

Section D. Introduction to Format

D1. Content, Organization, and Layout

The 1994 edition of the *CEG* contains only those fields relevant to cataloging practice for continuing resources(1). With format integration, all fields are defined for continuing resources, regardless of their applicability. Fields that are defined by the *MARC 21 Format for Bibliographic Data (MARC 21 Bibliographic)* but considered not applicable for serials are included in Appendix A. As with the previous edition of the *CEG*, once a field is included, all content designation for that field is listed. Elements within the field that are not applicable to continuing resources have been so designated.

Part II of the *CEG* is organized on a field-by-field basis with each field separately paged. This form of paging facilitates future updating of fields. It also allows users to arrange fields in the order best suited to them. For example, elements of the fixed field may be arranged in numerical order (008/29, 008/30, etc.), alphabetic order by name of element, or terminal display order. Note: while variable length fields may also be rearranged within the *CEG*, these fields are, in most cases, input in numerical order.

Each field consists of two parts: 1) the code list portion that gives the *MFBD*-defined content designators with their respective repeatability codes, and 2) the description of data elements and instructions for their use in current cataloging.

To reduce repetition, general instructions are provided for major categories, e.g., Fixed Length Fields, Headings, Series, Notes, Subject Headings, Linking Entry Fields, and Canadian Local Fields. General instructions provide information common to all or most of the fields in each category. Specific instructions and examples pertaining to each field are given with that field.

D2. Code Lists

Each field begins with the indicator values, codes, or subfield codes defined in the *MARC 21 Bibliographic*. Certain OCLC-defined content designators, labelled "[OCLC-defined]", are also given.

In cases where the current usage of a code requires qualification, an asterisk (*) or caption appears with the code.

D2.1. Asterisk

* The asterisk appearing after a field name or a value or code name means the following:

- LC does not use (in all cases).
- LC will distribute if used in an authenticated record (in all cases).
- LC will not authenticate the validity of the information provided (in all cases).
- The code is defined for use by other national libraries (e.g., field 055) (in some cases).

D2.2. Captions

The following captions appear in square brackets after a field name, indicator value, or subfield code.

[Not applicable] The element is not or is not likely to be applicable to serials. With format integration, all subfield codes defined for a field are now eligible for use in serial records; however, many are not applicable.

[Not used] The element may be applicable for serials but is not used by CONSER for one of several reasons. These include CONSER policies as backed by an LC rule interpretation, CONSER practices relating to automation requirements, and institutional policy (for institution-specific fields).

[Not yet implemented]. The element has been defined in *MARC 21*, but has not yet been implemented by OCLC.

[... use only] This caption identifies a field or code that is valid only for input by an authoritative agency (e.g. 055).

[Pre-AACR2] This caption indicates that the value or code was used and is still valid in records created prior to *AACR2*, but should not be used in *AACR2* records. These values may be used in pre-*AACR2* records newly created as part of retrospective conversion.

[Provisional] This is a *MARC 21*-assigned caption that is used for fields or elements that are still somewhat experimental (037 \$g, 786). Final approval of content designation market as "[Provisional]" will await the experience gained from use of the field.

[Obsolete] This caption indicates that the value or code was used and is still valid in older records, but should not be used in current cataloging.

D2.3. Order of code listing

All indicator values are given in numerical order. All subfield codes are given in alphabetical order, followed by those with numeric values, given in numeric order. In the 6XX and 8XX heading fields, the numerous subfield codes are divided into categories: name portion of heading, title portion of heading, control subfields, etc. Fixed field codes are given in alphabetical order. Because some fields include many subfield codes and not all are used, it is not useful to indicate the input order for all; however, those most commonly used are given in their input order under the section "Subfields" within the description of the field.

D2.4. Repeatability codes

Repeatability codes are given, as specified in the *MARC 21 Bibliographic*, in parentheses following the name of each field or element. Repeatability codes are not given for indicators because none are repeatable. Repeatability codes are provided for all subfield codes with the exception of those qualified as "[Not used]" or "[Not applicable]".

At the field level, the repeatability code specifies whether the field may be repeated in a record. For subfield codes, the repeatability code specifies whether the subfield code is repeated within a field. Further instructions on the repeatability of specific content designators are given in the instructions when necessary.

