

Section A. The CONSER Program: Background and Organization

A1. Overview of the CONSER Program

A1.1. Synopsis

CONSER is a cooperative program for online cataloging of serials and integrating resources. It began in the early 1970s as the CONSER (CONversion of SERials) Project and has become the CONSER (Cooperative ONLINE SERIALS) Program. In October 1997 CONSER became a component of the Program for Cooperative Cataloging. The full CONSER data base resides on the OCLC online system.

Membership in the CONSER Program includes the national libraries of the United States and Canada (and their respective International Standard Serial Number (ISSN) centers), and selected university and U.S. federal libraries. Also included are participants of the United States Newspaper Program (USNP).

The records created by these institutions are used for cataloging, selection and acquisitions, interlibrary loan, and union listings. Retrospective conversion is still an important task, but there is far more activity in the areas of current cataloging and database maintenance.

The need for CONSER stems from the dynamic nature of serial publications. Unlike monographs, serials are constantly changing titles, merging, or ceasing. Modifications to the records accommodate the changes in the serials themselves and in the rules for their cataloging. Through the CONSER Program, members are given the authority to modify master serial records. To ensure uniformity, the members agree to follow policies and procedures documented in this manual.

CONSER members authenticate, input, and modify serial and integrating resource cataloging records on the OCLC database. Authentication is the process of approving the descriptive elements in the record and providing for the record's availability through distribution services and bibliographic products.

Acknowledging that in some libraries, serials catalogers will be cataloging and maintaining records for integrating resources, the Program for Cooperative Cataloging decided in 2002 that both CONSER and BIBCO libraries should be able to create and authenticate records for integrating resources.

CONSER has become a leading voice for serials and integrating resource cataloging. An expanded history of CONSER, from its beginnings in the early 1970s to its evolution to a program in the 1980s, and the challenges facing the Program in the 1990s is included in A2. While the format of serials and the rules by which they are cataloged continue to change, the spirit of CONSER—commitment to quality and cooperation—is sure to endure well into the 21st century.

Much of the information pertaining to the CONSER Program is included on the CONSER and PCC websites. The PCC mission and goals are available from: <http://www.loc.gov/aba/pcc/>; the

list of CONSER members and their OCLC symbols is available from:
<http://www.loc.gov/aba/pcc/conser/contact/conmembs.html>.

A3. The CONSER Record

A3.1. Definitions

Authentication. The process of 1) reviewing a serial or integrating resource bibliographic record for data content and content designation to ensure that it conforms to CONSER bibliographic practices and agreed-upon conventions, and 2) adding identifying elements to the record to indicate the degree of authoritativeness of data or the extent to which the record has been reviewed. As a result of authentication, the record is made available through distribution in bibliographic products distributed by CDS.

CONSER record. A bibliographic record for a serial or integrating resource that has been authenticated by at least one participant in the CONSER Program.

CONSER database. The set of serial and integrating resource records input/created or otherwise introduced to the OCLC database that are authenticated by CONSER participants. Although some or all CONSER records reside in the local databases of CONSER institutions, maintenance is performed on CONSER records residing on OCLC, making that the authoritative set of CONSER records.

A3.2. Background

Until November 1987, a CONSER record was defined as any record carrying the symbol of one or more CONSER institutions in field 040. Changes in the definition of a CONSER record and changes in the authentication process to a great extent reflect the overall evolution of the CONSER Program.

The original concept of CONSER authentication was developed during the time when cooperative cataloging in an automated environment was a new development. It was felt that CONSER records would benefit from review by an "authoritative" body—a Center of Responsibility (CR). To maintain the quality of the records once authenticated, it was planned that certain fields would be locked so that only the CR could change them. Field-level locking was never attained, however, and only the CR (or OCLC) could make even minor changes to a record.

