

CCM Module 13

Notes

(Fields 3XX, 5XX)

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Module 13. Notes

Many of the notes commonly given in serial records are discussed in other modules. For example, notes relating to linking relationships (fields 580, 765-787) are covered separately in Module 14. This module will focus on the general aspects of notes, will take a further look at the most commonly used serial notes, and will discuss notes that are not covered elsewhere. This module will cover some notes as prescribed by RDA 2-7 as well as those that have evolved over the years as CONSER practice.

Outline

This module will discuss:

- Why we make notes
- A general philosophy concerning notes
- How notes are constructed for serial records
- How and when to use designations in notes
- LC/CONSER conventions applying to notes
- Specific notes

References

Resource Description and Access : RDA. Chicago : American Library Association, 2010- (RDA)

RDA 2 through 7, especially rules on notes on manifestation or item, 2.17

Library of Congress-Program for Cooperative Cataloging Policy Statements. In RDA Toolkit. Chicago : American Library Association. (LC-PCC PS)

CONSER Standard Record. On the CONSER web site (www.loc.gov/aba/pcc/conser/), under Cataloging Issues. (CSR).

Saye, Jerry D. and Sherry L. Velluci. *Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations*. Chicago : American Library Association, 1989.

Salinger, Florence A. and Eileen Zagon. *Notes for Catalogers: a Sourcebook for Use with AACR2*. White Plains, N.Y. : Knowledge Industry Publications, 1985.

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

CEG: Notes--General information, Fields 008/18, 310, 321, 500, 504, 506, 515, 520, 521, 546, 550

NOTES USED IN SERIAL RECORDS -- RULES, TAGS, COVERAGE IN CCM			
TYPE OF NOTE	<i>RDA/LC-PCC PS</i>	TAG (<i>CEG</i>)	IN CCM
Accompanying material	3.1.4, 3.21.2, 3.22.2	500	Module 11
At head of title	2.17.3.5	246,500	Module 7,13
Audience	7.7.1.3	521	Module 13
Bibliography notes	7.16.1.3	504	Module 13
Contents	25.1.1.3, LC-PCC PS	500	Module 13
Description based on note (CONSER CORE)	2.17.13.3 , LC-PCC PS	588	Module 3, 8
Edition statement	2.17.4.5.2	250	Module 9
Editors	2.17.3.6.2	500	Module 6, 13
Frequency (CONSER CORE)	2.14, LC-PCC PS; 2.17.12	310, 321, 008/18	Module 13
Indexes	25.1.1.3, 26.1.1.3	555	Module 17
"Issued with"	27.1.1.3, LC-PCC PS	777, 580	Module 14
Key title/ISSN	2.3.9, LC-PCC PS	222, 022	See <i>CEG</i>
Language	7.12.1.3, LC-PCC PS	546	Module 13
Latest issue consulted (CONSER CORE)	2.17.13.3	588	Module 8
Library's holdings	3.21.1	500	Module 13
Linking notes	25.1.1.3, 26.1.1.3, 27.1.1.3, LC-PCC PS, 28.1.1.3	580, 765-787	Module 14
Minor title changes	2.3.8.3, 2.17.2.4	246 \$i	Module 7, 16
Numbering	2.17.5.4, 2.17.7.4	362 1 ,515	Module 8, 13
Numbers other than ISSN	2.15	010-099	See <i>CEG</i>
Other formats available	27.1.1.3, LC-PCC PS	530, 776	Module 14
Other title information	2.3.4.7.2, LC-PCC PS 2.3.4.3	246, 500	Module 6, 7, 13
Parallel titles	2.3.3, LC-PCC PS	246, 500	Module 6, 7
Physical description	3.22, LC-PCC PS	500	Module 11
Publication, distribution, etc.	2.17.6 - 2.17.10	264, 500, 550	Module 10
Quoted notes	1.10.3	500	Module 13
Reproduction note	1.11 LC-PCC PS, 27.1.1.3, LC-PCC PS	533	Module 32
Restrictions on access	4.4.1.3	506	Module 13, 31
Series	2.17.11	500	Module 12
Source of title (CONSER CORE)	2.17.2.3, LC-PCC PS	588	Module 3
Statement of resp./ issuing body	2.17.3	500, 550	Module 6, 13
Summary	7.10.1.3	520	Module 13
Supplements	25.1.1.3	525, 770/772	Module 14, 17
Variations in title	2.17.2.4, LC-PCC PS	246, 500	Module 6, 7, 16
Viewed on (CONSER CORE)	2.17.13.5	588	Module 31

13.1. Purpose and philosophy of notes used in serial records

13.1.1. Why notes are given in serial records. Because serials consist of multiple issues but are described from only one, notes play an important role in conveying the full information regarding the serial. Notes are used to:

- Provide information that is not contained in the body of the entry
- Record changes found in subsequent issues
- Provide other types of information that are not appropriate to the body of the entry (e.g., cumulative indexes, linking relationships, supplements, etc.)

