C8

Record Consolidation

Contents

Background

The procedures in this section provide instructions for record consolidation and separation. Revisions of cataloging standards for creating new records have sometimes reduced the number of records needed to describe a serial. Existing authenticated records and series authority records generally should not be consolidated because of these changes (see CEG B4.3). However, it is permissible to consolidate authenticated *AACR2* and *RDA* records when separate records were created in error.

Revision history

Updated in October 2023.

C8.1.1. General guidelines

Modify records to conform to RDA standards only if the piece or surrogate is in hand. If a record is already is cataloged following RDA, apply the appropriate instruction or policy statement when modifying.

Record consolidation must not result in the loss of cataloging information. CONSER catalogers should evaluate data elements appearing in the superseded record but not appearing in the selected record. If necessary, add those data elements to the selected record. The amount of editing to be done on the retained record is determined by the available information in hand and/or issue consulted.

C8.1.2 Restrictions on processing

CONSER members may consolidate or separate any sets of records regardless of whether the records are authenticated or unauthenticated (unless one or more has been authenticated by LAC or ISDS/C).

Do not delete records that are not selected to be retained. If all of the records are unauthenticated, the CONSER cataloger notifies OCLC to delete the record(s). If one or more of the records to be deleted is authenticated, the cataloger follows the record de-authentication procedure in C7.5. LC must be notified of consolidations involving records that show LC holdings.

LAC or ISSN Canada authenticated records

CONSER members may not consolidate records authenticated by LAC or ISSN Canada. LAC will not consolidate records in order to apply current standards and policies which were not in effect at the time of the original cataloging. For more information, see CEG C12.4.2.

US ISSN Center authenticated records with more than one ISSN

LC generally will not consolidate records that have more than one U.S. ISSN Center validated ISSN. CONSER members must consult first with the U.S. ISSN Center before consolidating records with valid ISSNs. The US ISSN Center will provide instruction on cancelation and retention of records with more than one ISSN. To expedite processing, notify the U.S. ISSN Center via email: issn@loc.gov

CONSER authenticated records

Do not consolidate authenticated CONSER records only because of changes in cataloging instructions or LC-PCC Policy Statements regarding instances that require a new record. See the instructions in CEG C7.5 for deleting duplicate authenticated records.

LC cataloged records

Full or minimal level records cataloged by LC can be consolidated by CONSER members. Before consolidating, CONSER catalogers must check with LC so they can perform necessary verification and file maintenance. Only LC can cancel the superseded records. See the instructions in CEG C8.2.5 for more information.

Unauthenticated records in OCLC

CONSER catalogers can consolidate unauthenticated records. See the instructions in CEG B3.2 for more information.

C8.2 Record consolidation

C8.2.1 Definition

Record consolidation is the merging of information from multiple serial records into fewer records, and the deletion of records no longer needed to describe a serial. Record consolidation involves selecting a record to retain, modifying that record, and reporting superseded records for deletion.

The records to be deleted are called superseded records.

C8.2.2 Selection

Record consolidation requires selecting one among several existing records for modification. Consequently, the superseded records must be deleted. Do not input a new record to circumvent record sets in need of consolidation. Follow the steps given below

For selection, chose the record with the highest level of authentication. Levels of authentication are given in the 042 field subfield $a. Level 1 is the highest level and level 5 the lowest.

Level 1:

```
042 ## $a pcc $a nsdp
042 ## $a nlc $a isds
042 ## $a nlc $a isdc
```

Level 2

```
042 ## $a pcc
042 ## $a nlc
```

Level 3

```
042 ## $a nsdp
042 ## $a isds
042 ## $a isdc
```

Level 4

```
042 ## $a msc
042 ## $a nst
```

Level 5

```
042 ## $a lccopycat
```

When working with records that have the same level of authentication, select the record with the earliest date of coverage given in the fixed field.

C8.2.3 Unauthenticated records

The CONSER cataloger must first make all necessary changes to the fields of the selected record, transferring all pertinent data found in the duplicate records.

- Do not add or delete local fields for which OCLC is responsible.

- If questions arise concerning the transfer of data elements, contact the participant that is responsible for the field. Contact the U.S. ISSN Center for questions concerning the 510 field.
- Authenticate the record to be retained and replace the master record.
- Superseded records should be reported to OCLC using the *WorldCat Biblographic and Authority Record Change Request* at https://www.oclc.org/oclc-forms/en/worldcat-bibliographic-authority-record-change.html.
- Add a 936 field on the superseded records with the following phrase:

```
936 ## $a RECORD REPORTED FOR DELETION-USE OCLC #[number]
```

C8.2.4 Authenticated records

Authenticated records created before 2000 will have the following codes:

```
042 ## $a pcc
042 ## $a msc
042 ## $a ndscp
```

Records created before 2000 may also have sc or sn prefixes in the 010. For example:

```
010 $a sc 84001522
010 $a sn 82007771
```

After 2000, the only CONSER institutions that use an sn prefix are US Newspaper Program participants and LC newspaper catalogers.

CONSER catalogers should follow these steps when deleting an authenticated record is necessary:

- Make all corrections to the record selected to be retained. Do not change or correct fields that are maintained by OCLC, LC, or LAC.
- Add a 936 field on the superseded records with the following phrase:

```
936 ## $a RECORD REPORTED FOR DELETION-USE OCLC #[number]
```

- Update and replace the records, transferring the data elements listed in C8.2.8.
- Follow instructions given in CEG C7.5 for deleting records with LC holdings. Finally report the record(s) for deletion to OCLC.