Originally, all CONSER participants input new records or modified existing records on the OCLC database and sent surrogates of the serials cataloged to the Library of Congress or the National Library of Canada (Canadian imprints only) as supporting documentation for the authentication process. The Center of Responsibility, using the surrogate, reviewed the descriptive elements, established name headings as necessary, and added the appropriate control

number (field 010 and/or 016) and authentication center code (field 042) to the record. Changes to records already authenticated were submitted to the CR in the form of modification requests. With time it became apparent that an untenable workload was being placed on the Library of Congress. The resulting backlog of surrogates, and the inability of participants to make even minor changes to an authenticated record, undermined goals within the CONSER Program. The responsibilities for both authentication and record maintenance are now shared, to varying degrees, by all of the participants in the CONSER Program.

Four developments—the cooperative creation of name authority records within NACO, the ability of participants to authenticate, the unlocking of LC-authenticated records, and the ability of participants to make changes to NLC records—have played an important role in decentralizing the authentication process. A complete description of each of these activities is given in Section C of the *CEG*.

A3.3. CONSER records

A3.3.1. Online creation of CONSER records

CONSER participants online to OCLC input new records or adapt existing records on the OCLC database. Records are authenticated by the participant.

Like most CONSER participants, the Library of Congress catalogs its serials directly on OCLC. Records created or authenticated by LC are distributed to LC's internal ILS database on a daily basis. When CONSER members make changes to LC authenticated records on OCLC, these changes are reflected in the records in LC's ILS.

A3.3.2. Batchloading of CONSER records

Original CONSER records created by the National Library of Canada and National Library of Medicine are batchloaded to OCLC via FTP. This method of contribution became available to CONSER libraries in June 1997. For details, contact OCLC.

A3.4. Unauthenticated records

Unauthenticated records are those that have been created or altered by OCLC members and have not been authenticated. They range from fully scrutinized records to those that have merely had a linking entry field added. The common feature of the records is that they all carry the symbol of a CONSER institution in the 040 field, but lack an 042 field.

A3.4.1. Records created by a CONSER participant that are yet to be authenticated

Prior to 1984, CONSER participants submitted all of their records to a Center of Responsibility for authentication. Due to the burden placed on the Library of Congress to authenticate the majority of the records, many remain unauthenticated. While these records were created according to the agreed-upon practices of the Program, there is no way to identify them as CONSER records or to distinguish them from two other categories of records, described below, that also carry a CONSER institution's symbol.

A3.4.2. Records created by an institution before it joined CONSER

Records input to OCLC by an institution prior to its becoming a CONSER participant carry the symbol of that institution in field 040. However, these are not considered CONSER records because they were not necessarily created following the policies and procedures mandated by the Program. Included in this category are resource records that were tape-loaded from union list tapes (e.g., the Minnesota Union List of Serials records).

A3.4.3. Records modified by a CONSER participant

CONSER institutions modify related records as part of the cataloging process (e.g., by closing off an entry, adding linking entry fields, or changing name headings; see CEG B4). Modifying an existing OCLC record results in the presence of the institution's symbol in field 040. If the record has not been reviewed and subsequently authenticated, however, it is not a CONSER record.

A3.5. Processing and distribution

CONSER records are available on OCLC, magnetic tape, and electronically via FTP. For a complete list of products, see A7.

A3.5.1. OCLC processing

CONSER records are distributed to the Library of Congress and the National Library of Canada from OCLC. Before the records are sent, however, elements in the record that are not defined in the *MARC 21 Format* are removed from the records (e.g., OCLC-defined local fields, etc.).

A3.5.2. Library of Congress processing

Distributed CONSER records are processed by LC's Information Technology Services (ITS), whereupon all CONSER records are loaded into different LC databases: records for titles held by LC are loaded into the LC ILS while non-LC CONSER records reside in a separate file. The records are also transferred to the Cataloging Distribution Service for distribution in the *MARC 21 Format* as part of the MARC Distribution Service. CDS also prepares a tape of NSDP's records in the ISDS format for distribution to the ISDS International Center.

A3.5.3. National Library of Canada processing

OCLC also converts the CONSER records to the *MARC 21 Format* for the NLC tape.

