Basic Serials Cataloging Workshop

Trainee Manual

The original version of this workshop was prepared by Cameron J. Campbell
University of Chicago

for the

Serials Cataloging Cooperative Training Program (SCCTP)

under the auspices of the

Cooperative Online Serials Program (CONSER)

New editions and revisions are prepared by various contributors under the auspices of the Cooperative Online Serials Program (CONSER)

Library of Congress
2008 Edition
(Updated May 2011)
Foreword

In her foreword to the 2002 revision of The Basic Serials Cataloging Workshop Jean Hirons wrote that since the workshop was released in 1999, it "has been given in numerous venues throughout the United States and has been translated into Spanish, French, and Chinese for workshops presented in Mexico, Canada, and Taiwan. The success of this course has led to the development of other workshops..." SCCTP now has five workshops in place. Throughout the years, many dedicated, talented SCCTP trainers have kept the material up to date and experimented with delivering it in online formats.

Jean's statement in 2002 that the "enthusiasm and commitment of so many to this program attests to the great need for training in the area of serials cataloging" is still true as I update the foreword for the 2008 edition.

The 2008 edition of the Basic Serials Cataloging Workshop was completed by Melissa Beck, Valerie Bross, and Peter Fletcher, all from UCLA. I thank them for their hard work and dedication to the project which included several drafts of the revised workshop, classroom testing, and completion of the final PowerPoint and PDF files. I am also grateful to their institution and their managers who saw the value in this work and allowed them to volunteer their time and expertise.

Hien Nguyen (LC) worked with Judy Kuhagen (LC/CPSO) to provide careful review and feedback and coordinated the successful Basic Serials Cataloging Trainers Refresher Workshop during ALA Annual in June 2008. Several experienced SCCTP trainers gave us feedback based on sessions given using various revisions and during the Refresher Workshop at ALA. To one and all, my sincere thanks!

There is an evaluation form in appendix I, the last appendix in the manual. Please be sure to provide us your comments on the material for future revisions and interests in other training needs you have.

This workshop was designed to be given by SCCTP trained-trainers and it is recommended that SCCTP trainers be engaged for training for optimum results; however, anyone familiar with serials cataloging can use the materials to provide training for others. They can also be used for self-study.

For schedules of workshops taught by SCCTP trainers and to learn more about SCCTP, visit the Web site at: http://www.loc.gov/acq/conser/scctp

Les Hawkins
CONSER Coordinator
Library of Congress

August 2008
Preface to the 2008 Edition

The 2008 Edition is organized into seven sessions; all but the first have exercises. The workshop provides the basic principles of serials cataloging for original and copy cataloging of print serials. It focuses on the elements contained in the CONSER standard record (CSR), including appropriate MARC 21 tagging, as well as problem-solving and decision-making advice relative to serials cataloging.

Based on feedback provided from workshop trainers and attendees over the years, two optional sessions included in the previous edition of the Basic Serials Cataloging Workshop have not been included in the 2008 edition: "Electronic Serials" and "What is the Serial About?" (on subject cataloging). It was felt that the SCCTP Electronic Serials Cataloging Workshop, once updated with material from the CONSER standard record would be a better source for e-serials cataloging instruction. Similarly there are several subject related workshops available from the Cataloger’s Learning Workshop: http://www.loc.gov/catworkshop/ that provide more detailed and useful instruction on subject cataloging.

Each session may start with a brief warm up exercise and conclude with a summary of the major points presented and references to relevant CONSER documentation. Please remember to fill out the evaluation form in appendix I. This will be most helpful in refining and re-working the training materials as well as their presentation. Your help in this is appreciated.
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Serials Cooperative Cataloging Training Program (SCCTP)

**BASIC SERIALS CATALOGING WORKSHOP**

Workshop goals

- Identify serials and distinguish them from monographs and integrating resources
- Become familiar with MARC 21 tags used for serials
- Create original serials cataloging records
- Identify “appropriate” serial copy and needed edits
Session 1: Introduction

- Where do serials fit in the world of continuing resources?
- How does serials cataloging differ from the cataloging of monographs and integrating resources?
- What are the current conventions and practices?
- What tools are available?

Representation of Bibliographic Resources

Finite resources
- Monographs
- Multi-parts
- Updates remain discrete

Continuing resources
- Serials
- Integrating resources
- Updates do not remain discrete
Serials, Seriality, and Continuing Resources

- Serials are one category of “continuing resource”
- Integrating resources are the other category
- Both exhibit seriality because they are issued or updated over time and can change
- Because they are issued in a different manner, the cataloging rules for them differ

Serial Cataloging Records

- Reflect the whole publication
- Are dynamic because they incorporate changes over time
- Are cooperative creations (e.g., one library may create the record, another may update it)
- Are important to the overall control of the serial and often are essential to other records (holdings, check-in)
Successive Entry Cataloging

- Convention applied to all serials cataloged according to AACR2
- Any major change results in the creation of a new (successive) record
- Records are linked using 780/785 fields

A Many to Many Relationship

<table>
<thead>
<tr>
<th>Cataloging Records</th>
<th>Title #1</th>
<th>Title #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>No. 2</td>
<td>No. 3</td>
</tr>
<tr>
<td>No. 4</td>
<td>No. 5</td>
<td></td>
</tr>
</tbody>
</table>

Serial Issues
### Successive Entry Record

Type: a  Elvl: Srce: c  Gpub: Ctrl:  Lang: eng
Blvl: s  Form: Conf: 0  Freq: q  Mrec: Ctry: mou
S/L: 0  Orig: EntW:  Regl: r  Alph:  

022 -- $a 0043-0862
245 00 $a Washington University law quarterly.
260 -- $a St. Louis, Mo. : $b Washington University
588 -- $a Description based on: Vol 22, no. 1 (Dec. 1936); title from cover.
588 -- $a Latest issue consulted: v. 82, no. 4 (winter 2004).
780 00 $t St. Louis law review $x 0271-2849 $w (DLC) 80644644
$w (OCoLC)5200318
785 00 $t Washington University law review $w (DLC) 2006245267
$w (OCoLC)71827741

### Standards

- AACR2 and Library of Congress Rule Interpretations (LCRIs)
- MARC 21
  - [http://www.loc.gov/marc/](http://www.loc.gov/marc/)
- CONSER
  - [http://www.loc.gov/acq/conser/](http://www.loc.gov/acq/conser/)
- OCLC or other utility
- Local standards, practices, etc.
Useful Cataloging Tools

• CONSER Cataloging Manual (CCM)
• CONSER Editing Guide (CEG)
• CONSER Standard Record (CSR)
  documentation: http://www.loc.gov/catdir/cpso/conser.html
• Cataloger’s Desktop

Summary

• Serials are one type of continuing resource
• Serials are dynamic publications that exhibit many variations over the course of their publication history
• There are many useful tools in print and online to assist serials catalogers
Session 2: What is a Serial?

- What is the definition of a serial?
- What are the common characteristics of serials?
- What types of publications are or are not typically cataloged as serials?
- What MARC tags are most commonly used for serials?

Dictionary Definition of Serial

A publication issued as one of a consecutively numbered and indefinitely continued series.
**Definition of a Serial**

A continuing resource

– issued in a *succession of discrete parts*

– usually bearing *numbering*

– that has *no predetermined conclusion*

**Important Elements of the Definition**

• Succession of discrete parts (necessary)
• Numbering (usually)
• No predetermined conclusion (necessary)
Also Treat as Serials:

Publications of limited duration (AACR2 12.0A)

- Have similar characteristics and functions of serials but have a predetermined conclusion

- Examples: Newsletters from conferences, quarterly reports of projects, etc.

Identifying Characteristics

- ISSN:
  1096-6919
  0895-495X

- Frequency in title:
  AB Bookman’s weekly
  Annual report of the Academy of Sciences of Estonia
  Yachting monthly
Identifying Characteristics

- **Enumeration/chronology:**
  - Volume 28
  - Vol. 32, No. 10 September 1997
  - Spring 1997
  - 1998-1

- **Year(s) of coverage:**
  - 1997 (item published in 1998)
  - ... for the fiscal year 1995
  - ... covering the period July 1978 through June 1979

Identifying Characteristics

- **Intent to continue publishing:**
  - Preface:
    - *The inaugural issue of Advances in the Theory of Computation and Computational Mathematics ... Future volumes of ATCCM ...*

- **Certain titles:**
  - Advances in accounting
  - Developments in aging
  - Progress in theoretical organic chemistry
  - Trends in African linguistics
Non-serials: Print Monographs (RI 1.0C)

- Books issued in parts (fascicles)
- Cartographic materials (most)
- Censuses
- Encyclopedias
- Hearings
- Five-year plans

Non-serials: Integrating Resources

- Updating Web sites
- Updating online databases
- Updating loose-leafs
Special Types of Resources

Frequently issued editions:
Catalog as a serial only when published every year or two; otherwise treat as monograph

Conference publications
• Catalog as serial if it fits the definition of a serial
  The 48th Annual Meeting of the National Athletic Trainer's Association
  Conference Proceedings, Animal Transportation Association 17th International Conference,
  September 29-October 2, 1991
• Do not catalog as a serial if there are distinctive titles or if conference publication is published in a numbered series
Conference Publications

Split treatment:

500 -- $a Issues for 1993-1995 conferences cataloged separately. $5 [MARC 21 inst. code]
500 -- $a Beginning with the 5th conference, issues are cataloged separately. $5 [MARC 21 inst. code]

or

590 -- $a Beginning with the 5th conference, issues are cataloged separately.

Resources Issued in Loose-leaf Format

• Catalog as serial if:
  • Resource is a serial whose successive issues are stored in a binder
  • Base volume is regularly issued (e.g., annual with updates during the year)

• Catalog as an integrating resource if:
  • Updates are interfiled and base volume is irregularly revised
Supplements

Supplements may be separately cataloged as serials when they have their own title and/or numbering

Opportunity magazine
   Vol. 1, no. 1 (Jan. 1923)-

The Annual buyers' guide of $uccess $ecrets
   1997-

Public health reports
   Vol. 11, no. 1 (Jan. 3, 1896)-v. 85, no. 12
   (Dec. 1970)

Supplement … to the Public health reports
   No. 1-no. 213

Reprints of Serials

Catalog as serials unless the reprint includes only a single issue or a collection of unrelated serials

**Serial:** Black Mountain review. Reprint, with an introduction added, of a publication issued (quarterly 1954, annually 1955-1957) in Black Mountain, N.C. by the Black Mountain College and edited by Robert Creeley.

**Monograph:** Prague spring. A collection of articles from newspapers published in Czechoslovakia during the years 1966-1968.
Monographic Series

Series may be cataloged as a serial or each issue of the series may be cataloged separately

Abraham Lincoln
The First American

By Gordon B. Baldwin

Historical Bulletin No. 42
Lincoln Fellowship of Wisconsin

Change of Issuance over Time

• What begins as a multipart monograph may become …
• What begins as an integrating resource may become …
• What begins as a serial may become …

https://www.ala.org/ala/mgrps/divs/alcts/resources/org/cat/differences07.pdf

“Changes in a bibliographic resource’s mode of issuance”
http://www.loc.gov/catdir/cpso/modeissu.html
### MARC Tagging and Serials

### Serial MARC Record

The serial fixed field includes:

<table>
<thead>
<tr>
<th>Type</th>
<th>ELvl</th>
<th>Srce d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>Form</td>
<td>Conf</td>
<td>Freq</td>
<td>MRec</td>
<td>Ctry</td>
<td>enk</td>
</tr>
<tr>
<td>S/L</td>
<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>Alph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>SrTp</td>
<td>Cont</td>
<td>DtSt</td>
<td>Dates</td>
<td>1920</td>
<td>9999</td>
</tr>
</tbody>
</table>
Serial MARC Record

0XX Variable Fields:

010 -- $a 98659124 $z sc83001761
022 -- $a 0043-9983
037 -- $b IPC Magazines Ltd., King’s Beach 
      Tower, Stamford Street, London SE1 9LS
042 -- $a pcc $a nsdp
050 00 $a GV771 $b .Y3

Serial MARC Record

Title Fields:

210 0 - $a Yacht. mon.
222 - 4 $a The Yachting monthly
245 04 $a The yachting monthly.
246 1- $a Yachting

Publication Information:

260 -- $a [London : $b Yachting Monthly], $c 1920-
      300 -- $a v. : $b ill. ; $c 28 cm. [CSR: optional]
Serial MARC Record

Frequency:

310  --  $a Monthly

Designation:

362 1-  $a Began with v. 29, no. 166 (Feb. 1920).

Notes:

500 -- $a Each volume also has a distinctive title.
588 -- $a Description based on: Vol. 29, no. 166 (Feb. 1920); title from cover.

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Serial MARC Record

Subject Headings:

650 0  $a Yachting $v Periodicals.

Links:

780  00  $t Yachting monthly and magazine of the R.N.V.R. $w (OCoLC)13484999
        $w (DLC)sn 86032453

776  08  $i Online version: $t Yachting monthly online $x … $w ...

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Summary

• Three criteria for serials: successive parts, numbering, no predetermined conclusion

• Certain resources require special considerations relating to access, control, etc.

• When unsure, review LCRI 1.0, search for records on databases, consider the needs of your library

• MARC tags for serials include special note fields and linking fields
Exercise 1

Cover: Volume 18, Number 1 | Winter 2007

Adobe Magazine
Publishing, Design, and Digital Media

Page 3: Adobe Magazine (ISSN 1081-4477) is published four times a year in January, April, July, and October …

Exercise 2

First page: World Stock Exchange Fact Book

Cover: World Stock Exchange Fact Book 2000

Verso page 1: The World Stock Exchange Fact Book is published annually in one volume. ISBN 0-9648930-1-0 ISSN 1087-500X
Exercise 3

First page: ISSN 1058-1626

SERVICE INDUSTRIES USA

Third Edition

Exercise 4

<table>
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<th>Issue 1 title page:</th>
<th>Issue 2 title page:</th>
<th>Issue 3 title page:</th>
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<td>Academic Freedom 1990</td>
<td>Academic Freedom 2</td>
<td>Academic Freedom 3</td>
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</table>
Exercise 5

<table>
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<tr>
<td><strong>Cover:</strong></td>
<td></td>
</tr>
<tr>
<td>Tokyo Stock Exchange</td>
<td>Tokyo Stock Exchange</td>
</tr>
<tr>
<td>2003</td>
<td>2004</td>
</tr>
<tr>
<td>FACT BOOK</td>
<td>FACT BOOK</td>
</tr>
<tr>
<td><strong>Spine:</strong></td>
<td></td>
</tr>
<tr>
<td>TSE 03 Fact Book</td>
<td>TSE 04 Fact Book</td>
</tr>
</tbody>
</table>

2-31

Exercise 6

<table>
<thead>
<tr>
<th>Page [vii]:</th>
<th>Vol. t.p.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Frank C. Brown Collection of North Carolina Folklore</td>
<td>The Frank C. Brown Collection of North Carolina Folklore</td>
</tr>
<tr>
<td>Volume One</td>
<td>IN FIVE VOLUMES</td>
</tr>
<tr>
<td>Games and Rhymes</td>
<td>Durham, North Carolina</td>
</tr>
<tr>
<td>Beliefs</td>
<td>Duke University Press</td>
</tr>
<tr>
<td>And Customs</td>
<td>1952</td>
</tr>
<tr>
<td>Riddles</td>
<td></td>
</tr>
<tr>
<td>Proverbs</td>
<td></td>
</tr>
<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Tales and Legends</td>
<td></td>
</tr>
<tr>
<td>Durham, North Carolina</td>
<td></td>
</tr>
<tr>
<td>Duke University Press</td>
<td>1952</td>
</tr>
</tbody>
</table>

2-32
Exercise 7

UNITED NATIONS LITERACY DECADE
2003-2012

Annual Report
For
2008

Exercise 8

First page:

PROCEEDINGS OF
THE EIGHTH ANNUAL
ACM-SIAM SYMPOSIUM
ON DISCRETE ALGORITHMS

Association for Computing Machinery
Society for Industrial and Applied Mathematics

New York
Philadelphia

Verso:


ISBN 0-89871-390-0
Exercise 9

BUILDING
THE
PUBLIC
CITY

The Politics, Governance,
And Finance of
Public Infrastructure
Edited by
David C. Perry

Urban Affairs Annual Review
43

Cover:
Session 3: Original Cataloging

• How are fixed fields coded for serials?

• What is the chief source for a serial?

• How do I determine the main entry for serials?

• What title information should be included in the record?

Background information:
CONSER Standard Record

• CONSER Standard Record Documentation and LC Rule Interpretations:
  • http://www.loc.gov/catdir/cpso/conser.html

• Background:
  • http://www.loc.gov/acq/conser/access-level.html
Philosophy behind the CONSER Standard Record

- Meet user tasks for access
- Reduce redundancies in cataloging
- Help with decision-making process
- Work for better utilization of MARC 21 for storage, retrieval and display

“CSR” and “AACR2”: Two Practice Labels

- CONSER standard record cataloging is an application of AACR2 cataloging
- Examples labeled “CSR” show CONSER standard record application of AACR2
- Examples labeled “AACR2” show elements beyond the requirements of “CSR”
Serial example:

Tennessee Ancestors (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society ...

Verso of Table of Contents
Page (P. 202)

Key Elements in the Fixed Field

- Publication status = currently published, ceased (“dead”), or unknown
- Beginning/ending dates = base this on year(s) in 362; when there are multiple years, use later year (e.g., 1994 for 1993/1994)
- Frequency = how often the serial is published
- Regularity = is the frequency regular or not
(Coding for frequency and regularity optional in CSR)
Fixed Field

More Elements in the Fixed Field

- Type of continuing resource = monographic series, newspaper, periodical, or none of the above

- Entry convention = all current serial records are coded as “0” for successive entry
Sample Record Fixed Field Coding

- Publication status: c (current)
- Beginning/ending dates: 19uu, 9999
- Frequency: ■ (CSR = optional)
- Regularity: ■ (CSR = optional)
- Type of continuing resource: p (periodical)
- Entry convention: 0 (successive)

Fixed Field

<table>
<thead>
<tr>
<th>Type</th>
<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
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<td>Freq</td>
<td>MRec</td>
<td>Ctry</td>
<td>tnu</td>
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<td>Alph</td>
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</tr>
<tr>
<td>Desc</td>
<td>a</td>
<td>SrTp</td>
<td>p</td>
<td>Cont</td>
<td>DtSt</td>
<td>c</td>
<td>Dates 19uu,9999</td>
</tr>
</tbody>
</table>
Basis of the Description: Which Issue?

- The first issue (if available)
  
  362 1- $a Began with: v. 1, no. 1 (May 2002).

- The earliest available issue

- Always state source of description (CSR)
  
  588 -- $a Description based on: Vol. 1, no. 1 (May 2002).

- CSR: Always state source of description
  
  588 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from title page.
  588 -- $a Description based on: Vol. 1, no. 1 (May 2002); title from cover.

- AACR2: State source of description if not first issue
  
  588 -- $a Description based on v. 14, no. 3 (Dec. 1998).
AACR2

• If cataloging from first issue:
  362 0- Formatted numbering statement
  No 588 “Description based on” note
• If not cataloging from first issue:
  No 362 0- Formatted numbering statement
  588 “Description based on” note
• If not cataloging from first issue, but have information about it:
  362 1- Unformatted numbering statement (note)
  588 “Description based on” note

For Example …

Have first issue:
  362 0- $a Vol. 1, no. 1 (Jan. 2001)-

Don’t have first issue:
  588 -- $a Description based on: Vol. 1, no. 2
  (Apr. 2001).

Don’t have first issue, but have information about it:
  588 -- $a Description based on: Vol. 1, no. 2
  (Apr. 2001).
Chief Source: What Source Within the Issue?

- Title page
- Title page substitutes (preferred order):
  - analytical title page (for series)
  - cover
  - caption
  - masthead
  - editorial pages
  - colophon
  - other pages

Noting Chief Source

- Note chief source, even if title page [CSR]
  - Combine with “Description based on” note:
    Description based on: Vol. 1, no. 1 (Jan. 2001); title from cover.
    Description based on: Jan. 2003; title from title page.
- Note chief source only if not title page [AACR2]
  Title from cover.
Main Entry

Decision process:

- Does it fit one of the categories in AACR2 21.1B2?
- If not, what is the title?
- Does this record need a uniform title?

AACR2 Chapter 21.1B2
Categories Most Often Used for Serials

Works of an administrative nature (Category A)
-- e.g., annual reports and directories

Collective thought of a body (Category C)
-- e.g., Reports of commissions

Collective activity of a body (Category D)
-- e.g., Conference proceedings
Main Entry

- Entry under corporate body:
  110 2- $a International Centre for Settlement of Investment Disputes.
  245 10 $a Annual report / $c ICSID.

