

UPDATE 19: ADDITIONS, CHANGES, DELETIONS

Update 19 of the *CONSER Editing Guide (CEG)* includes revision of instructions relating to CONSER standard record (CSR) cataloging guidelines, new coding for series and new PCC series practices implemented in 2007 and 2008 respectively. Because several options are available to CONSER catalogers in how they may record or trace series, instructions and examples relating to these options are provided/retained to help catalogers interpret pre-existing records and provide series information according to their institution's preference. The update also includes addition of new MARC codes and removal of obsolete values; CONSER's usage of authentication code "pcc" and cataloging source codes. In addition, instructions relating to ISSN requests and prepublication records have also been updated. Outdated contact information have been replaced where appropriate.

It is well recognized that many other sections in the *CEG* are in need of updating. Suggestions for improved documentation are welcomed at email address conser@loc.gov for future *CEG* updates.

| Field, etc. | Page | Addition, Change, Deletion | Filing instruction |
|----------------------------|---------------|---|---------------------|
| <i>Update 19 2009 t.p.</i> | | | |
| Table of Contents | 1-8 | Updated | replace all pages |
| A4 | 8,10,11-12,14 | Deleted mention of "full/core" level records; updated URL, institution/section name | replace pages: 7-14 |
| Section C | 1-2 | Table of Contents updated | replace all pages |
| C1 | 1-5 | Updated identifying features in LC and LAC authenticated records in light of changes in authentication codes, institution symbols, and implementation of the CONSER standard record (CSR) | replace all pages |
| C2 | 1-8 | Updated identifying features in CONSER authenticated records in light of changes in authentication codes, institution symbols, and implementation of the CONSER standard record | replace all pages |
| C3 | 1-3 | Changed key indicators of an LC-authenticated record | replace all pages |
| C4 | 1-4 | Updated URL, institution/section names, and contact information | replace all pages |
| C6 | 1-4 | Updated information about the section that | replace all pages |

| | | | |
|---|-----------|---|-------------------|
| C7 | 1-6 | processes ISSN requests for U.S. imprint at the Library of Congress; added instruction for using the ISSN Requests Web Form Identified three categories of duplicate records as permissible duplicates; added "pcc" as an authentication code; updated contact information | replace all pages |
| C13 | 1-4 | Added references to authentication codes "pcc" and "lccopycat;" replaced "full/core records" with "CONSER standard records" | replace all pages |
| C14 | 2-3 | Corrected spacing; added a related field | replace all pages |
| 008/20 | 1 | Marked as obsolete | replace all pages |
| 008/39 Cataloging Source | 1 | Documented CONSER use of 008/39 (Cataloging Source) codes in serial records as of May 1, 2009 | replace all pages |
| Leader/17 Encoding Level | 1-3 | Updated definition of encoding levels full and core following the implementation of the CSR guidelines | replace all pages |
| <i>Update 19 2009 Volume 2 t.p.</i> | | | |
| 022 | 1-4 | Added information about \$2 center code and subfields for ISSN-L | replace all pages |
| 042 | 1-5 | Added instruction referring to CONSER use of the authentication code "pcc" in place of codes "lcd" and "lc" in newly authenticated serials and integrating resources records. | replace all pages |
| Series–General Information | 1-3 | Changed instruction to indicate that field 440 was made obsolete in 2008 so that now all title series statement are entered in field 490 and all title series added entries are given in the 830 fields. | replace all pages |
| 440 | 1-3 | This field was made obsolete in 2008. | replace all pages |
| 490 | 1-4 | Documented CSR guidelines for recording statements and tracing series added entries. | replace all pages |
| 830 | 1-2 | Documented CSR guidelines for recording statements and tracing series added entries. | replace all pages |
| App. O | 3-4, 6-12 | Changed instruction and examples relating to spacing in the romanization of Korean and Chinese characters. | replace all pages |
| User Suggestion | 1 | Changed contact information | replace p. 1 |
| Index | 1-9 | Updated | replace all pages |

CONSER

EDITING

GUIDE

1994 Edition

Update 19 2009

Prepared by staff of the
Acquisitions and Bibliographic Access Directorate
under the direction of the
CONSER Operations Coordinator

Library of Congress, Acquisitions and Bibliographic Access Directorate

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- Have online access to OCLC
- Exhibit a willingness to commit institutional staff support for program participation

2) Evaluation of Membership Applications is Based on:

- Scope and type of bibliographic data enhanced or maintained as indicated in application
- Quality of contributions based on sample bibliographic records

3) Database Contributions:

- Enhance and maintain authenticated records at the pre-determined field-specific level (e.g., the 510 field, fields required to close off a record, etc.)
- Contribute a minimum of 75 transactions per year

4) Administrative/Governance Obligations:

- Provide in-house training
- Are represented at CONSER meetings through the CONSER Coordinator
- Invited and encouraged to attend Operations Committee and At Large meetings; no funding provided
- As appropriate, serve on CONSER task forces, draft position papers on serial issues

5) Other Potential Contributions:

- Identify issues of current concern to CONSER and contribute to their resolution
- Contribute articles to *CONSERline* and other appropriate journals
- Participate in serials workshops, institutes and other educational or training activities for the cataloging community

For a list of CONSER members by category of membership, see the CONSER Website:
<http://www.loc.gov/acq/conser/membrshp.html>.

A4.3. Full and Associate Levels Membership

Information concerning CONSER membership and an institution's eligibility can be obtained

from the CONSER Website: <http://www.loc.gov/acq/conser/membrshp.html>. If an institution is considering membership, please contact the CONSER Coordinator, Les Hawkins, (202) 707-5185 or email: lhaw@loc.gov. An application form is also available on the Website.

Based on the initial communication, the Coordinator will direct the prospective applicant to the likely membership category. A letter from the library's or institution's chief executive must accompany a completed application form. A copy of the forms for the various levels of CONSER membership is found in Appendix D and on the CONSER home page (<http://www.loc.gov/acq/conser>).

Full and Associate applicants must affirm that, in addition to the administrative and cataloging support needs, their institution is prepared to make resource commitments for the following CONSER related needs or activities:

- Active participation in the managerial and operational concerns of the CONSER Program at large.
- Travel and per diem for staff to attend training sessions at the Library of Congress or elsewhere. CONSER training *per se* is restricted to matters of CONSER conventions and procedures; it does not include basic training in cataloging, MARC tagging, or terminal operations.
- Per diem for representative to attend standing committee meetings. (OCLC funds the airfare travel expenses for standing committee members.)
- Support for the needed complement of terminals or workstations, printers, and telecommunications.

A4.4. The Membership Process

A4.4.1. Role of the CONSER Coordinator

- 1) Receives request for application from potential member and discusses the process, benefits of membership, and appropriate membership level with the applicant.
- 2) Receives application and sample records.
- 3) Assigns a CONSER cataloger within LC or another CONSER institution to review the records for overall quality.
- 4) If records are of sufficient quality, sends application and recommendation

to PCC Steering Committee for approval.

- 5) If records are not of sufficient quality, discusses with the applicant and may request a second batch.

A4.4.2. Role of the PCC Steering Committee

- 1) Evaluate membership applications based on recommendations from Coordinator and criteria in 4.2
- 2) Approves or disapproves membership
- 3) Recruit new members

The PCC Steering Committee will, as appropriate, consider inviting institutions to apply for CONSER membership and welcome communication concerning institutions that might be potential members.

- 4) Monitor ongoing membership

The PCC Steering Committee monitors ongoing membership based on materials supplied by the Secretariat. If improvement is needed, the procedures in A4.7. are followed.

- 5) Acts on membership conclusion (see A4.7)

A4.4.3. Role of the PCC Policy Committee

- 1) Approve criteria for membership
- 2) Review goals for membership growth on a periodic basis

A4.4.4. Role of OCLC

- 1) Modifies or enters into legal agreements, as appropriate
- 2) Assigns CONSER-level log-on authorization (this may be done via the regional network)

A4.5. Getting Started as a New CONSER Member

Information on getting started as a new CONSER member is available from the CONSER Website: <http://www.loc.gov/acq/conser/membrshp.html>. It includes a training curriculum, a new member checklist, and information about the review period.

A4.5.1. Authorization

The first step for a new CONSER member is to request a CONSER-level logon authorization via an OCLC authorization request form. This authorization will allow the new member to update and replace non-LC-authenticated records on OCLC. To request CONSER-level authorization new members should contact their regional network or Robert Bremer at OCLC (800-848-5878; email: bremerr@oclc.org).

A4.5.2. Documentation

Shortly after acceptance to the program, Full and Associate members will receive a copy of the *CONSER Editing Guide*, and the *CONSER Cataloging Manual*. Affiliate members receive a copy of the *CONSER Editing Guide*. Documentation is not provided for CONSER Enhance participants.

A4.5.3. Initial training

To ensure knowledge of CONSER practices, a new Full or Associate member's representative to the Operations Committee normally undergoes an initial training session at the Library of Congress or another CONSER institution¹. A checklist of material covered in the training is available from <http://www.loc.gov/acq/conser/curriculum.html>. It is essential that this person be completely familiar with the documentation described above before coming to the training session. Once trained, this person will train the appropriate people at the home institution.

Following an orientation to the CONSER workflow, the representative is assigned to one of the serial catalogers for the duration of the training session. Special attention is given to the sample records submitted during the application process and to particular problems and questions brought by the representative. During the training session the new member's logon authorization is also tested with records created from start to finish.

¹ In some cases, training may be performed at the participant's institution, or in the case of a cooperative project, at the coordinating institution.

The nature of the training is customized to meet the needs of the new member but usually focuses on specific CONSER practices and procedures rather than basic serial cataloging.

During or immediately following the training, a block of LCCNs is given to the participant for use on new records.

The training for affiliate members generally takes place at their work location and lasts for two to three days. CONSER Enhance training is usually accomplished via email (See A4.8.)

A4.5.4. The review period

Following the initial training, the records of the institution undergo review to ensure that CONSER policies and practices are being properly applied. Bibliographic and name authority records are reviewed with particular attention given to the application of *LC Rule Interpretations*, modifications to existing records, and database maintenance routines. Name headings are checked in the course of the review. Once the review is complete, the new member makes any needed corrections and authenticates the record. See a fuller description of the CONSER new member review process at <http://www.loc.gov/acq/conser/newreview.html>.

1) Items sent to the reviewer by the CONSER institution

The full or associate CONSER member sends the following for each record as necessary:

- a. Printouts of newly input records
- b. Printouts of a record before and after being modified by the participant
- c. Printouts of related records that have been modified by the participant (e.g., links added, etc.)
- d. Requests for LC modification of related records (e.g., record for earlier title is LC-authenticated and link is to be added, etc.)
- e. All necessary surrogates to support the bibliographic description and name headings
- f. Requests for series authority establishment from institutions that do not contribute series to NACO

2) Items returned to the CONSER institution

When processing of a batch is completed, the surrogate and printout packages are returned to the participant. All necessary corrections are noted on the printouts with citations to rules, RIs, or the *CEG*. The records are then authenticated. Automatic and manual statistics are also generated which will enable the member to receive credits (See C13).

A4.5.5. Completion of the review period

The review period is completed when the institution demonstrates knowledge sufficient to independently authenticate records and to modify LC-authenticated records. Successful completion of the review period will generally be three to six months. Ongoing sample review may be done by the trainer for some time following independence. Surrogates are no longer sent to the reviewer or trainer except in those situations outlined in C11.

A4.6. Review of Continuing Membership

Membership review consists of the periodic confirmation that all participants are upholding their membership obligations. The working assumption is that the contributions of the participants fully conform to expectations. Review of continuing membership takes into account 1) accuracy of records, 2) volume of activity, 3) type of activity, and 4) degree of participation.

A4.6.1. Accuracy of records

Random accuracy review sampling is limited to new members and those identified as needing further assistance. Accuracy review is done by senior LC serial catalogers or other CONSER catalogers. An institution may identify a need for review (e.g., a change in staff), or others may identify the need to the CONSER Coordinator. If an institution is identified as needing review, both the Operations and Policy representatives will be notified at the beginning and throughout the review to assure that they benefit from the comments and suggestions.

A4.6.2. Volume of activity (statistics supplied by participants) (See also C13)

- | Authenticated original records
- | Authentication of existing records
- | Subsequent authentication of already authenticated records
- | Maintenance of authenticated records
- | Publication patterns added (as appropriate)

A4.6.3. Type of activity (participant-supplied)

This aspect of membership review consists of a narrative supplied by the participant for incorporation into the CONSER annual report.

Following are participant guidelines for preparing submissions to the report.

Coverage: Calendar year (Oct. 1-Sept. 30)
Length: About 1 page
Due: September 1st
Submit to: CONSER Specialist

Topics to be covered (as applicable):

- Staff activities/changes
- Special CONSER-related projects
- Work with other areas of the library/institution
- Acquisitions, etc. of note
- Products from the CONSER database
- CONSER-related publications, articles, etc.
- Sharing of language expertise
- Statistics reflecting any of the above

A4.6.4. Participation

Degree of participation in the operational and managerial concerns of CONSER is also an aspect of continuing membership. Review of participation in CONSER concerns will include, e.g., assessment of a participant's level of representation at meetings and comments on draft documentation.

A4.7. Improvement/Conclusion of Membership

For the overall effectiveness of the program, members must be in good standing. All reasonable efforts are made by the program management to support members to ensure any needed improvement.

A4.7.1. Early indication of need for improvement

The CONSER Coordinator informs the PCC Steering Committee of a member's deficient performance or predicted deficient performance, based on statistical or other information available to the Coordinator. As noted in A4.7, review of continuing membership takes into account 1) accuracy of records, 2) volume of activity, 3) type of activity, and 4) degree of participation. Deficient performance can include failure to meet quantity standards, quality levels that would be judged insufficient, or lack of participation in CONSER activities.

A4.7.2. Plans for improvement

The Chair of the PCC Policy Committee alerts the member to its performance inadequacies through a telephone call to the appropriate representative and discusses options for improvement sufficient to remain a CONSER member in good standing.

A4.7.3. Time frame for improvement

Within one month of the discussion of performance deficiencies and subsequent communication with the PCC Steering Committee as appropriate, the Chair notifies the member institution in writing of the deficiencies and informs the member that if specified improvements are not made within one year, the institution's membership in CONSER will conclude.

A4.7.4. Assessment of improvement

The PCC Steering Committee reviews correspondence and reports of conversations with the member about performance and reevaluates the member's performance. After six months, a letter describing progress toward improvement is sent to the policy-level representative. If the member's performance has not reached an acceptable level of improvement after one year, allowing for unusual circumstances, the PCC Steering Committee votes to conclude the membership. The Policy Committee Chair notifies the appropriate representative in writing.

A4.8. CONSER Enhance

CONSER Enhance participants maintain and/or enrich CONSER and non-CONSER records. (Exception: U.S. ISSN pre-pub records--those with encoding level "8"--may not be revised. For

SECTION C.

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C1. IDENTIFYING AUTHENTICATED RECORDS

Not all authentication is performed at the same level or for the same purposes. As special projects have been developed and varying levels of cataloging have been defined, authentication has come to mean different things. The following synopsis gives the various groups performing authentication, the meaning of this authentication, and the identifying features in the records. See Part II for definitions of the fields and subfields referred to below.

C1.1. CONSER Authenticated Records

When contributing continuing resource records to the CONSER database, CONSER members may catalog titles at the CONSER standard or minimal level.¹

Descriptive elements in all records have been reviewed. Name headings are in authoritative AACR2 form per the LC/NACO Authority File or AACR2-based. Identifying features of CONSER records are a control number in field 010², the symbol of the CONSER member in field 040, and one or more authentication code(s) in field 042.

C1.2. Library of Congress

In addition to the identifying features mentioned in C1.1., LC records also contain institutional specific data such as the LC assigned call number in field 050 00 and the NUC symbol "DLC" in field 850 to indicate that a title is held at LC. Authentication code "lc" in field 042 used to uniquely identify a record as having been created or authenticated by LC. Beginning in Oct. 2004, LC retains authentication code "lcd" on existing CONSER records and assigns code "lccopycat" to a non-CONSER record when these types of records are used as the basis for its cataloging. Beginning May 1, 2009 LC uses the authentication code "pcc" in place of code "lc" in records newly authenticated and distributed as part of the CONSER Program. Code "lc" remains valid in pre-existing records.

Some LC records begin as partial or "In process" records (encoding level = 5; 050 = IN PROCESS) and remain as such until subject headings and an LC call number are supplied,

¹ See *CEG* [Encoding](#) Level (Leader/17) for list of current and discontinued codes.

² See *CEG* 010 for description of LCCN formats and their uses prior to 2000 and beginning in 2001.

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whereupon the encoding level is changed to "#."

C1.2.1. LC minimal level cataloging

Descriptive elements for original and adapted records have been reviewed. Name headings have been searched against the LC/NACO Authority and bibliographic files. Authoritative AACR2 forms have been used when available. If not found in the LC/NACO Authority File, an AACR2 form is supplied using the rules and rule interpretations. Beginning in 1994, subject headings in adapted records have been verified to assure that they are currently valid and constructed correctly.