A4. CONSER Membership

A4.1. Membership incentives

The following list includes some of the benefits of participation in the CONSER Program:

- Participation in national and international cooperative bibliographic programs
- Influencing policies for the bibliographic control of continuing resources
- Ability to modify or enhance records in the CONSER database
- Opportunity for staff training by national authorities
- Opportunity for interaction with colleagues at national libraries and other CONSER institutions
- Opportunity to contribute to CONSER documentation
- Sharing of contributed records through national distribution service
- Opportunity to serve on standing committees and task forces

A4.2. Categories of membership

Information concerning CONSER membership and an institution's eligibility can be obtained from the CONSER Website: <http://www.loc.gov/aba/pcc/conser/about/aboutmem.html> or by emailing the CONSER Coordinator at conser@loc.gov.

Based on the initial communication, the Coordinator will direct the prospective applicant to an appropriate membership category. Forms for the various levels of CONSER membership are found are available from the Joining the CONSER Program page (<http://www.loc.gov/aba/pcc/conser/about/forms.html>).

The five categories of CONSER membership are Full, Associate, Enhance, and CONSER Funnel. Associate Level membership includes cooperative projects as well as single institutions. Refer to A.4.2.3. for a description of project-based membership. A description of each membership category and the obligations related to that level of participation follow.

A4.2.1. Full membership

This category of membership is characterized by national agencies and research institutions that have on an ongoing basis, a high volume of serial bibliographic record creation and maintenance.

1) **Criteria for FULL Level Participation in CONSER:**

- Use *RDA*, *LC-PCC PSs* (US agencies), CONSER documentation and standardized schemes for subject analysis and classification
- Independent NACO participant
- Contribute cataloging output routinely to the OCLC database
- Exhibit a willingness to commit institutional support (staff and financial resources) for program participation
- Demonstrate a commitment to regional and national cooperative cataloging

2) **Evaluation of Membership Applications is Based on:**

- Strength of the collection and scope of expected subject/language contributions as indicated in the accompanying application

- Quality of contributions based on a sample of bibliographic records
- Experience and strength of serials cataloging operation

3) **Database Obligations:**

- Authenticate and maintain records for print and non-print serials
- Contribute to Name and Subject Authority Files
- Contribute a minimum of 200 newly authenticated or modified records

Disseminate CONSER records to the cataloging community (LC)

4) **Administrative/Governance Obligations:**

- Provide in-house training as appropriate (Operations)
- Recommend additions and changes to documentation, including *LC-PCC Policy Statements*, *CONSER Editing Guide*, *CONSER Cataloging Manual*; draft modules for CCM (Operations)
- Serve as representatives on Policy and Operations Committees and participate actively in meetings; institution supplies full or partial funding for committee meetings depending on the rotation of members funded by OCLC
- As appropriate, serve on CONSER task forces, draft position papers on continuing resource issues

5) **Other Potential Contributions:**

- Serve as a mentor to Enhance participants (Operations)
- Serve as a cooperative project coordinator; train project participants; review and monitor contributions (Operations)
- Identify issues of current concern to CONSER and contribute to their resolution
- Serve on task forces related to standards for serials
- Participate in workshops, institutes and other educational or training activities for the cataloging community
- Provide specialized language expertise

A4.2.2. Associate membership

This category of membership includes single institutions and cooperative projects. Single institution members include those with a special subject, language, or format focus, such as state and special libraries, centers, and associations. Also included are smaller research institutions that make broad contributions encompassing a range of subjects, languages and formats. Contributions at this level are generally ongoing but may also encompass a specified time period, as for a specific cataloging project.

Cooperative projects include groups of libraries that are subject, format or regionally based that have joined together to contribute records to the CONSER database. One institution is named as

the project coordinator or leader. This may be a CONSER full or associate member, or an institution that is new to the program. The coordinating or lead institution represents the group on the Operations Committee. The coordinator is responsible for training, reviewing records contributed by project members until they achieve independence and begin authenticating their own records, answering cataloging and procedural questions and ensuring that participants have access to appropriate documentation. Project members are responsible for ongoing quality control of records contributed.

The following criteria and obligations with the exception of the numerical contributions apply to both single institutional members and project members. As part of the application process, project members will provide an estimate of the number of transactions to be contributed.