- Entry under title (most common):
  245 00 $a Look Japan.
  245 00 $a Adobe magazine.

Uniform Title Main Entry (LCRI 25.5B)

- Optional (CSR):
  130 0- $a Network (Bristol, England)
  245 10 $a Network.
  130 0- $a Network (Friends of the Earth)
  245 10 $a Network.

- Required (even for CSR):
  130 0- $a Bulletin (Florida Orange Growers)
  245 10 $a Bulletin.
  130 0- $a Bulletin (Friends of the Earth)
  245 10 $a Bulletin.
Main Entry

• Entry under personal author (rare):
  
  100 1- $a Gresham, Don.
  245 14 $a The country music newsletter.

Title Proper: 245 $a, $n, $p

• Title proper includes subfields $a (title), $n (numbering of section), and $p (name of section)
• Importance of the title proper:
  – used to determine major changes
  – used in links
  
  245 00 $a OAH newsletter.
  245 04 $a The bookman. $n Part B.
  245 00 $a Journal of physics. $n E,
    $p Scientific instruments.
  245 00 $a Country profile. $p China,
    Mongolia.
Title Proper

- Omit variable data
  
  \begin{itemize}
  \item On piece: 5th Annual report
  \item In record: Annual report
  \item On piece: The 1994 Directory
  \item In record: The … directory
  \end{itemize}

- In our example:

  245 00 $a Tennessee ancestors.
  588 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.

Title Transcription Challenges

How would you transcribe these titles?

- MIT’s Technology Report
- Government of Canada Publications du Gouvernement du Canada
- ARL Newsletter
Other Title Information

• Transcribe when considered useful:
  – To provide clarification of the title proper
    245 00 $a Focus : $b a journal of legal studies.
    or
    245 00 $a Focus.
    500 -- $a “A journal of legal studies.”
  – To “explain” the title proper (LCRI 12.1E1)
    245 00 $a Nature Conservancy : $b [newsletter].

• Cataloger’s judgment

Other Title Information

• Initialisms/acronyms:
  245 00 Cataloging world.
  245 00 Cataloging world : $b CW. [CSR]
  245 00 Cataloging world : $b CW.
  246 30 CW [AACR2]

• Parallel titles:
  245 00 Annual review.
  246 11 Rapport annuel [CSR]
  245 00 Annual review = $b rapport annuel.
  246 31 Rapport annuel [AACR2]
Other Title Information

Statement of responsibility

245 00 Tennessee ancestors. [CSR]

245 00 Tennessee ancestors : $b a tri-annual publication of the East Tennessee Historical Society. [AACR2]

Statement of Responsibility

• A corporate body appearing prominently in conjunction with the title:
  News and events
  Art Institute of Chicago

• CSR: Statement of responsibility not required
  – National name authority record must exist
  – If no name authority record, follow AACR2 and transcribe in 245 $b or $c

  245 00 $a News and events / $c Art Institute of Chicago.
Variant Titles: Field 246 [CSR]

• Titles that appear elsewhere on issue:
  245 04 $a The miner & workman's advocate.
  246 1- $a Advocate [cover title]

• Other forms of the title:
  245 04 $a The miner & workman's advocate.
  246 1- $a Miner and workman's advocate

• Parallel titles:
  245 00 $a Japan report.
  246 11 $a Nihon

3-31

Variant Titles [CSR and AACR2]

• Variant titles:
  245 00 $a Freeport daily journal.
  246 1- $i Alternate issues published with title:
     $a Chicago daily telegraph

  245 00 $a Los Angeles design world.
  246 1- $i Issues for Nov. 2006- have title:
     $a LA design world

• Titles that do not appear on any pieces:
  245 00 $a Tennessee ancestors.
  246 1- $i Popularly known as: $a Tenn an

3-32
Sample Record [CSR]:

Type a  ELvl Srce Gpub Ctrl Lang eng
Blvl s  Form Conf ■ Freq ■ MRec Ctry tnu
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp p Cont DtSt c Dates 19uu, 9999

245 00 $a Tennessee ancestors.
588 - - $a Description based on: Vol. 14, no. 3 (Dec. 1998);
title from cover.

Sample Record [AACR2]:

Type a  ELvl Srce Gpub Ctrl Lang eng
Blvl s  Form Conf 0 Freq t MRec Ctry tnu
S/L 0 Orig EntW Regl r Alph
Desc a SrTp p Cont DtSt c Dates 19uu, 9999

245 00 $a Tennessee ancestors : $b a tri-annual publication of the East Tennessee Historical Society.
588 - - $a Description based on: Vol. 14, no. 3 (Dec. 1998);
title from cover.
Summary

- Base the description on the first or earliest available issue in hand
- The chief source is the title page or its substitute (cover, caption, etc.)
- Most serials are entered under title
- Uniform titles are sometimes used to distinguish different serials with the same title (entered under title)
- Record the title proper as it appears on the chief source, except for capitalization, punctuation and omissions
- Record other title information when considered useful
- There are important differences between the CONSER standard record and AACR2 practice

3-35
Session 3: Exercises

Use the workforms provided in Appendix D to record the cataloging data from the information provided in the following pages.

Use Appendix G for MARC tagging (don’t worry about the indicators).

1. Select the chief source.
2. Transcribe and tag the title proper.
3. Select and tag a main entry, if any.
4. Make any title added entries thought useful.
5. Include title-related notes needed (description based on, source of title).
Exercise 1

Cover:

Bells and Bellringing
Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent
Exercise 2

Top of page [1]:

Illinois STATE GENEALOGICAL SOCIETY
P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter
Volume 30, Number 1 January/February 2007

Top of pages 2-8: ISGS, Vol. 30:1

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published bimonthly

[Contains articles about genealogy, information resources for conducting genealogical
research in Illinois, and also some information about the Society.]

Exercise 3

Cover:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of Chicago.
Exercise 4

Cover:

California INFORMATION ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

Page II:

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Session 4: Original Cataloging: What Next?

- How are the remaining descriptive elements handled in serials cataloging?
- What kinds of notes are appropriate in serial records?
- What access points should also be included?

Editions

**Audience:**

250 -- $a Northwest ed.
250 -- $a Southern ed.
250 -- $a Reference ed.
250 -- $a Personal ed.
250 -- $a Spanish ed.
250 -- $a English ed.

**Content:**

362 1- $a Began with: 1st. ed.
362 1- $a Began with: 1990 ed.
Publication Information

- Record place and name of publisher according to rules in Chapter 1
- Change in place of publication
  Country of publication: nyu
  260 3- $3 1996- : $a New York
- CSR: 260 subfield $c optional
- AACR2: If first and/or last piece in hand, use $c
  260 -- $a Knoxville, TN : $b East Tennessee Historical Society, $c 1985-

Publication Information [CSR]

In the case of our serial example, the 260 field would appear as follows:

  260 -- $a Knoxville, TN : $b East Tennessee Historical Society
Physical Description

- CSR: Required for all tangible, non-print resources (subfield $a only)
  
  300 -- $a CD-ROMs
  300 -- $a 12 microfilm reels
  300 -- $a sound discs

- CSR: Not required for print resources

- AACR2: Required (all applicable subfields)
  
  300 -- $a v. : $b ill. ; $c 28 cm.
  300 -- $a CD-ROMs : $b sd., col. ; $c 4 3/4 in.

Frequency Note

- Record the current frequency if known:
  
  310 -- $a Annual

- CSR: Former frequency = optional
  
  310 -- $a Quarterly, $b 2007-
  321 -- $a Monthly, $b 2001-2006

- Our example:
  
  310 -- $a Three no. a year
Numbering

- Field 362
- Use only when:

  Information is available about first/last issue

  362 1- $a Began in 1990.
  362 1- $a Began with: v. 1 in 1990.

Numbering

- Both numbering and chronology present:
  - On piece: No. 1 January 1997
    362 1- $a Began with: no. 1 (January 1997).
  - On piece: Volume 8 1995
  - On piece: No. 1 1999-2000

- Our example:
  588 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.
Recording the Numbering

- Change Roman numerals to Arabic [CSR = option]
  - On piece: Vol. XVI, number 1
    362 1- $a Began with: v. 16, no. 1.

- Convert words to numbers [CSR = option]
  - On piece: One 1999

- Change punctuation when it makes more sense
  - On piece: 1990-1991 (earliest); 1999-2000 (last)

Series

On piece: REA Bulletin 344-2
In record:

- 490 1- $a REA bulletin
- 830 -0 $a REA bulletin.

On all pieces: NASCAD Research Bulletin No. 2
In record:

- 490 1- $a NASCAD research bulletin ; $v no. 2
- 830 -0 $a NASCAD research bulletin ; $v no. 2.
Notes

• Provide further information not found in the description
• Avoid too much detail
• Give in numeric tag order (except 533)
• Use dates when note doesn’t apply to all issues

500 -- $a “International poetry quarterly.” [Title: Bitterroot]
550 -- $a Vols. for <1995-> issued by …

Required Notes [CSR]

• Source of title note:
  500 -- $a Title from caption.
  500 -- $a Title from cover.
• ”Description based on” note:
  588 -- $a Description based on: Vol. 19, no. 2 (Feb. 1978).
  588 -- $a Description based on: Vol. 1, no. 1 (Jan. 1923).
• These notes should be combined:
  588 -- $a Description based on: 1990; title from t.p.
Required Notes [CSR]

• Latest issue consulted note:
  588 -- $a Description based on: 1990;
  title from t.p.

• Even when cataloging based on one issue:
  588 -- $a Description based on: 1918;
  title from t.p.
  588 -- $a Latest issue consulted: 1918.

Other 500 Notes

500 -- $a Some issues also have a
distinctive theme title.

500 -- $a Editor: Norman Simms, <Oct. 1994->
**Numbering Peculiarities (515)**

362 1- $a Began with: no. 1.
515 -- $a No. 32-36 omitted.

362 1- $a Began with: 1950.
515 -- $a Vols. for 1960- also called 11th-annual report.

362 1- $a Began with: v. 1, no. 1 (spring 1995).
515 -- $a Some vols. lack numbering.

362 1- $a Began with: 95/1.
515 -- $a Numbering begins again each year with 1.

---

**Supplements (525)**

525 -- $a Has supplements.

245 00 $a Outlook and situation report. $p Oil crops.
525 -- $a Supplemented by an annual yearbook with title: Outlook and situation yearbook. Oil crops.
740 02 $a Outlook and situation yearbook. $p Oil crops.
Issuing Body Note (550)

- Not required for CSR if authority record exists
  
  245 00 $a Ecotoxicology and environmental safety.
  260 -- $a San Diego : $b Academic Press
  550 -- $a Published under the auspices of the
           International Academy of Science. [optional]
  710 2- $a International Academy of Science.

- 550 required if issuing body changes
  
  245 00 $a Cornish studies.
  260 -- $a Exeter, Devon : $b University of Exeter Press
  550 -- $a Vols. for 2006- issued by: Institute of Cornish Studies. [optional]
  710 2- $a Institute of Cornish Studies. $3 2006-

Sample Record [CSR]

<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
<th>ELvl</th>
<th>Srce</th>
<th>Gpub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blvl</td>
<td>s</td>
<td>Form</td>
<td>Conf</td>
<td>Freq</td>
<td>MRec</td>
<td>Ctry</td>
<td>tnu</td>
</tr>
<tr>
<td>S/L</td>
<td>0</td>
<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>Alph</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>a</td>
<td>SrTp</td>
<td>p</td>
<td>Cont</td>
<td>DtSt</td>
<td>Dates</td>
<td>19uu,9999</td>
</tr>
</tbody>
</table>

245 00 $a Tennessee ancestors.
260 -- $a Knoxville, TN : $b East Tennessee Historical Society
310 -- $a Three no. a year
588 -- $a Description based on: Vol. 14, no. 3 (Dec. 1998); title from cover.
710 2- $a East Tennessee Historical Society.
Summary

• Be careful with “editions”
• Always record current frequency, if known
• Record numbering information in 362
• Notes should be useful and not too detailed
• For CSR, always supply:
  • Source of title note, even if title page
  • “Description based on” note, even if first issue
  • “Latest issue consulted” note
Session 4: Exercises

Complete the workforms used in the exercises for Session 3 by adding the following cataloging data:

1) Publication information
2) Frequency
3) Numbering statement, if appropriate
4) Additional notes thought appropriate (such as “Latest issue consulted:”) 
5) Other added entries thought appropriate
Exercise 1

Cover:

Bells and Bellringing
Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent
Exercise 2

Top of page [1]:

Illinois STATE GENEALOGICAL SOCIETY
P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter
Volume 30, Number 1 January/February 2007

Top of pages 2-8: ISGS, Vol. 30:1

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published bimonthly

[Contains articles about genealogy, information resources for conducting genealogical research in Illinois, and also some information about the Society.]

Exercise 3

Cover:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT  1981-82

Page [2] of cover:

Copyright 1982 by The Art Institute of Chicago.

Cover of latest issue received:

The Art Institute of Chicago Annual Report  2007-08
Exercise 4

Cover:

California
INFORMATION
ALMANAC

1966 EDITION

A Comprehensive Study
California — Past, Present, and Future

c. 1965 by California Almanac Company P.O. Box 400, Lakewood, California

Session 5: Working with Copy: Finding Appropriate Records

How do I identify the "most appropriate" serial record?

- Is it the same publication?
- Is it for the appropriate physical format?
- Do the dates fit?
- Is the record AACR2?
- How authoritative is the record?

Is the Publication the Same?

What to look for:

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<thead>
<tr>
<th>Description</th>
<th>MARC Tag</th>
</tr>
</thead>
<tbody>
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<td>ISSN</td>
<td>022</td>
</tr>
<tr>
<td>Title and statement of responsibility</td>
<td>245 $a, $n, $p, and $c</td>
</tr>
<tr>
<td>Publisher</td>
<td>260 $b</td>
</tr>
<tr>
<td>Dates of publication</td>
<td>362 and 008 fixed field dates</td>
</tr>
<tr>
<td>Issuing body note and heading</td>
<td>550, 710</td>
</tr>
<tr>
<td>Subject headings</td>
<td>6xx</td>
</tr>
<tr>
<td>Links (earlier/later)</td>
<td>780/785</td>
</tr>
</tbody>
</table>
Example

Cover:

CRITIQUE

studies in
contemporary
fiction

Volume 40, No. 3  Spring 1999

Verso of cover:

CRITIQUE: Studies in Contemporary Fiction (ISSN 0011-1619)
is published quarterly by Heldref Publications, 1319
Eighteenth Street, N.W. Washington, D.C. 20036-1802 …

Record 1

<table>
<thead>
<tr>
<th>Type</th>
<th>ELvl</th>
<th>Srce</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BLvl</th>
<th>Form</th>
<th>Conf</th>
<th>Freq</th>
<th>MRec</th>
<th>Ctrl</th>
<th>Ctry</th>
<th>SYEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S/L</th>
<th>Orig</th>
<th>EntW</th>
<th>Regl</th>
<th>Alph</th>
<th>SrTp</th>
<th>Cont</th>
<th>DiSt</th>
<th>Dates</th>
<th>SYEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1946</td>
<td>1947</td>
</tr>
</tbody>
</table>

010 -- $a 53023838 //r83
022 0- $a 0748-7452 $2 1
035 -- $a (OCoLC)85441749
040 -- $a DLC $c DNGA $d InU $d DLC $d NSDP $d m/c
042 -- $a lc $a nsdp
050 00 $a N1 $b .C935
082 -- $a 709/.04 $2 19

130 0- $a Critique (New York, N.Y.)
210 0- $a Critique $b (New York, N.Y.)
222 00 $a Critique $b (New York, N.Y.)
245 10 $a Critique.
Record 1 (continued)

260 00  $a New York : $b [s.n.], $c 1946-1947.
300 -- $a 1 v. : $b ill. ; $c 24 cm.
310 -- $a Bimonthly, $b Jan.-Feb. 1947
321 -- $a Monthly, $b Oct.-Nov. 1946

500 -- $a A review of contemporary art.
500 -- $a Title from cover.
500 -- $a Editor: Oct. 1946- D. Loshak and others.

650 -0 $a Art $v Periodicals.
650 -0 $a Art, Modern $y 20th century $v Periodicals.
700 1- $a Loshak, David.

---

Record 2

Type a  ELvl Srce c  GPub Ctrl Lang  eng
BLvl s  Form Conf 0  Freq f  MRec  Ctry stk
S/L 0  Orig EntW Regl r  Alph
Desc  SrTp p  Cont b  DiSt c  Dates 1973,9999

010 -- $a 740642391 //r82
022 -- $a 0301-7605 $2 z
035 -- $a (OCoLC)1792678
040 -- $a DLC $c DLC $d OCoLC $d NST $d AIP $d NST $d MH
042 -- $a lc
043 -- $a ee----- $a e-ur----

050 00 $a DK246 $b .C73
082 -- $a 320.9/47/084
210 0- $a Critique $b (Glasg.)
222 -0 $a Critique $b (Glasgow)
245 00 $a Critique.
Record 2 (continued)

260  --  $a [Glasgow]
265  --  $a 31 Cleveden Road, G12 OPH
300  --  $a v. $c 21 cm.
350  --  $a $3.00
362 0-  $a v. 1- spring 1973-

500  --  $a "A new journal of Soviet studies and Socialist theory."

651 -0  $a Soviet Union $x Politics and government $v Periodicals.
651 -0  $a Europe, Eastern $x Politics and government $v Periodicals.
650 -0  $a Socialism $v Periodicals.

Record 3

Type a  ELvl Srce d GPub Ctrl Lang eng
BLvl s  Form Conf 0 Freq q MRec Ctry dcu
S/L 0  Orig EntW Regl r Alph a
Desc a  SrTp p Cont DiSt c Dates 1956,9999

010  --  $a 64032236 //r922
022 0-  $a 0011-1619 $2 1
032  --  $a 732090 $b USPS
035  --  $a (OCoLC)1565475
040  --  $a MnMULS $c MnMULS ...
042  --  $a lc $a nsdp
050 00  $a PN3503 $b .C7
082 2-  $a 801
130 0-  $a Critique (Bolingbroke Society)
Record 3 (continued)

210 0- $a Critique - Bolingbroke Soc.
222 -0 $a Critique - Bolingbroke Society

245 10 $a Critique.
260 -- $a Minneapolis, Minn. : $b Bolingbroke Society,
265 -- $a Heldref Publications, 4000 Albermarle St., N.W.,
       Washington, DC 20016

300 -- $a v. ; $c 22-24 cm.
310 -- $a Quarterly, $b fall 1982-
321 -- $a Three times a year, $b winter 1956-spring 1982
362 1- $a Began with: v. 1, no. 1 (winter 1956).

Record 3 (continued)

500 -- $a Some vols. have also special titles.
500 -- $a Published: Atlanta, Ga., <1975>-spring 1982;
       Washington, D.C. : Heldref Publications, fall 1982-
500 -- $a Description based on: Vol. 1, no. 2 (summer 1957);
       title from cover.
515 -- $a Lacks date designation, <V. 3, no. 16>-v. 23, no. 1.

650 -0 $a Fiction $y 20th century $x History and criticism
       $v Periodicals.

710 2- $a Bolingbroke Society.
780 00 $t Faulkner studies $w (OCoLC)1568961
Is the Record for the Same Physical Format?

