

## CATALOGING SERIALS

### What is a serial?

A serial is a continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

A continuing resource is a bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources.

### Publication should meet three criteria:

- **Issued in a succession of discrete parts**
  - A serial consists of separate issues, each of which stands alone.
  - The parts remain discrete. This is one of the primary differences between serials and integrating resources.
- **Usually bears a numeric and/or chronological designation**
  - A number or date given in a prominent position on the publication that distinguishes each individual issue
  - Used to identify each issue for check-in, organization, and retrieval
- **Has no predetermined conclusion**
  - No predetermined conclusion does not mean it will never end – only that initially the publisher intended the serial to continue indefinitely. A periodical that only lasts 3 issues is still a serial.
  - This is often the most difficult of the criteria to determine

### Types of serials

- Periodicals
  - A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories, or other writings
    - Commonly what we think of as magazines or journals
    - Also includes electronic journals
- Annual reports and recurring reports of activities
  - Many agencies, businesses, and institutions issue a report on a regular basis, such as an annual or biennial report

- Directories, yearbooks, and other similar reference works
  - Many reference works such as directories and yearbooks are issued regularly to be kept-up-to-date. Such publications are often identified by a number or date accompanied by the word “edition.”
    - Reference works that are issued irregularly or infrequently are often cataloged as monographs
      - Usually if the editions are published more than five years apart they are cataloged as monographs
- Newsletters
  - Issued by corporate bodies or individuals to provide news on a topic and/or recent activities.
- Statistical publications
  - Publications containing statistics that are gathered and issued regularly are usually treated as serials.
- Newspapers
  - Contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week.

### **Other resources treated as serials per 12.0A and LCRI 12.0A**

- Publications of limited duration
  - Resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited are still treated as serials (i.e. they do have a predetermined conclusion).
    - i.e. a newsletter from a single event – Cognotes from ALA midwinter conference, 2003; a newsletter from the 1992 Winter Olympics
- Reprints of serials
  - Reprints of serials are cataloged as serials even if they are published as a finite number of volumes.
  - However, a republication of a single issue or a limited number of issues should be cataloged as a monograph.
- Travel guides
  - Generally catalog a travel guide as a serial if it is general in scope. Usually those guides are continued indefinitely. General in scope means that the guide contains a variety of current information, e.g. about where to eat, where to stay, and what to do. Apply this policy to state, region, or country guides for the United States, to region or country guides for other countries, and to guides for major cities.

- If a numeric or chronological designation is not available, supply a chronological designation based on the publishing or copyright date.
- In case of doubt, catalog as a monograph.
- Conference publications
  - Treat as serials those ongoing conference publication that are issued in successive parts, the parts carry unique numeric and/or chronological designations, and the publication is intended to continue indefinitely.
    - These publications will usually have words such as “first” or “annual” appearing in conjunction with the name of the conference or the title of the publication.
  - Catalog as monographs those conference publications that are not ongoing, or those that each issue has a unique title and/or the conference publication is issued as part of a numbered monographic series.
- Other printed resources
  - If the printed resource is issued in successive parts and there is no information that the resource will be complete in a finite number of parts, then usually catalog according to the list below.
  - Catalog as monographs
    - Cartographic materials
    - Censuses
    - Encyclopedias (exception: encyclopedias on CD-ROM may be done as serials)
    - Hearings
    - Publications of five-year plans
  - Catalog as serials
    - Alumni directories
    - College catalogs
    - Court reports
    - Sales/auction catalogs
    - Session laws
  - If the printed resource isn't represented by one of the categories above, treat as a serial.

### **Key points of serials cataloging**

- **When you catalog a serial, you catalog the whole run from the beginning, not just the issues you happen to hold.**

## Cataloging serials

- Base description on first or earliest issue.
  - Every serial record should have a 362 and/or a 588 Description based on: note.
- Many serials do not have a title page.
  - Serial titles are often given in more than one place and sometimes in different forms.
- A new record is created in many cases when the title proper or corporate body (if main entry) changes.
  - Not all title changes require a new record. See Major/minor changes section below.
- Cataloging record must represent the entire serial.
  - The record must be general enough to apply to the entire serial, but specific enough to cover all access points.
  - Notes are used to show changes in place of publication, publisher, issuing body, frequency, etc.
- Because a serial consists of many pieces issued over a period of time and is intended to go on indefinitely, some descriptive fields on a serial record are left open at the time of cataloging.
  - Later, when the serial ends, the open statements may be closed.
  - A serial record is always in a state of flux until the serial ends.
- Serials often have an International Standard Serial Number (ISSN)
  - Always record the ISSN in the bibliographic record for a serial. The ISSN is a very important match point for comparing a bib record to an item in hand. Do not record the ISSN in a bibliographic record for a monograph.
  - Individual issues of a serial will also often have an ISBN (International Standard Book Number). These should not be recorded in a bibliographic record for a serial.
- Every serial should have a unique title.
  - This is often accomplished with uniform titles. (See Uniform titles)
- Most serials do not have personal authors.
  - Serial records do not usually have personal authors in the statement of responsibility.
  - If deemed significant, may be provided in a 500 note.

