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# **SERIES TRAINING FOR PCC PARTICIPANTS**

**Series Statements and Series Authority Records**

**Session 4: Recording Series Attributes**

**Program for Cooperative Cataloging  
Standing Committee on Training**

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# **Series Statements and Series Authority Records**

## **Session 4: Recording Series Attributes**

### **Summary**

This session covers the details of recording series attributes as separate elements in various MARC 21 fields in a Series Authority Record (SAR). This session does not cover recording series attributes as part of the authorized access point.

### **Objectives**

At the end of this session you should be able to:

- Understand the functions of various MARC 21 fields within the series authority record
- Delineate which elements are considered to be core elements
- Accurately code the MARC 21 fields and subfields appropriate to series authority records



## Table of Contents

Elements That Can be Recorded in Either Work or Expression Records .....	1
Source Consulted .....	1
RDA Instructions .....	1
Recording the Source Consulted Using the 670 Field .....	2
Subfield \$a .....	2
Subfield \$b .....	2
Subfield \$u within 670 .....	3
Recording the Source Consulted Using the \$u/\$v Technique .....	4
Subfield \$v - Source of Information .....	5
Subfield \$u – Uniform Resource Identifier .....	5
670 or \$u/\$v?.....	5
Source Data Not Found .....	5
Recording Field 675 (Source Data Not Found).....	6
Cataloger’s Note .....	6
Recording Field 667 (Nonpublic General Note).....	7
Some Examples of the Types of Information that may be Contained in the 667 Field .....	7
Instances where a series has more than three consecutive publishers: .....	7
Instances where publishers alternate responsibility .....	8
Instances where a numbered series is published in two languages (in non-parallel language editions) by different publishers.....	8
Instances where a publisher has offices in more than one location and that publisher publishes different volumes of the same series .....	8
Instances where an invalid or incorrect ISSN has been associated with a series.....	9
Instances where you are not sure about some aspect of the SAR and you want another cataloger to investigate with the next volume .....	9
Instances where there has been a change in the qualifier, but the SAR is the same.....	9
Instances where it is important to address other title information .....	9
Instances where “instructions” are given in the SAR for a series-like phrase .....	10
Instances where the statement is an unnumbered restatement of the issuing body’s or commercial publisher’s name, combined with a generic term .....	10
Instances where there is no SAR for one half of an Earlier/Later relationship .....	10

Instances where the physical carrier and/or medium varies within the series.....	11
Instances where there is a difference in the title of the SAR, but the change is “minor” .....	11
Instances where a SAR should not have been made, but a SAR exists.....	11
Undifferentiated Personal Name .....	12
Status of Identification.....	12
ISSN .....	13
Recording Field 022 (International Standard Serial Number).....	13
\$a - International Standard Serial Number .....	14
\$l - ISSN-L .....	14
\$m - Canceled ISSN-L .....	15
\$y - Incorrect ISSN .....	15
\$z - Canceled ISSN .....	15
Elements That Can be Recorded in Work Records .....	17
Form of Work .....	17
Recording 008/12: Type of Series .....	17
Recording Field 380 (Form of Work).....	18
\$2 - Source of term .....	19
Date of Work.....	19
Recording Field 046 (Special Coded Dates) .....	19
\$k - Beginning or single date created .....	19
\$l - Ending date created .....	20
\$2 - Source of date scheme .....	20
Place of Origin of the Work.....	20
Recording Field 370.....	20
\$g – Place of origin of the work .....	20
\$s – Start period .....	21
\$t – End period.....	21
\$u - Uniform Resource Identifier .....	21
\$v - Source of information .....	21
Other Distinguishing Characteristic of the Work .....	21
Recording Field 381.....	22
\$a - Other distinguishing characteristic .....	22

\$2 - Source of term .....	22
History of the Work.....	23
Recording Field 678.....	23
Identifier for the Work.....	24
Recording the 010.....	24
\$a - Valid LC control number .....	24
\$z - Canceled or invalid LC control number, including invalid NUCMC numbers .....	24
\$8 - Field link and sequence number .....	24
Elements That Can be Recorded in Expression Records.....	25
Date of Expression .....	25
Recording Field 046 (Special Coded Dates) .....	25
\$k - Beginning or single date created .....	25
\$l - Ending date created .....	26
\$2 - Source of date scheme .....	26
Language of Expression.....	26
Recording Field 377.....	27
Other Distinguishing Characteristic of an Expression .....	28
Recording Field 381.....	28
Identifier for the Expression .....	29
Recording Field 010.....	29
\$a - Valid LC control number .....	29
\$z - Canceled or invalid LC control number, including invalid NUCMC numbers .....	29
\$8 - Field link and sequence number .....	29
Non-RDA Elements and MARC Coding Issues.....	31
Place/Publisher .....	31
Recording Field 643.....	31
\$a - Place .....	32
\$b - Publisher/issuing body.....	32
\$d - Volumes/dates to which place and publisher/issuing body apply .....	33
Elements Related to Recording the Numbering .....	33
008/13.....	33
Series Dates of Publication and/or Sequential Designation (640).....	35

Indicators .....	35
\$a - Dates of publication and/or sequential designation .....	35
\$z - Source of information .....	36
Series Numbering Peculiarities (641).....	36
\$a - Numbering peculiarities note .....	36
\$z - Source of information .....	37
Series Numbering Example (642).....	37
Choice of form of series numbering in the series authorized access point.....	38
Recording national-level and PCC local decisions for form of numbering.....	39
Recording Field 642.....	40
\$a - Series numbering example.....	40
\$d – Issues/parts and dates to which series numbering example applies .....	40
Local Treatment .....	41
Field 644 (Series Analysis Practice) .....	42
Field 645 (Series Tracing Practice) .....	43
Field 646 (Series Classification Practice).....	44
Code “s”- Classed separately .....	44
Code “c”- Classifying as a collection .....	44
Code “m”- Classed with main series .....	46
Filed 050 (Library of Congress Call Number) .....	47
Indicators .....	47
\$a - Classification number.....	48
\$b - Item number .....	48
\$d – Issues or parts/dates to which call number applies.....	49
\$5 - Institution to which field applies .....	49

## Elements That Can be Recorded in Either Work or Expression Records

### Source Consulted

- RDA: 5.8
- MARC: 670; \$u/\$v in other fields

The purpose of the Source Consulted element (MARC field 670 or \$u/\$v in other fields) is to record information about the entity represented in the 1XX field of the authority record. This information may be from bibliographic or non-bibliographic sources (phone calls, emails, web sites, etc.). This information is very important because it includes facts that contribute to the identification of the series, that justify the choice of the elements used to formulate the 1XX series authorized access point and its variant access points, and that clarify relationships between it and other authorized access points in the file.

A sampling of the many uses of field 670 includes:

- storing information that may be used to break a conflict later;
- identifying and associating people, works and time periods;
- facilitating authority and bibliographic file maintenance;
- supporting machine manipulation based on algorithms.

Indicate in series authority records, when appropriate, the source from which the information was derived and the specific location in the source where the information was found.<sup>1</sup>

### RDA Instructions

- 5.8.1.1
- 24.7.1.1

“The source consulted is a resource used in determining the name, title, or other identifying attributes of an entity, or in determining the relationship between entities ... Cite sources used to determine a preferred or variant title, followed by a brief statement of the information found. Identify the specific location within the source where the information was found.”

LC-PCC PSs define this element as core for LC/PCC. According to NACO policy, the first instance of the element in a record (i.e., the first 670) should record information about the resource in hand that initiated creation of the authority record. Additional instances of the Source Consulted element may be recorded if they contribute further to the information already recorded in the authority record. The Source Consulted may be recorded in field 670 or in \$u/\$v of non-access-point fields.

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<sup>1</sup> See *Descriptive Cataloging Manual (DCM) Z1* for comprehensive information about the fields discussed below.

## Recording the Source Consulted Using the 670 Field

Field 670 contains a citation for a consulted source in which information is found related in some manner to the entity represented by the authority record or to related entities. This field may also include the information found in the source. Additionally, the 670 field may include information contained in fields 245\$a, 260/264\$c, and 4XX of the bibliographic record, as well as examples of numbering found on a particular piece. Usage and location information are also recorded in field 670.<sup>2</sup>

### ***Subfield \$a***

Subfield \$a of the 670 field contains a citation for a published work or a description of any source or action that provides information about the series (e.g., a telephone call to a publisher).

The citation for a published work should include enough information to identify the work. In most cases the title proper and imprint date of the resource are sufficient. In some cases, such as in those of works with creators and generic titles, the citation may be preceded by the name of the creator of the work.

Including the date of publication or chronological designation of the source consulted in subfield \$a may be particularly important for series because it provides a time period of publication for the series title. This time period of publication can be helpful in confirming whether two series with similar titles are the same or different, and whether a new SAR should be created.

- When recording dates for monographs, record the date of publication. If the monograph is a multipart and the part is the first part, record the date as an open date.
- When recording dates for serials, record the chronological designation rather than the date of publication, if available; if there is no chronological designation, record the numeric designation and the date of publication.
- When recording dates for integrating resources, record the date of the iteration from which the information is taken (e.g., a “viewed on” date for a website).

LC-PCC policy now defines republications as a type of reproduction (along with reprints, reissues, and facsimiles -- resources equivalent in content to their originals). If the source is a republication, the \$a subfield must also include the type of republication (See also *DCM Z1* instructions for fields 64X).

### ***Subfield \$b***

Subfield \$b includes information the cataloger wants to record about the series, and the location(s) within the resource of the information. There is no prescribed vocabulary, but terms such as “cover,” “title page,” and “series title page” are typical. The location is followed by the information, enclosed in parentheses. Multiple sources from the same resource may be cited within a single 670 field.