What to look for:

<table>
<thead>
<tr>
<th>Description</th>
<th>MARC Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed fields form coding</td>
<td>008, 006, and 007</td>
</tr>
<tr>
<td>General Material Designation (GMD)</td>
<td>245 $h</td>
</tr>
<tr>
<td>Physical description</td>
<td>300</td>
</tr>
<tr>
<td>Other physical format note</td>
<td>530</td>
</tr>
<tr>
<td>Reproduction note</td>
<td>533</td>
</tr>
<tr>
<td>Electronic access</td>
<td>856</td>
</tr>
</tbody>
</table>

Example

Cover:

VANITY FAIR

March 1999

Table of contents p. 24:

VANITY FAIR

March 1999  No 463

Masthead page:

Vanity Fair is published by The Condé Nast Publications, Inc. Condé Nast Building, 350 Madison Avenue, New York, New York 10017
Record 1

Type a ELvl i Srce d GPub Ctrl Lang eng
BLvl s Form a Conf 0 Freq m MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt c Dates 1914,9999

010 -- $a 16012043//r912 $z sn83003978 $z sn82003420
040 -- $a BHP $c BHP
007     $a h $b b $d b $e d
022 0- $a 0733-8899
130 0- $a Vanity fair (New York, N.Y.)
222 -0 $a Vanity fair $b (New York, N.Y.)
245 10 $a Vanity fair $h [microform].
260 -- $a [New York : $b Vanity Fair Pub. Co., $c 1913-
300 -- $a v. : $b ill. ; $c 33-36 cm.
310 -- $a Monthly
362 0- $a [Vol. 1, no. 5 (Jan. 1914)]-

Record 1 (continued)

500 -- $a Imprint varies: New York, NY : Condé Nast Publications,
515 -- $a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-v. 45,
no. 6.
533 -- $a Microfilm. $b Foster City, CA : $c Information Access Co.,
$e cartridges : negative ; 16 mm. $f (Magazine collection)
580 -- $a Absorbed by: Vogue, Mar. 1936; resumed publication
580 -- $a Issued also in an Italian ed. (with different textual content)
     under title: Vanity fair Italia, June 1990-
710 2- $a Information Access Company.
775 1- $t Vanity fair Italia $w (DLC)  91648557 $w (OCoLC)23436101
780 00 $t Dress & vanity fair $w (OCoLC)8337438 $w (DLC)sf 83000003
785 14 $t Vogue $x 0042-8000 $g Mar. 1936-Feb. 1983
     $w (DLC)  08036997 $w (OCoLC)1769261
830 -0 $a Magazine collection.
Record 2

Type a  ELvl Srce d  GPub Ctrl Lang eng
BLvl s  Form Conf 0  Freq m  MRec Ctry nyu
S/L 0  Orig EntW Reglr Alph a
Desc a SrTp p Cont  DtSt c Dates 1914,9999

010  $a 16012043 /r912 $z sn 83003978 $z sn 82003420
022 0- $a 0733-8899 $2 1
032  -- $a 697930 $b USPS
035  -- $a (OCoLC)8356733
040  -- $a ViU $c ViU ...
042  -- $a nsdp $a lc
050 00  $a AP2 $b .V3
130 0- $a Vanity fair (New York, N.Y.)
210 0- $a Vanity fair $b (N. Y. N. Y.)
222 -0 $a Vanity fair $b (New York, N.Y.)
245 10 $a Vanity fair.

Record 2 (continued)

300  -- $a v. : $b ill. ; $c 33-36 cm.
310  -- $a Monthly
362 0- $a [Vol. 1, no. 5 (Jan. 1914)]-

500  -- $a Imprint varies: N.Y., N.Y. : Condé Nast Publications
515  -- $a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-v. 45,
      no. 6.
515  -- $a Issues for Mar. 1983-July 1995 called v. 46, no. 1-v. 58,
      no. 7; for Aug. 1995- called no. 420-
Record 2 (continued)

580 -- $a Issued also in an Italian ed. (with different textual content) under title: Vanity fair Italia, June 1990-

775 1- $t Vanity fair Italia $w (DLC) 91648557
    $w (OCoLC)23436101
780 00 $t Dress & vanity fair $w (OCoLC)8337438
    $w (DLC)sf 83000003
785 14 $t Vogue $x 0042-8000 $g Mar. 1936-Feb. 1983
    $w (DLC) 08036997 $w (OCoLC)1769261

Do the Dates Fit?

What to look for:

<table>
<thead>
<tr>
<th>Description</th>
<th>MARC Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of coverage</td>
<td>Fixed field dates (008)</td>
</tr>
<tr>
<td>Publication dates</td>
<td>260 $c</td>
</tr>
<tr>
<td>Designation(s)</td>
<td>362</td>
</tr>
<tr>
<td>&quot;Description based on&quot; note</td>
<td>500 or 588</td>
</tr>
<tr>
<td>Other notes</td>
<td>5XX</td>
</tr>
</tbody>
</table>
**Issue in Hand for March 1999:**

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt c Dates 1914,9999
010 -- $a 16012043 //r912 $z sn 83003978 $z sn 82003420
022 0- $a 0733-8899 $2 1
032 -- $a 697930 $b USPS
035 -- $a (OCoLC)8356733
040 -- $a ViU $c ViU ...
042 -- $a nsdp $a lc
050 00 $a AP2 $b .V3

130 0- $a Vanity fair (New York, N.Y.)
210 0- $a Vanity fair $b (N. Y. N. Y.)
222 -0 $a Vanity fair $b (New York, N.Y.)
245 10 $a Vanity fair.

---

**Example (continued)**

260  -- $a [New York : $b Vanity Fair Pub. Co., $c 1913-
300  -- $a v. : $b ill. ; $c 33-36 cm.
310  -- $a Monthly
362 0- $a [Vol. 1, no. 5 (Jan. 1914)]-

500  -- $a Imprint varies: N.Y., N.Y. : Condé Nast Publications
515  -- $a Issues for Jan. 1914-Feb. 1936 called also v. 1, no. 5-
      v. 45, no. 6.
515  -- $a Issues for Mar. 1983-July 1995 called v. 46, no. 1-v. 58,
      no. 7; for Aug. 1995- called no. 420-
Example (continued)

580 -- $a Issued also in an Italian ed. (with different textual content) under title: Vanity fair Italia, June 1990-

775 1- $t Vanity fair Italia $w (DLC) 91648557
       $w (OCoLC)23436101
780 00 $t Dress & vanity fair $w (OCoLC)8337438
       $w (DLC)sf 83000003
785 14 $t Vogue $x 0042-8000 $g Mar. 1936-Feb. 1983
       $w (DLC) 08036997 $w (OCoLC)1769261

Is the Record AACR2?

What to look for:

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### Microform Record 1: (pre-AACR2)

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| Desc | SrTp | p Cont | DtSt | c Dates | 1876,9999 |
|------|------|--------|------|---------|
|      |      |        |      |         |

245 00 $a Library journal.

247 10 $a American library journal $f v. 1

260 -- $a New York, [etc.] $b R.R. Bowker [etc.]

300 -- $a v. $b illus., maps, ports. $c 24-27 cm.

310 -- $a Semimonthly (monthly July and August), $b Jan. 1, 1920-

321 -- $a Monthly, $b Sept. 1876-Dec. 1919

362 0- $a v. 1- Sept. 1876-

533 -- $a Microfilm. $b Ann Arbor, Mich., $c Xerox University Microfilms, $d 1974- $e reels. 16 mm.

---

### Microform Record 2: (AACR2)

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</tbody>
</table>

| Desc | SrTp | p Cont | DtSt | c Dates | 1877,9999 |
|------|------|--------|------|---------|
|      |      |        |      |         |

245 00 $a Library journal $h [microform] : $b LJ.

246 10 $a LJ

260 -- $a New York : $b F. Leypoldt, $c 1877-

300 -- $a v. : $b ill. ; $c 25 cm.

310 -- $a Semimonthly (monthly, July-Aug.), $b Jan. 1, 1920-

321 -- $a Monthly, $b Sept. 1877-Dec. 1919

362 0- $a Vol. 2, no. 1 (Sept. 1877)-

533 -- $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms. $e microfilm reels ; 35 mm.

780 00 $t American library journal $w (DLC)sn 89029466 $w (OCoLC)9552925
How Authoritative is the Record?

- CONSER authentication codes (042 field):

  Specific agencies:
  
  - **pcc** Program for Cooperative Cataloging
  - **lc** Library of Congress [Superseded by “pcc”]
  - **lcac** LC Annotated Children’s Cataloging Program
  - **nlc** Library and Archives of Canada (formerly National Library of Canada)
  - **nlsdp** National Serials Data Program
  - **isds/c** ISSN Canada

  Name heading status:
  
  - **lcd** Descriptive elements and name headings verified by a CONSER member [Superseded by “pcc”]
  - **msc** Descriptive elements verified, but one or more headings not in the LC Name Authority File

How Authoritative is the Record?

- CONSER authentication codes (042 field):

  Other:

  - **lccopycat** Library of Congress copy cataloging
  - **premarc** Library of Congress recon record

  - **x** Codes that begin with an "x" mean the title is not considered to be a serial or the institution has not treated it as a serial
How Authoritative is the Record?

What to look for:

**LCCN (010 field):**

- **Unprefixed**
  - LC (or CONSER after 2000)
  - 010 -- $a 2006223520

- **sn- prefix**
  - NSDP or other CONSER member (prior to 2000)
  - 010 -- $a sn82003420

- **c-- National Library of Canada**
  - 010 -- $a ce95700239

5-27

What Else?

What to look for:

<table>
<thead>
<tr>
<th>Description</th>
<th>MARC Tag</th>
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</thead>
<tbody>
<tr>
<td>Call numbers</td>
<td>050, 082, 090, etc.</td>
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<tr>
<td>Subject headings</td>
<td>6XX</td>
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<tr>
<td>Earlier and/or later titles</td>
<td>780 and/or 785</td>
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<tr>
<td>Related titles</td>
<td>Other 76X-78X linking fields</td>
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</table>

5-28
Example

Type a ELvl 8 Srce d GPub Ctrl Lang eng
BLvl s Form Conf Freq b MRec Ctry nju
S/L 0 Orig EntW Regl r Alph
Desc a SrTp p Cont DtSt c Dates 1999,9999

010 -- $a sn98001720
040 -- $a NSD $c NSD
012 -- $1 1
022 0- $a 1520-9202
037 -- $b IEEE Service Center, 445 Hoes Lane, P.O. Box 1331,
      Piscataway, NJ 08855-1331
042 -- $a msc
245 00 $a IT professional magazine.

Example (continued)

260 -- $a Piscataway, NJ : $b Institute of Electrical and
       Electronics Engineers, Inc.
263 -- $a 9901
310 -- $a Bimonthly
710 2- $a Institute of Electrical and Electronics Engineers.
936 -- $a PREPUB: publication expected: Jan. 1999
Pre-AACR2 Caveats

• **Truncated titles:**
  – On piece:
    – Annual report.
    – Quarterly statistics of the Finance Department.

• **Transcription:**
  – Report.
  – Statistics.

• **Initialisms:**
  245 00 $a GQ, Gentleman’s quarterly.

More Pre-AACR2 Caveats

**Use of the 247 for slight title variations:**

245 00 $a Bulletin - Council on Library Resources.
247 01 $a Bulletin of the Council on Library Resources
500 -- $a Title varies slightly.
Latest Entry Records

- Description is based on latest issue
- Earlier title changes are included in 247 fields
- Earlier issuing bodies in 550 note
- New records created for mergers and splits

Latest Entry Record

```
Type  a Elvl Srce d GPub Ctrl Lang  eng  
Blvl s Form Conf 0 Freq m MRec Ctry nyu  
S/L  1 Orig EntW Regl n Alph  
Desc SrTp p Cont DSt d Dates 1926,1992  
010 -- $a 29015619//r643  
022 -- $a 0004-4059  
245 00 $a Arts magazine.
247 10 $a Art digest $f Nov. 1926-July 1954
247 10 $a Arts digest $f Aug. 1954-Sept. 1955
247 10 $a Arts $f Oct. 1955-May/June 1961
260 -- $a [New York, etc. $b Art Digest Inc.]  
```
Summary

• When selecting copy, look for:
  – Physical format
  – AACR2 descriptive conventions
  – Successive entry cataloging

• In comparing records, look for:
  – ISSN
  – Title proper and dates
  – Publication information
  – CONSER-authenticated copy

Additional Slides (Related to OCLC)
Other: Parallel Language Record (OCLC)

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<td>CLUM</td>
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</table>

Today's cinema: the paper of the entertainment industry.

Kine weekly.

New York, to 1971.

to 1971.

Uitgeg. met Kine weekly.

Kine weekly.

Other: Institutional Records (OCLC)

Session 5: Exercises

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided. The copy may not include all MARC tags.

Examples 1-3 are relatively easy. Numbers 4-5 are more complicated.
Exercise 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina
Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311
<table>
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<td>Cont</td>
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| 010 -- | $a 97645992 | $z sn86014420 |
| 040 -- | $a NSD | $c NSD | $d NST | $d IXA | $d DLC |
| 012 -- | $i 9710 | $l 1 | $z d |
| 022 0- | $a 0888-6121 | $2 1 |
| 042 -- | $a nsdp | $a lc |
| 043 -- | $a n-us-nc |
| 050 00 | $a GR110,N8 | $b N49 | $u <AFC> |
| 082 1- | $a 390 | $2 11 |
| 210 0- | $a Newsl. N.C. Folk. Soc. |
| 222 -0 | $a Newsletter of the North Carolina Folklore Society |
| 245 00 | $a Newsletter of the North Carolina Folklore Society. |
| 260 -- | $a Boone, NC : $b North Carolina Folklore Society, $c 1977- |
| 300 -- | $a v. ; $c 28 cm. |
| 310 -- | $a 3 or 4 no. a year, $b 1986- |
| 321 -- | $a Irregular, $b 1977-1985 |
| 362 0- | $a Vol. 1, no. 1 (5 Feb. 1977)- |

| 500 -- | $a Title from caption. |
| 515 -- | $a Some issues do not have a numeric designation. |

| 650 -0 | $a Folklore $z North Carolina $v Periodicals. |
| 610 20 | $a North Carolina Folklore Society $v Periodicals. |
| 651 -0 | $a North Carolina $x Social life and customs $v Periodicals. |
| 710 2- | $a North Carolina Folklore Society. |
| 850 -- | $a DLC | $a DeU | $a MiDW | $a TxU | $a UU | $a ViBlbV |

Circle one. The copy fits: Yes  No

List your reasons:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Note that this does NOT follow the CONSER Standard Record guidelines. But you can still use it.
Exercise 2

Cover:

Now
Monthly!

February 2007
Vol. 20 No. 2

Conscious Choice
The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suiye 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.
245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
310 -- $a Bimonthly
500 -- $a "Resources for responsible decision making."
588 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992); title from cover.
650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Circle one. The copy fits: Yes  No

List your reasons:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Note: This follows the CONSER Standard Record guidelines.
Exercise 3

Cover:

July 1998

Ebony

Table of contents page:

*Ebony* incorporating *Black World Magazine* (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA
Circle one. The copy fits: Yes  No

List your reasons:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Exercise 4

Cover:

THE CEYLON MEDICAL JOURNAL
Established 1887

Volume 43, No. 3, September 1998

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:

Published by
The Sri Lanka Medical Association
Colombo
Sri Lanka
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010  --  $a sn 86012860
022  --  $a 0009-0875 $2 z
040  --  $a MnMULS $c MnMULS $d CU-UC $d RCS $d AIP $d NST
042  --  $a nsdp
060  0  $a W1 CE945
210  0-  $a Ceylon med. j.
222  -0  $a Ceylon medical journal
245  00  $a Ceylon medical journal.
260  --  $a Colombo, $b Ceylon Medical Association.  
362  0-  $a new series, v. 1- May 1952-
650  -0  $a Medicine $v Periodicals.
710  20  $a Ceylon Medical Association.  {2nd ind. obsolete}
780  02  $a British Medical Association. Ceylon Branch. $t Journal

Circle one. The copy fits:  Yes   No

List your reasons:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Exercise 5

Cover of the April 2008 print issue in hand:

Popular Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370
A search produced two records. Which is the better choice for the bibliographic data above and why?

**Record 1**

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007 $a h $b d $c u $d a $e f $f b--- $g b $h a $i c $j a
022 -- $a 0161-7370
042 -- $a msc
050 00 $a Microfilm 06202 $u <MicRR>
130 0- $a Popular science (New York, N.Y.)
222 -0 $a Popular science $b (New York)
245 10 $a Popular science $h [microform].
246 13 $a Popular science monthly
300 -- $a v. : $b ill. ; $c 24-29 cm.
310 -- $a Monthly
362 0- $a [Vol. 157, no. 1] (July 1950)-
533 -- $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms International. $e microfilm reels ; 35 mm.
650 -0 $a Science $v Periodicals.
650 -0 $a Technology $v Periodicals.
780 00 $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)sf 8790524 $w (OCoLC)7641313
Record 2

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022 0- $a 0161-7370 $2 1
042 -- $a le $a nspdp
050 00 $a AP2 $b .P8
082 -- $a 505
130 0- $a Popular science (New York, N.Y.)
210 0- $a Pop. sci. $b (N.Y. N.Y.)
222 -0 $a Popular science $b (New York, N.Y.)
245 10 $a Popular science.

246 13 $a Popular science monthly
265 -- $a Popular Science, Box 2871, Boulder, CO 80322
300 -- $a v. : $b ill. ; $c 24-29 cm.
310 -- $a Monthly
362 0- $a [Vol. 157, no. 1] (July 1950)-

500 -- $a Title from cover.
500 -- $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530 -- $a Available also in microform.
650 -0 $a Science $v Periodicals.
650 -0 $a Technology $v Periodicals.
650 2 $a Science $v periodicals.
650 2 $a Technology $v periodicals.

780 00 $t Popular science monthly (New York, N.Y. : 1900)
           $w (DLC) 01008317 $w (OCoLC)4179801
936 -- $a Vol. 228, no. 3 (Mar. 1986) LIC
Which record best fits the piece in hand? Record 1 Record 2

List your reasons:

________________________________________  __________________________________

________________________________________  __________________________________

________________________________________  __________________________________

Note: This record not cataloged according to CONSER Record Standard guidelines
Exercise 6

Cover:

THE SATURDAY EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April ’99

Table of contents:

THE SATURDAY EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 1999  Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

A search produced two records. Which is the better choice for the bibliographic data above and why?
### Record 1

<table>
<thead>
<tr>
<th>Type</th>
<th>ELvl</th>
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<th>MRec</th>
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<th>Regl</th>
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<th>Cont</th>
<th>DtSt</th>
<th>d</th>
<th>Dates</th>
<th>1821,1830</th>
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</table>

| 010 | -- | $a sn83-25932 | $z sn84-26131 |
| 042 | -- | $a lcdnpa |
| 043 | -- | $a n-us-pa |
| 090 | -- | $a AP2 $b .S2 |

130 0- $a Saturday evening post (Philadelphia, Pa. : 1821)  
245 14 $a The Saturday evening post.  
246 13 $a Evening post  
300 -- $a v.  
310 -- $a Weekly  
362 0- $a Began Aug. 4, 1821.  
362 0- $a -v. 9, whole no. 491 (Dec. 25, 1830).  
500 -- $a Description based on: Vol. 1, no. 3 (Aug. 18, 1821).  
525 -- $a Supplements accompany some issues and are called: Saturday evening post - Extra.  
530 -- $a Available on microfilm from UMI, as part of the American Periodical series, 1800-1850.  
651 -0 $a Philadelphia (Pa.) $v Newspapers.  
700 1- $a Atkinson, Samuel Coate.  
752 -- $a United States $b Pennsylvania $c Philadelphia  
$ d Philadelphia.  
785 00 $a Atkinson's Saturday evening post (Philadelphia, Pa. : 1831)  
$w (DLC)sn 84026168 $w (OCoLC)7335088
Record 2

<table>
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<td>DtSt</td>
<td>c</td>
<td>Dates</td>
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</tbody>
</table>

010 -- $a 55019956/r84
022 0- $a 0048-9239 $2 z
042 -- $a lc $a nsdp
050 00 $a AP2 $b .S2
082 0- $a 051 $2 19
130 0- $a Saturday evening post (Philadelphia, Pa. : 1839)
210 0- $a Saturday evening post $b (1839)
222 -4 $a The Saturday evening post $b (1839)
245 14 $a The Saturday evening post.
246 10 $a United States Saturday post
260 -- $a Philadelphia : $b G. Graham, $c 1839-
265 -- $a Benjamin Franklin Literary & Medical Society, 1100 Waterway Blvd., P.O. Box 567, Indianapolis, IN 46202
300 -- $a v. : $b ill. ; $c 27-79 cm.
310 -- $a Bimonthly, $b <Nov./Dec. 1991->
321 -- $a Monthly (bimonthly Jan./Feb., May/June, July/Aug.), $b $<July/Aug. 1980->
321 -- $a Bimonthly, $b 1973 [Note: these are in the wrong order!]
321 -- $a Quarterly, $b summer 1971-1972
321 -- $a Weekly, $b 1839-1969
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-
500 -- $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. : Saturday Evening Post Society, 1971-
500 -- $a Some numbers around 1842-1843 have title: United States Saturday post.
500 -- $a Title from caption.
515 -- $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.
515 -- $a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan. 29, 1898 issue.
515 -- $a Suspended publication Feb. 9, 1969-spring 1971.
515 -- $a Issues for summer and autumn 1971 unnumbered but constitute v. 243, no. 1-2.
651 -0 $a Philadelphia (Pa.) $v Newspapers.
780 00 $t Atkinson's evening post and Philadelphia Saturday news $w (OCoLC)10312674 $w (DLC)sn 84026167
Which record best fits the piece in hand? Record 1  Record 2

List your reasons:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Note: These records not cataloged according to CONSER Standard Record guidelines
Exercise 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Title page:

The Smart Museum of Art Bulletin
2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:

Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred
Smart Museum of Art, The University of
Chicago, 5570 South Greenwood Avenue,
Chicago, Illinois, 60637.

