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## **CCM Module 12**

Series Statements and Authorized Access Points  
(Fields 490 and 8xx)

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## Introduction

When monograph or serial catalogers are asked what they consider to be the most difficult aspect of cataloging, invariably the answer is "series." Monographic series, both numbered and unnumbered, are types of serials. Series are complex because they may be treated differently in each institution, and perhaps most importantly, because it is not always clear that a word or phrase constitutes a series title.

Series are recorded in an online record in field 490 and, if the series authorized access point is also provided, in field 8XX, depending on their treatment and the form found on the piece. Previously, a field 440 was used when the form found on the piece and the series authorized access point were the same.

This module focuses on serials that are issued in a series. It does **not** discuss how to create a series authority record (SAR) but includes a section on interpreting the SAR. It also does not include instructions for making local series treatment analysis and classification decisions relating to cataloging and classification.

### **This Module will discuss:**

- Terms relating to series and their treatment
- How to interpret series authority records
- How to determine whether a word or phrase constitutes a series
- Series statements and their authorized access points and their relation to the MARC 21 fields
- How to record the series statement
- When to record numbering in a serial bibliographic record
- Main series and subseries
- Changes in the series title proper and how to record series added or dropped on later issues
- LC practices regarding series

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## References

### *RDA/LC-PCC PSs*

General rules for series: 2.12, 2.17.11, A.3.2, A.7, D.1.2, J.2.4

General rules that apply to series: 1.5, 2.3.1.4, 2.3.1.7, 2.3.2, 2.3.3, 2.3.8, 2.3.9, 2.17.5, 6.1.3.2.2, 6.27.2.2

Change in title or responsible person/body/family: 1.6.2.3-4, 2.3.2.12.2-3, 2.12.1.6.1-2, 6.1.3.2.1-2, 6.1.3.3.1-2

Authorized access point for series: Chapter 6

### *CEG*

Series--General information, 490, 800, 810, 811, 830

### *CCM*

Module 6. Title Statement.

### *BIBCO Standard Record (BSR)*

Available from: <http://www.loc.gov/aba/pcc/bibco/documents/PCC-RDA-BSR.pdf>

### *CONSER Standard Record (CSR)*

Available from: <http://www.loc.gov/aba/pcc/conser/documents/CONSER-RDA-CSR.pdf>

### *Series Training for PCC Participants*

Available from: <https://www.loc.gov/catworkshop/courses/naco-full%20series-RDA/course%20table.html>

Note: instructions for series are given in various policy statements, in the Z1 section of the *Descriptive Cataloging Manual*, and in the *CONSER Editing Guide*. This module provides an overview and refers the cataloger to more specific instructions, where applicable.

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## Definitions used in this module

This list includes all relevant vocabulary given in the RDA glossary; not all terms in this list are used in this module.

**Access point.** A name, term, code, etc., representing a specific entity. (*RDA*)

**Analytic.** An individual title in a series. The analytic may be a monograph, an integrating resource, or a serial. (*CCM*)

**Analytical description.** A description that describes a part of a larger resource (e.g., a single volume of a three-volume biography, a single map forming part of a map series). (*RDA*)

**Analyzable.** A series is described as "analyzable" because it contains additional titles that could be represented by separate bibliographic records. A word or phrase cannot be a series if it is not "analyzable" (i.e., it does not have additional titles that could be separately cataloged). (*CCM*)

**Analyze (v.).** To catalog the individual titles. If a series is "analyzed," all or some of the titles in the series are represented by separate bibliographic records. (*CCM*)

**Authorized access point.** The standardized access point representing an entity (*RDA*)

**Collected set.** The term "collected" is used at LC to mean "classified together" (all issues of the series are classed together under the same call number). (*CCM*)

**Collected set record.** A serial record for the series. Perhaps the most frequent use of a collected set record is when issues of the series are classed or "collected" under the same call number. (*CCM*)

**Comprehensive description.** A description that describes the resource as a whole (e.g., a map, a periodical, a collection of posters assembled by a library, a kit consisting of a filmstrip, an audiotape, and a teacher's manual). (*RDA*)

**ISSN of series.** The identifier assigned to a series by an ISSN registration agency). (*RDA*)

**ISSN of subseries.** The identifier assigned to a subseries by an ISSN registration agency. (*RDA*)

**Main series.** A larger, more comprehensive series that includes subseries. (*CCM*)

**Monographic series.** One category of serial. The term can be misleading because it implies that the individual titles in the series are all monographs when some or all may be integrating resources or serials. (*CCM*)

**Note on series statement.** A note providing information on complex series statements, incorrect numbering within series, or changes in series statements. (*RDA*)

**Numbering within series.** A designation of the sequencing of a part or parts within a series. Numbering within series may include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (*volume, number, etc.*) and/or a chronological designation. (*RDA*)

**Numbering within subseries.** A designation of the sequencing of a part or parts within a subseries. Numbering within subseries may include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (*volume, number, etc.*) and/or a chronological designation. (*RDA*)

**Other title information of series.** Information that appears in conjunction with, and is subordinate to, the title proper of a series. (*RDA*)

**Other title information of subseries.** Information that appears in conjunction with, and is subordinate to, the title proper of a subseries. (*RDA*)

**Parallel other title information of series.** Other title information of a series in a language and/or script that differs from that recorded in the other title information of series element. (*RDA*)

**Parallel other title information of subseries.** Other title information of a subseries in a language and/or script that differs from that recorded in the other title information of subseries element. (*RDA*)

**Parallel statement of responsibility relating to series.** A statement of responsibility relating to series in a language and/or script that differs from that recorded in the statement of responsibility relating to series element. (*RDA*)

**Parallel statement of responsibility relating to subseries.** A statement of responsibility relating to subseries in a language and/or script that differs from that recorded in the statement of responsibility relating to subseries element. (*RDA*)

**Parallel title proper of series.** The title proper of a series in another language and/or script. (*RDA*)

**Parallel title proper of subseries.** The title proper of a subseries in another language and/or script. (*RDA*)

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**Publisher's listing.** A list of the titles/works that have been published in the series. Generally, a publisher's listing is not considered to be a series title page, although the series statement may be taken from it. (*CCM*)

**Series.** A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual resources may or may not be numbered. (*RDA*) A series may be a monographic series or a multipart item.

**Series authority record (SAR).** Series authority records are created by PCC<sup>1</sup> participants and are included in the LC/NACO Authority File. The SAR provides the title and numbering to be used in the authorized access point; it may include cross references and institution-specific treatment decisions. SARs can be made for monographic series, multipart items, series-like phrases, and those serials that have analyzable titles on some issues. (*CCM*)

**Series-like phrase.** A character string (words, letters, combination of letters and numbers) not considered to be a series. (*NACO*)

**Series statement.** A statement identifying a series to which a resource belongs and the numbering of the resource within the series. A series statement may also include information identifying one or more subseries to which the resource being described belongs. (*RDA*)

**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 resource within the series). (*RDA*)

**Statement of responsibility relating to series.** A statement relating to the identification of any persons, families, or corporate bodies responsible for a series. (*RDA*)

**Statement of responsibility relating to subseries.** A statement relating to the identification of any persons, families, or corporate bodies responsible for a subseries. (*RDA*)

**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. (*RDA*)

**Title proper of series.** The chief name of a series (i.e., the title normally used when citing the series). (*RDA*)

**Title proper of subseries.** The chief name of a subseries (i.e., the title normally

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used when citing the subseries). (*RDA*)

**Unanalyzable.** A serial is “unanalyzable” when the separate volumes do not have titles in addition to the collective title. Most serials are "unanalyzable" (e.g., *Newsweek*, *Statistical yearbook*, etc.). Occasionally, an issue of a series is published without an individual title and is thus "unanalyzable" (*LC-PCC PS 2.3.1.7*). (*CCM*)



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## Serial in a Series

This module is about serials that are published in series. As an example, the serial *Economic Impact of Kentucky's Tourism and Travel Industry* is issued in the series *Tourism Research Series*. Note that the numbering of the series is not consecutive.