Identifying features are an authentication code in field 042, a WMLC control number or Microform control number in field 050, and "DLC" in field 040. Before May 2009, LC used authentication codes "msc" and "lcd" in field 042. Beginning May 1, 2009, LC uses codes "msc" and "pcc" in newly authenticated minimal level records, but code "lcd" will remain valid in [pre-existing records](#). The encoding level for minimal records is "7."

C1.2.2. LC copy cataloging records

Historically, LC authenticated copy records at the same level of cataloging as the level done for original cataloging. Beginning in Oct. 2004, LC changed the way it handles authenticated and non-CONSER copy records. Non-CONSER records are now authenticated as "lccopycat." All name and LCSH subject headings are checked against the relevant authority files. However, code "lccopycat" indicates that these externally provided cataloging records are accepted with minimal change, if any, and that because of this, the record may not reflect LC documentation and practice.

C1.2.3. U.S. ISSN Assignments

With the October 14, 2008, reorganization of the Acquisitions and Bibliographic Access Directorate at the Library of Congress the group that has primary responsibility for assigning ISSN to serials published in the United States is called the ISSN Publisher Liaison Section (ISSN PL). This section assigns ISSN to publishers (pre-pub and post-pub requests), the U.S. Postal Service, the ISSN International Centre and other ISSN centers around the world, and to CONSER libraries. ISSN PL also handles all queries related to ISSN and the ISSN application process submitted from sources such as publishers, libraries, subscription agents and the Library of Congress.

All ISSN and related elements have been verified according to the *ISSN Manual* or its predecessors, *ISDS Manual* and *Guidelines for ISDS*. The ISSN and related elements include the 022 (ISSN), 022 \$2 (ISSN Center Code), 008/33 (Original Alphabet of Title Code), 210 (Abbreviated Title), and 222 (Key Title). Other descriptive elements are supplied according to the ISSN Guidelines and AACR2. Name headings have been searched against the LC/NACO Authority File and bibliographic files for records authenticated after January 1981, authoritative AACR2 forms have been used when available. If not found in the LC/NACO Authority File, an AACR2 form is supplied using the rules and rule interpretations.

Identifying features are code "nsdp" in field 042, and "NSD" (before May 2009) or "DLC" in field 040. Beginning in 1988, code "msc" or "lcd" was also assigned to "nsdp" records to reflect the authoritativeness of headings in the records. Beginning in May 2009, code "msc" or "pcc" is used in addition to "nsdp." The encoding level for minimal records is "7". The encoding level for prepublication records is "8."

C1.2.4. New Serial Titles

In March 1993 the New Serial Titles Section was abolished. The publication was discontinued at the end of 1999. The following information applies to records authenticated by the section prior to March 1993.

Holdings information in field 850 has been verified. Descriptive elements have been accepted as found on existing records, or based on information supplied by a reporting institution when no online record is available.

Name headings have been searched against the LC/NACO Authority File and bibliographic files, and, for records authenticated after Jan. 1981, authoritative AACR2 forms used when available. If not found in the LC/NACO Authority File, an AACR2 form is supplied using the rules and rule interpretations.

Identifying features are an "sn"-prefixed LCCN in field 010, code "msc" or "lcd" in field 042, the symbol "NST" in field 040, and the presence of an 850 field. Older records carry code "nst" in field 042; this code is no longer used.

C1.3. Library and Archives Canada

As the authority for Canadian imprints, LAC authenticates its own records as well as those of others. LAC authenticates titles that have a Canadian imprint as well as certain serials that are of

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Canadian interest. ISSN Canada is the authority for the ISSN and related elements in records with Canadian imprints.

Descriptive elements are reviewed; name/series headings are authoritative. Subject headings, LC class number, and Dewey number are assigned.

Identifying features are "ce", "cf", or "cn" prefixed LCCN in field 010 and code "nlc" in field 042.

C1.3.1. LAC minimal level cataloging

Descriptive elements have been reviewed but subject headings are not assigned. LC class numbers are assigned to non-government serials other than periodicals. Abridged Dewey numbers (i.e., 12th ed.) are assigned.

C1.3.2. LAC abbreviated level cataloging

Descriptive elements have been reviewed but subject headings and classification numbers are not assigned. Series added entries are not provided. Name headings have been established according to AACR2. LAC abbreviated records are identified by encoding level "7."

C1.3.3. ISSN Canada

The ISSN and all related elements have been verified according to the *ISSN Manual* or its predecessor *ISDS Manual* and Guidelines for ISDS. These elements include the 022 (ISSN), 022 \$2 (ISSN Center Code), 210 (Abbreviated Title), and 222 (Key Title). Most records authenticated by ISSN Canada are also LAC-authenticated. Encoding level "7" signifies that only the ISSN and related elements have been reviewed.

The identifying feature is code "isds/c" in field 042.

C1.4. U.S. Newspaper Program

These records are similar to CONSER minimal level records. Descriptive elements have been reviewed. Name headings are in authoritative *AACR2* form per the LC/NACO Authority File or *AACR2*-based.

Identifying features are an "sn"-prefixed LCCN in field 010 (USNP institutions are the only CONSER participants to use sn prefixed LCCN for records created after 2000), code "msc" in field 042, encoding level "7", the symbol of the USNP institution in field 040, and field 752. (For a list of symbols, see A1.)

C1.5. CONSER Abstracting and Indexing Coverage Project

The A&I Project conversion staff did not authenticate records; however, many of the records updated have been previously or are subsequently authenticated by one of the institutions above. The purposes of the A&I Project included adding indexing and abstracting information to records via field 510, as well as adding ISSN and related elements (fields 022, 210, 222). On records to which project staff added complete verified ISSN and related elements, the National Serials Data Program authentication code "nsdp" was used in conjunction with field 012 \$j P to authenticate the ISSN and related elements while flagging the fact that additional bibliographic maintenance done by NSDP has not been done for these records.

Identifying features are the presence of the symbol "AIP" in field 040 and the presence of one or more 510 fields in the record.

| **Related fields, etc.** 008/33, 022, 010, 012, 040, 042, 050, 210, 222, 510, 850, A1, Leader/17.

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C2. PARTICIPANT AUTHENTICATION

C2.1. General Procedures

CONSER members¹ have been authenticating their own records since 1984. Participant authentication begins with the review of the contents of a record. All essential elements must be present in the record (as determined by the level of cataloging expressed in the encoding level). These elements must be technically correct, adhering to the appropriate rules, interpretations, and coding guidelines. The record as a whole must also conform to the agreed-upon practices outlined in this manual.

CONSER authenticates serial records and, from July 2007, together with BIBCO libraries, also creates and maintains records for integrating resources (see *CEG B7*).

All CONSER members must also verify the authoritativeness of all name and series² headings used in the record. While authoritative headings are not mandatory for minimal level records, all headings must be searched against the LC/NACO Authority File on OCLC and must be used in AACR2 form.

Once the review of the record is complete, certain data elements which are required to identify the record as a CONSER record for purposes of record selection and distribution are added and/or changed. The identifying elements are an LC control number (field 010)³ and a CONSER authentication code (field 042) of "pcc" ("lcd" if authenticated before May 2009), or "msc".

Once a record has been authenticated by a CONSER member with an authentication code of "pcc," it is not further authenticated by another CONSER member but may be modified/updated as necessary. For online modifications that may be made to LC-authenticated records, see C3 or for LAC-authenticated records, see C12.

¹ While all participants in the Program are "CONSER members", for purposes of this document, "CONSER member" refers to an institution other than the Library of Congress or the Library and Archives Canada. Likewise, "participant authentication" refers to that performed by institutions other than LC and LAC.

² Beginning in Aug. 2008, it is no longer required to provide controlled series access points in PCC bibliographic records for resources in series, or to search the authority file for series authority records, or to create/update series authority records. However, when a series added entry is being provided, catalogers must search, establish new, or update existing, series authority record(s) in the LC/NACO Authority File as necessary. CONSER, LC, and LAC catalogers must still consult SARs when testing for conflict.

³ Prior to January 2000, CONSER participants used "sn"-prefixed numbers in CONSER records.

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New members begin authenticating their own records once the review period is complete. For details, see A4.

CONSER members do not have to authenticate every record they create. They may exclude certain records from CONSER, or they may request additional assistance in order that the record be properly authenticated (e.g., the necessary language expertise is not resident within the institution). In such cases, surrogates are sent to LC or another CONSER member, as appropriate.

Surrogates are also sent to LC to substantiate requests for revision or corrections that cannot be made by CONSER members (see C3). For instructions on submitting surrogates, see C11.

C2.2. CONSER ID Elements

C2.2.1. Encoding level

When authenticating records, CONSER members use MARC 21 encoding levels of # for CONSER standard level, or 7 (minimal level) rather than the OCLC-defined codes (I and K). This applies to original input and authentication of existing records.

C2.2.2. Record control number

All full and associate CONSER members add an LC control number in subfield \$a of field 010 if an LCCN is not already present and the record is not previously authenticated. Cancelled, invalid, or unverified LCCNs are carried in 010 \$z. The content of the 010 \$a is especially important because it becomes the record control number (field 001) upon processing by LC. The OCLC control number is moved to the 035 field when the record is converted to MARC 21. For an incoming record to replace an existing MARC 21 record in LC's local database, the records must match on both the LCCN and the OCLC Control Number. For an incoming record to replace an existing non-LC CONSER record in the CDS serials file, the records must match the LCCN and Date Entered on File (fixed field 008/00-05).

If an incorrectly input LCCN is detected in a CONSER-authenticated record, the CONSER member can consult with LC to determine how to correct field 010 so that the correct LCCN is recorded in both the OCLC, LC and /or CONSER databases. CONSER members may need to delete the incorrect record from the CONSER database prior to correcting the 010 in OCLC. It must be clear, however, which OCLC control number is paired with which LCCN in the CONSER database system before the record deletion is processed. The following information must be verified before changing the LCCN in the CONSER database:

| <u>OCLC Record</u> | | <u>LC/CONSER Record</u> |
|---------------------|---|-------------------------|
| OCLC control number | = | Field 035 |
| Field 010 \$a | = | Field 001 |

Once it is clear that a new LCCN needs to be assigned to a CONSER record and that the control numbers match in OCLC and LC/CONSER, then the following steps are performed to delete the incorrect record from the LC/CONSER database and to add the record with the correct number.

1. Lock the record in OCLC.
2. Add field 012 \$z d.⁴
3. Replace and relock the record.
4. Add the correct LCCN to field 010 subfield \$a.⁵
5. Remove \$z d from the 012 field.
6. Replace and update the record.

Once the correct LCCN has been assigned to the CONSER record in OCLC, a cataloger can then make additional changes, as needed.

CONSER members may also receive an emailed error report from the Automated Operations Coordinator, LC U.S. and Publisher Liaison Division, (John Levy, jlev@loc.gov) that indicates an LCCN was input in field 010 in OCLC that is already assigned to a different OCLC control number in LC/CONSER. This situation does not generally require the deletion of a record, but may be resolved by inputting a new LCCN in field 010 subfield \$a of the record in error.⁶

CONSER members should consult with the LC Automated Operations Coordinator if there are any questions about assigning LCCN to CONSER records, or any other problems with the distribution or conversion of the record.

C2.2.3. Authentication code

Two authentication codes are defined for use by CONSER members:

Code "pcc" is used in records in which all headings are established, i.e., backed by AACR2-coded records in the LC/NACO Authority File, and in records for which no controlled

⁴ If field 012 is already present, add only \$z d. If subfield \$b is also present in field 012, set the value to "3."

⁵ The incorrect LCCN may be moved to subfield \$z of the 010 field.

⁶ It should first be determined which OCLC control number is or is not present in LC/CONSER.

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name/series headings are appropriate.⁷

Code "msc" is used in records for which one or more name headings are not established; all headings in the records, nonetheless, must be constructed in accordance with AACR2 provisions.

CONSER members **may** add an 042 code to the following records:

- 1) Records originally input.
- 2) Existing unauthenticated records.
- 3) Existing records authenticated with only a code of "nsdp" and prepublication records with only a code of "msc." (See C6. "Prepublication Records and ISSN for U.S. Imprints").
- 4) Existing records authenticated as "msc" when the institution is establishing the headings and changing the code to "pcc".
- 5) Records with an 042 code of "xlc". In some cases, especially with conference publications, a CONSER member may wish to authenticate such a serial record.
- 6) Records with code "xnlc" may be authenticated by CONSER members by adding "pcc" or "msc" before the "xnlc" code.
- 7) Record with code "lccopycat" may be upgraded to "pcc."

CONSER members **may not** add an 042 code to the following records:

- 1) All records authenticated with an 042 code of "pcc" ("lc" or "lcd" if authenticated before May 2009) or "nlc". (These records are already authenticated at the highest level; "pcc", "lc" and "lcd" records may, however, be modified per C3.)

C2.2.4. Holding institution code

When authenticating records, CONSER members may also report whether they hold the publication by recording their institution symbol in field 850. The reporting symbols are given in the form of the MARC 21 codes found in *MARC Code List for Organizations*, maintained by the Library of Congress. Prior to 2000, these holding institutions were also listed in *New Serial Titles*. Since the publication *New Serial Titles* ceased with the 1999 subscription year, CONSER

⁷ Prior to 1990, code "msc" was used when no headings were appropriate. For further information, see field 042.

members are no longer required to add 850 codes. (LC continues adding “DLC” in field 850 for titles in its collection).

For more information, see fields 850 and 012 \$i.

C2.3. Name Authority Procedures Relative to Participant Authentication

CONSER libraries submitting name authority records should code the bibliographic record "pcc" even though there will be a slight lag before their submissions appear in the LC/NACO Authority File. If the suggested form of name is not accepted, the CONSER Participant will be so informed and must make corrections to the respective bibliographic records. For further instructions, see C4.

C2.4. Summary guidelines

C2.4.1. CONSER standard level cataloging is being performed

1) Assumptions

- a. Records will contain all necessary fields required for a CONSER standard level record as stated in the *CEG*.
- b. Records will contain all necessary name headings.
- c. Name and series headings are or will be established in the LC/NACO Authority File (042 = pcc), or no headings required (042 = pcc).
- d. Subject headings will appear in the record when appropriate and have been verified as to validity and construction.

2) When creating original records:

- a. Encoding level = #
- b. 010 = LC control number
- c. 042 = "pcc"

3) When adapting existing unauthenticated records:

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- a. Encoding level: change I, K, L, or M to #
 - b. 010 = LC control number. If an unverified 010 field is present in the record, move the number to subfield \$z
 - c. 042 = "pcc"
- 4) When further authenticating already authenticated records (permissible only for "nsdp records, minimal level records, or "lccopycat" records)
- a. Encoding level:
 - 1 - Upgrade to # if modifying cataloging based on piece in hand.
 - 7 - Upgrade to # .
 - 8 - See C6.1. If update is permissible, upgrade to #. If update is not permissible, do not change record in any way; notify ISSN Publisher Liaison Section (ISSN PL), the agency at LC responsible for assigning prepublication ISSN.
 - b. 010: A control number should already appear in the 010 field; do not change or add another number.
 - c. 042: Code "pcc" or "msc" should be present in ISSN PL records; change "msc," and "lccopycat" to "pcc" in ISSN PL, minimal level records, and "lccopycat" records.
 - d. 050: If present in the record, do not change or remove.

5) If record already authenticated with "pcc" is found:

These records are **not** further authenticated by CONSER members. However, changes can be made to the record to reflect changes in the publication itself (cf. C3). No changes are made to fields 010, 042, 050, or the encoding level in an LC authenticated record. See these fields for additional instructions.

C2.4.2. Minimal level cataloging is being performed:

1) Assumptions

- a. Records will contain all necessary fields required for a minimal level record as stated in the *CEG*.

- b. Record may or may not contain name headings.
- c. Name headings used may be established in LC/NACO Authority File (042 = pcc) or not established but in AACR2 form (042 = msc); or no headings (042 = pcc).
- d. Subject headings may or may not appear in the record; for records created after 1994, subject headings have been verified as to validity and construction.

2) When creating original records:

- a. Encoding level = 7
- b. 010 = LC control number
- c. 042 = "pcc" or "msc" (as appropriate)

3) When adapting existing unauthenticated records:

- a. Encoding level: K, L, M - Change to 7; I - Change to # and consider adapting at CONSER standard record level.
- b. 010: If an unverified 010 field is present in the record, move the number to subfield \$z.
- c. 042: Use "pcc" or "msc" (as appropriate).
- d. 050: If present in the record, do not change or remove.

4) When further authenticating an already authenticated record (permissible only for "nsdp" records, minimal level records, or "lccopycat"):

- a. Encoding level: change as follows:
 - 1 - Upgrade to # if modifying cataloging, based on piece in hand.
 - 7 - Leave as is.
 - 8 - See C6.1. If update is permissible, upgrade to #. If update is not permissible, do not change record in any way; notify ISSN PL.
- b. 010: An LC control number should already be in the record; do not change or add another number.

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- c. 042: A code of “pcc” or “msc” should be present in ISSN PL records; if minimal level work is being done, no change should be necessary.
- d. 050: Do not change or remove.

| **Related fields, etc.** A4, B7, C1, C3, C4, C6, C11, C12, Leader/17, 010, 042, 050.