ISSN: 1099-2413
Does the following record match the bibliographic data above?

```
Type   a     ELvl         Srce   d       GPub         Ctrl            Lang   eng
BLvl   s     Form         Conf
■      ■      Freq          ■      ■      MRec        Ctry:  ilu
S/L    0      Orig          ■      ■      EntW:        Regl          ■      ■      Alph   a
Desc   a     SrTp          Cont:          DtSt   c      Dates  1996,9999
  010  --  $a sn98002137
  040  --  $a NSD $c NSD
  022  0-  $a 1099-2413 $2 1
  037  --  $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
  042  --  $a nsdp $a lcd
  082  10  $a 708 $2 12
 210  0-  $a Smart Museum Art bull.
 222  -4  $a The Smart Museum of Art bulletin
 245  04  $a The Smart Museum of Art bulletin.
 260  --  $a Chicago, Ill. : $b David and Alfred Smart Museum of Art, University of Chicago
 310  --  $a Annual
 500  --  $a Description based on: Vol. 7 (1995/1996); title from t.p.
 710  2-  $a David and Alfred Smart Museum of Art.
 780  00  $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808
      $w (DLC)   93644233
```

Circle one. The copy fits: Yes  No

List your reasons:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________  ________________________________
Session 6: Working with Copy: What to Edit?

- Which edits are critical?
- Which edits are needed for access?
- Which edits are needed for serials control?
- How do I edit a pre-AACR2 record?
- How do I edit an AACR2 record?
- What doesn’t need to be changed?

Criteria for Editing Copy

- Local decision
- Report the desired change to your utility?
- Added value for end users and processing staff
- Other fields may need editing:
  - Input standards for local system and utility
  - Deriving reports from your system
Keep in Mind …

- Do not edit records to conform to new standard
- Do not delete data unless incorrect
- Maintain changes that affect access to the record
- Records may contain a mix of old and new practices (as always)
- Watch out for consolidation of CONSER records

Categories of Maintenance

- ISSN
- Cessations
- Access points:
  - Variant titles
  - Issuing bodies
  - Series
- Place of publication/publisher
- Numbering
- Frequency
- Other versions available
- Pre-AACR2 maintenance
ISSN (022 Field)

022 0- $a 0363-0277 $ I 0363-0277 $ y 0000-0027
$y 0363-00277 $2 1

$a = valid ISSN
$I = ISSN-I
$m = canceled ISSN-I
$y = incorrect ISSN
$z = canceled ISSN
$2 = ISSN Center


Cessations: Last Issue in Hand (CSR)

Final issue: Vol. 14, no. 2 fall 2002

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry nyu
S/L 0 Orig EntW Regl ■ Alph
Desc a SrTp p Cont DtSt c Dates 1988,9999

245 00 $a …
260 -- $a Minneapolis, MN : $b FairVote Minnesota
588 -- $a Description based on: Vol. 1, no. 1 (Apr. 1988); title from caption.
Cessations: Last Issue in Hand (CSR)

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry nyu
S/L 0 Orig EntW Regl ■ Alph
Desc a SrTp p Cont DSt d Dates 1988,2002

245 00 $a …
260 -- $a Minneapolis, MN : $b FairVote Minnesota
362 1- $a Began with: v. 1, no. 1 (Apr. 1988); ceased with v. 14, no. 2 (fall 2002).
588 -- $a Description based on: Vol. 1, no. 1 (Apr. 1988); title from caption.

Cessations: Last Issue in Hand (AACR2)

Final issue: Volume 3, no. 2 April-May 1990

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DSt d Dates 1988,9999

245 00 $a …
260 -- $a New York, N.Y. : $b Family Media, Inc., $c 1988-
300 -- $a v. : $b ill. ; $c 19 cm.
310 -- $a Bimonthly
362 0- $a Vol. 1, no. 1 (Apr. 1988)
Cessations: Option 1

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt d Dates 1988,1990

245 00 $a …
260 -- $a New York, N.Y. : $b Family Media, Inc.,
       $c 1988-[1990]
300 -- $a 3 v. : $b ill. ; $c 19 cm.
310 -- $a Bimonthly

Cessations: Option 2

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp p Cont DtSt d Dates 1988,1990

245 00 $a …
260 -- $a New York, N.Y. : $b Family Media, Inc., $c 1988­
300 -- $a v. : $b ill. ; $c 19 cm.
362 0- $a Vol. 1, no. 1 (Apr. 1988)-
Cessations: Related Records

Linking entries:
Record for later title found in OCLC:
110 2- $a ABC (Firm)
245 10 $a Biennial report of finances.
362 0- $a 1986-1996.
780 00 $a ABC (Firm). $t Annual report of finances

Record for earlier title in your local system:
110 2- $a ABC (Firm)
245 10 $a Report of finances.

Cessations: Related Records

Choices:
1. Edit the incoming record to fit:
   110 2- $a ABC (Firm)
   245 10 $a Biennial report of finances.
   362 0- $a 1986-1996.
   780 00 $a ABC (Firm). $t Report of finances

2. Recatalog the title already in OPAC:
   110 2- $a ABC (Firm)
   245 10 $a Annual report of finances.
   785 00 $a ABC (Firm). $t Biennial report of finances
Variant Titles

- Variant titles
  
  245 10 $a Annual report
  246 1- $a NAVISTAR annual report $f 1990-

- “Minor” variations in title proper
  
  245 00 $a Openhouse
  246 1- $i Issues for 2006- have title: $a Open house

Variant Titles

- Parallel titles (CSR):
  
  245 00 $a Groundwater series
  246 11 $a Grondwaterreeks
  500 -- $a Order of titles varies with language of text.

  245 00 $a Electric power in Canada.
  246 1- $i Issues for 1969- have also French title:
    $a Energie électrique au Canada
Variant Titles

- Fluctuating titles:

  245 00 $a Knitting times.
  246 1- $i Some vols., 1980- have title:
    $a Knitting times newsweekly
  246 1- $i One issue each month, Mar. 24, 1980-
    has title: $a Apparel world

  245 10 $a TIMS/ORSA bulletin.
  246 1- $i Alternating issues called: $a ORSA/TIMS
    bulletin

Issuing Bodies

Record before change:

  245 00 $a International review for the sociology of sport.
  260 -- $a Munich : $b R. Oldenbourg Verlag
  588 -- $a Description based on: Vol. 19, no. 1; title from
    ...
  710 2- $a International Committee for Sociology of Sport.

Change: In volumes issued from 1996 on, the issuing body
appears in this publication as: International Sociology of Sport
Association

Checking the authority file, the cataloger finds the authority
Issuing Bodies

245 00 $a International review for the sociology of sport.
260 -- $a Munich : $b R. Oldenbourg Verlag

588 -- $a Description based on: Vol. 19, no. 1; title from …
588 -- $a Latest issue consulted: …
550 -- $a Issued by: International Sociology of Sport Association, 1996-
710 2- $a International Committee for Sociology of Sport.
710 2- $a International Sociology of Sport Association. $3 1996-

Series

245 00 $a Cool stars, stellar systems and the sun.
260 -- $a [Cambridge, Mass.] : $b Smithsonian Astrophysical Observatory
310 -- $a Biennial


830 -0 $3 1980-1981: $a SAO special report. $x 0081-0320
830 -0 $3 1983-1987: $a Lecture notes in physics. $x 0075-8450
830 -0 $3 1989- $a Astronomical Society of the Pacific conference series. $x 1050-3390
Place/Publisher

Country of publication: mdu
245 00 $a Camera obscura.
260 -- $3 1976- : $a Berkeley, Calif. : $b Camera Obscura Collective
362 1- $a Began in 1976.

The last issue of Camera obscura published in MD was: Sept. 1991.
Beginning Jan. 1992, it was published in Bloomington, IN by Indiana University Press.

Place/Publisher

Country of publication: inu
245 00 $a Camera obscura.
260 -- $3 1976- : $a Berkeley, Calif. : $b Camera Obscura Collective
362 1- $a Began in 1976.
Numbering (362 field)

CONSER STANDARD RECORD

| 362 1- | Add/Convert to an unformatted note; OR |
| 362 0- | (If issue in hand) Add to existing formatted note; AND/OR |
| 515 -- | Create a numbering peculiarities note |

AACR2 (Non-CSR) RECORD

| 362 0- | (If issue in hand) Add to existing formatted note; OR |
| 515 -- | Create a numbering peculiarities note |

6-21

Numbering (362 field): CSR


362 1- $a Began with: v. 1 (1920); original numbering ceased with v. 25 (1945); numbering started over with new series, v. 1 (1946).


515 -- $a Issues for May 1998- called issue no. 3-
Numbering (362 field)

362 0- $a Vol. 1-v.110 ; 1997-
362 0- $a Vol. 1 (1920)-v. 25 (1945) ; new ser., v. 1 (1946)-
515 -- $a Issues for May 1998- called issue no. 3-

Frequency

310 -- $a Weekly, $b Mar. 2007-
321 -- $a Biweekly, $b 1989-Feb. 2007

Retag existing frequency note from 310 to 321
Move re-tagged note to position as last 321 note
-- Enter current frequency in 310 field, with $b to show dates
-- Add subfield $b to both 310 & 321 to show dates.
Frequency (continued)

Fixed field:

- Freq w
- Regl r

OR

- Freq ■
- Regl ■

310 -- $a Weekly, $b Mar. 2007-
321 -- $a Biweekly, $b 1989-Feb. 2007

Frequency: What Are the Options?

Bibliographic record has:

- Fixed field Frequency: ■
- Fixed field Regularity: ■

310 -- $a Semiannual
362 1- $a Began in 1990.

Publication history:

Semiannual through Dec. 1996.
Issued annually since 2003.
Frequency: CSR

Fixed field Frequency: ■
Fixed field Regularity: ■

310 -- $a Annual, $b 2003-
321 -- $a Semiannual, $b 1990-1996
321 -- $a Quarterly, $b 1997-1999
321 -- $a Monthly, $b 2000-June 2001
321 -- $a Bimonthly, $b July/Aug. 2001-2002

Other Version Available

Prefer:
776 08 $i Issued also on CD-ROM: $t APIS
   $w (DLC) 00235631 $w (OCoLC)45040072

Use as appropriate:
530 -- $a Issued also on CD-ROM.
## Editing Pre-AACR2 Records

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<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
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<td>Form</td>
<td>Conf</td>
<td>0</td>
<td>Freq</td>
<td>f</td>
<td>MRec</td>
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<tr>
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<td>0</td>
<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>SrTp</td>
<td>Cont</td>
<td>DtSt</td>
<td>d</td>
<td>Dates</td>
<td>1961, 1976</td>
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</tr>
</tbody>
</table>

245 00 $a Economic bulletin for Africa.
260 -- $a [Addis Ababa, etc.] $b United Nations.
300 -- $a 12 v. $b ill. $c 28 cm.
785 00 $t African economic and social review
       $w (DLC) 97982101 $w (OCoLC) 38051678

---

## Editing Pre-AACR2 Records

<table>
<thead>
<tr>
<th>Type</th>
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<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
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<tbody>
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<td>Freq</td>
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<td>MRec</td>
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<td>0</td>
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<td>EntW</td>
<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td></td>
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<tr>
<td>Desc</td>
<td>SrTp</td>
<td>Cont</td>
<td>DtSt</td>
<td>d</td>
<td>Dates</td>
<td>1916, 1974</td>
<td></td>
</tr>
</tbody>
</table>

245 00 $a Journal of experimental psychology.
260 -- $a Washington, $b American Psychological Association.
300 -- $a 103 v. $b ill. $c 28 cm.
Do Not Edit:

- "Minor" changes in place of publication that do not affect the 008 fixed field coding for Country of Publication; e.g., changes in city, but not state or country of publication
- Numerous numbering peculiarities (515 fields)
- Variations in subtitle or other title information

Summary

- Compare the issues in hand with copy selected to determine whether changes have occurred

- Limit editing to:
  - Critical edits (major changes, etc.)
  - Fields that affect access
  - Fields that affect serials control

- When possible, edit pre-AACR2 records in the style of the record
Session 6: Exercises

Set A

Compare the bibliographic information to data on the issues received. Modify copy following the CONSER Standard Record guidelines.

Set B

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided and indicate any editing necessary. The copy may not include all MARC tags.

Set C

Edit the copy provided to indicate cessations based on the information provided.
Set A

Instructions: Below and on the left are segments from existing catalog records cataloged according to the CONSER Standard Record guidelines. On the right-hand side are the issues received by your library. How would you modify the existing catalog record following the CONSER Standard Record guidelines?

### No. 1

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF: Freq □, Regl □, DtSt c □ Dates 1970, 9999</td>
<td>In issue: March 2003</td>
</tr>
<tr>
<td>362 1- $a Began with Aug./Sept. 1970.</td>
<td>Preface: All good things must come to an end; this issue marks the end of an era for us. Thanks to all of you, our loyal readers.</td>
</tr>
</tbody>
</table>

### No. 2

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF: Freq □, Regl □, DtSt c □ Dates 1995, 9999</td>
<td></td>
</tr>
<tr>
<td>362 1- $a Began with: Volume 1, Number 1 (January 1995).</td>
<td>Volume 11, no. 12 December 2006</td>
</tr>
<tr>
<td>588 -- $a Description based on: Volume 1, Number 1 (January 1995); title from title page.</td>
<td>January 2007</td>
</tr>
<tr>
<td></td>
<td>March 2007</td>
</tr>
<tr>
<td></td>
<td>[no numbering found on issues after Dec. 2006]</td>
</tr>
</tbody>
</table>
### No. 3

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF:  Freq ■ Regl ■ DtSt c Dates 1998, 9999</td>
<td>In issue: November/December 1999</td>
</tr>
<tr>
<td>310 -- Sa Bimonthly</td>
<td>Masthead: Published bimonthly by…</td>
</tr>
<tr>
<td>362 1- Sa Began with May/June 1998.</td>
<td>In issue: January 2000</td>
</tr>
<tr>
<td>588 -- Sa Description based on: May/June 1998; title from cover.</td>
<td>Masthead: Published monthly by …</td>
</tr>
<tr>
<td></td>
<td>Masthead: Published monthly by …</td>
</tr>
</tbody>
</table>

### No. 4

<table>
<thead>
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<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF:  Freq ■ Regl ■ DtSt c Dates 1943, 9999</td>
<td>Vol. 10 No. 12 June 1952</td>
</tr>
<tr>
<td>362 1- Sa Began in 1943.</td>
<td>Number 1 July 1953</td>
</tr>
<tr>
<td>588 -- Sa Description based on: Vol. 2, no. 1 (July 1944); title from cover.</td>
<td>Number 108 March 2008</td>
</tr>
<tr>
<td>588 -- Sa Latest issue consulted: Vol. 2, no. 1 (July 1944)</td>
<td></td>
</tr>
</tbody>
</table>

### No. 5

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>362 1- Sa Began with no. 38 (winter 1999).</td>
<td>Library claimed issues for spring, summer, and fall 2007.</td>
</tr>
<tr>
<td>588 -- Sa Description based on: No. 40 (summer 1999); title from cover.</td>
<td>Message from publisher: … ended in 2007. We are no longer publishing this journal.</td>
</tr>
</tbody>
</table>
Set B

Exercise 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina

Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311
Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 2

Cover:

<table>
<thead>
<tr>
<th>Now</th>
<th>February 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly!</td>
<td>Vol. 20 No. 2</td>
</tr>
</tbody>
</table>

Conscious Choice
The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published bimonthly by Conscious Communications, Inc. 920 N. Franklin, Suiye 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.
Type a  ELvl I  Srce d  GPub Ctrl  Lang eng
BLvl s  Form  Conf  ■ Freq  ■ MRec  Ctry ilu
S/L  0  Orig  ■ EntW  Regl  ■ Alph
Desc a  SrTp p  Cont  DtSt c  Dates 19uu,9999

245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
310 -- $a Bimonthly
500 -- $a "Resources for responsible decision making."
588 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992) ;
title from cover.
650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 3

Cover:

July 1998

Ebony

Table of contents page:

*Ebony* incorporating *Black World Magazine* (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA
Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 4

Cover:

THE CEYLON
MEDICAL JOURNAL
Established 1887

Volume 43, No. 3, September 1998

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:

Published by
The Sri Lanka Medical Association
Colombo
Sri Lanka
Indicate which field(s) would need editing and which fields you would add to the record above.
**Exercise 5**

Cover of the April 2008 print issue in hand:

![Popular Science April 2008](image)

Table of Contents page:

April 2008

Popular Science

Founded in 1872 * Volume 263 * Number 4

ISSN 0161-7370
Record 2

Type  a  ELvl  Srce  d  GPub  Ctrl  Lang  eng
BLvl  s  Form  Conf  0  Freq  m  MRec  Ctry  nyu
S/L  0  Orig  EntW  Regl  r  Alph  a
Desc  a  SrTp  p  Cont  DtSt  c  Dates  1950,9999

010  --  $a 81640658 $s sc78000900 $z sn78004685
022  0-  $a 0161-7370 $2 1
042  --  $a le $a nsdp
050  00  $a AP2 $b .P8
082  --  $a 505
130  0-  $a Popular science (New York, N.Y.)
210  0-  $a Pop. sci. $b (N.Y. N.Y.)
222  -0  $a Popular science $b (New York, N.Y.)
245  10  $a Popular science.
246  13  $a Popular science monthly
265  --  $a Popular Science, Box 2871, Boulder, CO 80322
300  --  $a v. : $b ill. ; $c 24-29 cm.
310  --  $a Monthly
362  0-  $a [Vol. 157, no. 1] (July 1950)-
500  --  $a Title from cover.
500  --  $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530  --  $a Available also in microform.
650  -0  $a Science $v Periodicals.
650  -0  $a Technology $v Periodicals.
650  -2  $a Science $v periodicals.
650  -2  $a Technology $v periodicals.
780  00  $t Popular science monthly (New York, N.Y. : 1900)
800  00  $w (DLC)01008317 $w (OCoLC)4179801
936  --  $a Vol. 228, no. 3 (Mar. 1986) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 6

Cover:

THE SATURDAY EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April ‘03

Table of contents:

THE SATURDAY EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 2003 Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.
Exercise 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Page [1]:

The Smart Museum of Art Bulletin

2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:

Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred Smart Museum of Art, The University of Chicago, 5570 South Greenwood Avenue, Chicago, Illinois, 60637.

ISSN: 1099-2413
Type a ELvl 7 Src d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq a MRec Ctry ilu
S/L 0 Orig EntW Reglr Alph a
Desc a SrTp Cont DtSt c Dates 1996,9999
010 -- $a sn98002137
040 -- $a NSD $c NSD
022 0- $a 1099-2413 $2 1
037 -- $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 -- $a nsdp $a lcd
082 10 $a 708 $2 12
210 0- $a Smart Museum Art bull.
222 -4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 -- $a Chicago, Ill. : $b The Museum, University of Chicago,
   $c c1997-
300 -- $a v.
310 -- $a Annual
362 0- $a Vol. 7 (1995-1996)-
710 2- $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art)
   $x 1067-8808 $w (DLC) 93644233
936 -- $a vol. 8 (1996-1997) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.
Part C

Edit the copy provided to indicate cessations based on the information provided.

**Exercise 1**

It is known from an external source (vendor, publisher, etc.) that the title ceased publication in 1986. Volume and issue numbering are not known and the last issue in hand was published in 1985.

<table>
<thead>
<tr>
<th>Type</th>
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<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
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<tbody>
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<td>0</td>
<td>Freq</td>
<td>f</td>
<td>MRec</td>
<td>Ctry</td>
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<tr>
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<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td>a</td>
<td></td>
</tr>
<tr>
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<td>a</td>
<td>SrTp</td>
<td>p</td>
<td>Cont</td>
<td>DtSt</td>
<td>c</td>
<td>Dates</td>
<td>1969,uuuu</td>
</tr>
</tbody>
</table>

040 -- $a YUS $c YUS $d NYG $d HUL
022 -- $a 0047-1437
043 -- $a e-ie---
090 -- $a CS2410 $b .173
092 -- $a 929.109415 $b 168
245 04 $a The Irish ancestor.
260 -- $a [Dublin : $b s.n., $c 1969-
300 -- $a v. : $b ill. ; $c 24 cm.
310 -- $a Semiannual
362 0- $a Vol. 1, no. 1 (1969)-
500 -- $a Title from cover.
525 -- $a Some numbers accompanied by supplements.
651 -0 $a Ireland $x Genealogy $v Periodicals.
**Exercise 2**

You have issue number 3 published in 1986 in hand and the publisher has informed you that this is the last issue.