C8.2.5. Duplicate records cataloged and authenticated by LC (LC has holdings on the CONSER OCLC record)

LC authenticated records will have the following codes in fields 042, 010, and 050

```
042 ## $a pcc
```

```
042 ## $a msc

010 ## $a [no prefix before number]
010 ## $a [non-CONSER prefix
010 ## $a sf [number]

050 #0 $a Call number
050 #0 $a WMLC shelf no.
050 #0 $a IN PROCESS
```

CONSER catalogers should follow these steps when deleting an LC authenticated records

- Select the record to be retained.
- Send an email to conser@loc.gov with a complete description of the desired changes to the LC record to be retained and/or LC records to be consolidated.
- Once consultation with appropriate LC stakeholders has been completed and the changes and deletions are approved by LC, proceed by:
    a. Transfering appropriate information,
    b. Convert pre-AACR2 records to RDA
    c. Do not change field 010 or field 042.
- Add a 936 field on the superseded records with the following phrase:

```
936 ## $a RECORD REPORTED FOR DELETION-USE OCLC #[number]
```

- Email conser@loc.gov to let LC know that the changes have been made.

For LC catalogers:
- Review the modified records on OCLC
- Transfer necessary data elements from the list in C8.2.6 below
- Delete the superseded records from the LC and OCLC databases and LC internal files

C8.2.6 Fields transferred by CONSER catalogers

CONSER catalogers transfer all fields that would be appropriate to the retained record, with the exception of proprietary fields listed below.

Several CONSER members input data elements that are considered optional by the CONSER Standard Record but that are unique to the records of these participants. CONSER catalogers should add these to the record selected for retention if they appear in the superseded records. These elements should be added, by the CONSER cataloger performing the consolidation editing, to the selected record if they appear in the superseded records but not in the selected record. These data elements include the following:

GPO
074 ## $a [GPO Item No.]
086 ## $a [GPO Class No.]

NAL
070 ## $a [NAL Call No.]
072 ## $a [NAL Subject Category Code]
6XX #3 $a NAL Subject Heading

NLM
060 ## $a [NLM Call No.]
069 ## $a [NLM CATLINE No. and Serials Control No.]
6XX #2 $a [NLM Subject Heading]

C8.2.7 Fields transferred by OCLC
019 ## $a [OCLC Control Number Cross Reference]
035 ## $a [Local System Number]
090 ## $a [Locally Assigned LC Number]
092 ## $a [Locally Assigned DDC Number]
096 ## $a [Locally Assigned NLM Call Number]

C8.2.8 Fields transferred by LC or LAC
Alphabet Original Alphabet of Title
ISDS ISDS Center Code
010 ## $a [LCCN]
012 ## $a [Terminal Display]
016 ## $a [LAC bibliographic record control number]
022 ## $a [ISSN]
032 ## $a [Postal Registration No.]
042 ## $a [Authentication Code]
050 #0 $a [LC Call Number]
051 ## $a [LC Copy, Issue, Offprint Statement]
055 ## $a [Call/class numbers assigned by LAC]
082 #0 $a [DDC Number]
086 1# $a [Government document number
210 ## $a [Abbreviated Title]
222 ## $a [Key Title]
6XX #5 $a [LAC English subject headings]
6XX #6 $a [LAC French subject headings]
850 ## $a [Holdings]
890 ## $a [LC Visible File Entry]
901 ## $a [Numbered Copy Information]
911 ## $a [LC X-copy Information]

C8.3 Record Separation

C8.3.1 Definition

Differences between *RDA* and earlier cataloging standards may require breaking up one record into multiple records. In such cases, the initial successive record is retained and modified. Select information is then transferred to the newly created additional record. This process is called record separation, or simply "breaking-up" a record.

C8.3.2 Selection

For record separation, there is usually only one record from which to select. Use this record to reflect the earliest chronological cataloging for the set of records, entering new records for the later portions of the publication. If there is more than one record, apply the selection criteria given in C8.2.2 and C8.3.1.

C8.3.3. Unauthenticated or non-LC CONSER authenticated records

Unauthenticated on no-LC CONSER authenticated records will have the following codes in fields 042 and 010

```
042 ## $a pcc
042 ## $a msc
042 ## $a nsdp
042 ## $a nst

010 ## $a sc [number]
010 ## $a sn [number]
```

CONSER catalogers should follow these steps
- Edit, authenticate, and replace record.
- Input, authenticate, and update additional records. Add CONSER-specific fields to new record as appropriate.
- Submit a request to OCLC to transfer holdings and other fields as necessary using WorldCat and Authority Record Quality Control Request https://www.oclc.org/forms/record-quality.en.html

C8.3.4. LC cataloged and authenticated records

LC authenticated records will have the following codes in fields 042 and 010

```
042 ## $a pcc
042 ## $a msc
```

```
010 ## $a [unprefixed number]
010 ## $a [non-CONSER prefix]
010 ## $a sf [number]
```

CONSER catalogers should follow these steps
- Send an email to conser@loc.gov with a complete description of the desired changes to the LC record to be separated.
- After approval from LC edit and update record. Input and authenticate additional record(s) as above.
- Notify conser@loc.gov that the separation has been completed

LC catalogers should follow these steps:
- Review modifications.
- Take steps necessary to correct internal files
- Submit a request to OCLC to transfer holdings and other fields as necessary using WorldCat and Authority Record Quality Control Request https://www.oclc.org/forms/record-quality.en.html