

3XX Physical Description, etc. Fields

300 Physical description (R)

First and second indicators

Undefined

Subfields

- a** Extent (R)
- b** Other physical details (NR)
- c** Dimensions (R)
- d** Accompanying material (NR) [Obsolete]
- e** Accompanying material (NR)
- 6** Linkage (NR)

Description/Instructions

Field 300 contains the physical attributes of an item as specified by the rules for the type of item. For printed serials, field 300 contains the number of parts, the presence of illustrations, the dimensions, and any regularly accompanying material. For non-print serials, other physical attributes, such as the presence of color, sound, or playing speed, may be given. For remote access computer file serials (e.g., electronic journals), no 300 field is given.

Subfields

\$a Extent.

When describing a serial that is not yet complete, provide the specific material designation in subfield \$a. It is not necessary to provide three spaces preceding the designation, since print programs may provide them. For printed serials, the specific material designation is "v.". For sound and videorecordings, the extent of item may also include the playing time, if consistent from issue to issue.

```
300 ## v.  
300 ## atlases  
300 ## microfiches  
300 ## sound cassettes  
300 ## computer disks  
300 ## computer optical discs  
300 ## videocassettes (ca. 90 min.)
```

When describing a completed serial, indicate the number of parts in arabic numerals.

```
300 ## 6 v.  
300 ## 5 computer optical discs  
300 ## 15 microfilm reels  
300 ## 88 microfiches  
300 ## 7 videocassettes
```

\$b Other physical details.

Subfield \$b contains information that further specifies other physical characteristics of an item, such as identification of illustrative matter, coloration, playing speed, groove characteristics, presence and kind of sound, number of channels, etc. The description of other physical details is preceded by a space-colon-space (:).

```
300 ## v. : $b ill.  
300 ## sound cassettes : $b analog, mono.  
300 ## sound tape reels : $b analog, 19 cm/s, mono.  
300 ## videocassettes (ca. 90 min.) : $b sd., col.  
300 ## computer disks : $b col.
```

For printed serials, when recording illustrations of more than one type, input "ill." as the first abbreviation when this abbreviation is used.

```
300 ## v. : $b ill., maps ; $c 27 cm.
```

\$c Dimensions.

The dimensions of the item are preceded by a space-semicolon-space (;). For printed serials, give the height of the item (based on the bound edge) in centimeters to the next highest whole centimeter.

```
300 ## v. ; $c 31 cm.
```

When both height and width are given, supply a space on each side of the multiplication sign (x) that separates height and width.

```
300 ## v. ; $c 20 x 25 cm.
```

If a range of heights is given, do not supply spaces before or after the hyphen.

```
300 ## v. : $b ill. ; $c 22-36 cm.
```

Dimensions for non-print serials may be given in centimeters, millimeters, or inches, as appropriate. In some cases, dimensions are given only when they are other than the standard.

```
300 ## computer optical discs ; $c 4 3/4 in.  
300 ## computer disks ; $c 5 1/4 in.  
300 ## videodiscs (30 min.) ; $c 12 in.  
300 ## videocassettes : $b sd., col. ; $c 1/2 in.
```

300 ## sound cassettes : \$b analog

\$e Accompanying material.

Subfield \$e describes any regularly accompanying material and associated physical description statements. The subfield is preceded by a space-plus sign-space (+). If multiple accompanying materials are recorded in one statement, precede each with a space-plus sign-space but do not repeat the subfield code.

```
300 ## v. : $b ill. ; $c 21 cm. + $e      slides
300 ## computer disks ; $c 5 1/4 in. + $e      guides
300 ## sound cassettes (60 min.) : $b 3 3/4 ips, mono. + $e
      contents and self-study quizzes
300 ## computer optical discs ; $c 4 3/4 in. + $e      magnetic disks (5
      1/4 in.) +      user's manuals +      quick reference guides +
      quick reference cards
```

Supply the physical description of accompanying material only when considered important. For serials this information is not often given.

```
300 ## wall charts : $b col. ; $c 125 x 66 cm. + $e      indexes and
      supplements (      v. : ill. (some col.) ; 23 cm.)
```

Prior to 2006, some LAC records contained accompanying material in subfield \$d. When the subfield was made obsolete, OCLC converted all data in 300 \$d to \$e.