<table>
<thead>
<tr>
<th>Type</th>
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<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
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<td>Form</td>
<td>Conf</td>
<td>0</td>
<td>Freq</td>
<td>a</td>
<td>MRec</td>
<td>Ctry</td>
</tr>
<tr>
<td>S/L</td>
<td>0</td>
<td>Orig</td>
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<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>SrTp</td>
<td>Cont</td>
<td>DttSt</td>
<td>d</td>
<td>Dates</td>
<td>1977,uuuu</td>
<td></td>
<td></td>
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010 -- sc80001467
040 -- $a COO $c COO $d HUL $d DLC $d NSD $d OCL $d NST $d HUL $d NST
022 0- $a 0278-3614 $2 1
041 0- $a eng $a fre
042 -- $a lc $a nsdp
043 -- $a e-fr---
090 -- $a JV1801 $b .F87
210 0- $a Fr. colon. stud.
222 -0 $a French colonial studies
245 00 $a French colonial studies.
246 11 $a Etudes coloniales françaises $f spring 1977
260 -- $a [s.l.] $b French Colonial Historical Society, $c 1977-
300 -- $a no. $c 22 cm.
310 -- $a Annual
362 0- $a no. 1-
500 -- $a Spring 1977 issue has title also in French:
    Etudes coloniales françaises.
546 -- $a English or French.
710 2- $a French Colonial Historical Society.
936 -- $a 1978
```
Session 7: When Do I Need a New Record?

• What constitutes a major title change?
• What other situations require a new record?
• How do I close out a record for a serial that has ceased?
• How do I link records?

Decision Process: Determining Major Changes

• AACR2/LCRI:
  • 21.2C (Serial title changes)
  • 21.3B (Responsible body changes for serials)

• CONSER Cataloging Manual, Module 16

• Publisher really intend to change the title?
• Look at all the issues in hand
• Check in OCLC
Major and Minor Changes

AACR2 uses the concepts of “major change” and “minor change” as follows:

– A major change is a change that requires a new record
– A minor change does not require a new record and can be noted in the record when important

• Major changes include:
  – Major changes in title
  – Changes of corporate body in main entry (as 110 heading or 130 qualifier)
  – Edition statement (in some cases)
  – Physical medium

• Minor changes include:
  – Minor title changes
  – Numbering
  – Edition statement (in some cases)
  – Changes other than corporate body to uniform title qualifiers
Changes in Title Proper

A Few Considerations

• Consider only the title proper ($a$, $n$, $p$)
  – Changes to other title information do not matter!

• When considering whether a title has changed, always test it against the title proper (recorded in field 245)
  – *Not* against the latest variant in 246!
Major Title Changes
= Changes that occur in the first five words (or six when initial article) AACR2 21.2C2., a.
(Note: there are many new exceptions to this rule)

The vocational guidance quarterly → Career development quarterly
Iowa historical record → Iowa journal of history
Chemical engineering and mining review → Mining & chemical engineering review

Major Title Changes
= Changes that occur after the first five words that change the meaning of the title or the scope of the serial (AACR2 21.2C2., a.)

The best bed & breakfast in the world → The best bed and breakfast in England, Scotland, & Wales

World meetings. Social & behavioral sciences, education & management →
World meetings. Social & behavioral sciences, human services & management
Major Title Changes

= The name of the corporate body given in the title changes (AACR2 21.2C2., a.) i.e., the change would require a new heading

Reports of the Institute of High Speed Mechanics, Tohoku University
↓
Reports of the Institute of Fluid Science, Tohoku University

Minor Title Changes

• AACR2 21.2C2,b. (CCM 16.2.4) lists 9 categories of minor changes

• Most of these are exceptions to the first major change rule (changes in the 1st five words)
Minor Title Changes

Includes 9 provisions:
Category i. Representation of a word
Category ii. Articles, prepositions, conjunctions
Category iii. Name of corporate body
Category iv. Punctuation
Category v. Order of titles (parallel titles)
Category vi. Words linking to numbering
Category vii. Fluctuating titles
Category viii. Words in a list
Category ix. Words that denote type of resource

Minor Title Changes: Category i

Changes in the representation of a word or words
– Includes case, plural vs. singular, spelled out vs. abbreviated form., compound vs. separate words, etc.
– Now also includes acronyms and initialisms vs. full form
Examples of Category i

Openhouse → Open house
Africa news → African news
Fishery report → Fisheries report
Saint Paul report → St. Paul report
Los Angeles woman → LA woman
ADC electronic news → ADC e-news

Minor Title Changes: Category ii

• Category ii: Article, preposition, or conjunction is added, deleted, or changed anywhere in the title
  – Annual report of pipeline safety → Annual report on pipeline safety
Minor Title Changes: Category iii

- Name of *same* corporate body in the title is:
  - Added, dropped or moved
  - Or parts of the hierarchy are added/dropped
  - Or the form of the name is changed (e.g., from full to abbreviated form)

- Also included:
  - Names of officials
  - Recipients of reports

Examples of Category iii

1. London → Bantam’s London
2. ONS newsletter → Newsletter
3. Amalgamated Engineering Union monthly → AEU monthly
4. Department of Forestry annual report → Forestry Department annual report
5. Biennial report → Biennial report to the Governor and Legislature

*BUT NOT*: Europe through the back door → Rick Steves’ Europe through the back door {John Muir publisher}
Minor Title Changes: Category iv

• Category iv: The only change is one of punctuation
  – GBB → G.B.B.

Minor Title Changes: Category v

• Category v: changes in the order of titles when there are parallel titles
  South African medical journal = Suid Afrikaanse tydskrif vir geneeskunde
  changes to:
  Suid Afrikaanse tydskrif vir geneeskunde = South African medical journal

• **But not:** if the title chosen as title proper is dropped. In that case, consider the change to be major
Minor Title Changes: Category vi

- **Category vi**: words linking the title to the numbering are added, deleted, changed
  - Annual report 2000
  - Annual *report for* 2001

Minor Title Changes: Category vii

- **Category vii**: two or more titles proper used according to a regular pattern

  Example of fluctuating title:
  245 00 Daily gleaner.
  246 1- $i Sunday issues have title: $a Sunday gleaner
Minor Title Changes: Category viii

• Addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter

• LCRI: consider a list to consist of at least 3 or more terms.

Examples of Category viii

Quarterly returns of trade for the ports of Jenchuan, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin

Quarterly returns of trade for the ports of Chemulpo, Chinnampo, Kunsan, Mokpo, Fusan, Masampo, Wonsan, and Songchin
Examples of Category viii

Cook’s business directory covering Canberra—special new section, Northern Territory, West Australia, Queensland, Tasmania, New South Wales, Victoria, South Australia, New Zealand

→

Cook’s business directory covering Canberra—special section, Northern Territory, Tasmania, Queensland, South Australia, West Australia, Victoria, New South Wales, New Zealand

Minor Title Changes: Category ix

• Addition or deletion anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter”

• Not included:
  – changes from one “type of resource” word to another
  – words that indicate frequency
Examples of Category ix

Outlook → Outlook magazine → Outlook
Active projects → Active projects report
Brasileiras & brasileiros → Jornal brasileiras & brasileiros
Organic chemistry review → Organic chemistry → Review of organic chemistry

**BUT NOT:**

Atlantic → Atlantic monthly
SFRA review → SFRA newsletter
Biennial report → Annual report

Other Major Changes

• Corporate bodies in main entry headings (110 headings and as qualifiers in 130 headings)
• From one physical medium to another
• Edition statement (indicating changes in subject, scope)
Changes in Corporate Body Main Entry

(AACR2 21.3B1, a., LCRI 21.3B.)

Corporate Body Main Entry Changes

Changes in the main entry (different body or different name for the same body) that require a new heading are major changes:

Record 1: 110 2- $a International Harvester Company.
245 10 $a Annual report
785 00 $a Navistar International Corporation. $t Annual report

Record 2: 110 2- $a Navistar International Corporation.
245 10 $a Annual report
780 00 $a International Harvester Company. $t Annual report
Changes in Uniform Title Qualifiers

Major Change: Corporate Body Qualifier

Record 1: 130 0- $a Technical bulletin (Illinois. Dept. of Conservation)
           245 10 $a Technical bulletin
           785 00 $t Technical bulletin (Illinois. Division of Game Management)

Record 2: 130 0- $a Technical bulletin (Illinois. Division of Game Management)
           245 10 $a Technical bulletin
           780 00 $t Technical bulletin (Illinois. Dept. of Conservation)
Major Change: Corporate Body Qualifier

Record 1:
130 0- $a Corporate management (Excelsior (Firm))
245 10 $a Corporate management
785 00 $t Corporate management (Enterprise Excelsior (Firm))

Record 2:
130 0- $a Corporate management (Enterprise Excelsior (Firm))
245 10 $a Corporate management
780 00 $t Corporate management (Excelsior (Firm))

Minor Change: Any change other than corporate body

130 0- $a Critique (Santa Rosa, Calif.)
245 10 $a Critique.
260 -- $3 1990-1997 : $a Santa Rosa, Calif. : $b Banovitch Enterprises, $c1990-
260 3- $3 1997- : $a West Vancouver, B.C. : $b Xanthyros Foundation
Changes in Physical Medium

Major Changes
Generally, changes that involve medium (the SMD 300 $a) are considered to be major:

TITLE 1:
130 0- $a Serials directory (Birmingham, Ala.)
245 14 $a The serials directory
300 -- $a v.

Continued by TITLE 2:
130 0- $a Serials directory (Birmingham, Ala. : CD-ROM ed.)
245 14 $a The serials directory $h [electronic resource].
300 -- $a CD-ROMs
Minor Changes

Changes that do not occur at the level of the GMD (245 $h) or SMD (300 $a) are considered to be minor

– E.g., for electronics serials: file formats, physical details such as sound, motion, etc.
– E.g., for microforms: reduction ratio, generation

Changes in Edition Statement
Edition Statement

Changes in the edition statement that indicate a change in the subject matter are major; other changes are minor

- **Minor**: Doctor’s ed. → Physician’s ed.
Numbering Changes = Minor!

Use 362 or 515, whichever is clearer

1.362 1- $a Began with: volume 1, number 1 (Jan. 1960); ceased with volume 5, number 6 (June 1964); new series began with volume 1, number 1 (July 1964).

2.362 0- $a Vol. 1, no. 1 (Jan. 1960)- v. 5, no. 6 (June 1964); [new ser.], v. 1, no. 1 (July 1964)-

If new numbering scheme:

3.362 1- $a Began with: no. 1; original numbering ended with no. 15; new numbering began with v. 1, no. 1, published in 1964.

Closing Out a Record

Always record the following:

008 Publication status: code as “d” (dead)

008 Ending date: code as [e.g.] 1990 (date known); 199u (decade known); or 19uu (century known); etc.

785 Link to later record (if later record exists)
Linking Records

- 780/785 linking fields most common
  (earlier/later titles)
- 580 linking entry complexity note:
  
  
  580 $a Continues a print publication with the same title.
  580 $a Merger of: Old title, and: Old title.
  580 $a Merged with: Old title, to form: New title.

Linking Entry

780 00 $t Old title $x 1234-1234 $w (DLC)
2008222987 $w (OCoLC)12345678

785 00 $t New title $x 1234-1235 $w (DLC)
2008222994 $w (OCoLC)12345679

78X 00 $a Corporate body. $t Title $x 1232-1233 $w (DLC) 2008123454 $w (OCoLC)12345677
CSR: Old & New Record

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<td>245 00 $a East Asian languages &amp; cultures.</td>
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<tr>
<td>260 -- $a Los Angeles, CA : $b East Asian Languages &amp; Cultures Dept.</td>
<td></td>
</tr>
<tr>
<td>362 1- $aBegan and ceased with vol. 1, no. 1 (winter 2004).</td>
<td></td>
</tr>
<tr>
<td>588 -- $aDescription based on vol. 1, no. 1 (winter 2004); title from caption.</td>
<td></td>
</tr>
<tr>
<td>785 00 $t Asian languages &amp; cultures (DLC) 2007222901 $w (OCoLC)156888820</td>
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</tr>
<tr>
<td>260 -- $a Los Angeles, CA : $b East Asian Languages &amp; Cultures Dept.</td>
<td></td>
</tr>
<tr>
<td>362 1- $aBegan with: vol. 1, no. 2 (spring 2004).</td>
<td></td>
</tr>
<tr>
<td>588 -- $aDescription based on vol. 1, no. 2 (spring 2004); title from caption.</td>
<td></td>
</tr>
<tr>
<td>780 00 $t East Asian languages &amp; cultures $w (DLC) 2007222900 $w (OCoLC)156888817</td>
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</table>

AACR2: Old & New Record

<table>
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<th></th>
<th></th>
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<tbody>
<tr>
<td>245 00 $a African languages and cultures.</td>
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</tr>
<tr>
<td>785 00 $t Journal of African cultural studies $x ... $w ...</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Publication status</th>
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<td>245 00 $a Journal of African cultural studies.</td>
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</tr>
<tr>
<td>260 -- $a London : $b School of Oriental and African Studies, University of London, $c 1998-</td>
<td></td>
</tr>
<tr>
<td>362 0- $a Vol. 11, no. 1 (June 1998)-</td>
<td></td>
</tr>
<tr>
<td>780 00 $t African languages and cultures $x ... $w ...</td>
<td></td>
</tr>
</tbody>
</table>
Summary

- Most major changes involve title changes
- There are 9 (nine) minor-change “exceptions”
- Other changes involve corporate bodies, physical media, edition
- Once a major change has occurred, the old record is closed off and linked to the new record
- Fields 780/785 are used to link records with major changes
Session 7: Exercises

In part A, indicate whether the change is major or minor according to the rules given below. The emphasis in this section is simply on recognizing when a new record is required.

In part B, complete the abbreviated workforms to indicate the tagging and coding of the relevant bibliographic data. The emphasis in this section is on closing out the old record and tagging and coding the bibliographic data in the new record or editing an existing record.

From AACR2:

If a major change occurs in the title proper of a serial, make a new entry.

21.2C2. Definition of major and minor title changes for serials

a) Major changes. In general, consider as a major change in a title proper of a serial the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed in 21.2C2b.

Consider also as a major change the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter.

Also consider as a major change in title proper a change in a corporate body name given anywhere in the title if it is a different corporate body.

b) Minor changes. In general, consider the following to be a minor change in a title proper of a serial:

i) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral(s) vs. roman numeral(s); numbers or dates vs. spelled-out form; hyphenated words vs. unhyphenated words; one-word compounds vs. two-word compounds, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))

ii) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title

iii) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body or the substitution of a variant form)

iv) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title

v) a different order of titles when the title is given in more than one language in the chief source of information, provided that the title chosen as title proper still appears as a parallel title

vi) the addition, deletion, or change of words anywhere in the title that link the title to the numbering

vii) two or more titles proper used on different issues of a serial according to a regular pattern
viii) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter
ix) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter” or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.
## Part A

Indicate whether the following situations constitute a major or minor change. For major changes, indicate the reason; for minor changes, the category under rule 21.2C2 that applies.

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<th>Title 2</th>
<th>New Record?</th>
</tr>
</thead>
<tbody>
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<td>1. Autograph Collector</td>
<td>Autograph Collector’s Magazine</td>
<td></td>
</tr>
<tr>
<td>3. China Telex &amp; Fax Directory</td>
<td>China Fax &amp; Telex Directory</td>
<td></td>
</tr>
<tr>
<td>4. CONSER Program annual report</td>
<td>Annual report of the CONSER Program</td>
<td></td>
</tr>
<tr>
<td>6. Annuaire des Statistiques</td>
<td>Yearbook of Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annuaire des Statistiques</td>
<td></td>
</tr>
<tr>
<td>7. Year Book</td>
<td>Yearbook</td>
<td></td>
</tr>
<tr>
<td>8. Television monthly</td>
<td>TV monthly</td>
<td></td>
</tr>
<tr>
<td>10. Guidebook for France, Italy and Spain</td>
<td>Guide Book for France and Italy</td>
<td></td>
</tr>
<tr>
<td>11. Annual report of Navistar</td>
<td>Annual report</td>
<td></td>
</tr>
<tr>
<td>12. Guide to travel in Massachusetts: Boston, Salem, Newburyport, Cape Cod and the Islands</td>
<td>Guide to travel in Massachusetts: Boston, Newburyport and the north shore, Cape Cod and the Islands, New Bedford and Fall River</td>
<td></td>
</tr>
</tbody>
</table>
Part B

Exercise 1

Cover of spring 1998 issue:

ILLINOIS
HISTORICAL JOURNAL

Spring 1998

Table of contents, page [1]:

ILLINOIS
HISTORICAL JOURNAL
Volume 91 / Number 1 / Spring 1998

Contents

{table of contents omitted}

Cover of summer 1998 issue:

Journal of the
Illinois State
Historical Society

Summer 1998
What fields or data would you add to the old record; what additional information would be included in the new records?

**Old record**

Fixed field:
Publication status: c
Dates: 1984,uuuu

245 00 $a Illinois historical journal.
260 -- $a Springfield, Ill. : $b Illinois Historic Preservation Agency, $c 1984-
362 0- $a [Vol. 77, no. 3] (autumn 1984)–
780 00 $a Illinois State Historical Society. $t Journal of the Illinois State Historical Society
__ __ $_ __________________________________________

**New record**

Fixed field:
Publication status: __
Dates: _____, _____

245 __ $a __________________________________________
260 __ $a __________________________________________
362 __ $a __________________________________________
588 __ $a __________________________________________
588 __ $a __________________________________________
__ __ $_ __________________________________________
Exercise 2

Last issue of print:

Small Press Record of Books in Print
23rd Edition
1994/95

CD-ROM title screen (first issue):

The Small Press Record of Books in Print
24th & 25th Editions
1995-1997

What fields would you add to the following records:

Old record

Fixed field:
Publication status: c
Dates: 1975,uuuu
245 00 $a Small press record of books in print.
260 -- $a Paradise, CA: $b Dustbooks, $c 1975-
362 0- $a 5th (1975)-
   __  __ $a
   __  __ $a
   __  __ $a
   __  __ $a
   __  __ $
New record

Fixed field:
Publication status: c
Dates: 1997-9999
245 00 $a Small press record of books in print
260 -- $a Paradise, CA : $b Dustbooks
___ __ $a _________________________________________________________
___ __ $s _________________________________________________________
Exercise 3

Volume 112, Number 1, July 1959 issue cover:

Popular Mechanics Magazine

Volume 112, Number 2 August 1959 issue cover:

Popular Mechanics

What would you add to the record?

Record
245 00 $a Popular mechanics magazine.
_ _ _ $a
Appendix A: Tools for Serials Catalogers

A. Print resources for cataloging serials:


4. Descriptive Cataloging Manual (DCM). The DCM is an in-house manual containing the procedures followed by catalogers at the Library of Congress. The chapters that relate to establishing name and series authority records, however, are used by CONSER members, NACO participants, and others participating in cooperative programs.


B. Print resources for subject cataloging and classification:


C. Online resources for serials:

1. **Cataloger’s Desktop.** Washington, D.C.: Library of Congress, Cataloging Distribution Service. This product provides access electronically to AACR2, DACS, and contains most of the LC documentation for cataloging and classification.

2. **CONSER Home Page:** http://www.loc.gov/acq/conser/


4. **LC's Cataloging and Acquisitions Home Page:** http://www.loc.gov/aba/

5. **MeSH Browser.** An online vocabulary look-up aid available for use with MeSH® (Medical Subject Headings). It is designed to help quickly locate descriptors of possible interest and to show the hierarchy in which descriptors of interest appear. Virtually complete MeSH records are available, including the scope notes, annotations, entry vocabulary, history notes, allowable qualifiers, etc. http://www.nlm.nih.gov/mesh/MBrowser.html

6. **NASIGWeb:** http://www.nasig.org

7. **OCLC's Home Page:** http://www.oclc.org

8. **SERIALST** (a very useful listserv). For more information see: http://list.uvm.edu/cgi-bin/wa?A0=serialst.


10. **MARC Standards Home Page:** http://www.loc.gov/marc/

D. E-journals:

1. **CONSERline:** http://www.loc.gov/acq/conser/consrlin.html

Appendix B: Acronyms and Initialisms Relating to Serials

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCM</td>
<td>CONSER Cataloging Manual.</td>
</tr>
<tr>
<td>CEG</td>
<td>CONSER Editing Guide.</td>
</tr>
<tr>
<td>CONSER</td>
<td>Cooperative Online Serials Program. A bibliographic component of the Program for Cooperative Cataloging, primarily responsible for serials and integrating resources.</td>
</tr>
<tr>
<td>CSR</td>
<td>CONSER standard record. A continuing resource bibliographic record authenticated by CONSER and meeting defined mandatory element requirements for authentication. CSR requirements are designed to serve user needs and emphasize access points over descriptive detail. CSR documentation supports everyday CONSER cataloging and includes a metadata application profile (MAP) with data element requirements and cataloging guidelines.</td>
</tr>
<tr>
<td>DCM</td>
<td>Descriptive Cataloging Manual. The Library of Congress in-house cataloging manual also used by members of national cooperative programs such as NACO.</td>