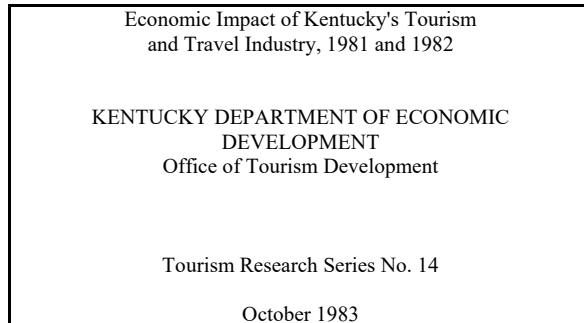


Fig. 12.1a

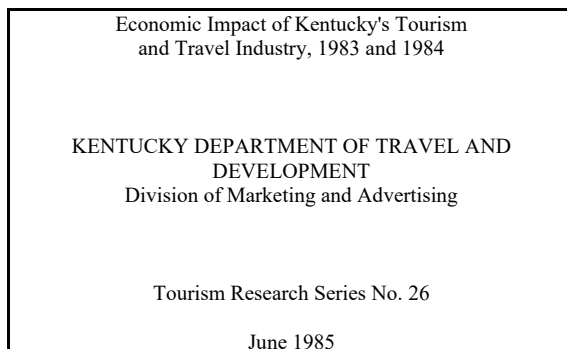


Fig. 12.1b

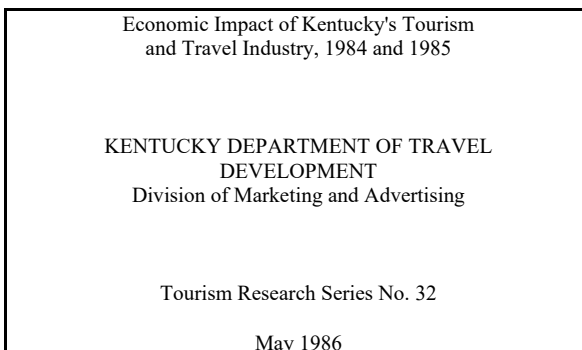


Fig. 12.1c

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245	00	\$a Economic impact of Kentucky's tourism and travel industry
490	1#	\$a Tourism research series
830	#0	\$a Tourism research series.

## 12.1. Introduction to Series

### 12.1.1. What are series and why are they important?

A series is a group of separate works related to one another by the fact that each manifestation bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual works in a series may or may not be numbered. They may be monographs, integrating resources, and/or serials, or a mix of these categories. Publishers issue works in series to group together publications on a particular topic and for distribution and sales purposes. Series are important because they provide a potential point of access. A user may know only that a publication is issued in a particular series or may be seeking all of the publications in a particular series without knowing any of the individual titles. The series may also serve as a means for control and shelving. In addition, a library may place a standing order with a publisher to receive all of the issues published in a series.

### 12.1.2. Series treatment

An institution may decide to keep all of the issues/volumes in a series together by giving them the same call number or may give each its own call number. The institution may decide to analyze each title, some of the titles, or none of the titles. What is more complicated in a shared database is that another institution may decide to treat the series in a different manner, based on the needs of its users. These decisions are referred to as "series treatment." The decision as to how to treat a series in one way as opposed to another is basically a matter of institutional policy<sup>2</sup>. Series treatment involves three aspects: 1) whether individual works issued in the series will be cataloged; 2) whether the titles in the series will be given the same or different call numbers; 3) whether the series is to be given an authorized access point or not in the analytic record. The following terms are applied to series authority records and must be understood for the correct interpretation of these records.

#### **a. Analysis (i.e., cataloging of individual issues; SAR field 644).**

**Analyzed in full (644 \$a = f).** Each individual work in the series is cataloged, whether it is a monograph, integrating resource, or serial. The titles may be classified separately or collected under the same call number. An institution may or may not choose also to make a collected set record if the decision is to classify the volumes as a collection. Some institutions will make a collected set record for a series classified separately for acquisitions purposes (e.g., to place a standing order).

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<sup>2</sup> Since 1972, most series new to the Library of Congress have been treated as "analyzed in full" and "classified separately."

**Analyzed in part (644 \$a = p).** Some individual titles are cataloged; others are not. Titles that are not cataloged are checked in on the record for the series. This type of treatment requires a collected set record and a call number under which all the titles are shelved, whether they are analyzed or not. With the exception of government documents, this form of treatment is no longer applied to new titles at LC.

**Not analyzed (644 \$a = n).** None of the individual works issued in the series are cataloged. Instead, only a collected set record is created.

**b. Tracing (SAR field 645).**

**Traced (645 \$a = t).** Tracing the series refers to providing an authorized access point for the series in each analytic record.

**Not traced (645 \$a = n).** An authorized access point for the series is not given in the analytic record.

**c. Classification (SAR field 646).**

**Classified as a collection (646 \$a = c).** All titles in the series are given the same call number (i.e., they are "collected" together on the shelf).

**Classified separately (646 \$a = s).** Each title in the series is given its own call number.

**Classified with the main series (646 \$a = m).** This classification decision applies to subseries if the main series is classed as a collection. All titles in the subseries are given the call number of the main series.

Some SARs contain multiple treatment fields that reflect changes in the treatment over the life of the series, referred to as a "change in treatment." In the past, LC applied different treatment decisions to different sets (i.e., copies) of the series, referred to as "split treatment." See *CCM* 12.7 for more information.

### 12.1.3. Interpreting the series authority record (SAR)

The series authority record contains the authorized access point for the series to be used (1XX), variant access points (4XX), ISSN (022), publishing information (643), the treatment (644-646; with reference to the institution to which the treatment applies in \$5), notes relating to the series (640-641, 667), the form of numbering (642), and citations to the works in which the series has/has not been found (670/675). The series authority record is essential in a shared database because it assures that all libraries will at least use the same authorized access point for the series, if not the same "treatment."

Since the treatment fields are optional in MARC 21, not all SARs will have these fields. However, all SARs for monographic series created since fall 1998 will have at least a 645 field coded "t" and a subfield \$5 DPCC<sup>3</sup>. This tracing decision represents the PCC decision to trace if analytic records are made AND an authority record exists or is being created. If the series is numbered, there will also be a 642 field with the form of numbering plus the subfield \$5 DPCC. There is no national decision for analysis or classification.

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<sup>3</sup> DPCC is the MARC 21 institution code for the Program for Cooperative Cataloging.

**Example 1. Classified separately, analyzed in full.** This is a fairly straightforward series that contains one treatment decision.

Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt agn:		Auth status:	a	Subj:	a	Subj use:	a
Series:	a	Auth/ref:	a	Geo subd:	n	Ser use:	a
Ser num:	b	Name:	n	Subdiv tp:	n	Rules:	c

```

1  010 ## $a no 90010396
2  040 ## $a DLC-S $c DLC-S $d DLC-S $d DLC
3  130 #0 $a DMS market studies
4  410 2# $a Defense Marketing Services, inc. $t DMS market studies
5  410 2# $a Jane's Information Group. $t DMS market studies
6  430 #0 $a Market studies
7  643 ## $a Newton, Conn. $b Forecast International $d 1989-
8  643 ## $a Alexandria, Va. $b Jane's Information Group $d -1988
9  644 ## $a f $5 DLC
10 645 ## $a t $5 DLC
11 646 ## $a s $5 DLC
12 670 ## $a World ordnance inventory & forecasts, 2nd ed. (1989): $b t.p. (DMS market studies)

```

### Explanation for example 1

008 information specific to SARs:

“Series” (Type of series): value “a” = Monographic series

“Ser num” (Numbered or unnumbered series): value “b” = Unnumbered

“Ser use” (Heading use - series added entry): value “a” = Appropriate

line 1 = Control number

line 2 = Originating, inputting, and modifying agency (DLC-S = Serial Record Division, LC)

line 3 = Authorized access point for series. Field 130 is used for any series that is not entered under a corporate body

lines 4-6 = Variant access points for series. The two 410 fields are name/title variant access points that reflect the two issuing bodies. Field 430 is a variant title access point

lines 7-8 = Series place of publication and publisher/issuing body

line 9 = Series analysis practice (f = analyzed in full) with a \$5 that indicates the practice applies to LC catalogers

line 10 = Series tracing practice (t = traced) with a \$5 that indicates the practice applies to LC catalogers

line 11 = Series classification practice (s = classified separately) with a \$5 that indicates the practice applies to LC catalogers

line 12 = Source in which the series was found

**Example 2. Change of treatment.** This example illustrates a more complex series authority record in that the series has been treated in different ways. Numbers 1-10 were analyzed in full with a separate call number for each. From no. 11 on the series is no longer analyzed and is collected under the call number HC1060.A1 D57.

Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt agn:		Auth status:	a	Subj:	a	Subj use:	a
Series:	a	Auth/ref:	a	Geo subd:	n	Ser use:	a
Ser num:	a	Name:	n	Subdiv tp:	n	Rules:	z

```

1  010 ## $a  n 84735845
2  040 ## $a  DLC $b eng $e rda $c DLC $d DLC $DLC-S $d DLC
3  050 #0 $a  HC1060.A1 $b D57 $d no. 11-
4  130 #0 $a  Discussion paper (University of Ghana. Institute of Statistical, Social, and Economic Research)
5  370 ## $g  Legon (Ghana) $2 naf
6  380 ## $a  Series (Publications) $a Monographic series $2 lsh
7  381 ## $a  University of Ghana. Institute of Statistical, Social, and Economic Research $2 naf
12 642 ## $a  no. 11 $5 DLC $f DPCC
13 643 ## $a  Legon $b Institute of Statistical, Social, and Economic Research, University of Ghana
14 644 ## $a  n $d no. 11- $5 DLC
15 644 ## $a  f $d no. 1-10 $5 DLC
16 645 ## $a  t $5 DLC $5 DPCC
17 646 ## $a  c $d no. 11- $5 DLC
18 646 ## $a  s $d no. 1-10 $5 DLC
19 667 ## $a  Some issues have title: ISSER discussion paper

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*Note: lines 8-11, 4XX variant access points, and 20, 670 Source field, have been omitted for brevity.*

### Explanation for example 2

008 information specific to SARs:

“Series” (Type of series): value “a” = Monographic series

“Ser num” (Numbered or unnumbered series): value “a” = Numbered

“Ser use” (Heading use - series added entry): value “a” = Appropriate

line 1 = Control number

line 2 = Originating, inputting, and modifying agencies

line 3 = Call number (\$a, \$b) and numbers for which it is associated (\$d); 2nd indicator of 0 is used when call number is assigned by LC

line 4 = Authorized access point for the series



line 5 = Associated country or place

line 6 = Form of work

line 7 = Other distinguishing characteristic, in this case the issuing body

line 12 = Form of numbering as it would be used in the authorized access point for the series. The \$5 DLC indicates that this was determined by LC for its records

line 13 = Place and publisher/issuing body of series

lines 14-15 = Series analysis practice

line 14: n = not analyzed; \$d no. 11- indicates that this is the practice at LC (\$5 DLC) beginning with no. 11 and is the current practice

line 15: f = analyzed in full; \$d no. 1-10 indicates that this practice applied at LC (\$5 DLC) to these numbers

line 16 = Series tracing practice: t = traced at LC (\$5 DLC) for analyzed volumes

line 17-18 = Series classification practice

line 17: c = classified as a collection; \$d no. 11- indicates that this practice applies at LC (\$5 DLC) to numbers beginning with no. 11 under the call number found in field 050 (line 3)

line 18: s = classified separately; \$d no. 1-10 indicates that these numbers were classified separately at LC (\$5 DLC)

line 19 = This note explains that the series has a variant title access point

**Example 3. Collected not analyzed.** This series is unusual because of its treatment and because it is entered under a corporate body/uniform title heading.

Type:	z	Upd status:	a	Enc lvl:	n	Source:	
Roman:		Ref status:	a	Mod rec:		Name use:	a
Govt agn:		Auth status:	a	Subj:	a	Subj use:	a
Series:	a	Auth/ref:	a	Geo subd:	n	Ser use:	a
Ser num:	a	Name:	n	Subdiv tp:	n	Rules:	c
1	010 ## \$a	n	83723559				
2	040 ## \$a	DLC \$c DLC \$d DLC					
3	050 #0 \$a	KJE918 \$b .E85					
4	110 2# \$a	European Economic Community. \$t Treaties, etc. (European communities)					
5	430 #0 \$a	European communities (Series) \$w nna					
6	642 ## \$a	1974, no. 3 \$5 DLC					
7	643 ## \$a	London \$b H.M.S.O.					
8	644 ## \$a	n \$b except 1974, no. 3, and serials: Developments in the European community; Developments in the European Union \$5 DLC					
9	645 ## \$a	t \$5 DLC					
10	646 ## \$a	c \$5 DLC					
11	667 ## \$a	Document					
12	670 ## \$a	LC data base, 9-20-85 European Economic Community. Treaties, etc. Norway, May 14, 1973 \$b (European communities ; no. 3, 1974)					

### Explanation for example 3

008 information specific to SARs:

“Series” (Type of series): value “a” = Monographic series

“Ser num” (Numbered or unnumbered series): value “a” = Numbered

“Ser use” (Heading use - series added entry): value “a” = Appropriate

line 1 = Control no.

line 2 = Source

line 3 = Call number under which the series is to be collected at LC

line 4 = Authorized access point for the series. This access point consists of a corporate body and the title proper.

line 5 = Variant access point for the title proper (which also happens to be the previous form of the authorized access point for the series)

line 6 = Form of numbering to be used in the authorized access point (note that this applies at LC only to 1974, no. 3, because it is the only monograph that has been separately analyzed per line 8)

line 7 = Place and name of publisher

line 8 = Series analysis practice at LC (n = not analyzed with the exception of 1974, no. 3 and the two serials)

line 9 = Series tracing practice at LC (t = traced; this would only apply to 1974, no. 3 and the two serials)

line 10 = Series classification practice at LC “c”= collected)

line 11 = Nonpublic general note. This note explains that the series is a government document. The note is “nonpublic” because it may or may not be phrased in a manner that would be understandable to the general public.

line 12 = Source in which series is found (in this case the citation is from a database rather than a piece)

#### 12.1.4. Relationship between the series statement, the authorized access point for the series, and the series authority record (SAR) (*RDA 25.1.1.3*).

An authorized access point for the series is given in the form in which it has been established in the LC/NACO Authority file. In the descriptive part of a bibliographic record, the series is provided in the series statement (field 490) to show the form in which it appears on the piece, with field 490, 1<sup>st</sup> indicator “0” if the authorized access point for the series is NOT also provided in the bibliographic record, 1<sup>st</sup> indicator “1” when the access point is given. If an authorized access point is given for the series, it is provided in an 8xx field, usually field 830 (see *CEG*, Series--General information). (Fig. 12.6. and Fig. 12.7.)

#### 12.1.5. Decision process

When encountering what looks like a series on a serial there are a number of facts to determine and decisions to be made:

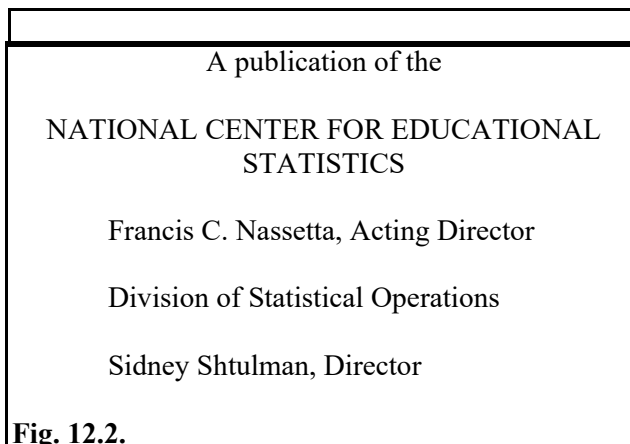
- Is the series in the LC/NACO Authority File or will it need to be established?
- If it is not in the LC/NACO Authority File, does the word or phrase constitute a series?
- Treatment decisions:
  - Analyzed in full or not analyzed?
  - If analyzed, classified separately or classed as a collection?
  - If analyzed, traced or not traced?
- Is it numbered or unnumbered?
- Does the numbering change on each issue or is it constant from issue to issue?
- Are there multiple series or a main series and subseries?
- Are the series statement and authorized access point for the series, if given, the same or different?
- Does the series appear on all issues or has it been added to or dropped from later issues?
  - Is the series title the same on all issues?

### 12.2. Is it a series?

#### 12.2.1. Is the word or phrase in the Authority file?

If so, is it treated as a series or as a series-like phrase? If the word or phrase **is** in the file and **is** treated as a series, the decisions discussed in this section and *CCM* 12.3. will have already been made.

Note that a word or phrase that is not accompanied by numbering may be an unnumbered series or it may be a common title that will form part of the title proper. For further guidance, see *CCM* 12.6.4.



### 12.2.2. Series or series-like phrase?

The concept of series-like phrase does not appear in either *RDA* or *AACR2*. Series-like phrase may be defined as: “A character string (words, letters, combinations of letters or numbers) that share characteristics of a series, but is not considered to be a series.” The decision of “series” vs. phrase” is often a matter of judgment. Current PCC guidance, as recorded in *LC-PCC PS* 2.12, has essentially been carried over from *LCRI* 1.6.

Two aspects need to be considered: the nature of the word/phrase, and the type of numbering if present:<sup>4</sup>

The statement in Fig. 12.2. appears on the verso of the title page. It does not constitute a series statement because it is merely stating restating the issuing body and it lacks numbering. If the word "Publication" appeared alone with a number and the first letter was capitalized, it would probably be treated as a series.

The presence of the word "series" does not necessarily mean that a phrase is a true series since this word is often used by publishers in a generic sense to refer to the issues of the serial.

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<sup>4</sup>*LCRI* 1.6A2 included one other category of series-like phrase that is no longer applicable “Generally, do not accept information embedded within prefatory matter or the text proper as a source for the series...” This category is not included in *LC-PCC PS* 2.12. This is because the entire resource as well as any available reference may be used as the source of the series in *RDA* (*RDA* 2.12.2.2, *RDA* 2.2.4). Therefore, the concept of “invalid source” does not exist in *RDA* for series title.

---

**FOREWORD**

This report is the 70th in the series of reports on the finances of institutions of higher education published by the Office of Education since 1869-70. The data presented are primarily for the academic years 1961-62 and 1963-64, but some data are presented for earlier years to show historical trends in the national higher education effort.

**Fig. 12.3.**

The statement above does not constitute a series statement although the word “series” appears. In this situation the word “series” refers to the serial itself rather than any separate title.

**The most common situations for not treating a word/phrase as a series are the following:**

- if the word/phrase repeats the name of the issuing body and lacks numbering;
- if the word/phrase essentially repeats the name of the commercial publisher or a subsidiary;
- or:
- if the word/phrase consists of combinations of letters and numbers that are unlikely to represent a series title and are more likely a stock number. Such letter/number combinations are often found on technical reports and government documents. In many cases, alphanumeric combinations constitute Standard Technical Report Numbers, which are recorded in field 027. Other alphanumeric numbers may be input in field 088 (Report number). See *CEG* fields 027 and 088 for further details.

**More ambiguous situations include:**

- Words such as "Report" or "Publication" that appear with numbering may constitute a title of a series or may be considered to be part of the designation when other words appear that constitute the series title. If possible, examine other publications to see if the word consistently appears; if it is omitted on some pieces, do not consider it to be a series title.
- In some cases, only the series numbering appears on the piece without the title. The title may be supplied in brackets or the series omitted altogether, depending on the instructions found on the SAR. Such decisions are made on a case-by-case basis.
- The type of numbering, when present, is also a clue. The series numbering would become the serial number if a collected set record is made for the series. But, if the numbering is not in the normal style of a serial numeric designation, the word/phrase is more likely to be a series-like

phrase than a serial.

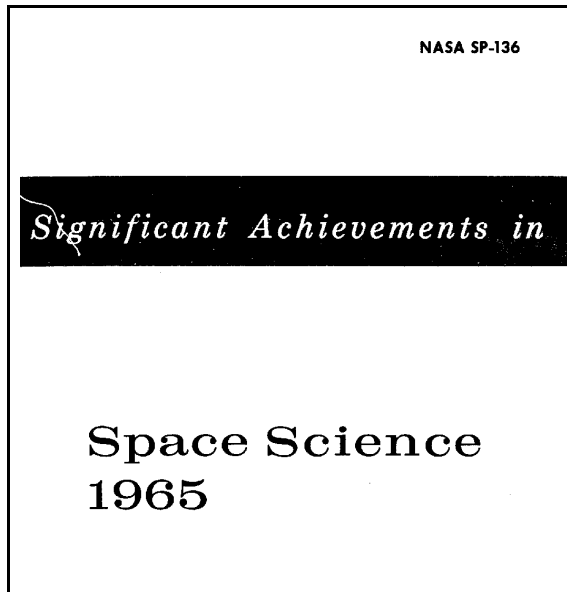


Fig. 12.4a

#### NASA SCIENTIFIC AND TECHNICAL PUBLICATIONS

**TECHNICAL REPORTS.** Scientific and technical information considered important, complete, and a lasting contribution to existing knowledge.

**TECHNICAL NOTES.** Information less broad in scope but nevertheless of importance as a contribution to existing knowledge.

**TECHNICAL MEMORANDUM.** Information receiving limited distribution because of preliminary data, security classification, or other reasons.

**SPECIAL PUBLICATIONS.** Information derived from or of value to NASA activities. Publications include conference proceedings, monographs, data compilations, handbooks, sourcebooks, and special bibliographies.

Fig. 12.4.b

The cataloger has decided that *NASA SP* is a series because the letters "SP" stand for "Special publication" and because the style of numbering is that of a serial.