\$6 Linkage.

For instructions on the use of subfield \$6, see field 880.

307 Hours, Etc. (R)

First indicator–Display constant controller

No information provided

8 No display constant generated

Second indicator

Undefined

Subfields

a Hours (NR)

b Additional information (NR)

6 Linkage (NR)

Description/Instructions

Field 307 contains chronological information identifying the days and/or times an item is available or accessible. It is used primarily in records for electronic services. Field 307 is not appropriate in most serial records.

When displayed or printed as a note, hours, etc. information is in some instances preceded by an introductory term or phrase that is generated based on the first indicator value.

Display Constant

Hours

Editing instructions

Punctuation

1. Add a period at the end of the field, unless another mark of punctuation is present.
2. In subfield \$a, use a comma (,) to separate the hours information from the days of the week information.
3. If subfield \$a is followed by a subfield \$b, separate by using a semicolon (;).

Abbreviations

1. For records in English, the following abbreviations may be used for the days of the week:

<i>Days of the week</i>	<i>Abbreviation</i>
Sunday	Su
Monday	M
Tuesday	Tu
Wednesday	W
Thursday	Th
Friday	F
Saturday	Sa

First Indicator - Display constant controller

The first indicator position contains a value that controls the generation of a display constant

preceding the note. Value "#" specifies that no information is provided. When no information is provided, the display constant *Hours:* may be generated.

```
307 ## M-F, 9:30am-3:30pm, USA EST.
```

Value 8 specifies that no display constant is to be generated.

```
307 8# Date: Dec. 1, 1993, 2:00 p.m.
```

Subfields

\$a Hours.

Subfield \$a contains information that identifies the days and/or hours an item is available or accessible. Informal references to the A.M. and P.M. time references and well as time zone can be given in this subfield if required.

```
307 ## M-F, 9AM-10PM.  
307 ## Tu-F, 10-6; Sa, 1-5, USA PST.  
307 ## M, 8:30-6:00; Tu, 8:30-7:00; W-F, 8:30-6:00; b but not  
    available on weekends.  
307 8# 8:00 p.m., Tu-F; 5:00 and 9:00 p.m., Sa; 2:00 and 7:00 p.m., Su  
    (all times, EST).
```

\$b Additional information.

Subfield \$b contains additional information pertaining to the hours of availability of the item.

```
307 ## M-F, 6:30am-9:00pm (EST); $b with brief interruptions for  
    periodic update/backup of data.  
307 ## Daily, 7am-7pm; $b text files only.  
307 ## M-F, 6:30 AM to 9:30 PM, Sa, 8:00 AM to 5:00 PM, Su, 1:00 PM to  
    5:00 PM; $b closed on national holidays (all times are EST or  
    ESDT).
```

\$6 Linkage.

For instructions on the use of subfield \$6, see Field 880.

Related fields, etc.

856

310 Current publication frequency (NR)
321 Former publication frequency (R)

First and second indicators

Undefined

Subfields

- a** Current/former publication frequency (NR)
- b** Date(s) of current/former publication frequency (NR)
- 6** Linkage (NR)

Description/Instructions

Fields 310 and 321 contain, respectively, the current and former frequencies. Field 310 is input in conjunction with field 008, character positions 18 (frequency) and 19 (regularity). These codes are based on the information stated in field 310 and should be coded after the 310 has been determined.

Field 321 can be used only when a current frequency is given in field 310.

According to LC/PCC practice (Cf. *LCRI* 12.7B1), field 310 is always input in CONSER full level records when the current frequency of a continuing resource is known. This is the case even when the fixed fields (008/18-19) adequately reflect the frequency of the item or when the frequency is stated in the title. Inputting field 310 is optional in CONSER core level records, although institutions may choose to make it mandatory in their local core level record policies. LC catalogers always input field 310 in LC core level records, as well as in full level record when the current frequency is known.

```
FREQ: a
REGL: r
245 10 Annual report of the director.
310 ## Annual
```

For integrating resources, the term "updated" or "updates" is used with the frequency word to clarify that the resource itself does not have that frequency (see *LCRI* 12.7B1).

```
310 ## Continuously updated
```

Never use the term "frequency varies" in field 310. "Frequency varies" may be used in field 321 when more than three past frequencies are known. When using the term, provide inclusive dates in subfield \$b of field 321 and always provide the current frequency in field 310.

```
310 ## Annual, $b 1985-
321 ## Frequency varies, $b 1948-1984
```

If multiple 321 fields exist in the record, delete them at the time the "frequency varies" note is added.

