Basic Serials Cataloging Workshop

Trainee Manual

The original version of this workshop was prepared by
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for the

Serials Cataloging Cooperative Training Program (SCCTP)

under the auspices of the

Cooperative Online Serials Program (CONSER)

New editions and revisions are prepared by various contributors under the auspices of the Cooperative Online Serials Program (CONSER)

Library of Congress
2008 Edition
(August 2008)

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Foreword

In her foreword to the 2002 revision of The Basic Serials Cataloging Workshop Jean Hirons wrote that since the workshop was released in 1999, it "has been given in numerous venues throughout the United States and has been translated into Spanish, French, and Chinese for workshops presented in Mexico, Canada, and Taiwan. The success of this course has led to the development of other workshops…" SCCTP now has five workshops in place. Throughout the years, many dedicated, talented SCCTP trainers have kept the material up to date and experimented with delivering it in online formats.

Jean's statement in 2002 that the "enthusiasm and commitment of so many to this program attests to the great need for training in the area of serials cataloging" is still true as I update the foreword for the 2008 edition.

The 2008 edition of the Basic Serials Cataloging Workshop was completed by Melissa Beck, Valerie Bross, and Peter Fletcher, all from UCLA. I thank them for their hard work and dedication to the project which included several drafts of the revised workshop, classroom testing, and completion of the final PowerPoint and PDF files. I am also grateful to their institution and their managers who saw the value in this work and allowed them to volunteer their time and expertise.

Hien Nguyen (LC) worked with Judy Kuhagen (LC/CPSO) to provide careful review and feedback and coordinated the successful Basic Serials Cataloging Trainers Refresher Workshop during ALA Annual in June 2008. Several experienced SCCTP trainers gave us feedback based on sessions given using various revisions and during the Refresher Workshop at ALA. To one and all, my sincere thanks!

There is an evaluation form in appendix I, the last appendix in the manual. Please be sure to provide us your comments on the material for future revisions and interests in other training needs you have.

This workshop was designed to be given by SCCTP trained-trainers and it is recommended that SCCTP trainers be engaged for training for optimum results; however, anyone familiar with serials cataloging can use the materials to provide training for others. They can also be used for self-study.

For schedules of workshops taught by SCCTP trainers and to learn more about SCCTP, visit the Web site at: **http://www.loc.gov/acq/conser/scctp**

Les Hawkins
CONSER Coordinator
Library of Congress

August 2008

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Preface to the 2008 Edition

The 2008 Edition is organized into seven sessions; all but the first have exercises. The workshop provides the basic principles of serials cataloging for original and copy cataloging of print serials. It focuses on the elements contained in the CONSER standard record (CSR), including appropriate MARC 21 tagging, as well as problem-solving and decision-making advice relative to serials cataloging.

Based on feedback provided from workshop trainers and attendees over the years, two optional sessions included in the previous edition of the Basic Serials Cataloging Workshop have not been included in the 2008 edition: "Electronic Serials" and "What is the Serial About?" (on subject cataloging). It was felt that the SCCTP Electronic Serials Cataloging Workshop, once updated with material from the CONSER standard record would be a better source for e-serials cataloging instruction. Similarly there are several subject related workshops available from the Cataloger's Learning Workshop: http://www.loc.gov/catworkshop/ that provide more detailed and useful instruction on subject cataloging.

Each session may start with a brief warm up exercise and conclude with a summary of the major points presented and references to relevant CONSER documentation. Please remember to fill out the evaluation form in appendix I. This will be most helpful in refining and re-working the training materials as well as their presentation. Your help in this is appreciated.

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Serials Cooperative Cataloging Training Program (SCCTP)

Basic Serials Cataloging Workshop

Workshop goals

- Identify serials and distinguish them from monographs and integrating resources
- Become familiar with MARC 21 tags used for serials
- Create original serials cataloging records
- Identify “appropriate” serial copy and needed edits

2

Session 1: Introduction

- Where do serials fit in the world of continuing resources?
- How does serials cataloging differ from the cataloging of monographs and integrating resources?
- What are the current conventions and practices?
- What tools are available?

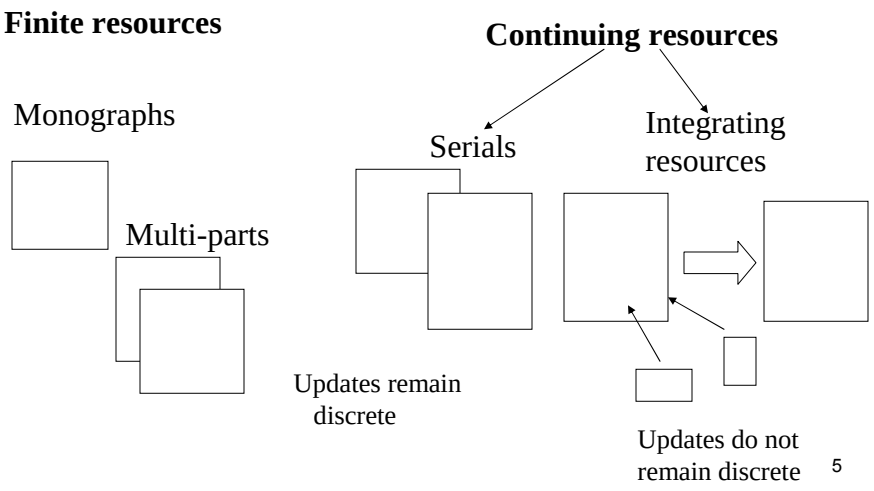
3

Serials, Seriality, and Continuing Resources

- Serials are one category of “continuing resource”
- Integrating resources are the other category
- Both exhibit *seriality* because they are issued or updated over time and can change
- Because they are issued in a different manner, the cataloging rules for them differ

4

Representation of Bibliographic Resources



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Serial Cataloging Records

- Reflect the <u>whole publication</u>
- Are dynamic because they incorporate changes over time
- Are cooperative creations (e.g., one library may create the record, another may update it)
- Are important to the overall control of the serial and often are essential to other records (holdings, check-in)

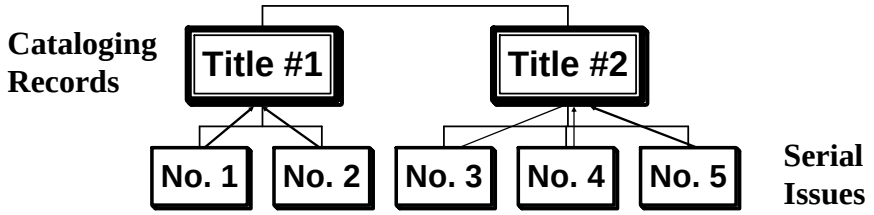
6

Successive Entry Cataloging

- Convention applied to all serials cataloged according to AACR2
- Any major change results in the creation of a new (successive) record
- Records are linked using 780/785 fields

7

A Many to Many Relationship



8

Successive Entry Record

Type: a Elvl: Srce: d Gpub: Ctrl : Lang: eng
Blvl: s Form: Conf: 0 Freq: q Mrec: Ctry: mou
S/L: 0 Orig: EntW: Regl: r Alph:
Desc: a SrTp: p Cont: DtSt: d Dates: 1936, 2005

022 -- $a 0043-0862
245 00 $a Washington University law quarterly.
260 -- $a St. Louis, Mo. : $b Washington University, $c1936-
362 0- $a Vol. 22, no. 1 (Dec. 1936)-
362 1- $a Ceased in 2005.
500 -- $a Latest issue consulted: v. 82, no. 4 (2004).
780 00 $t St. Louis law review $x 0271-2849 $w (DLC) 80644644
$w (OCoLC)5200318
785 00 $t Washington University law review $w (DLC) 2006245267
$w (OCoLC)71827741

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Standards

- AACR2 and Library of Congress Rule Interpretations (LCRIs)
- MARC 21
  http://www.loc.gov/marc/
- CONSER
  http://www.loc.gov/acq/conser/
- OCLC or other utility
- Local standards, practices, etc.

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Useful Cataloging Tools

- CONSER Cataloging Manual (CCM)
- CONSER Editing Guide (CEG)
- CONSER Standard Record (CSR) documentation:
  http://www.loc.gov/catdir/cpso/conser.html
- Cataloger's Desktop

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Summary

- Serials are one type of *continuing resource*
- Serials are dynamic publications that exhibit many variations over the course of their publication history
- There are many useful tools in print and online to assist serials catalogers

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Session 2: What is a Serial?

- What is the definition of a serial?
- What are the common characteristics of serials?
- What types of publications are or are not typically cataloged as serials?
- What MARC tags are most commonly used for serials?

1

Dictionary Definition of Serial

A publication issued as one of a consecutively numbered and indefinitely continued series.

2

Definition of a Serial

A continuing resource

– issued in a succession of discrete parts

– usually bearing numbering

– that has no predetermined conclusion

3

Important Elements of the Definition

- Succession of discrete parts (necessary)
- Numbering (usually)
- No predetermined conclusion (necessary)

4

Also Treat as Serials:

Publications of limited duration (AACR2 12.0A)

- Have similar characteristics and functions of serials but have a predetermined conclusion
- Examples: Newsletters from conferences, quarterly reports of projects, etc.

5

Identifying Characteristics

- ISSN:
  1096-6919
  0895-495X
- Frequency in title:
  AB Bookman's weekly
  Annual report of the Academy of Sciences of Estonia
  Yachting monthly

6

Identifying Characteristics

- Enumeration/chronology:
  - Volume 28
  - Vol. 32, No. 10 September 1997
  - Spring 1997
  - 1998-1
- Year(s) of coverage:
  - 1997 (item published in 1998)
  - ... for the fiscal year 1995
  - ... covering the period July 1978 through June 1979

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Identifying Characteristics

- Intent to continue publishing:

  Preface:

  The inaugural issue of Advances in the Theory of Computation and Computational Mathematics ... Future volumes of ATCCM ...

- Certain titles:
  - **Advances in** accounting
  - **Developments in** aging
  - **Progress in** theoretical organic chemistry
  - **Trends in** African linguistics

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Non-serials: Print Monographs (RI 1.0C)

- Books issued in parts (fascicles)
- Cartographic materials (most)
- Censuses
- Encyclopedias
- Hearings
- Five-year plans

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Non-serials: Integrating Resources

- Updating Web sites
- Updating online databases
- Updating loose-leafs

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Special Types of Resources

Frequently issued editions:

Catalog as a serial only when published every year or two; otherwise treat as monograph

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Special Types of Resources

Conference publications

- Catalog as serial if it fits the definition of a serial

  The 48th Annual Meeting of the National Athletic Trainer's Association

  Conference Proceedings, Animal Transportation Association 17th International Conference, September 29-October 2, 1991

- Do not catalog as a serial if there are distinctive titles or if conference publication is published in a numbered series

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Conference Publications

Split treatment:

500 -- $a Issues for 1993-1995 conferences cataloged separately. $5 [MARC21 inst. code]

500 -- $a Beginning with the 5th conference, issues are cataloged separately. $5 [MARC21 inst. code]

or

590 -- $a Issues for 1993-1995 conferences cataloged separately.

590 -- $a Beginning with the 5th conference, issues are cataloged separately.

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Resources Issued in Loose-leaf Format

- Catalog as serial if:
  - Resource is a serial whose successive issues are stored in a binder
  - Base volume is regularly issued (e.g., annual with updates during the year)
- Catalog as an integrating resource if:
  - Updates are interfiled and base volume is irregularly revised

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Supplements

Supplements may be separately cataloged as serials when they have their own title and/or numbering

Opportunity magazine
Vol. 1, no. 1 (Jan. 1923)-

The Annual buyers' guide of $uccess $ecrets
1997-

Public health reports
Vol. 11, no. 1 (Jan. 3, 1896)-v. 85, no. 12 (Dec. 1970)

Supplement … to the Public health reports
No. 1-no. 213

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Reprints of Serials

Catalog as serials unless the reprint includes only a single issue or a collection of unrelated serials

Serial: Black Mountain review. Reprint, with an introduction added, of a publication issued (quarterly 1954, annually 1955-1957) in Black Mountain, N.C. by the Black Mountain College and edited by Robert Creely.

Monograph: Prague spring. A collection of articles from newspapers published in Czechoslovakia during the years 1966-1968.

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Monographic Series

Series may be cataloged as a serial or each issue of the series may be cataloged separately

Abraham Lincoln
The First American

By Gordon B. Baldwin

Historical Bulletin No. 42
Lincoln Fellowship of Wisconsin

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Change of Issuance over Time

- What begins as a multipart monograph may become …
- What begins as an integrating resource may become …
- What begins as an serial may become …

Differences between, Changes within. Chicago: ALCTS, 2007.
http://www.ala.org/ala/alctscontent/alctspubsbucket/webpublications/cataloging/newrecord/differences.htm

"Changes in a bibliographic resource's mode of issuance"
http://www.loc.gov/catdir/cpso/modeissu.html

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MARC Tagging and Serials

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Serial MARC Record

The serial fixed field includes:

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	**s**	Form		Conf	■	**Freq**	■	MRec		Ctry	enk
S/L	**0**	Orig	■	EntW		**Regl**	■	Alph			
Desc	a	**SrTp**	**p**	Cont		**DtSt**	**c**	Dates 1920,9999			

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Serial MARC Record

0XX Variable Fields:

010 -- $a 98659124 $z sc83001761
022 -- $a 0043-9983
037 -- $b IPC Magazines Ltd., King's Beach Tower, Stamford Street, London SE1 9LS
042 -- $a lc $a nsdp
050 00 $a GV771 $b .Y3

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Serial MARC Record

Title Fields::

210 0 - $a Yacht. mon.
222 - 4 $a The Yachting monthly
245 04 $a The yachting monthly.
246 13 $a Yachting

Publication Information:

260 -- $a [London : $b Yachting Monthly], $c 1920-
300 -- $a v. : $b ill. ; $c 28 cm. [CSR: optional]

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Serial MARC Record

Frequency:

310 -- $a Monthly

Designation:

362 1- $a Began with v. 29, no. 166 (Feb. 1920).

Notes:

500 -- $a Published: IPC Magazines Ltd., 1991-
500 -- $a Description based on: Vol. 29, no. 166 (Feb. 1920); title from cover.
500 -- $a Latest issue consulted: Vol. 160, no. 2 (May 1998).

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Serial MARC Record

Subject Headings:

650 -0 $a Yachting $v Periodicals.

Links:

780 00 $t Yachting monthly and magazine of the R.N.V.R. $w (OCoLC)13484999 $w (DLC)sn 86032453

776 08 $i Online version: $t Yachting monthly online $x … $w ...

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Summary

- Three criteria for serials: successive parts, numbering, no predetermined conclusion
- Certain resources require special considerations relating to access, control, etc.
- When unsure, review LCRI 1.0, search for records on databases, consider the needs of your library
- MARC tags for serials include special note fields and linking fields

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Session 2: Exercises

Give as many reasons as you can (there may be more than one per example) why the following titles should or should not be cataloged as serials.

Example 1

Cover: Volume 18, Number 1 | Winter 2007

Adobe Magazine

Publishing, Design, and Digital Media

Page 3: Adobe Magazine (ISSN 1081-4477) is published four times a year in January, April, July, and October …

Example 2

First page: **World Stock Exchange Fact Book**

Cover: **World Stock Exchange Fact Book 2000**

Verso page 1: The *World Stock Exchange Fact Book* is published annually in one volume.
ISBN 0-9648930-1-0
ISSN 1087-500X

Example 3

It is known that this title is issued every two years.

First page: ISSN 1058-1626

SERVICE INDUSTRIES USA

Third Edition

Example 4

Issue 1 title page:	Issue 2 title page:	Issue 3 title page:
Academic Freedom	**Academic Freedom**	**Academic Freedom 3**
1990	2	
A Human Rights Report	A Human Rights Report	Education and Human Rights

Example 5

	Issue 1	Issue 2
Cover:	**Tokyo Stock Exchange** 2003 FACT BOOK	**Tokyo Stock Exchange** 2004 FACT BOOK
Spine:	TSE 03 Fact Book	TSE 04 Fact Book

Example 6

Page [vii]:

The Frank C. Brown Collection of

North Carolina

Folklore

Volume One

Games and Rhymes • Beliefs
And Customs • Riddles •
Proverbs • Speech •
Tales and Legends

Durham, North Carolina
Duke University Press
1952

Vol. t.p.:

The Frank C. Brown Collection of

North Carolina

Folklore

IN FIVE VOLUMES
Durham, North Carolina
Duke University Press

Example 7

UNITED NATIONS LITERACY DECADE
2003-2013

Annual Report
For
2008

Example 8

First page:

**PROCEEDINGS OF
THE EIGHTH ANNUAL
ACM-SIAM SYMPOSIUM
ON DISCRETE ALGORITHMS**

Association for Computing Machinery
New York
Society for industrial and Applied Mathematics
Philadelphia

Verso:

Proceedings of the Eighth Annual ACM-SIAM Symposium on Discrete Algorithms, New Orleans, Louisiana, January 5-7, 1997
ISBN 0-89871-390-0

Example 9

Cover:

BUILDING
THE
PUBLIC
CITY

The Politics, Governance,
And Finance of
Public Infrastructure

Edited by
David C. Perry

Urban
Affairs
Annual
Review
43

Session 3: Original Cataloging

- How are fixed fields coded for serials?
- What is the chief source for a serial?
- How do I determine the main entry for serials?
- What title information should be included in the record?

1

Background information: CONSER Standard Record

- CONSER Standard Record Documentation and LC Rule Interpretations:
  - *http://www.loc.gov/catdir/cpso/conser.html*
- Background:
  - *http://www.loc.gov/acq/conser/access-level.html*

2

Philosophy behind the CONSER Standard Record

- Meet user tasks for access
- Reduce redundancies in cataloging
- Help with decision-making process
- Work for better utilization of MARC 21 for storage, retrieval and display

3

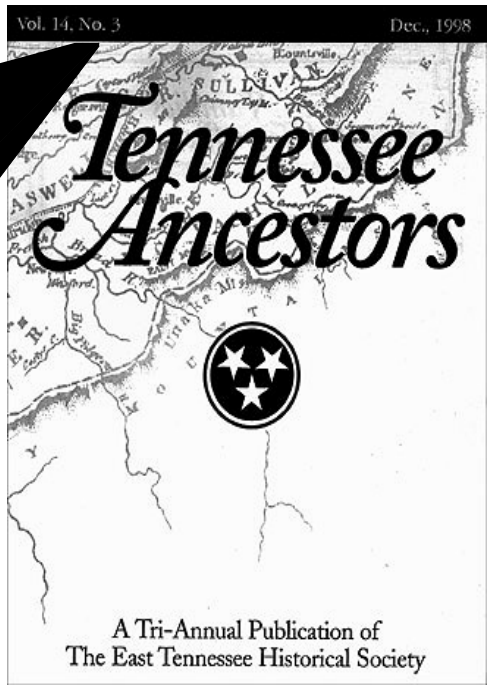
“CSR” and “AACR2”: Two Practice Labels

- CONSER standard record cataloging is an application of AACR2 cataloging
- Examples labeled “CSR” show CONSER standard record application of AACR2
- Examples labeled “AACR2” show elements beyond the requirements of “CSR”

4

Serial example:

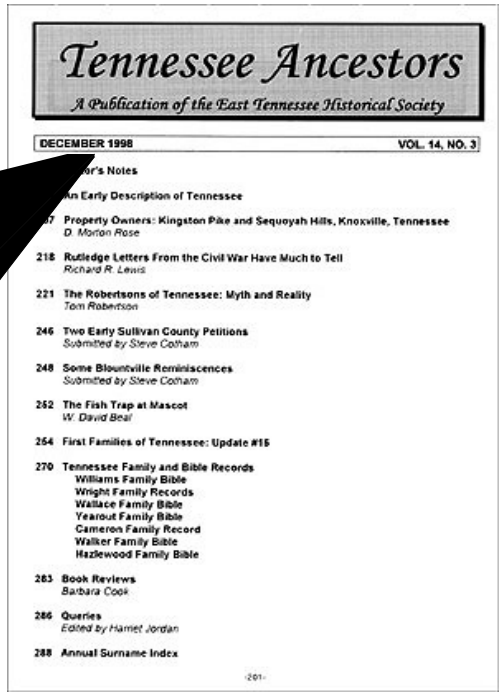
Vol. 14, No. 3 Dec., 1998



Cover

Serial example:

DECEMBER 1998 VOL. 14, NO. 3



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Page 201 (first page)

Serial example:

East Tennessee Historical Society
P.O.Box 1629, Knoxville, TN

Tennessee Ancestors (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society ...

EAST TENNESSEE HISTORICAL SOCIETY
P.O. Box 1629, Knoxville, TN 37901-1629
e-mail: eths@east-tennessee-history.org
<www.east-tennessee-history.org>

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TENNESSEE ANCESTORS (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society. Postage paid at Knoxville, TN. Postmaster: Send address changes to TENNESSEE ANCESTORS, P.O. Box 1629, Knoxville, TN 37901-1629. Report of nondelivery of TENNESSEE ANCESTORS should be made within three months after the date of the issue if the magazine is to be replaced free of charge.

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Verso of Table of Contents
Page (P. 202)

Key Elements in the Fixed Field

- Publication status = currently published, ceased ("dead"), or unknown
- Beginning/ending dates = base this on year(s) in 362; when there are multiple years, use later year (e.g., 1994 for 1993/1994)
- Frequency = how often the serial is published
- Regularity = is the frequency regular or not

(Coding for frequency and regularity optional in CSR)

8

Fixed Field

Type	a	ELvl	l	Srce	d	GPub		Ctrl	Lang eng
BLvl	s	Form		Conf	■	Freq	■	MRec	Ctry tnu
S/L	_	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp	_	Cont		DtSt	c	Dates 19uu,9999	

9

More Elements in the Fixed Field

- Type of continuing resource = monographic series, newspaper, periodical, or none of the above
- Entry convention = all current serial records are coded as “0” for successive entry

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Sample Record Fixed Field Coding

• Publication status	c (current)
• Beginning/ending dates	19uu, 9999
• Frequency	■ (CSR = optional)
• Regularity	■ (CSR = optional)
• Type of continuing resource	p (periodical)
• Entry convention	0 (successive)

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Fixed Field

Type	a	ELvl	l	Srce	d	GPub		Ctrl	Lang eng
BLvl	s	Form		Conf	■	Freq	■	MRec	Ctry tnu
S/L	0	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp	p	Cont		DtSt	c	Dates 19uu,9999	

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Basis of the Description: Which Issue?

- The first issue (if available)
  - 362 1- $a Began with v. 1, no. 1 (May 2002).
  - 362-1- $a Began with 2007.
- The earliest available issue
- Always state source of description (CSR)
  - 500 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998).
  - 500 -- $a Description based on: Vol. 1, no. 1 (May 2002).

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Basis of the Description: Which Issue?

- The first issue (if available)
  - 362 1- $a Began with v. 1, no. 1 (May 2002). [CSR]
  - 362 0- $a Vol. 1, no. 1 (May 2002)- [AACR2]
- The earliest available issue
- CSR: Always state source of description
  - 500 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998).
  - 500 -- $a Description based on: Vol. 1, no. 1 (May 2002).
- AACR2: State source of description if not first issue
  - 500 -- $a Description based on v. 14, no. 3 (Dec. 1998).