---

<sup>2</sup> Unless stated otherwise in the following pages, the indicators are undefined and represented herein by a blank (#)

*Examples:*

670 ## \$a Alain-Fournier. Chroniques et critiques, 1991: \$b title page (Collection "Amor fati")  
 670 ## \$a Voltaire in love, 1960: \$b cover (Penguin biography)

Transcribe names or titles used in the authorized access point or references in full, as they appear in the source, without abbreviation by the cataloger.

If information about an earlier/later name or title is found in the same source as the name or title in the authorized access point, provide all the information in the 670 field.

*Example:*

670 ## \$a Strafvollzug, 1985 \$b t.p. (Rechtsgeschichte) p. 2 (Continues: Veröffentlichungen / Justizministerium Nordrhein-Westfalen)

Data must be recorded in romanized form; the cataloger may also choose to record the data in its original non-roman form.

*Examples:*

670 ## \$a Ho kauchēsiarēs stratiōtēs, 2009: \$b series title page (Seira en kyklō. Archaia grammateia)  
     *or*  
 670 ## \$a Ho kauchēsiarēs stratiōtēs, 2009: \$b series title page (Σειρα εν κυκλω. Αρχαια γραμματεια  
 = Seira en kyklō. Archaia grammateia)

See *DCM Z1, 670*, "Source Data Found" for more information about non-roman script information.

It is important to know specific locations for usages due to the priority order for sources (see *RDA* instruction 2.12.2.2). *RDA* defines "series title page" as 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 resource within the series).

For numbered multipart monographs, include the number of the part with the specific location.

***Subfield \$u within 670***

The 670 may also include subfield \$u. This subfield can be used to provide a Uniform Resource Identifier (URI), such as a URL, for use as a link to an electronic item. It is suggested that catalogers use judgment when including URIs in authority records, as URIs can be subject to rapid change.

Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field. This data is required to support the authorized access point, variant access points, or other elements (and this information will continue to be available if the information on the site given in the URI changes or disappears).

An example from *DCM Z1*:

670 ## \$a Stephen King.com, the official Web site, viewed February 28, 2006 \$b biography, etc.  
 (Stephen Edwin King; born Portland, Maine, 1947) site also includes listings of author's works  
 \$u <http://www.stephenking.com>

When citing in the 670 field information from a database, you may include specific analytic information.

*Example:*

670 ## \$a OCLC, Dec. 13, 2002 [title of analytic] [imprint date of analytic] \$b ([title of series])

Each separate source consulted is recorded in its own 670 field. Note, however, that it is not necessary to record every source consulted. Use judgment in determining which sources are important enough to be cited in the authority record; generally only add sources that add to the information already found in the record. There is no need to add sources that repeat information already known about the series.

The style and punctuation of field 670 can be flexible, as long as the information is presented clearly.

Citations for consulted sources that yield no relevant information are recorded in field 675. The use of field 675 is reserved exclusively for this purpose. By exception, a 670 field rather than a 675 field is used with the phrase "name not given" or "title not given" in the subfield \$b if the name or title in the 1XX is not available in the work being cataloged.

### **Recording the Source Consulted Using the \$u/\$v Technique**

Source Consulted may be recorded for any element except access point fields (1XX, 4XX, 5XX) by appending \$u (Uniform Resource Identifier) and/or \$v (Source of Information) to the end of the field in which the element is recorded. Under PCC policy, subfield \$v may be used alone; if \$u is used it must be accompanied by \$v. 670 fields must be used to support information used as part of an authorized access point in the 1XX and/or a variant access point in the 4XX.

### ***Subfield \$v - Source of Information***

Source of information is the source wherein the information recorded in the element was found.

Record the source of information in subfield \$v in the same way as it would be recorded in \$a of a 670 field. Supply specific citation information (e.g., page number, sub-page of website) in subfield \$v if, in the cataloger's judgment, this greater specificity is needed to find the information within the cited source. For online resources, include the date viewed.

*Examples:*

046 ## \$k 1959 \$2 edtf \$v OCLC, 12 January 2015  
 370 ## \$g Regensburg (Germany) \$2 naf \$v De Aachener Marienkirche, 2014, title page

### ***Subfield \$u - Uniform Resource Identifier***

Uniform Resource Identifier is the URI of the resource wherein the recorded information was found.

Record the URI in \$u exactly as it appears. Under PCC policy, \$u cannot be used alone. It must always be accompanied by \$v.

*Example:*

370 ## \$g Helsinki (Finland) \$2 naf \$v Information about publications, Aalto series, via WWW,  
 June 6, 2014 \$u [http://lib.aalto.fi/en/services/publication/aalto\\_series/](http://lib.aalto.fi/en/services/publication/aalto_series/)

### ***670 or \$u/\$v?***

Best practices are evolving, but most catalogers favor the 670 technique because it often produces a record that is more legible. One case where \$v might be preferable is citation of database evidence for a date (see above). It may be more efficient to append \$v rather than write a complete OCLC 670 citation.

### **Source Data Not Found**

- RDA: 5.8
- MARC: 675, \$u/\$v

RDA 5.8 instructs catalogers to “Cite other sources that were consulted but provided no useful information for establishing the preferred title.” This is recorded in a MARC 675 field. Because the field itself means “source data not found”, it is not the current PCC practice to follow the RDA instruction to “record *No information found* following the citation for the source consulted.” Just record the source consulted; its presence in 675 means no information was found.

Field 675 contains citations for a consulted source in which no information is found related in any manner to the entity represented by the authority record or related entities. In older records, field 675 was used to contain justification for 5XX authorized access points for related works or expressions in SARs. This is no longer the case. This means that information about earlier and later series titles (which may appear in 5XX fields) is now recorded 670 fields.

Record the citation in the same way as a citation in 670 subfield \$a is recorded.

### Recording Field 675 (Source Data Not Found)

Field 675 is not repeatable, so multiple source citations are contained in repeated subfields \$a within a single 675 field.

It is not necessary to include in the 675 field every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record. Generally, record sources that later catalogers might be likely to consult, or required sources that don't yield any results (such as GNIS or GeoNet for geographic names).

Citations and information in this field are often not written in a form adequate for public user display.

*Example:*

100 \$a Foote, Arthur, \$d 1853-1937. \$t Duets, \$m piano, 4 hands, \$n op. 21 675 \$a New Grove; \$a Thompson, 10th ed.
------------------------------------------------------------------------------------------------------------------------------

### Cataloger's Note

- RDA: 5.9
- MARC: 667

A cataloger's note is an annotation that might be helpful to those using the series represented by the SAR or revising the SAR. The cataloger's note is a core element for LC/PCC for certain situations explained in *DCM Z1*.

Source:           Take information for use in cataloger's notes from any source.

## Recording Field 667 (Nonpublic General Note)

Record this element in a MARC 667 field, subfield \$a.

Make the following notes, if they are considered to be important:

- notes on the specific instructions applied in creating the authorized access point
- notes justifying the choice of preferred title, the form of the access point, etc.
- notes limiting the use of the access point
- notes differentiating works with similar titles.

Make any other notes that might be helpful to a cataloger using or revising the authorized access point, or creating an authorized access point for a related work or expression.

Information may be permanent or temporary and is not intended for public display. Each distinct item of information is contained in a separate 667 field. If you wish to make a note for public display, use 680 (Public General Note) or 678 (History of the Work).

The 667 is an all-purpose field. *DCM Z1* contains specific information for certain situations but its use is not limited. Use it to communicate information you discovered so other catalogers don't need to repeat your efforts.

### Some Examples of the Types of Information that may be Contained in the 667 Field

#### *Instances where a series has more than three consecutive publishers:*

The only guideline here is to be concise and to be general enough so that the 667 field doesn't need to be updated in the future; if other catalogers want to know exactly who published when, they can consult the analytic records.

667 ## \$a Published by various divisions within the department

667 ## \$a Published by various commercial publishers under contract to the association

667 ## \$a Imprint varies

667 ## \$a Published by various commercial publishers in the Greater New York area

***Instances where publishers alternate responsibility***

In this case, you may choose to give two 643 fields ...

```
643 ## $a San Diego $b Academic Press $d some issues
643 ## $a Minneapolis $b University Press $d some issues
```

... Or, give one 643 field with explanation in the 667 field ...

```
643 ## $a Minneapolis $b University Press $d some issues
667 ## $a Published alternately by Academic Press in San Diego
```

***Instances where a numbered series is published in two languages (in non-parallel language editions) by different publishers***

```
130 #0 $a Cultural policies
430 #0 $a Políticas culturales
430 #0 $a Politiques culturelles
642 ## $a v. 1 $5 DPCC
643 ## $a San Diego $b Academic Press $d some issues
670 ## $a _____ $b __ (Cultural policies)
670 ## $a _____ $b __ (Políticas culturales)
670 ## $a _____ $b __ (Politiques culturelles)
```

Some catalogers will also add a 667 field to explain:

```
667 ## $a Some volumes issued only in Spanish under title: Políticas culturales, and in French under
title: Politiques culturelles
```

***Instances where a publisher has offices in more than one location and that publisher publishes different volumes of the same series***

Once there are more than three 643 fields in a SAR, that data element is no longer as helpful for identification purposes. However, it is helpful to know that the publisher has continued to change.

Generally, give one 643 field and add an explanation in a 667 field:

```
643 ## $a Barcelona $b Grupo Editorial Norma
667 ## $a Grupo Editorial Norma has offices also in Buenos Aires, Caracas, Guatemala, Lima, Mexico,
Panama, Quito, San José, San Juan, San Salvador, Santafé de Bogotá, and Santiago; do not
create separate SAR authorized access points qualified by these place names.
```

***Instances where an invalid or incorrect ISSN has been associated with a series***

Give the ISSN for a monographic series or other serial in the 022 field. Only subfield \$a is used. If you know that the ISSN is invalid (e.g., because it is the same as that for another serial), give an explanation in a 667 field.