C3. MODIFICATIONS TO LC-AUTHENTICATED RECORDS

CONSER members may modify LC-authenticated records to maintain accuracy and to describe significant changes (e.g., ceased publication).

Key indicators of an LC-authenticated record:

*050 is present and has second indicator "0", and
040 includes "DLC", and
010 is present and has an LCCN in subfield \$a, and
042 is present and has some valid authentication code other than "nlc" or
"isds/c" .*

Upon completion of the initial review period, a Full or Associate participant may obtain from OCLC a CONSER national level ("CON") log-on authorization that permits making updates to all CONSER records.

In general, necessary changes to LC-authenticated records may be made without first notifying LC. Certain categories of change that affect distribution of holdings, however, may require notification. For examples of such changes, see C8, C9, and C10.

The chart on the following pages specifies the additions, changes, and deletions to LC-authenticated records that may or may not be made by CONSER members and the situations in which LC must be notified.

Related fields, etc.: C8, C9, C10.

**ADDITIONS, CHANGES, AND DELETIONS
TO LC-AUTHENTICATED RECORDS**

| Data element | Add/change/delete? | Notify LC? |
|---------------------|---|-----------------------|
| Encoding level | May change 1 to blank if issue in hand May not change 5 to blank | No |
| 010 | Do not change or delete | N/A |
| 012 | Change \$b 0 or 7 to 3 Delete \$c x when making any change | No No |
| 042 | Do not add, change, or delete | N/A |
| 050, 060, 082 | May add using 2nd indicator 4 | No |
| 070, 074, 086 | May add when found on the piece, or as assigned (NAL and GPO) | No |
| 022 | Add for unauthenticated or foreign records; do not change if "ndsp" or "isds/c" in 042 | No |
| 210, 222 | Add for foreign records; do not change if "ndsp" or "isds/c" in record | No |
| 1XX | May change to authoritative form May change choice of entry in pre-AA2 record if converting to AA2 | No No |
| 240, 245, 250 | May correct obvious errors but not choice of title, etc. May change when converting pre-AA2 to AA2 | No Yes* |
| 246, 300, 310, 321 | May add or change as necessary | No |
| 362 | May add or change to reflect first/last issue or successive numbering scheme May add or change when converting to AA2 | No No |
| 4XX | OK to add or change 490 0 OK to add or change 490 1 if adding or changing 8XX | No No |

| Data element | Add/change/delete? | Notify LC? |
|-------------------------|--|--------------|
| 500 | OK to delete "Description based on" note when backing up to first issue | No |
| | OK to delete or change source of title note when backing up to first issue | No |
| | May add other general notes | No |
| 510 | Do not change or delete | N/A |
| 515, 525, 550, 555, 580 | May be added or changed as necessary | No |
| 6XX | OK to add or change if from authorized list | No |
| 700-730; 740 | OK to add or change if authorized form available (700-730); use 740 for unauthorized forms | No |
| 760-787 | May add as necessary | No |
| | May change incorrect link | No |
| | May delete when consolidating records | Yes** |
| 800-830 | OK to add or change if authoritative form available | No |
| 87X | Delete when headings are converted to AA2 | No |
| 890, 901, 911 | Do not add, change, or delete | N/A |
| 936 | OK to add or change | No |

* if a record change to an LC authenticated record would affect distribution of holdings among two or more titles

** if converting latest entry records to successive entry records

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C4. AUTHORITY RECORDS

The Library of Congress realized some time ago that it was unable to catalog all items and to establish all headings needed by libraries in the United States. As a result, the Name Authority Cooperative (NACO) Program was begun in 1977 to foster development of the LC/NACO Authority File through cooperative contributions of name and series authority records.

Cooperative Subject Cataloging Projects (CSCP) was begun in 1983 to foster development of *LCSH* through cooperative contributions of proposals for new subject headings and changes to existing subject headings. Both programs are currently carried out within the Cooperative Programs Section, Cooperative and Instructional Programs Division at the Library of Congress.

This chapter addresses procedures related to authority records to be followed by national,¹ full, and associate CONSER participants that have completed the initial training and review period for CONSER, during which period all bibliographic and authority records contributed by the new participant are monitored (see A4.6).

All new CONSER records carry AACR2 forms of name or series², whether or not that form of name has an equivalent authority record. The authentication code will indicate whether authority records are available for all headings in a record (see C1, C2, and 042).

Bibliographic records containing names or series for which the authority work is being provided by the CONSER participant are authenticated with the code "pcc".

C4.1. Name Authority Records

C4.1.1. Background and Scope

CONSER cooperation in the area of name authority records (NARs) began in the summer of 1981, with three CONSER participants submitting NARs as part of the NACO Project.

Since April 1988, the technical responsibility for the NARs contributed by participants resides in the Cooperative Programs Section at LC.

¹ The Library and Archives Canada has different authority requirements (see C12).

² The Library of Congress has different policy for series (see Series at the Library of Congress: June 1, 2006. URL: <http://www.loc.gov/catdir/cps0/series.html>).

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C4.1.2. Establishing an authoritative form of name

CONSER participants apply *AACR2* and *LC Rule Interpretations* in the formulation of name headings and cross references. The participants follow the procedures in the *Descriptive Cataloging Manual* (DCM Z1) to prepare the associated NARs.

As part of establishing a name, the LC/NACO Authority File and LC bibliographic files, as found on OCLC or the LC ILS, must be searched to determine whether the name has already been established.

Participants also identify LC monograph records or CONSER records that contain the name being established and, if necessary, change the name on the CONSER records. The monograph records are reported to NACO for modification by LC.

C4.1.3. Canadian Headings [See also C12.5]

When creating NARs for Canadian headings, the CONSER participant may check the Library and Archives Canada authority file in AMICUS (<http://www.collectionscanada.ca/amicus/>). If the heading is found, a citation to LAC authority file is given. If the heading is not found, or if AMICUS is not available for searching, the CONSER participant:

1. Follows instructions in DCM Z1 to create and contribute the NAR based on the information found in the resource being cataloged.
2. Contact LAC for verification of the Canadian corporate name by using the Web form found at: <http://www.loc.gov/catdir/pcc/naco/LAC-nacohdgform.html>.

If a heading is in the LC/NACO Authority File, the CONSER participant may add cross references to the NAR. CONSER participants may add Canadian headings to LAC-authenticated records if the heading has been established by LAC or if NACO is contacted.

C4.1.4. Difficult and Problem Name Headings

If a participant has difficulty in establishing or updating a name heading due to complexities having to do with the language or related established headings, the participant may create or update the record and ask their institution's NACO liaison to review it. A listing of LC Cooperative Programs Sections staff acting as PCC liaisons is available from: <http://www.loc.gov/catdir/pcc/naco/coopcat.html>. When necessary the appropriate surrogates are sent along with the request.

Alternatively, the institution can input a minimal level bibliographic record authenticated as "msc", and not attempt to make a name authority record. The participant may not, however, code as "msc" any record with a heading that conflicts with an existing NAR. If a heading appears in a 410 field on a NAR and the heading is also a valid form of the name, the heading is separately established, the cross reference removed, and the record coded as "pcc." NARs that contain such cross references may also contain a note in field 667 that indicates that the headings are legitimate AACR2 headings; however, the note does not always appear and its absence does not mean that the heading might not be legitimate. If the heading cannot be established by the cataloging institution, the NAR may be referred to the institution's NACO liaison with all available documentation.

C4.1.5. NARs Review and Verification

Independent NACO status is required prior to joining CONSER. A designated trainer reviews all or a sampling of NARs submitted by the CONSER participant during their initial training period. Once in independent status, a participant may their institution's NACO liaison to review NARs when having difficulty in establishing or updating a name heading. (See C4.1.4.)

C4.2. Series Authorities

CONSER participants create SARs online under the technical direction of their NACO liaison. PCC participants should send questions about creating, updating SARs and report duplicates to their NACO liaisons. Other libraries should report duplicates to the Policy and Standards Division (policy@loc.gov).³

The participant may authenticate the bibliographic record as "pcc" at the time the inquiries are sent.

C4.3. Subject Authorities

Optionally, CONSER participants submit new subject headings and revisions to subject headings for *LCSH*.

C4.3.1. Background

CONSER libraries have had the opportunity to contribute to *LCSH* since the Library of Congress

³ See PCC Series FAQ. URL: <http://www.loc.gov/catdir/pcc/bibco/seriesfaq.html#11>.

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issued an invitation in the Summer 1988 *Cataloging Service Bulletin* for interested individuals to begin submitting proposals. CONSER libraries were further encouraged to contribute proposals at the 1993 Subject Seminar.

C4.3.2. Establishing Subject Headings

Libraries interested in contributing proposals for new subject headings and changes to existing subject headings for *LCSH* should follow instructions provided on the SACO home page:
| <http://www.loc.gov/catdir/pcc/saco/saco.html>. Inquiries about the proposal process may be sent
| to: SACO@loc.gov.

C4.4. Communication

Participants may communicate with LC via electronic mail, telephone, or fax.

| Cooperative Programs Section NACO liaisons (telephone numbers and email addresses):
| <http://www.loc.gov/catdir/pcc/naco/coopcat.html>

| NACO queries: NACO@loc.gov

| SACO queries: SACO@loc.gov

| CONSER queries: CONSER@loc.gov

| Cooperative Programs Section Fax: 202-252-2082

Problems that are difficult to resolve via the phone are mailed or faxed with appropriate documentation to the participants. Responses can be through whatever means is preferred by the participant.

C4.5. Documentation

NACO supplies CONSER/NACO participants with a single set of *DCMs* and *RI*s. For additional documentation, tools, rules, etc, consult the NACO Web site at <http://www.loc.gov/catdir/pcc/naco/naco.html>.

| **Related fields, etc.** A4, C1, C2, C4, C12, and 042.

C6. Prepublication Records and ISSN for U.S. Imprints

Follow the procedure below to update ISSN prepublication records created by ISSN Publisher Liaison Section (ISSN PL) at the Library of Congress. In adhering to this procedure, CONSER catalogers will enable necessary verification of the ISSN elements and completion of the ISSN registration process before these records become part of the ISSN database in Paris.

C6.1. Prepublication Records

Procedure for Updating U.S. ISSN Prepublication Records (Elvl: 8)

C6.1.1. Record Update

- Leave field 263 (expected date of publication)
- Change the encoding level from "8" to the appropriate level
- Update the record as appropriate (Keep in mind that the record is based on information supplied by the publisher prior to publication and not from an actual issue. It is very easy to overlook small changes in title and corporate body fields.)
- Authenticate the record in the usual manner (i.e., when present, change code "msc" to "pcc" in field 042)
- Notify LC of the update using the online ISSN Requests Web Form (<http://www.loc.gov/acq/conser/issn/>)

Note: Prepublication records input after Oct. 15, 1996 no longer include code "nsdp" in field 042; provisional key title in field 222; and code "1" for the ISSN center code. If these elements are found in the prepublication record being updated, note this in the comments section of the ISSN Requests Web Form.

C6.1.2. Do NOT update the prepublication record in the following situations:

- Publication does not appear to be a serial or an integrating resource

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- Duplicate ISSN have been assigned to the same publication
- The serial should not have its own record or ISSN (certain indexes, certain supplements, parts, etc.)
- More than one record is needed to represent the serial (edition problems, parts problems, etc.)
- Any other case in which you feel (or suspect) a problem in ISSN assignment or record creation might have occurred.

| CONSER catalogers can report problems and doubtful cases using the ISSN Requests Web Form at <http://www.loc.gov/acq/conser/issn/>.

| **C6.2. ISSN Requests for U.S. Imprints**

| The CONSER database is where U.S. ISSN are first registered and the records first updated based on published issues. Hence, OCLC is the most complete source for records for U.S. ISSN assignments.

| C6.2.1. U.S. imprints with existing OCLC records lacking an ISSN

| When authenticating records for U.S. imprints lacking an ISSN, CONSER catalogers may report them to LC for ISSN assignment using the ISSN Requests Web Form. The following situations are some of the examples:

- Major changes for U.S. imprints
- Current U.S. imprints lacking “nsdp” authentication
- Ceased U.S. imprints on which an ISSN has been printed, or for which an ISSN has been found in a printed source (e.g., Ulrich's, NST).

| C6.2.2. U.S. imprints without existing OCLC record

| CONSER catalogers may also request ISSN assignment for a new U.S. imprint they are authenticating using the ISSN Requests Web Form.

| ISSN PL staff at LC will notify the requesting CONSER library or institution to let them know

that their request or batch number is ready. When more information is needed, CONSER catalogers may be asked to provide surrogates (see C6.5.) to support the ISSN assignment process.

Note: Libraries can only request ISSN for titles for which they have completed CONSER authentication.

C6.3. Incorrect ISSN on Issues

If the ISSN printed on current issues of a serial differs from that in an authenticated record, report the error using the ISSN Requests Web Form. ISSN PL staff will then contact the U.S. publisher (or, in the case of non-U.S. imprints, the appropriate ISSN center) with a request that the error be corrected. Additionally, ISSN PL staff will add the incorrect ISSN to subfield \$y of field 022 to provide access via the incorrect ISSN.

C6.4. ISSN-Related Elements for Non-U.S. Imprints

CONSER catalogers may input ISSN for non-U.S. imprints (current or ceased) into any record not authenticated with the authentication code "nsdp."

If the CONSER library has access to the ISSN Portal and can locate the non-U.S. imprint title in the portal, fields 022, 210, and 222 may be added to the OCLC record. Note that the 022 \$2 contains the ISSN center code. Each country that assigns ISSN has a center code. The list of center codes is at: <http://www.issn.org/2-22685-Country-codes-Centre-codes.php>.

| | |
|--------------------|--|
| <i>Fixed Field</i> | <i>Alph: a</i> |
| 022 0# | 1469-3321 \$2 2 |
| 222 #0 | Competency & emotional intelligence quarterly \$b (Online) |

(Note ISSN Center for this title is United Kingdom. Center code for United Kingdom is 2.)

Corrections to fields 022, 210 and 222 may be made to "nsdp" authenticated records for non-U.S. imprints, if verified in the ISSN Portal.

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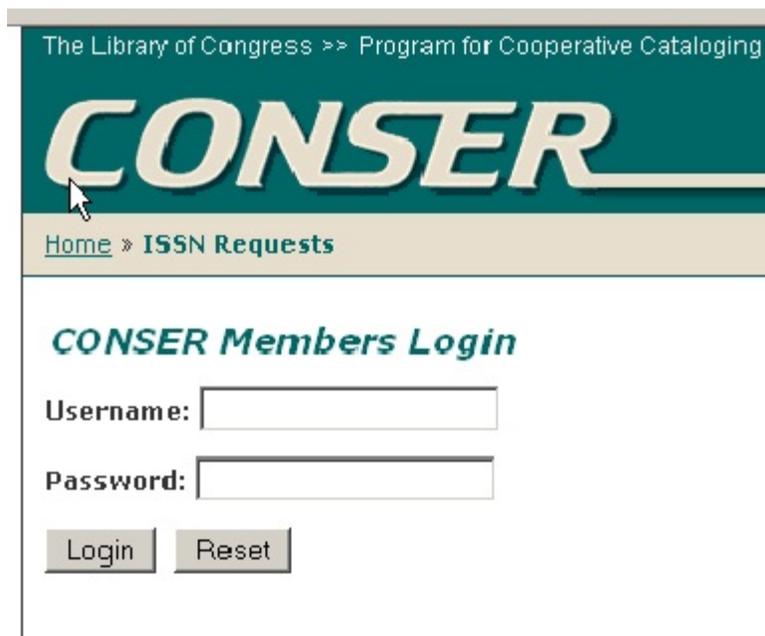
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C6.5. Surrogates

Surrogates sent for purposes listed above should:

- 1) Include pages showing pertinent information (e.g. copies of the title page, cover, or masthead, pages showing incorrect ISSN, etc.)
- 2) Include the publisher's name and address
- 3) Include the date or designation of the issue
- 4) Be of the most recent available issue (to avoid contacting a publisher about an error that has already been corrected)

C6.6. ISSN Requests Web Form



The Library of Congress >> Program for Cooperative Cataloging

CONSER

[Home](#) » [ISSN Requests](#)

CONSER Members Login

Username:

Password:

The ISSN Requests Web form is available for CONSER members at <http://www.loc.gov/acq/conser/issn/>. Each CONSER library has its own Username and Password. Contact the ISSN PL Section at LC (issn@loc.gov) for assistance with username or password.

Instructions for Submitting an ISSN Request via the ISSN Requests Web Form

Once logged in, the requestor will have the option of submitting a single request or a batch of requests. The requestor can also search by title (omit the initial article) and OCLC number to see if another library has already requested an ISSN for that title, or browse the alphabetical list of

requests that have been submitted. Surrogates are not usually required for requests involving a serial represented by an authenticated OCLC record based on a recent issue. If a question arises about the serial, the ISSN cataloger may request that you fax a surrogate (Cf. C6.5.).

1. Enter an ISSN request: click on either Single Request or Batch Request and enter the title(s), omitting the initial article. Enter the OCLC record number(s) and any comments about the title(s)/request(s).

2. Enter email address in the appropriate box and provide a contact name in the comments box. ISSN PL staff will send an email notification when the ISSN assignment(s) is complete or when further information is required.