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AACR2

- If cataloging from first issue:

  362 0- Formatted numbering statement

  No 500 “Description based on” note
- If not cataloging from first issue:

  No 362 0- Formatted numbering statement

  500 “Description based on” note
- If not cataloging from first issue, *but* have information about it:

  362 1- Unformatted numbering statement (note)

  500 “Description based on” note

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For Example …

Have first issue:

362 0- $a Vol. 1, no. 1 (Jan. 2001)-

Don’t have first issue:

500 -- $a Description based on: Vol. 1, no. 2
(Apr. 2001).

Don’t have first issue, *but* have information about it:

362 1- $a Began with v. 1, no. 1 (Jan. 2001).

500 -- $a Description based on: Vol. 1, no. 2
(Apr. 2001).

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Chief Source: What Source Within the Issue?

- Title page
- Title page substitutes (preferred order):
  - analytical title page (for series)
  - cover
  - caption
  - masthead
  - editorial pages
  - colophon
  - other pages

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Noting Chief Source

- Note chief source, even if title page [CSR]
  - Combine with “Description based on” note:

  Description based on: Vol. 1, no. 1 (Jan. 2001); title from cover.

  Description based on: Jan. 2003; title from t.p.
- Note chief source only if *not* title page [AACR2]

  Title from cover.

  Description based on: Jan. 2003.

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Main Entry

Decision process:

- Does it fit one of the categories in AACR2 21.1B2?
- If not, what is the title?
- Does this record need a uniform title?

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AACR2 Chapter 21.1B2 Categories Most Often Used for Serials

Works of an administrative nature (Category A)

-- e.g., annual reports and directories

Collective thought of a body (Category C)

-- e.g., Reports of commissions

Collective activity of a body (Category D)

-- e.g., Conference proceedings

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Main Entry

- Entry under corporate body:

  110 2- $a International Centre for Settlement of Investment Disputes.

  245 10 $a Annual report / $c ICSID.

- Entry under title (most common):

  245 00 $a Look Japan.

  245 00 $a Adobe magazine.

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Uniform Title Main Entry (LCRI 25.5B)

- Optional (CSR):

  130 0- $a Network (Bristol, England)
  245 10 $a Network.

  130 0- $a Network (Friends of the Earth)
  245 10 $a Network.

- Required (even for CSR):

  130 0- $a Bulletin (Florida Orange Growers)
  245 10 $a Bulletin.

  130 0- $a Bulletin (Friends of the Earth)
  245 10 $a Bulletin.

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Main Entry

- Entry under personal author (rare):

  100 1- $a Gresham, Don.

  245 14 $a The country music newsletter.

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Title Proper: 245 $a, $n, $p

- Title proper includes subfields $a (title), $n (numbering of section), and $p (name of section)
- Importance of the title proper:
  - used to determine major changes
  - used in links

    245 00 $a OAH newsletter.

    245 04 $a The bookman. $n Part B.

    245 00 $a Journal of physics. $n E, $p Scientific instruments.

    245 00 $a Country profile. $p China, Mongolia.

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Title Proper

- Omit variable data

On piece:	*In record:*
5th Annual report	Annual report
The 1994 Directory	The … directory

- In our example:

245 00 $a Tennessee ancestors.

500 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.

25

Title Transcription Challenges

How would you transcribe these titles?

MIT's

Technology Report

Government of Canada

Publications

du Gouvernement du Canada

ARL

Newsletter

26

Other Title Information

- Transcribe when considered useful:
  - To provide clarification of the title proper

    245 00 $a Focus : $b a journal of legal studies.

    or

    245 00 $a Focus.
    500 -- $a “A journal of legal studies.”

  - To “explain” the title proper (LCRI 12.1E1)

    245 00 $a Nature Conservancy : $b [newsletter].
- Cataloger’s judgment

27

Other Title Information

- Initialisms/acronyms:

  245 00 Cataloging world.
  246 13 CW [CSR]

  245 00 Cataloging world : $b CW.
  246 30 CW [AACR2]
- Parallel titles:

  245 00 Annual review.
  246 11 Rapport annuel [CSR]

  245 00 Annual review = $b rapport annuel.
  246 31 Rapport annuel [AACR2]

28

Other Title Information

Statement of responsibility

245 00 Tennessee ancestors. [CSR]

245 00 Tennessee ancestors : $b a tri-annual publication of the East Tennessee Historical Society. [AACR2]

29

Statement of Responsibility

- A corporate body appearing prominently in conjunction with the title:

  News and events
  Art Institute of Chicago

- CSR: *Statement of responsibility* <u>*not*</u> *required*
  - National name authority record <u>must</u> exist
  - If no name authority record, follow AACR2 and transcribe in 245 $b or $c

    245 00 $a News and events / $c Art Institute of Chicago.

30

Variant Titles: Field 246 [CSR]

- Titles that appear elsewhere on issue:

  245 04 $a The miner & workman's advocate.
  246 13 $a Advocate [cover title]

- Other forms of the title:

  245 04 $a The miner & workman's advocate.
  246 13 $a Miner and workman's advocate

- Parallel titles:

  245 00 $a Japan report.
  246 11 $a Nihon

31

Variant Titles [CSR and AACR2]

- Variant titles:

  245 00 $a Freeport daily journal.
  246 1- $i Alternate issues published with title:
  $a Chicago daily telegraph

  245 00 $a Los Angeles design world.
  246 1- $i Issues for Nov. 2006- have title:
  $a LA design world

- Titles that do not appear on any pieces:

  245 00 $a Tennessee ancestors.
  246 1- $i Popularly known as: $a Tenn an

32

Sample Record [CSR]:

Type a ELvl Srce Gpub Ctrl Lang eng
Blvl s Form Conf ■ Freq ■ MRec Ctry tnu
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp p Cont DtSt c Dates 19uu, 9999

245 00 $a Tennessee ancestors.
500 - - $a Description based on: Vol. 14, no. 3 (Dec. 1998);
title from cover.

33

Sample Record [AACR2]:

Type a ELvl Srce Gpub Ctrl Lang eng
Blvl s Form Conf 0 Freq t MRec Ctry tnu
S/L 0 Orig EntW Regl r Alph
Desc a SrTp p Cont DtSt c Dates 19uu, 9999

245 00 $a Tennessee ancestors : $b a tri-annual
publication of the East Tennessee Historical Society.
500 - - $a Description based on: Vol. 14, no. 3 (Dec. 1998);
title from cover.

34

Summary

- Base the description on the first or earliest available issue in hand
- The chief source is the title page or its substitute (cover, caption, etc.)
- Most serials are entered under title
- Uniform titles are sometimes used to distinguish different serials with the same title (entered under title)
- Record the title proper as it appears on the chief source, except for capitalization, punctuation and omissions
- Record other title information when considered useful
- There are important differences between the CONSER standard record and AACR2 practice

35

Session 3: Exercises

Use the workforms provided in Appendix D to record the cataloging data from the information provided in the following pages.

Use Appendix G for MARC tagging (don't worry about the indicators).

1. Select the chief source.
2. Transcribe and tag the title proper.
3. Select and tag a main entry, if any.
4. Make any title added entries thought useful.
5. Include title-related notes needed (description based on, source of title).

Example 1

Cover:

Bells and Bellringing

Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

Example 2

Top of page [1]:

Illinois **STATE GENEALOGICAL SOCIETY**

P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter

Volume 30, Number 1 January/February 2007

Top of pages 2-8: **ISGS, Vol. 30:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published bimonthly

[Contains articles about genealogy, information resources for conducting genealogical research in Illinois, and also some information about the Society.]

n about the Society.Example 3

Cover:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of Chicago.

Example 4

Cover:

California
INFORMATION
ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

THIS PAGE INTENTIONALLY LEFT BLANK.
FOR DOUBLE SIDED COPY

Session 4: Original Cataloging: What Next?

- How are the remaining descriptive elements handled in serials cataloging?
- What kinds of notes are appropriate in serial records?
- What access points should also be included?

1

Editions

Audience:

→

250 -- $a Northwest ed.
250 -- $a Southern ed.

250 -- $a Reference ed.
250 -- $a Personal ed.

250 -- $a Spanish ed.
250 -- $a English ed.

Content:

↓

1st. ed., 2nd ed., 3rd ed., etc.
362 1- $a Began with 1st. ed.

1990 ed., 1991 ed., etc.
362 1- $a Began with 1990 ed.

2

Publication Information

- Record place and name of publisher according to rules in Chapter 1
- Change in place of publication

  Country of publication: nyu
  260 -- $a Chicago, Ill.
  500 -- $a Published: New York, 1996-
- CSR: 260 subfield $c optional
- AACR2: If first and/or last piece in hand, use $c

  260 -- $a Knoxville, TN : $b East Tennessee Historical Society, $c 1985-
  260 -- $a Los Angeles, Calif. : $b Westwood Productions, $c -2007.

3

Publication Information [CSR]

In the case of our serial example, the 260 field would appear as follows:

260 -- $a Knoxville, TN : $b East Tennessee Historical Society

4

Physical Description

- CSR: Required for all tangible, non-print resources (subfield $a only)

  300 -- $a CD-ROMs
  300 -- $a 12 microfilm reels
  300 -- $a sound discs

- CSR: Not required for print resources
- AACR2: Required (all applicable subfields)

  300 -- $a v. : $b ill. ; $c 28 cm.
  300 -- $a CD-ROMs : $b sd., col. ; $c 4 3/4 in.

5

Frequency Note

- Record the current frequency if known:

  310 -- $a Annual

- CSR: Former frequency = optional

  310 -- $a Quarterly, $b 2007-
  321 -- $a Monthly, $b 2001-2006

- Our example:

  310 -- $a Three no. a year

6

Numbering

- Field 362
- Use only when:

  Information is available about first/last issue

  362 1- $a Began in 1990.
  362 1- $a Began with v. 1 in 1990.
  362 1- $a Ceased in 1989.

7

Numbering

- Both numbering and chronology present:

  On piece: No. 1 January 1997
  362 1- $a Began with no. 1 (January 1997).

  On piece: Volume 8 1995
  362 1- $a Began with Volume 8 (1995).

  On piece: No. 1 1999-2000
  362 1- $a Began with no. 1 (1999/2000).

- Our example:

  500 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.

8

Recording the Numbering

- Change Roman numerals to Arabic [CSR = option]

  On piece: Vol. XVI, number 1

  362 1- $a Began with v. 16, no. 1.

- Convert words to numbers [CSR = option]

  On piece: One 1999

  362 1- $a Began with 1 (1999).

- Change punctuation when it makes more sense

  On piece: 1990-1991 (earliest); 1999-2000 (last)

  362 1- $a Began with 1990/1991; ceased with 1999/2000.

9

Series

On piece: REA Bulletin 344-2
In record:
440 -0 $a REA bulletin

On all pieces: NASCAD Research Bulletin No. 2
In record:
440 -0 $a NASCAD research bulletin ; $v no. 2

10

Notes

- Provide further information not found in the description
- Avoid too much detail
- Give in numeric tag order (except 533)
- Use dates when note doesn't apply to all issues

500 -- $a Publisher varies: Blackwell, 1998-

550 -- $a Vols. for <1995-> issued by …

11

Required Notes [CSR]

- Source of title note:

  500 -- $a Title from caption.

  500 -- $a Title from cover.
- "Description based on" note:

  500 -- $a Description based on: Vol. 19, no. 2 (Feb. 1978).

  500 -- $a Description based on: Vol. 1, no. 1 (Jan. 1923).
- These notes should be combined:

  500 -- $a Description based on 1990; title from t.p.

12

Required Notes [CSR]

- Latest issue consulted note:

  500 -- $a Description based on: 1990;
  title from t.p.
  500 -- $a Latest issue consulted: 2001.

- Even when cataloging based on one issue:

  500 -- $a Description based on: 1918;
  title from t.p.
  500 -- $a Latest issue consulted: 1918.

13

Other 500 Notes

500 -- $a Some issues also have a
distinctive theme title.

500 -- $a Published: New York, N.Y.,
July 1989-

14

Numbering Peculiarities (515)

362 1- $a Began with no. 1.
515 -- $a No. 32-36 omitted.

362 1- $a Began with 1950.
515 -- $a Vols. for 1960- also called 11th-annual report.

362 1- $a Began with v. 1, no. 1 (spring 1995).
515 -- $a Some vols. lack numbering.

362 1- $a Began with 95/1.
515 -- $a Numbering begins again each year with 1.

15

Supplements (525)

525 -- $a Has supplements.

245 00 $a Outlook and situation report. $p Oil crops.
525 -- $a Supplemented by an annual yearbook with title: Outlook and situation yearbook. Oil crops.
740 02 $a Outlook and situation yearbook. $p Oil crops.

16

Issuing Body Note (550)

- Not required for CSR if authority record exists

  245 00 $a Ecotoxicology and environmental safety.
  260 -- $a San Diego : $b Academic Press
  550 -- $a Published under the auspices of the International Academy of Science. [optional]
  710 2- $a International Academy of Science.

- 550 required if issuing body changes

  245 00 $a Cornish studies.
  260 -- $a Exeter, Devon : $b University of Exeter Press
  550 -- $a Vols. for 2006- issued by: Institute of Cornish Studies.
  710 2- $a Institute of Cornish Studies.

17

Sample Record [CSR]

Type	a	ELvl		Srce		Gpub		Ctrl	Lang eng
Blvl	s	Form		Conf	■	Freq	■	MRec	Ctry tnu
S/L	0	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp	p	Cont		DtSt	c	Dates 19uu,9999	

245 00 $a Tennessee ancestors.
260 -- $a Knoxville, TN : $b East Tennessee Historical Society
310 -- $a Three no. a year
500 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.
710 2- $a East Tennessee Historical Society.

18

Summary

- Be careful with “editions”
- Always record current frequency, if known
- Record numbering information in 362
- Notes should be useful and not too detailed
- For CSR, always supply:
  - Source of title note, even if title page
  - “Description based on” note, even if first issue
  - “Latest issue consulted” note

19

Session 4: Exercises

Complete the workforms used in the exercises for Session 3 by adding the following cataloging data:
1) Publication information
2) Frequency
3) Numbering statement, if appropriate
4) Additional notes thought appropriate (such as “Latest issue consulted:”)
5) Other added entries thought appropriate

Example 1

Cover:

Bells and Bellringing

Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

Example 2

Top of page [1]:

Illinois **STATE GENEALOGICAL SOCIETY**

P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter

Volume 30, Number 1 **January/February 2007**

Top of pages 2-8: **ISGS, Vol. 30:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published Bi-monthly

Example 3

Cover of first issue received:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of Chicago.

Cover of latest issue received:

The Art Institute of Chicago Annual Report 2007-08

Example 4

Cover of first issue in hand:

California
INFORMATION
ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

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FOR DOUBLE SIDED COPY

Session 5: Working with Copy: Finding Appropriate Records

How do I identify the "most appropriate" serial record?

- Is it the same publication?
- Is it for the appropriate physical format?
- Do the dates fit?
- Is the record AACR2?
- How authoritative is the record?

1

Is the Publication the Same?

What to look for:

Description	MARC Tag
ISSN	022
Title and statement of responsibility	245 $a, $n, $p, and $c
Publisher	260 $b
Dates of publication	362 and 008 fixed field dates
Issuing body note and heading	550, 710
Subject headings	6xx
Links (earlier/later)	780/785

2

Example

Cover:

CRITIQUE

studies in contemporary fiction

Volume 40, No. 3 **Spring 1999**

Verso of cover:

CRITIQUE: Studies in Contemporary Fiction (ISSN 0011-1619) is published quarterly by Heldref Publications, 1319 Eighteenth Street, N.W. Washington, D.C. 20036-1802 …

3

Record 1

Type	a	ELvl		Srce	c	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	0	Freq	b	MRec		Ctry	nyu
S/L	0	Orig		EntW		Regl	r	Alph	a		
Desc	a	SrTp	p	Cont		DtSt	d	**Dates**	**1946,1947**		

010 -- $a 53023838 //r83
022 0- $a 0748-7452 $1
035 -- $a (OCoLC)8541749
040 -- $a DLC $c DNGA $d InU $d DLC $d NSDP $d m/c
042 -- $a lc $a nsdp
050 00 $a N1 $b .C935
082 -- $a 709/.04 $2 19

130 0- $a Critique (New York, N.Y.)
210 0- $a Critique $b (New York, N.Y.)
222 00 $a Critique $b (New York, N.Y.)
245 10 $a Critique.

4

Record 1 (continued)

260 00 $a New York : $b [s.n.], $c 1946-1947.
300 -- $a 1 v. : $b ill. ; $c 24 cm.
310 -- $a Bimonthly, $b Jan.-Feb. 1947
321 -- $a Monthly, $b Oct.-Nov. 1946
362 0- $a Vol. 1, no. 1 (Oct. 1946)-v. 1, no. 3 (Jan./Feb. 1947).

500 -- $a A review of contemporary art.
500 -- $a Title from cover.
500 -- $a Editor: Oct. 1946- D. Loshak and others.

650 -0 $a Art $v Periodicals.
650 -0 $a Art, Modern $y 20th century $v Periodicals.
700 1- $a Loshak, David.

5

Record 2

Type a	ELvl	Srce c	GPub	Ctrl	Lang eng
BLvl s	Form	Conf 0	Freq f	MRec	Ctry stk
S/L 0	Orig	EntW	Regl r	Alph	
Desc	SrTp p	Cont b	DtSt c	**Dates 1973,9999**	

010 -- $a 740642391 //r82
022 -- $a 0301-7605 $2 z
035 -- $a (OCoLC)1792678
040 -- $a DLC $c DLC $d OCoLC $d NST $d AIP $d NST $d MH
042 -- $a lc
043 -- $a ee----- $a e-ur---

050 00 $a DK246 $b .C73
082 -- $a 320.9/47/084
210 0- $a Critique $b (Glasg.)
222 -0 $a Critique $b (Glasgow)
245 00 $a Critique.

6

Record 2 (continued)

260 -- $a [Glasgow]
265 -- $a 31 Cleveden Road, G12 OPH
300 -- $a v. $c 21 cm.
350 -- $a $3.00
362 0- $a v. 1- spring 1973-

500 -- $a "A new journal of Soviet studies and Socialist theory."

651 -0 $a Soviet Union $x Politics and government $v Periodicals.
651 -0 $a Europe, Eastern $x Politics and government $v Periodicals.
650 -0 $a Socialism $v Periodicals.

7

Record 3

Type a	ELvl	Srce d	GPub	Ctrl	Lang eng
BLvl s	Form	Conf 0	Freq q	MRec	Ctry dcu
S/L 0	Orig	EntW	Regl r	Alph a	
Desc a	SrTp p	Cont	DtSt c	Dates 1956,9999	

010 -- $a 64032236 //r922
022 0- $a 0011-1619 $1
032 -- $a 732090 $b USPS
035 -- $a (OCoLC)1565475
040 -- $a MnMULS $c MnMULS ...
042 -- $a lc $a nsdp
050 00 $a PN3503 $b .C7
082 2- $a 801
130 0- $a Critique (Bolingbroke Society)

8

Record 3 (continued)

210 0- $a Critique - Bolingbroke Soc.
222 -0 $a Critique - Bolingbroke Society

245 10 $a Critique.
260 -- $a [Minneapolis, Minn. : $b Bolingbroke Society,
265 -- $a Heldref Publications, 4000 Albermarle St., N.W.,
Washington, DC 20016

300 -- $a v. ; $c 22-24 cm.
310 -- $a Quarterly, $b fall 1982-
321 -- $a Three times a year, $b winter 1956-spring 1982
362 1- $a Began with v. 1, no. 1 (winter 1956).

9

Record 3 (continued)

500 -- $a Some vols. have also special titles**.**
500 -- $a Published: Atlanta, Ga., <1975>-spring 1982;
Washington, D.C. : Heldref Publications, fall 1982-
500 -- $a Description based on: Vol. 1, no. 2 (summer 1957);
title from cover.
515 -- $a Lacks date designation, <V. 3, no. 16>-v. 23, no. 1.

650 -0 $a Fiction $y 20th century $x History and criticism
$v Periodicals.

710 2- $a Bolingbroke Society.
780 00 $t Faulkner studies $w (OCoLC)1568961

10

Is the Record for the Same Physical Format?

What to look for:

Description	MARC Tag
Fixed fields form coding	008, 006, and 007
General Material Designation (GMD)	245 $h
Physical description	300
Other physical format note	530
Reproduction note	533
Electronic access	856

11

Example

Cover:

VANITY FAIR

March 1999

Table of contents p. 24:

VANITY FAIR
March 1999 No 463

Masthead page:

Vanity Fair is published by The Condé Nast Publications, Inc. Condé Nast Building, 350 Madison Avenue, New York, New York 10017

12

Record 1

Type a	ELvl l	Srce d	GPub	Ctrl	Lang eng
BLvl s	**Form a**	Conf 0	Freq m	MRec	Ctry nyu
S/L 0	Orig	EntW	Regl r	Alph a	
Desc a	SrTp p	Cont	DtSt c	Dates 1914,9999	

010 -- $a 16012043//r912 $z sn83003978 $z sn82003420
040 -- $a BHP $c BHP
007 $a h $b b $d b $e d
022 0- $a 0733-8899
130 0- $a Vanity fair (New York, N.Y.)
222 -0 $a Vanity fair $b (New York, N.Y.)
245 10 $a Vanity fair **$h [microform].**
260 -- $a [New York : $b Vanity Fair Pub. Co., $c 1913-
300 -- $a v. : $b ill. ; $c 33-36 cm.
310 -- $a Monthly
362 0- $a [Vol. 1, no. 5 (Jan. 1914)]-

13

Record 1 (continued)

500 -- $a Imprint varies: New York, NY : Condé Nast Publications,
515 -- $a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-v. 45, no. 6.
533 -- $a Microfilm. $b Foster City, CA : $c Information Access Co., $e cartridges : negative ; 16 mm. $f (Magazine collection)
580 -- $a Absorbed by: Vogue, Mar. 1936; resumed publication Mar. 1983 with v. 46, no. 1.
580 -- $a Issued also in an Italian ed. (with different textual content) under title: Vanity fair Italia, June 1990-
710 2- $a Information Access Company.
775 1- $t Vanity fair Italia $w (DLC) 91648557 $w (OCoLC)23436101
780 00 $t Dress & vanity fair $w (OCoLC)8337438 $w (DLC)sf 83000003
785 14 $t Vogue $x 0042-8000 $g Mar. 1936-Feb. 1983 $w (DLC) 08036997 $w (OCoLC)1769261
830 -0 $a Magazine collection.

14

Record 2

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	**Form**		Conf	0	Freq	m	MRec		Ctry	nyu
S/L	0	Orig		EntW		Regl	r	Alph	a		
Desc	a	SrTp	p	Cont		**DtSt**	**c**	**Dates 1914,9999**			

010 -- $a 16012043 //r912 $z sn 83003978 $z sn 82003420
022 0- $a 0733-8899 $1
032 -- $a 697930 $b USPS
035 -- $a (OCoLC)8356733
040 -- $a ViU $c ViU …
042 -- $a nsdp $a lc
050 00 $a AP2 $b .V3
130 0- $a Vanity fair (New York, N.Y.)
210 0- $a Vanity fair $b (N. Y. N. Y.)
222 -0 $a Vanity fair $b (New York, N.Y.)
245 10 $a Vanity fair.