13.1.2. General aspects and philosophy of notes

a. Most notes are optional. Notes on full level records provide information that is not given in the body of the record or that applies to later issues. For CONSER RDA records, the only notes that are core are the “Description based on” note (588), the Source of title note (given in combination with the “Description based on” note), and the “Latest issue consulted” note (588), as well as certain linking fields (780/785) when applicable. These fields are also required for the CONSER standard record. All other notes are optional. In practice, however, many other notes are frequently given in CONSER records as this is the only means by which changes over time can be recorded.

b. Notes should be useful. While it is possible to construct many notes regarding a serial, consider first how important and useful the information will be to others using the record. For instance, it might be quite helpful to others to note that a current serial has suspended publication for a period of time; whereas, mentioning numerous numbering peculiarities would be impractical and unnecessary and could be better covered locally by the check-in record.

c. Notes should be as succinct as possible. The more notes that are given and the longer they are, the more cumbersome a record becomes. To aid the user of the cataloging record, keep notes brief and to the point!

d. Notes are not usually issue-specific. In most cases, notes are constructed for information that applies to more than one issue, usually on a continuing basis. While some information that applies only to one issue may be important enough to warrant a note, this type of very specific information is usually omitted from serial records, or is covered by a general note (e.g., several issues misnumbered).

13.2. Constructing notes for serial records

13.2.1. Sources. Take information given in notes from any source and from any issue (*RDA* 2.17). Because there are no prescribed sources for notes, square brackets are not needed. In general, do not give notes for information that is relevant only to an earlier or later record. Exceptions are links to earlier/later titles (Module 14) and cumulative index notes (see Module 17).

13.2.2. Form and style. Notes are constructed in *RDA* records according to the guidelines given in *RDA* 1.10 which gives instructions on capitalization, using quotations, and providing references. A published style manual, such as the *Chicago Manual of Style*¹ may be used as an alternative to capitalization instructions found in *RDA* Appendix A.

a. Form of notes. Over time, CONSER catalogers have adopted a best practice to follow when formatting formal notes:

[introductory word(s)]: [information], [dates]

This pattern should be followed in creating notes, when possible, but if the information does not lend itself to this wording, do not force it to fit. Also, when encountering a note composed by another cataloger, do not alter it solely for stylistic reasons.

b. Wording in notes. In *RDA* (as in *AACR2*), the wording of notes in the examples is not prescriptive. In some cases, the MARC 21 format uses indicators to generate display constants, such as "Continued by: ..." or "Other title: ...". Many notes, however, are more informal, with wording left to the cataloger. But some CONSER practices have evolved, for example: Do not begin a note with a date or a number; avoid using cataloger's jargon. Terms such as "parallel title" or "statement of responsibility" may make perfect sense to you but little to the users of your records. Since CONSER practice is to cite other works in their catalog entry form (e.g., 1XX/245, 130, etc.), the statement of responsibility is rarely used in notes.

The terms "Called" and "Called also" (or "Also called") are frequently used in serial records, particularly in relation to numbering. "Called ..." implies that there is one system of numbering and it has changed. "Called also" indicates that an additional system of numbering has been added.

¹ Under earlier rules the GPO Style Manual was used.

c. Punctuation. End notes with a period unless the field already ends with a hyphen (-) or an angle bracket (>). According to CONSER practice, separate an introductory phrase from the text of the note by a colon.

```
550 ## $a Issued by: [Body A], 1988-1990; [Body B], 1991- {dates are  
chronological designations}
```

For detailed guidance in formulating notes for CONSER records, see the section entitled “Punctuation in Notes” in *LC-PCC PS 1.7.1*.

d. Language of notes. Notes are given in English (*RDA 1.4 LC/PCC PS optional addition*)². Regardless of the language of the text, give supplied words in English. Designations may also be given in English, but names and titles must be given in the language in which they appear.