3. For a single request enter the title, OCLC record number, and any comments, and submit the request. For multiple requests, click on Add Row after each title and Submit after the last title in the batch has been entered.

Once ISSN PL has received the request(s), a date will be attached to the batch number. ISSN PL will send a notification via email once the ISSN assignment process is completed. Requesters may retrieve the ISSN from the Web form or from the OCLC records. If the ISSN PL determines that the title is not eligible for an ISSN from the US ISSN center, a note explaining the reason will appear in the comments box. The comments can be viewed in the full record display.

Related fields, etc. 008/20, 022, 042, 210, 222, 263, 936, C8.1.2.

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ISSN Request Fax Form

Use this form as a cover sheet to send surrogates of publications that require editing by ISSN PL. These include problems with prepublications, major changes for U.S. imprints, requests for assignment of ISSN for current U.S. imprints, reports of ISSN being printed incorrectly, and modification requests for records authenticated with "nsdp."

Please batch each type of request separately and complete a separate form for each type of processing being requested.

FROM: Name: _____ DATE: _____

Email: _____

| <u>Number of surrogates</u> | <u>Type</u> |
|-----------------------------|----------------------------|
| _____ | PREPUB problem(s) |
| _____ | U.S. major changes |
| _____ | U.S. imprints lacking ISSN |
| _____ | ISSN printed incorrectly |
| _____ | Modification request |
| _____ | Other |

Library of Congress
ISSN Publisher Liaison Section
101 Independence Ave., S.E.
Washington, DC 20540-4284
Fax (202) 707-6333

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C7. DUPLICATE RECORDS

C7.1. Description

Duplicate records are two or more bibliographic records describing the same bibliographic item, ostensibly in the same manner. Section C7.2 below describes various categories of duplicate records and identifies those that are permissible. When duplicate records of a type not permitted are discovered, CONSER members should select one record to retain and report the duplicate record(s) to be deleted. Section C7.3 below gives instructions on selecting records to retain, C7.4 describes the steps for reporting duplicate records, and C7.5 describes deleting records in LC's system.

C7.2. Categories of Duplicates

C7.2.1 Latest entry records

If the only serial record for a publication is latest entry cataloging, then you may create successive entry cataloging records. This is a category of **permissible** duplicate.

Do not report a latest entry record that duplicates, in whole or in part, one or more successive entry records.

C7.2.2 LAC French cataloging

Do not report a record cataloged in French by LAC that duplicates an English language record for the same title. This is a category of **permissible** duplicate.

C7.2.3 Serials cataloged in different MARC formats

This category was once described as a permissible duplicate in the CEG, but is no longer considered permissible. With the completion of format integration in the 1990s, all non-print serials should be cataloged using the appropriate format (i.e., leader and 008, such as sound recording, computer file, etc.). OCLC converted most of the CONSER records to the appropriate format and merged data from non-CONSER records. However, some duplicates may remain and should be reported to OCLC. OCLC will change the leader (and 008) for the CONSER record and will delete the non-CONSER record. Data, such as field 007, that appears in the non-CONSER record and is to be transferred to the CONSER record should be indicated when reporting the duplicate to OCLC. See also instructions in Leader/06 and Fixed Fields--General Information.

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C7.2.4 Serials issued in cumulations or in parts or with supplements

LCRI 12.0, "Serials Issued in Cumulation and Serials Issued in Parts," provides guidelines for inputting separate records for cumulations of a serial and for separate parts of a serial issued in parts. RI 21.28B "Supplements to other serials" provides guidelines for inputting separate records for supplements or for noting them on the parent record. CONSER members should follow these guidelines for authenticating separate records for a serial with different frequencies, for authenticating multiple records for a serial issued in parts and for authenticating separate records for supplements to serials.

If duplicate records of these types have been authenticated, consult with the authenticating participant(s) for resolution. For splitting into separate records entries that have been previously covered by one record, see C8. Record Consolidation/Separation.

| Certain categories of duplicate records are permitted by CONSER and OCLC.

C7.2.5 Monograph, serial, or integrating resources

| Guidelines are provided in LCRI 1.0 for treatment of a publication as a serial, monograph, or integrating resource. CONSER members should follow these guidelines when authenticating serial or integrating resource records. OCLC allows serial publications to be cataloged as serials or analyzed and represented by monograph records representing volumes, issues, or parts even when the parts are not uniquely titled. Refer to OCLC's *Bibliographic Formats and Standards* (<http://www.oclc.org/bibformats/en/default.shtm>) for guidelines.

| If LC monographic cataloging duplicates authenticated serial cataloging, report the duplication to LC (Contact the Policy and Standards Division: Email: policy@loc.gov; Website: <http://www.loc.gov/catdir/cpsd/queries.html>) for resolution. If it is decided that duplication does exist, LC will handle the deletion of the duplicate record via the MARC Distribution Service (MDS). Deleted MDS monograph records remain in OCLC with encoding level "J" (OCLC defined) and may continue to be used to produce cards or update holdings. If a CONSER cataloger discovers one or more LC monographic records for a title she/he has determined to be a serial, a serial record is authenticated in OCLC and the monographic records are reported to LC. Report to OCLC as outlined in C7.4.2 below.

C7.2.6 LAC microform cataloging

Do not report a microreproduction record cataloged by LAC (description based on the microreproduction) which duplicates another microreproduction record cataloged according to LC microreproduction cataloging policy (description based on the original publication).

| C7.2.7 Parallel records for language of cataloging

| This is a category of **permissible** duplicate. Previously in OCLC, records for the same title, but cataloged in different languages, such as English, Spanish, and French, were considered duplicate records (with the exception of LAC French cataloging discussed in C7.2.2.). In October 2003, OCLC policy was changed to allow for parallel records within WorldCat by language of cataloging. Now, when searching within WorldCat, if the matching record is cataloged in a language other than that used by the inputting library, the library may enter a parallel record in its language of descriptive cataloging*. Only one record per language of descriptive cataloging will be allowed as permissible duplicate for each title.

The language of descriptive cataloging (a three-letter language code in subfield \$b of field 040) is required when the language of descriptive cataloging is not English.

040 ## \$a MUQ \$b fre \$c MUQ
040 ## \$a MUL \$b spa \$c MUL

See MARC Code List for Languages (<http://www.loc.gov/marc/languages/>) for a list of these codes. If this subfield \$b is not present in a bibliographic record within WorldCat, the language of descriptive cataloging is assumed to be English.

| The language of descriptive cataloging (field 040 subfield \$b) is not to be confused with the
| language of the item, which is recorded in the fixed-field element Lang (Language Code) of the
| record.

| The language of the subject headings (65X fields) is not a factor when determining the language
| of cataloging.

| ***NOTE:** The language of cataloging in CONSER records is English. The only allowable parallel
| language records in the CONSER file are the LAC French/English records.

See OCLC Technical Bulletin 250 for more information on the parallel records
(<http://www.oclc.org/support/documentation/worldcat/tb/250/>)

C7.3. Selecting the Record to Retain

| Duplicate records that are not permissible according to the descriptions given above should be
| identified and reported for deletion. Apply the following criteria to select the record to retain.

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C7.3.1. Select the record with the highest level of authentication:

- 1) lc \$a nsdp or nlc \$a isds/c
- 2) lc or nlc
- 3) pcc or lcd
- 4) nsdp or isds/c
- 5) msc or nst
- 6) lccopycat

C7.3.2. If no records are authenticated, select the record that:

- 1) Most closely adheres to AACR2 choice and form of entry, or
- 2) The record with the most information.

C7.3.3. If there is more than one record in the same category or subcategory, select the record input first.

C7.4. Reporting Duplicate Records

If the duplicate record (not to be retained) is an authenticated record, libraries should consult and come to an agreement about whether the record should be deleted. CONSER catalogers can optionally delete records from the CONSER database without having to notify the authenticating library if the records were input erroneously (see C7.5 below). After the record is deauthenticated, report it to OCLC for record deletion and merging of holdings.

C7.4.1. Reporting duplicates to LC

LC receives reports for duplicate records that are authenticated, including those for Canadian imprints, when LC has holdings. (LAC is not notified of duplicate records for Canadian serials). Reports may be sent via email to: (srdc@loc.gov) or fax to: (202) 707-1778. See also C7.5 below.)

C7.4.2. Reports to OCLC

If the duplicate record is unauthenticated, report it and the corresponding preferred record directly to the OCLC Quality Control Section, whose staff will evaluate the report, delete any duplicate records, and merge the holdings of the duplicate record to the preferred record. Do not report to OCLC duplicate records that are authenticated.

Duplicate records may be reported to OCLC through the WorldCat Duplicate Record Merge Request Webpage: <https://www3.oclc.org/app/bibdup/>. No accompanying documentation is necessary. Participants should submit duplicate reports as frequently as possible.

C7.5. Deleting Records in LC's System

CONSER members may delete authenticated records if they are able to determine that the record was input erroneously. This could happen when the title is determined to be a monograph or an integrating resource or is covered by another serial record. Report the record to LC for evaluation and deletion when LC has holdings. Send questions about LC serials bibliographic issues to Les Hawkins, CONSER Coordinator (conser@loc.gov); send questions about the process of deauthenticating a record to John Levy, Automated Operations Coordinator (jlev@loc.gov). Once it is clear that the record should be deleted, the duplicate record must be deleted from the CONSER database distributed by the Cataloging Distribution Service (CDS). Although non-LC CONSER records are no longer added to LC's local ILS, all CONSER records are distributed through CDS and duplicates must be deleted through the following steps:

1. Lock the record in OCLC.
2. Add field 012 \$z d.¹
3. Replace and relock the record.
4. Remove field 042.
5. Add field 936 "RECORD REPORTED FOR DELETION--USE # ..."
6. Replace record and delete holdings.
7. Report the record to OCLC for deletion.
8. Record canceled LCCN in subfield \$z of field 010 of record being retained

It may be determined that the record is a valid duplicate in OCLC and can remain in the system. Do not include field 936 "RECORD REPORTED FOR DELETION--USE # ..." nor report it for deletion, but complete the following steps:

1. Lock the record in OCLC.
2. Add field 012 \$z d.
3. Replace and relock the record.
4. Delete fields 012, 042, 850.
5. Replace record and delete holdings

(It is no longer necessary to move LCCN to 010 \$z.)

¹If field 012 is already present, add only \$z d. If subfield \$b is also present in field 012, set the value to "3."

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| **Related fields, etc.** Leader/06, Fixed Fields–General Information, C7, C8.

C13. CONSER MANAGEMENT STATISTICS (including OCLC Billing and Credits)

CONSER management statistics are used for distinct purposes. They are used by OCLC for CONSER-related billing and credits. They are also used by the PCC Policy Committee as part of determining whether contributions by participants meet the requirements of the institution's membership category as set forth in A4. CONSER Membership. In addition, the statistics reported by each institution and additional ones supplied by LC are used for general program monitoring and for answering questions about the CONSER Program.

C13.1 OCLC Billing and Credits

All OCLC charges apply to CONSER activities, with the exception of the credits listed below. Specific costs are available from regional networks. Credits apply to CONSER activity in three areas:

C13.1.1. Telecommunications

Libraries can access OCLC either through the Connexion browser or the Connexion client. Credits vary according to access method.

C13.1.2. Cataloging credits

CONSER members receive three types of credits for their cataloging activity. The credit is the same for each type of activity.

1) Online original cataloging credit: effective July 1, 1991, CONSER members receive a higher credit for CONSER online original cataloging than is given for non-CONSER original cataloging.

2) Authentication of records: CONSER members receive a credit for authenticating serial records already in the OCLC database.

3) Maintaining authenticated records: CONSER members receive a credit for maintaining authenticated records.

| The first two types of credits are automatically credited by OCLC. Category three credits are manually issued using statistics submitted monthly by CONSER members.

C13.2. CONSER Membership Requirements

As noted in the chapter on Membership, in addition to other requirements pertaining to active membership, there are volume of activity requirements. The correlations between the requirements stated in A4 (quoted below) and the statistics reported on the World Wide Web are indicated below.

C13.2.1. Full Member Volume of Activity Requirements

“Minimum of 400 authentication and maintenance transactions per year,¹ of which 150 are for newly authenticated bibliographic records.” (A4.2.1.3)

- The annual total of record authentications must be at least 150.
- The annual total of authentications and maintenance activities (all categories) must be at least 400.

C13.2.2. Associate Member Volume of Activity Requirements

“Minimum of 100 transactions per year that may include first time authentication, subsequent authentication, or maintenance transactions.” (A4.2.2.3)

- The annual total of transactions must be at least 100.

C13.2.3. Affiliate Member Volume of Activity Requirements

“75 transactions per year.” (A4.2.4.3)

- The annual total of maintenance activities must be at least 75.

C13.2.4. CONSER Enhance Member Volume of Activity Requirements

“50 transactions per year.” (A4.2.3.3)

- The annual total of maintenance activities must be at least 50.

C13.3. General Monitoring

Production statistics are included in the CONSER annual report and available on the World Wide

¹ The CONSER fiscal year is October 1 through September 30.

Web (<http://www.loc.gov/catdir/pcc/stats/pccstats.html>).

C13.4 Instructions for Completing the PCC Statistics Form on the World Wide Web

The “PCC Statistics for CONSER” form on the World Wide Web is completed by all CONSER participants, including new institutions that are in a training status. The form is completed monthly on the Web and OCLC is automatically informed of relevant statistics for CONSER credits.² No paper forms are used for relaying CONSER statistics since CONSER merged with the PCC.

CONSER Operations Committee members or an institutional designate are responsible for reporting CONSER production statistics online to the Library of Congress. Each new member must first contact the PCC statistics webmaster and have an institutional form created for reporting statistics. A spreadsheet program generates the “PCC Statistics” table displayed on the Website (see C13.3).

- | Original records. Give the total number of records newly input to the OCLC Online System. Report authenticated records only; unauthenticated records are not CONSER records. This reporting category includes LC prepub records.
- | Authentication of existing records. Report first time authentication of a record already in the OCLC Online System. Minimal level records in this category are those with encoding level “O”, “K”, or “L” that are changed by the CONSER participant to level “7”. The encoding level of the record *after authentication* determines the subcategory: “CONSER standard” or “minimal.”
- | Subsequent authentications. Report only the number of records to which an additional 042 code is added or for which the 042 code is upgraded. Include here records with code “nsdp” to which code “pcc” or “msc” is added; records that are raised from “msc” to “pcc” because headings are added or name authority work is performed; and records with code "lccopycat" that are upgraded to "pcc" when verifying description according to CONSER standards. This reporting category includes LC's updating and CONSER authentication of prepub records.

Maintenance of authenticated records. Report changes to authenticated records made in conjunction with CONSER cataloging for the title in hand or to records for related titles. See also Section B4, Record Maintenance. All statistics for Affiliate and Enhance members should be

² If a monthly report is not submitted, zeros are recorded for all categories. Any transactions that are not reported for the month should be added to the following month's statistics.

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reported here. Members who submit statistics both for CONSER and for the CONSER

| Publication Patterns Initiative should report maintenance that adds, deletes, or changes publication
| pattern and holdings data in 891 fields as part of Publication Patterns Initiative statistics, not in the
| regular CONSER statistics alone and not in both.

| **Related fields, etc.** A4, B4, C13.3.

C14. REMOVAL OF 510 FIELDS FROM CONSER RECORDS

During the 1980's the CONSER Abstracting and Indexing Coverage Project (CONSER A&I) added a substantial number of 510 Citation/References notes to CONSER records to provide information on the services that abstract or index a particular serial. At that time it was recognized that the addition of the 510 fields would cause the records to exceed or come close to exceeding OCLC's maximum allowable length. When this occurred, NSDP or others associated with the CONSER A&I Project selectively removed 510 fields from the records.

The inability to add data to the records became increasingly more problematic as electronic versions have become available. Catalogers wishing to use the CONSER single record convention found that they could not add the necessary notes and 856 fields without first having one or more 510 fields (or other data) removed from the records.

During the mid 1990's, the CONSER A&I/ISSN Issues Task Force was charged with finding solutions to the problem. Following a survey of the library community that confirmed the value of 510 information in CONSER records, the task force sought alternatives to their removal. Because it was no longer practical for NSDP to handle the removal of these fields, CONSER members were authorized to remove them according to the procedures below.

In November 2002, the Policy Committee of the Program for Cooperative Cataloging voted to remove most of the abstracting and indexing coverage fields (field 510) from CONSER records. This decision was based on a recognition that the data has served its purpose well, is now readily available online from other sources, and can never be actively maintained in CONSER records.

OCLC began the systematic removal of 510 fields from CONSER records at the end of February 2003. By spring 2003, most of the abstracting and indexing coverage fields were removed from CONSER records.

C14.1. Criteria for the removal of 510 fields

C14.1.1. General information. The decision on removal of 510 fields is based on a hierarchy for inclusion of indexes in the CONSER A&I Project. Emphasis is on the completeness of coverage and the subject discipline of the index in order to take maximum advantage of coverage information.

C14.1.2. Specific procedures. Remove fields in the following order of preference.

- a. 510 first indicator value "0" (coverage unknown)
 - 1) It can be determined that the index does not cover the serial.

