged as a monograph.

Provide title entry, note and/or link, if cataloging on a serial record. Fields other than those listed here may be necessary and should be added if useful for describing the supplement or index.

Exercise 1.

On t.p:



On t.p. verso:

This edition of the Standard Directory of Advertisers / Standard Directory of Advertising Agencies Supplement was prepared by Advertising Red Books, A Member of the LexisNexis Group.

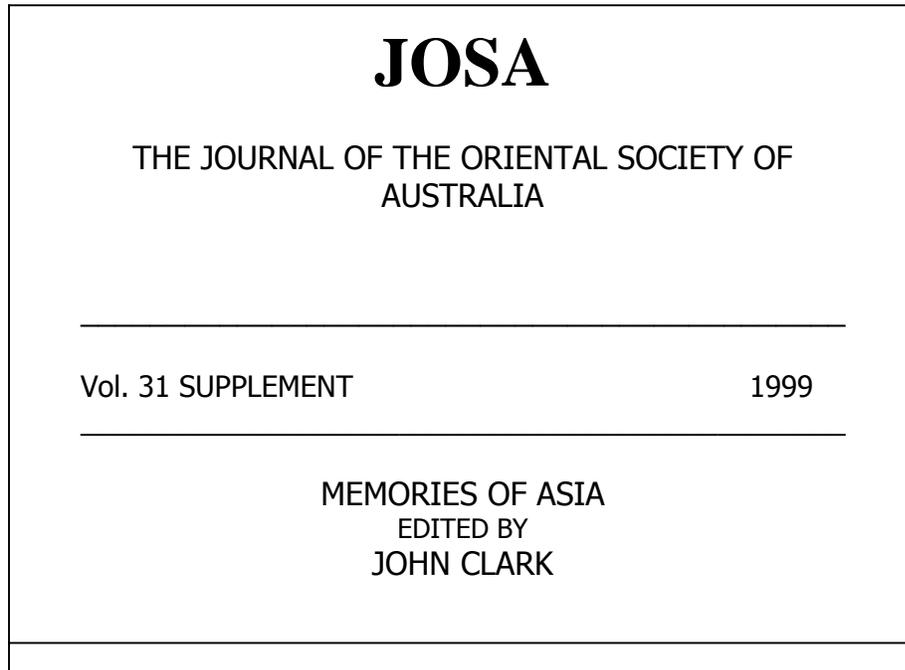
In preface:

This supplement contains updates and new lists for two Advertising Red Books products. They are the *Standard Directory of Advertisers* and the *Standard Directory of Advertising Agencies*.

These two directories are published together in January, while the Agency directory also comes out in July. Three supplements are issued each year in April, July, and October. Updates for the *Standard Directory of Advertisers* are cumulative and appear in each supplement. Updates for the *Standard Directory of Advertising Agencies* are non-cumulative and do not appear in the July issue as another full edition of the title is published that month.

Exercise 2.

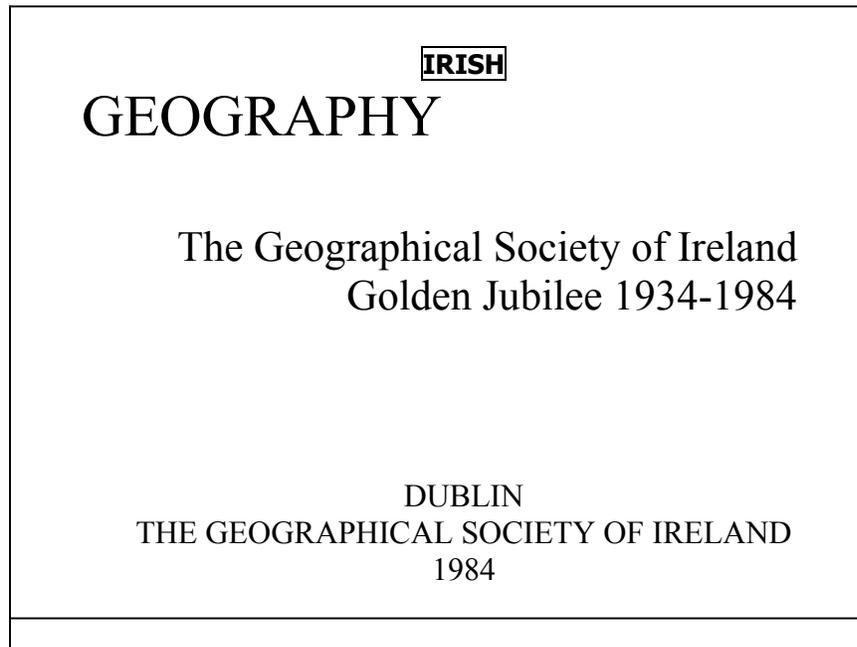
On t.p.:



[Contents page also includes a list of articles]

Exercise 3.

On t.p.

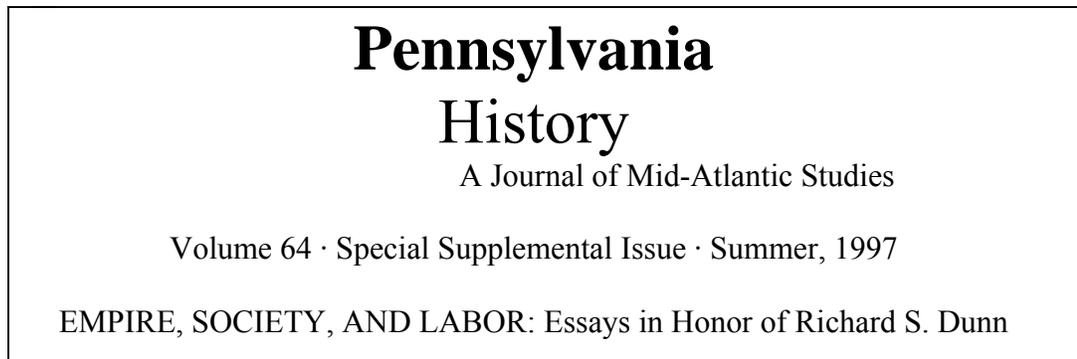


on verso:

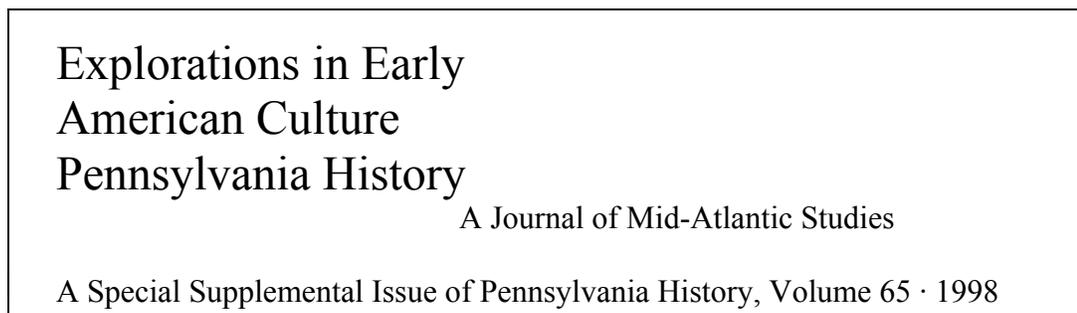
Issued as a supplement to *Irish Geography* volume 17, 1984

Exercise 4.

On cover, 1997:



On cover, 1998:



On cover, 1999:



On cover, 2000:



On page 2, 2000:

About Explorations in Early American Culture

Beginning with this issue, *Explorations in Early American History* [sic] will longer be published as a supplement to *Pennsylvania History*, but as an annual journal in its own right by the Pennsylvania Historical Association for the McNeil Center for Early American Studies. This change permits both *Explorations* and the McNeil Center to be easily located in library catalogues and on the World Wide Web. In this light, we are considering the 1997 supplement, *Empire, Society, Labor: Essays in Honor of Richard S. Dunn*, as the first issue of *Explorations*, and the 1998 and 1999 supplements to *Pennsylvania History* as the second and third, respectively. So this 2000 issue becomes number four.

Exercise 5.

On t.p.:

The Index
Economist to volume 362
January-March 2002 inclusive

Exercise 6.

On t.p.:

DARTMOUTH COLLEGE
LIBRARY BULLETIN

Index

Volumes XL-XLII (NS), November 1999
To April 2002

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**APPENDIX A: AACR REVISION:
AACR Revision: Changes in Chapter 12 and other related
changes in the AACR2 2002 Amendments
Prepared by Jean Hirons 2001**

[This document was prepared as a guide to the 2002 revision. Rules marked as “new” below are new as of the 2002 revision. There were subsequent changes to some of these rules in the 2004 rule amendments, these have been noted below.]

Glossary

Bibliographic resource (New)

Continuing resource (New)

Integrating resource (New). Note that an integrating resource is defined as a bibliographic resource (not a continuing resource) as not all integrating resources are continuing. This definition focuses on the form of issuance and the intention to be updated for at least some time.

Iteration (New). Defined for integrating resources.

Key-title (Rev.). The significant difference is the substitution of “bibliographic resource” for “serial.” Key titles and ISSN will be assigned to any continuing resource.

Monograph (Rev.) No longer called a “non-serial”!

Multipart item (Rev.) Second sentence added.

Section (Rev.) “Bibliographic resource” substituted for “serial.”

Serial (Rev.) 1) A continuing resource; 2) “discrete” parts: word added to accommodate numbered articles in electronic journals and the fact that issues are no longer a necessity in the electronic environment; 3) “usually” bearing numbering: definition now includes unnumbered series and serials that don’t have numbering on first issues (this is not really new); 4) “that has no predetermined conclusion”: this is softer and perhaps easier to deal with than “is intended to be continued indefinitely”; 5) examples changed to reflect types of serials most commonly encountered.

Updating loose-leaf (New). Finally!

Chapters 12 and 1 (selected changes by area)

Title of Chapter 12: Continuing Resources

General changes

12.0A1. Scope

Scope of chapter is continuing resources, not just serials

Includes certain finite resources:

Resources that exhibit characteristics of serials but are finite

Reprints of serials

Finite integrating resources

Notes use of chapter 21 for major changes and chapter 12 rules for minor changes

Significance:

Integrating resources: may mean some changes of practice; Hallam will probably not be retained; more connection to serials but this does not mean that serials catalogers will necessarily catalog them.

More resources can be cataloged as serials (e.g., newsletters of events, quarterly technical progress reports). May require some interpretation.

No distinction made between finite and continuing integrating resources.

Sources of information

12.0B1. Basis of the Description (New rule)

- New rule to say which issue or part serves as chief source
- Serials: earliest; integrating: current (no changes)
- Specifies that a source representing the part is favored over a source representing the whole work
- Breakdown added by type of resource and area of the description: which issue/part to use for what

Significance:

- For electronic journals, use a source associated with the first issue, if available, rather than the home page.
- While there is no change in the status quo, the fact that serials and integrating resources are described from different sources (earliest/current) may require recataloging or more maintenance (e.g., serial changes to integrating resource; title changes occur on integrating resource linked to a serial)

12.0B2. Chief source of information (old 12.0B1)

- No change in basic rule for serials
- Special instruction added for direct access electronic resources to prefer the physical carrier or its labels
- Prescribed sources of information removed from the rule and added to new rule

Significance:

- Title of CD-ROM serials will be taken from external sources

12.0B3. Prescribed sources of information (old 12.0B1)

- Separate rule added to deal with each area of the description and which sources can be used without the use of brackets
- Series area more specifically stated

Significance:

- No impact

12.0F. Inaccuracies

- Reference added to 12.1B1

Title and Statement of Responsibility Area

1.1B1 Title proper

- Do not transcribe words that serve as an introduction and are not meant to be part of the title

Significance:

- For Web sites, do not transcribe “Welcome to ...”
- For popular serials, may result in more words being eliminated from titles, such as “Better Homes and Gardens presents ...”

