

## Section C. Procedures and Instructions

### C1. Identifying Authenticated Records

Not all authentication is performed at the same level or for the same purposes. As special projects have been developed and varying levels of cataloging have been defined, authentication has come to mean different things. The following synopsis gives the various groups performing authentication, the meaning of this authentication, and the identifying features in the records. See Part II for definitions of the fields and subfields referred to below.

#### C1.1. CONSER Authenticated Records

When contributing continuing resource records to the CONSER database, CONSER members may catalog titles at the CONSER standard or minimal level.

Descriptive elements in all records have been reviewed. Name headings are in authoritative RDA form per the LC/NACO Authority File or RDA-based. Identifying features of CONSER records are a control number in field 010, the symbol of the CONSER member in field 040, and one or more authentication code(s) in field 042.

#### C1.2. Library of Congress

In addition to the identifying features mentioned in C1.1., LC records also contain institutional specific data such as the LC assigned call number in field 050 00 and the NUC symbol "DLC" in field 850 to indicate that a title is held at LC. Beginning May 1, 2009 LC uses the authentication code "pcc" in place of code "lc" in records newly authenticated and distributed as part of the CONSER Program. Code "lc" has since been programmatically replaced in OCLC records by code "pcc." LC assigns code "lccopycat" to a non-CONSER record when these types of records are used as the basis for its cataloging. .

Some LC records begin as partial or "In process" records (encoding level = 5; 050 = IN PROCESS) and remain as such until subject headings and an LC call number are supplied, whereupon the encoding level is changed to blank.

##### C1.2.1. LC minimal level cataloging

Descriptive elements for original and adapted records have been reviewed. Name headings have been searched against the LC/NACO Authority and bibliographic files. Authoritative RDA forms have been used when available. If not found in the LC/NACO Authority File, an *RDA* form is supplied using the rules and rule interpretations. Beginning in 1994, subject headings in adapted records have been verified to assure that they are currently valid and constructed correctly. Identifying features are an authentication code in field 042, a WMLC control number or Microform control number in field 050, and "DLC" in field 040. Before May 2009, LC used authentication codes "msc" and "lcd" in field 042. Beginning May 1, 2009, LC uses codes "msc" and "pcc" in newly authenticated minimal level records. Code "lcd" has been programmatically replaced with code "pcc" in OCLC. The encoding level for minimal records is "7."

### C1.2.3. U.S. ISSN Assignments

With the October 14, 2008, reorganization of the Acquisitions and Bibliographic Access Directorate at the Library of Congress the group that has primary responsibility for assigning ISSN to serials published in the United States is called the ISSN Section This section assigns ISSN to publishers (pre-pub and post-pub requests), the U.S. Postal Service, the ISSN International Centre and other ISSN centers around the world, and to CONSER libraries. The ISSN Section also handles all queries related to ISSN and the ISSN application process submitted from sources such as publishers, libraries, subscription agents and the Library of Congress.

All ISSN and related elements have been verified according to the ISSN Manual or its predecessors, ISDS Manual and Guidelines for ISDS. The ISSN and related elements include the 022 (ISSN), 022 \$2 (ISSN Center Code), 008/33 (Original Alphabet of Title Code), 210 (Abbreviated Title), and 222 (Key Title). Other descriptive elements are supplied according to the ISSN Guidelines and *RDA* (and AACR2). Name headings have been searched against the LC/NACO Authority File and bibliographic files for records authenticated after January 1981, authoritative RDA forms have been used when available. If not found in the LC/NACO Authority File, an RDA form is supplied using the rules and rule interpretations.

Identifying features are code "nsdp" in field 042, and "NSD" (before May 2009) or "DLC" in field 040. Beginning in 1988, codes "msc" or "lcd" were also assigned to "nsdp" records to reflect the authoritativeness of headings in the records. Beginning in May 2009, codes "msc" or "pcc" are used in addition to "nsdp." The encoding level for minimal records is "7". The encoding level for prepublication records is "8."