- 2) The index name is not correct (i.e., it cannot be identified as a publication due to its shorthand nature or abbreviation)

b. 510 first indicator value "2" (coverage is selective)

1) Multiple index notes added for one index. More than one note was added for some of the services due to the nature of their list. In these cases, one 510 can be left for the service and the additional notes can be removed. The 510 left in the record should be the one most closely identified with the subject matter of the publication.

Listed below are the groups of multiple 510s (prefer the asterisked note when leaving one index):

America, history and life*

Historical abstracts. Part A. Modern history abstracts

Historical abstracts. Part B. Twentieth century abstracts

(Select the appropriate history subject)

ASTIS bibliography*

ASTIS current awareness bulletin

Computer & control abstracts

Electrical & electronics abstracts

Physics abstracts

(Prefer the appropriate science subject)

Electronics and communications abstracts journal (Riverdale)

ISMEC bulletin

Pollution abstracts with indexes

Safety science abstracts journal

(Prefer the appropriate subject)

Energy information abstracts

Environment abstracts

(Prefer the appropriate subject)

Engineering index annual (1968)*

Engineering index bioengineering abstracts

Engineering index energy abstracts

Engineering index monthly (1984)

Metals abstracts*
World aluminum abstracts

PESTDOC
RINGDOC
VETDOC

(Prefer the appropriate subject)

2) If the removal of the multiple index note is not sufficient, any other 510 2 notes can be removed with the following exceptions:

- (a) Retain Wilson indexes in the records
- (b) Retain all Canadian indexes in the records for Canadian imprints
- (c) Retain Chemical abstracts in the records
- (d) Retain all NLM-maintained indexes: Index medicus, Hospital literature index, Hospital and health administration index, International nursing index, and Index to dental literature.

c. 510 first indicator value "1" (coverage complete).

With the exceptions noted above, prefer the removal of 510 2 before removing any 510 1 notes.

| **Related fields, etc.:** 510, C3.

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ISSN CENTER (008/20 006/03) [OBSOLETE]
(Serial)

Codes

~~# No ISSN center code assigned~~
~~0 International Centre (Paris)~~
~~1 United States~~
~~4 Canada~~
~~z Other~~

Description/Instructions

In 2003 the subfield \$2 of 022 was defined to contain the ISSN Center code. The codes previously given in 008/20 were made obsolete.

This code is a single-digit code input only by NSDP or ISSN Canada; CONSER catalogers use the default code "#". The code specifies the ISSN center which originally assigned the ISSN and key title or, in cases where the country of publication has changed, the center currently responsible for maintaining the assignment. NSDP and ISSN Canada change the code when they take over or relinquish responsibility for maintaining an ISSN and key title assignment.

DEFAULT CODE: #

Related fields, etc. ~~022, 222.~~

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CATALOGING SOURCE (008/39)
(All Materials)

Codes

| | |
|--|--|
| # National bibliographic agency | c Cooperative cataloging program |
| a LC shared cataloging for NAL [obsolete] | d Other |
| b LC shared cataloging with NLM [obsolete] | n Report to <i>New Serial Titles</i> [obsolete] |
| | u Unknown [Not used] |

Description/Instructions

The cataloging source code indicates the source of the original cataloging record.

| Records input by National Libraries in CONSER (Library and Archives Canada, Library of
| Congress, National Agricultural Library, National Library of Medicine) are coded as "#" (blank).

| Other CONSER participants should code records as "c" (defined as "cooperative cataloging
| program") in all records - original and copy - newly authenticated and distributed as part of the
| CONSER Program, unless the record began as a record from a national library, in which case the
| source code will remain "blank".

| CONSER participants do not change the existing code when further updating a previously
| authenticated CONSER record. Previously, authenticated records based on existing copy were
| coded "d" (defined as "other") by default. Once set to a code other than "u", this element cannot
| be changed.

| DEFAULT CODE: **c**

Codes

| **# National bibliographic agency.** This code is used by the Library and Archives Canada,
| Library of Congress, National Agricultural Library, National Library of Medicine, and other
| national libraries for their original cataloging and by other institutions when transcribing from

Cataloging Source

Srcce

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cataloging copy created by one of these agencies.

When inputting a record from LC cataloging copy and using code "#", the database record must reflect:

- a) the LC choice of entry;
- b) the cataloging code and type of cataloging done by LC (i.e., successive entry);
- c) all the information as found on the LC copy being transcribed (although such information may be updated by the inputting institution).

c Cooperative cataloging program. Code "c" is used by participants in the CONSER Program (other than national bibliographic agencies). Formerly, all non-LC CONSER records were coded as "d."

d Other. This code is used by institutions that are not national bibliographic agencies or participants in a cooperative cataloging program, and also by CONSER institutions when inputting a record but not authenticating it for CONSER. This code was formerly used by CONSER participants when inputting original cataloging.

u Unknown. This code is not used in CONSER records. OCLC online validation rules disallow code "u" when there is an 042 field with a CONSER authentication code. CONSER participants should determine the source of all cataloging and input the appropriate code.

The code has often been used when an organization transcribes manual cataloging data from an unknown source. In this case, field 040 lacks a subfield \$a and subfield \$c contains the MARC code for the transcribing organization. In order to pass OCLC validation rules in authenticating the record, the cataloger may need to add the same MARC code in subfield \$c of the 040 to subfield \$a, then add the appropriate code to the 008/39 (d if the 040 subfield \$a MARC code is non-CONSER, c if CONSER).

If a record already on the database contains code "u" and a participant has LC copy for that title, code "u" may be changed to the appropriate LC-related code.

Related fields, etc. 040.

**CONSER Use of 008/39 (Cataloging Source) Codes in Serial
Records (Except by National Libraries)
As of May 1, 2009**

| | Value in 008/39 |
|---|-----------------|
| New CONSER Record | c |
| Previously Authenticated Record | |
| ➤ Previously with " <i>blank</i> " in 008/39 | <i>blank</i> |
| ➤ Previously with "c" in 008/39 | c |
| ➤ Previously with "d" in 008/39 | c |
| Previously Non-Authenticated Record | |
| ➤ Previously with " <i>blank</i> " in 008/39 ¹ | <i>blank</i> |
| ➤ Previously with "c" in 008/39 | c |
| ➤ Previously with "d" in 008/39 | c |
| ➤ Previously with "u" in 008/39 | c |

Note: National Libraries in CONSER (Library of Congress, Library and Archives Canada, National Library of Medicine, etc.) are continuing after May 1, 2009, the same practices for coding 008/09 for original and previously unauthenticated OCLC records as they applied before then, rather than the ones shown above.

¹Retain value "blank" because the previously non-authenticated record is a transcription of a national library's record. Use value "c", instead, if you believe that is not the case and value "blank" is a coding error.

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ENCODING LEVEL (Leader/17)
(All Materials)

Codes

MARC 21 defined

- # Full level
- 1 Full level, material not examined
- 2 Less-than-full level, material not examined [Not used]
- 3 Abbreviated level [Not used]
- 4 Core [Not used by CONSER]
- 5 Partial (preliminary) level
- 7 Minimal level
- 8 Prepublication level [NSDP use only]
- u Unknown [Not used]
- z Not applicable [Not used]

OCLC defined

- I Full level cataloging input by OCLC participating library
- K Less-than-full cataloging input by OCLC participating library
- L Non-LC and non-NLM cataloging added from tape
- M Less-than-full cataloging added from tapeloading

Description/Instructions

The encoding level indicates the degree of completeness of the machine record. Five numeric values are defined in MARC 21 that are used in CONSER records (#, 1, 5, 7, and 8). Four alphabetic encoding levels are defined for use in the OCLC online union catalog.

MARC 21 codes are used by Library of Congress (LC), Library and Archives Canada (LAC), and all CONSER members. The order of codes is hierarchical, such that a lower level code may only be replaced with a higher level code or an OCLC code may be replaced by a MARC 21 code of the same level. For instance, code "I" may be replaced with code "#". However, a higher level code may not be replaced with a lower level code; e.g., code "I" could not be replaced with code "K".

Encoding Level

ELvl

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MARC 21-defined codes

The codes described below are used by LC, LAC, and CONSER members when inputting new records or adapting existing records.

Level # Full level (= CONSER standard record since 2007). This level indicates that all of the elements specified as mandatory by the CONSER standard record guidelines (www.loc.gov/catdir/cpsoc/conserdoc.pdf) are provided. It also signifies that the cataloging is based on the examination of at least one issue of the serial.

MARC 21 Format for Bibliographic Data defines code “#” as “full level.” In 2007 CONSER began applying encoding level “#” to records that meet CONSER standard record guidelines, including records previously coded “#” (full level) and “4” (core level). For CONSER records created after 1994, encoding level code “#” should generally be accompanied by one of the following 042 field codes: lc, nlc, lcd, pcc.

Level 1 Full level, material not examined. This level is used when the cataloging is taken from existing records (catalog cards, online records, etc.) without consulting an issue of the serial. These records are generally incomplete in that certain fixed and variable field information cannot be known without the serial in hand. This level is used primarily for retrospective conversion projects. Level "1" may be upgraded to level "#" by verifying and completing the record after examination of an issue of the serial.

Level 2 Less-than-full level, material not examined. This level indicates a less-than-full level record (i.e., a record that falls between minimal level and full) created from an extant description of the material (e.g., a printed catalog card) without reinspection of the physical item. All the descriptive access points as found on the extant description have been transcribed; the authoritative headings, however, may not necessarily be current. Level "2" would be used, for example, when only a subset of data elements is transcribed from a catalog card during retrospective conversion to the MARC 21 format. Level "2" is not used in CONSER records.

Level 3 Abbreviated level. This level is used for brief records that do not meet the National Level Bibliographic Record minimal level cataloging specifications. Headings in the records may reflect established forms to the extent that such forms were available at the time the record was created. Beginning in mid-2000, records from the CORC database created according to the Dublin Core metadata standard enter OCLC Worldcat as level ‘3’ records. The encoding level must be changed to the appropriate value in any records authenticated for CONSER. In the past,

level '3' was used on some minimal level records authenticated by LAC. LAC minimal level records should be coded "7" when authenticated by LAC. If a LAC minimal level record with the value 3 in the encoding level is found, change the encoding level to the appropriate code, but do not change the authentication code; leave nlc in the 042.

Level 4 Core. This level indicates a less-than-full but greater-than-minimal level cataloging record that meets core record standards for completeness (see B6). Level 4 became valid for input in OCLC in May 2000. Prior to that time CONSER catalogers added the word "core" in field 039, which later became obsolete. CONSER stopped using level 4 in 2007 after implementing CONSER standard record guidelines.

Level 5 Partial (preliminary) level. On LC records, this level identifies a record containing full LC descriptive cataloging information but lacking an LC call number ("IN PROCESS" appears in the 050), LC subject headings, and other subject-related fields (e.g., 043). LC changes code "5" to code "#" when it supplies these fields to the record.

LAC partial records contain all information normally provided in a full catalog record, including LC class numbers and full Dewey class numbers, but excluding subject headings. Call numbers are assigned to non-government serials other than periodicals. Use of code "5" on LAC records was discontinued after 1996.

Level 7 Minimal level. This level indicates a record containing all elements specified as mandatory for minimal level cataloging in the *MARC 21 Format for Bibliographic Data*. The salient feature of records with encoding level "7" is that subject headings are not likely to be present. Three categories of records that carry this encoding level are listed below.

1. Records based on the elements prescribed for minimal level cataloging as defined in Appendix C of the *MARC 21 Format for Bibliographic Data*.
2. Records created by NSDP and ISSN Canada. (Records created by NSDP prior to March 1, 1982 carry encoding level "I", which is machine converted to "#" prior to distribution of the record.)
3. Records created by LAC. Starting in March 1991, LAC creates minimal level records for certain categories of Canadian serials. Data elements correspond to the 1st-2nd level of description as specified in AACR2. Class numbers are assigned to non-government serials. Call numbers are assigned to non-government serials other than periodicals.

Encoding Level

ELvl

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NOTE: When updating records in categories 1 or 2 above to full level, a CONSER member should change encoding level "7" to "#"

Level 8 Prepublication level. NSDP supplies cataloging data based on information provided by the publishers in advance of publication. The prepublication records contain the basic elements of description as well as the projected publication date (field 263). The key title (field 222) is considered provisional until NSDP receives a published issue or surrogate, at which time the record is updated for necessary revisions and the record is redistributed with an encoding level of "7".

Level u Unknown. Level "u" is used when an institution receiving or sending data having a local code in Leader/17 cannot adequately determine the appropriate encoding level of the record. Code "u" replaces the local code. This code is used primarily by utilities for the tape-loading of records. The code is not to be used in records newly input or updated. Level "u" is not used in CONSER records and, if found, must be replaced before the record is authenticated.

Level z Not applicable. Level "z" indicates that the concept of encoding level does not apply to the record. Level "z" is not used in CONSER records.

OCLC-defined codes

OCLC encoding level codes "I" and "K" are input by OCLC members. Codes "L" and "M" identify records tape-loaded into the OCLC online union catalog. If any such records are subsequently authenticated and the encoding level is not changed, the alphabetic code is converted to the equivalent numeric code or "#" upon output to LC.

Level I Full-level cataloging input by OCLC participating library. Identifies a full level record input according to OCLC's *Bibliographic Input Standards*. OCLC members use this code to input a new full level record or to upgrade an OCLC level "K" record to full level. CONSER members change the code to "#".

Level K Less-than-full cataloging input by OCLC participating library. Identifies a record input online that does not fulfill OCLC specifications for a full level record. OCLC members may upgrade level "K" records to level "I". CONSER members change the code to a MARC 21-defined code, i.e., "7", or "#".

Level L Non-LC and non-NLM cataloging added from tape. Identifies records tape loaded into OCLC Online Union Catalog. CONSER members change the code to a MARC 21-defined code.

Level M Less-than-full cataloging added from tape-loading. Identifies a less-than-full cataloging record tape-loaded from an institution other than the Library of Congress, the National Library of Medicine, the Library and Archives Canada, or the British Library. CONSER members change level M to a MARC 21-defined code.

Related fields, etc. C1, C2, Leader/05.

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CONSER

EDITING

GUIDE

1994 Edition

Update 19 2009

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Acquisitions and Bibliographic Access Directorate
under the direction of the
CONSER Operations Coordinator

Volume 2: Part II (Variable-length Fields)

Library of Congress, Acquisitions and Bibliographic Access Directorate

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022 INTERNATIONAL STANDARD SERIAL NUMBER (ISSN) (NR)

First indicator--Level of international interest

Level of international interest not designated

0 Continuing resource is of international interest; full record registered with ISSN Network

1 Continuing resource is not of international interest; abbreviated record registered with ISSN Network

Second indicator

Undefined

Subfields

a International Standard Serial Number (NR)

l ISSN-L (R)

m Canceled ISSN-L (R)

y Incorrect ISSN (R)

z Cancelled ISSN (R)

2 Source (NR)

6 Linkage (NR)

Description/Instructions

Field 022 contains the International Standard Serial Number (ISSN), a unique identification number assigned to each continuing resource title by centers of the International Standard Serial Number Network. ISSN for Canadian serials are assigned or authenticated by ISSN Canada. ISSN for U.S. continuing resources are assigned or authenticated by ISSN catalogers at the Library of Congress in the ISSN Publisher Liaison Section (ISSN PL) and other cataloging sections.

The ISSN consists of 8 digits. The eighth digit is a check digit which can be used to check the transcription of the number. The first seven digits are always arabic numerals. The check digit may be an arabic numeral or the Roman numeral "X" (uppercase) representing the arabic numeral "10".

Field 022 is not repeatable according to CONSER practice.

DISPLAY CONSTANT: See field 222

Editing instructions

1. ISSN should be input as two groups of four digits each, separated by a hyphen.

022 0# 0018-5817
022 0# 0145-546X

2. Numbers found in the *Bowker Serials Bibliography*, in the *Bowker NST* cumulation, the *ISSN Register*, or on the issue itself may be input by CONSER catalogers. If two or more numbers are found, however, the lower number should be input in subfield \$a and the other(s) in subfield \$y. Adjustments will be made by the appropriate ISSN center upon authentication.
3. When an ISSN is applicable to more than one record, the number should be input in each of the records (e.g., a hard copy and microform record of the same title).

First indicator

| This indicator is used to designate to the ISSN International Centre whether the continuing resource title is of international interest or of local or ephemeral interest only. The International Center retains only brief records for items in the latter category. U.S. ISSN center and ISSN Canada will attempt to code all bibliographically related continuing resources with the same indicator value. If a continuing resource coded "1" is subsequently re-coded "0", related titles will be re-coded also. Generally, titles coded "0" will not be re-coded "1".

| **# Level of international interest not designated.** When inputting the ISSN, CONSER catalogers should always set the first indicator to this value. U.S. ISSN center or ISSN Canada should change the code to "0" or "1" when assigning or validating an ISSN. Records validated by U.S. ISSN center prior to the adoption of values "0" and "1" in 1977 will not be systematically updated but will be updated as records are reaccessed.

| ISSN catalogers at the Library of Congress apply the following guidelines for values "0" and "1":

| **0 continuing resource is of international interest.** This value is used for all continuing resources for which ISSN PL receives ISSN requests from abstracting and indexing services or other ISSN centers. All other continuing resources requested by ISSN PL are coded with this value unless they are within the scope defined for value "1".

| **1 continuing resource is not of international interest.** This value is used for continuing resources judged to be of local or ephemeral interest unless ISSN have been requested for them by abstracting and indexing services or other ISSN centers. ISSN PL has defined publications of local or ephemeral interest as those in which interest is likely to be limited to a certain geographic area (e.g., local newspapers) or certain span of time (e.g., calendars of events). In any case of doubt value "0" is used.

| Value "1" will be changed to value "0" if a request for an ISSN for the continuing resource is subsequently received from an abstracting and indexing service or an ISSN center.