Editing instructions

For many years, CONSER instructions for editing field 310 and 321 were structured to format the fields into a single frequency note when output for the production of LC print products. In recognition of the fact that most OPACS display the 310 and 321 as separate frequency statements rather than in a single format note, the instructions were amended. The requirement to spell out the number only for the field that would be first in the frequency note was dropped in 2003.

1. Do not input a period at the end of any field.
2. Capitalize the first word in each field.
3. When more than one 321 field is given, input them in chronological order (earliest to latest) following field 310.

```
310 ## Annual, $b 1983-  
321 ## Monthly, $b Mar. 1972-Dec. 1980  
321 ## Semiannual, $b 1981-1982
```

```
310 ## Quarterly, $b Apr./June 1992-  
321 ## Quarterly, $b 1982-1990  
321 ## Monthly, $b 1991-Feb. 1992
```

Subfields

\$a Current/former publication frequency.

Input the complete statement of current or former frequency in subfield \$a.

```
310 ## Monthly  
  
310 ## Monthly, including annual cumulation  
  
310 ## Bimonthly (monthly June-July)  
  
310 ## Monthly, $b 1985-  
321 ## Ten no. a year, $b 1982-1984  
  
310 ## Monthly, $b Jan. 1984-  
321 ## Frequency varies, $b 1966-1983
```

\$b Date(s) of current/former publication frequency.

Subfield \$b is used in field 310 when the date of current frequency is different from the beginning date of the publication and when a former frequency is given in field 321. If a serial has only a numerical rather than a chronological designation, the number is given in subfield \$b.

Subfield \$b must be given in all 321 fields.

```
310 ## Annual, $b 1983-  
321 ## Biennial, $b 1981/1982  
362 0# 1981/1982-
```

```
310 ## Monthly, $b Nov. 1983-  
321 ## Bimonthly, $b Apr./May 1980-Sept./Oct. 1983
```

```
310 ## Quarterly, $b <Nov./Jan. 1984/85-v. 16, no.3>  
321 ## Bimonthly, $b <Oct./Nov. 1971->
```

Apply the following conventions when inputting subfield \$b.

1. Input a comma preceding subfield \$b.

```
310 ## Monthly, $b Mar. 1984-  
310 ## Bimonthly, $b <Mar./Apr. 1983->
```

2. Uncertain data (a known date that may not be the earliest or latest) is enclosed in angle brackets and may be suppressed from printing on output.

```
310 ## Annual, $b <1984->  
321 ## Semiannual, $b 1976-<1982>
```

3. When inputting only an ending date, leave no spaces before the closing date, except for the space following the subfield code. If only a portion of the date is known, leave an appropriate number of spaces for the missing portion.

```
310 ## Semiannual, $b -1984  
321 ## Annual, $b 198 -  
321 ## Monthly, $b 19 -
```

\$6 Linkage.

For instructions on the use of subfield \$6, see field 880.

Related fields, etc.

008/18-19

362 Dates of publication and/or sequential designation (R)

First indicator–Format of date

- 0** Formatted style
- 1** Unformatted style

Second indicator

Undefined

Subfields

a Dates of publication and/or volume designations (NR)

z Source of information (NR)

6 Linkage (NR)

Description/Instructions

Field 362 contains the beginning and/or ending numbering of an item. It may also include phrases such as "new ser.," either transcribed from the source of cataloging or supplied in brackets, that distinguish different successive numbering sequences for the same publication. Chronological designations used in this field are dates that identify individual issues of the serial. Publication dates, when recorded, are input in field 260. Incomplete dates are not used in this field; uncertain dates/numbers may be given in an unformatted style followed by a question mark.