```
245    00    $a Significant achievements in space science.
490    0#    $a NASA SP
```

<b>SANDIA TECHNOLOGY</b>	SAND 90-9621
Engineering and Science	Vol. 14, no. 2
Accomplishments	
December 1990	

"SAND" might not be considered a series because the numbering (90-9621) is unlikely to represent a series. No note would be made.

Fig. 12.5.



### 12.2.3. Handling a series-like phrase

When a word/phrase is not considered to be a series, a series-like phrase SAR may be made to give instructions for the handling of the phrase so there is consistency in the database. The 008 “Series” will be “c” (series-like phrase) and the treatment fields (642, 644-646) will be lacking. A 667 field will give instructions for handling the phrase in the bibliographic record: giving as a quoted note, recording as part of the title and statement of responsibility area, etc., or ignoring it. A 380 field for “form of work” may also be given: Series-like phrase.

Notes for series-like phrases are not generally added to serial records because the numbering changes from issue to issue and must be omitted and a quoted note such as “Report” would add little to the record.

## 12.3. Determining the series authorized access point

Whether or not a cataloger is creating an SAR, the *RDA* form of series authorized access point must be determined when there is no SAR in the LC/NACO Authority File. Following is a brief discussion of the applicable instructions and *LC-PCC PSs*.

### 12.3.1. Sources

Sources of information for series statements are listed in *RDA* 2.12.1.2. Each *RDA* sub-element of the series statement is covered in a different section. The preferred source for the title proper of a series is the series title page (*RDA* 2.12.2.2). If there is no series title page, another source within the resource itself is used in accordance with *RDA* 2.2.2. The last choice would be a source outside the resource, as specified in *RDA* 2.2.4. If the series consists of a main series and subseries, use a source that has both titles (*LC-PCC PS* 2.12.1.2 and *RDA* 2.3.1.7).

### 12.3.2. Series statement

The transcription of the title proper is based on the instructions on recording titles in *RDA* 2.3.1. (See also Module 6).

### 12.3.3. Choice of authorized access point

Authorized access points for series are determined in the same way that they are for other works and expressions in *RDA* (6.27.1-6.27.3; see also Module 4). Due to the general nature of most series, the majority will use preferred title alone as the authorized access point. If the title proper of the series is unique, then it will be used as the preferred title (consult 6.27.1.9 for instructions on differentiation of authorized access points for works). The authorized access point for some types of series (e.g., series of an administrative nature, some conference proceedings) consists of the authorized access point for a corporate body or conference name, plus the preferred title of the series. On rare occasions, the authorized access point for the series will consist of a personal name (or conceivably even a family name), followed by the preferred title of the series (*RDA* 6.27.1.2, 19.2.1.1.3).

The series authorized access point should be the same as what is used in CONSER bibliographic records, if any exist. Also consult CONSER records when unable to decide if a difference in title proper is a

---

major or minor title change, if a qualifier is needed, or if unsure about where the title proper begins or ends. In case of doubt, consider the change to be a minor change (*RDA* 2.3.2.13.2).

#### 12.3.4. Changes.

The instructions for title changes (*RDA* 2.3.2.12.2, *RDA/LC-PCC PS* 2.3.2.13, *RDA/LC-PCC PS* 2.3.2.13.1) apply to series as do the instructions for changes in responsible person, corporate body, or family (*RDA* 6.1.3.2.1).

## 12.4 Recording the series statement (490)

### 12.4.1. Title proper

Record the title proper of the series as it appears in the issue on which the description is based. If the series authorized access point has been established with additions to distinguish it from other authorized access points, do not include the additions in the series statement since it does not appear that way on the piece.

*SAR:*