Subfields

\$a International Standard Serial Number (ISSN). Subfield \$a contains the valid ISSN for the continuing resource.

022 0# 0376-4583

\$l ISSN-L. ISSN that links together various media versions of a continuing resource. ISSN-L may be generated for display.

022 0# 1234-1231 \$l 1234-1231

\$m Canceled ISSN-L. 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.

022 0# \$a1560-1560 \$l 1234-1231\$m 1560-1560

\$y Incorrect ISSN. This subfield is designated for any type of incorrect number, other than a cancelled ISSN, that has been associated with a continuing resource. The number varies from the one assigned by the ISSN center, and it may or may not pass the check digit routine.

ISSN catalogers at the Library of Congress use this subfield under circumstances such as the following:

1. The publisher has printed an incorrect or invalid number on the continuing resource.
2. An incorrect or invalid number has been printed on an LC card.
3. An incorrect number has been distributed in subfield \$a of field 022 on a MARC Distribution Service tape record.
4. An incorrect or invalid number has been printed in the *ISSN Register*.

ISSN catalogers at the Library of Congress do not use this subfield when an OCLC member or CONSER member has input an incorrect or invalid number not found on the continuing resource in subfield \$a of field 022. Incorrect or invalid numbers are removed from the record.

022 0# 0046-225X \$y 0046-2254

\$z Cancelled ISSN. This subfield is limited to a valid number that can pass the check digit routine, but is retired from use because it was erroneously assigned by an authorized agency (e.g., a duplicate assignment). Such numbers, however, are forwarded to the ISSN International Centre for retention as a cross-reference in the Centre's files.

022 0# 0145-0808 \$z 0361-7106

022

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Use of the subfield \$z in U.S. or Canadian imprints is limited to ISSN centers. CONSER members should not enter a \$z in an already authenticated record nor should they change any existing \$a or \$y to a \$z.

- | **\$2 - Source.** ISSN Center responsible for assigning and maintaining ISSNs and related data.
- | Code from: *ISSN National Centres* code list online at www.issn.org.

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

Additional instructions

- | 1. If a U.S. imprint has been authenticated by ISSN catalogers at the Library of Congress or a Canadian imprint has been authenticated by ISSN Canada (042 nsdp or isds/c), no changes should be made in the 022 without first consulting the appropriate authorizing (ISSN) center.
- | 2. If the title of a continuing resource changes, requiring a new catalog entry, but the publisher continues printing the old ISSN on the piece, a CONSER cataloger may input the old ISSN in subfield \$y of field 022. If ISSN catalogers at the Library of Congress or ISSN Canada later authenticate the new record, the new ISSN will be added to subfield \$a.
- | 3. If a valid and an incorrect or cancelled ISSN are known, subfield \$a precedes subfield \$y or \$z.
- | 4. If only an incorrect or cancelled ISSN is known, only subfield \$y or \$z is used. Including the incorrect and cancelled numbers in the record allows indexes to be built on the valid, incorrect, and cancelled numbers.

022 ## \$z 0027-3473

Related fields, etc. A6, C6, 222, App. L.

042 AUTHENTICATION CODE (NR)

First and second indicator

Undefined

Subfields

a Authentication code (R)

| | |
|-----------|--|
| dc | Dublin core [Not to be retained in CONSER records] |
| isds/c | ISSN/Canada |
| lc | Library of Congress [Superseded by “pcc” May 1, 2009] |
| lcac | LC Annotated Children’s Cataloging Program |
| lccopycat | LC Copy Cataloging |
| lcd | CONSER/LC full authority application [Superseded by “pcc” May 1, 2009] |
| msc | CONSER/LC minimal authority application |
| nlc | Library and Archives Canada |
| nsdp | National Serials Data Program |
| pcc | Program for Cooperative Cataloging |
| premarc | LC PREMARC retrospective conversion |
| xisds/c | ISSN/Canada does not consider the item a serial |
| xlc | LC does not consider the item a serial |
| xnlc | LAC does not consider the item a serial |
| xnsdp | NSDP does not consider the item a serial |

Description/Instructions

Field 042 contains one or more codes that represent different levels of authentication of CONSER records. Codes “nlc”, “nsdp” and “isds/c” represent specific agencies or Centers of Responsibility. Codes “pcc”, “msc”, and “lccopycat” reflect the status of name headings in the record. Codes “lc” and “lcd” were superseded by “pcc” May 1, 2009 but remain valid in existing records.

The presence of any of the above codes signifies that the record has been reviewed by a CONSER member and/or Center of Responsibility as to data content, content designation, and conformity with

standards and practices agreed upon by CONSER members. Codes are input in the order in which the authentication activity occurs, except that “x” codes are always input last.

Beginning May 1, 2009 all CONSER institutions use the authentication code "pcc" in place of codes "lcd" and "lc" in records newly authenticated and distributed as part of the CONSER Program. The code is used in records for both serials and integrating resources. This implementation follows up on a recommendation made in the 2006 report of the PCC Working Group on Authentication Codes and Encoding Levels for Serials and Integrating Resources and as decided at the CONSER Operations meeting in May 2008.

Catalogers do not need to change authentication codes “lcd” and “lc” on existing records to "pcc." Codes "lcd" and "lc" remain valid in pre-existing records and will not be systematically changed to "pcc" at this time. Other authentication codes remain valid and some may be used in combination with code "pcc," when appropriate.

Codes

dc - Beginning in July 2000, records created according to the Dublin core metadata standard on the CORC database enter WorldCat identified as encoding level “3” and with code “dc” in field 042. CONSER members should change both the encoding level and the 042 code to the appropriate codes when authenticating the record. Do not retain code “dc” in the record.

lc - Code “lc” signifies that descriptive elements and headings were verified by the Library of Congress. Between Oct. 2004 and Apr. 2009, LC used code “lc” to authenticate original records only. Beginning May 1, 2009 LC uses the authentication code "pcc" (see below) in place of code "lc" in records newly authenticated and distributed as part of the CONSER Program. Code "lc" remains valid in pre-existing records.

lcac - Code “lcac” signifies that the cataloging record was handled as part of the Library of Congress Annotated Children’s Cataloging Program whereby summaries and children’s subject headings were added to facilitate the use of the item by a juvenile audience.

nlc - Code “nlc” signifies that descriptive elements and headings are verified by the Library and Archives Canada. LAC authenticates records for Canadian imprints and records of Canadian interest.

nsdp - Code “nsdp” signifies that the ISSN-related data elements are verified by ISSN catalogers at the Library of Congress in the ISSN Publisher Liaison Section (ISSN PL) and other cataloging sections. ISSN PL authenticates ISSN-related data elements for U.S. imprints. ISSN PL also

authenticates ISSNs and key titles for records received from other ISSN centers with the exception of Canadian imprints authenticated by ISSN Canada.

isds/c - Code “isds/c” signifies that the ISSN-related data elements are verified by ISSN Canada. ISSN Canada authenticates ISSN-related data elements for Canadian imprints.

| **lcd** - Code “lcd” signifies that descriptive elements have been verified by NSDP, ISSN PL, or other CONSER members and that all name and series headings appear in the LC/NACO Authority file. Older records may also have been verified by NST and the CONSER Minimal Level Cataloging Section at LC. Code “lcd” was also used when all descriptive elements were verified and there were no headings appropriate to the record. (See also no. 4 and no. 5 under **Updating authenticated records** below.) Beginning May 1, 2009 LC and CONSER catalogers use the authentication code "pcc" in place of code "lcd" in records newly authenticated and distributed as part of the CONSER Program. Code "lcd" remains valid in pre-existing records.

| **msc** - Code “msc” signifies that descriptive elements are verified by a CONSER member, including U.S. Newspaper Program participants. All headings have been checked against the name authority file, but an authority record was not found for one or more headings. Code “msc” is used by LC in all prepub records because headings are not checked in these records.

lccopycat - The “lccopycat” code signifies that the Library of Congress has used a non-CONSER organization’s record as the basis for its cataloging; additionally, all name and LCSH subject headings are checked against the relevant authority files. The presence of this code also indicates that these externally provided cataloging records are accepted with minimal change, if any, and that because of this, the record may not reflect LC documentation and practice. (See also no. 1.e., and no. 5 below.)

| **pcc** - Code "pcc" indicates a Program record where the description meets PCC standards and authority records exist for all headings.

| In a CONSER standard record, code "pcc" signifies that the CONSER descriptive elements have been verified by an authenticating CONSER participant. Name and series headings have been checked against the LC/NACO Name Authority File and authority records have been created if they did not already exist. Subject headings are checked for authorized forms or combinations supported by the relevant authority.

premarc - Code “premarc” signifies that the record was converted to machine-readable form as part of Library of Congress retrospective conversion. The source records used are printed catalog

cards taken from the LC general shelflist and other manual LC files, or OCLC records that have been amalgamated with data from LC manual files. The bibliographic description has not necessarily been verified or reverified by LC, but the authoritativeness of the headings is indicated by the additional presence of code “pcc,” “lcd” or “msc.”

x... - Codes that begin with the letter “x” are used by centers of responsibility to indicate that the agency did not consider the publication a serial at the time the publication was evaluated for authentication. LC adds code “xlc” to an OCLC serial record when an LC serial cataloger determines that the title is a monograph or integrating resource according to the definition of a serial and LCRI 1.0. To help make this determination, LC considers all information in the online database and other sources. Code “xlc” is not added to serial records for monographic series if LC classifies the monographic series separately. If LC's classification decision changes, LC will authenticate the record.

One Center of Responsibility may consider the item to be a serial, while another may not. Consequently, a mix of authentication/rejection codes can be recorded. When this is the case, the “x...” code should be the last code.

042 ## *nsdp \$a xlc*

In some cases, especially with conference publications, a CONSER member may wish to authenticate a serial record on which LC has added “xlc” to the 042.

042 ## *pcc \$a xlc*

nst - Records authenticated by LC's New Serial Titles Section from 1981 through 1984 were coded “nst.” From 1985 through March 1993 (when the NST Section was abolished) NST cataloging editors used “lcd” and “msc.” However, because NST did not verify the descriptive elements of records contributed by NST reporting libraries, the descriptive elements in these records (“NST” in field 040 \$c or 042 nst) are only as accurate as reported by the NST reporting libraries.

CONSER member authentication

CONSER members authenticate the records they create or modify. These records may or may not receive further review by a Center of Responsibility. The presence of a valid authentication code in field 042 triggers the output of the record by OCLC to LC and the subsequent distribution of the record by the MARC Distribution Service--Serials. (See C1. for further explanation.)

Updating authenticated records

1. Records with codes “pcc”, “lcd”(authenticated before May 1, 2009), “nsdp”, “msc”, “nst”, “premarc”, or “lccopycat” may be updated using the institution's regular CONSER log-on authorization. Apply the following guidelines for updating field 042:
 - a. Always leave code “nsdp” in the record. Add an additional code, as appropriate.
 - b. CONSER catalogers may change code “msc” to “pcc” when providing authoritative headings.
 - c. Code “nst” should be removed and replaced with code “pcc” or “msc” as appropriate.
 - d. Code “premarc” should be retained in the record. It is usually accompanied by code “msc”, “lcd”, or “pcc”. CONSER participants are free to upgrade or maintain these records as necessary but should not remove the “premarc” code.
 - e. Records with code “lccopycat” may be upgraded to “pcc” by CONSER catalogers when verifying description according to CONSER standards.
2. There are some restrictions on changing descriptive cataloging in records authenticated by the Library of Congress; consult C3.
3. There are some restrictions on changing descriptive cataloging in records with code “nlc”; consult C12.
4. Prior to fall 1989, records authenticated by CONSER members (including NSDP, NST, and the CONSER Minimal Level Cataloging Section at LC) that contained no headings were coded “msc”. CONSER catalogers subsequently using these records should change the 042 code to “pcc”.
5. Beginning Oct. 2004, LC stopped changing authentication code “lcd” to “lc” on existing CONSER records. Non-CONSER records are authenticated with code “lccopycat” (authority records are required for authentication at “lccopycat”). Beginning May 1, 2009 LC uses the authentication code “pcc” in place of code “lc” in records newly authenticated and distributed as part of the CONSER Program. Code “lc” will remain valid in pre-existing records.

Multiple authentication codes

1. When a record is authenticated by more than one authenticating agency (e.g., the Library and Archives Canada for the cataloging data and ISSN Canada for the ISSN-related elements), the subfield is repeated.

042 ## nlc \$a isds/c

042 ## nsdp \$a pcc

042 ## nsdp \$a xlc

042 ## pcc \$a nsdp

2. When a serial authenticated by either ISSN/Canada or ISSN PL moves its place of publication from Canada to the U.S., or vice versa, responsibility for ISSN-related data elements is assumed by the Center of Responsibility in the new country of publication. The authentication code for the current authenticating agency is added to field 042. The ISSN center code in 022 \$2 is also changed to reflect the current center of responsibility.

042 ## nlc \$a isds/c \$a nsdp

022 \$2 changed from 4 to 1

Related fields, etc. A5, C1, C2, C3, C7.

CONSER Use of 042 Codes in Serial Records
As of May 1, 2009

| | Code in 042 |
|---|--|
| New CONSER Standard Record | pcc |
| New CONSER Minimal Level Record | |
| ➤ <i>IF</i> any headings lack authority control | msc |
| ➤ <i>IF</i> all headings have authority control <i>or</i> there are no headings that need authority control | pcc |
| Previously Authenticated Record | |
| ➤ Previously with “ lcd ” in 042 | lcd (No need to change “lcd” to “pcc”) |
| ➤ Previously with “ pcc ” in 042 | pcc |
| ➤ Previously with “ msc ” in 042, if any headings still lack authority control | msc |
| ➤ Previously with “ msc ” in 042, if all headings now have authority control <i>or</i> there are no headings that need authority control | pcc |
| ➤ Previously with “ lccopycat ” in 042, if now verifying description to CONSER standards | pcc |
| Previously Non-Authenticated Record | pcc or msc |

042 Codes That Existed Before May 1, 2009

All 042 authentication codes that were valid before May 1, 2009, including “lcd,” continue to be valid. All may continue to be present in CONSER serial records. All enable CONSER distribution of records. When present, all have the same meanings as before.

Previously Authenticated CONSER Serial Records

Generally, there is no need to change 042 code “lcd” in a previously authenticated CONSER serial record to “pcc” when you use the record in copy cataloging or modify the record for some other reason.

CONSER catalogers may change 042 code “msc” in a previously authenticated CONSER serial record to “pcc” if all headings in the record now have authority control or if the record includes no headings that need authority control. They may change code “lccopycat” to “pcc” when verifying description according to CONSER standards.

SERIES--GENERAL INFORMATION

The 490 and 8XX fields contain series information. The 490 field contain a series statement as it appears on the pieces being cataloged. The 8XX fields contain series added entries in their established forms.

Prior to 2009, field 440 carried the series statement when it appeared on the piece in its established form, and generated the added entry without the necessity of an 8XX field. Field 440 was made obsolete in 2008 to simplify the series area so that all title series statements are entered in field 490 and all title series added entries are given in the 830 fields.

Field 490 0# carries the series statement when it is not to be traced.

Field 490 1# optionally carries the series statement when the series is traced in a form different from the series statement. According to CONSER standard record guidelines, it is not required to record a series statement in field 490/1# or 5XX when a series added entry (8XX) is included in the bibliographic record even when the established form of the series heading differs from the series statement appearing on the item.

Fields 400, 410, and 411--used prior to the adoption of AACR2--are also no longer used.

Relationships

The 490 and 8XX fields are used as follows:

1. Series untraced

490 0# *MCHS folklore history series*

2. Series traced

830 #0 *Statistik Niedersachsen*

[The established form of entry for the series appears in the same form on the piece.]

490 1# *Reports of investigations / Washington State University, Laboratory of Anthropology* [Field is optional]

830 #0 *Reports of investigations (Washington State University. Laboratory of Anthropology)*

[The established form of entry for the series includes a parenthetical qualifier.]