15

Record 2 (continued)

260 -- $a [New York : $b Vanity Fair Pub. Co., **$c 1913-**
300 -- $a v. : $b ill. ; $c 33-36 cm.
310 -- $a Monthly
362 0- $a [Vol. 1, no. 5 (Jan. 1914)]-

500 -- $a Imprint varies: N.Y., N.Y. : Condé Nast Publications
515 -- $a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-v. 45, no. 6.
515 -- $a Issues for Mar. 1983-July 1995 called v. 46, no. 1-v. 58, no. 7; for Aug. 1995- called no. 420-

16

Record 2 (continued)

580 -- $a Absorbed by: Vogue, Mar. 1936; resumed publication Mar. 1983 with v. 46, no. 1.

580 -- $a Issued also in an Italian ed. (with different textual content) under title: Vanity fair Italia, June 1990-

775 1- $t Vanity fair Italia $w (DLC) 91648557 $w (OCoLC)23436101

780 00 $t Dress & vanity fair $w (OCoLC)8337438 $w (DLC)sf 83000003

785 14 $t Vogue $x 0042-8000 $g Mar. 1936-Feb. 1983 $w (DLC) 08036997 $w (OCoLC)1769261

17

Do the Dates Fit?

What to look for:

Description	MARC Tag
Dates of coverage	**Fixed field dates (008)**
Publication dates	**260 $c**
Designation(s)	**362**
"Description based on" note	**500**
Other notes	**5XX**

18

Issue in Hand for March 1999:

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt c Dates 1914,9999
010 -- $a 16012043 //r912 $z sn 83003978 $z sn 82003420
022 0- $a 0733-8899 $1
032 -- $a 697930 $b USPS
035 -- $a (OCoLC)8356733
040 -- $a ViU $c ViU …
042 -- $a nsdp $a lc
050 00 $a AP2 $b .V3

130 0- $a Vanity fair (New York, N.Y.)
210 0- $a Vanity fair $b (N. Y. N. Y.)
222 -0 $a Vanity fair $b (New York, N.Y.)
245 10 $a Vanity fair.

19

Example (continued)

260 -- $a [New York : $b Vanity Fair Pub. Co., $c 1913-
300 -- $a v. : $b ill. ; $c 33-36 cm.
310 -- $a Monthly
362 0- $a [Vol. 1, no. 5 (Jan. 1914])-

500 -- $a Imprint varies: N.Y., N.Y. : Condé Nast Publications
515 -- $a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-
v. 45, no. 6.
515 -- $a Issues for Mar. 1983-July 1995 called v. 46, no. 1-v. 58,
no. 7; for Aug. 1995- called no. 420-

20

Example (continued)

580 -- $a Absorbed by: Vogue, Mar. 1936;
resumed publication Mar. 1983 with v. 46, no. 1.
580 -- $a Issued also in an Italian ed. (with different textual content) under title: Vanity fair Italia, June 1990-

775 1- $t Vanity fair Italia $w (DLC) 91648557
$w (OCoLC)23436101
780 00 $t Dress & vanity fair $w (OCoLC)8337438
$w (DLC)sf 83000003
785 14 $t Vogue $x 0042-8000 $g Mar. 1936-Feb. 1983
$w (DLC) 08036997 $w (OCoLC)1769261

21

Is the Record AACR2?

What to look for:

Description	**MARC Tag**
Fixed field: descriptive cataloging code (ISBD punctuation)	**008, Desc a (AACR2)**

22

Microform Record 1: (pre-AACR2)

Type	a	Elvl	I	Srce	d	Gpub		Ctrl	Lang eng
BLvl	s	Form	a	Conf	0	Freq	m	Mrec	Ctry nyu
S/L	**1**	Orig		EntW		Regl	r	Alph	
Desc		SrTp	p	Cont		DtSt	c	Dates 1876,9999	

245 00 $a Library journal.
247 10 $a American library journal $f v. 1
260 -- $a New York, [etc.] $b R.R. Bowker [etc.]
300 -- $a v. $b illus., maps, ports. $c 24-27 cm.
310 -- $a Semimonthly (monthly July and August), $b Jan. 1, 1920-
321 -- $a Monthly, $b Sept. 1876-Dec. 1919
362 0- $a v. 1- Sept. 1876-
533 -- $a Microfilm. $b Ann Arbor, Mich., $c Xerox University Microfilms, $d 1974- $e reels. 16 mm.

23

Microform Record 2: (AACR2)

Type	a	Elvl	I	Srce	d	GPub		Ctrl	Lang eng
BLvl	s	Form	a	Conf	0	Freq	u	Mrec	Ctry nyu
S/L	0	Orig		EntW		Regl	u	Alph	
Desc	**a**	SrTp	p	Cont		DtSt	c	Dates 1877,9999	

245 00 $a Library journal $h [microform] : $b LJ.
246 10 $a LJ
260 -- $a New York : $b F. Leypoldt, $c 1877-
300 -- $a v. : $b ill. ; $c 25 cm.
310 -- $a Semimonthly (monthly, July-Aug.), $b Jan. 1, 1920-
321 -- $a Monthly, $b Sept. 1877-Dec. 1919
362 0- $a Vol. 2, no. 1 (Sept. 1877)-
533 -- $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms. $e microfilm reels ; 35 mm.
780 00 $t American library journal $w (DLC)sn 89029466 $w (OCoLC)9552925

24

How Authoritative is the Record?

- CONSER authentication codes (042 field):

Specific agencies:

lc	**Library of Congress**
lcac	**LC Annotated Children's Cataloging Program**
nlc	**Library and Archives of Canada (formerly National Library of Canada)**
nsdp	**National Serials Data Program**
isds/c	**ISSN Canada**

Name heading status:

lcd	**Descriptive elements and name headings verified by a CONSER member**
msc	**Descriptive elements verified, but one or more headings not in the LC Name Authority File**

25

How Authoritative is the Record?

- CONSER authentication codes (042 field):

Other:

lccopycat	Library of Congress copy cataloging
premarc	Library of Congress recon record
x ...	Codes that begin with an "x" mean the title is not considered to be a serial or the institution has not treated it as a serial

26

How Authoritative is the Record?

What to look for:

LCCN (010 field):

Unprefixed — **LC (or CONSER after 2000)**

010 -- $a 2006223520

sn- prefix — **NSDP or other CONSER member (prior to 2000)**

010 -- $a sn82003420

c-- National Library of Canada

010 -- $a ce95700239

27

What Else?

What to look for:

Description	MARC Tag
Call numbers	050, 082, 090, etc.
Subject headings	6XX
Earlier and/or later titles	780 and/or 785
Related titles	Other 76X-78X linking fields

28

Example

Type	a	ELvl	8	Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	b	MRec		Ctry	nju
S/L	0	Orig		EntW		Regl	r	Alph			
Desc	a	SrTp	p	Cont		DtSt	c	Dates	1999,9999		

010 -- $a sn98001720
040 -- $a NSD $c NSD
012 -- $l 1
022 0- $a 1520-9202
037 -- $b IEEE Service Center, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331
042 -- $a msc
245 00 $a IT professional magazine.

29

Example (continued)

260 -- $a Piscataway, NJ : $b Institute of Electrical and Electronics Engineers, Inc.
263 -- $a 9901
310 -- $a Bimonthly
710 2- $a Institute of Electrical and Electronics Engineers.
936 -- $a PREPUB: publication expected: Jan. 1999

30

Pre-AACR2 Caveats

- **Truncated titles:**
  - On piece:
    - Annual report.
    - Quarterly statistics of the Finance Department.
- **Transcription:**
    - Report.
    - Statistics.
- **Initialisms:**

  245 00 $a GQ, Gentleman's quarterly.

31

More Pre-AACR2 Caveats

Use of the 247 for slight title variations:

245 00 $a Bulletin - Council on Library Resources.

247 01 $a Bulletin of the Council on Library Resources

500 -- $a Title varies slightly.

32

Latest Entry Records

- Description is based on latest issue
- Earlier title changes are included in 247 fields
- Earlier issuing bodies in 550 note
- New records created for mergers and splits

33

Latest Entry Record

Type	a	Elvl	Srce	d	GPub	Ctrl	Lang eng
Blvl	s	Form	Conf	0	Freq m	MRec	Ctry nyu
S/L	**1**	Orig	EntW		Regl n	Alph	
Desc		SrTp p	Cont		DtSt d	Dates 1926,1992	

010 -- $a 29015619//r643
022 -- $a 0004-4059
245 00 $a Arts magazine.
247 10 $a Art digest $f Nov. 1926-July 1954
247 10 $a Arts digest $f Aug. 1954-Sept. 1955
247 10 $a Arts $f Oct. 1955-May/June 1961
260 -- $a [New York, etc. $b Art Digest Inc.]
362 0- $a v. 1-66, no. 7; Nov. 1926-Mar 1992.

34

Summary

- When selecting copy, look for:
  - Physical format
  - AACR2 descriptive conventions
  - Successive entry cataloging
- In comparing records, look for:
  - ISSN
  - Title proper and dates
  - Publication information
  - CONSER-authenticated copy

35

Additional Slides (Related to OCLC)

36

Other: Parallel Language Record (OCLC)

Continuing Resources		**Rec Stat**	c	**Entered**	19950405	**Replaced**	20061016090155.9				
Type	a	**ELvl**	M	**Srce**	d	**GPub**		**Ctrl**		**Lang**	und
BLvl	s	**Form**		**Conf**	0	**Freq**	u	**MRec**		**Ctry**	nyu
S/L	0	**Orig**		**EntW**		**Regl**	u	**Alph**			
Desc		**SrTp**	p	**Cont**		**DtSt**	d	**Dates**	1971,1971		

040		NLGGC ‡e fobidrtb ‡b dut ‡c NLGGC
029	0_	NLGGC ‡b 11617286X
049		CLUM
245	00	Today's cinema : ‡b the paper of the entertainment industry.
246	3_	Kine weekly
260		New York, ‡c 1971.
300		dl. ‡c 4°
580		Uitgeg. met: Kine weekly.
787	18	‡t Kine weekly

37

Other: Institutional Records (OCLC)

14. Cruise magazine (Detroit, Mich.) Cruise magazine. Detroit, Mich. : T. Rome Enterprises v. : ill. ; 22 cm. [SERIAL] OCLC: 26700289 , Holdings: 5 , Other IRs: 1

WorldCat: Cruise magazine. MARC Help

OCLC 26700289 **No holdings in CLU - 5 other holdings; 1 other IR**

Continuing Resources		**Rec Stat**	c	**Entered**	19920930	**Replaced**	20040527012705.0				
Type	a	**ELvl**	I	**Srce**	d	**GPub**		**Ctrl**		**Lang**	eng
BLvl	s	**Form**									
S/L	0	**Orig**									
Desc	a	**SrTp**	p								

040		EEM ‡c EEM ‡d NSD ‡d
043		n-us-mi
090		HQ75 ‡b .C7
049		CLUM
130	0_	Cruise magazine (Detroit
245	10	Cruise magazine.
260		Detroit, Mich. : ‡b T. Ron
300		v. : ‡b ill. ; ‡c 22 cm.
362	0_	-v. 8, no. 29 (July 30, 198
500		Description based on: V.
650	_0	Gay men ‡z Michigan ‡z
650	_0	Lesbians ‡z Michigan ‡z
651	_0	Detroit (Mich.) ‡x Social l

OCLC 154355544 **No holdings in CLU - 5 other holdings; 1 other IR**

Continuing Resources		**Rec Stat**	c	**Entered**	19920930	**Replaced**	20070711170353.8				
Type	a	**ELvl**		**Srce**	d	**GPub**		**Ctrl**		**Lang**	eng
BLvl	s	**Form**		**Conf**	0	**Freq**	w	**MRec**		**Ctry**	miu
S/L	0	**Orig**		**EntW**		**Regl**	r	**Alph**			
Desc	a	**SrTp**	p	**Cont**		**DtSt**	d	**Dates**	198u,1986		

040		EEM ‡c BEU
035		(MiU)notisARP2263
035		(CStRLIN)MIUVARP2263-S
043		n-us-mi
079		ocm26700289
049		CLUM
130	0_	Cruise magazine (Detroit, Mich.)
245	00	Cruise magazine.
260		Detroit, Mich. : ‡b T. Rome Enterprises,
300		v. : ‡b ill. ; ‡c 22 cm.
362	0_	- v. 8, no. 29 (July 30, 1986).
500		Description based on: v. 6, no. 49 (Dec. 14, 1984); title from cover.
650	_0	Gay men ‡z Michigan ‡z Detroit ‡x Periodicals.
650	_0	Lesbians ‡z Michigan ‡x Detroit ‡x Periodicals.
651	_0	Detroit (Mich.) ‡x Social life and customs ‡x Periodicals.
780	00	‡t Cruise weekly ‡w (OCoLC) 31864392
785	00	‡t Entertainment cruise magazine ‡x 1086-2986 ‡w (OCoLC) 26700378

38

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FOR DOUBLE SIDED COPY

Session 5: Exercises

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided. The copy may not include all MARC tags.

Example 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311

```
Type   a    ELvl       Srce   d    GPub       Ctrl       Lang   eng
BLvl   s    Form       Conf   0    Freq   q   MRec       Ctry:  ncu
S/L    0    Orig       EntW:       Regl   x   Alph   a
Desc   a    SrTp   p   Cont:      DtSt   c   Dates  1977,9999
010  --  $a 97645992 $z sn86014420
040  --  $a NSD $c NSD $d NST $d IXA $d DLC
012  --  $i 9710 $l 1 $z d
022  0-  $a 0888-6121
042  --  $a nsdp $a lc
043  --  $a n-us-nc
050 00  $a GR110.N8 $b N49 $u <AFC>
082 1-  $a 390 $2 11
210  0-  $a Newsl. N.C. Folk. Soc.
222  -0  $a Newsletter of the North Carolina Folklore Society
245 00  $a Newsletter of the North Carolina Folklore Society.
260  --  $a Boone, NC : $b North Carolina Folklore Society, $c 1977-
300  --  $a v. ; $c 28 cm.
310  --  $a 3 or 4 no. a year, $b 1986-
321  --  $a Irregular, $b 1977-1985
362  0-  $a Vol. 1, no. 1 (5 Feb. 1977)-
500  --  $a Title from caption.
500  --  $a Latest issue consulted: Vol. 30, no. 3 (Sept. 2008).
515  --  $a Some issues do not have a numeric designation.
650  -0  $a Folklore $z North Carolina $v Periodicals.
610  20  $a North Carolina Folklore Society $v Periodicals.
651  -0  $a North Carolina $x Social life and customs $v Periodicals.
710  2-  $a North Carolina Folklore Society.
850  --  $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV
```

Circle one. The copy fits: Yes No

List your reasons:

Example 2

Cover:

Now Monthly!

February 2007
Vol. 20 No. 2

Conscious Choice

The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suiye 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.

Type a ELvl I Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry: ilu
S/L 0 Orig ■ EntW: Regl ■ Alph
Desc a SrTp p Cont: DtSt c Dates 19uu,9999
245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
310 -- $a Bimonthly
500 -- $a "Resources for responsible decision making."
500 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992) ; title from cover.
500 -- $a Latest issue consulted: Vol. 5, no. 6 (Nov./Dec. 1992).
650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Circle one. The copy fits**:** Yes No

List your reasons:

Example 3

Cover:

July 1998

Ebony

Table of contents page:

Ebony incorporating ***Black World Magazine*** (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry: ilu
S/L 0 Orig EntW: Regl r Alph a
Desc SrTp p Cont: DtSt c Dates 1945,9999
010 -- $a 52042074
022 0- $a 0012-9011
040 -- $a MnMULS $c MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042 -- $a nsdp $a lc
043 -- $an-us---
050 00 $aAP2$b.E165
210 0- $a Ebony
222 -0 $a Ebony
245 00 $a Ebony.
260 -- $a [Chicago, $b Johnson Pub. Co., etc.]
265 -- $a 820 South Michigan Ave., 60605 {265 obsolete; use 037}
300 -- $b ill., ports.$c35 cm.
350 -- $a $10.00 (U.S.) $a $11.00 (foreign) {350 obsolete; use 037}
362 0- $a v. 1- Nov. 1945-
515 -- $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650 -0 $a African Americans $v Periodicals.

Circle one. The copy fits**:** Yes No

List your reasons:

Example 4

Cover:

THE CEYLON
MEDICAL JOURNAL
Established 1887

Volume 43, No. 3, September 1998

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:

Published by
The Sri Lanka Medical Association
Colombo
Sri Lanka

```
Type   a    ELvl       Srce   d    GPub       Ctrl       Lang   eng
BLvl   s    Form       Conf   0    Freq   q   MRec       Ctry:  ce
S/L    0    Orig       EntW:       Regl   r   Alph
Desc        SrTp   p   Cont:       DtSt   c   Dates  1952,9999
010  --  $a sn 86012860
022  --  $a 0009-0875 $2 z
040  --  $a MnMULS $c MnMULS $d CU-UC $d RCS $ dAIP $d NST
042  --  $a nsdp
060  0   $aW1 CE945
210  0-  $a Ceylon med. j.
222  -0  $a Ceylon medical journal
245  00  $a Ceylon medical journal.
260  --  $a Colombo, $b Ceylon Medical Association.
362  0-  $a new series, v. 1- May 1952-
650  -0  $a Medicine $v Periodicals.
710  20  $a Ceylon Medical Association.  {2nd ind. obsolete}
780  02  $a British Medical Association. Ceylon Branch. $t Journal
```

Circle one. The copy fits: Yes No

List your reasons:

Example 5

Cover of the April 2008 print issue in hand:

Popular
Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular
Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370

A search produced two records. Which is the better choice for the bibliographic data above and why?

Record 1

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form a Conf 0 Freq u MRec Ctry: miu
S/L 0 Orig EntW: Regl u Alph a
Desc a SrTp Cont: DtSt c Dates 1950,9999
010 -- $a sf87090526
007 $a h $b d $c u $d a $e f $f b--- $g b $h a $i c $j a
022 -- $a 0161-7370
042 -- $a msc
050 00 $a Microfilm 06202 $u <MicRR>
130 0- $a Popular science (New York, N.Y.)
222 -0 $a Popular science $b (New York)
245 10 $a Popular science $h [microform].
246 13 $a Popular science monthly
260 -- $a [New York, N.Y. : $b Popular Science Pub. Co., $c 1950-
300 -- $a v. : $b ill. ; $c 24-29 cm.
310 -- $a Monthly
362 0- $a [Vol. 157, no. 1] (July 1950)-
533 -- $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms International. $e microfilm reels ; 35 mm.
650 -0 $a Science $v Periodicals.
650 -0 $a Technology $v Periodicals.
780 00 $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)sf 8790524 $w (OCoLC)7641313

Record 2

```
Type   a    ELvl       Srce   d    GPub       Ctrl          Lang   eng
BLvl   s    Form       Conf   0    Freq   m   MRec          Ctry:  nyu
S/L    0    Orig       EntW:       Regl   r   Alph   a
Desc   a    SrTp   p   Cont:       DtSt   c   Dates  1950,9999
010  --  $a 81640658 $z sc78000900 $z sn78004685
022  0-  $a 0161-7370
042  --  $a lc $a nsdp
050  00  $a AP2 $b .P8
082  --  $a 505
130  0-  $a Popular science (New York, N.Y.)
210  0-  $a Pop. sci. $b (N.Y. N.Y.)
222  - 0  $a Popular science $b (New York, N.Y.)
245  10  $a Popular science.
246  13  $a Popular science monthly
260  --  $a [New York, N.Y. : $b Popular Science Pub. Co., $c 1950-
265  --  $a Popular Science, Box 2871, Boulder, CO 80322  {265 obsolete; use
037}
300  --  $a v. : $b ill. ; $c 24-29 cm.
310  --  $a Monthly
362  0-  $a [Vol. 157, no. 1] (July 1950)-
500  --  $a Title from cover.
500  --  $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530  --  $a Available also in microform.
650  -0  $a Science $v Periodicals.
650  -0  $a Technology $v Periodicals.
650  -2  $a Science $v periodicals.
650  -2  $a Technology $v periodicals.
780  00  $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)
01008317 $w (OCoLC)4179801
936  --  $a Vol. 228, no. 3 (Mar. 1986) LIC
```

Which record best fits the piece in hand? Record 1 Record 2

Example 6

Cover:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April ’99

Table of contents:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 1999 Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

A search produced two records. Which is the better choice for the bibliographic data above and why?

Record 1

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq w MRec Ctry: pau
S/L 0 Orig e EntW: Regl r Alph
Desc a SrTp n Cont: DtSt d Dates 1821,1830
010 -- $a sn83025932 $z sn84026131
042 -- $a lcd $a msc
043 -- $a n-us-pa
090 -- $a AP2 $b .S2
130 0- $a Saturday evening post (Philadelphia, Pa. : 1821)
245 14 $a The Saturday evening post.
246 13 $a Evening post
260 -- $a Philadelphia [Pa.] : $b Atkinson & Alexander, $c -1830.
300 -- $a v.
310 -- $a Weekly
362 1- $a Began Aug. 4, 1821.
362 0- $a -v. 9, whole no. 491 (Dec. 25, 1830).
500 -- $a Description based on: Vol. 1, no. 3 (Aug. 18, 1821).
500 -- $a Publishers: Atkinson & Alexander, Aug. 18, 1821-Feb. 23, 1828; Samuel Coate Atkinson, Mar. 1, 1828-1830.
525 -- $a Supplements accompany some issues and are called: Saturday evening post - Extra.
530 -- $a Available on microfilm from UMI, as part of the American Periodical series, 1800-1850.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
700 1- $a Atkinson, Samuel Coate.
752 -- $a United States $b Pennsylvania $c Philadelphia $d Philadelphia.
785 00 $t Atkinson's Saturday evening post (Philadelphia, Pa. : 1831) $w (DLC)sn 84026168 $w (OCoLC)7335088

Record 2

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry: inu
S/L 0 Orig EntW: Regl r Alph a
Desc a SrTp p Cont: DtSt c Dates 1839,9999
010 -- $a 55019956//r84
022 0- $a 0048-9239
042 -- $a lc $a nsdp
050 00 $a AP2 $b .S2
130 0- $a Saturday evening post (Philadelphia, Pa. : 1839)
210 0- $a Saturday evening post $b (1839)
222 - 4 $a The Saturday evening post $b (1839)
245 14 $a The Saturday evening post.
246 10 $a United States Saturday post
260 -- $a Philadelphia : $b G. Graham, $c 1839-
265 -- $a Benjamin Franklin Literary & Medical Society, 1100 Waterway {265 obsolete; use 037}
Blvd., P.O. Box 567, Indianapolis, IN 46202
300 -- $a v. : $b ill. ; $c 27-79 cm.
310 -- $a Bimonthly, $b <Nov./Dec. 1991->
321 -- $a Frequency varies, $b 1839-<July/Aug. 1980>
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-
500 -- $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. :
Saturday Evening Post Society, 1971-
500 -- $a Some numbers around 1842-1843 have title: United States Saturday post.
500 -- $a Title from caption.
515 -- $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.
515 -- $a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan. 29,1898 issue.
515 -- $a Suspended publication Feb. 9, 1969-spring 1971.
515 -- $a Issues for summer and autumn 1971 unnumbered but constitute v. 243, no. 1-2.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
752 -- $a United States $b Pennsylvania $c Philadelphia $d Philadelphia
780 00 $t Atkinson's evening post and Philadelphia Saturday news $w (OCoLC)10312674 $w (DLC)sn 84026167
780 05 $t Country gentleman $x 0147-4928 $w (DLC) 77649610 $w (OCoLC)3175159
936 -- $a v. 263, no. 7

Which record best fits the piece in hand? Record 1 Record 2

Example 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Title page:

The Smart Museum of Art Bulletin
2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:

Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred Smart Museum of Art, The University of Chicago, 5570 South Greenwood Avenue, Chicago, Illinois, 60637.