1) Criteria for ASSOCIATE Level Participation in CONSER:

- Use *RDA*, *LC-PCC Policy Statements*, CONSER documentation and standardized schemes for subject analysis and classification
- Independent NACO participant
- Contribute cataloging output routinely to the OCLC database
- Exhibit a willingness to commit institutional support (staff and financial resources) for program participation

2) Evaluation of Membership Applications is Based on:

- Scope of expected subject/language/format contributions as indicated in the accompanying application
- Quality of contributions based on a sample of bibliographic records
- Experience and strength of serials cataloging program

3) Database Obligations:

- Authenticate and maintain records for print and non-print serials
- Contribute to Name and Subject Authority Files
- Contribute a minimum of 100 transactions per year that may include first time authentication, subsequent authentication, or maintenance transactions
- Contribute the minimum transactions projected per year (Project members)

4) Administrative/Governance Obligations:

- Provide in-house training as appropriate
- Recommend additions and changes to documentation, including *LC-PCC Policy Statements*, *CONSER Editing Guide*, *CONSER Cataloging Manual*
- Serve as representative on Operations Committee/represent cooperative project on Operations Committee and participate actively in meetings on a rotational basis (Operations, At Large); institution supplies partial funding for committee meetings
- As appropriate, serve on CONSER task forces, draft position papers on serial issues

5) Other Potential Contributions:

- Serve as a mentor for new associate members
- Serve as a cooperative project coordinator; train project participants; review and monitor contributions
- Identify issues of current concern to CONSER and contribute to their resolution
- Serve on task forces related to standards for serials
- Participate in serials workshops, institutes and other educational or training activities for the cataloging community

A4.2.3. CONSER Enhance membership

This category of membership is characterized by institutions that enrich and/or maintain certain data in already authenticated records. Enriching records entails adding data to authenticated records that is not present (e.g., MeSH headings, vernacular data, publication patterns, classification numbers, etc.). CONSER Enhance members may elect to retain membership on an ongoing basis, or for duration of a specific project.

1) Criteria for CONSER ENHANCE Level Participation in CONSER:

- Use *RDA*, *LC-PCC Policy Statements*, CONSER documentation and standardized schemes for subject analysis and classification, as appropriate to contributions
- Ability to work online to the OCLC database
- Participate in NACO/SACO, as appropriate to expected contributions
- Exhibit a willingness to commit institutional staff support for program participation

2) Evaluation of Membership Applications is Based on:

- Scope and type of expected enhancement activity as indicated in the application
- Experience of serials cataloging staff

3) Database Obligations:

- Enhance and/or maintain already authenticated records as well as create and/or maintain unauthenticated records to reflect changes in the serial title
- Contribute a minimum of 50 transactions per year

4) Administrative/Governance Obligations:

- Provide in-house training as appropriate
- As appropriate, serve on CONSER task forces, draft position papers on serial issues

5) Other Potential Contributions:

- Identify issues of current concern to CONSER and contribute to their resolution

- Serve on task forces related to standards for serials
- Participate in serials workshops, institutes and other educational or training activities for the cataloging community

A4.2.5. Funnel membership

This category of membership includes institutions contributing records or enhancing records for resources of specialized or common interest. Coordination is done by a designated funnel coordinator or committee. Objectives, training needs, and the review process should be formally determined in establishing the funnel.

CONSER Funnel level membership is discussed on a case by case basis. Please contact the CONSER Coordinator at conser@loc.gov to discuss details of establishing a CONSER funnel.

A4.3. Full and Associate Levels Membership

Information concerning CONSER membership and an institution's eligibility can be obtained from the CONSER Website: <http://www.loc.gov/aba/pcc/conser/about/aboutmem.html>. If an institution is considering membership, please contact the CONSER Coordinator at conser@loc.gov. An application form is also available on the Website.

Based on the initial communication, the Coordinator will direct the prospective applicant to the likely membership category. A letter from the library's or institution's chief executive must accompany a completed application form. A copy of the forms for the various levels of CONSER membership is found in Appendix D and on the CONSER home page (<http://www.loc.gov/aba/pcc/conser/>).