667 ## \$a ISSN \_\_\_\_\_ is incorrect.  
667 ## \$a ISSN \_\_\_\_\_ applies to earlier title.

***Instances where you are not sure about some aspect of the SAR and you want another cataloger to investigate with the next volume***

Give information in a 667 field indicating the situation (don't make another cataloger "guess"):

667 ## \$a Relationship if any to numbered series n2001034581 (Serie ancia del tiempo) is unclear.

***Instances where there has been a change in the qualifier, but the SAR is the same***

Most commonly, this is due to a change in the place of publication. Add a 4XX variant access point with the later place of publication as qualifier. Less often, the place of publication may change its name or the name of the local place changes -- in which case add a 4XX variant access point with the later authorized access point of the place as qualifier. Or there may be another type of change in another qualifier.

Explain what has happened in the 667 field and give a 4XX variant access point, if helpful.  
[no example provided]

***Instances where it is important to address other title information***

Three situations:

- Someone might think it is a separate series or it is a subseries
- Someone might think it is part of the series title
- Initialism/acronym or full form: whichever form is not used in authorized access point

Include the usage in a 670 \$b.

Some catalogers will also provide a 667 field: Subtitle: \_\_\_\_\_

***Instances where “instructions” are given in the SAR for a series-like phrase***

Because SARs for series-like phrases do not include treatment fields, series-like phrase SARs contain 667s to tell “what to do” instead.

***Instances where the statement is an unnumbered restatement of the issuing body’s or commercial publisher’s name, combined with a generic term***

Give the statement as a quoted note if it is not recorded elsewhere in the bibliographic record (often such a term appears with an indefinite article)

Half t.p.: A Stovall Museum publication

***SAR:***

130 #0 \$a Stovall Museum publication

643 ## \$a Norman \$b University of Oklahoma Press

667 ## \$a Give as a quoted note if museum not noted in bibl. record.

***Bibliographic record:***

500 \$a “A Stovall Museum publication”

(See Module 12 for more examples of 667 notes for series-like phrases)

***Instances where there is no SAR for one half of an Earlier/Later relationship***

For monographic series, other serials, and series-like phrases, the earlier/later connection between records is accomplished by 5XX authorized access points for related works and expressions just as is done in NARs for earlier/later authorized access points for corporate body names. If there isn’t an SAR for the other half of the relationship, record the earlier or later information in a 667 note. Add the bracketed phrase “[unevaluated catalog entry form]” to the note. The information you have about the earlier or later series authorized access point may correspond to the correct RDA authorized access point but there’s no way to be certain without seeing a volume of the monographic series. When someone else creates the missing SAR and knows of the relationship, the 5XX authorized access points for related works and expressions can be added.

667 ## \$a Continues [or: Continued by]: \_\_\_\_\_ [unevaluated catalog entry form]

Later, another cataloger may create the missing SAR, delete this 667 field, and link the two records with 670/5XX fields.

***Instances where the physical carrier and/or medium varies within the series***

RD A 3.21.4.3.1 and the associated LC-PCC PS state that if the carrier type or other carrier characteristics are changed in a subsequent issue or part, make a note if the change is considered important for identification or selection. If the changes have been numerous, a general statement may be made. If the carrier type varies from one issue/part to another, make a note describing the variation.

130 ## \$a Recent hydrological research  
 667 ## \$a Carrier type varies: some volumes of the series on floppy discs, others are published only on CD-ROM.  
 670 ## \$a \_\_\_\_\_ \$b t.p. (Recent hydrological research)

***Instances where there is a difference in the title of the SAR, but the change is “minor”***

*Existing SAR:*  
 130 #0 \$a Economic report  
  
*on ser. t.p. of volume being cataloged:*  
 Economic reports  
  
*add fields to existing SAR:*  
 430 #0 \$a Economic reports  
 667 ## \$a Some issues have title: Economic reports  
 or:  
 670 ## \$a \_\_\_\_\_ \$b t.p. (Economic reports)  
  
*Analytic record:*  
 490 1# \$a Economic reports  
 830 #0 \$a Economic report

***Instances where a SAR should not have been made, but a SAR exists***

If a SAR shouldn't have been made (e.g., not a series, cataloger's error), you can send a request to delete the record. However, do consider converting the SAR to a series-like phrase SAR for these reasons:

- To give information you now have
- To avoid the possibility of someone else setting it up as a series again

130 \$a Leituras afins  
 667 \$a Not a series or series-like phrase; do not give as a quoted note.

## Undifferentiated Personal Name

- RDA: 8.11
- MARC: 008/32

The authorized access point for a multipart monograph may begin with the authorized access point for a person. If that authorized access point is for an undifferentiated personal name (see RDA 8.11) the MARC 008/32 should be coded “b” for undifferentiated personal name.

Note that current PCC policy does not permit coding RDA authority records as undifferentiated. If a multipart monograph is created by a person who has been recorded on an undifferentiated record, a new, differentiated authorized access point must be created for that person and any series authority record (including SARs already in existence in the authority file) should be based on the new authorized access point. In these records 008/32 should be coded “a” for differentiated personal name.<sup>3</sup>

## Status of Identification

- RDA: 5.7
- MARC: 008/33

Status of identification is an indication of the level of authentication of the data identifying an entity (RDA 5.7.1.1). Record status of identification in MARC 008/33 using one of the following codes:

- a = fully established heading
- b = memorandum [no longer used]
- c = provisional
- d = preliminary [not allowed for SARs, except for post-cataloging authority work]
- n = not applicable

Most series authority records should be coded "a" (fully established). As an exception, in post-cataloging authority work it is permissible to create SARs without the piece in hand; these records are coded "d" (preliminary). When a publication in the series has been examined and the preliminary authority record reviewed and updated as necessary, upgrade the SAR to full level.

Code “c” for “provisional” status may be used. The most common ‘provisional’ situations are:

- The series exists in different languages but they are not parallel editions, and the cataloger lacks volume 1 (and therefore is unsure of the form of the preferred title)
- For a multipart monograph, a 100/110/111 authorized access point is coded as provisional in its own NAR

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<sup>3</sup> See *Descriptive Cataloging Manual*, 008/32 for information about removing entities from undifferentiated personal name records.

If in your judgment it would be helpful, include information in a 667 field indicating the situation (don't make another cataloger "guess").

*Example:*

667 ## \$a Established provisionally because preferred title in original language not known.

## ISSN

- RDA: 2.12.8
- MARC: 022

Strictly speaking, within RDA the ISSN element is related to the manifestation entity, but in NACO series authority work it is commonly used as an identifier for a series at both the work and expression level.

ISSN is an agency-assigned data element. ISSNs are assigned to continuing resource publications by national centers under the auspices of the ISSN Network. An ISSN consists of eight digits comprising two groups of four digits each, separated by a hyphen. The eighth digit is a check digit used as a computer validity check; it consists of a number between 0 and 9 or an uppercase X (for the Arabic numeral 10). A description of the ISSN structure and the procedure for validation of the ISSN by calculating the check digit can be found in *International Standard Serial Number (ISSN) (ISO 3297)*.

### Recording Field 022 (International Standard Serial Number)

Record the ISSN for a monographic series or other serial in the 022 field. Subfield \$a is used to record valid ISSN numbers. If you know that the ISSN is invalid (e.g., because it is the same as that for another serial), give an explanation in a 667 field. Also be aware that publishers may use an "old" or incorrect number; record such an invalid ISSN in a 667 field.

*Examples:*

667 ## \$a ISSN \_\_\_\_\_ is incorrect.  
667 ## \$a ISSN \_\_\_\_\_ applies to earlier title.

Do not record more than one ISSN in an 022 field of an SAR. If more than one ISSN is applicable (e.g. for print and online versions of the same series), record the main one and record others in a 667 field.

*Examples:*

667 ## \$a ISSN \_\_\_\_\_ is incorrect.  
 667 ## \$a ISSN \_\_\_\_\_ applies to earlier title.  
 667 ## \$a ISSN XXXX-XXXX applies to print version of series; ISSN YYYY-YYYY applies to online version.

Do not do any special searching to determine the ISSN; give the ISSN if it is available from the item in hand, from analytic bibliographic records, or from the collected set bibliographic record for the series.

Do not record an ISSN if it has more or less than eight digits or if a letter other than "X" is the eighth digit.

Do not record an ISSN listed by the publisher for a multipart monograph set.

When the title of a publication has changed, confirm that an ISSN appearing on the publication belongs to the new title and not to the earlier title.

Do not use this field in an SAR for a series-like phrase. If an ISSN is on an item containing a phrase judged to not be a series, reconsider that decision that the phrase is not a series.

***\$a - International Standard Serial Number***

Used for a valid ISSN for the continuing resource. "ISSN" may be generated for display.

*Example:*

022 ## \$a 0083-0674

***\$l - ISSN-L***

Used for an ISSN that links together various media versions of a continuing resource. "ISSN-L" may be generated for display.

*Example:*

022 ## \$a 1234-1231 \$l 1234-1231

***\$m - Canceled ISSN-L***

Used for a canceled ISSN-L that has been associated with the resource. Each canceled ISSN-L is contained in a separate subfield \$m.

“ISSN-L (canceled)” may be generated for display.

*Example:*

022 ## \$a 1560-1560 \$l 1234-1231 \$m 1560-1560
--------------------------------------------------

***\$y - Incorrect ISSN***

Used for an *incorrect* ISSN that has been associated with the continuing resource. Each incorrect ISSN is contained in a separate subfield \$y. A *canceled* ISSN is contained in subfield \$z.

“ISSN (incorrect)” may be generated for display.

*Example:*

022 ## \$a 0046-225X \$y 0046-2254
------------------------------------

***\$z - Canceled ISSN***

Used for a canceled ISSN that is associated with the continuing resource. Each canceled ISSN is contained in a separate subfield \$z.