12.1B1 Title proper

- New examples added of integrating resources and electronic journals
- Instruction added to correct obvious typos in the title (from LCRI 12.0F1)
- Statements indicating absorbed titles, etc. omitted from title (from 2000 amendments; based on LCRI 12.1B1)

Significance:

- CONSER practice of correcting titles will be more broadly applied
- No other significant changes

12.1B2 Full form/acronym or initialism

- Always choose the full form; exception allowing for use of acronym dropped

Significance:

- Easier to decide
- Harmonization with ISSN practice

12.1B7 Omissions

- This rule was expanded in 1999 to include dates, names, and numbers other than designations that are likely to change

12.1B8 Change in title proper

- Instruction added for integrating resources
- Major/minor changes both included

Significance:

- Serials: no change
- Integrating: “in general” added to rule about giving a note; this means that for really trivial changes, a note (field 247) is not necessary

12.1D3. Change in parallel titles (new)

Significance:

- Rules are much more specific about handling changes in parallel titles
- Description of integrating resources would be changed

12.1E1 Other title information (changed in 2002, updated in 2004)

- For continuing resources: rule limits cases where other title information must be given (based on LCRI/CONSER practice)
- In other cases, catalogers are free to put in 245, give a quoted note, or omit.
- Includes provision to not transcribe other title information that consists solely of words relating to the currency of the contents or frequency of updating.

Significance:

- Codifies CONSER practice; differs from monographic practice
- More ability to use cataloger’s judgment
- Use of quoted notes may return
- May want to decide this based on system displays
- No expected “CONSER practice”

12.1E2 Change in other title information (New)

- Specific instructions added for handling changes

12.1F3 Editors

- Splits rule between serials and integrating to allow for differences in practice between serials and loose-leafs
- For integrating, allows judgment to determine whether or not to include editors

Significance:

- Editors will continue to be given for loose-leafs; but for electronic resources, editors may be less likely to be recorded

12.1F5. Change in statements of responsibility (New)

- Explicit instructions for serials and integrating
- Gives guidance for serial notes (changes in the body versus changes in the presentation of the name of the body)

Edition Area

12.2B1. Edition statement

- For integrating resources, transcribe when considered to be important

Significance:

- For electronic resources, Chapter 9 will be important
- For loose-leafs, use current practice for recording edition statement

12.2B2.

- Provisions reversed (general to more specific) and slightly revised

Significance:

- Limits cases when edition statements will be used for electronic resources; specifies that statements indicating frequent revision are frequency notes and not edition statements

12.2F1. Change in edition information (New)

- Serials: no changes are considered to be major (but this will change)
- Integrating: indicates that some changes will require a new description (no reference); gives instruction for minor changes

Significance:

- In order to harmonize with ISSN/ISBD(CR) we will be accepting the fact that some changes to edition statements are major; this will be added as an RI for now

Numbering Area

12.3. Numbering (change in name)

- Much shorter! Includes both numeric and chronological designations

12.3A2. Applicability (New)

- For serials, specifies when to use 362 0 (formatted) depending on what is in hand at time of cataloging
- “or part” added here and throughout to include separately numbered articles; more accommodation for e-resources
- For integrating, not usually applicable

Significance:

- Use of designations will primarily be limited to serials, but does not shut the door on the possibility that integrating resources may bear designations; numbers/dates on loose-leaf updates are not given as designations.

12.3B1. Numbering

- “but not necessarily with the same punctuation” added to allow changes when needed
- Includes former rule 12.3B3 (continued sequences of numbering)

12.3C1. Chronological designation

- “but not necessarily with the same punctuation” added
- Examples changed to show use of slash for multiple dates

Significance:

- At long last, catalogers can create useful chronological designation displays for multiple and combined dates by substituting slashes for hypens

12.3C4.

- Provision added for reversing order of dates and numbers when the numbering is a division of the date (i.e., year serves as volume) (From LCRI 12.3C4)

12.3D1 No designation on first issue or part

- First indicates that numbering on subsequent issues or parts be used to supply numbering on first
- If not available, allows for a date to be supplied instead of [No.1-] when the date would be more meaningful

Significance:

- Could mean more dates being supplied if a date can be reasonable ascertained (may be more likely that date would be used in the first place if available and no numbering is present)

12.3E. Alternative numbering (no change)

12.3F. Ceased serials (name change)

- Serials cease; they are not completed!

12.3F1.

- Gives instruction for what to do if information about the first issue/part is not available and an example

***12.3G1. Change in numbering**

- Provides three categories of change: different system of numbering; same system with use of “new series,” etc.; same system without “new series,” etc.
- For cases where system is the same, but no distinguishing words used, supply “new series” or its equivalent in other languages

Significance:

- Prior to this, a new record would have been made according to LCRI 12.3G
- May require procedural changes in-house for check-in and binding
- Harmonizes practices with ISSN so more chance of a one-to-one match

Publication, Distribution, Etc. Area

12.4C2. Change in place of publication, distribution, etc. (New)

- Instructions on how to handle for serials and integrating, which provision for “if considered to be important.”

12.4D2. Change in name of publisher, distributor, etc.

- For serials, note when it doesn’t require a new description (i.e., publisher is main entry or uniform title qualifier)
- Integrating: change description

Significance:

- Use judgment when deciding whether to note or note

1.4F8. Dates for serials, integrating resources, and multiparts (New)

- Specifies CONSER practice of when to give a date and when not to (based on whether first/last issues in hand)
- Also provides an option to supply the date
- Specifies using the “first published issue”

Significance:

- Prior to this rules were incomplete, as they accommodated a situation where the piece didn’t have a date, but not the case where you didn’t have the piece.
- When no. 1 is issued later than no. 2, the publication date will reflect the date of the earliest publication (i.e., no. 2)

12.4F1-F2.

- Examples added showing lack of first/last piece in hand
- Integrating resources, specifies means for indicating last update

Significance:

- Change of practice for loose-leafs

12.4G2-3. Change in place and/or name of manufacturer (New)

- Rules expanded

Physical Description Area

12.5B1. Extent of item.

- Sentenced deleted for printed serials that allowed for no. or pt. to be given. Only example is v. (see 2.5B17).
- CD-ROMs example added to show optional practice to use popular terms for SMD in Chapter 9
- Instruction for supplying “(loose-leaf)” added

12.5B2. Change in other physical details (New)

- For serials, add to illustration statement or note when illustrations are no longer included; but only when important (i.e., illustrations are significant)
- For integrating, change the statement

12.5D1. Dimensions

- Note that new examples added; one has the more formal presentation “computer optical disks” rather than “CD-ROMs”

12.5D2. Change in dimensions

- Specifies to give from smallest or smaller to largest or larger

12.5E1. Accompanying Material

- Removed provision for preceding data with 3 spaces

Series Area

1.6G1.

- Examples showing alphabetic designations added
- Rule expanded to cover inaccuracies, and optional addition of alternative numbering schemes
- Provision for supplying “[new ser.]’ or its equivalent added to mirror 12.3G practice.

12.6B2. Change in series statement (New)

- Serials: “and this change cannot be stated clearly in the series area” refers to by means of a separate 490/440 field with dates
- Integrating: change the series statement; no need to retain earlier information unless considered important

Notes Area

12.7A2.

- Added provision for using dates when notes don’t relate to all issues of a serial or the entire resource.

12.7B.

- Sentence added to reflect the dual nature of notes: information not given in the description, and changes over time.

12.7B1. Frequency

- Frequency of updates to an integrating resource added

Significance:

- Fields 310/321 will be used for integrating resources (may require validation); eventually serials fixed field will also be used; new code added for continuously updated.

12.7B3 Source of title proper.

- Non-print resources sentence added.
- Note that examples show use of “viewed on” date but not full description based on information (see 12.7B23)

12.7B4 Titles

- Split into two rules, the first for other titles, the second for changes in the title that will be handled by notes.

12.7B4.2. Change in title proper

- Serials: Provides examples for minor title change notes (field 246). Also provides for possibility of scattered issues having a different title (something that can only be determined in retrospect.) The “title of short duration” is not mentioned but might be fit into the concept of scattered issues if it hasn’t already been cataloged and assigned an ISSN.
- Integrating: covers all title changes, whether minor or major. Note that different introductory language has been used (e.g., Title history, Former title) in order to allow for flexibility and not force one community’s language on another. These notes will be given in field 247, which will be redefined in the CEG (not yet discussed).

Significance:

- This is one of the major differences between serials and integrating. When recording earlier titles for integrating resources, use judgment. Don't record a 247 for really minor changes, just change the title and use a "title varies slightly" note.

12.7B5. Parallel titles

- The old rule also included other title information, which has been separated out. Rule is also split into two with **12.7B5.2** providing instructions for how to deal with parallel titles that are added or dropped from later issues/iterations.

12.7B6. Other title information (New)

- **12.7B6.1** includes a statement that up to now would have been included in the 245 or omitted. {Use of quotes?}
- **12.7B6.2** reintroduces the use of "(varies slightly)" for changes of little importance.

12.7B7. Statement of responsibility (formerly 12.7B6)

- **12.7B7.1.** Note that instruction for editors applies only to serials. For integrating resources (particularly loose-leaves), editor would be more likely to be given as statement of responsibility (field 245).
- **12.7B7.2.** Provides guidance for noting changes over time.

12.7B8. Bibliographic history and relationships with other resources (formerly 12.7B7)

- This rule includes notes that relate the resource being cataloged to other resources. For serials, most of these notes are given in linking fields.
- The order of the subrules has been changed to separate the chronological relationships (780/785) from the others (e.g., translations, supplements, etc.)

Significance:

- By including all continuing resources in these rules, it is to be assumed that linking fields will be applicable to integrating resources as well. Further discussion may be needed to determine their application.

12.7B8 c). Split

- Note that the label for the example "Journal of environmental science and health ..." has been changed from "Continued by" to "Split into."

12.7B8 f) Simultaneous edition

- This replaces the concept of "subsidiary edition" formerly in 12.7B7g. It also incorporates 12.7B7h, "numerous editions." The resulting rule better accommodates the types of serial editions frequently encountered.

12.7B9. Edition statement (New)

- There was no separate rule for edition statement in the code as 12.7B7 was assumed to cover the concept of edition. Thus, there was no provision for other notes relating to edition statements.

12.7B9.2 Changes in edition statement

a) Serials. Note that some changes will be major and will require a new record (future revision).

b) Integrating resources. The provision here assumes that the change in edition is not a major one that would require a new record. The example is for a loose-leaf.

12.7B10.2. Change in numbering

- Last three examples added to accommodate electronic journals

12.7B11. Publication, distribution, etc.

- **12.7B11.1.** Note that information that will be given in 362 1 is included here rather than with notes on numbering.

12.7B12.2. Changes in physical description (New)

12.7B14.2. Change in series (new)

- The former rule, which dealt with changes in numbering has been replaced with a more general rule for changes in the series statement, since numbering will rarely be given.

12.7B16. Other formats

- Examples added to accommodate single record approach of noting online or print (or other format) versions.

12.7B17. Indexes.

- For serials, this covers cumulative indexes, either published with the serial or separately. For integrating, indexes are less likely to be separately published.

12.7B18. Summary (New)

- There was no summary note for serials, only Contents. Because the chapter now covers Web sites, the rule for a summary note and examples was added.

12.7B19. Contents

- This rule was broadened to incorporate all continuing resources with the old serial-specific rule given at the end.

12.7B21. Copy being described, library's holdings, and restrictions on use

- Examples of restricted access to electronic resources added.