### C1.2.4. New Serial Titles

In March 1993 the New Serial Titles Section was abolished. The publication was discontinued at the end of 1999. The following information applies to records authenticated by the section prior to March 1993.

Holdings information in field 850 was verified. Descriptive elements were accepted as found on existing records, or based on information supplied by a reporting institution when no online record was available.

Name headings were searched against the LC Name Authority and bibliographic files, and, for records authenticated after Jan. 1981, authoritative AACR2 forms were used when available. If not found in the LC/NACO Authority File, an AACR2 form was supplied using the rules and rule interpretations.

Identifying features are an "sn"-prefixed LCCN in field 010, code "msc" or "pcc" in field 042, the symbol "NST" in field 040, and the presence of an 850 field. Older records carry code "nst" in field 042; the code "nst" is no longer used.

### C1.3. Library and Archives Canada

As the authority for Canadian imprints, LAC authenticates its own records as well as those of others. LAC authenticates titles that have a Canadian imprint as well as certain serials that are of Canadian interest. ISSN Canada is the authority for the ISSN and related elements in records with Canadian imprints.

Descriptive elements are reviewed; name/series headings are authoritative. Subject headings, LC class number, and Dewey number are assigned.

Identifying features are "ce", "cf", or "cn" prefixed LCCN in field 010 and code "nlc" in field 042.

#### C1.3.1. LAC minimal level cataloging

Descriptive elements have been reviewed but subject headings are not assigned. LC class numbers are assigned to non-government serials. LC class numbers are assigned to serials other than periodicals. Abridged Dewey numbers (i.e., 12th ed.) are assigned.

#### C1.3.2. LAC abbreviated level cataloging

Descriptive elements have been reviewed but subject headings and classification numbers are not assigned. Series added entries are not provided. Name headings have been established according to AACR2 or RDA. LAC abbreviated records are identified by encoding level "7."

#### C1.3.3. ISSN Canada

The ISSN and all related elements have been verified according to the ISSN Manual or its predecessors ISDS Manual and Guidelines for ISDS. These elements include the 022 (ISSN), 022 \$2 (ISSN Center Code), 210 (Abbreviated Title), and 222 (Key Title). Most records authenticated by ISSN Canada are also LAC-authenticated. Encoding level "7" signifies that only the ISSN and related elements have been reviewed.

The identifying feature is code "isds/c" in field 042.

#### C1.4. U.S. Newspaper Program

U.S. Newspaper Program (USNP) participants contributed records to the CONSER database between 1992 and 2011. USNP records are similar to CONSER minimal level records. Descriptive elements have been reviewed. Name headings are in authoritative form per the LC/NACO Authority File or constructed according to *AACR2* or *RDA* instructions.. Identifying features are an "sn"-prefixed LCCN in field 010 (USNP institutions are the only CONSER participants to use sn-prefixed LCCNs for records created after 2000), code "msc" in field 042, encoding level "7", the symbol of the USNP institution in field 040, and field 752. (For a list of symbols, see A1.)

#### C1.5. CONSER Abstracting and Indexing Coverage Project

The A&I Project conversion staff did not authenticate records; however, many of the records updated have been previously or are subsequently authenticated by one of the institutions above. The purposes of the A&I Project include adding indexing and abstracting information to records via field 510, as well as adding ISSN and related elements (fields 022, 210, 222). On records to which project staff added complete verified ISSN and related elements, the National Serials Data Program authentication code "nsdp" was used in conjunction with field 012 \$j to authenticate the ISSN and related elements while flagging the fact that additional bibliographic maintenance done by NSDP has not been done for these records.

In November 2002, the Policy Committee of the Program for Cooperative Cataloging voted to remove most of the abstracting and indexing coverage fields (field 510) from CONSER records. OCLC began the systematic removal of 510 fields from CONSER records at the end of February 2003. By spring 2003, most of the abstracting and indexing coverage fields were removed from CONSER records.

Related fields, etc.

008/33, 022, 010, 012, 040, 042, 050, 210, 222, 510, 850, A1, Leader/17.