“ISSN (canceled)” may be generated for display.

*Example:*

022 ## \$a 0410-7543 \$z 0527-740X
------------------------------------



## Elements That Can be Recorded in Work Records

**Note:** This manual covers only the general elements for works. Elements having to do with musical works (RDA 6.15-6.17), legal works (RDA 6.20), and religious works (RDA 6.24) may also be recorded as appropriate in series authority records, but are not covered here.

### Form of Work

- RDA: 6.3
- MARC: 008/12, 380

Field 008/12 describes the type of series, and Field 380 describes the form of work, contained in the 1XX authorized access point field in a series authority record.

### Recording 008/12: Type of Series

The codes recorded in MARC 008/12 distinguish between authority records for monographic series and multipart monographs.

#### a - Monographic series

1XX field contains an authorized access point for a monographic series.

*Example:*

008/12 a 130 #0 \$a Bulletin (International Institute for Land Reclamation and Improvement)
------------------------------------------------------------------------------------------------

#### b - Multipart item

1XX field contains an authorized access point for a multipart monograph.

*Example:*

008/12 b 100 1# \$a Greaves, Margaret. \$t Little box of ballet stories
----------------------------------------------------------------------------

#### c - Series-like phrase

1XX field contains a phrase that is not a series but might be mistaken for one.

*Example:*

008/12 c 130 #0 \$a Dawn books
-----------------------------------

**n - Not applicable**

1XX field does not represent a series or a series-like phrase and is not appropriate for use as a series access point in bibliographic records.

*Examples:*

008/12 n 130 #0 \$a Dead Sea scrolls
-----------------------------------------

**z - Other**

1XX field contains an authorized access point for a publication that does not fit any of the other defined codes but for which series-type treatment is required. This code is most often used for serials that have issues bearing distinctive titles.

*Example:*

008/12 z 130 #0 \$a Chinese studies in history
---------------------------------------------------

**Recording Field 380 (Form of Work)**

- RDA: 6.3
- MARC: 380

The 380 field describes the class or genre to which a work belongs. It may be used to differentiate a work from another work with the same title. This element is a core element when it is needed to differentiate a work from another work with the same title or from the name of a person, family, or corporate body.

Source: Take information on form of work from any source.

Record the form of the work in 380 subfield \$a. Prefer terms from controlled vocabularies (e.g. LCSH, LCGFT, AAT). Uncontrolled terms may also be recorded.

Multiple forms of work from the same source vocabulary may be recorded in the same field in separate occurrences of subfield \$a. Terms from different source vocabularies, including uncontrolled terms, are recorded in separate occurrences of the field.

*Examples:*

130 #0 \$a Actus et Imago 380 ## \$a Series (Publications) \$a Monographic series \$2 lcsch
------------------------------------------------------------------------------------------------

```
100 1# $a Meckel, Christoph. $t Erinnerung
380 ## $a Series (Publications) $2 lcsh
380 ## $a Multipart monograph
```

### ***\$2 - Source of term***

\$2 is used to record a MARC code that identifies the source of the term in subfield \$a when it is from a controlled list. Use a code from Subject Headings and Term Source Codes.

### **Date of Work**

- RDA: 6.4
- MARC: 046

The date associated with a work is a core element when needed to differentiate from other entities. The date is the earliest date associated with a work. If this date is not known, the date of the earliest known manifestation of the work may be recorded as the date of the work. Record the date of the work in terms of the Gregorian calendar. Generally record the date of the work by giving the year or years alone; however, more specific dates may be recorded if appropriate.

### **Recording Field 046 (Special Coded Dates)**

The date is recorded in field 046 according to the Extended Date Time Format (EDTF) in all cases except for when only the century is known. Use the format: yyyy, yyyy-mm, or yyyy-mm-dd (4 digits for the year, 2 digits for the month, and 2 digits for the day).

### ***\$k - Beginning or single date created***

Subfield \$k is used to record the starting date of a range or a single date.

*Example:*

```
046 ## $k 2012 $2 edtf
130 #0 $a Masculin-féminin dans l'Europe moderne. $p Série XVIIe siècle
642 ## $a 1 $5 DPCC $5 GU
670 ## $a Madame de Murat et la "défense des dames," 2012: $b ser. t.p.
      (Masculin/féminin dans l'Europe moderne. Série XVIIe siècle)
```

***\$1 - Ending date created***

\$1 is used to record the ending date of the date range for which the beginning date is recorded in \$k.

***\$2 - Source of date scheme***

\$2 is used to record the source of the date scheme. Always add subfield \$2 edtf except after a century.

(For further information, see date table in LC-PCC PS 9.3.1.3. The full standard is available at:

<http://www.loc.gov/standards/datetime/>)

Note that the 046 field must be repeated when subfield \$2 does not apply to all dates.

**Place of Origin of the Work**

- RDA: 6.5
- MARC: 370

Place of origin of the work is the country or other territorial jurisdiction from which a work originated.

Place of origin of the work is a core element when needed to differentiate a work from another work with the same title or from the name of a person, family, or corporate body.

Source: Take information on the place of origin of the work from any source. Indicate the source of information by including a Source Consulted element (see above).

**Recording Field 370*****\$g - Place of origin of the work***

Subfield \$g is used to record the place of origin of the series.

Record the authorized access point of the place, using the form found in the LC/NACO Authority File or LCSH. Include **\$2 naf** or **\$2 lcsh** as appropriate. If no authorized access point exists for the jurisdiction, do not include \$2 coding. It is not necessary to create a NAR in order to code the 370 field, but the place name should be recorded in the form that would have been used if it had been established.

*Example:*

Geographic name in NAF:

151 ## \$a Shiner (Tex.)

Form of name in 370:

370 ## \$g Shiner (Tex.) \$2 naf

***\$s – Start period******\$t – End period****Example:*

643 ## \$a Chicago \$b Windy City Pub. \$d 2002-

643 ## \$a Omaha \$b Heartland Press \$d 1989-2001

370 ## \$g Chicago (Ill.) \$2 naf \$s 2002-

370 ## \$g Omaha (Neb.) \$2 naf \$s 1989 \$t 2001

***\$u - Uniform Resource Identifier***

Subfield \$u is used to record a Uniform Resource Identifier (URI), for example a URL or URN, which provides electronic access data in a standard syntax. The data can be used for automated access to an electronic item using one of the Internet protocols. In field 046, subfield \$u is used for the source of information about dates accessible electronically.

***\$v - Source of information***

Subfield \$v is used to record the source where information recorded in field 370 was found, if not through a URI.

**Other Distinguishing Characteristic of the Work**

- RDA: 6.6
- MARC: 381

Other distinguishing characteristic of the work is a characteristic other than form of work, date of work, or place of origin of the work. It serves to differentiate a work from another work with the same title or from the name of a person, family, or corporate body.

Other distinguishing characteristic of the work is a core element when needed to differentiate a work from another work.

Source: Take information on other distinguishing characteristics of the work from any source.

Field 381 may contain any characteristic that is not accommodated in a special field that serves to characterize a work. Examples of information that may be contained in field 381 are an issuing body or a geographic term. The information contained in this field may be used to differentiate a work from another entity with the same authorized access point.

## Recording Field 381

PCC practice prefers recording terms from controlled vocabularies such as LCSH, NAF, etc. Multiple characteristics from the same source vocabulary may be recorded in the same field in separate occurrences of subfield \$a (Other distinguishing characteristic). Terms from different source vocabularies are recorded in separate occurrences of the field.

Do not record subfield \$0. Give other subfields, as applicable, if readily available.

Capitalize the first word in subfield \$a.

Information contained in field 381 must be justified elsewhere in the SAR. Give source information in subfield \$u, in subfield \$v, or in 670 field, whichever is most efficient.

### ***\$a - Other distinguishing characteristic***

\$a is used to record the distinguishing characteristic.

*Examples:*

<p>130 0# \$a Research paper (South African Law Commission) 381 ## \$a South African Law Commission</p>
-------------------------------------------------------------------------------------------------------------

<p>046 ## \$k 1965 \$2 edtf 130 0# \$a Harlow (Motion picture : 1965 : Douglas) 381 ## \$a Douglas 380 ## \$a Motion picture</p>
----------------------------------------------------------------------------------------------------------------------------------------------

### ***\$2 - Source of term***

\$2 is used to record a MARC code that identifies the source of the term in subfield \$a when it is from a controlled list. Use a Code from Subject Heading and Term Source Codes.

## History of the Work

- RDA: 6.7
- MARC: 678

History of the work is information about the history of a work.

History of the work is not a core element.

Source: Take information on the history of the work from any source.

## Recording Field 678

Record a summary of the essential biographical, historical, or other information about the series described in the authority record. Record this element in a 678 field subfield \$a. The element should be written in a form adequate for public display.

Information recorded in this element should be justified in or inferable from information in 670 fields.

*Example:*

678 ## \$a Numbers 1 – 24 of the Manuscript report series were issued from 1964 – 1972 by Canada’s Marine Sciences Branch. Numbers 25 – 54 were issued from 1972 – 1979 by the Marine Sciences Directorate. Since 1980, numbers 55 and on have been issued by the Marine Sciences and Information Directorate.

The 678 field was previously used to preserve useful biographical/historical information pertaining to the 1XX authorized access point when manual NARs and SARs were converted to machine-readable form. When found in existing authority records, such 678 fields should either be rewritten in a form appropriate for a public note, or converted to a 670 field.

*Example:*

Before:  
678 ##\$a Began in 1928

After  
670 ##\$a Information converted from 678 field 17 April 2015: Began in 1928

## Identifier for the Work

- RDA: 6.8
- MARC: 010

An identifier for the work is a character string uniquely associated with a work or a surrogate for a work (e.g., an authority record). The identifier differentiates that work from other works. In PCC practice, the Library of Congress Control Number (LCCN) is the identifier and is assigned automatically to the record.