13.2.3. Combining notes. Combine two or more notes to make one, when appropriate. While this was the practice prior to the creation of MARC records, the specific tag numbers for serial notes make it impossible to combine most notes. In general, combine only the “Description based on” note and the source of title note. (See Module 8 for more detail.)

```
588 ## $a Description based on: 1988; title from cover.
```

13.2.4. Use of chronological designations in notes. When the information contained in the note does not apply to all of the issues of the serial, add the chronological designation of the first and last issues to which it does apply (*RDA 1.10.5*). If the information is present on all issues in hand, do not add a chronological designation to the note. By exception, use publication dates in publisher notes when using ISBD punctuation (see above). For “Description based on” and “Latest issue consulted” notes, transcribe the numbering and chronological designation as it would be recorded in the 362 field.

Example 1: Chronological designation is needed (1988-1992 issues in hand)

```
245 00 $a [Title] / $c [Body A].  
362 1# $a Began with 1988.  
550 ## $a Issued by: [Body B], 1989-<1992>  
588 ## $a Description based on: 1988.  
588 ## $a Latest issue consulted: Jahrgang 1992.
```

Example 2: Chronological designation not needed (1989 only issue in hand)

```
500 ## $a At head of title: International examiner.  
588 ## $a Description based on: 1989.  
588 ## $a Latest issue consulted: 1989.  
730 0# $a International examiner (Seattle, Wash. : 1973)
```

² Because Canada is a bilingual country, the Library and Archives Canada (LAC) creates French language records as well as English language records when the piece is solely in French or is in French and English. Notes in LAC French language records are given in French.

If the serial is identified by both a numeric and a chronological designation, give only the chronological designation in the note. If there is no chronological designation, give the numeric designation in the note. To make the note as succinct as possible, condense the chronological designation by eliminating unnecessary elements (*RDA* 1.10.5).

```
362 1# $a Began with July 1, 1987 to June 30, 1988-  
550 ## $a Issued by: [Body], 1988/1989-  
or July 1, 1988/June 30, 1989-, or 1988/89-
```

When the exact beginning/ending designation is not known, record in angle brackets the designation of the earliest/latest available issue. Give inclusive designations, when appropriate, to show the span of issues in hand.

```
515 ## $a Vols. for 1988-<1991> issued in parts.  
500 ## $a At head of title, 1989-<1990>: International report.  
550 ## $a Issued by: [body], <April 1987-June 1989>
```

For detailed guidance in using angle brackets in notes, see the section entitled “Temporary/Uncertain Data” in *LC-PCC PS* 1.7.1.

13.2.5. Order of notes. *RDA* does not prescribe the order in which notes are to be given. CONSER policy is to input notes in 5XX tag order³. In display programs, notes may also be displayed generated from fields such as 022, 222, 246, 310, 321, 362, and the 765-787 linking fields, as well as the 5XX note fields. If there are multiple notes with the same tag, specifically those tagged 500, many existing records followed the order prescribed by *AACR2*. The “Description based on” note and/or the “Latest issue consulted” note formerly were recorded as the last 500 note, even when the “Description based on” note was combined with the Source of title note. Current practice is to record the “Description based on” note, combined with the Source of title note, and the “Latest issue consulted” note in separate 588 fields so that they are always the last notes and can be identified for suppression from display if desired.

13.2.6. Other CONSER conventions.

a. Quoted notes. Quoted notes are most frequently given in fields 500 and 521.⁴ (see *CCM* 13.9.). Quoted notes may be used for other title information that is not given in field 245 (see Module 6). Record a quoted note in the language and script in which it appears on the source from which it is taken (*RDA* 1.4 Optional addition, Exception, LC/PCC PC). A quoted note may also be given in transliterated form (*RDA* 1.4 Optional addition, Alternative).

b. Citations. According to *RDA* 1.10.3, cite the source of a quoted note if it is taken from a source other than the preferred source of the item. Also give a citation when taking information from a source other than the serial.

³ An exception is made for field 533 (Reproduction note) which is given as the last 5XX field in a record for a reproduction.

⁴ This is a change in CONSER practice to allow for more cataloger’s judgment.

520 ## \$a "This series will focus on two main, but so far not well connected areas of human factors and ergonomics, namely ergonomics design and ergonomics management."--Publisher's website (crcpress.com website, viewed June 1, 2015).