ISSN: 1099-2413

Does the following record match the bibliographic data above?

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry: ilu
S/L 0 Orig ■ EntW: Regl ■ Alph a
Desc a SrTp Cont: DtSt c Dates 1996,9999
010 -- $a sn98002137
040 -- $a NSD $c NSD
022 0- $a 1099-2413 $2 1
037 -- $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 -- $a nsdp $a lcd
082 10 $a 708 $2 12
210 0- $aSmart Museum Art bull.
222 -4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 -- $a Chicago, Ill. : $b David and Alfred Smart Museum of Art, University of Chicago
310 -- $a Annual
362 1- $a Began with Volume 7 (1995/1996).
500 -- $a Description based on: Vol. 7 (1995/1996); title from t.p.
500 -- $a Latest issue consulted: Volume 8 (1996/1997).
710 2- $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233

Circle one. The copy fits**:** Yes No

List your reasons:

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FOR DOUBLE SIDED COPY

Session 6: Working with Copy: What to Edit?

- Which edits are critical?
- Which edits are needed for access?
- Which edits are needed for serials control?
- How do I edit a pre-AACR2 record?
- How do I edit an AACR2 record?
- What doesn't need to be changed?

1

Criteria for Editing Copy

- Local decision
- Report the desired change to your utility?
- Added value for end users and processing staff
- Other fields may need editing:
  - Input standards for local system and utility
  - Deriving reports from your system

2

Keep in Mind …

- Do not edit records to conform to new standard
- Do not delete data unless incorrect
- Maintain changes that affect access to the record
- Records may contain a mix of old and new practices (as always)
- Watch out for consolidation of CONSER records

3

Categories of Maintenance

- ISSN
- Cessations
- Access points:
  - Variant titles
  - Issuing bodies
  - Series
- Place of publication/publisher
- Numbering
- Frequency
- Other versions available
- Pre-AACR2 maintenance

4

ISSN (022 Field)

022 0- $a 0363-0277 $y 0000-0027
$y 0363-00277 $2 1

$a = valid ISSN
$y = incorrect ISSN
$z = canceled ISSN
$2 = ISSN Center

5

Cessations: Last Issue in Hand (CSR)

Final issue: Vol. 14, no. 2 fall 2002

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	▪	Freq	▪	MRec		Ctry	nyu
S/L	0	Orig		EntW		Regl	▪	Alph			
Desc	a	SrTp	p	Cont		DtSt	c	Dates	1988,9999		

245 00 $a …
260 -- $a Minneapolis, MN : $b FairVote Minnesota
362 1- $a Began with v. 1, no. 1 (Apr. 1988).
500 -- $a Description based on: Vol. 1, no. 1 (Apr. 1988);
title from caption.
500 -- $a Latest issue consulted: Vol. 1, no. 1 (Apr. 1988).

6

Cessations: Last Issue in Hand (CSR)

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ▪ Freq ▪ MRec Ctry nyu
S/L 0 Orig EntW Regl ▪ Alph
Desc a SrTp p Cont DtSt **d** Dates 1988,**2002**

245 00 $a …
260 -- $a Minneapolis, MN : $b FairVote Minnesota
362 1- $a Began with v. 1, no. 1 (Apr. 1988); **ceased with v. 14, no. 2 (fall 2002).**
500 -- $a Description based on: Vol. 1, no. 1 (Apr. 1988); title from caption.
500 -- $a Latest issue consulted: Vol. 14, no. 2 (fall 2002).

7

Cessations: Last Issue in Hand (AACR2)

Final issue: Volume 3, no. 2 April-May 1990

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt c Dates 1988,9999

245 00 $a …
260 -- $a New York, N.Y. : $b Family Media, Inc., $c 1988-
300 -- $a v. : $b ill. ; $c 19 cm.
310 -- $a Bimonthly
362 0- $a Vol. 1, no. 1 (Apr. 1988)-

8

Cessations: Option 1

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont **DtSt d** **Dates 1988,1990**

245 00 $a …
260 -- $a New York, N.Y. : $b Family Media, Inc.,
$c 1988-**[1990]**
300 -- $a 3 v. : $b ill. ; $c 19 cm.
310 -- $a Bimonthly
362 0- $a Vol. 1, no. 1 (Apr. 1988)-**v. 3, no. 2 (Apr./May 1990).**

9

Cessations: Option 2

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont **DtSt d** Dates 1988,**1990**

245 00 $a …
260 -- $a New York, N.Y. : $b Family Media, Inc., $c 1988-
300 -- $a v. : $b ill. ; $c 19 cm.
362 0- $a Vol. 1, no. 1 (Apr. 1988)-
362 1- $a Ceased with v. 3, no. 2 (Apr./May 1990).
500 -- $a Latest issue consulted: Vol. 3, no. 2 (Apr./May 1990).

10

Cessations: Related Records

Linking entries:

Record for later title found in OCLC:
110 2- $a ABC (Firm)
245 10 $a Biennial report of finances.
362 0- $a 1986-1996.
780 00 $a ABC (Firm). $t **Annual report of finances**

Record for earlier title in your local system:
110 2- $a ABC (Firm)
245 10 $a **Report of finances**.
362 0- $a -1985.

11

Cessations: Related Records

Choices:

1. Edit the incoming record to fit:

110 2- $a ABC (Firm)
245 10 $a Biennial report of finances.
362 0- $a 1986-1996.
780 00 $a ABC (Firm). $t **Report of finances**

2. Recatalog the title already in OPAC:

110 2- $a ABC (Firm)
245 10 $a **Annual report of finances.**
362 0- $a -1985.
785 00 $a ABC (Firm). $t Biennial report of finances

12

Variant Titles

- Variant titles

  245 10 $a Annual report
  246 13 $a **NAVISTAR annual report $f 1990-**

- "Minor" variations in title proper

  245 00 $a Openhouse
  246 1- $i **Issues for 2006- have title: $a Open house**

13

Variant Titles

- Parallel titles (CSR):

  245 00 $a Groundwater series
  246 11 $a Grondwaterreeks
  500 -- $a Order of titles varies with language of text.

  245 00 $a Electric power in Canada.
  246 1- $i Issues for 1969- have also French title:
  $a Energie électrique au Canada

14

Variant Titles

- Fluctuating titles:

245 00 $a Knitting times.
246 1- $i Some vols., 1980- have title:
$a Knitting times newsweekly
246 1- $i One issue each month, Mar. 24, 1980-
has title: $a Apparel world

245 10 $a TIMS/ORSA bulletin.
246 1- $i Alternating issues called: $a ORSA/TIMS
bulletin

15

Issuing Bodies

Record before change:

245 04 $a The week in Europe.
260 -- $a New York, NY : $b Commission of the
European Communities
362 1- $a Began in 1986?
710 2- $a Commission of the European Communities.

Change: In volumes issued from Mar. 1994 on, the issuing body appears in this publication as: European Commission.

Checking the authority file, the cataloger finds the authority record with the heading: European Commission.

16

Issuing Bodies

245 04 $a The week in Europe.
260 -- $a New York, NY : $b Commission of the European Communities
362 1- $a Began in 1986?

550 -- $a Vols. for Mar. 1994- issued by the European Commission.
710 2- $a Commission of the European Communities.
710 2- $a European Commission.

17

Series

245 00 $a Cool stars, stellar systems and the sun.
260 -- $a [Cambridge, Mass.] : $b Smithsonian Astrophysical Observatory
310 -- $a Biennial
362 1- $a Began with Jan. 31, 1980.

490 1- $a 1980-1981: SAO special report
490 1- $a 1983-1987: Lecture notes in physics
490 1- $a 1989- : Astronomical Society of the Pacific conference series

830 -0 $a SAO special report.
830 -0 $a Lecture notes in physics.
830 -0 $a Astronomical Society of the Pacific conference series.

18

Place/Publisher

Country of publication: mdu

245 00 $a Camera obscura.
260 -- $a Berkeley, Calif. : $b Camera Obscura Collective

362 1- $a Began in 1976.

500 -- $a Published: Baltimore, MD : Johns Hopkins University Press, <May 1990->

The last issue of Camera obscura published in MD was: Sept. 1991.

Beginning Jan. 1992, it was published in Bloomington, IN by Indiana University Press.

19

Place/Publisher

Country of publication: inu

245 00 $a Camera obscura.
260 -- $a Berkeley, Calif. : $b Camera Obscura Collective
362 1- $a Began in 1976.
500 -- $a Published: Baltimore, MD : Johns Hopkins University Press, <May 1990>-Sept. 1991; Bloomington, IN : Indiana University Press, Jan. 1992-

20

Numbering (362 field)

CONSER STANDARD RECORD

362 1-	Add/Convert to an unformatted note; OR
362 0-	(If issue in hand) Add to existing formatted note; AND/OR
515 --	Create a numbering peculiarities note

AACR2 (Non-CSR) RECORD

362 0-	(If issue in hand) Add to existing formatted note; OR
515 --	Create a numbering peculiarities note

21

Numbering (362 field): CSR

362 1- $a Began with Volume 1. Original numbering ceased with v. 110. Issues for 1997- not numbered.

♦

362 1- $a Began with v. 1 (1920); original numbering ceased with v. 25 (1945); numbering started over with new series, v. 1 (1946).

♦

362 1- $a Began with 1985; original numbering ceased with 1995. Numbering started over with v. 1 (1996).
515 -- $a Issues for May 1998- called issue no. 3-

22

Numbering (362 field)

362 0- $a Vol. 1-v.110 ; 1997-

362 0- $a Vol. 1 (1920)-v. 25 (1945) ; new ser., v. 1 (1946)-

362 0- $a 1985-1995 ; v. 1 (1996)-

515 -- $a Issues for May 1998- called issue no. 3-

23

Frequency

310 -- $a Weekly, $b Mar. 2007-

321 -- $a Biweekly, $b 1989-Feb. 2007

Retag existing frequency note from 310 to 321

Move re-tagged note to position as last 321 note
- -- Enter current frequency in 310 field, with $b to show dates
- -- Add subfield $b to both 310 & 321 to show dates.

24

Frequency (continued)

Fixed field:

Freq w	OR	Freq ■
Regl r		Regl ■

310 -- $a Weekly, $b Mar. 2007-
321 -- $a Biweekly, $b 1989-Feb. 2007

25

Frequency: What Are the Options?

Bibliographic record has:

Fixed field Frequency: ■
Fixed field Regularity: ■

310 -- $a Semiannual
362 1- $a Began in 1990.

Publication history:

Semiannual through Dec. 1996.
Quarterly, Jan. 1997 to Dec. 1999.
Monthly, Jan. 2000 to June 2001.
Bimonthly, July/Aug. 2001 to Nov./Dec. 2002.
Issued annually since 2003.

26

Frequency: CSR

Fixed field Frequency: ■
Fixed field Regularity: ■

310 -- $a Annual, $b 2003-
321 -- $a Semiannual, $b 1990-1996
321 -- $a Quarterly, $b1997-1999
321 -- $a Monthly, $b 2000-June 2001
321 -- $a Bimonthly, $b July/Aug. 2001 Nov./Dec. 2002

27

Other Version Available

Prefer:

776 08 $i Issued also on CD-ROM: $t APIS
$w (DLC) 00235631 $w (OCoLC)45040072

Use as appropriate:

530 -- $a Issued also on CD-ROM.

28

Editing Pre-AACR2 Records

Type	a	ELvl		Srce	d	GPub	i	Ctrl		Lang	eng
BLvl	s	Form		Conf	0	Freq	f	MRec		Ctry	et
S/L	0	Orig		EntW		Regl	r	Alph			
Desc		SrTp		Cont		DtSt	d	Dates	1961,**1976**		

245 00 $a Economic bulletin for Africa.
260 -- $a [Addis Ababa, etc.] $b United Nations.
300 -- $a **12** v. $b ill. $c 28 cm.
362 0- $a v. 1-**12, no. 1**; Jan. 1961-**1976.**
785 00 $t African economic and social review
$w (DLC) 97982101 $w (OCoLC)38051678

29

Editing Pre-AACR2 Records

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	0	Freq	m	MRec		Ctry	dcu
S/L	0	Orig		EntW		Regl	r	Alph			
Desc		SrTp		Cont		DtSt	d	Dates	1916,1974		

245 00 $a Journal of experimental psychology.
260 -- $a Washington, $b American Psychological Association.
300 -- $a 103 v. $b ill. $c 28 cm.
362 0- $a v. 1-103, no. 6; Feb. 1916-Dec. 1974.
500 -- $a Imprint varies: Princeton, N.J., Psychological Review Co., 1916-1926.

30

Do Not Edit:

- ”Minor” changes in place of publication that do not affect the 008 fixed field coding for Country of Publication; e.g., changes in city, but not state or country of publication
- Numerous numbering peculiarities (515 fields)
- Variations in subtitle or other title information

31

Summary

- Compare the issues in hand with copy selected to determine whether changes have occurred
- Limit editing to:
  - **Critical edits (major changes, etc.)**
  - **Fields that affect access**
  - **Fields that affect serials control**
- When possible, edit pre-AACR2 records in the style of the record

32

Session 6: Exercises

Part A

Compare the bibliographic information to data on the issues received. Modify copy following the CONSER Standard Record guidelines.

Part B*

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided and indicate any editing necessary. The copy may not include all MARC tags.

Part C

Edit the copy provided to indicate cessations based on the information provided.

Part A.

Instructions: Below and on the left are segments from existing catalog records cataloged according to the CONSER Standard Record guidelines. On the right-hand side are the issues received by your library. How would you modify the existing catalog record following the CONSER Standard Record guidelines?

1. Exercise 1

In bibliographic record	On issue
FF: Freq ■ Regl ■ DtSt c Dates 1970, 9999 362 1- $a Began with August/September 1970. 500 -- $a Description based on: Aug./Sept. 1970; title from t.p. 500 -- $a Latest issue consulted: Aug./Sept. 1970.	In issue: March 2003 Preface: All good things must come to an end; this issue marks the end of an era for us. Thanks to all of you, our loyal readers.

2. Exercise 2

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt c Dates 1995, 9999 362 1- $a Began with Volume 1, Number 1 (January 1995). 500 -- $a Description based on: Volume 1, Number 1 (January 1995); title from title page. 500 -- $a Latest issue consulted: Volume 1, Number 1 (January 1995).	Volume 11, no. 12 December 2006 January 2007 February 2007 March 2007 [no numbering found on issues after Dec. 2006]

3. Exercise 3

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt c Dates 1998, 9999 310 -- $a Bimonthly 362 1- $a Began with May/June 1998. 500 -- $a Description based on: May/June 1998; title from cover. 500 -- $a Latest issue consulted: May/June 1998.	In issue: November/December 1999 Masthead: Published bimonthly by… In issue: January 2000 Masthead: Published monthly by … In issue: August 2006 Masthead: Published monthly by …

4. Exercise 4

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt c Dates 1943, 9999 362 1- $a Began in 1943. 500 -- $a Description based on: Vol. 2, no. 1 (July 1944); title from cover. 500 -- $a Latest issue consulted: Vol. 2, no. 1 (July 1944)	Vol. 10 No. 12 June 1952 Number 1 July 1953 Number 108 March 2008

5. Exercise

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt d Dates 1999, 2007 362 1- $a Began with no. 38 (winter 1999). 500 -- $a Description based on: No. 40 (summer 1999); title from cover. 500 -- $a Latest issue consulted: No. 69 (fall 2006).	Library received issue no. 70 winter 2007. Library claimed issues for spring, summer, and fall 2007. Message from publisher: … ended in 2007. We are no longer publishing this journal.

Part B

Example 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311

```
Type   a    ELvl      Srce   d   GPub      Ctrl      Lang  eng
BLvl   s    Form      Conf   0   Freq   q  MRec      Ctry  ncu
S/L    0    Orig      EntW       Regl   x  Alph   a
Desc   a    SrTp   p  Cont       DtSt   c  Dates  1977,9999
010  --  $a 97645992 $z sn86014420
040  --  $a NSD $c NSD $d NST $d IXA $d DLC
012  --  $i 9710 $l 1 $z d
022  0-  $a 0888-6121 $2 1
042  --  $a nsdp $a lc
043  --  $a n-us-nc
050  00  $a GR110.N8 $b N49 $u <AFC>
082  1-  $a 390 $2 11
210  0-  $a Newsl. N.C. Folk. Soc.
222  -0  $a Newsletter of the North Carolina Folklore Society
245  00  $a Newsletter of the North Carolina Folklore Society.
260  --  $a Boone, NC : $b North Carolina Folklore Society, $c 1977-
300  --  $a v. ; $c 28 cm.
310  --  $a 3 or 4 no. a year, $b 1986-
321  --  $a Irregular, $b 1977-1985
362  0-  $a Vol. 1, no. 1 (5 Feb. 1977)-
500  --  $a Title from caption.
500  --  $a Latest issue consulted: Vol. 30, no. 3 (Sept. 2008).
515  --  $a Some issues do not have a numeric designation.
650  -0  $a Folklore $z North Carolina $v Periodicals.
610  20  $a North Carolina Folklore Society $v Periodicals.
651  -0  $a North Carolina $x Social life and customs $v Periodicals.
710  2-  $a North Carolina Folklore Society.
850  --  $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV
```

Indicate which field(s) would need editing and which fields you would add to the record above.

Example 2

Cover:

Now Monthly!

February 2007
Vol. 20 No. 2

Conscious Choice

The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suiye 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.

Type a ELvl I Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry ilu
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp p Cont DtSt c Dates 1992,9999
245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
310 -- $a Bimonthly
500 -- $a "Resources for responsible decision making."
500 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992) ; title from cover.
500 -- $a Latest issue consulted: Vol. 5, no. 6 (Nov./Dec. 1992).
650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.

Example 3

Cover:

July 1998

Ebony

Table of contents page:

Ebony incorporating ***Black World Magazine*** (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry ilu
S/L 0 Orig EntW Regl r Alph a
Desc SrTp p Cont DtSt c Dates 1945,9999
010 -- $a 52042074
022 0- $a 0012-9011 $2 1
040 -- $a MnMULS $c MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042 -- $a nsdp $a lc
043 -- $a n-us---
050 00 $a AP2$b.E165
210 0- $a Ebony
222 -0 $a Ebony
245 00 $a Ebony.
260 -- $a [Chicago, $b Johnson Pub. Co., etc.]
265 -- $a 820 South Michigan Ave., 60605
300 -- $b ill., ports.$c35 cm.
350 -- $a $10.00 (U.S.) $a $11.00 (foreign)
362 0- $a v. 1- Nov. 1945-
515 -- $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650 -0 $a African Americans $v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.

Example 4

Cover:

THE CEYLON MEDICAL JOURNAL

Established 1887

Volume 43, No. 3, September 1998

Contents

{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:

Published by
The Sri Lanka Medical Association
Colombo
Sri Lanka

```
Type   a    ELvl      Srce   d    GPub      Ctrl      Lang   eng
BLvl   s    Form      Conf   0    Freq   q    MRec      Ctry   ce
S/L    0    Orig      EntW       Regl   r    Alph
Desc        SrTp   p   Cont       DtSt   c    Dates  1952,9999
010  --  $a sn 86012860
022  --  $a 0009-0875 $2 z
040  --  $a MnMULS $c MnMULS $d CU-UC $d RCS $ dAIP $d NST
042  --  $a nsdp
060  0-  $aW1 CE945
210  0-  $a Ceylon med. j.
222  -0  $a Ceylon medical journal
245  00  $a Ceylon medical journal.
260  --  $a Colombo, $b Ceylon Medical Association.
362  0-  $a new series, v. 1- May 1952-
650  -0  $a Medicine $v Periodicals.
710  20  $a Ceylon Medical Association.
780  02  $a British Medical Association. Ceylon Branch. $t Journal
```

Indicate which field(s) would need editing and which fields you would add to the record above.

Example 5

Cover of the April 2008 print issue in hand:

Popular
Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular
Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370

Record 2

```
Type   a    ELvl      Srce   d    GPub      Ctrl         Lang   eng
BLvl   s    Form      Conf   0    Freq   m  MRec         Ctry   nyu
S/L    0    Orig      EntW      Regl   r  Alph   a
Desc   a    SrTp   p  Cont      DtSt   c  Dates  1950,9999
010  --  $a 81640658 $z sc78000900 $z sn78004685
022  0-  $a 0161-7370 $2 1
042  --  $a lc $a nsdp
050  00  $a AP2 $b .P8
082  --  $a 505
130  0-  $a Popular science (New York, N.Y.)
210  0-  $a Pop. sci. $b (N.Y.N.Y.)
222  -0  $a Popular science $b (New York, N.Y.)
245  10  $a Popular science.
246  13  $a Popular science monthly
260  --  $a [New York, N.Y. : $b Popular Science Pub. Co., $c 1950-
265  --  $a Popular Science, Box 2871, Boulder, CO 80322
300  --  $a v. : $b ill. ; $c 24-29 cm.
310  --  $a Monthly
362  0-  $a [Vol. 157, no. 1] (July 1950)-
500  --  $a Title from cover.
500  --  $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530  --  $a Available also in microform.
650  -0  $a Science $v Periodicals.
650  -0  $a Technology $v Periodicals.
650  -2  $a Science $v periodicals.
650  -2  $a Technology $v periodicals.
780  00  $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)
01008317 $w (OCoLC)4179801
936  --  $a Vol. 228, no. 3 (Mar. 1986) LIC
```

Indicate which field(s) would need editing and which fields you would add to the record above.

Example 6

Cover:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April '03

Table of contents:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 2003 Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

Example 6

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry inu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt c Dates 1839,9999
010 -- $a 55019956//r84
022 0- $a 0048-9239 $2 1
042 -- $a lc $a nsdp
050 00 $a AP2 $b .S2
082 0- $a 051 $2 19
130 0- $a Saturday evening post (Philadelphia, Pa. : 1839)
210 0- $a Saturday evening post $b (1839)
222 -4 $a The Saturday evening post $b (1839)
245 14 $a The Saturday evening post.
246 10 $a United States Saturday post
260 -- $a Philadelphia : $b G. Graham, $c 1839-
265 -- $a Benjamin Franklin Literary & Medical Society, 1100 Waterway Blvd., P.O. Box 567, Indianapolis, IN 46202
300 -- $a v. : $b ill. ; $c 27-79 cm.
310 -- $a Bimonthly, $b <Nov./Dec. 1991->
321 -- $a Frequency varies, $b 1839-<July/Aug. 1980>
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-
500 -- $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. : Saturday Evening Post Society, 1971-
500 -- $a Some numbers around 1842-1843 have title: United States Saturday post.
500 -- $a Title from caption.
515 -- $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.
515 -- $a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan. 29, 1898 issue.
515 -- $a Suspended publication Feb. 9, 1969-spring 1971.
515 -- $a Issues for summer and autumn 1971 unnumbered but constitute v. 243, no. 1-2.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
752 -- $a United States $b Pennsylvania $c Philadelphia $d Philadelphia
780 00 $t Atkinson's evening post and Philadelphia Saturday news $w (OCoLC)10312674 $w (DLC)sn 84026167
780 05 $t Country gentleman $x 0147-4928 $w (DLC) 77649610 $w (OCoLC)3175159
936 -- $a v. 263, no. 7

Indicate which field(s) would need editing in the record above.