```
130      #0      $a NASA SP
```

*On piece:* *NASA SP-23*

*In record:*

```
490      1#      $a NASA SP
830      #0      $a NASA SP
```

*SAR:*

```
130      #0      $a Research report (Hawaii. Department of Education)
```

*On piece:* *Research Report No. 65*

*In record:*

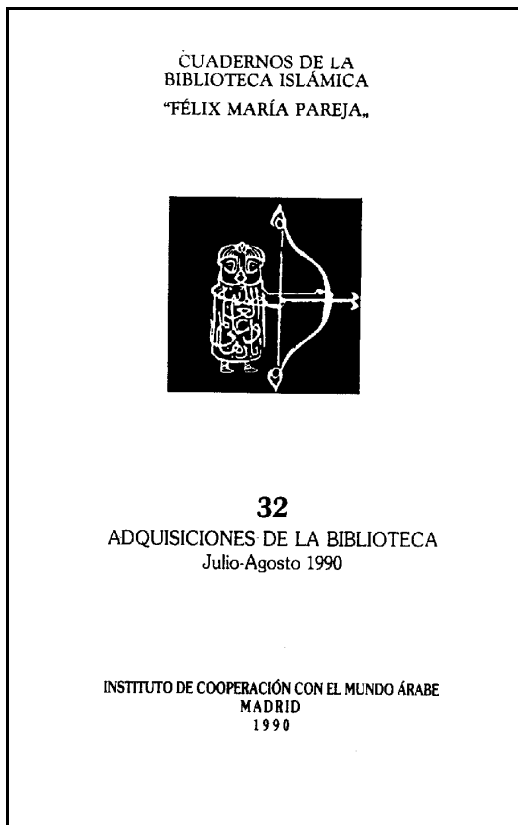
```
490      1#      $a Research report
830      #0      $a Research report (Hawaii. Department of Education)
```

---

Note that an authorized access point for a series that has no creator (not person, family, corporate body, nor conference) is tagged 130 in the series authority record, whether or not the series authorized access point contains additions to distinguish it.

---

SERIES AUTHORIZED ACCESS POINT IS THE SAME AS THE SERIES STATEMENT



**Fig. 12.6.**

This series appears on the piece (fig. 12.6) in the same form as its authorized access point according to the SAR. The series statement is recorded in field 490, and the series authorized access point is recorded in field 830. (The ISSN was added, in field 490 subfield \$x, because it appeared on the piece and is a PCC core element. See 12.4.5 below for more information on recording ISSN data.)

*In record (partial):*

110	2#	\$a Biblioteca Islámica "Félix María Pareja."
245	10	\$a Adquisiciones de la biblioteca.
490	1#	\$a Cuadernos de la Biblioteca Islámica "Félix María Pareja", \$x 0213-6465
830	#0	\$a Cuadernos de la Biblioteca Islámica "Félix María Pareja"

---

*SAR (partial):*

```
010    ##    $a no 91008645
022    ##    $a 0213-6465
040    ##    $a DLC-S $c DLC-S
130    #0    $a Cuadernos de la Biblioteca Islámica "Félix María Pareja"
410    2#    $a Biblioteca Islámica "Félix María Pareja." $t Cuadernos de la
          Biblioteca Islámica "Félix María Pareja"
642    ##    $a 3 $5 DLC
643    ##    $a Madrid $b Instituto de Cooperación con el Mundo Árabe $d <21->
644    ##    $a f $5 DLC
646    ##    $a s $5 DLC
```

SERIES AUTHORIZED ACCESS POINT IS DIFFERENT FROM THE SERIES  
STATEMENT

SECONDARY STUDENT STATUS SURVEY  
1967-68

Part I

**Research Report No. 65**

State of Hawaii  
Department of Education  
August 31, 1968

**Fig. 12.7.**

Since the preferred title of this series, *Research Report*, is the same as the preferred title of other works, its series authorized access point needs an addition to distinguish it. The series statement is recorded in field 490 and the series authorized access point is recorded in field 830.

```
245    00    $a Secondary student status survey.
490    1#    $a Research report
830    #0    $a Research report (Hawaii. Department of Education)
```

### 12.4.2. Parallel titles

Optionally, record parallel titles proper of series according to provisions in *RDA* 2.12.3.3. This instruction points to *RDA* 2.3.3.3.

According to *RDA* 2.3.3.3: If there is more than one parallel title proper, record the titles in the order indicated by the sequence, layout, or typography of the titles on the source or sources of information.

Also according to 2.3.3.3:

If:

an original title is in a language different from that of the title proper

and:

the title is presented as an equivalent to the title proper

then:

record it as a parallel title proper.

Labour Market Activity Survey	Enquête sur l'activité
PROFILES	PROFILS
Pension Plan Coverage in Canada:	Participants aux régimes de retraite au Canada:
A Profile of Participants' 1986 Labour Market Experience	Un profil de leur expérience du marché du travail en 1986

**Fig. 12.8.a**

```
010    ##    $a no 89008952
```

---

```

040    ##    $a DLC-S $c DLC-S $d DLC-S
130    #0    $a Profiles (Labour Market Activity Survey (Canada))
410    2#    $a Labour Market Activity Survey (Canada). $t Profiles
430    ##    $a Profils (Labour Market Activity Survey (Canada))
643    ##    $a Ottawa $b Statistics Canada
644    ##    $a f $5 DLC
645    ##    $a t $5 DLC
646    ##    $a s $5 DLC
667    ##    $a Document
670    ##    $a Canada's older workers, 1986: $b cover (Profiles; Profils)

```

**Fig. 12.8b. SAR**

In Fig. 12.8a. the series title appears in English and French. The SAR gives the English parallel title as the preferred title used to construct the series authorized access point with the French parallel title given as a variant access point. In the 490 field of the bibliographic record for the analytic, both parallel titles are optionally recorded in the series statement but only the series authorized access point is recorded in the 830 field.

```

490    1#    $a Profiles / Labour Market Activity Survey = $a Profils /
          Enquête sur l'activitéResearch report
830    #0    $a Profiles (Labour Market Activity Survey (Canada))

```

### 12.4.3. Other title information

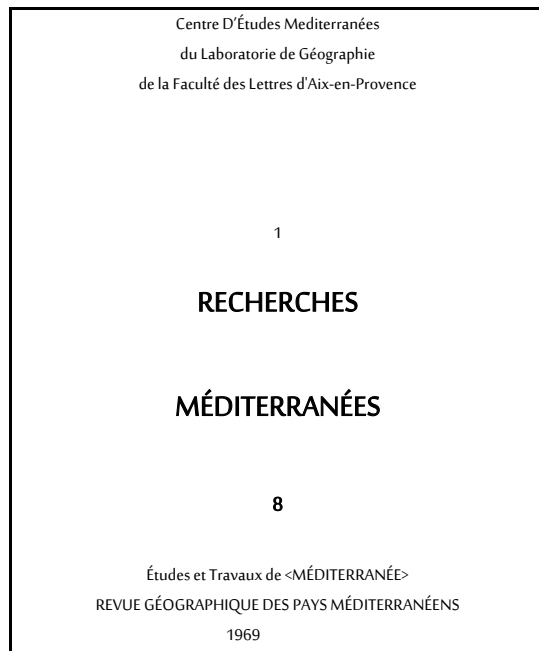


Fig. 12.9.

Record other title information only when it is needed for identification of the series (*RDA* 2.12.4.3). In Fig. 12.9, the phrase "Revue géographique des pays méditerranéens" refers to the title of the series and thus, constitutes other title information for the series title. The phrase is omitted from the series statement in the bibliographic record for the analytic.

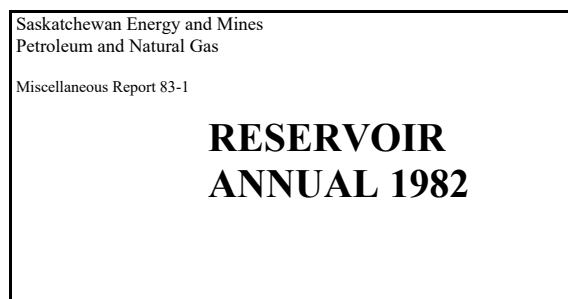
```
490    1#    $a Etudes et travaux de "Mediterranée"
830    #0    $a Etudes et travaux de "Mediterranée"
```

#### 12.4.4. Statement of responsibility

Record the statement of responsibility only when the responsible body appears in conjunction with the series and is needed for identification (*RDA* 2.12.6.3).