13.3. Frequency notes (fields 310/321)

13.3.1. When to give (RDA 2.17.12). The current frequency is expressed in field 310 and also in fixed field 008/18 "FREQ." The regularity of issuance is expressed in fixed field 008/19 "REGL" and sometimes in qualifying information added to field 310 or 321. If the frequency has changed, the former frequency(ies) is given in field 321. For instructions on input, see *CEG* 310/321. For a list of the appropriate terms to be used, see *CEG* 008/18.

Current frequency is a CONSER core element if known, for both original cataloging and ongoing maintenance of serial records. Make notes on changes in frequency (*RDA* 2.17.12.4), updating the current frequency and recording all former frequencies in chronological order. Former frequency is also a CONSER core element when performing maintenance activities on existing records; however, it is not a required element for original cataloging.

13.3.2. Sources of information. Take information about the frequency from any source (*RDA* 2.17.12.2), either from information found in the piece or supplied by the publisher or from evidence of issues already published. If there is no stated frequency, give the probable frequency when there is sufficient evidence to indicate the publishing pattern. Do not use a question mark. If the frequency is unknown, omit field 310 and code the fixed field bytes as "u/u". Sometimes the frequency requires further explanation to account for stated irregularities in the publishing pattern. Such information is generally taken from the piece but may also be supplied and is given in parentheses following the frequency.

310 ## \$a Monthly (except July-Aug.)
310 ## \$a Biweekly (Apr.-Sept.)

When cataloging with a run of a serial in hand, you may find that the actual publishing pattern varies considerably from the stated frequency. In general, give the stated frequency. In cases where it is obvious that the stated frequency is not the actual frequency, as evidenced by a number of issues and the numbering of those issues, give the actual frequency when it can be determined.

Stated frequency in piece: Monthly

Evidence from issues over a 3 year period: 2 or 3 issues a year

310 ## \$a Two or three issues a year
Fixed field: Freq = f / Regl = x

13.3.3. Terminology. The list of frequencies in 008/18-19 does not include all possible frequencies. When a serial is issued according to a frequency not on the list, construct a frequency statement using terms such as "... no. a year" or "... issues a year."

```
310 ## $a Four no. a year
310 ## $a Four times a year
310 ## $a Four issues a year
```

"Four no." would imply that the serial is numbered; however, some numbers may be combined. "Four times" or "Four issues" indicates that there are four separate pieces received regardless of the numbering. This is based on the individual serial and is a matter of cataloger's judgment. Note: Do not confuse the frequency with the designation system of the serial. For instance, *Time* is a weekly that has two volumes each year, each with its own internal numbering. The frequency is determined by the pattern of issuance of the issues, not their numbering.

When supplying parenthetical information, try to use the publisher's terminology when clear and succinct.

```
310 ## $a Biweekly (during the school year)
310 ## $a Semiweekly (May-Aug.)
```

If there is more than one frequency in a given year, the other frequencies are indicated in parentheses.

```
310 ## $a Monthly (bimonthly June-Sept.)
```

13.3.4. Designations and former frequencies. Field 321 is used for former frequencies. When this field is given, a designation must be also included in all of the frequency fields (310 and 321). As with other notes, dates are generally given but numbers may also be used. When the exact date range is unknown, give what is known in angle brackets. Do not give field 321 without field 310. Do not include a designation when only the current frequency is given in field 310 since it is assumed that this is the frequency for all issues beginning with the first. If the serial has more than three past frequencies, you may give only the current frequency and use a "Frequency varies" note in field 321. For more information, see *CEG* 310/321.

```
310 ## $a Monthly, $b Aug. 1976-
321 ## $a Bimonthly, $b June 1, 1967-July 15, 1976

310 ## $a Annual, $b 1991-
321 ## $a Frequency varies, $b Aug. 1987-1990
```

13.4. Numbering peculiarities notes⁵ (field 515)

13.4.1. When to give (RDA 2.17.5). The numbering peculiarities note is used to explain changes, irregularities, or complex situations relating to the numbering. Based on the importance

⁵ See also Module 8, Designations.

of the information, decide whether to give a specific note that cites particular issues, whether to give a general note, or whether to omit the note altogether. If numbering deviations are numerous, consider giving a note such as "Some numbers issued out of chronological order," or "Some issues combined."