533 ## *Microfilm. \$b Woodbridge, Conn. : \$c Research Publications, Inc., \$d 1982. \$e 6 microfilm reels ; 35 mm. \$f (History of photography : periodicals ; P1)*
[Subfield \$f is optional]

830 #0 *History of photography ; \$v P1.*

Series

page 2

| DISPLAY CONSTANT: The word “Series” may be generated on output preceding the information given in that field.

| 490 1# \$3 <1956/57->: \$a *Publication / Union of International Associations* [Field is
| optional]
| 830 #0 *Publication (Union of International Associations)*

In series statement displays as: (Publication / Union of International Associations)

In tracing area displays as: Series: Publication (Union of International Associations)

Editing instructions

| 1. Initial articles are input in field 490. They are not input in fields 800-830, either at the beginning of the field or at the beginning of a subfield within the field, except when the field/subfield begins with a name or geographic location and the intent is to file on the article.

| 2. Punctuation

| a. Do not input opening or closing parentheses in field 490. These may be system supplied.

| b. Terminal punctuation is not added to field 490. Add a period following the 8XX fields unless the field ends in a mark of punctuation.

| 490 1# *Annual report series* [Field is optional]
| 830 #0 *Annual report series (Connecticut. State Dept. of Education. Bureau of
| Research, Planning, and Evaluation)*

Subfields

| Subfields used with field 490 are described with that field. For a description of subfields used with fields 800-830, see "Headings--General Information."

Related fields, etc. Headings--General Information.

440 SERIES STATEMENT/ADDED ENTRY--TITLE (R) [OBSOLETE]

First indicator

Second indicator--Nonfiling characters

~~b~~—Undefined

~~0-9~~—Number of nonfiling characters present

Subfields

~~a~~—Series (NR)

~~v~~—Volume or number (NR)

~~n~~—Number of part/section of a work

~~x~~—International Standard Serial Number (NR)

~~p~~—Name of part/section of a work

~~6~~—Linkage (NR)

Description/Instructions

This field was made obsolete in 2008 to simplify the series area so that all series statements would be entered in the 490 field and all title series added entries in the 830.

Catalogers may, but are not required to, “flip” the 440 to 830 in OCLC when authenticating an existing record.

Field 440 contains the series statement when the series appearing on the piece is identical to the established form of the series. The entire statement, exclusive of the ISSN (subfield ~~x~~), may be generated as an added entry from this field.

When elements are added to the series statement that should not appear in the tracing--such as the dates of coverage preceding the series, statements of responsibility, or call numbers--the series statement is tagged as 490, first indicator value "1" (series traced differently):

The series statement must reflect the series as it appears on the piece. Therefore, if the established form requires a uniform title (i.e., a parenthetical qualifier added to the title), the series statement must be tagged 490, first indicator value "1." The uniform title is tagged 830. For more information, see field 490.

DISPLAY CONSTANT (tracing): ~~Series.~~

Editing instructions

1. Initial articles are input.
2. Terminal punctuation is not input.
3. Parentheses enclosing the field may be system supplied; they should not be input.

Second indicator

The second indicator specifies the number of nonfiling characters to be ignored for sorting purposes. Include in the count diacritics, ellipses, and all spaces following an initial article. Do not count diacritics or punctuation preceding the first word in the title when an initial article is not present.

- ~~440 b3~~ *La petite illustration*
- ~~440 b2~~ *A Wiley medical publication*
- ~~440 b4~~ *The value of people*

Subfields

Input field 440 subfields in the following order: †a, †n, †p, †x, †v, †6.

~~†a Series.~~ The title of the series is input in subfield †a.

- ~~440 b2~~ *A get em and go travel guide*
- ~~440 b0~~ *Sveriges officiella statistik*
- ~~440 b0~~ *Carnegie Institution of Washington publication*

~~†n Number of part/section of a work.~~ Numerical or alphabetic designations of a subseries, part, or section are input in subfield †n. These may be followed by the name of the part/section in subfield †p or they may stand alone.

- ~~440 b0~~ *Travaux des laboratoires des sciences de la terre. †n Série E*
- ~~440 b0~~ *National Institute on Drug Abuse statistical series. †n Series B*

~~†p Name of part/section of a work.~~ The name of a subseries, part, or section is included in subfield †p.

- ~~440 b0~~ *Statystyka Polski. †p Seria Statystyka regionalna*
- ~~440 b0~~ *Agricultural research results. †p ARR-NE*
- ~~440 b0~~ *Vital and health statistics. †n Series 13, †p Data from the national health—
survey*

~~†v Volume or number.~~ If each issue of a serial is issued as a different number of the series, do not input subfield †v.

The numbering is input when the series numbering or part of the numbering remains constant for all issues of the serial. In these cases the numbering is input in subfield †v preceded by a space-semicolon space (;):

- ~~440 b0~~ *DA pam ; †v 165*
- ~~440 b0~~ *DHHS publication ; †v no. (ADM)*
- ~~440 b0~~ *NASA SP ; †v 7011*

The numbering may also be input if only a limited number of issues were issued in the series.

— ~~440 \$b0 Public Health Service publication ; \$v no. 1292, 1323~~

If a hyphen separates the series numbering from the series title, omit the hyphen.

— ~~On piece: REA bulletin-344-2~~

— ~~440 \$b0 REA bulletin ; \$v 344-2~~

Treat a date appearing at the end of the series statement as numbering.

~~**\$x International Standard Serial Number.** The ISSN for the series may be input in subfield \$x, preceded by a comma, when it appears on the piece being cataloged. The term "ISSN" is not input and may be system generated for the printed series statement. The entire subfield \$x and the comma preceding it may be suppressed from printing in the series tracing via a user's print program.~~

— ~~440 \$b0 Geological Survey circular, \$x 0364-6017~~

— ~~440 \$b0 Brain research, \$x 0006-8993~~

— ~~440 \$b0 Agricultural reviews and manuals. \$p ARM-NC, \$x 0193-3787~~

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

~~**Related fields, etc.** Series—General Information, 490.~~

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490 SERIES STATEMENT (R)

First indicator--Specifies whether series is traced

Second indicator

0 Series not traced

Undefined

1 Series traced

Subfields

a Series statement (R)

x International Standard Serial
Number (NR)

l Library of Congress call number (NR)
[LC use only]

6 Linkage (NR)

v Volume number/sequential designation (R)

3 Materials specified (NR)

Description/Instructions

Field 490 contains a series statement as it appears on the piece(s) being cataloged. Field 490 does not serve as a series added entry.

CONSER standard record (CSR) cataloging practice:

- It is not required to search the authority file for series authority records, or to create or update series authority records for a series statement being recorded in field 490 0#.
- A series statement (490 0#) is required when a formal series added entry (8XX) is not included the bibliographic record.
- It is not required to record a series statement in field 490 or 5XX when a series added entry (8XX) is included in the bibliographic record even when the established form of the series heading differs from the series statement appearing on the item. Differing forms of the series statement that are significant should be included in a series authority record.

Editing instructions

1. Initial articles are input.
2. Terminal punctuation is not input.
3. Parentheses enclosing the field should not be input; they may be system-generated.

First indicator

The first indicator specifies whether the series has no corresponding added entry or has a corresponding 800-830 series added entry field.

| Value "0" is used when no series added entry is included for the series in the bibliographic record.

490 0# *Arthur Frommer's \$-a-day guides*
490 0# *Official register of Princeton University*
| 490 0# *Pelican books*

| Value "1" was redefined in 2008 from "series traced differently" to "series traced." Indicator 1
| was used in situations where the transcribed form and the traced form were different. The
| following examples are being retained here to help catalogers interpret records coded before 2007
| or for when they chose to transcribe the series statement in field 490/1 in addition to providing the
| series added entry in field 8XX.

1. The series is to be traced with a uniform title in field 830 (e.g., a parenthetical qualifier is added to the title).

490 1# *Uniform crime reports*
830 #0 *Uniform crime reports (Washington, D.C.)*

2. The series is to be traced under a personal, conference or corporate name in field 800-811.

490 1# *Department of the Treasury document*
810 1# *United States. \$b Dept. of the Treasury. \$t Department of the Treasury document.*

3. The series appears on the piece in a form different from the established series tracing without constituting a major change in title.

490 1# *Department of the Army pamphlet ; \$v 27-50*
830 #0 *DA pam ; \$v 27-50.*

4. Information in the series statement is not to be included in the series tracing (excluding the ISSN). This includes:

- a. Dates or volume numbers preceding the series title.
- b. Parallel titles.
- c. Other title information.
- d. Statement of responsibility.
- e. Call numbers added by the Library of Congress.

| 490 1# *\$3 <1981->: \$a Reference works*
830 #0 *Reference works.*

490 1# *Publication / Financial Publishing Company ; \$v no. 185*
830 #0 *Publication (Financial Publishing Company) ; \$v no. 185.*

5. The series statement consists of a numbered main series and a subseries and either or both

are to be traced.

- 490 1# *Department of State publication ; \$v 7846. \$a Department and Foreign Service series ; \$v 128*
 830 #0 *Department of State publication ; \$v 7846.*
 830 #0 *Department of State publication. \$p Department and Foreign Service series ; \$v 128.*

Subfields

| Input field 490 subfields in the following order: \$3, \$a, \$x, \$v, \$1, \$6.

\$a Series statement. Subfield \$a contains the title proper as it appears on the piece, and may also contain a parallel title, a statement of responsibility, or other title information. Note that designations and/or names of parts are not given in separate subfields.

- | 490 0# *Colección Arqueología y paleontología. Serie Arqueología aragonesa. Memorias*
 | 490 0# *Bulletin / U.S. Department of Labor, Bureau of Labor Statistics*
 | 490 0# *Words : their origin, use and spelling*

Subfield \$a is repeated when the subseries is separated from the main series by the numbering of the main series in subfield \$v or the ISSN in subfield \$x. Each parallel title is also input in a separate subfield \$a.

- | 490 0# *Department of State publication ; \$v 7846. \$a Department and Foreign Service series ; \$v 128*
 | 490 0# *Annual census of manufactures = \$a Recensement des manufactures, \$x 0315-5587*
 | 490 0# *JARE data reports, \$x 0075-3343. \$a Meteorology*

| **\$3 Materials specified.** When a serial has been issued within a series during part of its lifespan, the date or volume numbers representing that span should precede the title. This information should also be added when the serial has been issued in different series during different periods, or in a series whose title has changed. When the exact beginning and/or ending data is unknown, the earliest/latest dates or volume numbers are input in angle brackets.

- | 490 0# *\$3 <1984->: \$a Miscellaneous publication / United States Department of Agriculture*
 | 490 0# *\$3 1945-1949: \$a Bulletin of the School of Education, Indiana University ; \$v 26, no. 4*
 | 490 0# *\$3 1950-1968: \$a Thesis abstract series*
 | 490 0# *\$3 1958/59-1971/72: \$a Research report / National Education Association of the United States, Research Division*
 | 490 0# *\$3 1972/73-<1975/76>: \$a Research report / National Education Association of the*

United States, Research Division

490 0# \$3 1981/82- : \$a NEA research memo

When an ending date is given alone, begin the field with the hyphen. Do not input leading spaces.

490 0# \$3 -1978: \$a DHEW publication ; \$v no. (NIOSH)

490 0# \$3 -3: \$a Government finances

Record varying forms of the series appearing on different parts or issues of the serial in multiple 490 0# fields only if they differ substantially from the series statement and if they contribute to the further identification of and access to the serial.

490 0# \$3 -2 : \$a Language et litterature

490 0# \$3 3- : \$a Language and literature

\$l Library of Congress call number. When the serial is issued within a series during part of its life and has been classified under the call number of that series, the call number is input in subfield \$l, enclosed in parentheses. This information is input by the Library of Congress only.

490 1# \$3 1973- : \$a NEA research memo \$l (LB2842.N18)

490 1# Bulletin / Engineering Experiment Station ; \$v no. 50 \$l (TA7.074)

On June 1, 2006, the Library of Congress implemented its decision not to create/update series authority records and not to provide controlled series access points in its bibliographic records for resources in series. One of the exceptions listed at *Series at the Library of Congress: June 1, 2006* (URL: <http://www.loc.gov/catdir/cpsa/series.html>) is LC shelflist records missing in LC's database now being input to the database. The records will reflect the existing series decisions (i.e., presence or absence of controlled series access point; a classed-separately or a classed-as-a-collection call number) at the time the resource was cataloged originally.

\$v Volume number/sequential designation. In general, subfield \$v is used when the series numbering or part of the numbering remains constant on each issue of the serial. When input, subfield \$v is preceded by a space-semicolon-space (;).

490 0# \$3 <1970>: \$a Publication / Financial Publishing Company ; \$v no. 185

490 0# Publication / State of Utah, Department of Natural Resources, Division of Wildlife Resources, \$x 0272-2496 ; \$v no. 76-5

\$x International Standard Serial Number. The ISSN may be input in the series statement, preceded by a comma, when it appears on the piece.

490 0# Geological correlation, \$x 0302-069X

490 0# Tilastotiedotus. KT / Tilastokeskus = \$a Statistisk rapport. KT / Statistikcentralen, \$x 0355-2276

490 0# JARE data reports, \$x 0075-3343. \$a Meteorology

Related fields, etc. 050, Series--General Information, 800-830.

830 SERIES ADDED ENTRY--UNIFORM TITLE (R)

First indicator

Second indicator--Nonfiling characters

Undefined

0-9

Subfields

| | |
|--|--|
| a Uniform title (NR) | p Name of part/section of a work (R) |
| d Date of treaty signing (R) | r Key for music* (NR) |
| f Date of a work (NR) | s Version (NR) |
| g Miscellaneous information (NR) | t Title of a work (NR) [Pre-AACR2] |
| h Medium [Not used] | v Volume number/sequential designation (NR) |
| k Form subheading (NR) | x International Standard Serial Number (NR) |
| l Language of a work (NR) | 3 Materials specified (NR) |
| m Medium of performance for music* (R) | 6 Linkage (NR) |
| n Number of part/section of a work (R) | |
| o Arrangement statement for music* (NR) | |

Description/Instructions

Field 830 contains added entries for series entered under title or uniform title. For serials cataloged according to AACR2, this field is the most commonly used series added entry field.

CONSER standard record (CSR) cataloging practice:

- It is not required to search the authority file for series authority records, or to create or update series authority records for a series statement being recorded in field 490 0#.
- A series statement (490 0#) is required when a formal series added entry (8XX) is not included the bibliographic record.
- It is not required to record a series statement in field 490 or 5XX when a series added entry (8XX) is included in the bibliographic record even when the established form of the series heading differs from the series statement appearing on the item. Differing forms of the series statement that are significant should be included in a series authority record.

DISPLAY CONSTANT: The word "**Series:**" may be generated on output preceding the information given in this field.

Second indicator

The second indicator specifies the number of nonfiling characters to be ignored for sorting

purposes. Initial articles are omitted according to CONSER policy; therefore, the second indicator is always set to value "0."

Subfields

For serials, the most commonly used subfields are: \$a, \$v. For a description of other subfields defined for this field, see "Headings--General Information."

Prior to 2009, series for which the transcribed form and the traced form were different (Series traced differently), was transcribed in field 490/1 or 5XX and the traced form was in an 8XX field.) Examples where field 830 was paired with field 490 below are being retained to help catalogers interpret records coded before 2007 or for when they chose to transcribe the series statement in field 490/1 (Series traced) in addition to providing the series added entry in field 830.

\$a Uniform title. Subfield \$a contains the title of the series or the uniform title heading when one has been established. When the uniform title heading contains a parenthetical qualifier, it is included in subfield \$a.

490 1# *Marktinformation / Bundesstelle für Aussenhandels information* [Field is optional]
830 #0 *Marktinformation.*

490 1# *Parliamentary paper / Parliament of Fiji* [Field is optional]
830 #0 *Parliamentary paper (Fiji. Parliament)*

490 1# *Statistik pertanian = \$a Agricultural statistics*
830 #0 *Statistik pertanian.*

490 1# *1978- : Archives & documents* [Field is optional]
830 #0 *Archives & documents (Institut national de la statistique et des études économiques (France))*

490 1# *Colección Arqueología y paleontología. Serie Arqueología aragonesa. Memorias* [Field is optional]
830 #0 *Colección Arqueología y paleontología.*
830 #0 *Colección Arqueología y paleontología. \$p Serie Arqueología aragonesa. \$p Memorias.*

\$v Volume number/sequential designation. Subfield \$v contains the volume or number of the series when the number is constant for all issues of the serial or when limited issues of the serial are issued in the series.

490 1# *<1982/83->: Agriculture handbook ; \$v no. 305* [Field is optional]
830 #0 *Agriculture handbook (United States. Dept. of Agriculture) ; \$v no. 305.*

490 1# *AFRP* ; \$v 110-1 [Field is optional]
830 #0 *Air Force recurring publication* ; \$v 110-1.

\$x International Standard Serial Number. Subfield \$x contains the ISSN of a series. The ISSN is an agency-assigned data element. ISSNs are assigned to publications by national centers under the auspices of the ISSN Network.

490 1# *JARE data reports*, \$x 0075-3343. \$a *Meteorology* [Field is optional]
830 #0 *JARE data reports*, \$x 0075-3343.
830 #0 *JARE data reports*. \$p *Meteorology*.

\$3 Materials specified. Subfield \$3 contains the part of the described materials to which the field applies.

830 #0 \$3 1980- : \$a *DHEW publication*, \$x 0090-0206.

Related fields, etc. Headings--General Information, 130, Series--General Information, 490.