Example 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Page [1]:

The Smart Museum of Art Bulletin
2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:

Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred Smart Museum of Art, The University of Chicago, 5570 South Greenwood Avenue, Chicago, Illinois, 60637.

ISSN: 1099-2413

Type a ELvl 7 Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq a MRec Ctry ilu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp Cont DtSt c Dates 1996,9999
010 -- $a sn98002137
040 -- $a NSD $c NSD
022 0- $a 1099-2413 $2 1
037 -- $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 -- $a nsdp $a lcd
082 10 $a 708 $2 12
210 0- $a Smart Museum Art bull.
222 -4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 -- $a Chicago, Ill. : $b The Museum, University of Chicago, $c c1997-
300 -- $a v.
310 -- $a Annual
362 0- $a Vol. 7 (1995-1996)-
710 2- $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233
936 -- $a vol. 8 (1996-1997) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.

Part C

Edit the copy provided to indicate cessations based on the information provided.

Example 1:

It is known from an external source (vendor, publisher, etc.) that the title ceased publication in 1986. Volume and issue numbering are not known and the last issue in hand was published in 1985.

```
Type   a    ELvl   I    Srce   d    GPub       Ctrl          Lang   eng
BLvl   s    Form        Conf   0    Freq   f   MRec          Ctry   ie
S/L    0    Orig        EntW        Regl   r   Alph   a
Desc   a    SrTp   p    Cont        DtSt   c   Dates  1969,9999
040  --  $a YUS $c YUS $d NYG $d HUL
022  --  $a 0047-1437
043  --  $a e-ie---
090  --  $a CS2410 $b .I73
092  --  $a 929.109415 $b I68
245  04  $a The Irish ancestor.
260  --  $a [Dublin : $b s.n., $c 1969-
300  --  $a v. : $b ill. ; $c 24 cm.
310  --  $a Semiannual
362  0-  $a Vol. 1, no. 1 (1969)-
500  --  $a Title from cover.
525  --  $a Some numbers accompanied by supplements.
651  -0  $a Ireland $x Genealogy $v Periodicals.
```

Example 2:

You have issue number 3 published in 1986 in hand and the publisher has informed you that this is the last issue.

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq a MRec Ctry xxu
S/L 0 Orig EntW Regl r Alph a
Desc SrTp Cont DtSt c Dates 1977,9999
010 -- sc80001467
040 -- $a COO $c COO $d HUL $d DLC $d NSD $d OCL $d NST $d HUL $d NST
022 0- $a 0278-3614 $2 1
041 0- $a eng $a fre
042 -- $a lc $a nsdp
043 -- $a e-fr---
090 -- $a JV1801 $b .F87
210 0- $a Fr. colon. stud.
222 -0 $a French colonial studies
245 00 $a French colonial studies.
246 11 $a Etudes coloniales françaises $f spring 1977
260 -- $a [s.l.] $b French Colonial Historical Society, $c 1977-
300 -- $a no. $c 22 cm.
310 -- $a Annual
362 0- $a no. 1-
500 -- $a Spring 1977 issue has title also in French: Etudes coloniales françaises.
546 -- $a English or French.
710 2- $a French Colonial Historical Society.
936 -- $a 1978

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Session 7: When Do I Need a New Record?

- What constitutes a major title change?
- What other situations require a new record?
- How do I close out a record for a serial that has ceased?
- How do I link records?

1

Decision Process: Determining Major Changes

- AACR2/LCRI:
  - 21.2C (Serial title changes)
  - 21.3B (Responsible body changes for serials)
- CONSER Cataloging Manual, Module 16
- Publisher really intend to change the title?
- Look at all the issues in hand
- Check in OCLC

2

Major and Minor Changes

AACR2 uses the concepts of “major change” and “minor change” as follows:

- A major change is a change that requires a new record
- A minor change does not require a new record and can be noted in the record when important

3

Major and Minor Changes

- Major changes include:
  - Major changes in title
  - Changes of corporate body in main entry (as 110 heading or 130 qualifier)
  - Edition statement (in some cases)
  - Physical medium
- Minor changes include:
  - Minor title changes
  - Numbering
  - Edition statement (in some cases)
  - Changes other than corporate body to uniform title qualifiers

4

Changes in Title Proper

5

A Few Considerations

- Consider only the title proper ($a, $n, $p)
  - Changes to other title information do not matter!
- When considering whether a title has changed, always test it against the title proper (recorded in field 245)
  - ***Not*** against the latest variant in 246!

6

Major Title Changes

= Changes that occur in the first five words (or six when initial article) AACR2 21.2C2., a.

(Note: there are many new exceptions to this rule)

The vocational guidance quarterly → Career development quarterly

Iowa historical record → Iowa journal of history

Chemical engineering and mining review → Mining & chemical engineering review

Major Title Changes

= Changes that occur after the first five words that change the meaning of the title or the scope of the serial (AACR2 21.2C2., a.)

The best bed & breakfast in the world → The best bed and breakfast in England, Scotland, & Wales

World meetings. Social & behavioral sciences, education & management →
World meetings. Social & behavioral sciences, human services & management

8

Major Title Changes

= The name of the corporate body given in the title changes (AACR2 21.2C2., a.) i.e., the change would require a new heading

Reports of the Institute of **High Speed Mechanics**, Tohoku University

↓

Reports of the Institute of **Fluid Science,** Tohoku University

9

Minor Title Changes

- AACR2 21.2C2,b. (CCM 16.2.4) lists 9 categories of minor changes
- Most of these are exceptions to the first major change rule (changes in the 1st five words)

10

Minor Title Changes

Includes 9 provisions:

- Category i. Representation of a word
- Category ii. Articles, prepositions, conjunctions
- Category iii. Name of corporate body
- Category iv. Punctuation
- Category v. Order of titles (parallel titles)
- Category vi. Words linking to numbering
- Category vii. Fluctuating titles
- Category viii. Words in a list
- Category ix. Words that denote type of resource

11

Minor Title Changes: Category i

Changes in the representation of a word or words

- Includes case, plural vs. singular, spelled out vs. abbreviated form., compound vs. separate words, etc.
- Now also includes acronyms and initialisms vs. full form

12

Examples of Category i

Openhouse → Open house

Africa news → African news

Fishery report → Fisheries report

Saint Paul report → St. Paul report

Los Angeles woman → LA woman

ADC electronic news → ADC e-news

13

Minor Title Changes: Category iii

- Name of *same* corporate body in the title is:
  - Added, dropped or moved
  - Or parts of the hierarchy are added/dropped
  - Or the form of the name is changed (e.g., from full to abbreviated form)
- Also included:
  - Names of officials
  - Recipients of reports

14

Examples of Category iii

1. London → Bantam's London
2. ONS newsletter → Newsletter
3. Amalgamated Engineering Union monthly → AEU monthly
4. Department of Forestry annual report → Forestry Department annual report
5. Biennial report → Biennial report to the Governor and Legislature

BUT NOT: Europe through the back door → Rick Steves' Europe through the back door {John Muir publisher}

15

Minor Title Changes: Category viii

- 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
- LCRI: consider a list to consist of at least 3 or more terms.

16

Examples of Category viii

Quarterly returns of trade for the ports of Jenchuan, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin

→

Quarterly returns of trade for the ports of Chemulpo, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin

17

Examples of Category viii

Cook's business directory covering Canberra—special new section, Northern Territory, West Australia, Queensland, Tasmania, New South Wales, Victoria, South Australia, New Zealand

→

Cook's business directory covering Canberra—special section, Northern Territory, Tasmania, Queensland, South Australia, West Australia, Victoria, New South Wales, New Zealand

18

Minor Title Changes: Category ix

- Addition or deletion anywhere in the title of *words that indicate the type of resource* such as "magazine," "journal," or "newsletter"
- Not included:
  - changes from one "type of resource" word to another
  - words that indicate frequency

19

Examples of Category ix

Outlook → Outlook magazine → Outlook

Active projects → Active projects report

Brasileiras & brasileiros → Jornal brasileiras & brasileiros

Organic chemistry review → Organic chemistry → Review of organic chemistry

BUT NOT:

Atlantic → Atlantic monthly

SFRA review → SFRA newsletter

Biennial report → Annual report

Other Minor Title Changes

- Category ii: Article, preposition, or conjunction is added, deleted, or changed anywhere in the title
  - Annual report of pipeline safety → Annual report **on** pipeline safety
- Category iv: The only change is one of punctuation
  - GBB → G.B.B.

21

Other Minor Title Changes

- Category v: changes in the order of titles when there are parallel titles

  South African medical journal = Suid Afrikaanse tydskrif vir geneeskunde

  changes to:

  Suid Afrikaanse tydskrif vir geneeskunde = South African medical journal
- ***But not***: if the title chosen as title proper is dropped. In that case, consider the change to be major

22

Other Minor Title Changes

- ***Category vi***: words linking the title to the numbering are added, deleted, changed
  - Annual report 2000
  - Annual **report for** 2001
- ***Category vii***: two or more titles proper used according to a regular pattern

Example of fluctuating title:

245 00 Daily gleaner.
246 1- $i Sunday issues have title: $a Sunday gleaner

23

Other Major Changes

- Corporate bodies in main entry headings (110 headings and as qualifiers in 130 headings)
- From one physical medium to another
- Edition statement (indicating changes in subject, scope)

24

Changes in Corporate Body Main Entry

(*AACR2 21.3B1, a., LCRI 21.3B.*)

25

Corporate Body Main Entry Changes

Changes in the main entry (different body or different name for the same body) that require a new heading are major changes:

Record 1: 110 2- $a International Harvester Company.
245 10 $a Annual report
785 00 $a Navistar International Corporation. $t Annual report

Record 2: 110 2- $a Navistar International Corporation.
245 10 $a Annual report
780 00 $a International Harvester Company. $t Annual report

26

Changes in Uniform Title Qualifiers

27

Major Change: Corporate Body Qualifier

Record 1: 130 0- $a Technical bulletin (Illinois. Dept. of Conservation)
245 10 $a Technical bulletin
785 00 $t Technical bulletin (Illinois. Division of Game Management)

Record 2: 130 0- $a Technical bulletin (Illinois. Division of Game Management)
245 10 $a Technical bulletin
780 00 $t Technical bulletin (Illinois. Dept. of Conservation)

28

Major Change: Corporate Body Qualifier

Record 1:

130 0- $a Corporate management (Excelsior (Firm))

245 10 $a Corporate management

785 00 $t Corporate management (**Enterprise Excelsior (Firm)**)

Record 2:

130 0- $a Corporate management (**Enterprise Excelsior (Firm)**)

245 10 $a Corporate management

780 00 $t Corporate management (Excelsior (Firm))

29

Minor Change: Any change other than corporate body

130 0- $a Critique (Santa Rosa, Calif.)

245 10 $a Critique.

260 -- $a Santa Rosa, Calif. : $b Banovitch Enterprises, $c c1990-

500 -- $a Published: West Vancouver, B.C. : Xanthyros Foundation, 1997-

30

Changes in Physical Medium

31

Major Changes

Generally, changes that involve medium (the SMD 300 $a) are considered to be major:

TITLE 1:
130 0- $a Serials directory (Birmingham, Ala.)
245 14 $a The serials directory
300 -- $a v.
Continued by TITLE 2:
130 0- $a Serials directory (Birmingham, Ala. : CD-ROM ed.)
245 14 $a The serials directory $h [electronic resource].
300 -- $a CD-ROMs

32

Minor Changes

Changes that do not occur at the level of the GMD (245 $h) or SMD (300 $a) are considered to be minor

- E.g., for electronics serials: file formats, physical details such as sound, motion, etc.
- E.g., for microforms: reduction ratio, generation

33

Changes in Edition Statement

34

Edition Statement

Changes in the edition statement that indicate a change in the subject matter are major; other changes are minor

- ***Major***: North American ed. → North and Central American ed.
- ***Minor***: Doctor's ed. → Physician's ed.

35

Changes in Numbering

36

Numbering Changes = Minor!

Use 362 or 515, whichever is clearer

1.362 1- $a Began with volume 1, number 1 (Jan. 1960); ceased with volume 5, number 6 (June 1964); new series began with volume 1, number 1 (July 1964).

2.362 0- $a Vol. 1, no. 1 (Jan. 1960)-v. 5, no. 6 (June 1964) ; [new ser.], v. 1, no. 1 (July 1964)-

If new numbering scheme:

3.362 1- $a Began with no. 1; original numbering ended with no. 15; new numbering began with v. 1, no. 1, published in 1964.

37

Closing Out a Record

Always record the following:

008 Publication status: code as “d” (dead)

008 Ending date: code as [e.g.] 1990 (date known); 199u (decade known);or 19uu (century known); etc.

785 Link to later record (if later record exists)

38

Linking Records

- 780/785 linking fields most common (earlier/later titles)
- 580 linking entry complexity note:

580 $a Continues a print publication with the same title.
580 $a Split into: New title, and: New title.
580 $a Merger of: Old title, and: Old title.
580 $a Merged with: Old title, to form: New title.

39

Linking Entry

780 00 $t Old title $x 1234-1234 $w (DLC) 2008222987 $w (OCoLC)12345678

785 00 $t New title $x 1234-1235 $w (DLC) 2008222994 $w (OCoLC)12345679

78X 00 $a Corporate body. $t Title $x 1232-1233 $w (DLC) 2008123454 $w (OCoLC)12345677

40

CSR: Old & New Record

008 Publication status d Dates: 2004,2004 245 00 $a East Asian languages & cultures. 260 -- $a Los Angeles, CA : $b East Asian Languages & Cultures Dept. 362 1- $a Began and ceased with vol. 1, no. 1 (winter 2004). 500 -- $a Description based on vol. 1, no. 1 (winter 2004); title from caption. 500 -- $a Latest issue consulted: vol. 1, no. 1 (winter 2004). 785 00 $t Asian languages & cultures (DLC) 2007222901 $w (OCoLC)156888820	008 Publication status c Dates: 2004,9999 245 00 $a Asian languages & cultures. 260 -- $a Los Angeles, CA : $b East Asian Languages & Cultures Dept. 362 1- $a Began with vol. 1, no. 2 (spring 2004). 500 -- $a Description based on vol. 1, no. 2 (spring 2004); title from caption. 500 -- $a Latest issue consulted: Vol. 4, no. 1 (winter 2007). 780 00 $t East Asian languages & cultures $w (DLC) 2007222900 $w (OCoLC)156888817

41

AACR2: Old & New Record

008 Publication status d Dates: 1988,1997 245 00 $a African languages and cultures. 260 -- $a London : $b School of Oriental and African Studies, University of London, $c c1988-1997. 362 0- $a Vol. 1, no. 1-v. 10, no, 2 (1997). 785 00 $t Journal of African cultural studies $x … $w …	008 Publication status c Dates: 1998,9999 245 00 $a Journal of African cultural studies. 260 -- $a London : $b School of Oriental and African Studies, University of London, $c 1998- 362 0- $a Vol. 11, no. 1 (June 1998)- 780 00 $t African languages and cultures $x … $w …

42

Summary

- Most major changes involve title changes
- There are 9 (nine) minor-change “exceptions”
- Other changes involve corporate bodies, physical media, edition
- Once a major change has occurred, the old record is closed off and linked to the new record
- Fields 780/785 are used to link records with major changes

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Session 7: Exercises

In part A, indicate whether the change is major or minor according to the rules given below. The emphasis in this section is simply on recognizing when a new record is required.

In part B, complete the abbreviated workforms to indicate the tagging and coding of the relevant bibliographic data. The emphasis in this section is on closing out the old record and tagging and coding the bibliographic data in the new record or editing an existing record.

From AACR2:

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.

Part A

Indicate whether the following situations constitute a major or minor change. For major changes, indicate the reason; for minor changes, the category under rule 21.2C2 that applies.

	Title 1	Title 2	New Record?
1.	Autograph Collector	Autograph Collector's Magazine	
2.	Report on Public Policy	Report for Public Policy	
3.	China Telex & Fax Directory	China Fax & Telex Directory	
4.	CONSER Program annual report	Annual report of the CONSER Program	
5.	Annual Report 1996/1997	Annual Report for the Fiscal Year 1998	
6.	Annuaire des Statistiques Yearbook of Statistics	Yearbook of Statistics Annuaire des Statistiques	
7.	Year Book	Yearbook	
8.	Television monthly	TV monthly	
9.	IEE Proceedings. Part E, Computers and Digital Techniques	IEE Proceedings. Computers and Digital Techniques	
10.	Guidebook for France, Italy and Spain	Guide Book for France and Italy	
11.	Annual report of Navistar	Annual report	
12.	Guide to travel in Massachusetts: Boston, Salem, Newburyport, Cape Cod and the Islands	Guide to travel in Massachusetts: Boston, Newburyport and the north shore, Cape Cod and the Islands, New Bedford and Fall River	

Part B

Example 1

Cover of spring 1998 issue:

ILLINOIS
HISTORICAL JOURNAL

Spring 1998

Table of contents, page [1]:

ILLINOIS
HISTORICAL JOURNAL
Volume 91 / Number 1 / Spring 1998

Contents

{table of contents omitted}

Cover of summer 1998 issue:

Journal of the
Illinois State
Historical Society

Summer 1998

Page 77 (title page):

Journal
of the
Illinois State Historical Society
Vol. 91 Number 2

What fields or data would you add to the old record; what additional information would be included in the new records?

Old record

Fixed field:
Publication status: ___
Dates: 1984, _____
245 00 $a Illinois historical journal.
260 -- $a Springfield, Ill. : $b Illinois Historic Preservation Agency, $c 1984-
362 0- $a [Vol. 77, no. 3] (autumn 1984)–
780 00 $a Illinois State Historical Society. $t Journal of the Illinois State Historical Society

New record

Fixed field:
Publication status: ___
Dates: _____,_____
245 00 $a Journal of the Illinois State Historical Society.
260 -- $a Springfield, Ill. : $b Illinois State Historical Society

Example 2

Last issue of print:

Small Press Record of Books in Print

23rd Edition
1994/95

CD-ROM title screen (first issue):

The Small Press Record of Books in Print
24th & 25th Editions
1995-1997

What fields would you add to the following records:

Old record

Fixed field:
Publication status: ___
Dates: 1975,_____
245 00 $a Small press record of books in print.
260 -- $a Paradise, CA : $b Dustbooks, $c 1975-
362 0- $a 5th (1975)-

New record

Fixed field:
Publication status: ___
Dates: _____,_____
245 00 $a Small press record of books in print
260 -- $a Paradise, CA : $b Dustbooks

Example 3

Volume 112, Number 1, July 1959 issue cover:

Popular Mechanics Magazine

Volume 112, Number 2 August 1959 issue cover:

Popular Mechanics

What would you add to the record?

Record
245 00 $a Popular mechanics magazine.

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Appendix A: Tools for Serials Catalogers

A. Print resources for cataloging serials:

1. **Anglo-American Cataloguing Rules** (AACR2). 2nd ed. rev. Chicago: American Library Association., 1988-

2. **CONSER Cataloging Manual** (CCM). 2002 ed. Washington, D.C.: Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service. 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. This guide supplies instructions for online input for serials catalogers following AACR2 in a MARC-based system.

4. **CONSER Standard Record documentation**: http://www.loc.gov/catdir/cpso/conser.html

5. **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.

6. **Library of Congress Rule Interpretations** (LCRIs). Washington, D.C.: Cataloging Distribution Service, Library of Congress.

7. Geer, Beverley and Caraway, Beatrice L. **Notes for Serials Cataloging**. 2nd ed. Englewood, Colo.: Libraries Unlimited, 1998.

8. **MARC 21 Format for Authority Data**. Washington, D.C.: Cataloging Distribution Service, Library of Congress.

9. **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** (subscription required). Washington, D.C.: Library of Congress, Cataloging Distribution Service. This is a Web-based that contains most of the LC documentation for cataloging and classification.

2. **CONSER Home Page**: http://lcweb.loc.gov/acq/conser/

3. **IESCA** (Interactive Electronic Serials Cataloging Aid) (Northwestern University Library): http://www.library.nwu.edu/iesca

4. **ISSN (International Centre)**: http://www.issn.org/en

5. **ISSN Portal** (subscription required): http://portal.issn.org/

6. **Internet Library for Librarians** by V. Sha: http://www.itcompany.com/inforetriever

7. **LC's Home Page**: http://www.loc.gov

8. **NASIGWeb**: http://www.nasig.org

9. **OCLC's Home Page**: http://www.oclc.org

10. **RLG Home Page**: http://www.rlg.org/

11. **Serials in Cyberspace: Collections, Resources, and Services** by B. MacLennan. See: http://www.uvm.edu/~bmaclenn/

12. **SERIALST** (a very useful listserv). For more information see: http://www.uvm.edu/~bmaclenn/serialst.html.

13. **Tools for Serials Catalogers** by A. Ercelawn: http://www.library.vanderbilt.edu/ercelawn/serials.html

14. **MARC Standards Home Page**: http://lcweb.loc.gov/marc/

D. E-journals:

1. **CONSERline**: http://lcweb.loc.gov/acq/conser/consrlin.html

2. **LCCN** (LC Cataloging Newsline): http://lcweb.loc.gov/catdir/lccn/lccn.html

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Appendix B: Acronyms and Initialisms Relating to Serials

CONSER	Cooperative Online Serials Program. Formerly Conversion of Serials Project.
CSR	CONSER Standard Record
DCM	Descriptive Cataloging Manual. The Library of Congress in-house cataloging manual also used by members of national cooperative programs such as NACO.
FRBR	Functional Requirements for Bibliographic Records. An entity-attribute model meant to serve as a framework for examining elements of the bibliographic record and how they can be used to best create catalogs.
ISBD(CR)	International Standard Bibliographic Data—Serials and Other Continuing Resources. The ISBD(CR) is an international cataloging code of the description of continuing resources. It is developed and maintained by the International Federation of Library Associations (IFLA). It replaces ISBD(S).
ISSN	International Standard Serial Number. The ISSN is governed by the International Centre in Paris and assigned by centers in each country.
ISSN Canada	International Standard Serial Number Canada. The Canadian center responsible for assigning ISSN to Canadian imprints and located at the National Library of Canada.
LCSH	Library of Congress Subject Headings.
MAP	Metadata Application Profile
MARBI	ALA RTSD LITA RASD Committee on Representation in Machine Readable Form of Bibliographic Information.
MARC 21	Machine Readable Cataloging. Formerly USMARC
NACO	Name Authority Cooperative.
NASIG	North American Serials Interest Group, Inc.
NISO	Name Information Standards Organization. NISO began as Committee Z39 of the American National Standards Institute (ANSI).

NSDP	National Serials Data Program. NSDP is a section of the Serial Record Division, Library of Congress and is the United States center responsible for assigning ISSN to U.S. imprints.
OCLC	Online Computer Library Center.
PCC	Program for Cooperative Cataloging. CONSER is a bibliographic component along with BIBCO. NACO and SACO are authority components .
RLIN	Research Libraries Information Network. The cataloging database of the Research Libraries Group (RLG).
SCCTP	Serials Cataloging Cooperative Training Program.
SICI	Serial Item and Contribution Identifier. The bar code that uniquely identifies each issue of a serial, of which the ISSN forms the first portion.
SISAC	Serials Industry Standards Advisory Committee. SISAC is a committee of the Book Industry Study Group, Inc. (BISG).
USNP	United States Newspaper Program.

