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M5.1   GENERAL POLICY
Abbreviations used:

BR = bibliographic record
LCDB= Library of Congress database
SAR = series authority record

The LC policy on series, implemented on June 1, 2006, is to <u>analyze in full</u>, <u>classify separately</u>, and <u>not provide a controlled series access point</u>. The pertinent sections of DCM Z1 (*Name and Series Authority Records*) have been updated to reflect this policy. See M5.6 for exceptions to the general policy to analyze in full and classify separately.

M5.1.1   Series Authority Records
Do not consult, modify, or create any SARs when preparing or updating BRs for LC.

Exception: Consult series authority records when searching to determine if there is a conflict in the database to ensure unique authorized access points for entities.

M5.1.2   Bibliographic Records

M5.1.2.1   BR is original LC cataloging
Give the series data elements (title proper, parallel titles, other title information, statement of responsibility, ISSN, numbering) in a 490 0# field. Do not provide a controlled series access point.

M5.1.2.2   BR is not original LC cataloging
Accept the series fields as given.

M5.1.2.3   File maintenance and other matters
See the appropriate section of M5 for instructions.

M5.2   SERIES AND CIP PARTNER RECORDS
Bibliographic records created by CIP partner libraries may contain controlled series access points. LC accepts that treatment but does not search the series or confirm authority work.

M5.3   SERIES AND COPY CATALOGING RECORDS
Bibliographic records imported by LC for copy cataloging may contain controlled series access points. LC accepts that treatment but does not search the series or confirm authority work. LC does confirm the presence and accurate transcription of the series statement for the resource on hand.

M5.4   BIBLIOGRAPHIC FILE MAINTENANCE
Do not change 440 or 8XX fields for series access points when performing BFM for existing cataloging records in the LCDB that reflect LC's series policy prior to June 1, 2006. Other fields, including the 490 field may be updated as needed.

Some records for resources in a monographic series may contain two classification numbers in the 050 field in accordance with LC's practices prior to June 1, 2006. Do not change these classification numbers if they were correct when originally assigned (cf. CSM F 170).

Examples:

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050 00 $a QH301 $b .C5 no. 586 $a GC511

050 00 $a D1 $b .A25 no. 5, etc. $a BR735
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Note: Change requests for CIP partner records will be handled in USPRLL/CIPDEW.

M5.5   AUTHORITY RECORD UPDATES AND DELETIONS
If the heading in a name authority record is changed and there are associated any SARs that also require updating, contact the Policy, Training, and Cooperative Programs Division (PTCP) (policy@loc.gov) to update the SARs.

LC catalogers serving as NACO liaisons and PTCP will answer questions from PCC participants about creating and updating series authority records. The PCC participants, rather than LC staff, should create and update the authority records.

ABA will delete duplicate SARs reported by PCC participants. PTCP will delete duplicate SARs reported by non-PCC libraries; PTCP will process error reports and answer questions from these libraries if doing so does not involve research or retrieval of volumes, etc.

M5.6   EXCEPTIONS TO THE GENERAL LC SERIES POLICY

M5.6.1   Not Analyzed/Classified As a Collection
The following categories will not be analyzed and will be classified as a collection; SARs will not be consulted, created, or updated:

M5.6.1.1   Numbered multipart monographs with all parts lacking analyzable titles
1) create and update a collected set record for the multipart monograph as a whole;
2) classify together.

M5.6.1.2   2A cataloging
Unnumbered multipart monographs cataloged per "2A cataloging" guidelines ("2A cataloging" is a local LC practice to create a made-up collected set record for an unnumbered multipart monograph, assigning numbers to parts as received):

1) create and update a collected set record for the multipart monograph as a whole;
2) classify together.

M5.6.1.3   Auction and sales catalogs
1) create or update the serial collected set record for the catalogs using a made-up title;
2) analyze and classify separately an individual catalog only if identified by a selection officer as of particular interest;
3) classify together.

M5.6.1.4   Legal multipart monographs identified by LC's Law Library
1) create and update collected set record for the multipart monograph as a whole;
2) give author-title added entries;

3) classify together.

M5.6.2   Not Analyzed/Not Classified

Technical report series identified by LC's Science, Technology, and Business Division or LC's Asian Division and shelved in those divisions will <u>not be analyzed</u> and <u>will not be classified</u>; series authority records will not be consulted, created, or updated:

1) create and update a local serial record;
2) do not assign a call number (shelved in ST&B and in Asian).

M5.6.3   Analyzed in Full/Classified As a Collection

The following categories will be <u>analyzed in full</u> but will be <u>classified as a collection</u>; series authority records will not be consulted, created, or updated:

M5.6.3.1   Scholarly collections of music historical sources eligible to be classified together in M2

1) create and update collected set record for the multipart monograph or monographic series as a whole;
2) analyze in full and give series statement in a 490 0# field or pass through series information in cataloging copy;
3) classify together in M2.

M5.6.3.2   "Web access to monographic series" project for social sciences resources

1) create and update serial collected set record for the monographic series as a whole;
2) analyze each volume via program; give series statement in 490 0# field or pass through series information in cataloging copy;
3) classify together.

M5.6.3.3   Microform sets

1) create and update collected set record for the multipart monograph or monographic series as a whole;
2) analyze in full and give series statement in a 490 0# field or pass through series information in cataloging copy;
3) classify together (one shelf number for the set as a whole).

M5.6.3.4   Proceedings of a single conference published in more than one volume with analyzable volume titles

1) create and update collected set record for the multipart monograph as a whole;
2) analyze each volume; give series statement in 490 0# field or pass through series information in cataloging copy;
3) classify together.

M5.6.3.5   Legal monographic series and multipart monographs identified by LC's Law Library

1) create and update collected set record for the multipart monograph or monographic series as a whole;

2) analyze in full and give series statement in a 490 0# field or pass through series information in cataloging copy;
3) classify together.

M5.6.4   **Analyzed in Full: Applies to Analyzable Parts/Classified As a Collection**

Complete editions of collected works of individual composers (classified as M3) will be analyzed in full: applies to analyzable parts and will be classified as a collection; series authority records will not be consulted, created, or updated.

1) Create or update the collected set record for the multipart monograph.
2) Analyze a part only if it meets one of the following criteria:

   a) A single part (in one or more physical volumes) contains a single musical work or a single excerpt from a work.
   b) A single part (in one or more physical volumes) contains two musical works or two excerpts from one or two works.
   c) A single part (in one or more physical volumes) contains three or more musical works or three or more excerpts from three or more works and copy exists where each work has an analytical added entry which is validated by an already existing authority record.

   "Musical work" as applied here includes either a musical composition that is a single unit intended for performance as a whole, or a set of musical compositions with a group title (not necessarily intended for performance as a whole), or a group of musical compositions with a single opus number.

   In an analytic record, give series statement(s) in 490 0# field(s) or pass through series information in cataloging copy.

   For a non-analyzable part, create only item record and link it to the collected set bibliographic record.

3) Classify together in M3.

M5.6.5   **Not Analyzed/Classified As a Collection (Applies to Acquisitions)**

Already cataloged numbered monographic series assigned "not analyzed/classified as a collection" decisions prior to June 1, 2006 applies to acquisitions staff; this category is included here for information:

1) follow check-in procedures for issues of serials
2) forward issues to custodial divisions.

M5.6.6   **BRs Not Yet in LCDB**

Previously existing BRs not yet in the LCDB that are now being newly input will reflect the series decisions (i.e., presence or absence of controlled series access point; a classed-separately or a classed-as-a-collection call number) at the time the resource was cataloged originally.