In CONSER standard records (CSR), catalogers use a single unformatted 362 field with an informal note (see first indicator "1") to record beginning and/or ending numbering/dates of publication whenever this information is available, regardless of whether the first/last issue(s) are in hand.

Formatted-style statements of the beginning and ending designations of a serial (with first indicator "0") may appear in records that do not follow CSR recommended guidelines (because they were created for specialized resources or were created before CSR guidelines were adopted).

Editing instructions

1. Captions and months may be transcribed as found (including abbreviations and capitalization) or they may be recorded using standard AACR2 abbreviations.

On Volume 1, number 1 January 2011
piece:

In 362 1# Began with: Volume 1, number 1 (January 2011).
record:

Or: 362 1# Began with: Vol. 1, no. 1 (Jan. 2011).

2. Numbers (including ordinal numbers) may be transcribed as found or they may be recorded as Arabic numerals, whichever is easier.

On Number One
piece:
In 362 1# Began with: Number One.
record:
Or: 362 1# Began with: No. 1.

3. If the beginning numbering is not present or known, but the year the publication began is known, provide the year.

362 1# Began in 2011.

4. If numbering includes both issue number and date, put parentheses around the date.

On Volume 1, number 1 January 2011
piece:
In 362 1# Began with: Volume 1, number 1 (January 2011).
record:
Or: 362 1# Began with: Vol. 1, no. 1 (Jan. 2011).

5. Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer. (Cf. LCRI 12.7B10).

362 1# Began in 1943. Original numbering ended with Vol. 10, No. 12
(June 1952).
None published July 1952-June 1974. New numbering began with: No. 1
(July 1974). Ceased in 1975.

Note: CSR guidelines implemented in 2007 recommend exclusive use of the 362 unformatted style note (362 field, with indicators 1#). In May 2007, LCRIs describing formatted style notes, LCRI 12.3B1 through LCRI 12.3G, were removed with the revision of LCRI 12.3. For libraries wishing to give numbering in a formatted field (362 0#), the LCRIs will remain available for consultation in past issues of *Cataloging Service Bulletin* [<http://www.loc.gov/cds/PDFdownloads/csb/index.html>] and in instructions given in the *CONSER Cataloging Manual*.

First indicator

0 Formatted style.

Formatted-style statements may appear in serial records that do not follow CSR recommended guidelines (because they were created for specialized resources or were created before CSR guidelines were adopted). The formatted style is used only for serials when the first and/or last issue is in hand. According to AACR2, the numeric and/or alphabetic, chronological, or other designation must be recorded as it appears on the piece. When first indicator value "0" is used, information contained in field 362 subfield \$a may print following the title/statement of responsibility or edition statement (when present) on output.

```
362 0# 1977. {Serial complete in one volume.}
362 0# Disc 1 (1785/1979)- {Computer file with retrospective first disc.}
362 0# Vol. 1, no. 1 (spring/summer 1987)-v. 6, no. 1 (1995).
362 0# No. 1-no 6 ; [new ser.], no. 1-no. 3 ; [3rd ser.], no. 1-
```

Specialized resources such as those in non-roman script, law serials, rare serials, newspapers, etc., have specialized requirements not included in this basic documentation. In some cases records for these resources will reflect formatted style numbering notes.

```
362 0# 2010年第1期-- = 总第157期--
362 0# 2010 nian di 1 qi- = zong di 157 qi-
588 ## Description based on: 2010 nian di 1 qi; title from cover.
588 ## Latest issue consulted: 2010 nian di 1 qi.
```

See CEG:

- Appendix E: Creating records with data in non-Roman script for Arabic serials
- Appendix O: Creating records with data in nonroman script for Chinese, Japanese, and Korean serials

And: PCC Guidelines for Creating Bibliographic Records in Multiple Character sets
(<http://www.loc.gov/aba/pcc/bibco/documents/PCCNonLatinGuidelines.pdf>).