Appendix C: Glossary of Serials Terms

Definitions are taken from **AACR2** and/or the **CONSER Cataloging Manual where possible.**

Access point	A name, word, code, etc., under which a publication may be searched and identified in a catalog.
Added entry	An entry, additional to the main entry, by which an item is represented in a catalog; a secondary entry.
Added title page	A title page 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).
Aggregation	The action or process of collecting particles into a mass, or particulars into a whole; or of adding one particle *to* an amount; collection, assemblage, union—OED. 2nd ed. 1989.
Aggregator (see also Provider)	An entity that collects, compiles, and enables access to resources for the purposes of research, normally via a searchable interface and on a paid-subscription basis.
Alternative numbers	A secondary system of numbering (e.g., vol. 1, no. 1 + No. 1)
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.
Analytic	A catalog entry for a part of a publication for which a comprehensive entry is made. An analytic can be a title within a series, a chapter or article within a book, a series published within a larger series, etc. An analytic record can be either a monograph or a serial.
Analytical title page	The title page of an individual work in a series.
Area	A major section of the bibliographic description, comprising data of a particular category or set of categories.

Backfile	Purchase of specific volumes or issues that are lacking from the collection. They are considered "only orders" because they are single, one-time purchases.
Bibliographic resource	An expression or manifestation of a work or an item that forms the basis for bibliographic description.
Body of the entry	Areas 1-6 of the catalog record (i.e., the title statement through the series).
Caption title	A title given at the beginning of the first page of 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. For serials, the chief source is the title page or title page substitute of the first or earliest issue.
Chronological designation	A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence.
Chronological relationship	The relationship in time between bibliographic items (e.g., the relation of a serial to its predecessors and successors).
Claiming	The process of contacting a publisher or vendor to request supply of material missed or overdue on subscription, standing order, or backfile order.
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.
Common title	A title common to two or more works, one or more of which carries the title and/or designation of a section.
Computer file	See Electronic resource.

CONSER standard record — A record that contains those bibliographic data elements identified by CONSER as essential in supporting users' efforts to find, identify, select, and obtain serial resources. These include a defined set of descriptive elements, authorized access points, and subject headings.

An authenticated CONSER standard record is identified by having the encoding level "blank", a valid LCCN, and an authentication code of "lc" or "lcd."

Continuing resource — A bibliographic resource that has no predetermined conclusion.

Corporate body — An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies and the like.

Cover date — A chronological designation that reflects the date of issuance rather than the coverage, such as the date found on the cover of magazines and periodicals.

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.

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.

Data element — A component part of a MARC record such as a fixed or variable field.

Designation — The numeric or chronological designation or combination of both as recorded in field 362 or 500. See also Numbering.

Direct access (Electronic resources) — The use of electronic resources via carriers (e.g., disks, cassettes, and cartridges) designed to be inserted into a computer or its auxiliary equipment by the user.

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.
Editorial pages	These pages are most often found in periodicals and usually contain the masthead in a boxed area. The title may be found at the head of the page.
Electronic resource	Material (date and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., a CD-ROM drive) or a connection to a computer network (e.g., the Internet).
Electronic serial	A continuing resource published periodically in electronic format and distributed via computer networks or CD-ROMs, etc.
Enumeration	The scheme used by a serial publication to identify distinct issues within a numerical sequence. Common enumeration elements are: volume/no. and month/year.
Fill character	A special character used by a cataloger to indicate no attempt to set a value for a fixed field element has been made.
Fluctuating title	A title that changes back and forth on a regular or irregular basis.
Format	In its widest sense, a particular physical presentation of an item.
Heading	A name, word, or phrase placed at the head of a catalog entry to provide an access point.
Holdings	The specific issues of a serial title which a library owns.
Holdings Statement	A formalized note in a library catalog or system that summarizes the library's holdings of a serial title.

Home page — The hypertext document that serves as the "preface" for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site.

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. An integrating resource may be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.

Internal numbers — Numbers within a volume that repeat with each volume (e.g., vol. 3, no. 2)

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.

Item — A physical volume bound and shelved as a unit. Items can be a single publication or a group of serial issues bound together. Items carry a bar code to identify the piece for various inventory purposes.

Item record — An inventory record created for each physical volume in the Library's collection which is used by the circulation system to track circulation status, loan period, housing location, etc.

Main entry — The complete catalog 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).

Masthead — The masthead is the statement of title, ownership, editors, etc. It is most frequently found in periodicals and newsletters and generally appears on the editorial or contents page. In many cases the ISSN also appears with the title on the masthead.

Metadata — A set of data that describes and gives information about other data (OED online, draft revision Dec. 2007)

Metadata Application Profile (MAP)

• Rachel Heery (UKOLN): "Application profiles consist of data elements drawn from one or more namespace schemas combined together by implementers and optimized for a particular local application."
• DCMI: "A set of metadata elements, policies, and guidelines defined for a particular application. The elements may be from one or more element sets, thus allowing a given application to meet its functional requirements by using metadata from several element sets including locally defined sets. […]"

From: Canadian Metadata Forum. Workshop B: Application Profiles. http://www.collectionscanada.gc.ca/obj/014005/f2/014005-05209-g-e.pdf

Monograph

A bibliographic resource that is complete in one part or is intended to be completed in a finite number of separate parts.

Multimedia item

An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item.

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.

Newspaper

A serial publication that 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 larger than A3 (297 mm x 420 mm.) in size.

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.

Other title information	A title borne by an item other than the title proper or parallel or series title(s) including subtitles.
Parallel title	The title proper in another language and/or script.
Periodical	A serial published more frequently than annually. Each issue normally contains separate articles, stories or other writings.
Physical carrier	A physical medium in which data, sound, images, etc., are stored. For certain categories of material, the physical carrier consists of a storage medium (e.g., tape, film).
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.
Provider (see also Aggregator)	An entity that collects, compiles, and enables access to resources for the purposes of research, normally via a searchable interface and on a paid-subscription basis.
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.
Reciprocal relationship	The relationship between two items, as represented by paired linking fields (e.g., 780/785) or by a link with the same tag that is given in each related record (e.g., 775).
RECON	Retrospective conversion of manual cataloging records to machine readable format.
Remote access (Electronic resources)	The use of electronic resources via input/output devices connected electronically to a computer.
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.
Retrospective conversion	The process of converting bibliographic records on catalog cards into machine readable form to provide access through the online catalog.

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 serial 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	1. 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. 2. Each of two or more volumes
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 relating to publication, title of the item within the series).
Spine title	A title appearing on the spine of an item.
Standing order	An order on which all volumes of a series are automatically received.
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.
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.

Successive entry The convention of creating a new record for a serial each time a major change occurs.

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 cataloger.

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 substitutes When a serial does not have a true title page, another page may substitute. AACR2 12.02B provides the order of preference for title page substitutes: analytical title page (for a serial issued as part of a series); cover, caption; masthead; editorial pages; colophon; other pages.

Title proper The chief name of an item, including any alternative title but excluding parallel titles and other title information.

Title screen (Electronic resources) In the case of a computer file, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

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.

Uniform title	1. The particular title by which a work is to be identified for cataloguing 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 a corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form.
URL	Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for computer files to be sent and received automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet.
Verso	1. The left-hand page of a book, usually bearing even page numbers. 2. The side of a printed sheet intended to be read second.
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.
Whole numbers	Continuous numbers that do not repeat. In addition to numbered serials, the term "whole numbers" is also used for alternative numbering schemes.

Appendix D: MARC Workforms

Type a	ELvl	Srce	**GPub __**	Ctrl	**Lang ___**
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Appendix E: Pre-Workshop Exercises

Please print out the following exercises and complete as many of as you can. The purpose of these exercises is to help you determine what areas of serials cataloging you may want to pay particular attention to during the workshop.

Bring the completed exercises and any questions you may have with you to the workshop to facilitate discussion about the examples during the scheduled sessions.

Please also note that bibliographic information used in these exercises may have been altered to illustrate various points of serials cataloging practice.

Part A: Is It a Serial?

Give as many reasons as you think applicable in each case below.

Example 1:

Cover:	**Today's Education** The Journal of the National Education Association
Contents page:	The Annual of the National Education Association 1982-83 Volume 71, Number 3 **Today's Education**
Verso of contents page:	Published once a year by ... (ISSN) 0271-3573

Is this a serial? Circle one: **Yes** No

1. It has enumeration/chronology.
2. It bears an ISSN.
3. The publisher's statement of frequency indicates intent to continue indefinitely.

Example 2:

It is known that the following is issued annually.

CD-ROM label:	**Who's Who in Canadian Business** 17th Edition 1997 ISSN 1209-8299

Is this a serial? Circle one: **Yes** No

1. It bears an ISSN.
2. Editions appear frequently.

Example 3:

First issue title page:	**Proceedings of the Twelfth Annual Symposium on Computational Geometry**
Second issue title page:	**Proceedings of the Thirteenth Annual Symposium on Computational Geometry**

Is this a serial? Circle one: **Yes** No

1. Words such as "Annual" indicate this is an ongoing conference.
2. Terms like "12th" and "13th" serves as numbering.

Example 4:

Title page:

Trends in Cognitive Sciences

REFERENCE EDITION
Volume 1
1997
Elsevier Science

Is this a serial? Circle one: **Yes** No

1. Title words such as "Trends in …" and "Progress in …" are usually interpreted to indicate intent to publish indefinitely.
2. It has enumeration and chronology.

Example 5:

It is known that the 3rd edition was published in 1989, the 4th edition in 1992, and the 5th edition in 1998.

title page:

Directory of Multinationals

5th Edition

Is this a serial? Circle one: Yes **No**

This title would not usually be cataloged as a serial since the editions are so infrequent.

Example 6:

title page:	**Expenditures on Children by Families** **1997 Annual Report** UNITED STATES DEPARTMENT OF AGRICULTURE Miscellaneous Publication Number 1528-1997

Is this a serial? Circle one: **Yes** No

1. The title is issued annually and the date is a year of coverage.

Trainers: note that the series could also be cataloged as a serial with this title as a serial analytic.

Part B: Is A New Record Required?

Example 1:

Title 1:	**Marriage and divorce statistics**
New issue:	**Marriage, divorce and adoption statistics**

Would you create a new record? Circle one: **Yes** No

There is a change within the first five words of the title.

Example 2:

Title 1:	**Organic chemistry**
New issue:	**Organic chemistry review**

Would you create a new record? Circle one: Yes **No**

The addition of a word indicating the type of resource is considered to be a minor change.

Example 3:

Title 1:	Annual report of the President's Commission on Children for 2002
New issue:	President's Commission on Children annual report 2003

Would you create a new record? Circle on: Yes **No**

The rearrangement of the corporate body from end of title to beginning is a minor change.

Example 4:

Title 1:	**Doing Business in the Czech and Slovak Republics**
New issue:	**Doing Business in the Czech Republic**

Would you create a new record? Circle one: **Yes** No

There is no change within the first five words but the scope of the publication has changed significantly.

Example 5:

Title 1:	**STATISTIQUES ÉPIDÉMIOLOGIQUES ET DÉMOGRAPHIQUES ANNUELLES**

	ANNUAL EPIDEMIOLOGICAL AND VITAL STATISTICS
New issue:	**ANNUAL EPIDEMIOLOGICAL AND VITAL STATISTICS** **STATISTIQUES ÉPIDÉMIOLOGIQUES ET DÉMOGRAPHIQUES ANNUELLES**

Would you create a new record? Circle one: Yes **No**

There is no need for a new record since it is only the order of the parallel titles that has changed. A 500 note would typically be added to account for this.

Example 6:

Title 1:	**Architectural Review** Volume 17, April 1910
New issue:	**Architectural Review** New Series, Volume 1, January 1912

Would you create a new record? Circle one: Yes **No**

Although the enumeration has started over from volume one, there is no change in the title. The designation includes the phrase "new series" which will be included in the 362 field when edited to reflect this change.

Example 7:

Title 1 record:	130 Historian (Kingston, R.I.) 245 **The Historian.** 022 ISSN 0018-2370
New issue:	**The Historian** ISSN 0018-2370 Now published: Allentown, PA

Would you create a new record? Circle one: Yes **No**

There is no need for a new record since it is the place of publication that has changed. This would be noted in a 500 field and the fixed field place of publication code would be updated.

Part C: Closing Out and Linking Records

Edit the cataloging data in the forms below. Add or change any data you think appropriate.

Vol. 10, No. 2, 1997 issue cover:	**African Languages and Cultures**
Vol. 11, No. 1, June 1998 issue cover:	**Journal of African Cultural Studies**

Old title:

Option A

Fixed Field:
Publication Status: **d**
Dates: 1988, **1997**

245 00 $a African languages and cultures.
260 -- $a London : $b School of Oriental and African Studies,
University of London $c c1988-**1997.**
310 --$a Semiannual
362 0- $a Vol. 1, no. 1-**v. 10, no. 2 (1997).**
785 00 **$t Journal of African cultural studies**

Option B

Fixed Field:
Publication Status: **d**
Dates: 1988, **1997**

245 00 $a African languages and cultures.
260 -- $a London : $b School of Oriental and African Studies,
University of London $c c1988-
310 -- $a Semiannual
362 0- $a Vol. 1, no. 1-
362 1- $a Ceased with **v. 10, no. 2 (1997).**
500 -- $a Latest issue consulted: Vol. 10, no. 2 (1997).
785 00 **$t Journal of African cultural studies**

New title:

Fixed Field:

Publication Status: **c**
Dates: **1998**, **9999**

245 00 $a Journal of African cultural studies.
260 -- $a London : $b School of Oriental and African Studies,
University of London
310 -- $a Semiannual
362 1- $a Began with vol. 11, no. 1 (June 1998).
780 00 **$t African languages and cultures**

Part D: Selecting and Editing Copy

Identify the three or four most important match points between the copy and the bibliographic information provided below.

Page 1:

The caption reads: The Ludwig von Mises Institute The Free Market

Bottom of page [1]: Volume 17 Number 2 February 1999

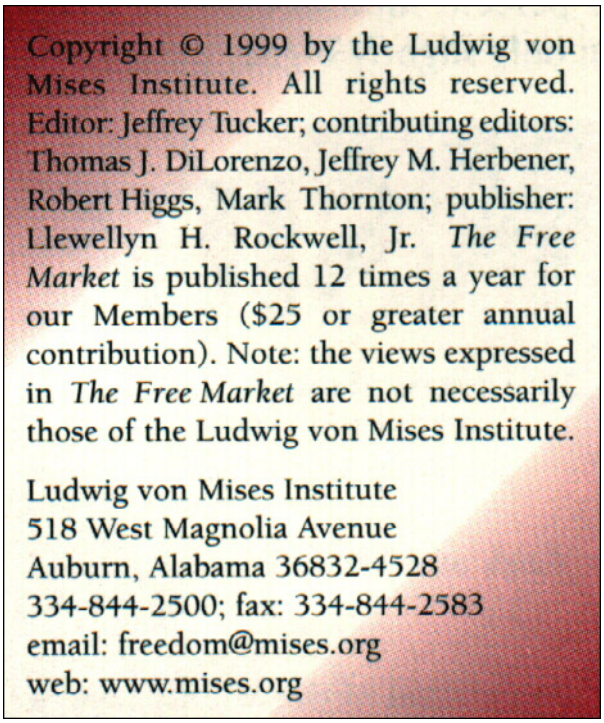
THE FREE MARKET

In Praise of Student "Apathy"

INSIDE

Caption:

At bottom left corner of page 2: Copyright 1999 by the Ludwig von Mises Institute… The Free Market is published 12 times a year for our members … 518 West Magnolia Avenue, Auburn, Alabama 36832-4528



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email: freedom@mises.org
web: www.mises.org