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APPENDIX O

CREATING RECORDS WITH DATA IN NONROMAN SCRIPT FOR CHINESE, JAPANESE, AND KOREAN SERIALS

This document sets forth general guidelines for the provision of nonroman script data in Chinese, Japanese, and Korean cataloging records authenticated in OCLC by CONSER institutions. The resulting records are called CJK records.

CJK serials and the CONSER standard record (CSR)

Catalogers of special types of serials such as nonroman script serials, rare serials, legal materials, and newspapers, have made it clear that elements beyond the basic requirements of the CSR are often needed for these resources. This appendix also includes information and examples for supplying those additional elements in CJK records in order to provide appropriate identification, access, and description of special materials.

Romanization

In October 2000, the Library of Congress and CONSER libraries adopted the pinyin system of romanization for Chinese language publications. Pinyin has been the standard system of romanization used by the United States and foreign governments for many years; it is also the standard of most of the world's media. The new romanization rules are based on *Han yu pin yin fang an* (1962), the Chinese text that constitutes the foundation of pinyin romanization, except that the *ALA-LC Romanization Tables* do not include the indication of tone marks. Updated guidelines to these tables for the romanization of Chinese may be found on the LC website at <http://www.loc.gov/catdir/cpsd/romanization/chinese.pdf>. (Prior to October 2000, the Library of Congress followed the Wade-Giles system of romanization (cf. Herbert A. Giles' *A Chinese-English Dictionary* (2nd ed., London, 1912)), as modified and adopted by the American Library Association.

For Japanese language publications, LC and CONSER follow the modified Hepburn system of romanization, as employed in *Kenkyusha's New Japanese-English Dictionary* (3rd and later editions); and the McCune-Reischauer system is used for the romanization of Korean (cf. *Romanization of the Korean Language: Based upon its Phonetic Structure*, by G.M. McCune and E.O. Reischauer (1939), reprinted from the *Transactions of the Korea Branch of the Royal Asiatic Society*). The authoritative source for guidance in applying these rules for Japanese and Korean romanization and word division is *ALA-LC Romanization Tables: Transliteration Schemes for Nonroman Scripts* (1997 ed.), Washington : Library of Congress, Cataloging Distribution Service, 1997.

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CONSER members should follow the above systems of romanization when creating CJK records in CONSER. The ISSN Network, however, uses ISO (International Organization for Standardization) standards, when available, for the romanization of key titles and journal title abbreviations. The ISO standards may vary slightly from ALA-LC romanization practice in word division and by the inclusion of diacritic and tonal marks.

Identification of CJK “Nonroman” Records

Field 066 (Character Sets Present) will be present and will have 066 \$c \$1, indicating that Chinese, Japanese, or Korean characters are present in the record. It is generated automatically by the OCLC system when nonroman data is entered; it cannot be explicitly input.

General Guidelines

1. CONSER participants may choose to authenticate records containing nonroman script (i.e., CJK) or those that are fully romanized, according to their individual institution's needs or abilities. However, if a CJK nonroman record exists, a record that contains only romanized data should not be entered for the same item.
2. CONSER CJK records should conform to the same requirements, guidelines, and practices as non-CJK CONSER records.
3. Except for French language records created by Library and Archives Canada, the “language of cataloging” for CONSER records is English. Give nonroman data only in the fields specified below and only when transcribed or derived directly from nonroman data on the item being cataloged or from a linked record.

CONSER NONROMAN FIELDS

| Mandatory (if applicable) | Optional |
|--|--|
| 245: Title and Statement of Responsibility | 100-111: Main Entry Heading – Name |
| 246: Variant Titles | 130: Main Entry Heading – Uniform Title |
| 250: Edition Statement | 240: Uniform Title |
| 260: Publication, Distribution, etc. (Imprint) | 5XX: Notes |
| 362: Dates of Publication/Designation | 600-611: Subject Added Entry – Name |
| 4XX: Series Statement | 630: Subject Added Entry – Uniform Title |
| | 700-711: Added Entry – Name |
| | 730/740: Added Entry – Uniform Title |
| | 760-787: Linking Entries |
| | 800-811: Series Added Entry – Name |
| | 830: Series Added Entry – Uniform Title |

4. Give nonroman script data in consecutive parallel fields, with the same tags and (for the most part) same indicators as their romanized counterparts. OCLC Connexion software automatically pairs the parallel fields, displaying the nonroman field before the romanized field.
5. Input spaces between lexical units in nonroman fields that consist solely of Korean hangul, or hangul and ideographs, **or any ideographs that are romanized as Korean language words**, so that the nonroman data mirrors the spacing in the parallel romanized fields (which are romanized according to the guidelines in the *ALA-LC Romanization Tables*). Do not input spaces between characters in nonroman data that are in Japanese or Chinese scripts **representing Japanese or Chinese words**.
6. When inputting nonroman fields, use the same tags and (in general) the same indicators as their roman counterparts. Exception: For headings in 600-630 and 651 fields, use second indicator value “4” in the nonroman field. (This change in coding policy brings CONSER practice in line with the LC policy for monographs: cf. SCM:SH H182:6).

Specific Guidelines

1. Code the fixed field Modified Record Code (008/38) b (blank).
2. Title and Statement of Responsibility Area (245) [Mandatory if applicable]

Transcribe, as appropriate, nonroman script data for the title proper, other title information (including additions added under AACR 1.1E6), parallel titles, and statement of responsibility as found on the chief source.

245 00 \$a 中国稀土学报 = \$b Journal of the Chinese Rare Earth
Society / \$c 中国稀土学会.

245 00 \$a Zhongguo xi tu xue bao = \$b Journal of the Chinese Rare Earth
Society / \$c Zhongguo xi tu xue hui.

245 00 \$a 日本研究 : \$b 国際日本文化研究センター紀要.

245 00 \$a Nihon kenkyū : \$b Kokusai Nihon Bunka Kenkyū Sentā kiyō.

245 00 \$a 외국 과학 기술 통보. \$p 전자 공학.

245 00 \$a Oeguk kwahak kisul t'ongbo. \$p Chŏnja konghak.

245 10 \$a 輸銀年鑑. (Chinese characters, with spacing **between words**)

245 10 \$a Suŏn yŏn'gam. (Korean Romanization)

245 10 \$a 台灣電力公司 : \$b [年報].

245 10 \$a Taiwan dian li gong si : \$b [nian bao].

3. Variant Titles (246) [Mandatory if applicable]

Give parallel fields containing nonroman script data for variant titles, if the variant titles provide useful access points.

246 14 \$a 관세율 표

246 14 \$a Kwanseoyul p'yo

246 18 \$a 公司企業調查年報

246 18 \$a Gong si qi ye diao cha nian bao

246 13 \$a 南都學壇. \$p 社會科學版

246 13 \$a Nan du xue tan. \$p She hui ke xue ban

246 1# \$i Vols. for <2001- > have added title in Korean: \$a 대한 수학회 논문집

246 1# \$i Vols. for <2001- > have added title in Korean: \$a Taehan Suhakhoe nonmunjip

246 1# \$i Colophon title: \$a 中国人物雜誌

246 1# \$i Colophon title: \$a Zhongguo ren wu za zhi

4. Dates of Publication/Sequential Designation Area (362) [Mandatory if applicable]

When describing from the first/last issue, give nonroman script data for beginning/ending designations in a formatted style.

362 0# \$a 第10集 (1983年)-

362 0# \$a Dai 10-shū (1983-nen)-

362 0# \$a 創刊號 (1984年12月)-

362 0# \$a Chuang kan hao (1984 nian 12 yue)-

362 0# \$a 창간호 (1988, 3)-

362 0# \$a Ch'angganho (1988, 3)-

When the first/last issue is not in hand but the beginning/ending designations are known, give the nonroman script data in an unformatted style.

362 1# \$a Began with: 第1期 (2004).

362 1# \$a Began with: di 1 qi (2004).

362 1# \$a Began with: 第1卷 (平成2年 [1990]); ceased with: 第15卷 (平成16年 [2004]).

362 1# \$a Began with: dai 1-kan (Heisei 2-nen [1990]); ceased with: dai 15-kan
(Heisei 16-nen [2004]).

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5. Series Statement [Mandatory if applicable]

Transcribe nonroman series statements only when they appear in nonroman characters on the item being cataloged.

- 440 #0 \$a 崇文学书文库
440 #0 \$a Chong wen xue shu wen ku
- 490 0# \$a 财经蓝皮书
490 0# \$a Cai jing lan pi shu

6. Notes [Optional]

Only give nonroman parallel notes that cite data that appear on the serial issues themselves or that support the nonroman data recorded elsewhere in the record. Do not translate introductory phrases or other cataloger-supplied notes.

- 500 ## \$a Description based on: 第27卷第1期 (民國52年2月 [Feb. 1963]);
title from cover.
- 500 ## \$a Description based on: Di 27 juan di 1 qi (Minguo 52 nian 2 yue [Feb. 1963]);
title from cover.
- 500 ## \$a Latest issue consulted: 第5卷第6号 (平成19年6月[June 2007]).
- 500 ## \$a Latest issue consulted: Dai 5-kan dai 6-gō (Heisei 19-nen 6-gatsu [June. 2007]).
- 515 ## \$a Suspended: 昭和19年 [1944] 4月--昭和20年 [1945] 12月.
- 515 ## \$a Suspended: Shōwa 19-nen [1944] 4-gatsu--Shōwa 20-nen [1945] 12-gatsu.
- 515 ## \$a Vol. 22, no. 2- called also 제22권 제2호- , continuing the numbering
designation of the previous title.
- 515 ## \$a Vol. 22, no. 2- called also Che 22-kwon che 2-ho- , continuing the numbering
designation of the previous title.
- 515 ## \$a Issue for Oct. 30, 1990 called also 創刊号.
- 515 ## \$a Issue for Oct. 30, 1990 called also Sōkangō.
- 515 ## \$a Issues for <2005年第1期-> called also <总第141期->

515 ## \$a Issues for <2005 nian di 1 qi-> called also <zong di 141 qi->

550 ## \$a Issued by: 北京大学法律学系.

550 ## \$a Issued by: Beijing da xue fa lü xue xi.

550 ## \$a Official organ of: 한국 관세 연구소.

550 ## \$a Official organ of: Han'guk Kwanse Yŏn'guso.

7. Headings (100-130, 440, 600-630, 651, 700-730, 800-830) [Optional]

- a. Give parallel fields containing nonroman script data only when there is a one-to-one correspondence with the official pronunciation of the nonroman script characters and the established form of heading.

710 2# \$a 中国蒙古史学会.

710 2# \$a Zhongguo Menggu shi xue hui.

710 2# \$a 大学入試センター.

710 2# \$a Daigaku Nyūshi Sentā.

600 14 \$a 김 일성, \$d 1912- \$x Philosophy \$v Periodicals.

600 10 \$a Kim, Il-sŏng, \$d 1912- \$x Philosophy \$v Periodicals.

610 24 \$a 中央大学. \$b 大学院 \$x Dissertations \$v Abstracts \$v Periodicals.

610 20 \$a Chūō Daigaku. \$b Daigakuin \$x Dissertations \$v Abstracts
\$v Periodicals.

260 ## \$a [Singapore] : \$b 新加坡中华总商会

260 ## \$a [Singapore] : \$b Xinjiapo Zhonghua zong shang hui

710 2# \$a Singapore Chinese Chamber of Commerce & Industry.

[Note: No parallel field is given for the 710 in the last example (even though nonroman script characters are present on the piece) because there is not a one-to-one correspondence between the nonroman script characters and the established form of heading (which is in English).]

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- b. Do not supply parallel nonroman script data for conventional headings that do not conform to official pronunciation.

710 1# \$a Japan. \$b 総理府. \$b 統計局. [Japan is conventional for Nihon]

710 1# \$a Japan. \$b Sōrifu. \$b Tōkeikyoku.

600 10 \$a Sun, Yat-sen, \$d 1866-1925 \$v Periodicals.

[Sun, Yat-sen is a conventional, westernized form that does not equate to the official Chinese (Mandarin) pronunciation of the name (as romanized in pinyin).]

- c. Give nonroman script data in the form found in the publication if it equates to the established form.

710 2# \$a 中国科学院. \$b 电工研究所.

710 2# \$a Zhongguo ke xue yuan. \$b Dian gong yan jiu suo.

710 2# \$a 中国建筑学会.

710 2# \$a Zhongguo jian zhu xue hui.

710 2# \$a 法政大学. \$b 法学志林協會.

710 2# \$a Hōsei Daigaku. \$b Hōgaku Shirin Kyōkai.

710 2# \$a 国立ガンセンター.

710 2# \$a Kokuritsu Gan Sentā.

110 2# \$a 國會 議員同 友會. **(Chinese characters with spaces added)**

110 2# \$a Kukhoe Ŭiwŏn Tonguhoe. **(Korean Romanization)**

110 2# \$a 한국 여성 학회.

110 2# \$a Han'guk Yŏsŏng Hakhoe.

260 ## \$a 台北 : \$b 台灣省立台北工業專科學校

260 ## \$a Taipei : \$b Taiwan Sheng li Taipei gong ye zhuan ke xue xiao

710 2# \$a 台北工專.

710 2# \$a Taipei gong zhuan.

- d. Do not supply nonroman script data for cataloger-supplied additions to headings, such as qualifiers added to corporate names, geographic names, or uniform titles; give in established form.

710 2# \$a 中山大學 (Guangzhou, China)

710 2# \$a Zhongshan da xue (Guangzhou, China)

130 0# \$a 研究紀要 (Diagaku Nyūshi Sentā)

130 0# \$a Kenkyū kiyō (Daigaku Nyūshi Sentā)

490 1# \$a 叢書 / 前田夕暮文芸会

490 1# \$a Sōsho / Maeda Yūgure Bungeikai

830 #0 \$a 叢書 (Maeda Yūgure Bungeikai)

830 #0 \$a Sōsho (Maeda Yūgure Bungeikai)

651 #4 \$a 愛知県 (Japan) \$x Social conditions \$v Periodicals.

651 #0 \$a Aichi-ken (Japan) \$x Social conditions \$v Periodicals.

- e. For personal names given in a parallel nonroman script field, do not follow a surname with a comma.

600 14 \$a 前田夕暮, \$d 1883-1951 \$x Criticism and interpretation \$v Periodicals.

600 10 \$a Maeda, Yūgure, \$d 1883-1951 \$x Criticism and interpretation
\$v Periodicals.

- f. Do not supply nonroman script data for topical subject headings (i.e., field 650) even though there may be a one-to-one equivalent between nonroman script characters and the established form.

650 #0 \$a Tai chi \$v Periodicals.

650 #0 \$a Qi gong \$v Periodicals.

650 #0 \$a Coal trade \$z Japan \$z Fukuoka-ken \$x History \$v Periodicals.

8. Linking Entries (580, 760-787) [Optional]

- a. Give parallel nonroman script fields only when the linked record is a record containing nonroman script data (and the nonroman script data are, therefore, readily available) and the record on which the link is being recorded has other nonroman script data.

780 00 \$a Singapore Chinese Chamber of Commerce. \$t 新加坡中华总商会会员行业名册 \$w (DLC) 73942115 \$w (OCoLC)1790729

780 00 \$a Singapore Chinese Chamber of Commerce. \$t Xinjiapo Zhonghua zong shang hui hui yuan hang ye ming ce \$w (DLC) 73942115 \$w (OCoLC)1790729

780 00 \$a Nongŏp Kwahak Yŏn'guwŏn (Korea). \$t Hakpo - Nongŏp Kwahak Yŏn'guwŏn [related record is roman-only]

785 00 \$t 農業 科學院 學報 (**Chinese characters with spaces added**)

785 00 \$t Nongŏp Kwahagwŏn hakpo (**Korean Romanization**)

[In the above example, the preceding entry record is romanized-only and the succeeding entry has nonroman script data. The entry on which the links are being recorded is also a record containing nonroman script data.]

785 00 \$t Nihon Seikyō Kenyūjo kiyō

[In the above example, the related record has nonroman script data but the record on which the link is being added is romanized-only.]

- b. Give a parallel nonroman script 580 field only when all entries cited in the complex link note have corresponding nonroman script records.

580 ## \$a Split into: 札幌大学教養部紀要 , and: 札幌大学女子短期大学部紀要 .

580 ## \$a Split into: Sapporo Daigaku Kyōyōbu kiyō, and: Sapporo Daigaku Joshi Tanki Daigakubu kiyō.

Maintenance of CJK Records containing nonroman script

If a change needs to be made to a serial record containing nonroman script fields and a library does not have sufficient nonroman script capability, report the change to OCLC online at: <https://www3.oclc.org/app/bibchg/> or email to: bibchange@oclc.org . Printed modification request (<http://www.oclc.org/support/forms/pdf/bibrec.pdf>) may be sent to OCLC's Quality Control Section at:

OCLC, Online Computer Library Center
Quality Control Section
Mail Code 139
6565 Kilgour Place
Dublin, OH 43017-3395

For change requests that require accompanying documentation, you may fax surrogates (toll-free) to: 1-866-709-6252. If OCLC is unable to supply the language expertise to approve the change, they will forward the request to an appropriate library for verification and/or correction.

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Users of the *CONSER Editing Guide* are encouraged to suggest corrections or changes that will improve the accuracy and usefulness of the manual. Suggestions may be submitted by completing this form and faxing it to:

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