In formatted-style statements, if more than one form of designation is given on the first and/or last piece, input both designations in subfield \$a, separated by a space-equals sign-space (=). If incomplete, input one space after the first hyphen.

```
362 0# Vol. 1, no. 1 (May 1981)-v. 3, no. 1 (May 1983) = no. 1-no. 9.
362 0# Vol. 3, no. 7- = no. 31-
```

In formatted-style statements, input succeeding systems in the same subfield \$a separated by a space-semicolon-space.

362 0# Oct. 1970-Dec. 1980 ; new ser., v. 1, no. 1 (Jan. 1981)-

1 Unformatted style.

In a record created according to CSR guidelines field 362 is always used in unformatted note style. Supply numbering/dates of publication of the first/last issues in an unformatted 362 whenever this information is available, regardless of whether the first/last issue(s) are in hand.

When first indicator value "1" is input, information contained in field 362 prints in the note area on output.

362 1# Began in July 1949.
362 1# Began with: v. 4, published in 1947.
362 1# Ceased with: 2 (1964).
362 1# Began in 1963?
362 1# Ceased publication.
362 1# Began in 2001?

Subfields

\$a Issue dates and/or volume designations.

Issue dates and volume designations are recorded as given on the serial. When both a numeric designation and a chronological designation are given, the chronological designation is enclosed in parentheses.

362 1# Began with: Vol. 1 (Mar. 1980).
362 1# Began with: Vol. 77, núm. 1 (enero-abr. 1981).
362 1# Ceased with: v. 9.
362 1# Ceased with: 2 (1959).

Use a single unformatted 362 field to record beginning and ending numbering/dates of publication whenever this information is available.

362 1# Began with: Vol. 85B, no. 1 (Jan./Feb. 1945); ceased with: v. 92, no. 6 (Nov./Dec. 1952).

Use field 515 for information about numbering changes in a CONSER standard record or when issues are not available.

362 1# Began with: Oct. 1970.
515 ## Designation restarted as new ser., v. 1, no. 1, in Jan. 1981.

Include in subfield \$a the designation of the first issue published on a regular basis. Do not input designations for preview or sample issues. If necessary, include this information in field 515.

362 1# Began with issue for Mar. 1973.

515 ## Preceded by a "preview edition" dated Oct. 1972.

362 1# Began with: Vol. 1, no. 1 (May 1982).

515 ## Introductory number called v. 1, no. 0, issued Mar. 1982.

When cataloging regular-print reprints or photoreproductions, give the designation of the original and not that of the reprint or reproduction.

The beginning dates of the print version, when known, may be given in a 362 1# field. Give this note in addition to the "Description based on note" to provide justification for the fixed field beginning date.

362 1# Print began with: Vol. 3, no. 1 (Jan. 1984).

Do not give a 362 1# "Print began with" note when the beginning date of the print or other original format is not known. Give an unknown fixed field date in this case.

\$z Source of information.

Subfield \$z is used only with an unformatted note (1st indicator value "1") to cite a published source. The title of the publication is always preceded by the abbreviation "Cf."

362 1# Began with: 1962/64. \$z Cf. New serial titles.

CONSER catalogers should delete \$z, if it pertains only to the "Began with" portion of the note, when combining two unformatted 362 fields. LC does not use \$z.

Additional instructions

1. When there is more than one designation omitted from the title and statement of responsibility area and both cannot be represented in field 362 or 588, the first is given as the designation and the other is covered by a note, field 515 (Cf. *LCRI* 12.3).

Title on piece: Review of agriculture in 1982 and outlook for 1983.

245 00 Review of agriculture in ... and outlook for ...

362 1# Began in 1982.

515 ## Includes outlook for the following year.

588 ## Description based on: 1982; title from cover.

Title on piece: '90 review '91 preview.

245 00 Review ... preview.

362 1# Began with: '90.

515 ## Includes preview for the following year.

588 ## Description based on: '90; title from cover.

2. When cataloging Chinese, Japanese, or Korean serials, do not input a comma between the volume number and the issue number. Do not remove commas from records that already

contain them.

362 0# Ti 1 chüan ti 1 ch i (1982 nien 3 yüeh) -

362 1# Began with: fukkan dai 1-kan dai 1-g, (1950-nen 11-gatsu).

362 1# Began with: che1-ho (2010-yŏn).

Related fields, etc.

008/7-10, 11-14, 588