- Most serials will have a designation or enumeration.
  - If the serial does not have a true designation or enumeration, one should be supplied from the publishing or copyright date.
- Serials are often part of “family” relationships.
  - May have parents (earlier titles), children (later titles), siblings (other editions, splits, etc.) and cousins (other related works).

## DECISION PROCESS

- Is this the first issue?
  - Base the description on the first/earliest available issue
  - This is not always easy to determine.
    - Pilot or introductory issues – Sometimes are the first issue and sometimes the publisher is only testing the waters.
      - If resource has words such as “premier”, “introductory”, or “pilot” and also has a designation such as vol. 1, no. 1, it is probably the first issue and should be used as the basis of the description.
      - If resource has words such as “sample” or “trial” and also has a designation such as vol. 1, no. 0 or no designation, just a date, this is probably not really the first issue, and should not be used for the description if there is also a true first issue.
    - Title changes – When the title changes and a new record is created, it’s not always easy to tell which is the first issue with the new title.
  - If first issue is not available, give a Description based on: note.  
588; ;a Description based on: Vol. 1, no. 3 (Mar. 1999).
- Is there a title page?
  - Many serials do not have a title page.
  - AACR preferred order for title page substitute for printed resources:
    - Analytical title page, cover, caption, masthead, editorial pages, colophon, other pages.
    - Note: Whenever chapter 12 mentions title page, the title page substitute is included.
  - If no title page, give source of title in a note. Can be combined with a Description based on: note. If using a combined note, use tag 588. If recording a source of title note alone, use tag 500.  
588; ;a Description based on: Vol. 1, no. 3 (Mar. 1999); title from cover.  
500; ;a Title from caption.
- Are there changes on later issues?

- Is it a major change?
  - Yes – make a new record
  - No – edit existing record
- Is it a minor change?
  - Yes – add information in a note if necessary
  - No – make a new record if it is a major change

**12.0B1. Prescribed sources of information for printed resources.**

- Enclose information taken from outside the prescribed source(s) in square brackets.

<b>Area</b>	<b>Prescribed sources of information</b>
Title and statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon
Numbering	The whole resource
Publication, distribution, etc.	The whole resource
Physical description	The whole resource
Series	Series title page, analytical title page, cover, caption, masthead, editorial pages, colophon, rest of the resource
Note	Any source
Standard number and terms of availability	Any source

**International Standard Serial Number (ISSN) – 022 \$a, y, z**

- An 8-digit number entered as two groups of four, separated by a hyphen. The final character may be 0-9, or X (enter as upper case). Valid ISSNs are entered in subfield a. Use subfield y for incorrect ISSNs and subfield z for cancelled or duplicate ISSNs.

**Title and statement of responsibility – 245 \$a, b, c**

- Transcribe the title proper as instructed in 1.1B.
  - Do not transcribe words that serve as an introduction and are not intended to be part of the title. Give the title including these words in a note.
    - 245; 00;a Muscle car and truck buyer’s guide.  
246; 1 ;i Title appears on resource as: \$a Price guide presents-- muscle car and truck buyer’s guide
  - However, don’t omit words that are grammatically linked.
    - 245; 00;a Political pulse’s education beat.  
246; 30;a Education beat

- 12.1B1. Correct obvious typographical errors when transcribing the title proper, and give the title as it appears on the resource in a note. (This is not what is done with all other types of materials)
  - 245; 00;a Housing starts  
246; 1 ;i Issue for 1998 has title: \$a Housing sarts
- 12.1B1. If the title proper includes any statements that mention earlier or later titles, etc., whether or not they are grammatically linked, do not transcribe them as part of the title proper.
- 12.1B2. When the title proper appears both in a full form and in the form of an acronym or initialism in the chief source, choose the full form as the title proper.
  - 245; 00;a Bulletin of experimental treatment for AIDS : \$b BETA : a publication of the San Francisco AIDS Foundation.  
246; 30;a BETA : \$b a publication of the San Francisco AIDS Foundation
- 12.1B7. Omit numbers, dates, etc. that change with every issue and replace with the mark of omission, unless it occurs at the beginning of the title or at the end of the title. If it is grammatically linked to the end of the title, the mark of omission should be used.

On resource: 1989 income tax guide  
In record: 245; 00;a Income tax guide.

On resource: Frommer's guide to Montreal 2002  
In record: 245; 00;a Frommer's guide to Montreal.

On resource: Annual report for 1989  
In record: 245; 00;a Annual report for ...