R Repeatable

NR Not repeatable

Repeatability codes for fields 022 and 222 intentionally differ from the *MARC 21 Bibliographic* which defines these as repeatable.

D2.5. Requirement codes

CONSER records may be created at the full, core, or minimal level as defined in B6.

Requirement codes no longer appear with individual fields. Fields that are system-generated are designated as such to the right of the field name. All indicators must be used, as specified within each field. No requirement codes are provided at the indicator or subfield level. The use of subfields is generally determined by the data that they contain, which is governed by *AACR* and rule interpretations.

D3. Description/Instructions

The explanation of each field consists of a brief description of the field, editing instructions, indicator and subfield usage, and related fields. Additional instructions are given where applicable.

D3.1. Delimiter

Prior to 2002, the double dagger (‡) was used for the subfield delimiter in the text and examples. With the 2002 update, a dollar sign (\$) has been used in those *CEG* field descriptions that have been updated and will be replaced in other fields as they are updated for other reasons in the future.

D3.2. Abbreviations, acronyms, etc.

The following abbreviations and acronyms are used throughout the text:

<i>AACR2</i>	<i>Anglo-American Cataloguing Rules. 2nd ed. 1988 revision</i>
<i>CCM</i>	<i>CONSER Cataloging Manual</i>
ISSN	International Standard Serial Number
<i>LCSH</i>	<i>Library of Congress Subject Headings</i>
<i>MARC 21 Bibliographic</i>	<i>MARC 21 Format for Bibliographic Data</i>
OCLC	OCLC Online Computer Library Center, Inc.
<i>LCRI</i>	<i>Library of Congress Rule Interpretations</i>
USNP	United States Newspaper Program

D3.3. "CONSER policy" and "CONSER practice"

The phrases "CONSER policy" and "CONSER practice" are used throughout the *CEG*. In general, "CONSER policy" refers to usage that is backed by an LC rule interpretation, while "CONSER practice" refers to agreed-upon practices resulting from various needs (e.g., automation, cooperative cataloging, etc.). In most cases where a specific *LCRI* is the basis of a policy, the *LCRI* is cited in the text.

D3.4. Examples

A significant effort has been made to provide examples that are appropriate to serial records. In addition, examples illustrate both simple and complex situations. Both English and foreign language examples are included; however, the limitations of the word processing software used to create this publication restricts the use of some diacritics. Therefore, diacritics will not appear in some examples (e.g. Chinese, Russian).

Examples in the 1994 edition have been revised to reflect format integration, as well as current policies and practices. They may or may not reflect the online record. Examples will be changed only when they are found to be incorrect or to reflect changes in the format. In general, examples will not be changed if they were correct when created but current versions of *AACR2* rules or rule interpretations would call for a different construction. New examples will be added as the need arises.

D3.5. System requirements

The common database used by CONSER members is the OCLC Online Union Catalog. All references to system-supplied elements or punctuation refer to OCLC. Because subfield \$a is not displayed but system generated, and therefore, is not input on OCLC when it is the first subfield code in a field, it is not given in the examples.

D3.6. Spacing requirements related to card production

Throughout the instructions in Part E there are various spacing requirements left over from the days of catalog card production. In May 2000, the CONSER Operations Committee agreed to stop following this practice and use normal spacing (e.g., a single space following a hyphen for an open date in subfield \$c of the 260 field; an open date given in a note, or an incomplete designation system when recording an alternative system in the 362 field). This brings bibliographic and name heading practices in line. Note that this change applies only to spacing preceding or following a hyphen in an open date. It does not apply to spacing requirements for subfield \$w in linking entry fields, which remain as stated in the instructions. For linking fields, a CONSER participant may leave one space after a period that separates distinct elements of a name or title used in a linking field, if the participant's local system will allow this. Some ILS systems may require that two spaces be used.

Endnotes

1 (Popup - Popup)

The inclusion and exclusion of fields is not fixed. If it becomes apparent that an excluded field is indeed applicable, it will be added. Please bring any such fields to the attention of the CONSER Coordinator.