```
490    1#    $a Technical bulletin / Northern Territory, Department of
          Primary Education, Economics Section
830    #0    $a Technical bulletin (Northern Territory. Dept. of Primary
          Production. Economics Section)
```



**Fig. 12.10a.****Fig. 12.10b.**

```

010    ##    $a n 84710206
040    ##    $a DLC $c DLC $d DLC
130    #0    $a Miscellaneous report (Saskatchewan. Saskatchewan Energy and
             Mines)

```

**Fig. 12.10c SAR (partial)**

In Fig. 12.10. (above) the series and responsible body appear together on the issue and the series title is very general. The statement of responsibility is thus recorded with the title in the series statements in both analytic records for the two serials. In this situation, the responsible body is Saskatchewan Energy and Mines. Different subordinate bodies appear on the two serials but are omitted from the series statement because they are not responsible for the series. For both serials, the series is recorded in the analytic records as:

```

490    1#    $a Miscellaneous report / Saskatchewan Energy and Mines
830    #0    $a Miscellaneous report (Saskatchewan. Saskatchewan Energy and
             Mines)

```

### 12.4.5. ISSN

The ISSN is a PCC core element. Record the ISSN when it appears (*RDA 2.12.8/LC-PCC PS*). This element may be recorded from sources outside of the series title page and the resource itself (*RDA 2.12.8.2, RDA 2.2.4*). The ISSN of the series is recorded in the 490 field according to the *BIBCO Standard Record (BSR)* and the *CONSER Standard Record (CSR)* mapping (though the MARC 21 format allows for it to be recorded also in field 830 subfield \$x). Be sure that the ISSN recorded in field 490 is for the series, however, and not for the serial analytic. The ISSN of the serial analytic should be recorded in field 022.

```
490    1#    $a LUMIS-Schriften, $x 0177-1388
830    #0    $a LUMIS-Schriften
```

### 12.4.6. Numbering

Since the serial record represents the entire run of the serial, and the series numbering is likely to change with each issue, normally omit series numbering (*RDA 2.12.9.8.2*). The numbering may be recorded only when all issues of the serial have the same series number. Note that when given, numbering is recorded in the series statement in the form in which it appears on the piece, and it is recorded in the series authorized access point in the form in which it appears in the authority record (field 642; e.g., use of "no.", etc.).

## 12.5. Main series and subseries

A main series and subseries combination is similar to a common title and section title, except that there is a third title on the piece which may be for a monograph, integrating resource, or a serial.<sup>5</sup> In other words, a subseries is analyzable; a section title is unanalyzable. Apply LC-PCC PS 2.12.10 and LC-PCC PS 2.12.10.2 when determining whether two statements should be recorded as a main series and subseries or as separate series. In order to be recorded as a main series/subseries the two statements must appear on the same source (LC-PCC PS 2.12.10.2).

PCC provides the option of giving authorized access points for series in MARC field 8XX. When exercising this option, the number of series authorized access points for main series and subseries differs, depending on whether the main series is numbered or unnumbered. For serials, this distinction is not always obvious because the series numbering often is omitted from the serial's bibliographic record. When the main series is unnumbered, one series authorized access point is given. When the main series is numbered, a separate series authorized access point must be given for the main series alone without the subseries, regardless of whether the subseries is numbered or unnumbered. Thus, two series authorized access points are given: one

<sup>5</sup> Some subseries have further subseries (i.e., there are four or more titles on the piece).

containing just the main series and the other containing both main series and subseries. If the numbering were to be given, the numbering of the main series would be given with the first and the numbering of the subseries would be given with the second.

If a series statement is being recorded, include both the ISSN for the main series and the subseries (both are CONSER core if applicable according to the *CSR*) when they appear in the resource (RDA 2.12.8.3 and 2.12.16.3 and LC-PCC PS). Optionally, record one or both ISSNs in the AAP for the series.

Main series unnumbered

*On piece: Acta Universitatis Stockholmiensis. Stockholm economic studies. ISSN 0348-3614. new ser. 7*

*If analytic is a serial:*

```
490    #1    $a Acta Universitatis Stockholmiensis. Stockholm economic
          studies, $x 0348-3614
830    #0    $a Acta Universitatis Stockholmiensis. $p Stockholm economic
          studies..6
```

Main series numbered

*On piece: Biblioteca de arte hispánico 8 Artes aplicadas 1*

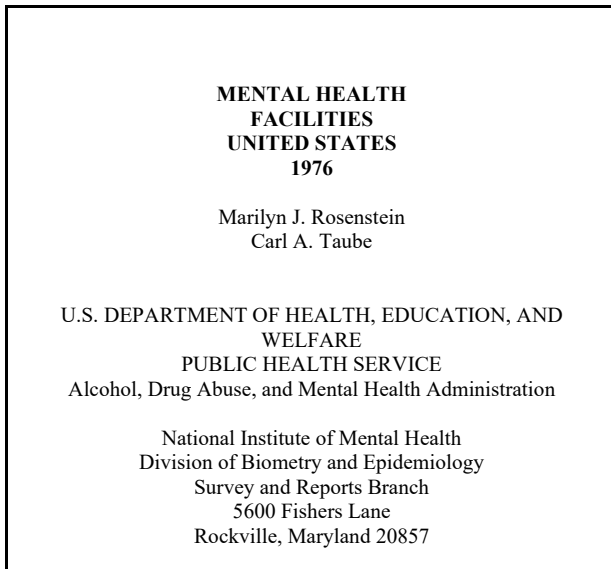
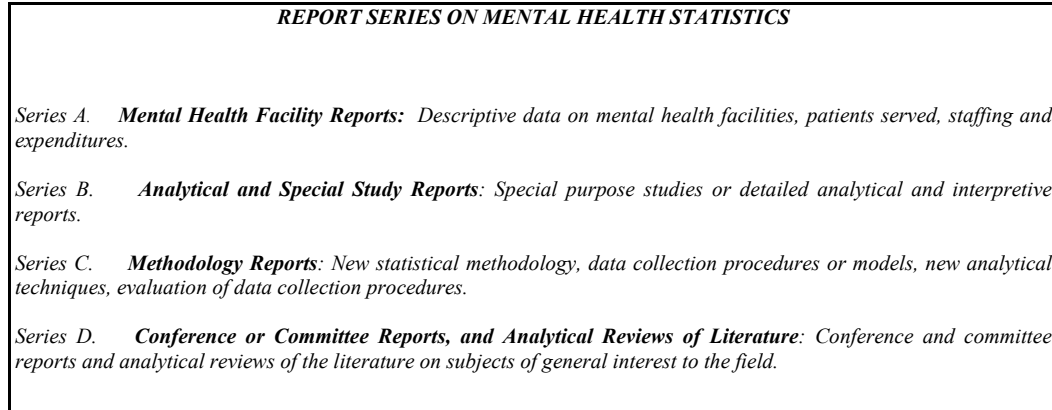
*If analytic is a serial:*

```
490    #1    $a Biblioteca de arte hispánico. $a Artes aplicadas
830    #0    $a Biblioteca de arte hispánico.
830    #0    $a Biblioteca de arte hispánico. $p Artes aplicadas.
```



**Fig. 12.11a. Cover**

<sup>6</sup> The examples illustrate the PCC option to give authorized access points for series.

**Fig. 12.11b. Title page of analytic****Fig. 12.11c. Series title page**

The series in this example consists of a main series (\$a), subseries designation (\$n), and subseries (\$p). The main series and subseries appear together only on the series title page. The series number "No. 14" which appears on the cover applies to the subseries. The main series is unnumbered. The serial is cataloged as:

245	00	\$a Staffing of mental health facilities, United States.
490	1#	\$a Report series on mental health statistics. Series B, Analytical and special study reports

---

```
830    #0    $a Report series on mental health statistics. $n Series B, $p
          Analytical and special study reports.
```

Main series numbered; ISSNs of both main series and subseries appear on resource

*On piece: Lund studies in geography 101, ISSN 1400-1144, Ser. B, Human geography 48, ISSN 0076-1478*

*If analytic is a serial:*

```
490    #1    $a Lund studies in geography, $x 1400-1144. $$a Ser. B., Human
          geography, $x 0076-1478
830    #0    $a Lund studies in geography.
830    #0    $a Lund studies in geography. $n Ser. B, $p Human geography.
```

## 12.6. Changes and other series-related challenges

### 12.6.1. Changes

Over the lifetime of a resource issued in a series, the series information may change. The series title may change. The corporate body qualifier used in the qualifier for the series authorized access point may change. The series may be added to or dropped from later serial issues. These changes are expressed by prefacing the appropriate series statement with the date(s) and/or numbering of the issue(s) of the serial on which the series first and/or last appeared. Record the date(s) or numbering information in 490 subfield \$3.

For example, if a monthly serial is issued in a series beginning with v. 8, no. 3 (Mar. 1990), give the date "Mar. 1990- : " in the series statement. While chronological designations are normally used, numeric designations may be used if more appropriate.

In all of the following examples, the module will be demonstrating how to record both 490 and 830 fields as if all the series will have authorized access points. If your library has decided to not provide such access points, a series statement would be provided in a 490 with first indicator 0.

Series added on later issues:

```
490    1# $3 July 1987- : $a Statistical bulletin / Information Systems
          Division
830    #0 $a Statistical bulletin (Seychelles. Information Systems Division)
```

Series title changed:

```

490 1# $3 -1980: $a DHEW publication
490 1# $3 1982- : $a DHHS publication

830 #0 $a DHEW publication.
830 #0 $a DHHS publication.

```

Use angle brackets in the series statement when the exact beginning/ending date is unknown.