On resource: Illinois 1998 state budget  
In record: 245; 00;a Illinois ... state budget.

On resource: Frommer's guide to Nashville on \$45 a day  
In record: 245; 00;a Frommer's guide to Nashville on ... a day.

- 12.1E1. Other title information:  
Transcribe other title information only when it fits one of these categories and **only from the chief source of information**.
  - An acronym or initialism of the title appears with the full form

- The statement of responsibility is an integral part of the other title information
  - 110; 2 ;a Jane Austen Society of North America.  
245; 10 ;a JASNA news : \$b the newsletter of the Jane Austen Society of North America / \$c Jane Austen Society of North America.  
246; 30;a Newsletter of the Jane Austen Society of North America
- If the title proper consists solely of the name of a corporate body, conference, etc., supply a brief subtitle to identify the nature of the resource.
  - 110; 2 ;a Lewis and Clark Library System.  
245; 10;a Lewis & Clark Library System : \$b [directory of members].

Usually do not record other title information if it does not include the statement of responsibility and adds little to the understanding of the title.

Consider adding when the other title information indicates the nature of the resource and the title proper doesn't, or if the title is non-distinct and the subtitle would help with identification.

- 245; 00;a Images : \$b journal of graphics and photography.  
246; 30;a Journal of graphics and photography
- 245; 00;a Australia : \$b the rough guide.

If the other title information does not meet any of the above criteria it can be added in a quoted note, or ignored.

Judgment should be used when adding this type of information, since it often changes from issue to issue.

- 12.1F1. Transcribe statements of responsibility as instructed in 1.1F.
  - In order for a phrase to be a statement of responsibility, it must appear formally on the chief source or another prominent location.
  - The main entry and the statement of responsibility are not dependent on each other. A corporate body may be given in the statement of responsibility without being chosen as main entry, and the corporate body chosen as main entry does not have to appear in the statement of responsibility (but must appear somewhere in the body of the record).

- Corporate bodies can be an issuing body or a commercial publisher. A commercial publisher is not given in the statement of responsibility. An issuing body often appears with prefatory words such as “issued by”, “prepared by”.
  - When prefatory words appear with the body on the chief source, give the body as the statement of responsibility.
  - When the body appears without the prefatory words, give as the statement of responsibility only when it appears in conjunction with the title.
  - 12.1F2. If the statement of responsibility is transcribed in full or abbreviated form, as part of the title proper or other title information, do not give a further statement of responsibility unless the statement appears separately.
- Personal names. Most personal names given on serials are editors or compilers. These should not be recorded in the statement of responsibility. Record a personal name in the statement of responsibility only if the personal name is main entry.
- Personal names and corporate bodies not included in the statement of responsibility may be given in a note, and added entries made if deemed important.

### **Variant titles and title added entries – 246, 730, 740**

- Serials tend to have many variant titles. There are often many forms of the title on the resource. Look for varying cover, caption, running, etc. titles.
- LCRI 21.30J gives the following guidelines for making variant title entries:
  - In general, give a variant title when:
    - It differs substantially from the title proper
    - It contributes to the identification of the serial (very important for copy cataloging and determining if a new record is needed)
    - It helps for searching in the online catalog
    - It is located prominently and is likely to be searched as the title

See OCLC Bib formats or MARC 21 for details on the coding of the 246 field.

246; 14; - Cover title – Note, title added entry

245; 10;a Handbook for members and visitors / \$c The National Trust.

246; 14;a National Trust handbook for members and visitors

246; 30; - (Use for portion of title) – No note, title added entry

245; 00;a Rodale’s organic gardening magazine.

246; 30;a Organic gardening magazine

245; 10;a JASNA news : \$b the newsletter of the Jane Austen Society of North America / \$c Jane Austen Society of America.

246; 30;a Newsletter of the Jane Austen Society of North America

246 3 (use for variation of title, not on piece) – No note, title added entry

110; 1 ;a Missouri, \$b Dept. of Public Safety.

246; 10;a DPS news / \$c Missouri Department of Public Safety.

246; 3 ;a Department of Public Safety news

246 1 \$i (Use to display text when none of the second indicator print constants are adequate) - Note, title added entry

245;00;a Llewellyn's ... magickal almanac.

246;30;a Magickal almanac

246;1 ;i Vols. for <1998-> have title: \$a Llewellyn's ... magical almanac

246;30;a Magical almanac

245; 00;a Australia : \$b the rough guide.

246; 1 ;i Title from p. [4] of cover: \$a Rough guide to Australia

### **Fields 730 and 740**

Use field 730 for an entry for a related work that has a title authority record or a bibliographic record that is a serial.

245; 00;a Prevention's herbal remedies.

246; 30;a Herbal remedies

730; 0 ;a Prevention.

(Prevention is a serial in its own right)

Use field 740 for titles of sections within the serial.