***12.7B23. Item described.**

- **Serials:** includes both the “description based on” note for earliest issue and the “latest issue consulted” note for later issues.
- **Unnumbered serials.** Interpret this to mean unnumbered series.

Significance:

- Note that examples don’t show use of the DBO, LIC and source of title notes. CCM will prescribe not to combine source of title and LIC in same note as this is confusing.
- **Integrating resources.** Only the DBO is used, not the LIC, as there is only one chief source at any one time.

Significance:

- Each time the description is changed this note will also have to be changed. Thus., this note also serves as the latest issue consulted!
- **Date viewed.** This can be given with both the DBO and LIC. But be careful if trying to combine with source of title note.

Standard Number and Terms of Availability Area

12.8B1. Standard number

- Examples of ISBNs added to accommodate loose-leaves. Do not use for serials, such as annual directories.

12.8E2.

- Provision added for loose-leaves.

Chapter 21 Title changes

There are now two rules, one for major changes and one for minor changes. The major change rules are all given with the exception of the minor change rules that follow. The rule numbering below reflects the renumbering of the rules that occurred with the 2004 revision of AACR2.

21.2C2a Major changes

There are three provisions for major changes:

- 1) a change (addition, deletion, reordering or change) in the first 5 (or 6) words
- 2) a change after the first 5 (or 6) words that indicates a change in the meaning of the title or indicates a different subject matter
- 3) a change in a corporate body’s name that is given in the title when it is a different body (i.e., a new heading would be required).

These are not new but they are more clearly stated than in the previous rule.

21.2C2b. Minor changes

There are three new provisions and additional provisions added that were formerly only included in an LCRI. The wording has also been slightly revised.

- i) difference in representation of a word or words: includes provisions formerly in the LCRIs
- ii) articles
- iii) corporate body name: REV. this includes a change in the form of the name from a full form to an abbreviated form, a change in the placement of the name from beginning to end, etc.; and also the addition or deletion of the name so long as it's the same body.
- iv) Punctuation
- v) Order of titles (parallel titles); from LCRI
- vi) Words that link to the numbering; from LCRI
- vii) Two or more titles (fluctuating titles); from LCRI
- viii) Addition, deletion, or change in order of words in a list: NEW. The chief things to determine are whether you have a list, and that the changes to it do not radically change the scope of the serial.
- ix) Addition, deletion, or rearrangement of a word indicating the type of resources anywhere in the title: NEW. Will accommodate "magazine" added and dropped, but also includes words such as "Journal," etc. at the beginning of the title.

In case of doubt, consider to be minor. NEW

Significance: There should be fewer new records and more 246 fields. Hopefully, the number of needless changes will be cut. The in case of doubt clause also will make a big difference. Not all of the situations are covered, however, such as frequency changes.

12.6B2. Change in series statement (New)

- Serials: "and this change cannot be stated clearly in the series area" refers to by means of a separate 490/440 field with dates
- Integrating: change the series statement; no need to retain earlier information unless considered important

Notes Area

12.7A2.

- Added provision for using dates when notes don't relate to all issues of a serial or the entire resource.

12.7B.

- Sentence added to reflect the dual nature of notes: information not given in the description, and changes over time.

12.7B1. Frequency

- Frequency of updates to an integrating resource added

Significance:

- Fields 310/321 will be used for integrating resources (may require validation); eventually serials fixed field will also be used; new code added for continuously updated.

12.7B3 Source of title proper.

- Non-print resources sentence added.
- Note that examples show use of “viewed on” date but not full description based on information (see 12.7B23)

12.7B4 Titles

- Split into two rules, the first for other titles, the second for changes in the title that will be handled by notes.

12.7B4.2. Change in title proper

- Serials: Provides examples for minor title change notes (field 246). Also provides for possibility of scattered issues having a different title (something that can only be determined in retrospect.) The “title of short duration” is not mentioned but might be fit into the concept of scattered issues if it hasn’t already been cataloged and assigned an ISSN.
- Integrating: covers all title changes, whether minor or major. Note that different introductory language has been used (e.g., Title history, Former title) in order to allow for flexibility and not force one community’s language on another. These notes will be given in field 247, which will be redefined in the CEG (not yet discussed).

Significance:

- This is one of the major differences between serials and integrating. When recording earlier titles for integrating resources, use judgment. Don’t record a 247 for really minor changes, just change the title and use a “title varies slightly” note.

12.7B5. Parallel titles

- The old rule also included other title information, which has been separated out. Rule is also split into two with **12.7B5.2** providing instructions for how to deal with parallel titles that are added or dropped from later issues/iterations.

12.7B6. Other title information (New)

- **12.7B6.1** includes a statement that up to now would have been included in the 245 or omitted. {Use of quotes?}
- **12.7B6.2** reintroduces the use of “(varies slightly)” for changes of little importance.

12.7B7. Statement of responsibility (formerly 12.7B6)

- **12.7B7.1.** Note that instruction for editors applies only to serials. For integrating resources (particularly loose-leaves), editor would be more likely to be given as statement of responsibility (field 245).
- **12.7B7.2.** Provides guidance for noting changes over time.

12.7B8. Bibliographic history and relationships with other resources (formerly 12.7B7)

- This rule includes notes that relate the resource being cataloged to other resources. For serials, most of these notes are given in linking fields.
- The order of the subrules has been changed to separate the chronological relationships (780/785) from the others (e.g., translations, supplements, etc.)

Significance:

- By including all continuing resources in these rules, it is to be assumed that linking fields will be applicable to integrating resources as well. Further discussion may be needed to determine their application.

12.7B8 c). Split

- Note that the label for the example “Journal of environmental science and health ...” has been changed from “Continued by” to “Split into.”

12.7B8 f) Simultaneous edition

- This replaces the concept of “subsidiary edition” formerly in 12.7B7g. It also incorporates 12.7B7h, “numerous editions.” The resulting rule better accommodates the types of serial editions frequently encountered.

12.7B9. Edition statement (New)

- There was no separate rule for edition statement in the code as 12.7B7 was assumed to cover the concept of edition. Thus, there was no provision for other notes relating to edition statements.

12.7B9.2 Changes in edition statement

a) Serials. Note that some changes will be major and will require a new record (future revision).

b) Integrating resources. The provision here assumes that the change in edition is not a major one that would require a new record. The example is for a loose-leaf.

12.7B10.2. Change in numbering

- Last three examples added to accommodate electronic journals

12.7B11. Publication, distribution, etc.

- **12.7B11.1.** Note that information that will be given in 362 1 is included here rather than with notes on numbering.

12.7B12.2. Changes in physical description (New)

12.7B14.2. Change in series (new)

- The former rule, which dealt with changes in numbering has been replaced with a more general rule for changes in the series statement, since numbering will rarely be given.

12.7B16. Other formats

- Examples added to accommodate single record approach of noting online or print (or other format) versions.

12.7B17. Indexes.

- For serials, this covers cumulative indexes, either published with the serial or separately. For integrating, indexes are less likely to be separately published.

12.7B18. Summary (New)

- There was no summary note for serials, only Contents. Because the chapter now covers Web sites, the rule for a summary note and examples was added.

12.7B19. Contents

- This rule was broadened to incorporate all continuing resources with the old serial-specific rule given at the end.

12.7B21. Copy being described, library's holdings, and restrictions on use

- Examples of restricted access to electronic resources added.

***12.7B23. Item described.**

- **Serials:** includes both the “description based on” note for earliest issue and the “latest issue consulted” note for later issues.
- **Unnumbered serials.** Interpret this to mean unnumbered series.

Significance:

- Note that examples don't show use of the DBO, LIC and source of title notes. CCM will prescribe not to combine source of title and LIC in same note as this is confusing.
- **Integrating resources.** Only the DBO is used, not the LIC, as there is only one chief source at any one time.

Significance:

- Each time the description is changed this note will also have to be changed. Thus., this note also serves as the latest issue consulted!
- **Date viewed.** This can be given with both the DBO and LIC. But be careful if trying to combine with source of title note.

Standard Number and Terms of Availability Area

12.8B1. Standard number

- Examples of ISBNs added to accommodate loose-leafs. Do not use for serials, such as annual directories.

12.8E2.

- Provision added for loose-leafs.

Chapter 21 Title changes

There are now two rules, one for major changes and one for minor changes. The major change rules are all given with the exception of the minor change rules that follow.

21.2C2a Major changes

There are three provisions for major changes:

- 4) a change (addition, deletion, reordering or change) in the first 5 (or 6) words
- 5) a change after the first 5 (or 6) words that indicates a change in the meaning of the title or indicates a different subject matter
- 6) a change in a corporate body's name that is given in the title when it is a different body (i.e., a new heading would be required).

These are not new but they are more clearly stated than in the previous rule.

21.2C2b. Minor changes

There are three new provisions and additional provisions added that were formerly only included in an LCRI. The wording has also been slightly revised.

- x) difference in representation of a word or words: includes provisions formerly in the LCRIs
- xi) articles
- xii) corporate body name: REV. this includes a change in the form of the name from a full form to an abbreviated form, a change in the placement of the name from beginning to end, etc.; and also the addition or deletion of the name so long as it's the same body.
- xiii) Punctuation
- xiv) Order of titles (parallel titles); from LCRI
- xv) Words that link to the numbering; from LCRI
- xvi) Two or more titles (fluctuating titles); from LCRI
- xvii) Addition, deletion, or change in order of words in a list: NEW. The chief things to determine are whether you have a list, and that the changes to it do not radically change the scope of the serial.
- xviii) Addition, deletion, or rearrangement of a word indicating the type of resources anywhere in the title: NEW. Will accommodate "magazine" added and dropped, but also includes words such as "Journal," etc. at the beginning of the title.

In case of doubt, consider to be minor. NEW

Significance: There should be fewer new records and more 246 fields. Hopefully, the number of needless changes will be cut. The in case of doubt clause also will make a big difference. Not all of the situations are covered, however, such as frequency changes.

APPENDIX B: TOOLS FOR SERIALS CATALOGERS

A. Print resources for cataloging serials:

1. **Anglo-American Cataloguing Rules (AACR2)**. 2nd ed. rev. Chicago: American Library Association., 2002 Updated 2004.
2. **CONSER Cataloging Manual (CCM)**. 2002 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service. Updated in 2003 and 2004. An in-depth presentation of serials cataloging as practiced at LC and CONSER institutions that features the step-by-step process of cataloging a serial with reference to pertinent AACR2 rules and LC rule interpretations and explanations of LC oral tradition relating to serials.
3. **CONSER Editing Guide (CEG)**. 1994 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service. Usually updated at least annually. This guide supplies instructions for online input for serials catalogers following AACR2 in a MARC-based system.
4. **Descriptive Cataloging Manual (DCM)**. The DCM is an in-house manual containing the procedures followed by catalogers at the Library of Congress. The chapters that relate to establishing name and series authority records, however, are used by CONSER members, NACO participants, and others participating in cooperative programs. Portions of this tool are available through Cataloger's Desktop, including Z1: Name and Series Authority Records.
5. **Library of Congress Rule Interpretations (LCRIs)**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
6. Geer, Beverley and Caraway, Beatrice L. **Notes for Serials Cataloging**. 2nd ed. Englewood, Colo.: Libraries Unlimited, 1998.
7. **MARC 21 Format for Authority Data**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
8. **MARC 21 Format for Bibliographic Data**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.

B. Print resources for subject cataloging and classification:

1. **Free-Floating Subdivisions: an Alphabetical Index**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
2. **Library of Congress Classification Schedules**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
3. **Library of Congress Subject Headings (LCSH)**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.
4. **Medical Subject Headings**. Bethesda, MD: National Library of Medicine; for sale by the Supt. of Docs., U.S. G.P.O.

5. **Subject Cataloging Manual.** Washington, D.C.: Cataloging Distribution Service, Library of Congress.