Field 010 contains the unique LCCN assigned to a record by the Library of Congress for a cooperative cataloging partner contributing authority records to the NACO database.

### Recording the 010

Generally, NACO catalogers outside the Library of Congress do not need to record identifiers in 010 since they are inserted automatically by the system. However, the following information about the structure of the LCCN may be of interest.

The LC control number is carried in field 010 subfield \$a and field 001 (Control Number) in records distributed by LC's Cataloging Distribution Service.

An LC record may contain field 010 with a canceled or invalid control number of a previously distributed record. A record may be canceled because it is a duplicate of the same authorized access point represented by another record. The structure of the canceled/invalid control number is the same as that used by LC in field 001.

#### ***\$a - Valid LC control number***

#### ***\$z - Canceled or invalid LC control number, including invalid NUCMC numbers***

*Examples:*

```
010 ## $an##84214414#  
010 ## $an##80022124#$zn##80014241#
```

#### ***\$8 - Field link and sequence number***

See description of this subfield in *MARC 21 Format for Authority Data Appendix A: Control Subfields*.

## Elements That Can be Recorded in Expression Records

**Note:** This manual covers only the general elements for expressions. Elements having to do with musical expressions (RDA 6.18), legal expressions (RDA 6.21), and religious expressions (RDA 6.25) may also be recorded as appropriate in series authority records, but are not covered here.

### Date of Expression

- RDA: 6.10
- MARC: 046

The date of expression is the earliest date associated with an expression. If this date is not known, the date of the earliest known manifestation of the expression may be recorded as the date of the expression.

The date associated with an expression is a core element when it is needed to differentiate that expression from other entities with the same authorized access point.

### Recording Field 046 (Special Coded Dates)

The date is recorded in field 046 according to the Extended Date Time Format (EDTF) in all cases except for when only the century is known. Use the format: yyyy, yyyy-mm, or yyyy-mm-dd (4 digits for the year, 2 digits for the month, and 2 digits for the day).

Record the date of the expression in terms of the Gregorian calendar. Generally, record the date of the expression by giving the year or years alone; more specific dates may be recorded if appropriate.

#### ***\$k - Beginning or single date created***

Subfield \$k may be the starting date of a range or a single date.

*Example:*

```
046 ## $k 1990 $2 edtf
100 0# $a Augustine, $c Saint, Bishop of Hippo. $t Works. $l English. $f 1990
380 ## $a Series (Publications) $2 lcs
380 ## $a Multipart monograph
400 0# $a Augustine, $c Saint, Bishop of Hippo. $t Works of Saint Augustine, a translation for the
    21st century. $f 1990
642 ## $a pt. 1, v. 11 $5 OdaU
643 ## $a Brooklyn, N.Y. $b New City Press
```

In this example, for a translation published in 1990, the date recorded in the 046 field is the date that is associated with the publication of this expression of the works of Saint Augustine.

***\$1 - Ending date created***

Subfield \$1 is used to record the ending date of the date range for which the beginning date is recorded in \$k.

***\$2 - Source of date scheme***

Subfield \$2 is used to record the source of the date scheme. Always add subfield \$2 edtf except after a century. (For further information, see the date table in LC-PCC PS 9.3.1.3. The full standard is available at: <http://www.loc.gov/standards/datetime/>).

Note that the 046 field must be repeated when subfield \$2 does not apply to all dates.

**Language of Expression**

- RDA: 6.11
- MARC: 377

Language of expression is a language in which a work is expressed.

Language of expression is a core element when needed to differentiate an expression of a work from another expression of the same work, but may be recorded in any authority record for an expression.

Source: Take information on language of expression from any source.

Record the language of expression as a separate element, as part of an access point, or as both. These instructions relate to recording language of expression as a separate element. For instructions on recording language of expression as part of the authorized access point, see *RDA* 6.27.3.

Please note there is an outstanding policy issue concerning adding the language of expression to series authority records for *works*. One series authority record is usually created to primarily represent the work, but in current practice that series authority record may also 'stand in' for the original language expression and the original manifestation of that series work. If a series exists in a single expression, is it appropriate to add language of expression to a series authority record for a work (essentially making the record perform double duty)?

The Series Policy Task Group has recommended that catalogers record language of expression in series authority records only if the record represents an expression -- for example, on a series authority record for the translation of a series into another language. Do not record language of expression in series authority records that represent works. No final decision has been made.

Language of expression can be recorded only when the series authority record represents an expression, as in this example:

130 #0 Trudy Matematicheskogo instituta imeni V.A. Steklova. \$I English  
 377 ## eng  
 430 #0 Proceedings of the Steklov Institute of Mathematics

Here, the entire Russian series is translated and published, volume by volume. So the authorized access point and the authority record as a whole represents an expression.

If a single expression of a work involves more than one language, record each of the languages.

## Recording Field 377

Generally, record the language or languages of the expression in 377 subfield \$a (which may be repeated) using a code from the *MARC Code List for Languages* ([http://www.loc.gov/marc/languages/language\\_name.html](http://www.loc.gov/marc/languages/language_name.html)).

Subfield \$I (the name of the language) may be used if subfield \$a does not adequately specify the language. This is most likely to happen when MARC has assigned a collective code for a group of languages.

*Example:*

377 \$a paa \$I Abau

If recording a language name in subfield \$I:

- Use the name found in boldface type (e.g., "Nakanai," not "Lakalai").
- Use the name for a specific language rather than the name of a language group. For example, use "Bunun," not "Austronesian (Other)". Language groups are indicated by the term "languages" or by the qualifier "(Other)."
- Do not include parenthetical dates that appear with the name (e.g., use "Béarnais," not "Bearnais (post-1500)").
- Retain other parenthetical qualifiers that appear with the name (e.g., "Aja (Benin and Togo)").
- For the early form of a modern language that is found in an inverted form, use the early form in direct order within parentheses following the modern language (e.g., for "Belarusian, Old (to 1700)," use "Belarusian (Old Belarusian)").

## Other Distinguishing Characteristic of an Expression

- RDA: 6.12
- MARC: 381

Other distinguishing characteristic of the expression is a characteristic other than content type, language of expression, or date of expression. It serves to differentiate an expression from another expression of the same work.

Other distinguishing characteristic of the expression is a core element when needed to differentiate an expression of a work from another expression of the same work.

Source: Take information on other distinguishing characteristic from any source.

Field 381 may contain any characteristic that is not accommodated in a special field that serves to characterize an expression. Examples of information that may be contained in field 381 are an issuing body, arranged statement of music, or version. The information contained in this field may be used to differentiate an expression from another entity with the same authorized access point.

### Recording Field 381

PCC practice prefers recording terms from controlled vocabularies such as LCSH, NAF, etc. Multiple characteristics from the same source vocabulary may be recorded in the same field in separate occurrences of subfield \$a. Terms from different source vocabularies are recorded in separate occurrences of the field.

Capitalize the first word in subfield \$a. Do not record subfield \$0. Give other subfields if readily available.

Information contained in field 381 must be justified elsewhere in the SAR. Give source information in subfield \$u, in subfield \$v, or in 670 field, whichever is most efficient.

*Example:*

046	\$k 2005 \$2 edtf
100 1	\$a Lewis, C. S. \$q (Clive Staples), \$d 1898-1963. \$t Chronicles of Narnia. \$l Danish \$s (Søndergaard)
377	\$a dan
381	\$a Søndergaard
500 1	\$w r \$i Translator: \$a Søndergaard, Niels, \$d 1947-
670	\$a Trolldmandens nevø, 2005: \$b series title page (Narnia-foretællingerne, 1) title page (Narnia) title page verso (oversat fra engelsk af Niels Søndergaard)

### \$2 - Source of term

Subfield \$2 is used to record a MARC code that identifies the source of the term in subfield \$a when it is from a controlled list. Code from: Subject Heading and Term Source Codes.

## Identifier for the Expression

- RDA: 6.13
- MARC: 010

An identifier for the expression is a character string uniquely associated with an expression, or with a surrogate for an expression (e.g., an authority record). The identifier serves to differentiate that expression from other expressions. In PCC practice, the Library of Congress Control Number (LCCN) is the identifier and is assigned automatically to the record.

### Recording Field 010

Field 010 contains the Library of Congress Control Number (LCCN); this is a unique number assigned to a record by the Library of Congress or a cooperative cataloging partner contributing authority records to the Name Authority Cooperative Program (NACO) database.

Generally, NACO catalogers outside LC do not need to record identifiers in 010 since they are inserted automatically by the system. However, the following information about the structure of the LCCN may be of interest.

The LCCN is carried in field 010 subfield \$a and in field 001 (Control Number) in records distributed by LC's Cataloging Distribution Service.

An LC record may contain field 010 with a canceled or invalid control number of a previously distributed record. A record may be canceled because it is a duplicate of the same authorized access point represented by another record. The structure of the canceled/invalid control number is the same as that used by LC in field 001.

#### ***\$a - Valid LC control number***

```
010 ## $an##84214414#
```

#### ***\$z - Canceled or invalid LC control number, including invalid NUCMC numbers***

```
010 ## $an##80022124#$zn##80014241#
```

#### ***\$8 - Field link and sequence number***

See description of this subfield in *MARC 21 Format for Authority Data Appendix A: Control Subfields*.



## Non-RDA Elements and MARC Coding Issues

### Place/Publisher

- MARC: 643

Field 643 contains the place of publication and the name of the publisher/issuing body of manifestations in the series described in the authority record. The information contained here is the same information as in the 264 subfields \$a and \$b of the analytic record for the first issue; it may be repeated if the publisher changes during the course of the series. This field may also contain the issues/parts and dates to which the publication information applies.