</tr>
<tr>
<td>FRBR</td>
<td>Functional Requirements for Bibliographic Records. An entity-attribute model meant to serve as a framework for examining elements of the bibliographic record and how they can be used to best create catalogs.</td>
</tr>
<tr>
<td>ISBD(CR)</td>
<td>International Standard Bibliographic Data—Serials and Other Continuing Resources. The ISBD(CR) is an international cataloging code of the description of continuing resources. It is developed and maintained by the International Federation of Library Associations (IFLA). It replaces ISBD(S).</td>
</tr>
<tr>
<td>ISSN</td>
<td>International Standard Serial Number. The ISSN is governed by the International Centre in Paris and assigned by centers in each country.</td>
</tr>
<tr>
<td>ISSN Canada</td>
<td>International Standard Serial Number Canada. The Canadian center responsible for assigning ISSN to Canadian imprints and located at the National Library of Canada.</td>
</tr>
<tr>
<td>ISSN-L</td>
<td>Linking ISSN. An International Standard Serial Number designated by the ISSN Network to group the different media versions of a continuing resource (which individually may also have distinguishing ISSN assigned to each version).</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>ISSN PL</td>
<td>ISSN Publisher Liaison Section. ISSN PL is a section of the U.S. and Publisher Liaison Division, Library of Congress and is the United States center responsible for assigning ISSN to U.S. imprints.</td>
</tr>
<tr>
<td>LCSH</td>
<td>Library of Congress Subject Headings.</td>
</tr>
<tr>
<td>MARBI</td>
<td>ALA RTSD LITA RASD Committee on Representation in Machine Readable Form of Bibliographic Information.</td>
</tr>
<tr>
<td>MARC 21</td>
<td>Machine Readable Cataloging. Formerly USMARC</td>
</tr>
<tr>
<td>NACO</td>
<td>Name Authority Cooperative.</td>
</tr>
<tr>
<td>NASIG</td>
<td>North American Serials Interest Group, Inc.</td>
</tr>
<tr>
<td>NISO</td>
<td>Name Information Standards Organization. NISO began as Committee Z39 of the American National Standards Institute (ANSI).</td>
</tr>
<tr>
<td>OCLC</td>
<td>Online Computer Library Center. A nonprofit, membership computer service and research organization whose systems help libraries locate, acquire, catalog, and lend library materials. Its WorldCat database has bibliographic records from institutions around the world. CONSER catalogers create and maintain continuing resource bibliographic records in OCLC WorldCat.</td>
</tr>
<tr>
<td>PCC</td>
<td>Program for Cooperative Cataloging. CONSER is a bibliographic component along with BIBCO. NACO and SACO are authority components</td>
</tr>
<tr>
<td>SCCTP</td>
<td>Serials Cataloging Cooperative Training Program.</td>
</tr>
<tr>
<td>SICI</td>
<td>Serial Item and Contribution Identifier. The bar code that uniquely identifies each issue of a serial, of which the ISSN forms the first portion.</td>
</tr>
<tr>
<td>SISAC</td>
<td>Serials Industry Standards Advisory Committee. SISAC is a committee of the Book Industry Study Group, Inc. (BISG).</td>
</tr>
<tr>
<td>U.S. ISSN Center</td>
<td>Part of the international ISSN Network, assigns International Standard Serial Numbers (ISSN) to serials published in the U.S.</td>
</tr>
<tr>
<td>USNP</td>
<td>United States Newspaper Program.</td>
</tr>
</tbody>
</table>
**Appendix C: Glossary of Serials Terms**

Definitions are taken from **AACR2** and/or the **CONSER Cataloging Manual**.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access point</strong></td>
<td>A name, word, code, etc., under which a publication may be searched and identified in a catalog.</td>
</tr>
<tr>
<td><strong>Added entry</strong></td>
<td>An entry, additional to the main entry, by which an item is represented in a catalog; a secondary entry.</td>
</tr>
<tr>
<td><strong>Added title page</strong></td>
<td>A title page preceding or following the title page chosen as the basis for the description of the item. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language).</td>
</tr>
<tr>
<td><strong>Alternative numbers</strong></td>
<td>A secondary system of numbering (e.g., vol. 1, no. 1 + No. 1)</td>
</tr>
<tr>
<td><strong>Alternative title</strong></td>
<td>The second part of a title proper that consists of two parts, each of which is a title; the parts are joined by &quot;or&quot;, or its equivalent in another language.</td>
</tr>
<tr>
<td><strong>Analytic</strong></td>
<td>A catalog entry for a part of a publication for which a comprehensive entry is made. An analytic can be a title within a series, a chapter or article within a book, a series published within a larger series, etc. An analytic record can be either a monograph or a serial.</td>
</tr>
<tr>
<td><strong>Analytical title page</strong></td>
<td>The title page of an individual work in a series.</td>
</tr>
<tr>
<td><strong>Area</strong></td>
<td>A major section of the bibliographic description, comprising data of a particular category or set of categories.</td>
</tr>
<tr>
<td><strong>Authentication</strong></td>
<td>The process of a) reviewing a bibliographic record for data content and content designation to ensure that it conforms to Program for Cooperative Cataloging bibliographic practices and agreed-upon conventions, and b) 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, CONSER records are made available through distribution in bibliographic products.</td>
</tr>
<tr>
<td><strong>Backfile</strong></td>
<td>Purchase of specific volumes or issues that are lacking</td>
</tr>
</tbody>
</table>
from the collection. They are considered "only orders" because they are single, one-time purchases.

<table>
<thead>
<tr>
<th><strong>Bibliographic resource</strong></th>
<th>An expression or manifestation of a work or an item that forms the basis for bibliographic description.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Body of the entry</strong></td>
<td>Areas 1-6 of the catalog record (i.e., the title statement through the series).</td>
</tr>
<tr>
<td><strong>Caption title</strong></td>
<td>A title given at the beginning of the first page of text.</td>
</tr>
<tr>
<td><strong>Chief source of information</strong></td>
<td>The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared. For serials, the chief source is the title page or title page substitute of the first or earliest issue.</td>
</tr>
<tr>
<td><strong>Chronological designation</strong></td>
<td>A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence.</td>
</tr>
<tr>
<td><strong>Chronological relationship</strong></td>
<td>The relationship in time between bibliographic items (e.g., the relation of a serial to its predecessors and successors).</td>
</tr>
<tr>
<td><strong>Claiming</strong></td>
<td>The process of contacting a publisher or vendor to request supply of material missed or overdue on subscription, standing order, or backfile order.</td>
</tr>
<tr>
<td><strong>Colophon</strong></td>
<td>A statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information.</td>
</tr>
<tr>
<td><strong>Common title</strong></td>
<td>A title common to two or more works, one or more of which carries the title and/or designation of a section.</td>
</tr>
<tr>
<td><strong>Computer file</strong></td>
<td>See Electronic resource.</td>
</tr>
<tr>
<td><strong>CONSER database</strong></td>
<td>A Cataloging Distribution Service database distinct from but connected in the CONSER workflow to OCLC’s WorldCat database (where CONSER record creation and update are done). CONSER records are distributed from this database to MARC Distribution Service subscribers, ISSN International Centre, etc.</td>
</tr>
</tbody>
</table>
**CONSER record**  
A bibliographic record for a continuing resource that has been authenticated by at least one participant in the CONSER Program.

**CONSER standard record (CSR)**  
A continuing resource bibliographic record authenticated by CONSER and meeting defined mandatory element requirements for authentication. CSR requirements are designed to serve user needs and emphasize access points over descriptive detail. CSR documentation supports everyday CONSER cataloging and includes a metadata application profile (MAP) with data element requirements and cataloging guidelines.

**Continuing resource**  
A bibliographic resource that has no predetermined conclusion.

**Copy cataloging**  
Adaptation of a pre-existing bibliographic record, primarily from OCLC in the case of serials.

**Corporate body**  
An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies and the like.

**Cover date**  
A chronological designation that reflects the date of issuance rather than the coverage, such as the date found on the cover of magazines and periodicals.

**Cover title**  
A title printed on the cover of an item as issued.

**Coverage date**  
A date that reflects the coverage of the contents of the item.

**Cumulation**  
An issue of a serial that collects all of the information given in the previous issues for a given period and is intended to replace those issues. The cumulation may rearrange, correct, or expand the contents of the original issues.

**Designation**  
The numeric or chronological designation or combination of both as recorded in field 362 or 500. See also Numbering.

**Direct access (Electronic resources)**  
The use of electronic resources via carriers (e.g., disks, cassettes, and cartridges) designed to be inserted into a
computer or its auxiliary equipment by the user.

**Distinctive title**
A title that appears in addition to the title proper, is unique to an issue, and is often related to the topic or theme of that issue.

**Duplicate records**
Two or more bibliographic records describing the same bibliographic resource. OCLC WorldCat permits limited kinds of duplicate records that describe the same resource in different ways, but generally duplicate records are not permissible because they hinder access to and control of resources.

**Editorial pages**
These pages are most often found in periodicals and usually contain the masthead in a boxed area. The title may be found at the head of the page.

**Electronic resource**
Material (date and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., a CD-ROM drive) or a connection to a computer network (e.g., the Internet).

**Electronic serial**
A continuing resource published periodically in electronic format and distributed via computer networks or CD-ROMs, etc.

**Enumeration**
The scheme used by a serial publication to identify distinct issues within a numerical sequence. Common enumeration elements are: volume/no. and month/year.

**Fluctuating title**
A title that changes back and forth on a regular or irregular basis.

**Format**
In its widest sense, a particular physical presentation of an item, including print, microform, remote access electronic, computer optical disc, and others.

**Heading**
A name, word, or phrase placed at the head of a catalog entry to provide an access point.

**Holdings**
The specific issues of a serial title which a library owns.

**Holdings Statement**
A formalized note in a library catalog or system that summarizes the library's holdings of a serial title.
**Home page**
The hypertext document that serves as the "preface" for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site.

**Integrating resource**
A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. An integrating resource may be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.

**Internal numbers**
Numbers within a volume that repeat with each volume (e.g., vol. 3, no. 2)

**International Standard Serial Number (ISSN)**
An eight-digit number, including a check digit and preceded by the alphabetic prefix ISSN. The ISSN together with the key title uniquely identifies a particular continuing resource. Assigned by the ISSN Network and based on the ISO standard ISO 3297.

**Issuing body**
A corporate body that is responsible for the issuance, and often the contents, of an item but whose primary function is not that of publishing.

**Item**
A physical volume bound and shelved as a unit. Items can be a single publication or a group of serial issues bound together. Items carry a bar code to identify the piece for various inventory purposes.

**Item record**
An inventory record created for each physical volume in the Library's collection which is used by the circulation system to track circulation status, loan period, housing location, etc.

**Main entry**
The complete catalog record of an item, presented in the form by which the entity is to be uniformly identified and cited. The main entry may include the tracing(s).

**Masthead**
The masthead is the statement of title, ownership, editors, etc. It is most frequently found in periodicals and newsletters and generally appears on the editorial or contents page. In many cases the ISSN also appears with the title on the masthead.
**Minimal level cataloging (MLC)**
A limited form of cataloging that focuses mainly on descriptive elements and limits the subject, classification, and authority work performed as part of the cataloging. Applied to materials of low research value and selectively in special cataloging projects.

**Monograph**
A bibliographic resource that is complete in one part or is intended to be completed in a finite number of separate parts.

**Multimedia item**
An item containing two or more categories of material, no one of which is identifiable as the predominant constituent of the item.

**Multipart item**
A monograph complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered.

**Newspaper**
A serial publication that contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week. Newspapers usually have a masthead rather than a cover and are normally larger than A3 (297 mm x 420 mm.) in size.

**Numbering**
The identification of each of the successive items of a publication. It can include a numeral, a letter, any other character, or the combination of these with or without an accompanying word (volume, number, etc.) and/or a chronological designation.

**Numeric designation**
A number or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence.

**Other title information**
A title borne by an item other than the title proper or parallel or series title(s) including subtitles.

**Parallel title**
The title proper in another language and/or script.

**Periodical**
A serial published more frequently than annually. Each issue normally contains separate articles, stories or other writings.

**Physical carrier**
A physical medium in which data, sound, images, etc., are
stored. For certain categories of material, the physical carrier consists of a storage medium (e.g., tape, film).

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predominant name</td>
<td>The name or form of name of a person or corporate body that appears most frequently (1) in the person's works or works issued by the corporate body, or (2) in reference sources, in that order of preference.</td>
</tr>
<tr>
<td>Qualifier</td>
<td>A parenthetical word or phrase added to a corporate body heading or uniform title to distinguish the body or title from others with the same name or title.</td>
</tr>
<tr>
<td>Reciprocal relationship</td>
<td>The relationship between two items, as represented by paired linking fields (e.g., 780/785) or by a link with the same tag that is given in each related record (e.g., 775).</td>
</tr>
<tr>
<td>RECON</td>
<td>Retrospective conversion of manual cataloging records to machine readable format.</td>
</tr>
<tr>
<td>Record consolidation</td>
<td>The merging of information from multiple records into fewer records, and the deletion of records no longer needed to describe a resource. Involves selecting a record to retain, modifying that record, and reporting superseded records for deletion. Also called record merging.</td>
</tr>
<tr>
<td>Record maintenance</td>
<td>The process of ensuring the continued authoritativeness of a record through additions, changes, or deletions: a) to correct obvious errors, b) to reflect changes in the resource, or c) to reflect changes to policies and practices used for the bibliographic control of the resource. Includes but is not limited to Bibliographic File Maintenance (BFM), which generally refers to making corrections in LC records because of reported errors or to update access points affected by NACO/SACO authority work.</td>
</tr>
<tr>
<td>Record separation</td>
<td>The breaking up of one bibliographic record into two or more records, as required by current cataloging standards and policies.</td>
</tr>
<tr>
<td>Remote access (Electronic resources)</td>
<td>The use of electronic resources via input/output devices connected electronically to a computer.</td>
</tr>
<tr>
<td>Reprint</td>
<td>1. A new printing of an item made from the original type image, commonly by photographic methods. The reprint may reproduce the original exactly (an impression) or it may contain minor but well defined variations (an issue).</td>
</tr>
</tbody>
</table>

**Retrospective conversion**

The process of converting bibliographic records on catalog cards into machine readable form to provide access through the online catalog.

**Running title**

A title or abbreviated title that is repeated at the head or foot of each page or leaf.

**Section**

A separately published part of a bibliographic resource, usually representing a particular subject category within the larger serial and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these.

**Serial**

A continuing resource issued in a succession of discrete parts, usually bearing numbering that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

**Series**

1. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes

**Series title page**

An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series).

**Spine title**

A title appearing on the spine of an item.

**Standing order**

An order on which all volumes of a series are automatically received.

**Statement of responsibility**

A statement transcribed from the item being described, relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the content of the item.

**Subseries**

A series within a series (i.e., a series that always appears in
conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series.

**Successive entry**
The convention of creating a new record for a serial each time a major change occurs.

**Supplement**
An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.

**Supplied title**
A title provided by the cataloger for an item that has no title proper on the chief source of information or its substitute. It may be taken from elsewhere in the item itself or from a reference source or it may be composed by the cataloger.

**Surrogate**
A substitute for the basis of description (such as an issue of a serial) on which a bibliographic record is based. Includes copies of the chief source of information and any other sources with additional information on which cataloging should be based.

**Title**
A word, phrase, character, or group of characters, normally appearing in an item, that names the item or the work contained in it.

**Title page**
A page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

**Title page substitutes**
When a serial does not have a true title page, another page may substitute. AACR2 12.02B provides the order of preference for title page substitutes: analytical title page (for a serial issued as part of a series); cover, caption; masthead; editorial pages; colophon; other pages.

**Title proper**
The chief name of an item, including any alternative title but excluding parallel titles and other title information.

**Title screen (Electronic resources)**
In the case of a computer file, a display of data that includes the title proper and usually, though not
necessarily, the statement of responsibility and the data relating to publication.

**Updating loose-leaf**

An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.

**Uniform title**

1. The particular title by which a work is to be identified for cataloguing purposes.
2. The particular title used to distinguish the heading for a work from the heading for a different work.
3. A conventional collective title used to collocate publications of an author, composer, or a corporate body containing several works or extracts, etc., from several works (e.g., complete works, several works in a particular literary or musical form.

**URL**

Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for computer files to be sent and received automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet.

**Verso**

1. The left-hand page of a book, usually bearing even page numbers.
2. The side of a printed sheet intended to be read second.

**Volume title page**

A page that contains the title and designation for an entire volume, rather than the designation for a specific issue. Volume title pages are often issued separately once the volume is complete.

**Whole numbers**

Continuous numbers that do not repeat. In addition to numbered serials, the term "whole numbers" is also used for alternative numbering schemes.
## Appendix D: MARC Workforms

<table>
<thead>
<tr>
<th>Type a</th>
<th>ELvl</th>
<th>Srce</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
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Trainee Manual
Appendix D: MARC Workforms

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Appendix E: Pre-Workshop Exercises

Please print out the following exercises and complete as many of as you can. The purpose of these exercises is to help you determine what areas of serials cataloging you may want to pay particular attention to during the workshop.

Bring the completed exercises and any questions you may have with you to the workshop to facilitate discussion about the examples during the scheduled sessions.

Please also note that bibliographic information used in these exercises may have been altered to illustrate various points of serials cataloging practice.

Part A: Is It a Serial?

Give as many reasons as you think applicable in each case below.

Example 1:

Cover: 

Today's Education
The Journal of the National Education Association

Contents page: 
The Annual of the National Education Association
1982-83 Volume 71, Number 3

Today's Education

Verso of contents page: 
Published once a year by ...
(ISSN) 0271-3573

Is this a serial? Circle one: Yes No

1. It has enumeration/chronology.
2. It bears an ISSN.
3. The publisher's statement of frequency indicates intent to continue indefinitely.
Example 2:

It is known that the following is issued annually.

<table>
<thead>
<tr>
<th>CD-ROM label:</th>
<th>Who's Who in Canadian Business</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17th Edition 1997</td>
</tr>
<tr>
<td></td>
<td>ISSN 1209-8299</td>
</tr>
</tbody>
</table>

Is this a serial? Circle one: Yes No

1. It bears an ISSN.
2. Editions appear frequently.

Example 3:

<table>
<thead>
<tr>
<th>First issue title page:</th>
<th>Proceedings of the Twelfth Annual Symposium on Computational Geometry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second issue title page:</td>
<td>Proceedings of the Thirteenth Annual Symposium on Computational Geometry</td>
</tr>
</tbody>
</table>

Is this a serial? Circle one: Yes No

1. Words such as "Annual" indicate this is an ongoing conference.
2. Terms like "12th" and "13th" serves as numbering.
Example 4:

Title page:

Trends in Cognitive Sciences

REFERENCE EDITION
Volume 1
1997
Elsevier Science

Is this a serial? Circle one: Yes No

1. Title words such as "Trends in …" and "Progress in …" are usually interpreted to indicate intent to publish indefinitely.
2. It has enumeration and chronology.

Example 5:

It is known that the 3rd edition was published in 1989, the 4th edition in 1992, and the 5th edition in 1998.

Title page:

Directory of Multinationals

5th Edition

Is this a serial? Circle one: Yes No

This title would not usually be cataloged as a serial since the editions are so infrequent.
Example 6:

Title page:  
Expenditures on Children by Families  
1997 Annual Report  
UNITED STATES DEPARTMENT OF AGRICULTURE  
Miscellaneous Publication Number 1528-1997

Is this a serial? Circle one: Yes No

1. The title is issued annually and the date is a year of coverage.

Trainers: note that the series could also be cataloged as a serial with this title as a serial analytic.

Part B: Is A New Record Required?

Example 1:

| Title 1:          | Marriage and divorce statistics |
| New issue:        | Marriage, divorce and adoption statistics |

Would you create a new record? Circle one: Yes No

There is a change within the first five words of the title.
Example 2:

<table>
<thead>
<tr>
<th>Title 1:</th>
<th>Organic chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>New issue:</td>
<td>Organic chemistry review</td>
</tr>
</tbody>
</table>

Would you create a new record? Circle one: Yes **No**

The addition of a word indicating the type of resource is considered to be a minor change.

Example 3:

<table>
<thead>
<tr>
<th>Title 1:</th>
<th>Annual report of the President’s Commission on Children for 2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>New issue:</td>
<td>President’s Commission on Children annual report 2003</td>
</tr>
</tbody>
</table>

Would you create a new record? Circle on: Yes **No**

The rearrangement of the corporate body from end of title to beginning is a minor change.

Example 4:

<table>
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<tr>
<th>Title 1:</th>
<th>Doing Business in the Czech and Slovak Republics</th>
</tr>
</thead>
<tbody>
<tr>
<td>New issue:</td>
<td>Doing Business in the Czech Republic</td>
</tr>
</tbody>
</table>

Would you create a new record? Circle one: **Yes No**

There is no change within the first five words but the scope of the publication has changed significantly.

Example 5:

| Title 1:                                           | STATISTIQUES ÉPIDÉMIOLOGIQUES ET DÉMOGRAPHIQUES ANNUELLES      |
ANNUAL EPIDEMIOLOGICAL AND VITAL STATISTICS

New issue: ANNUAL EPIDEMIOLOGICAL AND VITAL STATISTICS
STATISTIQUES ÉPIDÉMIOLIGIQUES ET DÉMOGRAPHIQUES ANNUELLES

Would you create a new record? Circle one: Yes No

There is no need for a new record since it is only the order of the parallel titles that has changed. A 500 note would typically be added to account for this.

Example 6:

<table>
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<tr>
<th>Title 1:</th>
<th>Architectural Review</th>
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<tbody>
<tr>
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<td>Volume 17, April 1910</td>
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</table>

New issue: Architectural Review
New Series, Volume 1, January 1912

Would you create a new record? Circle one: Yes No

Although the enumeration has started over from volume one, there is no change in the title. The designation includes the phrase "new series" which will be included in the 362 field when edited to reflect this change.

Example 7:

<table>
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<th>130 Historian (Kingston, R.I.)</th>
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<td>245 The Historian.</td>
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<tr>
<td></td>
<td>022 ISSN 0018-2370</td>
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</table>

New issue: The Historian
ISSN 0018-2370
Now published: Allentown, PA

Would you create a new record? Circle one: Yes No

There is no need for a new record since it is the place of publication that has changed. This would be noted in a 500 field and the fixed field place of publication code would be updated.
Part C: Closing Out and Linking Records

Edit the cataloging data in the forms below. Add or change any data you think appropriate.

<table>
<thead>
<tr>
<th>Vol. 10, No. 2, 1997 issue cover:</th>
<th>African Languages and Cultures</th>
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</thead>
<tbody>
<tr>
<td>Vol. 11, No. 1, June 1998 issue cover:</td>
<td>Journal of African Cultural Studies</td>
</tr>
</tbody>
</table>

Old title:

Option A

Fixed Field:
Publication Status: d
Dates: 1988, 1997

245 00 $a African languages and cultures.
310 --$a Semiannual
785 00 $t Journal of African cultural studies

Option B

Fixed Field:
Publication Status: d
Dates: 1988, 1997

245 00 $a African languages and cultures.
310 --$a Semiannual
362 0- $a Vol. 1, no. 1-
362 1- $a Ceased with v. 10, no. 2 (1997).
785 00 $t Journal of African cultural studies
New title:

Fixed Field:

Publication Status: c
Dates: 1998, 9999

245 00 $a Journal of African cultural studies.
260 -- $a London : $b School of Oriental and African Studies, University of London
310 -- $a Semianual
362 1- $a Began with vol. 11, no. 1 (June 1998).
780 00 $t African languages and cultures

Part D: Selecting and Editing Copy

Identify the three or four most important match points between the copy and the bibliographic information provided below.

Page 1:

The caption reads: The Ludwig von Mises Institute The Free Market

Bottom of page [1]: Volume 17 Number 2 February 1999

Caption:
At bottom left corner of page 2: Copyright 1999 by the Ludwig von Mises Institute…
The Free Market is published 12 times a year for our members … 518 West Magnolia Avenue, Auburn, Alabama 36832-4528

Copy:

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SCCTP Basic Serials Cataloging Workshop
245 04 $a The Free market.
260 -- $a Auburn, Ala. : $b Ludwig von Mises Institute of Auburn University, $c 1983-
265 -- $a Ludwig von Mises Institute, Auburn University, Auburn, Ala.
36849
300 -- $a v. : $b ill., ports. ; $c 28 cm.
310 -- $a Monthly, $b Feb. 1987-
321 -- $a Quarterly, $b 1983-
362 0- $a Vol. 1, no. 1 (fall 1983)-
500 -- $a Title from caption.
650 -0 $a Economic policy $v Periodicals.
650 -0 $a Free trade $v Periodicals.
650 -0 $a Supply and demand $v Periodicals.
650 -0 $a Capitalism $v Periodicals.
710 2- $a Ludwig Von Mises Institute.
850 -- $a AAP $a ArU $a InU $a KU-S
936 -- $a Dec. 1987 LIC

1. Title: The Free market
2. Responsible body: Ludwig Von Mises Institute.
3. Place of publication matches
4. The numbering on the issue in hand fits well with the vol. and issue given in the 362

Part E: Cataloging Data

Examine the bibliographic information in the following examples, determine the chief source of information, and then fill in as much of the cataloging data, tags, indicators and subfields in the MARC serials format as possible based on the information provided. Please note that not all possible fields have been used. Supply information only for the fields indicated and do not worry about authorized forms for headings.
Example 1:

Cover of: Vol. 14, No. 3 Dec., 1998:

![Cover of Tennessee Ancestors](image-url)
First page (p. 201) is a table of contents for December 1998  Vol. 14, No. 3:
Verso of page 201:

Top of page: P.O. Box 1629, Knoxville, TN 37901-1629.

Bottom: Tennessee Ancestors (ISSN 0882-0635) is published triannually by the East Tennessee Historical Society and is distributed to members of the Society

See sessions three and four for discussion of how this issue would be cataloged.
Session 2: Answers to Exercises

Give as many reasons as you can (there may be more than one per example) why the following titles should or should not be cataloged as serials.

Exercise 1  Adobe Magazine

1. ISSN
2. Enumeration and chronology
3. Statement of frequency indicates continuing publication
4. The word “magazine.”

Exercise 2  World Stock Exchange Fact Book

1. ISSN
2. There is a coverage date on the cover, 2000.
3. There is a stated frequency.

Exercise 3  SERVICE INDUSTRIES USA

It is known that this title is issued every two years.

1. ISSN
2. 3rd ed. can serve as enumeration since we know it is issued frequently.

Exercise 4  Academic Freedom

The numbering changes from chronological to numeric, but there is clear numbering on each issue.

Exercise 5  Tokyo Stock Exchange
From the two pieces it is clear that the title is issued annually and that the dates are years of coverage.

**Exercise 6** The Frank C. Brown Collection of North Carolina Folklore

This is a multi-part monograph complete in five volumes and not a serial.

**Exercise 7** UNITED NATIONS LITERACY DECADE 2003-2013

Annual Report For 2008

This is a publication of limited duration that has a stated frequency and numbering and can be treated as a serial according to 12.0A.

**Exercise 8** PROCEEDINGS OF THE EIGHTH ANNUAL ACM-SIAM SYMPOSIUM ON DISCRETE ALGORITHMS

This can be cataloged as a serial since it is an ongoing symposium and has terms \(8^{th}\) that can serve as enumeration.

**Exercise 9** BUILDING THE PUBLIC CITY

This is a monograph appearing in the numbered series: Urban Affairs Annual Review. It could be cataloged either as a serial under the series title or as a monograph with a series tracing.
Session 3: Answers to Exercises

Exercise 1

Chief source: cover

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245 00 $a Bells and bellringing.
588 -- $a Description based on: Vol. 1, No. 1 (May 1966); title from cover.

Exercise 2

Chief source: caption at the top of page [1]

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<td>Dates 19uu,9999</td>
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</table>

130 0- $a Newsletter (Illinois State Genealogical Society)
245 10 $a Newsletter.
246 1- $a ISGS
588 -- $a Description based on: Vol. 30, no. 1 (Jan./Feb. 2007); title from caption.
710 2- $a Illinois State Genealogical Society.
Session 3: Answers to Exercises

Exercise 3

Chief source: cover

Type a ELvl Srce d GPub Ctrl Lang
BLvl s Form Conf ■ Freq ■ MRec Ctry
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp Cont DtSt u Dates 19uu,uuuu

110 2- $a Art Institute of Chicago.
245 14 $a The Art Institute of Chicago annual report.
588 -- $a Description based on: 1981/82; title from cover.

Exercise 4

Chief source: cover

Type a ELvl Srce d GPub Ctrl Lang
BLvl s Form Conf ■ Freq ■ MRec Ctry
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp: Cont DtSt u Dates 19uu,uuuu

245 00 $a California information almanac.
588 -- $a Description based on: 1966 ed.; title from cover.
### Session 4: Answers to Exercises

#### Exercise 1

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</table>

245 00 $a Bells and bellringing.  

**260** -- $a Tonbridge, Kent [England] : $b J. Hilton  

**310** -- $a Quarterly  

**362 1-** $a Began with: Vol. 1, No. 1 (May 1966).  

**588** -- $a Description based on: Vol. 1, No. 1 (May 1966); title from cover.  


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#### Exercise 2

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130 0- $a Newsletter (Illinois State Genealogical Society)  

245 10 $a Newsletter.  

246 1- $a ISGS  

**260** -- $a Springfield, Ill. : $b Illinois State Genealogical Society  

**310** -- $a Bimonthly  

**588** -- $a Description based on: Vol. 30, no. 1 (Jan./Feb. 2007); title from caption.  


**710 2** $a Illinois State Genealogical Society.
Session 4: Answers to Exercises

Exercise 3

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry ilu
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp Cont DtSt c Dates 19uu, 9999

110 2 $a Art Institute of Chicago.
245 14 $a The Art Institute of Chicago annual report.
260 -- $a [Chicago, Ill.] : $b Art Institute of Chicago
310 -- $a Annual
588 -- $a Description based on: 1981/82; title from cover.

Example 4

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry cau
S/L 0 Orig ■ EntW Regl ■ Alph
Desc a SrTp Cont DtSt u Dates 19uu,uuuu

245 00 $a California information almanac.
260 -- $a Lakewood, Calif. : $b California Almanac Co.
310 -- $a Annual
588 -- $a Description based on: 1966 ed.; title from cover.
Session 5: Answers to Exercises

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided. The copy may not include all MARC tags.

Trainers please note that those parts of the record corresponding to the criteria for evaluating copy are indicated in bold face in the copy.

Trainers: examples 1-3 are relatively easy. Numbers 4-5 are more complicated.
**Example 1** Newsletter of the North Carolina Folklore Society

Circle one. The copy fits: Yes  No

List your reasons:
   1. It is a serial record.
   2. It is AACR2.
   3. It is successive entry.
   4. The dates fit.
   5. There is no ISSN on this piece.
   6. The enumeration fits.
   7. The 245 title proper matches the piece.

Note that this does NOT follow the CONSER Standard Record guidelines. But you can still use it.

**Example 2** Conscious Choice The Journal of Ecology & Natural Living

Circle one. The copy fits: Yes  No

List your reasons:
   1. It is a serial record.
   2. It is AACR2.
   3. It is successive entry.
   4. The dates fit.
   5. The enumeration in the 500 "Description based on" note fits.
   6. The 245 title proper matches the piece.

Note: This follows the CONSER Standard Record guidelines.

**Example 3** Ebony

Circle one. The copy fits: Yes  No

List your reasons:
   1. It is a serial record.
   2. It is however pre-AACR2.
   3. It is successive entry.
   4. The dates fit.
   5. The ISSN matches.
   6. The 245 title proper matches the piece.
   7. The enumeration fits even though it is recorded here in a pre-AACR2 style.
Example 4 THE CEYLON MEDICAL JOURNAL

Circle one. The copy fits: Yes  No

List your reasons:

1. It is a serial record.
2. It is a pre-AACR2 record.
3. It is successive entry.
4. The date fits.
5. The ISSN matches.
6. The enumeration fits but lacks the "new series" statement.
7. The 245 title proper matches the piece.

Example 5 Popular Science

A search produced two records. Which is the better choice for the bibliographic data above and why?

Which record best fits the piece in hand?  Record 1  Record 2

Although the ISSN and title match both records, the first record is for a microform and the second is for the print version of the journal.
1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration fits.

Note: This record not cataloged according to CONSER Record Standard guidelines

Example 6 THE SATURDAY EVENING POST

A search produced two records. Which is the better choice for the bibliographic data above and why?

Which record best fits the piece in hand?  Record 1  Record 2

Although the title matches both records, the first record is an earlier title that ceased in 1830 while the second record is an open entry.
1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration fits.
7. The 245 title proper matches the piece in hand

Note: These records not cataloged according to CONSER Standard Record guidelines

**Example 7 The Smart Museum of Art BULLETIN**

Does the following record match the bibliographic data above?

Circle one. The copy fits: Yes  No

List your reasons:

1. It is a serial record.
2. It is AACR2.
3. It is successive entry.
4. The dates match.
5. The ISSN matches.
6. The enumeration and chronological designations fit.
7. The 245 title proper matches the piece.
Session 6: Answers to Exercises

Answers for Set A (no. 1)

1. Answer: This is a cessation

FF: Freq ■
    Regl ■ DtSt d Dates 1970, 2003

362 1- $a Began with: Aug./Sept. 1970;
588 -- $a Description based on: Aug./Sept. 1970;
    title from t.p.

Answers for Set A (no. 2)

2. Answer: This is a numbering change

FF: Freq ■
    Regl ■ DtSt c Dates 1995, 9999

362 1- $a Began with: Volume 1, Number 1
    (January 1995); original numbering ceased
    with v. 11, no. 12 (Dec. 2006). Issues for
    Jan. 2007- not numbered.
588 -- $a Description based on: Volume 1, Number 1
    (January 1995); title from title page.
Answers for Set A (no. 3)

3. Answer: This is a frequency change

FF:  Freq ■  
     Regl ■  DtSt c  Dates 1998, 9999

310 -- $a Monthly, $b Jan. 2000-
588 -- $a Description based on: May/June 1998; title from cover.

Answers for Set A (no. 4)

4. Answer: This is a numbering change.

FF:  Freq ■  
     Regl ■  DtSt c  Dates 1943, 9999

362 1- $a Began in 1943. Numbering started over with no. 1 (July 1953).
588 -- $a Description based on: Vol. 2, No. 1 (July 1944); title from cover.
Session 6: Answers to Exercises

Answers for Set A (no. 5)

5. Answer: This is a cessation.

FF:  
Freq ■
Regl ■
DtSt d Dates 1999, 2007

362 1- $a Began with: no. 38 (winter 1999); ceased in 2007.

588 -- $a Description based on: No. 40 (summer 1999); title from cover.

588 -- $a Latest issue consulted: No. 70 (winter 2007).

Answers for Set B: Exercise 1

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012 -- $i 9710 $l 1 $z d
022 0- $a 0888-6121 $2 1
042 -- $a nsdp $a lc
043 -- $a n-us-nc
050 00 $a GR110.N8 $b N49 $u <AFC>
082 1- $a 390 $2 11
210 0- $a News. N.C. Folk. Soc.
222 -0 $a Newsletter of the North Carolina Folklore Society
245 00 $a Newsletter of the North Carolina Folklore Society.
Session 6: Answers to Exercises

Set B: Example 1 (continued)

260 -- $a Boone, NC : $b North Carolina Folklore Society, $c 1977-
300 -- $a v. ; $c 28 cm.
310 -- $a 3 or 4 no. a year, $b 1986-
321 -- $a Irregular, $b 1977-1985
362 0- $a Vol. 1, no. 1 (5 Feb. 1977)-

500 -- $a Title from caption.
515 -- $a Some issues do not have a numeric designation.

650 -0 $a Folklore $z North Carolina $v Periodicals.
610 20 $a North Carolina Folklore Society $v Periodicals.
651 -0 $a North Carolina $x Social life and customs $v Periodicals.
710 2- $a North Carolina Folklore Society.
850 -- $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV

Answers for Set B: Exercise 2

Type a  ELvl l  Srce d  GPub  Ctrl  Lang  eng
BLvl s  Form  Conf  Freq  MRec  Ctry  ilu
S/L 0  Orig  EntW  Regl  Alph
Desc a  SrTp p  Cont  DtSt c  Dates 1988,9999

245 00 $a Conscious choice.
260 -- $a Chicago, IL : $b Conscious Choice
300 -- $a v. ; $b ill. ; $c 35 cm.
310 -- $a Monthly, $b <Feb. 2007->
321 -- $a Bimonthly, $b 1988-
500 -- $a "Resources for responsible decision making."
588 -- $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992); title from cover.
588 -- $a Latest issue consulted: Vol. 20, No. 2 (February 2007).
Session 6: Answers to Exercises

Set B: Exercise 2 (continued)

650 -0 $a Holistic medicine $v Periodicals.
650 -0 $a Alternative medicine $v Periodicals.
650 -0 $a Health $v Periodicals.
650 -0 $a Social ecology $v Periodicals.

Answers for Set B: Exercise 3

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042 -- $a nsdp $a lc
043 -- $a n-us---
050 00 $a AP2 $b .E165
210 0- $a Ebony
222 -0 $a Ebony
245 00 $a Ebony.
Session 6: Answers to Exercises

Set B: Exercise 3 (continued)

260 -- $a [Chicago, $b Johnson Pub. Co., etc.]
265 -- $a 820 South Michigan Ave., 60605
300 -- $b ill., ports. $c 35 cm.
350 -- $a $10.00 (U.S.) $a $11.00 (foreign)
362 0- $a v. 1- Nov. 1945-
515 -- $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650 -0 $a African Americans $v Periodicals.
780 05 $t Black world magazine

Answers for Set B: Exercise 4

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010 -- $a sn86012860
022 -- $a 0009-0875 $2 z
040 -- $a MnMULS $c MnMULS $d CU-UC $d RCS $d AIP $d NST
042 -- $a nsdp
210 0- $a Ceylon med. j.
222 -0 $a Ceylon medical journal
245 00 $a Ceylon medical journal.
Session 6: Answers to Exercises

Set B: Exercise 4 (continued)

260 -- $a Colombo, $b Sri Lanka Medical Association.
362 0- $a new series, v. 1- May 1952-
500 -- $a Published 1952- by: Ceylon Medical Association.
650 -0 $a Medicine $v Periodicals.
710 2- $a Ceylon Medical Association.
710 2- $a Sri Lanka Medical Association.
780 02 $a British Medical Association. Ceylon Branch. $t Journal

Answers for Set B: Exercise 5

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010 -- $a 81640658 $z sc78000900 $z sn78004685
022 0- $a 0161-7370 $2 1
042 -- $a lc $a nsdp
050 00 $a AP2 $b .P8
082 -- $a 505

130 0- $a Popular science (New York, N.Y.)
210 0- $a Pop. sci. $b (N.Y. N.Y.)
222 -0 $a Popular science $b (New York, N.Y.)
245 00 $a Popular science.
246 13 $a Popular science monthly
Session 6: Answers to Exercises

Set B: Exercise 5 (continued)

265 -- $a Popular Science, Box 2871, Boulder, CO 80322
300 -- $a v. : $b ill. ; $c 24-29 cm.
310 -- $a Monthly
362 0- $a [Vol. 157, no. 1] (July 1950)-
500 -- $a Title from cover.
500 -- $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530 -- $a Available also in microform.
650 -o $a Science $v Periodicals.
650 -0 $a Technology $v Periodicals.
650 2 $a Science $v periodicals.
650 2 $a Technology $v periodicals.
780 00 $t Popular science monthly (New York, N.Y. : 1900)
       $w (DLC)01008317 $w (OCoLC)4179801
936 -- $a Vol. 228, no. 3 (Mar. 1986) LIC

---

Answers for Set B: Exercise 6

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<td>Dates</td>
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010 -- $a 55019956/r84
022 0- $a 0048-9239 $2 1
037 -- $b Benjamin Franklin Literary & Medical Society,
       1100 Waterway Blvd., P.O. Box 567, Indianapolis, IN 46202
042 -- $a lc $a nstdp
050 00 $a AP2 $b .S2
082 0- $a 051 $2 19
130 0- $a Saturday evening post (Philadelphia, Pa. : 1839)
210 0- $a Saturday evening post $b (1839)
222 -4 $a The Saturday evening post $b (1839)