C. Online resources for serials:

1. **Cataloger's Desktop.** Washington, D.C.: Library of Congress, Cataloging Distribution Service. This is a CD-ROM product that contains most of the LC documentation for cataloging and classification.
2. **CONSER Home Page:** <http://www.loc.gov/acq/conser/homepage.html>
3. **IESCA (Interactive Electronic Serials Cataloging Aid)** (Northwestern University Library): <http://www.library.nwu.edu/iesca>
4. **Internet Library for Librarians** by V. Sha:
<http://www.itcompany.com/inforetriever>
5. **LC's Home Page:** <http://www.loc.gov>
6. **NASIGWeb:** <http://www.nasig.org>
7. **OCLC's Home Page:** <http://www.oclc.org>
8. **RLG Home Page:** <http://lyra.rlg.org/>
9. **Serials in Cyberspace: Collections, Resources, and Services** by B. MacLennan. See: <http://www.uvm.edu/~bmaclenn/>
10. **SERIALST** (a very useful listserv). For more information see:
<http://www.uvm.edu/~bmaclenn/serialst.html>.
11. **Tools for Serials Catalogers** by A. Ercelawn:
<http://www.library.vanderbilt.edu/ercelawn/serials.html>
12. **USMARC Home Page:** <http://www.loc.gov/marc/>

D. E-journals:

1. **CONSERline:** <http://www.loc.gov/acq/conser/consrlin.html>
2. **LCCN (LC Cataloging Newslines):** <http://www.loc.gov/catdir/lccn/lccn.html>

APPENDIX C: GLOSSARY

[Definitions from AACR2 unless otherwise specified]

Access point. A name, term, code, etc., under which a bibliographic record may be searched and identified.

Accompanying material. Material issued with, and intended to be used with, the item being cataloged.

Added entry. An entry, additional to the main entry, by which an item is represented in a catalogue; a secondary entry.

Added title page. A title page title preceding or following the title page chosen as the basis for the description of the item. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language).

Added title page title. A title appearing on a title page that has not been chosen as the chief source. (*CCM*)

Alternative title. The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by *or* or its equivalent in another language (e.g., *The tempest, or The enchanted island*).

Alternative numbers. A secondary system of numeric designation (e.g. vol. 1, no. 1 = No. 1) (*CCM*)

Analytic. The individual title in a series. The analytic may be a monograph or serial. (*CCM*)

Analytic title page. The title page of an individual work in a series; it usually carries the title of the work, as well as the title of the series. (*CCM*)

Analyzable. A series is described as “analyzable” because it contains titles that could be separately cataloged. A word or phrase cannot be a series if it is not “analyzable” (i.e., it does not have additional titles that could be separately cataloged). (*CCM*)

Anonymous. Of unknown authorship.

Area. A major section of the bibliographic description, comprising data of a particular category or set of categories.

Bibliographic resource. An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible.

Caption title. A title given at the beginning of the first page of the text.

Chief source of information. The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.

Chronological designation. A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence. *(CCM)*

Colophon. A statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information.

Commercial publisher. A corporate body whose function is that of issuing a work for profit. *(CCM)*

Common title. A title common to two or more works, one or more of which carries, the title and/or designation of a section. *(CCM)*

Compiler. 1. One who produces a collection by selecting and putting together matter from the works of various persons or bodies. 2. One who selects and puts together in one publication matter from the works of one person or body.

Conference. 1. A meeting of individuals or representatives of various bodies for the purpose of discussing and/or acting on topics of common interest. 2. A meeting of representatives of a corporate body that constitutes its legislative or governing body.

Consecutive numbers. Continuous numbers that do not repeat (i.e., go back to “1”). Examples are serials that have numbered issues (e.g., no. 1, no. 2, etc.) and most volume numbers. Consecutive numbering can occur at any level within the numeric designation (e.g., v. 3, no. 800). *(CCM)*

Continuing resource. A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.

Conventional name. A name, other than the real or official name, by which a corporate body, place, or thing has come to be known.

Copyright date. A legal date that reflects the year in which an issue is registered for copyright protection. *(CCM)*

Corporate body. An organization or group of persons that is identified by a particular name and that acts, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.

Cover date. A date that reflects the month of issuance, rather than the coverage, such as the date found on the cover of a periodical. (*CCM*)

Cover title. A title printed on the cover of an item as issued.

Coverage date. A date that reflects the coverage of the contents of the item (e.g., FY 1989) (*CCM*)

Cumulation. An issue of a serial that collects all of the information given in the previous issues for a given period and is intended to replace those issues. The cumulation may rearrange, correct, or expand the contents of the original issues but the combined contents of the original issues and the contents of the cumulation are essentially the same. (*CCM*)

Distinctive title. A title that appears in addition to the title proper, is unique to an issue, and is often related to the topic or theme of that issue. (*CCM*)

Edition: serials or “serial editions.” Separate complete serials that are issued simultaneously, usually with the same title, and that are intended for a specific audience. (*CCM*)

Editor. One who prepares for publication an item not his or her own. The editorial work may be limited to the preparing of the item for the manufacturer, or it may include supervision of the manufacturing, revision (restitution), or elucidation of the content of the item, and the addition of an introduction, notes, and other critical matter. In some cases, it may involve the technical direction of a staff of persons engaged in creating or compiling the content of the item.

Element. A word, phrase, or group of characters representing a distinct unit of bibliographic information and forming part of an area (q.v.) of the description.

Emanation. A publication “emanates” from a corporate body if 1) it is issued by the corporate body, 2) it is caused to be issued by the corporate body, or 3) the contents originate with the corporate body. (*AACR2 21.1B2*)

Entry. A record of an item in a catalogue.

Entry word. The word by which an entry is arranged in the catalogue, usually the first word (other than an article) of the heading.

Extent of item. The first element of the physical description area. It gives the number and the specific material designation of the units of the item being described and, in some cases, other indications of the extent (e.g., duration).

Fluctuating title. A title that changes back and forth on a regular or irregular basis. (CCM)

Formal statement. A statement that appears on its own, or “in isolation,” rather than within a block of text. (CCM)

General material designation. A term indicating the broad class of material to which an item belongs (e.g., *sound recording*).

Half title. A title of a publication appearing on a leaf preceding the title page.

Heading. A name, word, or phrase placed at the head of a catalogue entry to provide an access point.

Integrating resource. A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Examples of integrating resources including updating loose-leaves and updating Web sites.

Internal numbers. Numbers within a volume that repeat with each volume (e.g., vol. 3, no. 2). (CCM)

Issuing body. A corporate body that is responsible for the issuance, and often the contents, of an item but whose primary function is not that of publishing. (CCM)

Iteration. An instance of an integrating resource.

Key-title. The unique name assigned to a bibliographic resource by centres of the ISSN Network.

Language edition. A serial published simultaneously in different languages. The publisher of all of the editions is usually the same. The titles may be in different languages or in the same language. (CCM)

Loose-leaf publication. *See* Updating loose-leaf.

Main entry. The complete catalogue record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracing(s) (q.v.).

Main heading. The first part of a heading that includes a subheading (q.v.).

Main series. A larger, more comprehensive series that includes subseries. (CCM)

Major change. A change that requires the creation of a new record. (CCM)

Masthead. A statement of title, ownership, editors, etc., of a newspaper or periodical. In the case of newspapers it is commonly found on the editorial page or at the top of page one, and, in the case of periodicals, on the contents page.

Minor change. A change that does not require the creation of a new record. For serials, the change may be noted in the record, when considered important. (*CCM*)

Mixed responsibility. A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic content by performing different kinds of activities (e.g., adapting or illustrating a work written by another person).

Monographic series. A type of serial; each part has its own title proper as well as the title applying to all the parts. A monographic series may contain single-part monographs, multipart monographs, serials, and/or integrating resources.

Multipart item. A monograph complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered.

Name-title added entry. An added entry consisting of the name of a person or corporate body and the title of an item.

Newspaper. A serial publication which contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week. Newspapers usually have a masthead rather than a cover and are normally large than A3 (297 mm x 420 mm) in size. (*International Organization for Standardization*)

Numbering. The identification of each of the successive items of a publication. It can include a numeral, a letter, any other character, or the combination of these with or without an accompanying word (volume, number, etc.) and/or a chronological designation.

Numeric designation. A number or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence. (*CCM*)

Other title. A title appearing on a source other than the chief source that is not the cover, spine, caption, added title page, or head/foot of each page. (*CCM*)

Other title information. A title borne by an item other than the title proper or parallel or series title(s); also any phrase appearing in conjunction with the title proper, etc., indicative of the character, contents, etc., of the item or the motives for, or occasion of, its production or publication. The term includes subtitles, avant-titres, etc., but does not include variations in the title proper (e.g., spine titles, sleeve titles).

Parallel title. The title proper in another language and/or script.

Part. 1. One of the subordinate units into which an item has been divided by the author, publisher, or manufacturer. In the case of printed monographs, generally synonymous with volume (q.v.); it is distinguished from a fascicle (q.v.) by being a component unit rather than a temporary division of a work. 2. As used in the physical description area, “part” designates bibliographic units intended to be bound several to a volume.

Periodical. A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories, or other writings. (*AACR* and *ALA* rules; not in *AACR2*)

Personal author. The person chiefly responsible for the creation of the intellectual or artistic content of a work

Predominant name. The name or form of name of a person or corporate body that appears most frequently (1) in the person’s works or works issued by the corporate body, or (2) in reference sources, in that order of preference.

Preliminaries. The title page(s) of an item, the verso of the title page(s), any pages preceding the title page(s), and the cover. LCRI Appendix D defines the cover as: pages 1,2,3, and 4 of the cover, both flaps of the cover, and the spine.

Prescribed sources of information. Sources from which data may be recorded in the bibliographic description without the use of brackets. These are not necessarily the only sources from which information may be recorded. (*CCM*)

Prominently stated. Appearing in a formal statement in one of the prescribed sources of information for areas 1 and 2 (*AACR2* 0.8) For printed serials, this includes the title page or title page substitute, other preliminaries, or the colophon (*AACR2* 12.0B1). (*CCM*)

Publication date. The year in which a publication was issued. The publication date usually appears with the place and name of the publisher. (*CCM*)

Qualifier. A parenthetical word or phrase added to a corporate body heading or uniform title to distinguish the body or title from others with the same name or title. (*CCM*)

Reference. A direction from one heading or entry to another.

Release date. A date, consisting of the month and year that reflects the date of release for publication. (*CCM*)

Reprint. 1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well-defined variations (an issue). 2. A new edition with substantially unchanged text.

Running title. A title, or abbreviated title, that is repeated at the head or foot of each page or leaf.

Section. A separately published part of a bibliographic resource, usually representing a particular subject category within the larger resource and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these.

Serial. A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

Series. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Series authority record (SAR). Series authority records are created by LC and some CONSER/NCCP participants and are included in the LC Name Authority File. The SAR provides the form of entry and numbering to be used in tracings, as well as cross references and institution-specific treatment decisions. (*CCM*)

Series title page. An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data related to publication, title of the item within the series).

Shared responsibility. Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separable from that of the other(s).

Specific material designation. A term indicating the special class of material (usually the class of physical object) to which an item belongs (e.g. *sound disc*).

Spine title. A title appearing on the spine of an item.

Statement of responsibility. A statement, transcribed from the item being described, relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the item.

Subheading. Part of a corporate heading other than the main heading (q.v.)

Subordinate body. A corporate body that forms an integral part of a larger body in relation to which it holds an inferior hierarchical rank.

Subseries. A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series.

Subtitle. The explanatory part of the title following the main title. (*ALA Glossary*)

Successive numbering. A numeric designation that begins again with number “1” (or its equivalent). (*CCM*)

Supplement. An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.