Full and Associate applicants must affirm that, in addition to the administrative and cataloging support needs, their institution is prepared to make resource commitments for the following CONSER related needs or activities:

- Active participation in the managerial and operational concerns of the CONSER Program at large.
- Travel and per diem for staff to attend training sessions at the Library of Congress or elsewhere. CONSER training *per se* is restricted to matters of CONSER conventions and procedures; it does not include basic training in cataloging, MARC tagging, or terminal operations.
- Per diem for representative to attend standing committee meetings. (OCLC funds the airfare travel expenses for standing committee members.)
- Support for the needed complement of computers, printers, and telecommunications.

A4.4. The Membership process

A4.4.1. Role of the CONSER Coordinator

- 1) Receives request for application from potential member and discusses the process, benefits of membership, and appropriate membership level with the applicant.
- 2) Receives application and sample records.
- 3) Assigns a CONSER cataloger within LC or another CONSER institution to review the records for overall quality.
- 4) If records are of sufficient quality, sends application and recommendation to PCC Steering Committee for approval.
- 5) If records are not of sufficient quality, discusses with the applicant and may request a second set of sample records.

A4.4.2. Role of the PCC Steering Committee

- 1) Evaluates membership applications based on recommendations from Coordinator and criteria in A4.2
- 2) Approves or disapproves membership
- 3) Recruits new members. The PCC Steering Committee will, as appropriate, consider inviting institutions to apply for CONSER membership and welcomes communication concerning institutions that might be potential members.
- 4) Monitors ongoing membership. The PCC Steering Committee monitors ongoing membership based on materials supplied by the Secretariat. If a need for improvement is indicated, the procedures in A4.7. are followed.
- 5) Acts on membership conclusion (see A4.7)

A4.4.3. Role of the PCC Policy Committee

- 1) Approves criteria for membership
- 2) Reviews goals for membership growth on a periodic basis.

A4.4.4. Role of OCLC

- 1) Modifies or enters into legal agreements, as appropriate
- 2) Assigns CONSER-level log-on authorization (this may be done via the regional network).

A4.5. Getting started as a new CONSER member

Information on getting started as a new CONSER member is available from the CONSER Website: <http://www.loc.gov/aba/pcc/conser/membership.html>. It includes a training curriculum, a new member checklist, and information about the review period.

A4.5.1. Authorization

The first step for a new CONSER member is to request a CONSER-level logon authorization via an OCLC authorization request form. This authorization will allow the new member to update and replace non-LC-authenticated records on OCLC. To request CONSER-level authorization new members should contact the CONSER Coordinator to arrange authorization with OCLC.

A4.5.2. Documentation

The CONSER Standard Record, CONSER Editing Guide, CONSER Cataloging Manual, RDA, the *LC-PCC Policy Statements* and Descriptive Cataloging Manual (DCM) Z.1 Name and Series Authority Records are the primary tools used by CONSER participants. Additional guidelines and policies have been posted on the PCC website.

A4.5.3. Initial training

To ensure knowledge of CONSER practices, a new Full or Associate member's representative to the Operations Committee normally undergoes an initial training session with Library of Congress staff or CONSER catalogers from another CONSER institution. A checklist of material covered in the training is available from <http://www.loc.gov/aba/pcc/conser/curriculum.html>. It is essential that this person be completely familiar with the documentation described above before coming to the training session. Once trained, this person will train the appropriate people at the home institution.

Following an orientation to the CONSER workflow, the representative is assigned to a serial cataloger from a CONSER institution for the duration of the training session. Special attention is given to the sample records submitted during the application process and to particular problems and questions brought by the representative. During the training session the new member's logon authorization is also tested with records created from start to finish.

The nature of the training is customized to meet the needs of the new member but usually focuses on specific CONSER practices and procedures rather than basic serial cataloging. During or immediately following the training, a block of LCCNs is given to the participant for use on new records.

The training for affiliate members and CONSER Enhance members may take place in person or by email, telephone or online conferencing.