The publisher and place of publication serve important identification functions in the SAR. If, in the searching stage of SAR creation, you find a series title that seems to match the piece you have in hand, but the publisher and/or place of publication differs between the piece and the SAR, you need to ask yourself if the series in hand and the SAR you have found are one and the same. Remember also that a series can have multiple publishers and multiple places of publication.

### Recording Field 643

Record information in the 643 as it appears in the analytic record, but omit any ISBD punctuation. If you are using "cut and paste" or an automated authority generation program, it isn't necessary in the 643 field to delete an address or brackets included from the 264 field.

If there are multiple publishers for a series over the same time period, give them all in the 643 field just as you gave them all in the bibliographic record 264 field.

Multiple place and publisher/issuing body information may be contained in the field if each is appropriate to the series during a particular range of dates/issues. Multiple place and publisher/issuing body information for different ranges of dates/issues are contained in separate 643 fields.

If a publisher with offices in multiple countries publishes different issues/parts of the same series in more than one country, give one 643 field and add explanation in a 667 field.

*Example:*

<p>643 ## \$a Barcelona \$b Grupo Editorial Norma</p> <p>667 ## \$a Grupo Editorial Norma has offices also in Buenos Aires, Caracas, Guatemala, Lima, Mexico, Panama, Quito, San José, San Juan, San Salvador, Santafé de Bogotá, and Santiago; do not create separate SAR authorized access points qualified by these places</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Generally, ignore changes of place if there is no change in publisher.

If the publisher changes over time, include the second publisher and then the third publisher in separate 643 fields. Use information already present in the 642 or 670 field in the SAR and information from your resource in subfield \$d in those separate 643 fields. Once there is a fourth publisher, that data isn't as helpful for identification in the future. Knowing that the publisher has continued to change is helpful, however. If there are more than three successive changes of publisher, generally revert to one 643 field belonging to the volume cited in the first 670 field and give a 667 note.

For an undifferentiated phrase SAR, record “**Various places \$b various publishers**” in the 643 field.

### ***\$a - Place***

When multiple places of publication are appropriate to a series during a particular range of dates/issues or parts, each is contained in a separate subfield \$a. Place of publication information for different ranges of issues or parts/dates is contained in separate 643 fields.

*Examples:*

<p>130 #0 \$a Studies in sociology (Manchester University Press)          643 ## \$a London, England \$a Dover, N.H. \$b Manchester University Press</p> <p>130 #0 \$a Colección Tesi          643 ## \$a Quito \$b publisher not identified</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### ***\$b - Publisher/issuing body***

When multiple publisher/issuing body names are appropriate to a series during a particular range of dates/issues or parts, each is contained in a separate subfield \$b. Publisher/issuing body information for different ranges of issues or parts/dates is contained in separate 643 fields.

*Examples:*

<p>130 #0 \$a Spanish law texts          643 ## \$a Madrid \$b J. &amp; A. Garrigues</p>
----------------------------------------------------------------------------------------------

<p>130 #0 \$a Original papers (Bowling Green State University. Social Philosophy &amp; Policy Center)          643 ## \$a Bowling Green, OH \$b Social Philosophy and Policy Center \$a New Brunswick, USA          \$b Transaction Books</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

***§d - Volumes/dates to which place and publisher/issuing body apply***

Subfield §d contains a statement describing the range of issues or parts/dates applicable to the place and publisher/issuing body. Each change is contained in a separate 643 field.

*Example:*

130 #0 \$a Estudos, ensaios e documentos.  
 643 ## \$a Lisboa \$b Instituto de Investigação Científica Tropical/Junta de Investigações Científicas do Ultramar §d no. 137-  
 643 ## \$a Lisboa \$b Junta de Investigações Científicas do Ultramar §d no.<130>-136  
 643 ## \$a Lisboa \$b Ministério do Ultramar, Junta de Investigações do Ultramar §d <no. 3-127>

If the difference in publishers represents alternate rather than successive publishers, record each publisher in its own 643 field, recording "some issues" in subfield §d of each 643 field. Generally, record "some issues" when a subfield §d is needed for unnumbered series or multipart monographs unless a span of dates is readily available.

For information about reestablishing series and creating SARs for republications only, see *Descriptive Cataloging Manual Z1: 643 Series Place and Publisher/Issuing Body*.

## Elements Related to Recording the Numbering

- MARC: 008/13, 640-642

Series authority records contain information about the numbering (if any) of the series.

### **008/13**

Field 008/13 denotes whether the series described in the record is numbered or unnumbered, or whether the series varies between being numbered and unnumbered.

The codes recorded in MARC 008/12 identify the numbering characteristics of the series (or series-like phrase) represented by the 1XX authorized access point:

#### **a - Numbered**

Code **a** indicates that the series is numbered. If the individual items in the series are traced as series access points in bibliographic records, field 642 (Series Numbering Example) contains the form of series numbering to be used in the tracing.

*Example:*

```
008/13 a
130 #0 $a Structure and properties of cell membranes
642 ## $a v. 1 $5 DLC
```

### **b - Unnumbered**

Code **b** indicates that the series is unnumbered.

*Example:*

```
008/13 b
130 #0 $a EPO dossier international
```

### **c - Numbering varies**

Code **c** indicates that some issues of the series are numbered; others, published concurrently, are unnumbered. If the numbered items are traced as series access points in bibliographic records, field 642 (Series Numbering Example) contains the structure of the numbering that is used in the tracing.

*Example:*

```
008/13 c
130 #0 $a Actualités de biochimie marine
642 ## $a v. 5 $5 DLC
```

### **n - Not applicable**

Code **n** indicates that the series in the 1XX field is not a series authorized access point.

*Example:*

```
008/13 n
100 1# $a Kimura, Toshihiro
```

## Series Dates of Publication and/or Sequential Designation (640)

Field 640 contains the beginning/ending date(s) of publication and/or sequential designations used on items in a series named in the 1XX field of an authority record for a series. This field may also contain a citation for the source of the information. Although this field isn't used often, it is helpful for a multipart monograph SAR if the classification decision is to classify separately

Do not search solely to provide information for this field; give the information if it is available from the item in hand or incidentally from the publisher. Do not give information about the first issue or part if it is the issue or part given in the 642 field. Search for information if needed to break a conflict.

See *MARC 21 Format for Authorities Data: 640 Series dates of publication and/or sequential designation* for more information.

### *Indicators*

#### *First Indicator - Note format style*

The first indicator designates whether the note in subfield \$a is in a formatted or an unformatted style.

- 0 - Formatted
- 1 - Unformatted

PCC policy is to use only the formatted style, using indicator value **1**.

#### *Second Indicator - Undefined*

The second indicator is undefined and contains a blank (#).

*Example:*

640 1# \$a Complete in 16 v. \$z v. 1, introd.
------------------------------------------------

#### *\$a - Dates of publication and/or sequential designation*

Subfield \$a is used to record the beginning/ending date(s) of publication and/or the extent of items within a series.

*Examples:*

640 1# \$a Complete in 15 v.
640 1# \$a Vols. published for the years 1864-1910

***\$z - Source of information***

Subfield \$z is used to record a citation for the source of the information contained in subfield \$a.

*Examples:*

<p>640 1# \$a Calendar year 1982 pub. in 1983 \$z p. 3          640 1# \$a Vol. 1 pub. in 1954 \$z p. 2 of cov., v. 15          640 1# \$a Projected in 6 v. \$z v. 1, p. 316</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Series Numbering Peculiarities (641)**

Field 641 contains a note that describes irregularities in the report year coverage and/or numbering of a series named in the 1XX field of an authority record for a series. This field may also contain a citation for the source of the information.

Distinct items of information are contained in separate 641 fields. When field 641 is used, field 008/13 (Numbered or unnumbered series) contains code **a** or **c**.

Changes or variations in a series numbering that is to be used in a bibliographic record are contained in field 642 (Series Numbering Example). The extent of items within a series is contained in field 640 (Series Dates of Publication and/or Volume Designation).

See *MARC 21 Format for Authorities Data: 641 Series numbering peculiarities* for more information.

***\$a - Numbering peculiarities note***

Subfield \$a is used to record information such as double numbering, the existence of issues not included in the regular series numbering, items not published, combined issues or volumes, and numbering that does not begin with number one may be described in this subfield.

*Examples:*

<p>641 ## \$a Each issue covers: Apr. 1-Mar. 31          641 ## \$a Some items issued: with numeric/alpha or alpha numeric designation (447P; X042); some with double numbering (3092R-3092T); and some with numeric sub-subdivision (825/1)          641 ## \$a Introd. and concluding vols. unnumb.          641 ## \$a Numbering begins with no. 3</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

***\$z - Source of information***

Subfield \$z is used to record a citation for the source of the information contained in subfield \$a.

*Examples:*

641 ## \$a Double numbering discontinued with t. 179 \$z t. 179, t.p.  
 641 ## \$a No. 7 never published \$z no. 11, t.p. verso  
 641 ## \$a Numbering does not begin with v. 1 \$z LC data base, 8-5-85  
 641 ## \$a Publication suspended 1922-29 \$z Union list of serials

**Series Numbering Example (642)**

Field 642 contains the series numbering example that is to be followed in the series access point (8XX) in bibliographic records for individual issues of the series.

Generally, catalogers should stick with one series numbering example, but changing “midstream” is sometimes justified. For these cases, field 642 is repeatable to provide series numbering examples for the different ranges of volumes/dates. Different series numbering examples for different organizations and/or different copies or sets within the same organization are also contained in separate 642 fields.

Field 642 is used only when a numbered series (008/13, Numbered or unnumbered series = code **a** or **c**) is to be traced in bibliographic records (645, Series Tracing Practice, subfield \$a, code = **t**).

Irregularities in series numbering are contained in field 641 (Series Numbering Peculiarities).