13.4.2. Uses. Field 515 is used to explain a situation that cannot be fully expressed in field 362 and/or the 588 "Description based on" note. Examples of such use are:

- To explain changes in the numbering that don't constitute a new system of numbering
- To explain the presence of unusual or multiple designations
- To cite numbering and publication sequences that are not the same (e.g., no. 1 has a later publication date than no. 2)

Field 515 is also used for:

- Report year or fiscal year coverage when the year does not end with December 31st and this fact is not evident from information given in other areas of the record
- Suspensions of publication, when known. There is no limit to the number of years that constitute a suspension. The numbering may resume or start over from no. 1
- Serials issued in parts - when an issue of a serial appears in more than one physical volume
- Later issues lacking numbering

```
588## $a Description based on: 1995/1996. (only issue with designation)
588 ## $a Latest issue consulted: [2001?] (date of production)
515 ## $a Some issues lack designation.
```

Additional examples:

On piece: *No. 12 (rev. 12 Jan 1990)*

In record: 515 ## \$a Some numbers issued in revised editions.

On piece: *Special collector's edition, volume 1, number 1*

In record: 515 ## \$a Volume 1, number 1 called "Special collector's edition.

On piece: *Special buyer's guide edition, December 1990*

In record: 515 ## \$a December issue each year called "Special buyer's guide" edition.

13.5. Issuing bodies notes (field 550)

13.5.1. When to give (RDA 2.17.3). In general, create an issuing bodies note for a corporate body not named in a statement of responsibility to whom responsibility for the resource has been attributed. Also add such notes for changes in responsibility over time, or for any other information related to responsibility for the resource (see *CEG* for a complete list and examples)⁶. Included are earlier or later issuing bodies, changes in the name of the issuing body, or a note that a serial is the official organ of an organization when the organization is not mentioned on the chief source. (Notes citing corporate bodies whose sole function is that of publishing are tagged 500.)

13.5.2. When not to give an issuing bodies note. Do not make a note for the following:

- To account for variant forms of the name appearing on the piece (these will be included in the name authority record)
- Sponsors of conferences which are unlikely to remain the same from year to year. Frequently sponsors function merely as funders or local arrangers of the conference and make no contribution to the contents of the publication. Limit notes for sponsors to bodies that are truly responsible for the conference on an ongoing basis, such as the IEEE Computer Society.
- A change in the corporate hierarchy that does not result in a change of the name as established in the name authority file (i.e., an intervening body omitted from the established heading changes its name). This will also be included in the name authority record.

13.5.3. Form of the note. Generally, give the corporate body in the note as it appears on the piece; it need not be given as it is established in the name authority file.

```
245 00 $a Produce statistics / $c Central Statistical Bureau. {made up
example}
260 ## $a Nairobi, Kenya : $b Central Statistical Bureau, $c 1988-
362 0# $a 1987-
550 ## $a Issued by: Central Statistical Office, 1991-
```

The issuing bodies note can become lengthy and hard to read when there have been several changes, particularly those involving government bodies with hierarchies. For this reason, try to be as brief as possible. For example, include introductory words only at the beginning of the note. In the following example it is not necessary to repeat the entire hierarchy the second time around.

```
550 ## $a Issued by: Dept. of Fish and Game, Division of Fisheries,
Research Branch, 1989-1990; the Division's Research and Analysis
Branch, 1991-
not
```

⁶ This is not required for the CONSER standard record if used only to justify added entries.

550 ## \$a Issued by: Dept. of Fish and Game, Division of Fisheries,
Research Branch, 1989-1990; issued by: Dept. of Fish and Game,
Division of Fisheries, Research and Analysis Branch, 1991-

13.6. Language notes (field 546)

13.6.1. When to give (RDA 7.12.1.3). Record language of the content in a note if it will assist identification and selection, for example in situations like the following:

- The language or languages of the item are not apparent from the title data

text in French and English; title in English only

```
245 00 $a [English title]
546 ## $a In English and French.
245 00 $a Elle.
264 #1 $a New York, N.Y. : ...
546 ## $a In English.
```

- When the title appears in more than one language but the text is only in one language

titles in French and Arabic; text solely in Arabic

```
245 00 $a[Arabic title] = $b [French title].
546 ## $a In Arabic.
```

- When one or more languages cannot be transliterated or otherwise represented in the record because the language expertise is not available

title pages and text in Russian and Georgian

```
245 00 $a [Russian title]
546 ## $a Text and title also in Georgian.
```

- When summaries and/or titles of contents are given in languages different from that of the text

```
546 ## $a Text in French and German; summaries in English and Spanish.
```

13.6.2. Form of the note. When including more than one language in the note, give first the predominant language of the text. If there is no predominant language, give the languages in alphabetic order.

```
245 00 $a [Title in French only]
546 ## $a English and French.
```

546 ## \$a In French, German, Italian, and Spanish.

not

546 ## In French or German or Italian or Spanish.