A4.5.4. The review period

Following the initial training, the records of the institution undergo review to ensure that CONSER policies and practices are being properly applied. Bibliographic and name authority records are reviewed with particular attention given to the application of *LC-PCC Policy Statements*, modifications to existing records, and database maintenance routines. Name headings are checked in the course of the review. Once the review is complete, the new member makes any needed corrections and authenticates the record. See a fuller description of the CONSER new member review process at <http://www.loc.gov/aba/pcc/conser/newreview.html>.

A4.5.5. Completion of the review period

The review period is completed when the institution demonstrates knowledge sufficient to independently authenticate records and to modify LC-authenticated records. Successful completion of the review period will generally be three to six months.

A4.6. Review of continuing membership

Membership review consists of the periodic confirmation that all participants are upholding their membership obligations. The working assumption is that the contributions of the participants fully conform to expectations. Review of continuing membership takes into account 1) accuracy of records, 2) volume of activity, 3) type of activity, and 4) degree of participation.

A4.6.1. Accuracy of records

Random accuracy review sampling is limited to new members and those identified as needing further assistance. Accuracy review is done by senior LC serial catalogers or other CONSER catalogers. An institution may identify a need for review (e.g., a change in staff), or others may identify the need to the CONSER Coordinator. If an institution is identified as needing review, both the Operations and Policy representatives will be notified at the beginning and throughout the review to assure that they benefit from the comments and suggestions.

A4.6.2. Volume of activity (statistics supplied by participants) (See also C13)

Authenticated original records

Authentication of existing records

Maintenance of authenticated records

Maintenance of unauthenticated records

A4.6.3. Participation

Degree of participation in the operational and managerial concerns of CONSER is also an aspect of continuing membership. Review of participation in CONSER concerns will include, e.g., assessment of a participant's level of representation at meetings and comments on draft documentation.

A4.7. Improvement/Conclusion of membership

For the overall effectiveness of the program, members must be in good standing. All reasonable efforts are made by the program management to support members to ensure any needed improvement.

A4.7.1. Early indication of need for improvement

The CONSER Coordinator informs the PCC Steering Committee of a member's deficient performance or predicted deficient performance, based on statistical or other information available to the Coordinator. As noted in A4.6, review of continuing membership takes into account 1) accuracy of records, 2) volume of activity, 3) type of activity, and 4) degree of participation. Deficient performance can include failure to meet quantity standards, quality levels that would be judged insufficient, or lack of participation in CONSER activities.

A4.7.2. Plans for improvement

The CONSER Coordinator alerts the member to its performance inadequacies through a telephone call to the appropriate representative and discusses options for improvement sufficient to remain a CONSER member in good standing.

A4.7.3. Timeframe for improvement

If the member is unable to commit to continued CONSER membership and improvement, membership will be curtailed and the member will be invited to re-apply for membership at a later time. If the member is able to commit to improvement, the CONSER Coordinator will help arrange any training or review that is needed for improvement for the course of a year.

A4.7.4. Assessment of improvement

The CONSER Coordinator or assigned reviewer will assess the member's performance throughout the year. At the end of the year the CONSER Coordinator and member representative will determine whether membership should be concluded or not.

A4.8. CONSER Enhance

CONSER Enhance participants maintain and/or enrich CONSER and non-CONSER records. CONSER Enhance participants *maintain* records by adding, changing, and in some cases, deleting data in order to reflect the current status of the serial. Most of these changes will reflect title changes, cessations, or changes to frequency, issuing body, numbering, and so forth. If headings are added to the record they must be authoritative, i.e., contributed to the Library of Congress/NACO Authority File (LC/NAF).

CONSER Enhance participants *enrich* records by adding data that are not already present in the records, such as special types of classification and subject headings, vernacular data, etc. If an institution has been accepted to contribute subject-related data, changes are not generally made to the descriptive portion.

A4.8.1. Applying for membership

Information concerning Enhance membership and an institution's eligibility can be obtained from the CONSER Website: <http://www.loc.gov/aba/pcc/conser/about/aboutmem.html>. If an institution is considering membership, please contact the CONSER Coordinator conser@loc.gov. An application form is also available on the Website.