245 14 $a The Saturday evening post.
Session 6: Answers to Exercises

Set B: Exercise 6 (continued)

246 10 $a United States Saturday post
260 -- $3 1839- : $a Philadelphia : $b G. Graham, $c 1839-
260 3- $3 <2003- > : $a Philadelphia : $b Benjamin Franklin Literary
& Medical Society

300 -- $a v. : $b ill. ; $c 27-79 cm.
310 -- $a Bimonthly, $b <Nov./Dec. 1991->
321 -- $a Frequency varies, $b 1839-<July/Aug. 1980>
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-

Set B: Exercise 6 (continued)

500 -- $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. :
Saturday Evening Post Society, 1971-
500 -- $a Some numbers around 1842-1843 have title: United
States Saturday post.
500 -- $a Title from caption.
515 -- $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.
515 -- $a Vol. numbering changed from v. 77 to v. 170, no. 31
with Jan. 29, 1898 issue.
515 -- $a Suspended publication Feb. 9, 1969-spring 1971.
515 -- $a Issues for summer and autumn 1971 unnumbered
but constitute v. 243, no. 1-2.
Session 6: Answers to Exercises

Set B: Exercise 6 (continued)

651 -0 $a Philadelphia (Pa.) $v Newspapers.
752  -- $a United States $b Pennsylvania $c Philadelphia
       $d Philadelphia.
780  00 $t Atkinson's evening post and Philadelphia Saturday
       news $w (OCoLC)10312674 $w (DLC)sn 84026167
780  05 $t Country gentleman $x 0147-4928 $w (DLC) 77649610
       $w (OCoLC)3175159

Answers for Set B: Exercise 7

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<td></td>
<td>$b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637</td>
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<td></td>
</tr>
<tr>
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<td>$a 708 $2 12</td>
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<td>$a The Smart Museum of Art bulletin</td>
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<tr>
<td>245</td>
<td>04</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>$a The Smart Museum of Art bulletin.</td>
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Session 6: Answers to Exercises

Set B: Exercise 7 (continued)

260 -- $a Chicago, Ill. : $b The Museum, University of Chicago, $c c1997-
300 -- $a v. : $b ill. ; $c 28 cm.
310 -- $a Annual
362 0- $a Vol. 7 (1995-1996)-
650 -0 $a Museums $z Illinois $z Chicago $v Periodicals.
610 20 $a David and Alfred Smart Museum of Art $v Periodicals.
710 2- $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233

Answers for Set C: Exercise 1

Type a ELvl I Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq f MRec Ctry ie
S/L 0 Orig EntW Regl r Alph
Desc a SrTp p Cont DtSt d Dates 1969,1986

040 -- $a YUS $c YUS $d NYG $d HUL
022 -- $a 0047-1437
043 -- $a e-ie---
090 -- $a CS2410 $b .I73
092 -- $a 929.109415 $b I68
245 04 $a The Irish ancestor.
260 -- $a [Dublin : $b s.n., $c 1969-
300 -- $a v. : $b ill. ; $c 24 cm.
### Set C: Exercise 1 (continued)

310  --  $a Semiannual
362 0-  $a Vol. 1, no. 1 (1969)-
**362 1-**  $a Ceased in 1986.  

500  --  $a Title from cover.  
525  --  $a Some numbers accompanied by supplements.  
651 -0  $a Ireland $x Genealogy $v Periodicals.

### Answers for Set C: Exercise 2

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010  --  $a sc80001467  
040  --  $a COO $c COO $d HUL $d DLC $d NSD $d OCL $d NST  
$d HUL $d NST  
022 0-  $a 0278-3614 $2 1  
041 0-  $a eng $a fre  
042  --  $a lc $a nsdp  
043  --  $a e-fr---  
090  --  $a JV1801 $b .F87  
210 0-  $a Fr. colon. stud.  
222 0-  $a French colonial studies  
245 00  $a French colonial studies.
Session 6: Answers to Exercises

Set C: Exercise 2 (continued)

246 11 $a Etudes coloniales françaises $f spring 1977
260 -- $a [s.l.] $b French Colonial Historical Society,
   $c 1977-86.
300 -- $a 3 no. $c 22 cm.
310 -- $a Annual
362 0- $a no. 1-3.

500-- $a Spring 1977 issue has title also in French:
   Etudes coloniales françaises.
546 -- $a English or French.
710 2- $a French Colonial Historical Society.
### Session 7: Answers to Exercises

#### Exercises: Part A

1. Autograph Collector →
   Autograph Collector's Magazine  
   **No: Cat. ix**

2. Report on Public Policy →
   Report for Public Policy  
   **No: Cat. ii**

3. China Telex & Fax Directory →
   China Fax & Telex Directory  
   **Yes: reorder of 1st 5 words (no exceptions)**

4. CONSER Program annual report →
   Annual report of the CONSER Program  
   **No: Cat. iii**

#### Exercises: Part A (continued)

   Annual Report for the Fiscal Year 1998  
   **No: Cat. vi**

6. Annuaire des Statistiques →
   Yearbook of Statistics  
   **No: Cat. v**

7. Year Book →
   Yearbook  
   **No: Cat. i**

8. Television monthly →
   TV monthly  
   **No: Cat. i**
Exercises: Part A (continued)

   Yes: Change in first 5 words (no exceptions)

10. Guidebook for France, Italy and Spain → Guide Book for France and Italy
    Yes: Change in scope

    No: Cat. iii

12. Guide to travel in …
    No: Cat. viii

Answers for Exercises: Part B, Exercise 1

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<tr>
<td>785 00 $t Journal of the Illinois State Historical Society $w …</td>
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<td>260 -- $a Springfield, Ill. : $b Illinois State Historical Society</td>
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<tr>
<td>362 1- $a Began with: volume 91, no. 2 (summer 1998).</td>
<td></td>
</tr>
<tr>
<td>588 -- $a Description based on volume 91, no. 2 (summer 1998); title from t.p.</td>
<td></td>
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<tr>
<td>588 -- $a Latest issue consulted: Volume 91, no. 2 (summer 1998).</td>
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<td>780 00 $t Illinois historical journal $w …</td>
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### Answers for Exercises: Part B, Exercise 2

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<td>260 -- $a Paradise, CA : $b Dustbooks, $c 1975-</td>
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<td>362 0- $a 5th (1975)-</td>
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<tr>
<td>580 -- $a Continued by a publication with the same title issued in CD-ROM format.</td>
</tr>
<tr>
<td>785 00 $t Small press record of books in print $w ...</td>
</tr>
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</table>

<table>
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<tr>
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<tr>
<td>260 -- $a Paradise, CA : $b Dustbooks</td>
</tr>
<tr>
<td>300 -- $a CD-ROMs</td>
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<tr>
<td>580 -- $a Continues a publication with the same title issued in paper format.</td>
</tr>
<tr>
<td>780 00 $t Small press record of books in print $w ...</td>
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### Answers for Exercises: Part B, Example 3

245 00 $a Popular mechanics magazine.  
246 1- $i Issues for Aug. 1959- have title: $a Popular mechanics
Appendix G: MARC TAGGING AND SERIALS

This appendix consists of two parts:

Part A. Commonly-used serial tags
Part B. Coding needed to complete exercises

PART A. COMMONLY-USED SERIAL TAGS

Following is a selected list of MARC tags that are frequently used in serial records or that will be found in CONSER records. Consult the CONSER Editing Guide or other documentation for a complete list and instructions on their use.

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<td>Physical description fixed field (used primarily for microforms and e-serials)</td>
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<tr>
<td>008/leader</td>
<td>Fixed field display found in workforms on OCLC or local systems; serials fixed field is used for all printed serials, microforms, and computer files that are textual; for serial maps, sound recordings, etc. the map, etc. 008 is used with a serial 006</td>
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<td>LC control number (used in CONSER records)</td>
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<td>042</td>
<td>CONSER authentication field</td>
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<td>050</td>
<td>LC classification number</td>
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<tr>
<td>111</td>
<td>Main entry—conference heading</td>
</tr>
<tr>
<td>130</td>
<td>Main entry—uniform title (frequently used for conflicting titles)</td>
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<td>210</td>
<td>Abbreviated title (contains the abbreviation of the title used in abstracting and indexing services)</td>
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<tr>
<td>222</td>
<td>Key title (assigned by ISSN centers)</td>
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<td>240</td>
<td>Uniform title (used when there is a corporate body main entry and a uniform title is needed)</td>
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<td>245</td>
<td>Title statement</td>
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<tr>
<td>246</td>
<td>Varying form of title (used for other forms of the title and for minor changes on subsequent issues)</td>
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<td>247</td>
<td>Former title (used in latest entry records and in records for integrating resources)</td>
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<td>Edition statement (used only when the entire serial is part of an edition)</td>
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<td>Publishing statement (note that beginning date is omitted if first and/or last piece is not in hand)</td>
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<td>300</td>
<td>Physical description</td>
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<td>310/321</td>
<td>Current and former frequency</td>
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<td>-----------------------------------------------------------------------------</td>
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<td>515</td>
<td>Numbering peculiarities (used when considered important)</td>
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<td>516</td>
<td>Type of computer file (used for serials for file formats, etc.)</td>
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<td>Supplement note (used when the supplements are not named or are not cataloged separately)</td>
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<td>533</td>
<td>Reproduction note (when used, this is the last 5XX note)</td>
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<td>538</td>
<td>System details note (for electronic resources)</td>
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<td>Language note</td>
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<td>Issuing bodies note (used for changes of issuing body on subsequent issues and other notes relating to corporate bodies)</td>
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<td>580</td>
<td>Linking entry complexity note (used for complex links, such as mergers and splits and relationships to other works when title is not known)</td>
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<tr>
<td>6XX</td>
<td>Subject headings (generally kept broad for serials)</td>
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<td>Added entry--Corporate body (frequently used for issuing bodies)</td>
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<td>730</td>
<td>Added entry—Uniform title (used for related resources separately cataloged)</td>
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<td>Added entry—Uncontrolled related/analytical title (used for named resources not separately cataloged or named portions of the serial)</td>
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<td>Links to supplements or special issues/parent record</td>
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<td>Links to other editions</td>
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<td>776</td>
<td>Links to other physical formats</td>
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<td>780/785</td>
<td>Links to earlier title/later title</td>
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<td>Electronic location and access</td>
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<td>936</td>
<td>CONSER variable length field (formerly used by CONSER to indicate latest issue consulted (LIC), and currently to provide notes relating to the record)</td>
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PART B. CODING NEEDED TO COMPLETE EXERCISES

PUBLICATION STATUS (008/06)
(All Materials)

Codes

c Currently published status
d Dead status
u Unknown status

FREQUENCY (008/18 006/01))
REGULARITY (008/19 006/02)
(Serial)

Frequency codes
blank No determinable frequency (irregular)
a Annual
b Bimonthly (every two months)
c Semiweekly (twice a week)
d Daily
e Biweekly (every two weeks)
f Semiannual (twice a year)
g Biennial (every two years)
h Triennial (every three years)
i Three times a week
j Three times a month
m Monthly
q Quarterly
s Semimonthly (twice a month)
t Three times a year
u Unknown
w Weekly
z Other frequencies

Regularity codes

r Regular

n Normalized irregular
x Completely irregular
u Unknown
**TYPE OF SERIAL (008/21 006/04)**
(Serial)
Codes

- **blank**: None of the following
- **m**: Monographic series
- **n**: Newspaper
- **p**: Periodical

### 246 INDICATOR CHART FOR SERIALS

First indicator = Title added entry  
Second indicator = Type of title

<table>
<thead>
<tr>
<th>Type of variant title</th>
<th>1st ind.</th>
<th>2nd ind.</th>
<th>#i usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>At head of title note</td>
<td>1</td>
<td></td>
<td>i</td>
</tr>
<tr>
<td>Expanded titles (formerly 212)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fluctuating titles</td>
<td>1</td>
<td></td>
<td>i</td>
</tr>
<tr>
<td>Incorrect titles</td>
<td>1</td>
<td></td>
<td>i</td>
</tr>
<tr>
<td>Other title information</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Parallel title (from 245)</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Parallel title (not from 245)</td>
<td>1</td>
<td></td>
<td>i</td>
</tr>
<tr>
<td>Portion of title</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Title a.e./LCRI 21.30J (for spelled out forms, etc.)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variant titles on piece</td>
<td>1</td>
<td>2-8</td>
<td></td>
</tr>
<tr>
<td>2 = distinctive title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 = other title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 = cover title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 = added title page title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 = caption title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 = running title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 = spine title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variations of title not considered to be title changes</td>
<td>1</td>
<td></td>
<td>i</td>
</tr>
</tbody>
</table>
780 PRECEDING ENTRY (Repeatable)

First indicator--Note controller

0 Display note
1 Do not display note

Second indicator--Type of relationship

0 Continues
1 Continues in part
2 Supersedes [Pre-AACR2]
3 Supercedes in part [Pre-AACR2]
4 Formed by the union of ... and ...
5 Absorbed
6 Absorbed in part
7 Separated from

785 SUCCEEDING ENTRY (Repeatable)

First indicator--Note controller

0 Display note
1 Do not display note

Second indicator--Type of relationship

0 Continued by
1 Continued in part by
2 Superseded by [Pre-AACR2]
3 Superseded in part by [Pre-AACR2]
4 Absorbed by
5 Absorbed in part by
6 Split into ... and ...
7 Merged with ... to form: ...
8 Changed back to [Pre-AACR2]
<table>
<thead>
<tr>
<th>MARC Tag</th>
<th>Descriptive Element</th>
<th>Instructions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>006</td>
<td>Additional material characteristics</td>
<td>Only first byte required</td>
<td>“Form of material”</td>
</tr>
<tr>
<td>007 $a $b</td>
<td>Physical characteristics</td>
<td>Only $a and $b required</td>
<td>“Category of material” and “Specific material designation”</td>
</tr>
<tr>
<td>008/22</td>
<td>Form of original item</td>
<td>Required only for original microforms. Not required to code for newspapers, e-resources, etc.</td>
<td></td>
</tr>
<tr>
<td>008/18-19</td>
<td>Frequency/Regularity</td>
<td>Required in nsdp authenticated records.</td>
<td>(OCLC fixed field default = fill character) If updating copy, prefer replace existing codes with updated codes</td>
</tr>
<tr>
<td>008/29</td>
<td>Conference pub</td>
<td>Not required</td>
<td>(OCLC fixed field default = fill character)</td>
</tr>
<tr>
<td>041 $a</td>
<td>Language</td>
<td>When recording multiple languages, only $a required</td>
<td>Make notes in 546 about summaries, translations, etc.</td>
</tr>
<tr>
<td>130</td>
<td>Uniform title main entry</td>
<td>Required only for monographic series and generic titles. Not required to differentiate from another serial</td>
<td></td>
</tr>
<tr>
<td>130/240</td>
<td>Uniform title</td>
<td>Required only for collocating (e.g., for legal materials). Do not create for translations or language editions</td>
<td>Make added entry instead (730/740) in addition to linking field (765 or 775)</td>
</tr>
<tr>
<td>245 $b</td>
<td>Other title information</td>
<td>Not required</td>
<td>Option: Transcribe if needed to clarify or support title proper</td>
</tr>
<tr>
<td>245 $b</td>
<td>Parallel title, initialism/acronym</td>
<td>Not required</td>
<td>Record instead in 246 11 for parallel title, 246 1[blank] for initialism/acronym</td>
</tr>
<tr>
<td>245 $c</td>
<td>Statement of responsibility</td>
<td>Not required</td>
<td>Assume usage is being recorded in the name authority record; exception: If no authority record is being created/updated, then transcribe</td>
</tr>
<tr>
<td>246</td>
<td>Variant title</td>
<td>See notes for indicator codes</td>
<td>Parallel titles: 246 11; Minor title changes: 246 1[blank] $i [note] $a [variant title]; All other variant titles: 246 1[blank] $a [variant title] $f [associated vols. or dates]</td>
</tr>
<tr>
<td>260 $c</td>
<td>Date of publication</td>
<td>Not required</td>
<td>Supply instead in preferred 362 unformatted note</td>
</tr>
<tr>
<td>300 $a</td>
<td>Extent of publication</td>
<td>Required for tangible, non-print formats only</td>
<td></td>
</tr>
<tr>
<td>310</td>
<td>Current frequency</td>
<td>Required if known</td>
<td></td>
</tr>
<tr>
<td>321</td>
<td>Former frequency</td>
<td>Not required</td>
<td>If updating copy, maintain and do not delete</td>
</tr>
<tr>
<td>362</td>
<td>Numbering</td>
<td>Required if known Use indicator value “1” only</td>
<td>Use note form “Began …” and/or “Ceased …”. Transcribe data as found or use AACR2 standard abbreviations (either method is acceptable)</td>
</tr>
<tr>
<td>490</td>
<td>Series statement</td>
<td>Required if applicable when series added entry is not included</td>
<td>When a series added entry is included, provide the authorized form in the bibliographic record using the 8XX field.</td>
</tr>
<tr>
<td>515</td>
<td>Numbering peculiarities</td>
<td>[Optional]</td>
<td>Option: Use this field to record changes in numbering, new series, etc.</td>
</tr>
<tr>
<td>530</td>
<td>Additional format</td>
<td>Not required</td>
<td>Use 776 $i instead when a record for the other format exists</td>
</tr>
<tr>
<td>538</td>
<td>System details note</td>
<td>For direct access resources:</td>
<td>Only required: Type of operating system, type of PC if necessary</td>
</tr>
<tr>
<td>538</td>
<td>System details note</td>
<td>For remote access resources:</td>
<td>Only required if resource is accessed other than by the World Wide Web</td>
</tr>
<tr>
<td>538</td>
<td>System details note</td>
<td>For a resource that is part of the Registry of Digital Masters:</td>
<td>Retain information about digitization standards in the record</td>
</tr>
<tr>
<td>550</td>
<td>Issuing body note</td>
<td>Not required</td>
<td>Exception: Add a 550, or include subfield $3 (applicable date) for the 710 field, to bib record for changes in responsibility over time</td>
</tr>
<tr>
<td>588</td>
<td>Source of description notes</td>
<td>Always record: DBO (even if first issue) + source of title (even if t.p.), LIC (even if one issue)</td>
<td>Exception: Source of title is not required in derived records. Transcribe designation as found or use AACR2 standard abbreviations</td>
</tr>
<tr>
<td>730/740</td>
<td>Title added entry</td>
<td>If no 7xx linking field is present, record as usual; otherwise, not required</td>
<td>Exception: Record both 7xx linking field and 730/740 for language editions and translations</td>
</tr>
<tr>
<td>76X-78X</td>
<td>Linking fields</td>
<td>Record as usual</td>
<td>Exception: 773, 774, or 787 fields not required</td>
</tr>
<tr>
<td>856</td>
<td>Electronic access</td>
<td>Record as usual</td>
<td>Use only generally-accessible URIs</td>
</tr>
</tbody>
</table>

**Appendix H**

SCCTP

**Trainee Manual**

**CONSER Standard Record: Cheat Sheet for Catalogers**

**rev 05/20/2010**
Appendix I: Evaluation Form

Your reactions to this workshop will help us in planning future programs. Thank you for your assistance.

Name/institution: (Optional) ___________________________________________
Trainers: _________________________________________________________
Sponsor: __________________________________________________________
Place and date: ____________________________________________________

Please circle the words that most nearly reflect your response to the statement.

1. The presenters were well organized and informative.  
   strongly disagree  disagree  neutral  agree  strongly agree
2. The workshop content was relevant to my work.  
   strongly disagree  disagree  neutral  agree  strongly agree
3. I gained useful information in the sessions.  
   strongly disagree  disagree  neutral  agree  strongly agree
4. The exercises fit the material presented.  
   strongly disagree  disagree  neutral  agree  strongly agree
5. I had ample opportunity to raise questions during the sessions.  
   strongly disagree  disagree  neutral  agree  strongly agree
6. I had ample opportunity to raise questions during the exercises review.  
   strongly disagree  disagree  neutral  agree  strongly agree
7. The overall workshop met my personal expectations.  
   strongly disagree  disagree  neutral  agree  strongly agree

8. Please tell us what you found to be most helpful in the workshop.

9. Were any topics not covered that you expected to be presented?

(Over)
10. How could we improve the content or other aspects of this workshop?

11. What topics would you like to see covered in future workshops?