```

490 1# $3 <June 1988->: $a International marketing information series

830 #0 $a International marketing information series.

```

If a new series authorized access point has been made due to a change in a corporate body qualifier but the title of the series has remained the same, apply the following:

- If the corporate body appears near the series title on the piece, record the body as a statement of responsibility in separate series statements, preceded by the appropriate dates (RDA 2.12.6).

```

490 1# $3 <1967/68->: $a Elementary and secondary education
490 1# $3 <1928->: $a Bulletin / U.S. Department of the Interior,
    Office of Education
490 1# $3 1917/1918-1925/1926: $a Bulletin / Department of the Interior,
    Bureau of Education

830 #0 $a Elementary and secondary education.
830 #0 $a Bulletin (United States. Bureau of Education)
830 #0 $a Bulletin (United States. Office of Education)

```

- If the corporate body does not appear with the series title and could not be transcribed as a statement of responsibility, give the series statement only once but provide an authorized access point for each series in separate 830 fields.

```

490 1# $3 1957/58-1977/78: $a Bulletin ; $v 340

830 #0 $a Bulletin (Kansas. State Department of
    Public Instruction) $v 340.
830 #0 $a Bulletin (Kansas. State Department of
    Education ; $v 340.

```

## CHANGES IN THE SERIES

In Fig. 12.12 below, the earlier issue carries only the main series, *Department of State Publication*. Beginning in August 1980 the issues also carry a subseries, *Department and Foreign Service Series*. Two series statements (490) are given, preceded by the relevant dates.

Two series authorized access points may be given in field 830, one for the main series and one for the main series/subseries. Both main and subseries are numbered and both numberings are included because they remain the same on all issues of the serial.

<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"><b><i>Diplomatic List</i></b></div> <p style="text-align: center;"><b>May 1980</b></p> <p style="text-align: center;">DEPARTMENT OF STATE Publication 7894 <i>Revised May 1980</i></p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"><b><i>Diplomatic List</i></b></div> <p style="text-align: center;"><b>August 1980</b></p> <p>DEPARTMENT OF STATE PUBLICATION 7894 Department and Foreign Service Series 202 Office of Protocol <i>Revised August 1980</i></p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"><b><i>Diplomatic List</i></b></div> <p style="text-align: center;"><b>November 1980</b></p> <p>DEPARTMENT OF STATE PUBLICATION Department and Foreign Service Series 202 Office of Protocol <i>Revised November 1980</i></p>
---	--	---

**Fig. 12.12**

130 0#	\$a Diplomatic list (Washington, D.C.)
245 10	\$a Diplomatic list
490 1#	\$3 <1979>-May 1980: \$a Department of State publication ; \$v 7894
490 1#	\$3 August 1980- : \$a Department of State publication ; \$v 7894. Department and Foreign Service series ; \$v 202
830 #0	\$a Department of State publication ; \$v 7894.
830 #0	\$a Department of State Publication. \$p Department and Foreign Service series ; \$v 202.

### 12.6.2 Multiple series

If a serial is issued in separate series beginning with the first issue, record separate series statements without the use of dates and provide an authorized access point for each series, as appropriate. If a series is added or dropped during the life of the serial following the first issue, provide dates as noted above.

---

Two series on all issues

245	00	\$a World ordinance inventory & forecasts.
490	1#	\$a DMS market studies
490	1#	\$a DMS world inventories & forecasts
830	#0	\$a DMS market studies
830	#0	\$a DMS world inventories & forecasts

Two series; one added later

490	1#	\$3 <June 1988->: \$a International marketing information series
490	1#	\$a Foreign economic trends and their implications for the United States
830	#0	\$a International marketing information series.
830	#0	\$a Foreign economic trends and their implications for the United States.



### 12.6.3 Some issues in series are unanalyzable

Occasionally an issue within a series has no analyzable title (i.e., it has only the series title). In most cases, this is an isolated incident and the issue is cataloged under the title of the series. A change in treatment may be made to “collected, not analyzed,” if the lack of an analyzable title appears to be the ongoing situation.

### 12.6.4 Common title/section title or unnumbered series and serial?

According to RDA 2.3.1.7, treat as a common title/section title when the title of the part, section, or supplement appear on the same resource and the title of the part, etc. is insufficient to identify the resource (RDA 2.3.1.7.1). When the title of the part, section, or section is sufficient to identify the resource, record the title of the part as the title of the series (2.3.1.7.2).

When there is no series numbering, it may be difficult to distinguish between a serial issued in an unnumbered series and a common title/section title. The cataloger may wish to consider additional factors such as how a publisher presents the comprehensive title on related resources, as well as the form in which the word or phrase appears on the preferred source of information of the piece being cataloged. A decision may need to be revisited and changed later when other publications have been cataloged.

#### Common title or unnumbered series? – Common title

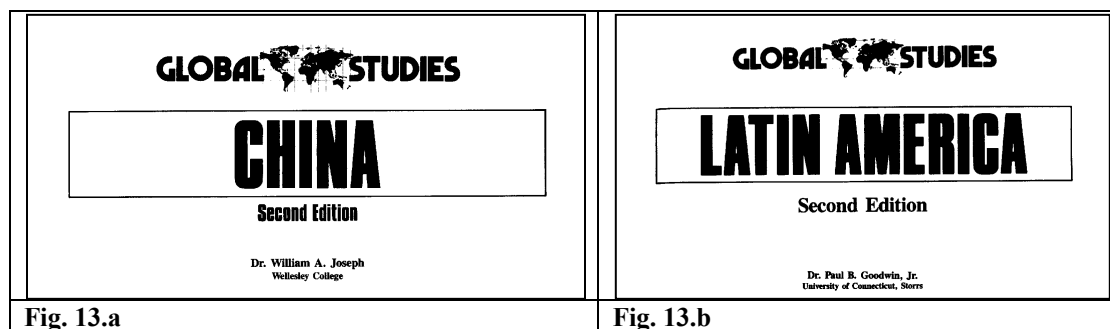
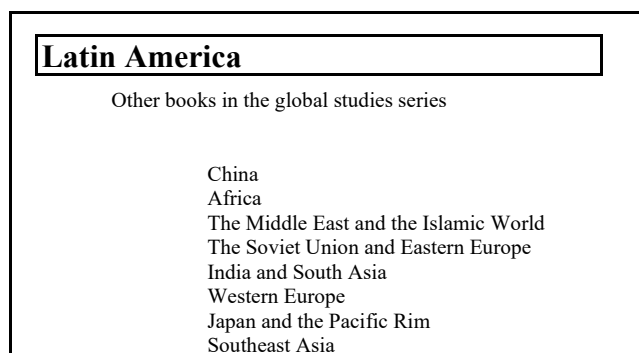


Fig. 13.c



245 00 \$a Global studies. \$p  
China.

245 00 \$a Global studies. \$p  
Latin America.

Even though this group of publications is referred to as the "Global studies series" on the verso of the title pages, it has been treated as a common title/section title because: 1) both appear together on the preferred source of information, and 2) the section title consists of no more than the name of a country and would not stand alone. Also note that "Global studies series" is not presented in a **formal statement** and does not include capitalization or a different font to set off the "title." When searching the database, the cataloger may also have encountered the bibliographic record for *Global studies. China*. Such a discovery would certainly support the cataloger's decision to consider this a common title/section title.

### Common Title or Unnumbered Series?—Unnumbered series



Fig. 14.a

245 00 \$a Texas.  
490 1# \$a Flying the colors

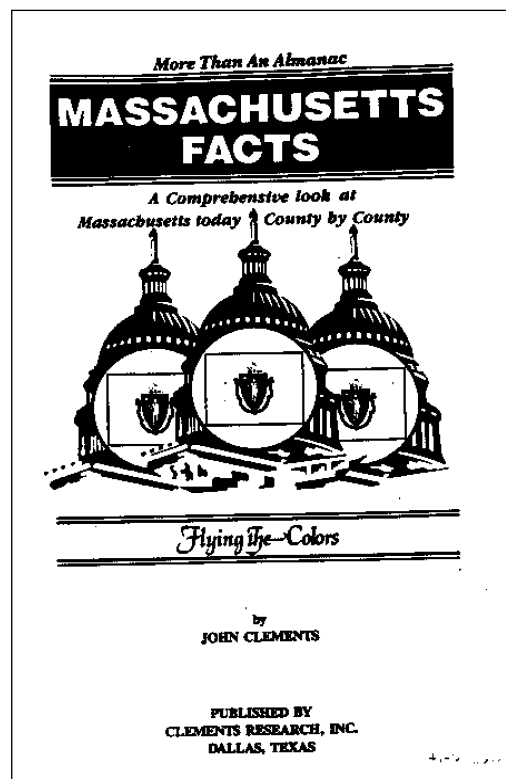


Fig. 14.b

245 00 \$a Massachusetts facts.  
490 1# \$a Flying the colors

Although the title "Texas" is similar to those in Fig. 12.13, "Flying the colors" has been treated as an unnumbered series based on other publications in the series. The typography and placement of "Flying the colors" varies with the two serials; in Fig. 12.14.a, it looks more like a common title, in Fig. 12.14.b, it looks more like an unnumbered series. More importantly, the title "Massachusetts facts" can stand alone and most of the other publications in the series have similar titles.

### 12.6.5. Series Maintenance

As a type of serial, numbered and unnumbered series are subject to all of the changes over time that affect serial bibliographic records. Because of the close, interdependent relationship that serial bibliographic records and their corresponding series authority records (SARs) share, when both records have been created it is important to maintain each of them to ensure they remain synchronized.

## 12.7. Library of Congress former practices regarding changes in treatment

As of June 1, 2016, the Library of Congress does not create or update series authority records. This section is being retained to document LC former practices regarding changes in series treatment.

### 12.7.1. Changes in treatment decisions

The treatment of a series can be changed during its life span. Part of the series may be collected under a call number while earlier or later issues are classified separately. This may be due to changes in the publications (e.g., analyzable titles no longer appear on the issues (see *CCM* 12.6.3.)), or changes in LC policies regarding the cataloging of series (see *DCM Z1*, 64X section). Such decisions are reflected in the series authority record and may also be reflected in the collected set cataloging record. In the SAR the treatment fields will be modified or additional treatment fields will be added to show the different treatments and the numbers or dates of issues involved. A note may be given in the cataloging record (field 500, formerly 512).

*In SAR:*