Determine the form of numbering from the item in hand (generally the first item of the series) and then use that form in tracing all items in the series.

Abbreviate terms used as part of the numbering as instructed in RDA Appendix B5.5.

Sometimes, series numbering restarts at ‘1’ with each year. The year serves as a proxy volume number, rather than as a chronological designation. In such cases, the year is recorded before the number, according to RDA 2.12.9.3 and 2.6.2.3.

*Example:*

Series title page: Medical discoveries 2/2002  
 490 1# \$a Medical discoveries ; \$v 2002/2  
 642 ## \$a 2002/2

When establishing a new series and considering existing records in the database, evidence for series title and numbering designation should be taken from the earliest volume or from an LC-PCC bibliographic record for the earliest volume with a description that conforms to *RDA* rather than *AACR2*.

Generally, accept the numbering practice recorded in the 642 field of an existing record. When upgrading an *AACR2* series authority record to *RDA* or revising an existing *RDA* authority record, change the numbering practice only if strong evidence exists to change it (e.g., the cataloger has evidence from an earlier part than the part that was the basis for identification when the series was originally established). Do not revise the series numbering example in the absence of such evidence.

When re-establishing a series, change (or ask OCLC to change) any subfield \$v forms in existing WorldCat English-language-of-cataloging analytic record access points that don't match the form in the 642 field.

If the only number found on the item is a series number in the CIP data, ignore that number and consider the series to be unnumbered, unless there is other evidence for series numbering.

Abbreviate terms used as part of the numbering as instructed in Appendix B. Substitute prescribed abbreviations for different found caption abbreviations (LC-PCC PS 24.6.1.3).

In RDA Appendix B.7, “v.” is the prescribed English abbreviation for the English word “volume” or “volumes” in series authorized access points. Substitute “v.” for other found abbreviations of “volume/s” (such as “vol.”). Conversely, in French and Italian, the authorized abbreviation of “volume/s” is “vol.” Substitute “vol.” where the abbreviation “v.” represents the French or Italian word volume (singular or plural).

When series numbering consists of Roman or other numerals, substitute Arabic numerals for the other numerals in the series authorized access points. (LC-PCC PS 24.6.1.3).

### ***Choice of form of series numbering in the series authorized access point***

If presentation of series numbering differs in different parts of resources within a series, select the form found in the first or earliest issue or part available, according to the order of preference in *RDA* 2.6.2.2, in the same source as that chosen for the title proper of the series. If different forms of numbering appear in that source, or no numbering is found in that source, record one of the presentations; generally prefer the fuller form (e.g., prefer a form with a caption over one without). (LC-PCC PS 24.6 Section C)

If the analytic being cataloged is a multipart monograph that represents more than one volume in the series (e.g., the two volumes of the multipart monograph are numbers 17 and 18 of the series), record only one number in the 642 field.

When wording such as "new series" has been supplied in brackets with the numbering in the bibliographic record 4XX subfield \$v (cf. 2.12.9.6), include the brackets in the 642 field of the SAR.

*Example:*

```
642 ## $a [new series], no. 1
```

### ***Recording national-level and PCC local decisions for form of numbering***

The national-level decision for form of numbering is to be followed by those libraries creating BIBCO records. The MARC 21 identification code used in subfield \$5 is "**DPCC**". PCC participants should record national-level and local decisions in SARs according to the following guidelines.

#### ***New SAR***

Always include the national-level decision for form of numbering for a numbered monographic series, multipart monograph, or other series (serial), regardless of your local tracing decision. Determine the form of number according to usual rules/policies.

*Example:*

```
642 ## $a [form of number] $5 DPCC
```

If your local tracing decision is to trace, optionally add your MARC 21 organization code as the last subfield \$5 in the single 642 field.

*Example:*

```
642 ## $a [form of number] $5 DPCC $5 CoDU
```

#### ***Existing SAR***

If your local tracing decision is to trace, optionally add your MARC 21 organization code as the last subfield \$5 in an already-existing 642 field.

**Note:** Only one PCC participant may include a form of numbering decision in an SAR. If a 642 field isn't present, optionally add the field with your MARC 21 organization code in subfield \$5.

*Examples (examples represent single fields in different SARs; "DPCC" already in the first two SARs):*

```
642 ## $a [form of number] $5 DPCC $5 CoDU
642 ## $a [form of number] $5 DPCC $5 DLC $5 IRA
642 ## $a [form of number] $5 DLC $5 IRA
642 ## $a [form of number] $5 WaU
```

**Recording Field 642**

Field 642 does not end with a period as a mark of punctuation unless the subfield ends with an abbreviation, initialism, or other data that ends with a period.

***\$a - Series numbering example***

*Examples:*

<p>130 #0 \$a JEB (Series)          642 ## \$a 79/2 \$5 DLC</p> <p>130 #0 \$a Report (Alaska. Dept. of Transportation and Public Facilities)          642 ## \$a no. AK-RD-86-14 \$5 DI</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

***\$d – Issues/parts and dates to which series numbering example applies***

This statement is used only when the series numbering example contained in subfield \$a does not apply to all items in the series. “Applies to:” may be generated for display.

*Examples:*

<p>130 #0 \$a Occasional paper (Howard University. Mental Health Research and Development Center)          642 ## \$a no. 19 \$d items published &lt;1982&gt; \$5 DLC          642 ## \$a v. 3, no. 4 \$d items published before &lt;1979&gt; \$5 DLC</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

***\$5 - Institution/copy to which field applies***

See description of this subfield in MARC 21 Format for Authority Data Appendix A: Control Subfields.

*Examples:*

<p>130 #0 \$a Memoirs of the Peabody Museum of American Archaeology and Ethnology, Harvard University          642 ## \$a v. 6 \$5 DLC \$5 DLC photo-offset reprint</p> <p>130 #0 \$a Occasional paper (McGill University. Centre for East Asian Studies)          642 ## \$a no. 4 \$5 DLC \$5 MH</p> <p>130 #0 \$a [series title]          642 ## \$a no. 34 \$5 DLC          642 ## \$a 1992, no. 1 \$5 DI</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## Local Treatment

- MARC: 644-646, 050-090

Fields 644, 645 and 646 record treatment decisions made by institutions. Treatment decisions affect whether and how the series will be analyzed, traced, and classified at the local level:

- field 644 contains the analysis decision
- field 645 contains the tracing decision
- field 646 contains the classification decision.

PCC policy regarding these fields is stated as:

*“... to encourage the contribution to shared databases of the greatest number of bibliographic records with the most specific classification, the PCC national-level default treatment decisions will be "analyzed in full, traced, classified separately.”*

However, a PCC participant may need to make a different decision on any specific series, due to workload considerations, lack of language expertise, or other factors.

Recording these fields is optional, and each PCC institution decides at the local level whether its treatment decisions will be recorded in the authority record. If your institution does record treatment decisions in the authority record, subfield \$5 in fields 644-646 is used to record the MARC 21 identification code of your institution.

The national-level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in access point) to ensure consistent access points. The use of the MARC 21 organization code "**DPCC**" in subfield \$5 of those two fields indicates that the information applies at the national level.

Theoretically, \$5 is repeatable; however, PCC policy is that no more than one subfield \$5 may be recorded in any treatment field in addition to “\$5 DPCC”. The "DPCC" code will *not* be recorded in subfield \$5 in either field 644 (analysis) or field 646 (classification). Based on PCC policy, the order of \$5 in any treatment field should be as follows:

- “\$5 DPCC” is always first
- “\$5 DLC” is always next (in SARs created before June 1, 2006)
- “\$5 [other PCC participant]” follows

The treatment fields are repeatable, so that a second PCC library can record different decisions or a single library can show a change in decision by using subfield \$d. Use subfield \$d to record cut-off

information regarding which decision applies to which issues/parts of the series. Record the latest decisions first.

### Field 644 (Series Analysis Practice)

Field 644 is used to record the analysis decision for the series. The analysis decision should be made first, because that decision can affect the classification decision. There are three possible analysis decisions:

- Code “f” = analyzed in full                      \$a f \$5 \_\_\_\_
- Code “p” = analyzed in part                      \$a p \$5 \_\_\_\_
- Code “n” = not analyzed                          \$a n \$5 \_\_\_\_

Field 644 may also contain information in a \$d subfield. This information is the date of processing, and is recorded in field 644 only if the 646 field is not coded as “s”.

If a library later changes its analysis decision, the type of information given in subfield \$d as the cut-off between the earlier and later decision depends upon the classification decision.

It may be either the date of processing (in the first example, the change decision was made Feb. 3, 2003):

644 ## \$a n \$d vols. processed after Feb. 2, 2003 \$5 \_\_\_\_  
 644 ## \$a f \$d vols. processed before Feb. 3, 2003 \$5 \_\_\_\_  
 646 ## \$a c \$5 \_\_\_\_

Or the information given in subfield \$d may be given in terms of numbering (in the second example, the decision applies to v. 18 and all subsequent volumes). Always give the complete span of numbering.

644 ## \$a n \$d t. 18- \$5 \_\_\_\_  
 644 ## \$a f \$d t. 1-17 \$5 \_\_\_\_  
 645 ## \$a t \$5 DPCC  
 646 ## \$a c \$d t. 18- \$5 \_\_\_\_  
 646 ## \$a s \$d t. 1-17 \$5 \_\_\_\_

Remember that the policy for the order of fields is to record the field with the current decision first.

Subfield \$d can also be used in repeated treatment fields to show how some issues of the same monographic series are processed differently to meet local decisions and needs.

644 \$a n \$d numbered volumes \$5 \_\_\_\_  
 644 \$a f \$d unnumbered volumes \$5 \_\_\_\_  
 644 \$a f \$d volumes requested for Hispanic Division \$5 \_\_\_\_  
 644 \$a n \$d all other volumes \$5 \_\_\_\_  
 644 \$a f \$d serial analytics \$5 \_\_\_\_  
 644 \$a n \$d monograph analytics \$5 \_\_\_\_



## Field 646 (Series Classification Practice)

Field 646 contains information regarding the classification decision. The LC-PCC default decision is “classified separately”, which means not taking the monographic series into account when creating the call number for issues in that series.