Supplied title. A title provided by the cataloger for an item that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the item itself or from a reference source, or it may be composed by the cataloguer.

Title. A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it.

Title page. A page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

Title page substitute. A source other than a title page that contains the title and is used as the chief source of information in the absence of a title page (e.g., cover, caption, masthead, etc.). (*CCM*)

Title proper. The chief name of an item, including any alternative title but excluding parallel titles and other title information.

Tracing. 1. A record of the headings under which an item is represented in the catalogue. 2. A record of the references that have been made to a name or to the title of an item that is represented in the catalogue.

Translation. A serial that is translated into another language. It is usually published by a different publisher than the original and at a later time. (*CCM*)

Uniform title. 1. The particular title by which is to be identified for cataloging purposes. 2. The particular title used to distinguish the heading for a work from the heading for a different work. 3. A conventional collective title used to collocate publications of an author, composer, or corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form).

Updating loose-leaf. An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.

Updating supplement. A supplement that adds to or updates information contained in the main work. (*CCM*)

Verso. 1. The left-hand page of a book, usually bearing an even page number. 2. The side of a printed sheet intended to be read second.

Volume. In the bibliographic sense, a major division of a work, regardless of its designation by the publisher, distinguished from other major divisions of the same work by having its own inclusive title page, half title, cover title, or portfolio title, and usually independent pagination, foliation, or signatures. This major bibliographic unit may include various title pages and/or paginations.

Volume title page. A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete. (*CCM*)

Whole numbers. Continuous numbers that do not repeat. In addition to numbered serials, the term “whole numbers” is also used for alternative numbering schemes. (*CCM*)

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APPENDIX D: MARC TAGGING AND SERIALS

This appendix consists of two parts:

Part A. Commonly-used serial tags

Part B. Coding needed to complete exercises

PART A. COMMONLY-USED SERIAL TAGS

Following is a selected list of MARC tags that are frequently used in serial records or that will be found in CONSER records. Consult the *CONSER Editing Guide* or other documentation for a complete list and instructions on their use.

007	Physical description fixed field (used primarily for microforms and e-serials)
008/leader	Fixed field display found in workforms on OCLC or local systems; serials fixed field is used for all printed serials, microforms, and computer files that are textual; for serial maps, sound recordings, etc. the map, etc. 008 is used with a serial 006
010	LC control number (used in CONSER records)
022	ISSN
042	CONSER authentication field
050	LC classification number
110	Main entry—corporate body (personal main entry rarely used)
111	Main entry—conference heading
130	Main entry—uniform title (frequently used for conflicting titles)
210	Abbreviated title (contains the abbreviation of the title used in abstracting and indexing services)
222	Key title (assigned by ISSN centers)
240	Uniform title (used when there is a corporate body main entry and a uniform title is needed)
245	Title statement
246	Varying form of title (used for other forms of the title and for minor changes on subsequent issues)
247	Former title (used in pre-AACR2 latest entry records for serials; used in AACR2 records for integrating resources)
250	Edition statement (used only when the entire serial is part of an edition)
260	Publishing statement (note that beginning date is omitted if first and/or last piece is not in hand)
300	Physical description
310/321	Current and former frequency
362	Designation of first and last issue (1 st ind. ‘0’) or information on when the serial began and/or ceased (1 st ind. ‘1’)
440/490	Series statement
500	General note (used for description based on notes, source of title, latest issue consulted, notes relating to place or name of publisher, etc.)
515	Numbering peculiarities (used when considered important)

516	Type of computer file (used for serials for file formats, etc.)
525	Supplement note (used when the supplements are not named or are not cataloged separately)
533	Reproduction note (when used, this is the last 5XX note)
538	System details note (for electronic resources)
546	Language note
550	Issuing bodies note (used for changes of issuing body on subsequent issues and other notes relating to corporate bodies)
580	Linking entry complexity note (used for complex links, such as mergers and splits and relationships to other works when title is not known)
6xx	Subject headings (generally kept broad for serials)
710	Added entry--Corporate body (frequently used for issuing bodies)
730	Added entry—Uniform title (used for related resources separately cataloged)
740	Added entry—Uncontrolled related/analytical title (used for named resources not separately cataloged or named portions of the serial)
752	Hierarchical place name (used in records for newspapers)
765/767	Links to original language/ translation
770/772	Links to supplements or special issues/ parent record
775	Links to other editions
776	Links to other physical formats
780/785	Links to earlier title/later title
787	Nonspecific relationship link (used with 580 to provide note)
8XX	Series added entries
850	Holdings institution (found in CONSER records; no longer maintained)
856	Electronic location and access
936	CONSER variable length field (formerly used by CONSER to indicate latest issue consulted (LIC), and currently to provide notes relating to the record)

PART B. CODING NEEDED TO COMPLETE EXERCISES

PUBLICATION STATUS (008/06)

(All Materials)

Codes

- c** Currently published status
- d** Dead status
- u** Unknown status

FREQUENCY (008/18 006/01))

REGULARITY (008/19 006/02)

(Serial)

Frequency codes

blank No determinable frequency (irregular)

- a** Annual
- b** Bimonthly (every two months)
- c** Semiweekly (twice a week)
- d** Daily
- e** Biweekly (every two weeks)
- f** Semiannual (twice a year)
- g** Biennial (every two years)
- h** Triennial (every three years)
- i** Three times a week
- j** Three times a month
- m** Monthly
- q** Quarterly
- s** Semimonthly (twice a month)
- t** Three times a year
- u** Unknown
- w** Weekly
- z** Other frequencies

Regularity codes

r Regular

- n** Normalized irregular
- x** Completely irregular
- u** Unknown

TYPE OF CONTINUING RESOURCE (008/21 006/04)

(Serial)

Codes

- blank None of the following
- m** Monographic series
- n** Newspaper
- p** Periodical

246 INDICATOR CHART FOR SERIALS

First indicator = Title added entry			
Second indicator = Type of title			
Type of variant title	1st ind.	2nd ind.	#i usage
At head of title note	1		i
Expanded titles (formerly 212)	2		
Fluctuating titles	1		i
Incorrect titles	1		i
Other title information	3	0	
Parallel title (from 245)	3	1	
Parallel title (not from 245)	1		i
Portion of title	3	0	
Title a.e./LCRI 21.30J (for spelled out forms, etc.)	3		
Variant titles on piece 2 = distinctive title 3 = other title 4 = cover title 5 = added title page title 6 = caption title 7 = running title 8 = spine title	1	2-8	
Variations of title not considered to be title changes	1		i

780 PRECEDING ENTRY (Repeatable)

First indicator--Note controller

- 0 Display note
- 1 Do not display note

Second indicator--Type of relationship

- 0 Continues
- 1 Continues in part
- 2 Supersedes [Pre-AACR2]
- 3 Supersedes in part [Pre-AACR2]
- 4 Formed by the union of ... and ...
- 5 Absorbed
- 6 Absorbed in part
- 7 Separated from

785 SUCCEEDING ENTRY (Repeatable)

First indicator--Note controller

- 0 Display note
- 1 Do not display note

Second indicator--Type of relationship

- 0 Continued by
- 1 Continued in part by
- 2 Superseded by [Pre-AACR2]
- 3 Superseded in part by [Pre-AACR2]
- 4 Absorbed by
- 5 Absorbed in part by
- 6 Split into ... and ...
- 7 Merged with ... to form: ...
- 8 Changed back to [Pre-AACR2]

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APPENDIX E: THE MONSTER SERIAL

**The Monster Serial
Full Cataloging Exercises¹**

Pt. 1.

NO. 1	1953
THAT'S LIFE	
Intensity Publishing	Philadelphia, Pennsylvania

That's Life was published from 1953 to 1983. The first issue was called 1953, no. 1. The last issue was called 1983, no. 4. Numbering began each year with no. 1.

A pilot issue called v. 1, no. 0 preceded the publication of 1953, no. 1.

That's Life was published monthly from 1953 to 1982 and quarterly in 1983.

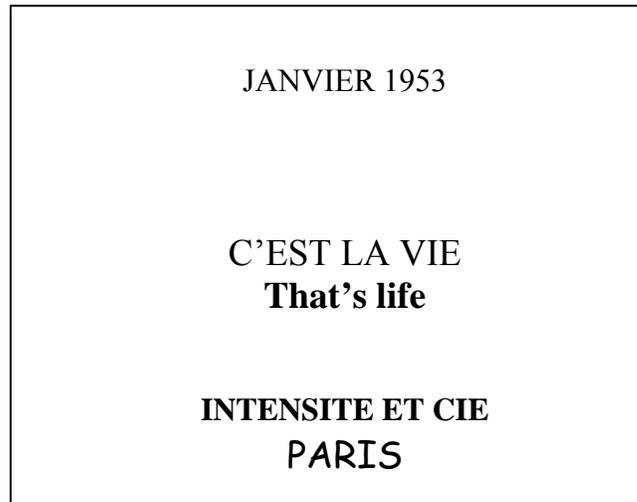
That's Life was also published in French and had the title *C'est la vie*.

In 1983, alternate issues of *That's Life* were called *Life's Meaning*.

In 1984, *That's Life's* title changed to *Life's Meaning*.

¹ This series of exercises was developed by Louise Rees and Bridget Clancy. The authors wish to thank them for their creativity!

Pt. 2.



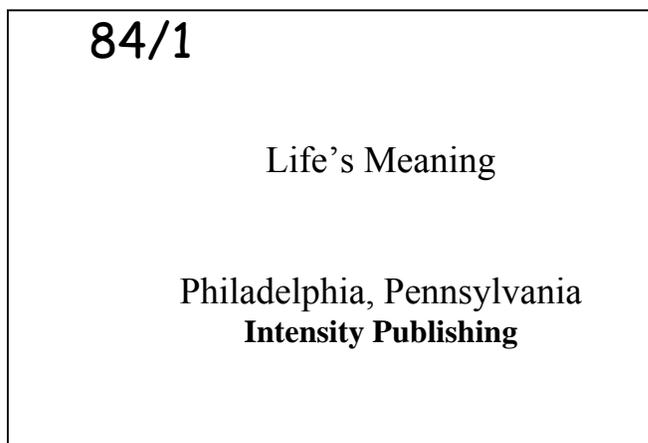
C'est la vie was published from 1953 to 1964. The first issue was janvier 1953. Issues from janvier 1953 to décembre 1954 lacked enumeration. Consecutive numbering began with issue no 25 in janvier 1955. The last issue to be published was no 144 in novembre 1964.

C'est la vie was published monthly its entire run.

C'est la vie was also published in English with the title *That's Life*.

C'est la vie was published for the Société d'existentialisme Sartre from 1953 to 1954 and the Jean-Pierre Sartre Society from 1955 to 1964.

Pt. 3.



Life's Meaning was published from 1984 to July 1992. Issues for 1984 to 1985 were called 84/1 to 85/2.

Life's Meaning suspended publication May 1985 to April 1988.

Issues for May 1988 to July 1992 were called v. 3, no. 3-v. 6, no. 2.

Life's Meaning was published quarterly its entire run.

Life's Meaning continued *That's Life*. *The Quarterly of Life's Meaning* continued *Life's Meaning*.

Pt. 4.

Vol. 6, no. 3

September 1992

The Quarterly of Life's Meaning

Bird In Hand, Pennsylvania

Intensity Publishing

You discover by searching OCLC that there is another title called the Quarterly of Life's Meaning.

The first issue of the Quarterly of Life's Meaning was v. 6, no. 3, September 1992. The final issue was called v. 14, no. 6, December 2000.

From 1992 to September 1999, *Intensity Publishing* which is located in Bird in Hand, Pa., published the *Quarterly of Life's Meaning*. Day-at-the-Beach Press, which is located in Brick, New Jersey, published issues for December 1999 to 2000.