```
050 #0 $a 0HC1060.A1 $b D57 $d no. 11-
130 #0 $a Discussion paper (University of Ghana. Institute of Statistical,
      Social, and Economic Research)
644 ## $a n $d no. 11- $5 DLC
644 ## $a f $d no. 1-10 $5 DLC
645 ## $a t $5 DLC
646 ## $a c $d no. 11- $5 DLC
646 ## $a s $d no. 1-10 $5 DLC
```

*In cataloging record:*

```

050 00 $a HC1060.A1 $b D57
130 0# $a Discussion paper (University of Ghana. Institute of Statistical,
        Social, and Economic Research)
245 10 $a Discussion paper.
500 ## $a Separately cataloged in LC before no. 11. $5 DLC

```

**12.7.2. Split treatment decisions**

Under an earlier policy, when several "sets" or copies of a series were retained in the Library of Congress, one would be classified as a collected set and the other(s) classified separately. This practice was referred to as "split treatment." LC has not established a split decision treatment for new series since 1980 and has changed existing split decisions. SARs can be found showing a history of previous split treatment decisions.

*In SAR:*

```

050 #0 $a H31 $b .A4 $d 2nd set, v. 13-29
130 #0 $a Proceedings of the Academy of Political Science
644 ## $a f $5 DLC
645 ## $a t $5 DLC
646 ## $a s $d 1st set and all sets, v. 30- $5 DLC
646 ## $a c $d 2nd set, v. 13-29 $5 DLC

```

*In cataloging record:*

```

050 00 $a CLASSED SEPARATELY
051 ## $a H31 $b .A4 $c 2nd set
245 00 $a Proceedings of the Academy of Political Science.
500 ## $a All sets classed separately in LC after v. 29. $5 DLC

```

**12.7.3. LC call number used in series statement (subfield \$l)**

When a serial is issued in a series for part of its life span and the series is classified as a collection by the Library of Congress, the series call number is given in subfield \$l following the series statement (see *CEG*, field 490). The series call number is also given in the appropriate sequence in a separate 050 field.

For the serial *Teacher Supply and Demand in Public Schools* (represented by the bibliographic record below), the 1972 issue is in the series *Research Report* (see first SAR below) and issues beginning with 1973 are in the series *NEA Research Memo* (see second SAR below). Because both those series are classified as collections, each series statement includes a subfield \$l with the call number for the series. Those two call numbers also appear in 050 fields in the

bibliographic record; the first 050 in the bibliographic record is the call number for the issues of the serial that are not in either of the series.

Bibliographic record (not all fields included)

050 00 \$a LB2833 \$b .N286  
050 00 \$a LB2842 \$b .N18  
050 00 \$a LB2482 \$b .N31185  
245 00 \$a Teacher supply and demand in public schools.  
260 ## \$a Washington, D.C. : \$b Research Division, National Education Association of the United States, \$c 1958-  
300 ## \$a v. ; \$c 24-27 cm.  
362 0# \$a 11th (1958)-  
490 1# \$a 1973- : NEA research memo \$l (LB2842.N18)  
490 1# \$a 1972: Research report / National Education Association, Research Division \$l (LB2482.N31185)  
830 #0 \$a NEA research memo.  
830 #0 \$a Research report (National Education Association of the United States. Research Division)

010 ## \$a n 42037759  
040 ## \$a DLC \$c DLC \$d DLC-S \$d DLC  
**050 #0 \$a LB2842 \$b .N31185**  
130 #0 \$a Research report (National Education Association of the United States. Research Division)  
410 2# \$a National Education Association of the United States. \$b Research Division. \$t Research report  
642 ## \$a 1965-R-11 \$5 DLC  
643 ## \$a Washington, D.C. \$b National Education Association  
644 ## \$a f \$5 DLC  
645 ## \$a t \$5 DLC  
**646 ## \$a c \$5 DLC**  
670 ## \$a Estimates of school statistics, 1972.

010 ## \$a n 42028999  
040 ## \$a DLC \$c DLC  
**050 #0 \$a LB2842 \$b .N18**  
130 #0 \$a NEA research memo  
410 2# \$a National Education Association of the United States. \$b Research Division. \$t NEA research memo  
643 ## \$a Washington, D.C. \$b National Education Association  
644 ## \$a f \$5 DLC  
645 ## \$a t \$5 DLC  
**646 ## \$a c \$5 DLC**  
670 ## \$a Estimates of school statistics, 1981-82: \$b t.p. (NEA research memo)

**SUMMARY**

- To be considered as a series, a word or phrase must appear with other titles that could be separately cataloged.
- Record the series as it appears on the piece in the series statement (490); record the series as it is established in the SAR in the series authorized access point (8XX).
- The series authority record (SAR) provides the entry for the series and the series treatment decisions of the Library of Congress and/or other participating institutions. The series treatment indicates the policy for tracing, classification, and cataloging of individual issues in the series.
- When a series is found in the LC/NACO Authority File, the entry must be used as found. However, catalogers at institutions other than LC or the institution that established the treatment on the SAR can treat the series to meet the needs of their institutions.
- When establishing a series, apply the same rules that are applied to other serials.
- When transcribing a subseries, use a source that has the title of the main series and the subseries on it.
- If a serial is issued in a series for only part of its life span, precede the series statement (490) with the relevant designation of the serial and trace the series separately (8XX)