Acceptance at the Enhance level is dependent on the qualifications of the applicant and the availability of a CONSER institution or LC cataloger to serve as mentor. Based on the geographic location or collection strengths of the applicant, the CONSER Coordinator will select possible institutions and determine availability. Applicants may also make initial inquiries of CONSER institutions with which they are familiar before discussing with the CONSER Coordinator.

The application form is designed to gather information concerning the types of Enhance activities being proposed, the experience of the serials cataloging staff, and the anticipated number of contributions. See also A4.2.4. for a further description of the criteria for qualification and responsibilities of Enhance membership.

A4.8.2. The membership process

1) Role of the CONSER Coordinator

Receives application for membership and discusses the process with the applicant
Selects mentoring institution based on requests from the applicant, availability of CONSER institutions, etc.

Forwards sample records to mentor for review

Notifies PCC Policy Committee of application for opportunity to comment

Notifies applicant of acceptance

Notifies OCLC of new member

Notifies Enhance member of independence and need for CONSER log-on

Provides assistance to mentors and keeps documentation up-to-date

Adds new members to CONSERLST (CONSER discussion list)

2) Role of the Operations Committee

Suggest potential members based on observed quality of records. Serve as mentors

3) Role of the Mentor

Reviews records submitted with application and notifies Coordinator of acceptability or need for improvement

Provides initial training and review for new Enhance member

Notifies Coordinator of member's readiness for independence

4) Role of OCLC

Modifies or enters into legal agreements, as appropriate

Assigns CONSER-level log-on authorization

A4.8.3. Getting started as a new CONSER Enhance participant

1) **Documentation**

The CONSER Editing Guide, CONSER Cataloging Manual, RDA, the *LC-PCC Policy Statements* and Descriptive Cataloging Manual (DCM) Z.1 Name and Series Authority Records

are the primary tools used by CONSER participants. Additional guidelines and policies have been posted on the PCC website.

2) Initial training/review

It is up to each mentor and applicant to determine where and how to begin work. See CONSER New Member Review Period (<http://www.loc.gov/aba/pcc/conser/newreview.html>) for further information.

3) Independence

Once the CONSER Enhance member exhibits a thorough knowledge of the procedures and is comfortable with CONSER policies and practices, the CONSER mentor recommends to the CONSER Coordinator that the applicant be granted independence.

4) Other aspects of CONSER involvement

CONSER Enhance members are included on the CONSER discussion list, are invited to attend At Large meetings at ALA and may also attend the annual meetings of the CONSER Operations Committee at their own expense. They may also be invited to serve on task forces or contribute in other ways to the development of standards and the ongoing review of the CONSER Program. Related fields, etc.
C3, C6, C13.

A5. PCC governance document: management and meeting structure

In October 1997 CONSER became one of the four component programs of the Program for Cooperative Cataloging (PCC). The governance of the CONSER Program is integral with that of the PCC. The PCC governance document is updated regularly to reflect changes in the governance structure. The current version is posted on the PCC website at:
<http://www.loc.gov/aba/pcc/about/PCC-Gov-Doc.doc>

[A6 Historic description of projects unchanged.]

A7. CONSER-related Products

A7.1. MARC 21 Distribution Service Serials Database

A7.1.1. Weekly CONSER serials subscription

Scope

These services are delivered via FTP (File Transfer Protocol). They contain MARC 21 records for serials authenticated by CONSER Program participants, including records reflecting ISSN assignments and those created by the participants in the U.S. Newspaper Program. The files include all languages. Contains original script Chinese, Japanese, and Korean records, other languages written in non-roman systems are in romanized form. Available in MARC 21 and MARCXML formats.

Includes new records created in the current year.

Availability

Available from Cataloging Distribution Service:

<http://www.loc.gov/cds/products/product.php?productID=74>

Library of Congress

Office of Business Enterprises

Cataloging Distribution Service

101 Independence Avenue, SE

Washington, DC 20540-4910

Phone: 1-800-255-3666 (U.S. Only) or +1-202-707-6100 (outside U.S.)

Fax: (202) 707-1334

Email: cdsinfo@loc.gov

<http://www.loc.gov/cds/>

Documentation

Documentation for the service includes *MARC 21 Format for Bibliographic Data*, *MARC 21 Specifications for Record Structure*, Character Sets, and Exchange Media and various MARC 21 code lists.