1992 to 1999, the *Quarterly of Life's Meaning* was published quarterly. In 2000, the frequency changed to bimonthly.

The Quarterly of Life's Meaning was also available in an online edition. The online edition's URL is <http://www.quarterlyoflifemeaning.com>.

The Quarterly of Life's Meaning had a supplement called *Self-esteem Today*. An eastern and a Midwest edition of *Self-esteem Today* were published.

The Quarterly of Life's Meaning continued *Life's Meaning*.

The Quarterly of Life's Meaning split into *Frustrating Existence* and *Group Therapy for All*.

Pt. 5.

Spring 1994

Eastern Edition

Self-Esteem Today

Day-at-the-Beach Press
Brick, N.J.

Self-esteem Today began in 1993.

The title for the spring 1994 issue was taken from the cover.

It is unknown if *Self-esteem Today* is still being published.

It was published two times a year.

It supplemented the *Quarterly of Life's Meaning*.

A Midwest edition of *Self-esteem Today* was also published.

Pt. 6.

Vol. 15, no. 1

January 2001

Frustrating Existence

Despair Press
Paradise, Pennsylvania

Vol. 15, no. 1 is the first issue of *Frustrating Existence*.

It is published monthly.

In March 2001, it absorbed *Lost Soul*.

It continues in part the *Quarterly of Life's Meaning*.

Workform

Pt. 1.

Type:	Elvl:	Srce:	Gpub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq.:	Mrec:	Ctry:
S/L:	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	

1

245

246

260

300

310

321

362

5

7

8

Workform

Pt. 2.

Type:	Elvl:	Srce:	Gpub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq.:	Mrec:	Ctry:
S/L:	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	

1

245

246

260

300

310

321

362

5

7

8

Workform

Pt. 3.

Type:	Elvl:	Srce:	Gpub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq.:	Mrec:	Ctry:
S/L:	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	

1

245

246

260

300

310

321

362

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7

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Workform

Pt. 4.

Type:	Elvl:	Srce:	Gpub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq.:	Mrec:	Ctry:
S/L:	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	

1

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Workform

Pt. 5.

Type:	Elvl:	Srce:	Gpub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq.:	Mrec:	Ctry:
S/L:	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	

1

245

246

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300

310

321

362

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7

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Workform

Pt. 6.

Type:	Elvl:	Srce:	Gpub:	Ctrl:	Lang:
BLvl: s	Form:	Conf: 0	Freq.:	Mrec:	Ctry:
S/L:	Orig:	EntW:	Regl:	ISSN:	Alph:
Desc:	SrTp:	Cont:	DtSt:	Dates:	

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APPENDIX F: EXERCISE ANSWERS

Session 1

#1. Catalog this title as a serial, because it has numbering in the title. Although an ISBN appears on the t.p. verso, this does not prohibit serials treatment. Cataloging this almanac as a monograph is also a possibility, e.g., if a library has purchased only this year of the almanac.

#2. There is more than one option for cataloging this title:

- a. Catalog entire publication as a serial. It is a directory and there is an ISSN. It is issued in irregular editions, although the frequency statement says it's monthly. The 12 parts of the fifth edition are apparently being published monthly during one year.
- b. Catalog each volume as a serial with a part title, e.g., International directory of design. 6, Advertising, graphics & typographic design. This would be a better cataloging decision if a library had a standing order for only one or a few of the volumes. Note that each of the volumes is sold separately.
- c. Catalog each edition as a multipart item due to the irregularity of the editions.
- d. Catalog the main serial and the subserial separately.

#3. The proceedings can be cataloged as a serial. This is an ongoing meeting of an association, the numbering of the meeting is given in the title, and the issue lacks a distinctive title. If a library received only one year of the proceedings, it could also be cataloged as monograph.

#4. Serial treatment is preferable for this conference, because of the vagueness of the theme title, "Finding profit in changing times." According to LCRI 1.0, monographic treatment is preferred: "if a title unique to each issue appears on the chief source. Such unique titles are usually dedicated to a particular topic and vary from issue to issue and conference to conference. Use judgment when determining whether thematic or slogan-like phrases constitute unique titles and, therefore, warrant monographic treatment"

#5. Catalog this conference as a monograph. It has a distinctive title and is issued in a series, WDK 28.

#6. Catalog each edition of the Subject Cataloging Manual. Subject headings as an integrating resource, since the editions appear to be irregular. In the past these were cataloged by LC as monographs, but they are now integrating resources. If the editions were published on a regular basis they could be treated as serials, even though each edition is an updating loose-leaf.

Session 2

Exercise 1.

- 245 00 Exploring Mercator's world.
- 246 30 Mercator's world
- 500 "The magazine of maps, geography, and discovery."
- 500 Title from cover.

Exercise 2.

- 245 00 Newsletter / \$c Southeastern Archaeological Conference.
 - 246 1 \$i Title on masthead: \$a SEAC newsletter
 - 246 3 Southeastern Archaeological Conference newsletter
 - 500 Title from caption.
- [This record would also have a uniform title.]

Exercise 3.

- 245 00 SALALM newsletter : \$b publication of the Seminar on the Acquisition of Latin American Library Materials.
- 246 2 Seminar on the Acquisition of Latin American Library Materials newsletter
- 500 Title from caption.

Exercise 4.

- 245 10 Address of state by H.E. the president of the Republic of Indonesia ... before the House of People's Representatives on the occasion of the ... independence day.
- [The name may change and the number of the independence day may change, so they're represented by "... " in the 245.]

Exercise 5.

- 245 10 Transactions / \$c North American Wild Sheep Conference.
 - 500 Title from cover.
- [Even though the page following the cover looks like a title page, there is no real title on it and a title does appear on the cover. Thus, the cover is used as the title page substitute.]

Exercise 6.

245 00 Solutions! : \$b the official publication of TAPPI & PIMA.

246 30 Solutions for people, processes, and paper

500 Title from cover.

[The exclamation point signals the end of the title, even though the words that follow are grammatically linked.]

Exercise 7.

245 00 Bulletin /\$c Association of Canadian Map Libraries and Archives = Bulletin /
Association des cartothèques et archives cartographiques du Canada.

500 Title from cover.

[The record would have a uniform title to distinguish the generic title. The title is transcribed twice even though it appears once, because the design of the chief source makes it clear that it is intended to be read more than once. AACR2 1.1B5]

Exercise 8.

245 00 Schweizerische Zeitschrift für Forstwesen / \$c Schweizerischer Forstverein = Rivista
forestale svizzera / Società forestale svizzera = Swiss forestry journal / Swiss Forestry
Society.

246 31 Rivista forestale svizzera

246 31 Swiss forestry journal

500 Title from cover.

[This example shows usage of parallel titles in the U.S. using AACR2 2nd level description. It might be different in other countries.]

Exercise 9.

245 10 Center : \$b ... record of activities and research reports /\$c National Gallery of Art,
Center for Advanced Study in the Visual Arts.

246 30 Record of activities and research reports

Exercise 10.

245 00 Proceedings of the Institution of Mechanical Engineers. \$n Proceedings part D, \$p
Journal of automobile engineering.

246 30 Journal of automobile engineering

246 1 \$i Title on contents page: \$a Proceedings of the Institution of Mechanical Engineers. \$n
Part D, \$p Automobile engineering

246 17 Proc Instn Mech Engrs. \$n Part D

500 Title from cover.

Session 3

Example 1:

362 0 Vol. 1, no. 1 (Feb. 1985)- = 1-
 500 Latest issue consulted: Vol. 15, pt. 4 (Nov. 1999) = 60.

Example 2:

362 0 Vol. 1, no. 1 (Apr. 1974)-v. 3, no. 3 (Jan. 1977); new ser., v. 1, no. 1 (June 1982)-new
 ser., v. 7 (1989); new ser. 3, no. 1 (1994)-
 515 Vol. 3, no. 3 dated Jan. 1977 was published in Jan. 1982.

Example 3:

362 0 Vol. 1, no. 1 (June 1995)-v. 4, no. 3 (Dec. 1999); [new ser.], v. 1, no. 1 (June 2001)-
 515 Publication suspended: 2000-May 2001.

Example 4:

362 0 [No. 1]-
 515 Issue for no. 1 lacks numeric and chronological designation.
 515 Issue for no. 2- also called Sept. 1998-

Session 4

Example A1:

Main entry:

110 1 Nebraska. Dept. of Roads.

245 10 Report to the State Board of Equalization and Assessment.

Falls under Category C of 21.1B2

[Note: publication is entered under the body responsible for the report, not the body reported to.]

Example A2:

Main entry:

110 2 Nite Owl Quilters Guild.

245 14 The hoot owl.

or

245 04 The hoot owl.

710 2 Nite Owl Quilters Guild.

Example B1:

Uniform title: 130 0 Networks (Fort Worth, Tex.)

Or

130 0 Networks (Sunny von Bulow Victim Advocacy Center)

Example B2:

Record A:

110 2 New Mexico. \$b Bureau of Mines and Mineral Resources.

245 10 Annual report.

Record B:

110 2 New Mexico. \$b Bureau of Mines and Mineral Resources.

245 10 Biennial report.

Record C:

110 2 New Mexico. \$b Bureau of Mines and Mineral Resources.

240 10 Annual report (1965)

245 10 Annual report.

Session 5

- A.1.** Freq: w Regl: n
310 Weekly, with two issues combined at year end

- A.2.** Freq: b Regl: r
310 Bimonthly

- A.3.** Freq: q Regl: r
310 Quarterly, with the last issue being cumulative for the year

- A.4.** Freq: q Regl: r
310 Quarterly

- A.5.** Freq: b Regl: x
310 Eight no. a year
Or
Freq: m Regl: n
310 Monthly (except June, July, Aug., Dec.)

- A.6.** Freq: m Regl: n
310 Monthly (except July)

- A.7.** Freq: s Regl: r
310 Semimonthly

- A.8.** Freq: t Regl: x
310 3 times a year

- A.9.** Freq: e Reg: n
310 Biweekly (except Christmas/New Year's; monthly July and Aug.)

B.1.

550 Issued by: Institute of Accountants in the United States of America, Oct. 1916-Jan. 1917; American Institute of Accountants, Feb. 1917-May 1957; American Institute of Certified Public Accountants, June 1957- .

B.2.

- 246 1 \$i Commonly known as: \$a LCIB
- 310 Monthly, \$b July 1997-
- 321 Weekly, \$b Jan. 1972-Dec. 1989
- 321 Biweekly, \$b Jan. 1990-June 1997
- 500 Not distributed to depository libraries in a physical form, Oct. 2000-
- 530 Also available online.
- 550 Issued by: Information Office, May 27, 1985-Dec. 4, 1989; Public Affairs Office, Dec. 11, 1989-
- 856 41 \$u <http://www.loc.gov/loc/lcib>

Session 6

[no exercises]

Session 7

1. 245 00 Publications de la Société française de musicologie. \$n Seconde série.
To:

_____ Publications de la Société française de musicologie. \$n Deuxième série

[**MINOR.** AACR2 21.2C2a – the change is after the first 5 words and does not change the meaning of the title or scope. AACR2 21.2C2b.i) – difference in representation of a word -- does not fit here because it's a different word]

2. 245 04 The journal of the American Chamber of Commerce in Japan
To:
_____ Journal

[**MINOR.** AACR2 21.2C2b.iii) – deletion of name of corporate body]

3. 245 00 Employee benefits : \$b research study
To:
_____ Employee benefits study

[**MINOR.** AACR2 21.2C2b.ix The addition of the word ‘study’ is a word denoting type of resource.