The language note is given in conjunction with field 041 (Language code). For instructions on use of field 041 see the *CEG*.

13.7. Contents note (field 500)

13.7.1. When to give. Contents notes may be added according to the instructions for unstructured descriptions of related works (RDA 25.1.1.3). Restrict contents notes to those citing a specific section, insert, or type of contents that is not readily apparent from the title and that is ongoing. Contents notes for serials are tagged as 500 (not 505)⁷. In general, do not supply notes that explain the content of serials (such as the notes commonly supplied for children's books). A title cited in a contents note may be given as an authorized access point (see *CCM* 7.5.1.).

500 ## \$a December issue includes: Annual buyers' guide.
500 ## \$a The first issue of each volume contains the proceedings of the
annual convention
710 22 \$a Society for the Preservation of Civil War Muskets. \$b
Convention. \$t Proceedings. {made up example}

13.7.2. Form of the note. When appropriate, begin the note with words such as "Includes:" or "Some issues include:".

13.8. Editors notes (field 500)

13.8.1. When to give In CONSER records, editors are not transcribed in the statement of responsibility but may be recorded in a note (*RDA* 2.17.3). Restrict such notes to cases in which the same editor has been responsible for most of the serial or for editors that are better known than the title of the serial (*RDA* 2.4.1.4), and provide an authorized access point representing the editor. Remember that persons prefaced by words such as "compiled by," "prepared by," etc. are also usually treated as editors (see Module 6).

13.8.2. Form of the note. Begin the note with "Editor:" or "Editors:". When there is more than one editor covering different time spans, give the corresponding dates preceding the name (*RDA* 2.17.3.6.2). Give the name as it appears on the piece.

500 ## \$a Editors: 1975-1984, Howard Johnson; 1985-1991, G.L. Jones.

⁷ Contents notes in serial records were formerly tagged 520. For current use of field 520, see *CCM* 13.9.6.

13.9. Other notes

13.9.1. Restrictions on access (field 506) (RDA 4.4.1.3). Give a note to explain restrictions placed on the distribution of the serial. If such information appears on the piece but is no longer valid, omit the note. Notes used in shared records should be of a general nature; do not add local restrictions to the CONSER/OCLC record. See also *CEG 506*.

```
506 ## $a For official use only.  
506 ## $a Confidential.  
506 ## $a Vol. 2 of each issue classified.
```

13.9.2. Audience notes (field 521) (RDA 7.7.1.3). This note describes the audience for whom the serial is intended. Do not give an introductory phrase in audience notes (see *CEG 521*).

```
521 8# $a "For nurses and health care practitioners."  
521 8# $a "The news magazine for the Midwest."
```

13.9.3. Bibliography notes (field 504). Bibliography notes are not often given for serials. For instructions and examples of bibliography notes, see *CEG field 504*.

13.9.4. Library's holdings. Notes specific to a library's holdings are not given in CONSER records since holdings are institution-specific information.

13.9.5. Corporate body notes (field 500). Corporate bodies that are neither publishers nor issuing bodies that have not been recorded in the body of the description may be given in a note (field 500), especially when an authorized access point has been provided (*RDA 32.1.1.3*) and a relationship designator is not sufficient to explain the relationship.

13.9.6. Summary note (field 520) (RDA 7.10.1.3). Field 520 is reserved for formal summary statements describing the scope and content of the expression. Informal contents notes are recorded in field 500 (*CCM 13.7.*). *RDA 7.10.1.3* and *CEG 520* include examples of summary notes, but such notes are generally not given in records for print serials. Summary notes are sometimes found in records for children's literature and for publications in lesser-known languages.

```
245 00 $a Kihoto.  
520 ## $a A general magazine on current political, social, and economic  
        issues in Kenya.  
546 ## $a In Kikuyu.
```

SUMMARY

- Notes should be useful and informative.

- Most notes are optional.
- Wording of notes in the examples is not prescriptive for most notes.
- When possible, use the form: [introductory words]: [information], [dates].
- Avoid using cataloger's jargon.
- Use designations in notes only when there is evidence that the information contained in the note does not apply to the entire span of the serial.

Input notes in numeric tag order, except field 533 which is always the last note

Combine the "Description based on" note and the Source of title note. Always provide a "Latest issue consulted" note, even if it is the same as the "Description based on" note.