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010  --  $a sn88021859
040  --  $a AAA $c AAA $d IUL $d NSD $d NST $d IUL $d NST
012  --  $i 8806 $l 1
022  0-  $a 1051-4333 $2 1
042  --  $a lcd $a nsdp
082  10  $a 330 $2 11
050  14  $a HD82 $b .F725
210  0-  $a Free mark.
222  -4  $a The Free market
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```
245  04  $a The Free market.
260  --  $a Auburn, Ala. : $b Ludwig von Mises Institute of Auburn
University, $c 1983-
265  --  $a Ludwig von Mises Institute, Auburn University, Auburn, Ala.
36849
300  --  $a v. : $b ill., ports. ; $c 28 cm.
310  --  $a Monthly, $b Feb. 1987-
321  --  $a Quarterly, $b 1983-
362  0-  $a Vol. 1, no. 1 (fall 1983)-
500  --  $a Title from caption.
650  -0  $a Economic policy $v Periodicals.
650  -0  $a Free trade $v Periodicals.
650  -0  $a Supply and demand $v Periodicals.
650  -0  $a Capitalism $v Periodicals.
710  2-  $a Ludwig Von Mises Institute.
850  --  $a AAP $a ArU $a InU $a KU-S
936  --  $a Dec. 1987 LIC
```

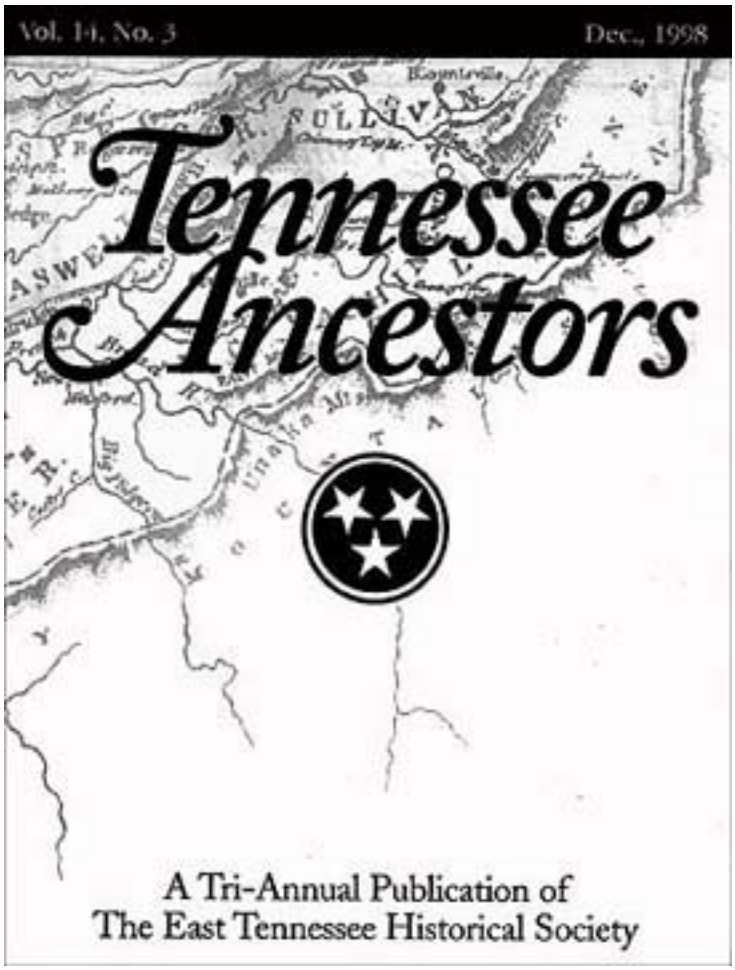
1. Title: The Free market
2. Responsible body: Ludwig Von Mises Institute.
3. Place of publication matches
4. The numbering on the issue in hand fits well with the vol. and issue given in the 362

Part E: Cataloging Data

Examine the bibliographic information in the following examples, determine the chief source of information, and then fill in as much of the cataloging data, tags, indicators and subfields in the MARC serials format as possible based on the information provided. Please note that not all possible fields have been used. Supply information only for the fields indicated and do not worry about authorized forms for headings

Example 1:

Cover of: Vol. 14, No. 3 Dec., 1998:



First page (p. 201) is a table of contents for December 1998 Vol. 14, No. 3:

Tennessee Ancestors
A Publication of the East Tennessee Historical Society

DECEMBER 1998 VOL. 14, NO. 3

203 Editor's Notes

204 An Early Description of Tennessee

207 Property Owners: Kingston Pike and Sequoyah Hills, Knoxville, Tennessee
D. Morgan Rose

218 Rutledge Letters From the Civil War Have Much to Tell
Richard R. Lewis

221 The Robertsons of Tennessee: Myth and Reality
Tom Robertson

246 Two Early Sullivan County Petitions
Submitted by Steve Cotham

248 Some Blountville Reminiscences
Submitted by Steve Cotham

252 The Fish Trap at Mascot
W. David Beal

254 First Families of Tennessee: Update #15

270 Tennessee Family and Bible Records
Williams Family Bible
Wright Family Records
Wallace Family Bible
Yearout Family Bible
Cameron Family Record
Walker Family Bible
Hazlewood Family Bible

283 Book Reviews
Barbara Cook

286 Queries
Edited by Harriet Jordan

288 Annual Surname Index

Verso of page 201:

Top of page: P.O. Box 1629, Knoxville, TN 37901-1629.

Bottom: Tennessee Ancestors (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society

EAST TENNESSEE HISTORICAL SOCIETY
P.O. Box 1629, Knoxville, TN 37901-1629
e-mail: etha@east-tennessee-history.org
<http://www.east-tennessee-history.org>

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Submission to and correspondence concerning this publication should be directed to Mr. Rene Jordan, Editor, TENNESSEE ANCESTORS, East Tennessee Historical Society, P.O. Box 1629, Knoxville, TN 37901-1629.

TENNESSEE ANCESTORS (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society. Postage paid at Knoxville, TN. Postmaster: Send address changes to TENNESSEE ANCESTORS, P.O. Box 1629, Knoxville, TN 37901-1629. Report of nondelivery of TENNESSEE ANCESTORS should be made within three months after the date of the issue if the magazine is to be replaced free of charge.

See sessions three and four for discussion of how this issue would be cataloged.

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FOR DOUBLE SIDED COPY

APPENDIX F: Answers to Exercises

Session 2: Exercises

Give as many reasons as you can (there may be more than one per example) why the following titles should or should not be cataloged as serials.

Example 1

Cover: Volume 18, Number 1 | Winter 2007

Adobe Magazine

Publishing, Design, and Digital Media

Page 3: Adobe Magazine (ISSN 1081-4477) is published four times a year in January, April, July, and October …

1. ISSN
2. Enumeration and chronology
3. Statement of frequency indicates continuing publication
4. The word 'magazine.'

Example 2

First page: **World Stock Exchange Fact Book**

Cover: **World Stock Exchange Fact Book 2000**

Verso page 1: The *World Stock Exchange Fact Book* is published annually in one volume.
ISBN 0-9648930-1-0
ISSN 1087-500X

1. ISSN
2. There is a coverage date on the cover, 2000.
3. There is a stated frequency.

Example 3

It is known that this title is issued every two years.

First page: ISSN 1058-1626

SERVICE INDUSTRIES USA

Third Edition

1. ISSN
2. 3rd ed. can serve as enumeration since we know it is issued frequently.

Example 4

Issue 1 title page:	Issue 2 title page:	Issue 3 title page:
Academic Freedom	**Academic Freedom**	**Academic Freedom** 3
1990	2	
A Human Rights Report	A Human Rights Report	Education and Human Rights

The numbering changes from chronological to numeric, but there is clear numbering on each issue.

Example 5

	Issue 1	Issue 2
Cover:	**Tokyo Stock Exchange** 2003 FACT BOOK	**Tokyo Stock Exchange** 2004 FACT BOOK
Spine:	TSE 03 Fact Book	TSE 04 Fact Book

From the two pieces it is clear that the title is issued annually and that the dates are years of coverage.

Example 6

Page [vii]:

The Frank C. Brown Collection of

North Carolina

Folklore

Volume One

Games and Rhymes • Beliefs
And Customs • Riddles •
Proverbs • Speech •
Tales and Legends

Durham, North Carolina
Duke University Press
1952

Vol. t.p.:

The Frank C. Brown Collection of

North Carolina

Folklore

IN FIVE VOLUMES
Durham, North Carolina
Duke University Press

This is a multi-part monograph complete in five volumes and not a serial.

Example 7

UNITED NATIONS LITERACY DECADE
2003-2013

Annual Report
For
2008

This is a publication of limited duration that has a stated frequency and numbering and can be treated as a serial according to 12.0A.

Example 8

First page:

**PROCEEDINGS OF
THE EIGHTH ANNUAL
ACM-SIAM SYMPOSIUM
ON DISCRETE ALGORITHMS**

Association for Computing Machinery
New York
Society for industrial and Applied Mathematics
Philadelphia

Verso:

Proceedings of the Eighth Annual ACM-SIAM Symposium on Discrete Algorithms, New Orleans, Louisiana, January 5-7, 1997
ISBN 0-89871-390-0

This can be cataloged as a serial since it is an ongoing symposium and has terms (8th) that can serve as enumeration.

Session 4: Exercises

Complete the workforms used in the exercises for Session 3 by adding the following cataloging data:
1) Publication information
2) Frequency
3) Numbering statement, if appropriate
4) Additional notes thought appropriate (such as “Latest issue consulted:”)
5) Other added entries thought appropriate

Example 1

Cover:

Bells and Bellringing

Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	enk
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp	p	Cont		DtSt	u	Dates	1966 , uuuu		

245 00 $a Bells and bellringing.
260 -- $a Tonbridge, Kent [England] : $b J. Hilton
310 -- $a Quarterly
362 1- $a Began with Vol. 1, No. 1 (May 1966).
500 -- $a Description based on: Vol. 1, No. 1 (May 1966);
title from cover.
500 -- $a Latest issue consulted: Vol. 1, No. 1 (May 1966).

Example 2

Top of page [1]:

Illinois **STATE GENEALOGICAL SOCIETY**

P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter

Volume 30, Number 1 **January/February 2007**

Top of pages 2-8: **ISGS, Vol. 30:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published Bi-monthly

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	ilu
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp	p	Cont		DtSt	c	Dates	19uu , 9999		

130 0- $a Newsletter (Illinois State Genealogical Society)
245 10 $a Newsletter.
246 13 $a ISGS
260 -- $a Springfield, Ill. : $b Illinois State Genealogical Society
310 -- $a Bimonthly
500 -- $a Description based on: Vol. 30, no. 1 (Jan./Feb. 2007); title from caption.
500 -- $a Latest issue consulted: Vol. 30, no. 1 (Jan./Feb. 2007).
710 2- $a Illinois State Genealogical Society.

Example 3

Cover of first issue received:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of
Chicago.

Cover of latest issue received:

The Art Institute of Chicago Annual Report 2007-08

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	ilu
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp		Cont		DtSt	**c**	Dates	19uu , **9999**		

110 0- $a Art Institute of Chicago.
245 14 $a The Art Institute of Chicago annual report.
260 -- $a [Chicago, Ill.] : $b Art Institute of Chicago
310 -- $a Annual
500 -- $a Description based on: 1981/82; title from cover.
500 -- $a Latest issue consulted: 2007/08.

Example 4

Cover of first issue in hand:

California
INFORMATION
ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	cau
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp		Cont		DtSt	u	Dates	19uu , uuuu		

245 00 $a California information almanac.
260 -- $a Lakewood, Calif. : $b California Almanac Co.
310 -- $a Annual
500 -- $a Description based on: 1966 ed.; title from cover.
500 -- $a Latest issue consulted: 1966 ed.

Session 3: Exercises

Use the workforms provided in Appendix D to record the cataloging data from the information provided in the following pages.

Use Appendix G for MARC tagging (don't worry about the indicators).

1. Select the chief source.
2. Transcribe and tag the title proper.
3. Select and tag a main entry, if any.
4. Make any title added entries thought useful.
5. Include title-related notes needed (description based on, source of title).

Example 1

Cover:

Bells and Bellringing

Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

Chief source: cover

Type	a	ELvl		Srce	d	GPub		Ctrl	Lang
BLvl	s	Form		Conf	■	Freq	■	MRec	Ctry
S/L	0	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp	p	Cont		DtSt	u	Dates	1966 , uuuu

245 00 $a Bells and bellringing.
500 -- $a Description based on: Vol. 1, No. 1 (May 1966); title from cover.

Example 2

Top of page [1]:

Illinois **STATE GENEALOGICAL SOCIETY**

P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter

Volume 30, Number 1 January/February 2007

Top of pages 2-8: **ISGS, Vol. 30:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published bimonthly

[Contains articles about genealogy, information resources for conducting genealogical research in Illinois, and also some information about the Society.]

Chief source: caption at the top of page [1]

Type	a	ELvl		Srce	d	GPub		Ctrl	Lang
BLvl	s	Form		Conf	■	Freq	■	MRec	Ctry
S/L	0	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp	p	Cont		DtSt	c	Dates 19uu , 9999	

130 0- $a Newsletter (Illinois State Genealogical Society)
245 10 $a Newsletter.
246 13 $a ISGS
500 -- $a Description based on: Vol. 30, no. 1 (Jan./Feb. 2007); title from caption.
710 2- $a Illinois State Genealogical Society.

Note regarding corporate body main entry: Publication is mostly about genealogical research and also contains some information about the Society.

Example 3

Cover:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of Chicago.

Chief source: cover

Type	a	ELvl		Srce	d	GPub		Ctrl	Lang
BLvl	s	Form		Conf	■	Freq	■	MRec	Ctry
S/L	0	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp		Cont		DtSt	u	Dates 19uu , uuuu	

110 2- $a Art Institute of Chicago.
245 14 $a The Art Institute of Chicago annual report.
500 -- $a Description based on: 1981/82; title from cover.

[Note that the form of the designation has not yet been discussed and that the hyphen has been changed to a slash in this example.]

Example 4

Cover:

California
INFORMATION
ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

Chief source: cover

Type	a	ELvl		Srce	d	GPub		Ctrl	Lang
BLvl	s	Form		Conf	■	Freq	■	MRec	Ctry
S/L	0	Orig	■	EntW		Regl	■	Alph	
Desc	a	SrTp		Cont		DtSt	u	Dates	19uu , uuuu

245 00 $a California information almanac.
500 -- $a Description based on: 1966 ed.; title from cover.

Session 4: Exercises

Complete the workforms used in the exercises for Session 3 by adding the following cataloging data:
1) Publication information
2) Frequency
3) Numbering statement, if appropriate
4) Additional notes thought appropriate (such as “Latest issue consulted:”)
5) Other added entries thought appropriate

Example 1

Cover:

Bells and Bellringing

Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	enk
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp	p	Cont		DtSt	u	Dates	1966 , uuuu		

245 00 $a Bells and bellringing.
260 -- $a Tonbridge, Kent [England] : $b J. Hilton
310 -- $a Quarterly
362 1- $a Began with Vol. 1, No. 1 (May 1966).
500 -- $a Description based on: Vol. 1, No. 1 (May 1966);
title from cover.
500 -- $a Latest issue consulted: Vol. 1, No. 1 (May 1966).

Example 2

Top of page [1]:

Illinois **STATE GENEALOGICAL SOCIETY**

P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter

Volume 30, Number 1 **January/February 2007**

Top of pages 2-8: **ISGS, Vol. 30:1**

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published Bi-monthly

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	ilu
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp	p	Cont		DtSt	c	Dates	19uu , 9999		

130 0- $a Newsletter (Illinois State Genealogical Society)
245 10 $a Newsletter.
246 13 $a ISGS
260 -- $a Springfield, Ill. : $b Illinois State Genealogical Society
310 -- $a Bimonthly
500 -- $a Description based on: Vol. 30, no. 1 (Jan./Feb. 2007); title from caption.
500 -- $a Latest issue consulted: Vol. 30, no. 1 (Jan./Feb. 2007).
710 2- $a Illinois State Genealogical Society.

Example 3

Cover of first issue received:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of
Chicago.

Cover of latest issue received:

The Art Institute of Chicago Annual Report 2007-08

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	ilu
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp		Cont		DtSt	**c**	Dates	19uu , **9999**		

110 0- $a Art Institute of Chicago.
245 14 $a The Art Institute of Chicago annual report.
260 -- $a [Chicago, Ill.] : $b Art Institute of Chicago
310 -- $a Annual
501 -- $a Description based on: 1981/82; title from cover.
500 -- $a Latest issue consulted: 2007/08.

Example 4

Cover of first issue in hand:

California
INFORMATION
ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Previous editions copyright 1947, 1952, 1955, 1958, 1960, 1963, 1964

[Elements added for this exercise in **bold**]

Type	a	ELvl		Srce	d	GPub		Ctrl		Lang	eng
BLvl	s	Form		Conf	■	Freq	■	MRec		Ctry	cau
S/L	0	Orig	■	EntW		Regl	■	Alph			
Desc	a	SrTp		Cont		DtSt	u	Dates	19uu , uuuu		

245 00 $a California information almanac.
260 -- $a Lakewood, Calif. : $b California Almanac Co.
310 -- $a Annual
500 -- $a Description based on: 1966 ed.; title from cover.
500 -- $a Latest issue consulted: 1966 ed.

Session 5: Exercises

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided. The copy may not include all MARC tags.

Example 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina
Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311

```
Type   a    ELvl       Srce   d    GPub       Ctrl       Lang   eng
BLvl   s    Form       Conf   0    Freq   q   MRec       Ctry:  ncu
S/L    0    Orig       EntW:       Regl   x   Alph   a
Desc   a    SrTp   p   Cont:      DtSt   c   Dates  1977,9999
010  --  $a 97645992 $z sn86014420
040  --  $a NSD $c NSD $d NST $d IXA $d DLC
012  --  $i 9710 $l 1 $z d
022  0-  $a 0888-6121
042  --  $a nsdp $a lc
043  --  $a n-us-nc
050 00  $a GR110.N8 $b N49 $u <AFC>
082 1-  $a 390 $2 11
210  0-  $a Newsl. N.C. Folk. Soc.
222  -0  $a Newsletter of the North Carolina Folklore Society
245 00  $a Newsletter of the North Carolina Folklore Society.
260  --  $a Boone, NC : $b North Carolina Folklore Society, $c 1977-
300  --  $a v. ; $c 28 cm.
310  --  $a 3 or 4 no. a year, $b 1986-
321  --  $a Irregular, $b 1977-1985
362  0-  $a Vol. 1, no. 1 (5 Feb. 1977)-
500  --  $a Title from caption.
500  --  $a Latest issue consulted: Vol. 30, no. 3 (Sept. 2008).
515  --  $a Some issues do not have a numeric designation.
650  -0  $a Folklore $z North Carolina $v Periodicals.
610  20  $a North Carolina Folklore Society $v Periodicals.
651  -0  $a North Carolina $x Social life and customs $v Periodicals.
710  2-  $a North Carolina Folklore Society.
850  --  $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV
```

Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is AACR2
3. It is successive entry.
4. The dates fit.
5. There is no ISSN on this piece.
6. The enumeration fits.
7. The 245 title proper matches the piece.

Note that this does NOT follow the CONSER Standard Record guidelines. But you can still use it.

Example 2

Cover:

Now Monthly!

February 2007
Vol. 20 No. 2

Conscious Choice

The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suiye 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.

Type a ELvl I Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry: ilu
S/L 0 Orig ■ EntW: Regl ■ Alph
Desc a SrTp p Cont: DtSt c Dates 19uu,9999
245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
310 -- $a Bimonthly
500 -- $a "Resources for responsible decision making."
500 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992) ; title from cover.
500 -- $a Latest issue consulted: Vol. 5, no. 6 (Nov./Dec. 1992).
650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Circle one. The copy fits**: Yes** No

List your reasons:

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates fit.
5. The enumeration in the 500 "Description based on" note fits.
6. The 245 title proper matches the piece.

Note: This follows the CONSER Standard Record guidelines.

Example 3

Cover:

July 1998

Ebony

Table of contents page:

Ebony incorporating ***Black World Magazine*** (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry: ilu
S/L 0 Orig EntW: Regl r Alph a
Desc SrTp p Cont: DtSt c Dates 1945,9999
010 -- $a 52042074
022 0- $a 0012-9011
040 -- $a MnMULS $c MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042 -- $a nsdp $a lc
043 -- $an-us---
050 00 $aAP2$b.E165
210 0- $a Ebony
222 -0 $a Ebony
245 00 $a Ebony.
260 -- $a [Chicago, $b Johnson Pub. Co., etc.]
265 -- $a 820 South Michigan Ave., 60605 {265 obsolete; use 037}
300 -- $b ill., ports.$c35 cm.
350 -- $a $10.00 (U.S.) $a $11.00 (foreign) {350 obsolete; use 037}
362 0- $a v. 1- Nov. 1945-
515 -- $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650 -0 $a African Americans $v Periodicals.

Circle one. The copy fits**:** **Yes** No

List your reasons:

1. It is a serial record.
2. It is however pre-AACR2.
3. It is successive entry.
4. The dates fit.
5. The ISSN matches.
6. The 245 title proper matches the piece.
7. The enumeration fits even though it is recorded here in a pre-AACR2 style.

Example 4

Cover:

THE CEYLON
MEDICAL JOURNAL
Established 1887

Volume 43, No. 3, September 1998

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:

Published by
The Sri Lanka Medical Association
Colombo
Sri Lanka

```
Type   a    ELvl       Srce   d    GPub       Ctrl       Lang   eng
BLvl   s    Form       Conf   0    Freq   q   MRec       Ctry:  ce
S/L    0    Orig       EntW:       Regl   r   Alph
Desc        SrTp   p   Cont:       DtSt   c   Dates  1952,9999
010  --  $a sn 86012860
022  --  $a 0009-0875 $2 z
040  --  $a MnMULS $c MnMULS $d CU-UC $d RCS $ dAIP $d NST
042  --  $a nsdp
060  0   $aW1 CE945
210  0-  $a Ceylon med. j.
222  -0  $a Ceylon medical journal
245  00  $a Ceylon medical journal.
260  --  $a Colombo, $b Ceylon Medical Association.
362  0-  $a new series, v. 1- May 1952-
650  -0  $a Medicine $v Periodicals.
710  20  $a Ceylon Medical Association.  {2nd ind. obsolete}
780  02  $a British Medical Association. Ceylon Branch. $t Journal
```

Circle one. The copy fits: **Yes** No

List your reasons:

1. It is a serial record.
2. It is a pre-AACR2 record.
3. It is successive entry.
4. The date fits.
5. The ISSN matches.
6. The enumeration fits but lacks the "new series" statement.
7. The 245 title proper matches the piece.

Example 5

Cover of the April 2008 print issue in hand:

Popular
Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular
Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370

A search produced two records. Which is the better choice for the bibliographic data above and why?

Record 1

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form a Conf 0 Freq u MRec Ctry: miu
S/L 0 Orig EntW: Regl u Alph a
Desc a SrTp Cont: DtSt c Dates 1950,9999
010 -- $a sf87090526
007 $a h $b d $c u $d a $e f $f b--- $g b $h a $i c $j a
022 -- $a 0161-7370
042 -- $a msc
050 00 $a Microfilm 06202 $u <MicRR>
130 0- $a Popular science (New York, N.Y.)
222 -0 $a Popular science $b (New York)
245 10 $a Popular science $h [microform].
246 13 $a Popular science monthly
260 -- $a [New York, N.Y. : $b Popular Science Pub. Co., $c 1950-
300 -- $a v. : $b ill. ; $c 24-29 cm.
310 -- $a Monthly
362 0- $a [Vol. 157, no. 1] (July 1950)-
533 -- $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms International. $e microfilm reels ; 35 mm.
650 -0 $a Science $v Periodicals.
650 -0 $a Technology $v Periodicals.
780 00 $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)sf 8790524 $w (OCoLC)7641313

Record 2

```
Type   a    ELvl      Srce  d    GPub      Ctrl        Lang  eng
BLvl   s    Form      Conf  0    Freq  m   MRec        Ctry: nyu
S/L    0    Orig      EntW:      Regl  r   Alph  a
Desc   a    SrTp  p   Cont:      DtSt  c   Dates 1950,9999
010  --  $a 81640658 $z sc78000900 $z sn78004685
022  0-  $a 0161-7370
042  --  $a lc $a nsdp
050  00  $a AP2 $b .P8
082  --  $a 505
130  0-  $a Popular science (New York, N.Y.)
210  0-  $a Pop. sci. $b (N.Y. N.Y.)
222  - 0  $a Popular science $b (New York, N.Y.)
245  10  $a Popular science.
246  13  $a Popular science monthly
260  --  $a [New York, N.Y. : $b Popular Science Pub. Co., $c 1950-
265  --  $a Popular Science, Box 2871, Boulder, CO 80322  {265 obsolete; use
037}
300  --  $a v. : $b ill. ; $c 24-29 cm.
310  --  $a Monthly
362  0-  $a [Vol. 157, no. 1] (July 1950)-
500  --  $a Title from cover.
500  --  $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530  --  $a Available also in microform.
650  -0  $a Science $v Periodicals.
650  -0  $a Technology $v Periodicals.
650  -2  $a Science $v periodicals.
650  -2  $a Technology $v periodicals.
780  00  $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)
01008317 $w (OCoLC)4179801
936  --  $a Vol. 228, no. 3 (Mar. 1986) LIC
```

Which record best fits the piece in hand? Record 1 **Record 2**

Although the ISSN and title match both records, the first record is for a microform and the second is for the print version of the journal.

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration fits.

Note: This record not cataloged according to CONSER Record Standard guidelines

Example 6

Cover:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April ’99

Table of contents:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 1999 Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

A search produced two records. Which is the better choice for the bibliographic data above and why?

Record 1

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq w MRec Ctry: pau
S/L 0 Orig e EntW: Regl r Alph
Desc a SrTp n Cont: DtSt d Dates 1821,1830
010 -- $a sn83025932 $z sn84026131
042 -- $a lcd $a msc
043 -- $a n-us-pa
090 -- $a AP2 $b .S2
130 0- $a Saturday evening post (Philadelphia, Pa. : 1821)
245 14 $a The Saturday evening post.
246 13 $a Evening post
260 -- $a Philadelphia [Pa.] : $b Atkinson & Alexander, $c -1830.
300 -- $a v.
310 -- $a Weekly
362 1- $a Began Aug. 4, 1821.
362 0- $a -v. 9, whole no. 491 (Dec. 25, 1830).
500 -- $a Description based on: Vol. 1, no. 3 (Aug. 18, 1821).
500 -- $a Publishers: Atkinson & Alexander, Aug. 18, 1821-Feb. 23, 1828; Samuel Coate Atkinson, Mar. 1, 1828-1830.
525 -- $a Supplements accompany some issues and are called: Saturday evening post - Extra.
530 -- $a Available on microfilm from UMI, as part of the American Periodical series, 1800-1850.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
700 1- $a Atkinson, Samuel Coate.
752 -- $a United States $b Pennsylvania $c Philadelphia $d Philadelphia.
785 00 $t Atkinson's Saturday evening post (Philadelphia, Pa. : 1831) $w (DLC)sn 84026168 $w (OCoLC)7335088

Record 2

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry: inu
S/L 0 Orig EntW: Regl r Alph a
Desc a SrTp p Cont: DtSt c Dates 1839,9999
010 -- $a 55019956//r84
022 0- $a 0048-9239
042 -- $a lc $a nsdp
050 00 $a AP2 $b .S2
130 0- $a Saturday evening post (Philadelphia, Pa. : 1839)
210 0- $a Saturday evening post $b (1839)
222 - 4 $a The Saturday evening post $b (1839)
245 14 $a The Saturday evening post.
246 10 $a United States Saturday post
260 -- $a Philadelphia : $b G. Graham, $c 1839-
265 -- $a Benjamin Franklin Literary & Medical Society, 1100 Waterway {265 obsolete; use 037}
Blvd., P.O. Box 567, Indianapolis, IN 46202
300 -- $a v. : $b ill. ; $c 27-79 cm.
310 -- $a Bimonthly, $b <Nov./Dec. 1991->
321 -- $a Frequency varies, $b 1839-<July/Aug. 1980>
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-
500 -- $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. :
Saturday Evening Post Society, 1971-
500 -- $a Some numbers around 1842-1843 have title: United States Saturday post.
500 -- $a Title from caption.
515 -- $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.
515 -- $a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan. 29,1898 issue.
515 -- $a Suspended publication Feb. 9, 1969-spring 1971.
515 -- $a Issues for summer and autumn 1971 unnumbered but constitute v. 243, no. 1-2.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
752 -- $a United States $b Pennsylvania $c Philadelphia $d Philadelphia
780 00 $t Atkinson's evening post and Philadelphia Saturday news $w (OCoLC)10312674 $w (DLC)sn 84026167
780 05 $t Country gentleman $x 0147-4928 $w (DLC) 77649610 $w (OCoLC)3175159
936 -- $a v. 263, no. 7

Which record best fits the piece in hand? Record 1 **Record 2**

Although the title matches both records, the first record is an earlier title that ceased in 1830 while the second record is an open entry.

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration fits.
7. The 245 title proper matches the piece in hand

Note: These records not cataloged according to CONSER Standard Record guidelines

Example 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Title page:

The Smart Museum of Art Bulletin
2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:

Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred Smart Museum of Art, The University of Chicago, 5570 South Greenwood Avenue, Chicago, Illinois, 60637.

ISSN: 1099-2413

Does the following record match the bibliographic data above?

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry: ilu
S/L 0 Orig ■ EntW: Regl ■ Alph a
Desc a SrTp Cont: DtSt c Dates 1996,9999
010 -- $a sn98002137
040 -- $a NSD $c NSD
022 0- $a 1099-2413 $2 1
037 -- $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 -- $a nsdp $a lcd
082 10 $a 708 $2 12
210 0- $aSmart Museum Art bull.
222 -4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 -- $a Chicago, Ill. : $b David and Alfred Smart Museum of Art, University of Chicago
310 -- $a Annual
362 1- $a Began with Volume 7 (1995/1996).
500 -- $a Description based on: Vol. 7 (1995/1996); title from t.p.
500 -- $a Latest issue consulted: Volume 8 (1996/1997).
710 2- $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233

Circle one. The copy fits**: Yes** No

List your reasons:

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration and chronological designations fit.
7. The 245 title proper matches the piece.

Example 9

Cover:

BUILDING
THE
PUBLIC
CITY

The Politics, Governance,
And Finance of
Public Infrastructure

Edited by
David C. Perry

Urban
Affairs
Annual
Review
43

This is a monograph appearing in the numbered series: Urban Affairs Annual Review. It could be cataloged either as a serial under the series title or as a monograph with a series tracing.

Session 6: Exercises

Part A

Compare the bibliographic information to data on the issues received. Modify copy following the CONSER Standard Record guidelines.

Part B*

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided and indicate any editing necessary. The copy may not include all MARC tags.

Part C

Edit the copy provided to indicate cessations based on the information provided.

Part A.
Instructions: Below and on the left are segments from existing catalog records cataloged according to the CONSER Standard Record guidelines. On the right-hand side are the issues received by your library. How would you modify the existing catalog record following the CONSER Standard Record guidelines?

1. Exercise 1

In bibliographic record	On issue
FF: Freq ■ Regl ■ DtSt c Dates 1970, 9999 362 1- $a Began with August/September 1970. 500 -- $a Description based on: Aug./Sept. 1970; title from t.p. 500 -- $a Latest issue consulted: Aug./Sept. 1970.	In issue: March 2003 Preface: All good things must come to an end; this issue marks the end of an era for us. Thanks to all of you, our loyal readers.

Answer: This is a cessation
FF: Freq ■
Regl ■ DtSt d Dates 1970, 2003

362 1 $a Began with August/September 1970; ceased with March 2003.
500 -- $a Description based on: Aug./Sept. 1970; title from t.p.
500 -- $a Latest issue consulted: Mar. 2003.

2. Exercise 2

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt c Dates 1995, 9999 362 1- $a Began with Volume 1, Number 1 (January 1995). 500 -- $a Description based on: Volume 1, Number 1 (January 1995); title from title page. 500 -- $a Latest issue consulted: Volume 1, Number 1 (January 1995).	Volume 11, no. 12 December 2006 January 2007 February 2007 March 2007 [no numbering found on issues after Dec. 2006]

Answer: This is a numbering change
FF: Freq ■
Regl ■ DtSt c Dates 1995, 9999

362 1- $a Began with Volume 1, Number 1 (January 1995); original numbering ceased with v. 11, no. 12 (Dec. 2006). Issues for Jan. 2007- not numbered.
500 -- $a Description based on: Volume 1, Number 1 (January 1995); title from title page.
500 -- $a Latest issue consulted: March 2007.
OR:
362 1- Began with Volume 1, Number 1 (January 1995).
515 -- $a Volume numbering ended with Volume 11, Number 12 (December 2006). Issues for January 2007- not numbered.
Note: Catalogers will find various ways to express this situation, e.g.: "Issues for Jan. 2007- lack volume numbering" Reminder: Notes are not prescriptive. So long as the message is clear, don't worry about wording differences.

3. Exercise 3

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt c Dates 1998, 9999 310 -- $a Bimonthly 362 1- $a Began with May/June 1998. 500 -- $a Description based on: May/June 1998; title from cover. 500 -- $a Latest issue consulted: May/June 1998.	In issue: November/December 1999 Masthead: Published bimonthly by… In issue: January 2000 Masthead: Published monthly by … In issue: August 2006 Masthead: Published monthly by …

Answer: This is a frequency change
FF: Freq ■
Regl ■ DtSt c Dates 1998, 9999

310 -- $a Monthly, $b Jan. 2000-
321 -- $a Bimonthly, $b May/June 1998-Nov./Dec. 1999
362 1 $a Began with May/June 1998.

500 -- $a Description based on: May/June 1998; title from cover.
500 -- $a Latest issue consulted: August 2006.

4. Exercise 4

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt c Dates 1943, 9999 362 1- $a Began in 1943. 500 -- $a Description based on: Vol. 2, no. 1 (July 1944); title from cover. 500 -- $a Latest issue consulted: Vol. 2, no. 1 (July 1944)	Vol. 10 No. 12 June 1952 Number 1 July 1953 Number 108 March 2008

Answer: This is a numbering change.

FF: Freq ■
Regl ■ DtSt c Dates 1943, 9999

362 1- $a Began in 1943. Numbering started over with no. 1 (July 1953).
500 -- $a Description based on: Vol. 2, No. 1 (July 1944).
500 -- $a Latest issue consulted: No. 108 (Mar. 2008).

5. Exercise

In bibliographic record	On issues
FF: Freq ■ Regl ■ DtSt d Dates 1999, 2007 362 1- $a Began with no. 38 (winter 1999). 500 -- $a Description based on: No. 40 (summer 1999); title from cover. 500 -- $a Latest issue consulted: No. 69 (fall 2006).	Library received issue no. 70 winter 2007. Library claimed issues for spring, summer, and fall 2007. Message from publisher: … ended in 2007. We are no longer publishing this journal.

Answer: This is a cessation.

FF: Freq ■
Regl ■ DtSt d Dates 1999, 2007

362 1- $a Began with no. 38 (winter 1999); ceased in 2007.
500 -- $a Description based on: No. 40 (summer 1999); title from cover.
500 -- $a Latest issue consulted: No. 70 (winter 2007).

Note: if the cataloger could be sure that no. 70 was the last issue, then
362 1- $a Began with no. 38 (winter 1999); ceased with no. 70 (winter 2007).
500 -- $a Description based on: No. 40 (summer 1999); title from cover.
500 -- $a Latest issue consulted: No. 70 (winter 2007).

Part B

Example 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311