4. 245 00 Materials transactions, JIM
To:
_____ Materials transactions

[note: “JIM” is Japan Institute of Metals]

[**MINOR.** AACR2 21.2C2b.iii) – deletion of initialism for corporate body at end of title]
[“JIM” is treated as part of the title on the piece and separated by comma]

5. 245 00 Philosophical magazine. \$n B, \$p Physics of condensed matter, electronic, optical, and magnetic properties

To:

_____ 5a. Philosophical magazine. \$n B, \$p Physics of condensed matter, structural, electronic, optical, and magnetic properties

[**MINOR.** AACR2 21.2C2b.viii) – words in a list]

To:

_____ 5b. Philosophical magazine. \$n B, \$p Physics of condensed matter, statistical mechanics, electronic, optical, and magnetic properties

[**MINOR.** AACR2 21.2C2b.viii) – words in a list and assuming this is not a significant change in subject matter; note that comparison is with title 5.]

6. 245 04 The new annual register, or, General repository of history, politics, and literature for the year ...

To:

_____ New annual register, or, General repository of history, politics, arts, sciences, and literature for the year ...

[**MAJOR.** AACR2 21.2C2a) – change after the first 5 words that indicates a change in scope. The interpretation of words in a list and “significant changes to scope” are going to be difficult to apply.]

7. 245 00 Journal of African American male studies

To:

_____ Journal of African American men

[**MAJOR.** AACR2 21.2C2a – change within the first 5 words]

8. 245 00 League of Historic American Theatres inc. : \$b [newsletter]

To:

_____ Newsletter / \$c League of Historic American Theatres

[**MAJOR.** AACR2 21.2C2a – change within the first 5 words]

9. 245 00 Depository institutions and lending industry developments

To:

_____ Lending and depository institutions industry developments

[**MAJOR.** AACR2 21.2C2a – reordering of the first 5 words. LCRI 21.2C says there must be three items to constitute a list, so this is not a list]

10. 245 00 Means square foot costs

To:

_____ Square foot costs

[Note: “Means” stands for the R.S. Means Company]

[**MINOR.** AACR2 21.2C2b.iii) – deletion of corporate name at beginning of title.]

11. 245 00 Working papers of the Center for Studies on Biology

To:

_____ 11a. Working papers of the Center for Studies in Biology

[**MINOR.** 21.2C2b.iii – a variant form of the name was substituted: per LCRI 24.2, the change in preposition in corporate name does not constitute a name change. This is a made-up example)]

To:

_____ 11b. Working papers of the Center for Studies in Life Sciences

[**MAJOR** in comparison with title 11. AACR2 21.2C2a – change in corporate body name in the title]

12. 245 00 Washington state lodging & travel guide

To:

_____ Washington state lodging and travel planner

[**MINOR.** AACR2 21.2C2a – change after the first 5 words and it doesn’t change the meaning]

13. 110 2 Banc One Corporation.

245 10 Annual report / \$c Banc One Corporation

To:

_____ Bank One Corporation ... annual report

[Spelling in name does change from “c” to “k”]

[**MAJOR.** AACR2 21.2C2a – change in corporate body name in the title. This was a name change by the bank; LCRI 24.2 about change in representation of a word in the name does not make this minor.]

14. 245 00 General report of the Council of Agriculture

To:

_____ COA general report

[**MINOR.** AACR2 21.2C2b.iii) – variant form of name in different place in the title]

15. 245 00 Journal of the Chemical and Metallurgical Society of South Africa

To:

_____ Journal of the Chemical, Metallurgical and Mining Society of South Africa

[**MAJOR.** AACR2 21.2C2a – change in corporate body name in the title]

16. 245 00 Journal of earth sciences, Nagoya University

To:

_____ Journal of earth and planetary sciences, Nagoya University

[**MAJOR.** AACR2 21.2C2a – change within the first 5 words]

17. 245 00 Checklists and illustrative financial statements for stock life insurance companies

To:

_____ 17a. Checklists and illustrative financial statements for life insurance companies

[**MINOR.** AACR2 21.2C2a – change after the first 5 words that doesn't change the meaning]

To:

_____ 17b. Checklists and illustrative financial statements for life and health insurance entities

[**MAJOR.** In comparison with title 17. AACR2 21.2C2a – change after the first 5 words that changes the scope of the title]

18. 245 00 CDA journal /\$c California Dental Association.

To:

_____ 18a. CDA journal of the California Dental Association

[**MINOR.** AACR2 21.2C2b.iii) – addition of the corporate body at the end of the title]

To:

_____ 18b. Journal of the California Dental Association

[**MINOR.** AACR2 21.2C2b.iii) – deletion of the corporate body initialism at the beginning of the title and addition of the full form at the end of the title (in comparison with title 18)]

19. 130 0 Annual progress report (U.S. Army Medical Research Institute of Infectious Diseases.

245 10 Annual progress report / \$c U.S. Army Medical Research Institute of Infectious Diseases.

To:

_____ U.S. Army Medical Research Institute of Infectious Diseases annual progress report.

[**MINOR.** AACR2 21.2C2b.iii) – addition of corporate body at beginning of the title]

20. 245 00 Affirmative action/equal employment opportunity annual work plan

To:

_____ Affirmative action/equal opportunity annual work plan

[**MAJOR.** AACR2 21.2C2a – change within the first 5 words]

21. 245 00 Journal of the Canadian Association of Radiologists

To:

_____ Canadian Association of Radiologists journal

[**MINOR.** AACR2 21.2C2b.iii) – rearrangement of corporate name in the title]

22. 110 1 Texas. \$b State Dept. of Education.

245 10 Biennial report of the State Superintendent of Public Instruction for ...

To:

_____ 22a. Texas. \$b State Dept. of Education.

Biennial report of the State Department of Education for ...

[**MINOR.** AACR2 21.2C2a – change after the first 5 words; variation of name]

To:

_____ 22b. Texas. \$b State Dept. of Education.

Biennial report

[**MINOR** in comparison to title 22. AACR2 21.2C2b.iii) – deletion of corporate body name at end of title]

To:

_____ 22c. Texas. \$b State Dept. of Education.

Biennial report of the State Superintendent of Public Instruction, State of Texas

[**MINOR** in comparison with title 22. AACR2 21.2C2b.iii) – change in presentation of corporate name at end of title; also change after 1st 5 words that doesn't affect meaning]

To:

_____ 22d. Texas. \$b State Dept. of Education.

Biennial report

[**MINOR.** In comparison with title 22. AACR2 21.2C2b.iii) – deletion of corporate body name at end of title]

23. 245 00 General report on the activities of the Communities / \$c Commission of the European Communities.

To:

_____ General report on the activities of the European Union / \$c European Commission.
[MAJOR. AACR2 21.2C2a – change of corporate body name in the title]

24. 110 2 Texas Education Agency.

245 10 Biennial report

To:

_____ 24a. Texas Education Agency.
 Biennial report to the Governor and Legislature [one issue: 1956/58]

[MINOR: LCRI 21.2C includes the addition/deletion of recipients of a report as minor changes under category iii]

To:

_____ 24b. Texas Education Agency.
 Biennial report

[MINOR. AACR2 21.2C2b.iii and LCRI 21.2C: Since the first change was considered to be minor, this later change, when compared to the title proper (title 24) is not a change at all!.]

25. 110 2 Thomas Burke Memorial Washington State Museum.

245 10 Biennial report.

To:

_____ Annual report.

[MAJOR. AACR 21.2C2a – change in first 5 words of title]

26. 245 00 Proceedings of the Ocean Drilling Program. \$n Part A, \$p Initial report

To:

_____ 26a. Proceedings of the Ocean Drilling Program. \$p Initial report

[MINOR. AACR2 21.2C2a – change after the first 5 words that doesn't change the meaning of the title]

To:

_____ 26b. Proceedings of the Ocean Drilling Program. \$p Initial reports

[MINOR. AACR2 21.2C2a – change after the first 5 words; 21.2C2b.i) – singular vs. plural representation of word]

27. 245 00 Parents' magazine

To:

 27a. Parents' magazine & family home guide

[**MAJOR** compared to title 27. AACR2 21.2C2a – addition of words within the first 5 words of the title]

To:

 27b. Parents' magazine & better homemaking

[**MAJOR** compared to title 27a. AACR2 21.2C2a – change of words within the first 5]

To:

 27c. Parents' magazine & better family living

[**MAJOR**. Compared to title 27b. AACR2 21.2C2a – change of words within the first 5]

To:

 27d. Parents' & better family living

[**MINOR**. Compared to title 27c. AACR2 21.2C2b.ix) – deletion of word “magazine” in the title]

To:

 27e. Parents' magazine & better homemaking

[**MAJOR**. Compared to title 27c. AACR2 21.2C2a – change within the first 5 words]

To:

 27f. Parents' magazine

[**MAJOR**. Compared to title 27e AACR2 21.2C2a – deletion of words within the first 5 words]

To:

 27g. Parents

[**MINOR**. Compared to title 27f. AACR2 21.2C2b.ix) – dropping of word “magazine” at end of title]

To:

 27h. Parents magazine

[**MINOR**. Compared to title 27f. AACR2 21.2C2b.ix) – addition of the word “magazine” and previous change was minor, so it actually still matches the title proper]

To:

 27i. Parents

[**MINOR**. Compared to title 27f. AACR2 21.2C2b.ix) – deletion of word “magazine” at end of title; AACR2 21.2A2.g) – also becomes a fluctuating title]

Session 8:

Title 1:

- 245 00 Life sciences.
- 362 0 Vol. 1, no. 1 (Jan. 1962)-v. 8, no. 12 (Dec. 1969).
- 515 Vols. 6-8 issued in two internumbered parts: Part I, Physiology and pharmacology; and: Part II, Biochemistry, general and molecular biology.
- 580 Split into: Life sciences. Part I, Physiology and pharmacology; and: Life sciences. Part II, Biochemistry, general and molecular biology.
- 785 16 \$t Life sciences. Part I, Physiology and pharmacology \$w
- 785 16 \$t Life sciences. Part II, Biochemistry, general and molecular biology \$w

Title 2:

- 245 00 Life sciences. \$n Part I, \$p Physiology and pharmacology.
- 362 0 Vol. 9, no. 1 (Jan.1, 1970)-v. 12, no. 12 (June 15, 1973).
- 580 Merged with: Life sciences. Part II, Biochemistry, general and molecular biology, to form: Life sciences (1973).
- 780 01 \$ Life sciences \$w
- 785 17 \$t Life sciences. Part II, Biochemistry, general and molecular biology \$w
- 785 17 \$t Life sciences (1973) \$w

Title 3:

- 245 00 Life sciences. \$n Part II, \$p Biochemistry, general and molecular biology.
- 362 0 Vol. 9, no. 1 (Jan.8, 1970)-v. 12, no. 2 (June 22, 1973).
- 580 Merged with: Life sciences. Part I, Physiology and pharmacology, to form: Life sciences (1973).
- 780 01 \$t Life sciences \$w
- 785 17 \$t Life sciences. Part I, Physiology and pharmacology \$w
- 785 17 \$t Life sciences (1973) \$w

Title 4:

- 130 0 Life sciences (1973)
- 245 10 Life sciences.
- 362 0 Vol. 13, no. 1 (July 1, 1973)-
- 580 Merger of: Life sciences. Part I, Physiology and pharmacology; and: Life sciences. Part II, Biochemistry, general and molecular biology.
- 780 14 \$t Life sciences. Part I, Physiology and pharmacology \$w
- 780 14 \$t Life sciences. Part II, Biochemistry, general and molecular biology \$w

Session 9

Example 1:

- 010 70-114606
- 245 04 The index of twentieth century artists.
- 260 New York : \$b Arno Press, \$c 1970.**
- 300 1 v. ; \$c 29 cm.
- 362 0 Oct. 1933-Apr. 1937.**
- 555 Cumulative index with references to renumbered reprint pages: p. [723]-[724]
- 580 Originally published monthly: New York : Research Institute of the College Art Association, Oct. 1933-Feb. 1934; New York : College Art Association of America, Mar. 1934-Apr. 1937.**
- 650 0 Artists \$v Biography \$v Periodicals.
- 650 0 Artists \$v Bibliography \$v Periodicals.
- 710 2 College Art Association of America.
- 710 2 Research Institute of the College Art Association (New York, N.Y.)
- 775 1 \$t Index of twentieth century artists \$w ...**

Example 2:

- 130 0 Recent demographic developments in Europe (1994)
- 245 10 Recent demographic developments in Europe.
- 260 Strasbourg : \$b Council of Europe Press, \$c 1994-
- 300 v. : \$b ill. ; \$c 30 cm.
- 310 Annual
- 362 0 1993-
- 500 Latest issue consulted: 1998.**
- 530 Vols. for <1998-> also available on CD-ROM.**
- 550 Prepared by European Population Committee, Council of Europe, 1993- ; and: the National Statistical Offices of Non-member states of the Council of Europe, <1998->
- 651 0 Europe \$x Population \$v Statistics \$v Periodicals.
- 710 2 Council of Europe. \$b European Population Committee.
- 775 8 \$i Issued also in French: \$t Recent demographic developments in Europe (1994). French. Evolution démographiques récente en Europe \$w ...**
- 776 1 \$t Recent demographic developments in Europe (1994 : CD-ROM) \$w ...**
- 780 00 \$t Recent demographic developments in Europe and North America \$w ...**

Example 3:

- 130 0 Western literary journal and monthly review (Cincinnati, Ohio : 1844)
 245 10 Western literary journal and monthly review \$h [microform].
260 Cincinnati : \$b [Robinson & Jones], \$c 1844-1845.
 300 1 v.
 310 Monthly
362 0 Vol. 1, no. 1 (Nov. 1844)-v. 1, no. 6 (Apr. 1845).
533 Microfilm. \$b Ann Arbor, Mich. : \$c University Microfilms. \$e 1 microfilm reel ; 35 mm. \$f (American periodical series, 1800-1850 ; 527)
 776 1 \$t Western literary journal and monthly review (Cincinnati, Ohio : 1844) \$w
 787 08 \$i Issued simultaneously in Nashville, Tenn. as: \$t Southwestern literary journal and monthly review \$f ...
 830 0 American periodical series, 1800-1850 ; \$v 527.

Session 10

Exercise 1.

Catalog this supplement on a separate serial record because it is a supplement to more than one title. Provide linking fields and added entries for the Standard directory of advertisers and the Standard directory of advertising agencies.

245 00 Standard directory of advertisers, Standard directory of advertising agencies supplement.
 246 30 Standard directory of advertisers supplement
 246 30 Standard directory of advertising agencies supplement

730 0 Standard directory of advertisers.
 730 0 Standard directory of advertising agencies.

772 0 \$t Standard directory of advertisers \$w ...
 772 0 \$t Standard directory of advertising agencies \$w ...

Exercise 2.

There are 3 possibilities for treatment:
 Give a 525 note on the record for the parent journal. The issue is called “Vol. 31 supplement” and the note should be worded to reflect that the supplement is issued to accompany a volume.

245 00 Journal of the Oriental Society of Australia : \$b JOSA.
 525 Supplements accompany some volumes

Give a 525 note as in a) and trace the supplement.

Catalog and classify separately. In this case, no note about the supplement would be added to the serial record.

If this title is indexed in A & I services as part of the journal, that is a stronger case for a) or b) and NOT c).

Exercise 3.

This jubilee issue is 294 pages and seems to be significant enough to catalog as a monograph. Do not make note of this supplement on the serial record.

There should be a note and tracing on the record for the supplement cataloged as a monograph:

245 00 Geographical Society of Ireland golden jubilee, 1934-1984.
 500 At head of title: Irish geography
 500 “Issued as a supplement to Irish geography volume 17, 1984” – t.p. verso.
 730 0 Irish geography. \$n V. 7 (supplement)

Exercise 4.

Provide for the supplement to *Pennsylvania history* using notes on the record for the parent title with a 525 note and 740's for the supplement issues. When it is no longer a supplement, catalog it on its own record with a 515 note referring to the earlier supplements to *Pennsylvania history*.

On record for parent title:

245 00 *Pennsylvania history*.

525 Has annual, unnumbered special supplemental issues with title: *Empire, society and labor*, 1997; *Explorations in early American culture, Pennsylvania history*, 1998; *Explorations in early American culture*, 1999. Beginning in 2000, published separately with its own vol. numbering.

740 02 *Empire, society and labor*.

740 02 *Explorations in early American culture, Pennsylvania history*.

740 02 *Explorations in early American culture*.

On serial record for successor to supplements.

245 00 *Explorations in early American culture*.

260 University Park, PA : \$b Published by the Pennsylvania Historical Association for the McNeil Center for Early American Studies, \$c [2000-

310 Annual

362 0 Vol. 4 (2000)-

515 Earlier vols. published as unnumbered annual supplements to: *Pennsylvania history*.

Exercise 5.

This is an index to a single volume. Note it only in the check-in record.

Exercise 6.

Add to existing 555 note: new ser., v. 40 (Nov. 1999)-42 (Apr. 2002). 1 v.

The “Monster” Serial

Part 1.

Type: a Elvl: Srce: Gpub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq.: q Mrec: Ctry: pau
 S/L: 0 Orig: EntW: Regl: r ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: d Dates: 1953,1983

245 00 That's life.
 246 1 \$i Alternate issues called: \$a Life's meaning \$f 1983
 260 Philadelphia, Pa. : \$b Intensity Pub., \$c 1953-1983.
 310 Quarterly, \$b 1983
 321 Monthly, \$b 1953-1982
 362 0 1953, no. 1-1983, no. 4.
 515 Issue 1953, no. 1 preceded by a "Pilot issue" called v. 1, no. 0.
 515 Numbering begins each year with no. 1.
 775 08 \$i Also published in French as: \$t C'est la vie \$g 1953-64
 785 00 \$t Life's meaning

Part 2.

Type: a Elvl: Srce: Gpub: Ctrl: Lang: fre
 BLvl: s Form: Conf: 0 Freq.: m Mrec: Ctry: fr
 S/L: 0 Orig: EntW: Regl: r ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: d Dates: 1953,1964

130 0 That's life. \$l French.
 245 10 C'est la vie = \$b That's life.
 246 31 That's life
 260 Paris : \$b Intensite et cie, \$c 1953-1964.
 310 Monthly
 362 0 Janv. 1953- no 144 (nov. 1964).
 515 Numbering began with no 25, janv. 1955.
 550 Published for the Societe d'existentialisme Sartre, 1953-1954; for the Jean-Pierre Sartre Society, 1955-1964.
 710 2 SociJtJ d'existentialisme Sartre.
 710 2 Jean-Pierre Sartre Society.
 775 08 \$i Also published in English as: \$t That's life

Part 3.

Type: a Elvl: Srce: Gpub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq.: q Mrec: Ctry: pau
 S/L: 0 Orig: EntW: Regl: r ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: d Dates: 1984,1992

245 00 Life's meaning.
 260 Philadelphia, Pa. : \$b Intensity Pub., \$c 1984-1992.
 310 Quarterly
 362 0 84/1-85/2; vol. 3, no. 3 (May 1988)-v. 6, no. 2 (July 1992).
 515 Publication suspended May 1985-Apr. 1988.
 780 00 \$t That's life
 785 00 \$t Quarterly of life's meaning (Bird in Hand, Pa.)

Part 4.

Type: a Elvl: Srce: Gpub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq.: b Mrec: Ctry: nju
 S/L: 0 Orig: EntW: Regl: r ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: d Dates: 1992,2000

130 0 Quarterly of life's meaning (Bird in Hand, Pa.)
 245 14 The quarterly of life's meaning.
 260 Bird in Hand, Pa. : \$b Intensity Pub., \$c 1992-2000.
 310 Bimonthly, \$b 2000
 321 Quarterly, \$b 1992-1999
 362 0 Vol. 6, no. 3 (Sept. 1992)-v. 14, no. 6 (Dec. 2000).
 500 Published: Brick, N.J. : Day-at-the-Beach Press, Dec. 1999-2000.
 530 Also available in an online edition.
 580 Split into: Frustrating existence; and: Group therapy for all.
 770 0 \$t Self-esteem today (Eastern ed.)
 770 0 \$t Self-esteem today (Midwest ed.)
 776 1 \$t Quarterly of life's meaning (Bird in Hand, Pa. : Online)
 780 00 \$t Life's meaning
 785 16 \$t Frustrating existence
 785 16 \$t Group therapy for all
 856 41 \$u <http://www.quarterlyoflifemesaning.com>

Part 5.

Type: a Elvl: Srce: Gpub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq.: f Mrec: Ctry: nju
 S/L: 0 Orig: EntW: Regl: x ISSN: z Alph: aDesc: a SrTp: p
 Cont: DtSt: u Dates: 1993,uuu

130 00 Self-esteem today (Eastern ed.)
 245 10 Self-esteem today.
 250 Eastern ed.
 260 Brick, N.J. : \$b Day-at-the-Beach Press
 310 Two times a year
 362 1 Began in 1993.
 500 Description based on: Spring 1994; title from cover.
 730 0 Quarterly of life's meaning (Bird in Hand, Pa.)
 772 0 \$t Quarterly of life's meaning (Bird in Hand, Pa.)
 775 0 \$t Self-esteem today (Midwest ed.)

Part 6.

Type: a Elvl: Srce: Gpub: Ctrl: Lang: eng
 BLvl: s Form: Conf: 0 Freq.: m Mrec: Ctry: pau
 S/L: 0 Orig: EntW: Regl: r ISSN: Alph:
 Desc: a SrTp: p Cont: DtSt: c Dates: 2001,9999

245 00 Frustrating existence.
 260 Paradise, Pa. : \$b Despair Press, \$c 2001-
 310 Monthly
 362 0 Vol. 15, no. 1 (Jan. 2001)-
 650 0 Life change events \$v Periodicals.
 780 01 \$t Quarterly of life's meaning (Bird in Hand, Pa.)
 780 05 \$t Lost soul \$g Mar. 2001

APPENDIX G: EVALUATION FORM

Your reactions to this workshop will help us in planning future programs. Thank you for your assistance.

Name/institution: (Optional) _____

Trainers: _____

Sponsor: _____

Place and date: _____

Please circle the words that most nearly reflect your response to the statement.

- | | | | | | | |
|----|---|--------------------------|-----------------|----------------|--------------|-----------------------|
| 1. | The presenters were well organized and informative. | strongly disagree | disagree | neutral | agree | strongly agree |
| 2. | The workshop content was relevant to my work. | strongly disagree | disagree | neutral | agree | strongly agree |
| 3. | I gained useful information in the sessions. | strongly disagree | disagree | neutral | agree | strongly agree |
| 4. | The exercises fit the material presented. | strongly disagree | disagree | neutral | agree | strongly agree |
| 5. | I had ample opportunity to raise questions during the sessions. | strongly disagree | disagree | neutral | agree | strongly agree |
| 6. | I had ample opportunity to raise questions during the exercises review. | strongly disagree | disagree | neutral | agree | strongly agree |
| 7. | The overall workshop met my personal expectations. | strongly disagree | disagree | neutral | agree | strongly agree |

8. Please tell us what you found to be most helpful in the workshop.

9. Were any topics not covered that you expected to be presented?

(Over)

10. How could we improve the content or other aspects of this workshop?

11. What topics would you like to see covered in future workshops?