A7.2. Publications

A7.2.1. CONSER Editing Guide. 1994 ed. No longer issued in print, it is available in Cataloger's Desktop. See <http://www.loc.gov/cds/desktop/A7.2.2>. CONSER Cataloging Manual. No longer issued in print, it is available in Cataloger's Desktop. See <http://www.loc.gov/cds/desktop/>

A7.2.3. CONSERline. ISSN 1072-611X

Scope

CONSERline was an online newsletter published by the Library of Congress. It contains news of the CONSER Program and information of interest to the serials cataloging community.

Availability

Back issues are available from: <http://www.loc.gov/aba/pcc/conser/conserline/>

A7.3. ISSN-related products

As national centers in the ISSN Network, US ISSN Center and ISSN Canada report all of their ISSN assignments and the bibliographic information associated with the assignments to the ISSN International Centre for inclusion in the ISSN data base and publication in ISSN-related products. An ISSN record contains essential bibliographic information for the identification and control of serials.

Records for ISSN assignments made by the US ISSN Center are contributed to the MARC 21 distribution Service Serials Database and delivered to the ISSN International Centre in Paris. There they are added to the ISSN Register. More than 80,000 new and amended records are added to the ISSN Register per year. In 2010, the ISSN Register contained 1,555,307 records.

The *ISSN Register* is available on the web: the ISSN Portal, Z39.50 access, and as a raw data file.
A7.3.1. ISSN Portal (the ISSN Register on the Web)

Scope

The *ISSN Register* is one of the fundamental bibliographic resources for serials available over the Web. The *ISSN Register* is a comprehensive tool which can be used for world-wide bibliographic searches on serial publications and cataloging (records can be downloaded and re-used for specific purposes). It also is an authoritative identifier of serial publications for database management purposes.

ISSN Portal is a multilingual database: some 150 different languages are represented in the *ISSN Register*. Non-Latin scripts are transliterated into the Latin alphabet according to the corresponding ISO standards. Special characters and diacritics are rendered through Unicode compliance and displayed on most available browsers.

The exponential growth of electronic serials is also reflected in ISSN Portal. More and more e-serials (whether online, magnetic or optical media) are being added to the ISSN Register. Online access through the Web is updated in real time.

Availability

Information for subscriptions to the ISSN products is available on the ISSN International Web site: <http://www.issn.org/>. Further information is available from:

Centre International de l'ISSN

45 rue de Turbigo

75003 PARIS

FRANCE

e-mail : issnic@issn.org

Tel.: (33 1) 44 88 22 20

Fax : (33 1) 40 26 32 43

A7.3.2. ISSN Register (raw data)

The ISSN Register is available as raw data under a licencing agreement. Conditions of use and licencing fees are available upon request at the ISSN International Centre at the address given in A7.3.1 above.

A7.3.3. List of Serial Title Word Abbreviations

Scope

Includes words and their abbreviated forms used for the abbreviation of serial titles. The abbreviations are based on the international standard ISO 4. The list is an irregular publication produced in upper and lower case, with all the diacritics required by the languages and transliteration schemes represented.

Availability

For sales information, contact ISSN IC (information given in A7.3.1. above).

A7.3.4. ISSN Manual (ISBN 2-904938-00-1)

Scope

The *ISSN Manual* describes the organizational structure, functions, policies and procedures of the ISSN International Network. The manual contains in its annex a glossary of terms, a directory of ISSN centers, and the codes and standards used by ISSN centers.

The *ISSN Manual* is published in English and French. Editions in other languages are in preparation.

Availability

For sales information, contact ISSN IC (information given in A7.3.1. above).

A7.3.5. ISSN Manual. Cataloguing Part

Scope

The 2012 edition is established in accordance with the new edition of the ISO Standard on ISSN (ISO 3297) and incorporate into the Manual the profiles of the bibliographic formats MARC 21 and UNIMARC, used to make the ISSN registrations.

Availability

Published online in English and Spanish: <http://www.issn.org/2-23364-ISSN-Manual.php>.