```
Type   a    ELvl      Srce   d   GPub      Ctrl      Lang  eng
BLvl   s    Form      Conf   0   Freq  q   MRec      Ctry  ncu
S/L    0    Orig      EntW       Regl  x   Alph  a
Desc   a    SrTp  p   Cont       DtSt  c   Dates  1977,9999
010  --  $a 97645992 $z sn86014420
040  --  $a NSD $c NSD $d NST $d IXA $d DLC
012  --  $i 9710 $l 1 $z d
022  0-  $a 0888-6121 $2 1
042  --  $a nsdp $a lc
043  --  $a n-us-nc
050  00  $a GR110.N8 $b N49 $u <AFC>
082  1-  $a 390 $2 11
210  0-  $a Newsl. N.C. Folk. Soc.
222  -0  $a Newsletter of the North Carolina Folklore Society
245  00  $a Newsletter of the North Carolina Folklore Society.
260  --  $a Boone, NC : $b North Carolina Folklore Society, $c 1977-
300  --  $a v. ; $c 28 cm.
310  --  $a 3 or 4 no. a year, $b 1986-
321  --  $a Irregular, $b 1977-1985
362  0-  $a Vol. 1, no. 1 (5 Feb. 1977)-
500  --  $a Title from caption.
500  --  $a Latest issue consulted: Vol. 30, no. 3 (Sept. 2008).
515  --  $a Some issues do not have a numeric designation.
650  -0  $a Folklore $z North Carolina $v Periodicals.
610  20  $a North Carolina Folklore Society $v Periodicals.
651  -0  $a North Carolina $x Social life and customs $v Periodicals.
710  2-  $a North Carolina Folklore Society.
850  --  $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV
```

Indicate which field(s) would need editing and which fields you would add to the record above.

1. Even though the city of publication has changed, the state has not so this would not be noted nor would the fixed field Country of Publication code change.

2. The cataloger familiar with the CONSER Standard Record guidelines will notice some stylistic differences: (a) Coding for the Fixed Field (Conf, Freq, Regl); (b) 260 $c; (c) presence of 300 field; (d) formatted 362 field. However, unless the information is out of date, no modification is required.

Example 2

Cover:

Now Monthly!

February 2007
Vol. 20 No. 2

Conscious Choice

The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suiye 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.

Type a ELvl I Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry ilu
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp p Cont DtSt c Dates 1992,9999
245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
310 -- $a Bimonthly
500 -- $a "Resources for responsible decision making."
500 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992) ; title from cover.
500 -- $a Latest issue consulted: Vol. 5, no. 6 (Nov./Dec. 1992).
650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.

1. The fixed field dates can be edited to reflect that the publisher states the beginning date in the sidebar on page six.
2. The Frequency note (310 field) should be updated to reflect the current frequency, with a $b to show the period related to that frequency (i.e., that the serial was monthly only from some date after 1988).
3. The cataloger should preserve the previous frequency in a 321 note (as shown).
4. An unformatted 362 field can be added to reflect the beginning date.
5. The word in the 500 quoted note no longer appears on the piece but could be left in the record.
6. A Latest issue consulted (LIC) note indicates the most recent issue seen by the cataloger. The LIC should be enhanced to: 500 -- $a Latest issue consulted: Vol. 20, No. 2 (February 2007).

Example 3

Cover:

July 1998

Ebony

Table of contents page:

Ebony incorporating ***Black World Magazine*** (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry ilu
S/L 0 Orig EntW Regl r Alph a
Desc SrTp p Cont DtSt c Dates 1945,9999
010 -- $a 52042074
022 0- $a 0012-9011 $2 1
040 -- $a MnMULS $c MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042 -- $a nsdp $a lc
043 -- $a n-us---
050 00 $a AP2$b.E165
210 0- $a Ebony
222 -0 $a Ebony
245 00 $a Ebony.
260 -- $a [Chicago, $b Johnson Pub. Co., etc.]
265 -- $a 820 South Michigan Ave., 60605
300 -- $b ill., ports.$c35 cm.
350 -- $a $10.00 (U.S.) $a $11.00 (foreign)
362 0- $a v. 1- Nov. 1945-
515 -- $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650 -0 $a African Americans $v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.

1. There is new information about a title that has been absorbed: Black World Magazine. A linking entry could be made to reflect this new data.

2. Note the confusing placement of the ISSN after the related title and not with the title to which it belongs.

3. Note also that this is an AACR1 record (Desc blank)

Example 4

Cover:

THE CEYLON MEDICAL JOURNAL

Established 1887

Volume 43, No. 3, September 1998

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:

Published by
The Sri Lanka Medical Association
Colombo
Sri Lanka

```
Type   a    ELvl      Srce   d    GPub      Ctrl      Lang   eng
BLvl   s    Form      Conf   0    Freq   q   MRec      Ctry   ce
S/L    0    Orig      EntW       Regl   r   Alph
Desc        SrTp   p  Cont       DtSt   c   Dates  1952,9999
010  --  $a sn 86012860
022  --  $a 0009-0875 $2 z
040  --  $a MnMULS $c MnMULS $d CU-UC $d RCS $ dAIP $d NST
042  --  $a nsdp
060  0-  $aW1 CE945
210  0-  $a Ceylon med. j.
222  -0  $a Ceylon medical journal
245  00  $a Ceylon medical journal.
260  --  $a Colombo, $b Ceylon Medical Association.
362  0-  $a new series, v. 1- May 1952-
650  -0  $a Medicine $v Periodicals.
710  20  $a Ceylon Medical Association.
780  02  $a British Medical Association. Ceylon Branch. $t Journal
```

Indicate which field(s) would need editing and which fields you would add to the record above.

The piece in hand has a later form of the corporate body's name. This is an AACR1 record and description is based on the latest issue. Thus the publisher is changed and the earlier publisher is given in a 550 note. An added entry is added for the new publisher.

Example 5

Cover of the April 2008 print issue in hand:

Popular
Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular
Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370

Record 2

```
Type   a    ELvl      Srce   d    GPub      Ctrl          Lang   eng
BLvl   s    Form      Conf   0    Freq   m  MRec          Ctry   nyu
S/L    0    Orig      EntW      Regl   r  Alph   a
Desc   a    SrTp   p  Cont      DtSt   c  Dates  1950,9999
010  --  $a 81640658 $z sc78000900 $z sn78004685
022  0-  $a 0161-7370 $2 1
042  --  $a lc $a nsdp
050  00  $a AP2 $b .P8
082  --  $a 505
130  0-  $a Popular science (New York, N.Y.)
210  0-  $a Pop. sci. $b (N.Y.N.Y.)
222  -0  $a Popular science $b (New York, N.Y.)
245  10  $a Popular science.
246  13  $a Popular science monthly
260  --  $a [New York, N.Y. : $b Popular Science Pub. Co., $c 1950-
265  --  $a Popular Science, Box 2871, Boulder, CO 80322
300  --  $a v. : $b ill. ; $c 24-29 cm.
310  --  $a Monthly
362  0-  $a [Vol. 157, no. 1] (July 1950)-
500  --  $a Title from cover.
500  --  $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530  --  $a Available also in microform.
650  -0  $a Science $v Periodicals.
650  -0  $a Technology $v Periodicals.
650  -2  $a Science $v periodicals.
650  -2  $a Technology $v periodicals.
780  00  $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)
01008317 $w (OCoLC)4179801
936  --  $a Vol. 228, no. 3 (Mar. 1986) LIC
```

Indicate which field(s) would need editing and which fields you would add to the record above.

In this case there is no editing that would be necessary.

Example 6

Cover:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April '03

Table of contents:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 2003 Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

Example 6

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry inu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt c Dates 1839,9999
010 -- $a 55019956//r84
022 0- $a 0048-9239 $2 1
042 -- $a lc $a nsdp
050 00 $a AP2 $b .S2
082 0- $a 051 $2 19
130 0- $a Saturday evening post (Philadelphia, Pa. : 1839)
210 0- $a Saturday evening post $b (1839)
222 -4 $a The Saturday evening post $b (1839)
245 14 $a The Saturday evening post.
246 10 $a United States Saturday post
260 -- $a Philadelphia : $b G. Graham, $c 1839-
265 -- $a Benjamin Franklin Literary & Medical Society, 1100 Waterway Blvd., P.O. Box 567, Indianapolis, IN 46202
300 -- $a v. : $b ill. ; $c 27-79 cm.
310 -- $a Bimonthly, $b <Nov./Dec. 1991->
321 -- $a Frequency varies, $b 1839-<July/Aug. 1980>
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-
500 -- $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. : Saturday Evening Post Society, 1971- ; Benjamin Franklin Literary & Medical Society, <2003->
500 -- $a Some numbers around 1842-1843 have title: United States Saturday post.
500 -- $a Title from caption.
500 -- $a Latest issue consulted: Vol. 271, no. 2 (Mar./Apr. 2003).
515 -- $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.
515 -- $a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan. 29, 1898 issue.
515 -- $a Suspended publication Feb. 9, 1969-spring 1971.
515 -- $a Issues for summer and autumn 1971 unnumbered but constitute v. 243, no. 1-2.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
752 -- $a United States $b Pennsylvania $c Philadelphia $d Philadelphia
780 00 $t Atkinson's evening post and Philadelphia Saturday news $w (OCoLC)10312674 $w (DLC)sn 84026167
780 05 $t Country gentleman $x 0147-4928 $w (DLC) 77649610 $w (OCoLC)3175159
~~936 -- $a v. 263, no.~~

1. Add the current publisher to the 500 note.
2. If desired, add a 710 for the publisher (since it is a non-commercial publisher).
3. Remove 936; add 500 Latest Issue Consulted (LIC) note

Example 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Page [1]:

The Smart Museum of Art Bulletin
2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:

Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred Smart Museum of Art, The University of Chicago, 5570 South Greenwood Avenue, Chicago, Illinois, 60637.

ISSN: 1099-2413

Type a ELvl 7 Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq a MRec Ctry ilu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp Cont DtSt c Dates 1996,9999
010 -- $a sn98002137
040 -- $a NSD $c NSD
022 0- $a 1099-2413 $2 1
037 -- $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 -- $a nsdp $a lcd
082 10 $a 708 $2 12
210 0- $a Smart Museum Art bull.
222 -4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 -- $a Chicago, Ill. : $b The Museum, University of Chicago, $c c1997-
300 -- $a v.
310 -- $a Annual
362 0- $a Vol. 7 (1995-1996)-
710 2- $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233
936 -- $a vol. 8 (1996-1997) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.

1. The Encoding level can be changed to blank (if CONSER library) from "7" (Minimal level).
2. Note that that publishing statement has the abbreviated form “The Museum” which is now not used. This does not need to be changed, unless you wish to do so to provide better access through the 260 field.
3. The physical description could be completed, although this is not critical. (The 300 field is not required for CONSER Standard Record maintenance anyway.)
4. Latest issue consulted should be added; and the 936 deleted.
5. Subject headings should be added to the record.
6. The earlier title link should be checked against your catalog to see if you hold the title and if so, whether the form of the linking entry matches.

Part C

Edit the copy provided to indicate cessations based on the information provided.

Example 1:

It is known from an external source (vendor, publisher, etc.) that the title ceased publication in 1986. Volume and issue numbering are not known and the last issue in hand was published in 1985.

```
Type   a    ELvl   I    Srce   d    GPub      Ctrl        Lang   eng
BLvl   s    Form        Conf   0    Freq   f  MRec        Ctry   ie
S/L    0    Orig        EntW        Regl   r  Alph   a
Desc   a    SrTp   p    Cont        DtSt   d  Dates  1969,1986
040  --  $a YUS $c YUS $d NYG $d HUL
022  --  $a 0047-1437
043  --  $a e-ie---
090  --  $a CS2410 $b .I73
092  --  $a 929.109415 $b I68
245  04  $a The Irish ancestor.
260  --  $a [Dublin : $b s.n., $c 1969-
300  --  $a v. : $b ill. ; $c 24 cm.
310  --  $a Semiannual
362  0-  $a Vol. 1, no. 1 (1969)-
362  1-  $a Ceased in 1986.
500  --  $a Title from cover.
500 --   $a Latest issue consulted: 1985.
525  --  $a Some numbers accompanied by supplements.
651  -0  $a Ireland $x Genealogy $v Periodicals.
```

Points to mention:

1. The Dates and Date Status fixed fields are updated.
2. An unformatted 362 field is added to close the record.
3. A Latest Issue Consulted note would be added.

Example 2:

You have issue number 3 published in 1986 in hand and the publisher has informed you that this is the last issue.

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq a MRec Ctry xxu
S/L 0 Orig EntW Regl r Alph a
Desc SrTp Cont DtSt **d** Dates 1977,**1986**
010 -- sc80001467
040 -- $a COO $c COO $d HUL $d DLC $d NSD $d OCL $d NST $d HUL $d NST
022 0- $a 0278-3614 $2 1
041 0- $a eng $a fre
042 -- $a lc $a nsdp
043 -- $a e-fr---
090 -- $a JV1801 $b .F87
210 0- $a Fr. colon. stud.
222 -0 $a French colonial studies
245 00 $a French colonial studies.
246 11 $a Etudes coloniales françaises $f spring 1977
260 -- $a [s.l.] $b French Colonial Historical Society, $c 1977-**1986.**
300 -- $a **3** no. $c 22 cm.
310 -- $a Annual
362 0- $a no. 1-**3.**
500 -- $a Spring 1977 issue has title also in French: Etudes coloniales françaises.
546 -- $a English or French.
710 2- $a French Colonial Historical Society.
~~936 -- $a 1978~~

Points to mention:

1. This is a pre-AACR2 record, so cataloger would not apply CONSER Standard Record guidelines.
2. The Date Status and second Dates fixed field elements are updated.
3. Depending on local policy, could upgrade 041 coding
4. The 260 subfield c publication date is closed.
5. The number of issues is completed in the 300 subfield a, physical description field.
6. The designation is closed in the 362 field.
7. 936 deleted since record has been ceased with final issue.

Session 7: Exercises

In part A, indicate whether the change is major or minor according to the rules given below. The emphasis in this section is simply on recognizing when a new record is required.
In part B, complete the abbreviated workforms to indicate the tagging and coding of the relevant bibliographic data. The emphasis in this section is on closing out the old record and tagging and coding the bibliographic data in the new record or editing an existing record.

From AACR2:
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.

Part A

Indicate whether the following situations constitute a major or minor change. For major changes, indicate the reason; for minor changes, the category under rule 21.2C2 that applies.

	Title 1	Title 2	New Record?
1.	Autograph Collector	Autograph Collector's Magazine	No: cat. ix
2.	Report on Public Policy	Report for Public Policy	No: cat. ii
3.	China Telex & Fax Directory	China Fax & Telex Directory	Yes: reorder of 1st 5 words
4.	CONSER Program annual report	Annual report of the CONSER Program	No: cat. iii
5.	Annual Report 1996/1997	Annual Report for the Fiscal Year 1998	No: cat. vi
6.	Annuaire des Statistiques Yearbook of Statistics	Yearbook of Statistics Annuaire des Statistiques	No: cat. v
7.	Year Book	Yearbook	No: cat. i
8.	Television monthly	TV monthly	No: cat. i
9.	IEE Proceedings. Part E, Computers and Digital Techniques	IEE Proceedings. Computers and Digital Techniques	Yes: change in 1st 5 words
10.	Guidebook for France, Italy and Spain	Guide Book for France and Italy	Yes: change in scope
11.	Annual report of Navistar	Annual report	No: cat. iii
12.	Guide to travel in Massachusetts: Boston, Salem, Newburyport, Cape Cod and the Islands	Guide to travel in Massachusetts: Boston, Newburyport and the north shore, Cape Cod and the Islands, New Bedford and Fall River	No: cat. viii

Part B

Example 1

Cover of spring 1998 issue:

ILLINOIS

HISTORICAL JOURNAL

Spring 1998

Table of contents, page [1]:

ILLINOIS

HISTORICAL JOURNAL
Volume 91 / Number 1 / Spring 1998

Contents

{table of contents omitted}

Cover of summer 1998 issue:

Journal of the
Illinois State
Historical Society

Summer 1998

Page 77 (title page):

Journal
of the
Illinois State Historical Society

Vol. 91 Number 2

What fields or data would you add to the old record; what additional information would be included in the new records?

Old record

Fixed field:
Publication status: **d**
Dates: 1984,**1998**
245 00 $a Illinois historical journal.
260 -- $a Springfield, Ill. : $b Illinois Historic Preservation Agency, $c 1984-**1998.**
362 0- $a [Vol. 77, no. 3] (autumn 1984)–v. 91, no. 1 (spring 1998).
780 00 $a Illinois State Historical Society. $t Journal of the Illinois State Historical Society
785 00 $t Journal of the Illinois State Historical Society

New record

Fixed field:
Publication status: **c**
Dates: **1998,9999**
245 00 $a Journal of the Illinois State Historical Society.
260 -- $a Springfield, Ill. : $b Illinois State Historical Society
362 1- $a Began with volume 91, no. 2 (summer 1998).
500 -- $a Description based on: Volume 91, no. 2 (summer 1998); title from t.p.
500 -- $a Latest issue consulted: Volume 91, no. 2 (summer 1998).
780 00 $t Illinois historical journal $w ...

Example 2

Last issue of print:

Small Press Record of Books in Print
23rd Edition
1994/95

CD-ROM title screen (first issue):

The Small Press Record of Books in Print
24th & 25th Editions
1995-1997

What fields would you add to the following records:

Old record

Fixed field:
Publication status: **d**
Dates: 1975,**1995**
245 00 $a Small press record of books in print.
260 -- $a Paradise, CA : $b Dustbooks, $c 1975-
362 0- $a 5th (1975)-
362 1- $a Ceased with 23rd edition (1994/95).
500 -- $a Latest issue consulted: 23rd edition (1994/95).
580 -- $a Continued by a publication with the same title issued in CD-ROM format.
785 10 $t Small press record of books in print $w ...

New record

Fixed field:
Publication status: **c**
Dates: **1997,9999**
245 00 $a Small press record of books in print
260 -- $a Paradise, CA : $b Dustbooks
362 1- $a Began with 24th & 25th ed. (1995/1997).
500 -- $a Description based on: 24th & 25th ed. (1995/1997); title from PDF title page.
500 -- $a Latest issue consulted: 24th & 25th ed. (1995/1997).
580 -- $a Continues a publication with the same title issued in paper format.
780 10 $t Small press record of books in print $w ...

Example 3

Volume 112, Number 1, July 1959 issue cover:

Popular Mechanics Magazine

Volume 112, Number 2 August 1959 issue cover:

Popular Mechanics

What would you add to the record?

Record
245 00 $a Popular mechanics magazine.
246 1- $i Issues for Aug. 1959- have title: $a Popular mechanics

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Appendix G: 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 latest entry records and in 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	Information about when the serial began and/or ceased (1st ind. '1')
440/490	Series statement
500	General note (used for description based on notes, source of title, 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 EXERCSES

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 SERIAL (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 Supercedes 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 H: CONSER Standard Record: Cheat Sheet for Catalogers

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

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Appendix I: 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?