There are three possible classification decisions:

- Code “s” = classed separately                      \$a s \$5 \_\_\_\_
- Code “c” = classed as a collection                \$a c \$5 \_\_\_\_
- Code “m” = classed with main series            \$a m \$5 \_\_\_\_

### *Code “s”- Classed separately*

If a main series is classified separately, a numbered subseries is normally classified separately. If a main series is classified separately, an unnumbered subseries can only be classified separately.

If a main series is classified as a collection, a subseries (numbered or unnumbered) is normally classified with the main series.

If, by exception, a subseries has a classification decision different from that of the main series, record a second 646 field on the main series SAR identifying the subseries exception. If, by exception, a serial analytic has a classification decision different from that of the series, record a second 646 field on the series SAR identifying the serial analytic exception.

Caution: the analysis decision must be “in full” if the decision is to “class separately;” otherwise, you have no call number for the issues not analyzed.

### *Code “c”- Classifying as a collection*

If a series is classified as a collection, all issues or parts will have the same base call number. If your library makes a local decision to have a unique call number in the bibliographic record for each issue or part, the series number can be added at the end of the base call number.

*Example:*

*SAR:*

050 #0 \$a Z5063.A2 \$b G7

646 ## \$a c \$5 \_\_\_\_

*Bibliographic record for a monograph:*

050 #0 \$a Z5063.A2 \$b G7 no. 12

4XX #0 \$a ... ; \$v no. 12

If the analytic is a serial, you wouldn't want to put all the series numbers in the bibliographic record 050 field. LC uses the "subser." term as the placeholder in the 050 field for the numbering that is added to the call number label for each issue. This term is the signal that the series numbering from the issue is being used with the base call number to create a unique call number label for each issue.

*Example:*

```
Bibl. record for an LC serial:
050 00 $a Z5063.A2 $b G7 subser.
```

The 646 field may also contain information in subfield \$d. When a library changes its classification decision for a series (often this is in connection with a change in the analysis decision), the information in subfield \$d should record the numbering of the monographic series, not a processing date.

*Example:*

```
050 #0 $a TD224.M65 $b A4 $d Bd. 58-
644 ## $a n $d Bd. 58- $5 ____
644 ## $a f $d Bd. 1-57 $5 ____
645 ## $a t $5 ____
646 ## $a c $d Bd. 58- $5 ____
646 ## $a s $d Bd. 1-57 $5 ____
```

Subfield \$d can also record how parts of the same series are handled differently in the same library, again in response to local needs. Even titles can be given in subfield \$d.

*Examples:*

```
050 #0 $a _____ $d serial: [title of serial]
050 #0 $a PN1993 $b .H64 $d all vols. except serial: [title of serial]
644 ## $a f $5 ____
646 ## $a s $d serial: [title of serial] $5 ____
646 ## $a c $d all other volumes $5 ____

050 #0$a HN932 $b .S46 $d numbered vols.
646 ## $a c $d numbered vols. $5 ____
646 ## $a s $d unnumbered vols. $5 ____

050 #0 $a K23 $b .P27 $d 1st set
644 ## $a f $5 ____
645 ## $a t $5 ____
646 ## $a c $d 1st set $5 ____
```

**Code “m”- Classed with main series**

Code “m” is not used often because the default practice for the main series is to classify separately.

The decision to record code **m** applies to two types of situations:

1. A subseries, when its main series is classified as a collection (646 \$a = c). If the subseries is numbered, there will be serial collected set bibliographic records for both the main series and the subseries; if the subseries is unnumbered, there will be a serial collected set record for only the main series.
2. A multipart monograph, numbered or unnumbered, in a series or other multipart monograph classified as a collection (i.e., 646 \$a = value c). If the smaller multipart monograph is numbered, there will be collected set bibliographic records for both the series/larger multipart monograph and the smaller multipart monograph; if the smaller multipart monograph is unnumbered, there will be a collected set record only for the series/larger multipart monograph. The collected set record for the series will be a serial record; the collected set record(s) for the multipart monograph(s) will be monograph record(s).

If a unique call number is desired for each issue/part, the number of the main series is used.

*Examples:*

*SAR for classed-together series or multipart monograph:*

050 #0 \$a Z5063.A2 \$b G7

646 ## \$a c \$5 DLC

*SAR for multipart monograph issued in that series or larger multipart monograph:*

050 #0 \$a Z5063.A2 \$b G7 subser.

646 ## \$a m \$5 DLC

*Bibliographic record for analyzed part of (smaller) multipart monograph (that is numbered):*

050 #0 \$a Z5063.A2 \$b G7 no. 12

4XX #0 # \$a ... ; \$v no. 12. \$a ... ; \$v no. 1

*Bibliographic record for analyzed part of (smaller) multipart monograph (that is unnumbered):*

050 #0 \$a Z5063.A2 \$b G7 no. 12

4XX #0 \$a ... ; \$v no. 12. \$a ...

In rare cases, a serial may be in a subseries with a 646 code of “m”. If this does occur, there will usually be no series numbering in the 4XX \$v. Instead, we would use “subser.” in the 050, with the series numbering from the volume added to create the unique call number label. The numbering of the serial is given with the series numbering in the holdings record.

*Examples:**SAR for subseries:*

050 #0 \$a QC100 \$b .U57 subser.

646 ## \$a m \$5 DLC

*Bibl. record for a serial in a subseries:*

050 #0 \$a QC100 \$b .U57 subser.

490 #1 \$a ...

**Filed 050 (Library of Congress Call Number)**

Field 050 contains a call/and or class number for a series when all or part of the series is classified as a collected set or with the main series (see Field 646, Series Classification Practice). The number is taken from the Library of Congress Classification and/or the LC Classification Additions and Changes.

This field may also contain the issues or parts/dates to which the number applies. Varying numbers for different ranges of issues or parts/dates within a series or different copies or sets are contained in separate 050 fields. Use subfield \$d in the 050 if the call number doesn't apply to all the issues or parts.

When the 050 is assigned by a PCC library, the second indicator should be "4" and that participant's MARC 21 identification code is given in subfield \$5. Prior to the implementation of the second indicator in 1999, such a call number was given in an 090 field.

**Indicators****First Indicator - Undefined**

The first indicator is undefined and contains a blank (#).

**Second Indicator - Source of call number**

The second indicator is used to indicate whether the source of the call number is the Library of Congress or another organization. NACO guidelines instruct us to always use second indicator value **4**.

- 0 - Assigned by LC
- 4 - Assigned by agency other than LC

The MARC code for the assigning organization is recorded in subfield \$5.

*Example:*

050 #4 \$a QH198.H3 \$b C66 \$5 DI

***\$a - Classification number***

Subfield \$a is used to record the classification number. The source for the number is Library of Congress Classification and the LC Classification-Additions and Changes maintained by the Library of Congress.

*Example:*

130 #0 \$a Mémoires et documents publiés par la Société d'histoire de la Suisse romande 050 #0 \$a DQ3 \$b .S6
-------------------------------------------------------------------------------------------------------------------

***\$b - Item number***

Organizations that use the Cutter-Sanborn Three-Figure Author Table may conform to LC item number practice by applying Classification and Shelflisting Manual conventions. This subfield may also contain a copy (or set) number.

*Example:*

111 2# \$a International Kimberlite Conference \$n (3rd : \$d 1982 : \$c Clermont-Ferrand, France). \$t Kimberlites 050 #0 \$a QE462.K5 \$b I59
-------------------------------------------------------------------------------------------------------------------------------------------------------

If a subseries (numbered or unnumbered, established subordinately or independently) is classified with the main series, call number recorded in the 050 field of the subseries SAR is the call number of the main series plus "subser."; the abbreviation "subser." is part of subfield \$b.

The abbreviation "subser." appears in the 050 field of the collected set bibliographic record for a numbered subseries. The call number of the main series appears in the 050 field of a monograph analytic bibliographic record for an issue of the subseries; the volume number of the main series recorded in the 4XX field of the bibliographic record replaces "subser." in the call number of the bibliographic record.

*Examples:*

main series collected set record: 050 \$a AS36.I92 \$b A2 \$5 \_\_\_\_  
 numbered subseries collected set record: 050 \$a AS36.I92 \$b A2 subser. \$5 \_\_\_\_

monograph analytic record: (if subseries numbered):  
 050 #0 \$a AS36.I92 \$b A2 no. 63  
 490 1# \$a [main series title] ; \$v no. 63. \$a [subseries title] ; \$v no. 5

monograph analytic record (if subseries unnumbered):  
 050 #0 \$a S36.I92 \$b A2 no. 63  
 490 1# \$a [main series title] ; \$v no. 63. \$a [subseries title]

***\$d – Issues or parts/dates to which call number applies***

Subfield \$d is used to record a statement identifying those items in the series to which the call number applies. It may also contain a copy (or set) number. This subfield is used only when the call number does not apply to all items of the series.

*Example:*

130 #0 \$a Bulletin (United States. Bureau of Plant Industry)  
 050 #0 \$a QK1 \$b .U45 \$d no. 1-200, copy 1; no. 201-

***\$5 - Institution to which field applies***

See the description of this subfield in *MARC 21 Format for Authority Data* Appendix A: Control Subfields.

*Example:*

050 #4 \$a HD1694.S6 \$b C55 \$5 DI

When the 050 is assigned by a PCC library, the second indicator should be “4” and that participant’s MARC 21 identification code should be recorded in subfield \$5. Prior to the implementation of the second indicator in 1999, such a call number was given in an 090 field.