245; 04;a The guide to skydiving.

500; ;a Some issues include: Skydiving in Missouri.

740; 02;a Skydiving in Missouri.

(Skydiving in Missouri is not a serial, it is just an insert and is not an established heading)

### **Uniform titles – 130 or 240**

- Main purpose for uniform titles in serials cataloging is to distinguish between identical serial titles.

## Cataloging serials

- Uniform titles are optional in AACR, but CONSER policy requires their use, if appropriate.
- Use field 130 when the title is the main entry.  
Use field 240 when the serial has a name main entry.
- Do not predict a conflict. Do not go back and add a qualifier to the earlier title.
- From *LCRI* August 2002  
Use judgment in determining the most appropriate qualifier for the serial/series being cataloged. Possible qualifiers are given in the following list; the list is not prescriptive and is not in priority order. If none of these qualifiers are appropriate, use any word(s) that will serve to distinguish one serial/series from the other. Use more than one qualifier if needed to make the uniform title unique.
  - Corporate body
  - Date of publication
  - Descriptive data elements, e.g. edition statement, GMD, physical medium
  - Place of publication

Corporate body – Use the AACR form of the name exactly as given in the name authority record for the body.

130; 0 ;a Network news (Friends of Canadian Broadcasting)  
245; 00 ;a Network news.

Date of publication – Generally used when a serial makes a title change to return to an earlier title

110; 2 ;a St. Louis Zoological Park.  
240; 10 ;a Annual report (1998)  
245; 10;a Annual report / \$c St. Louis Zoological Park.

(Note: Title 1985-1990: Annual report)

1991-1997: Report  
1998- : Annual report)

Edition statement – Used when a serial that is issued in editions has identical titles.

130; 0 ;a Guide to reptiles (Western ed.)  
245; 00;a Guide to reptiles.  
250; ;a Western ed.

Place of publication – Can be used to distinguish titles. Use the AACR form of the name. Prefer to use corporate body if possible.

130; 0 ;a Network news (Philadelphia, Pa.)

245; 00;a Network news.

### Numbering – 362 or 500

- Purpose of numbering is to distinguish one issue of a serial from another. May be a number, a date, or a combination of both.
- Every serial record must have a designation either in the 362 or a 588 note (Description based on:).
- The designation can come from the whole publication. Prefer a prominent source. Numeric and chronological designations may be found in separate places and combined for one statement.
- 12.3B1/C1. Give the numeric/alphabetic and chronological designations in the same terms, but not necessarily with the same punctuation. Use AACR2R abbreviations for the designation. A hyphen in a series of dates should now be changed to a slash.

#### Numeric designation

- 362; 0 ;a Vol. 1, no. 1-
- 362; 0 ;a No. 18–no. 25.
- 362; 0 ;a –v. 20.
- 588; ;a Description based on: Vol. 19, no. 3.

#### Chronological designation

- 362; 0 ;a 1993-
- 362; 0 ;a 1994/1995-1999/2000.
- 362; 0 ;a 1996/1998-2000/2002.
- 362; 0 ;a Aug. 19, 1995-July 25, 1998.
- 362; 0 ;a –Sept. 1995.
- 362; 0 ;a Summer 1992-fall 1997.
- 588; ;a Description based on: 1996.

#### Both

- 362; 0 ;a Vol. 1, no. 3 (July 1996)-
- 362; 0 ;a No. 18 (spring 1958)-no. 98 (fall 1997).
- 362; 0 ;a –no. 42 (1998).
- 588; ;a Description based on: No. 8 (Aug. 1995).

First issue not in hand, but some information is known

- 362;1 ;a Began with 1993.  
588; ;a Description based on: 1994.
- 362;1 ;a Ceased with 1996.

### **Publishing statement – 260**

- 260 is a repeatable field in a serial record. Add 260s as publishers change, with the applicable first indicator:

Blank	Earliest available publisher
2	Intervening publisher
3	Current/latest publisher
- Give the place of publication, distribution, etc. as instructed in 1.4C.
- Only give dates for a serial in the 260 \$c when the first or the last issue is in hand. If there is more than one 260 in a serial record, the 260 with blank indicators is the only one that may have a \$c.
- Do not put dates in the 260 \$c if the first or last issue is not in hand, and do not guess. Do not add punctuation after the publisher in 260 \$b.
  - First issue not in hand  
260; ;a Washington, DC : \$b Library of Congress
- Do not use incomplete brackets even when the field is not complete.
  - First issue in hand, but no publication date  
260; ;a Washington, DC : \$b Library of Congress, \$c [1999]-
- Use \$3 to give information to differentiate multiple 260 fields. For serials this will usually be chronological designations. Use angle brackets if specific beginning and/or ending information is not known.
- Examples (excerpt from *LC/PCC guidelines for MARC21 repeatable 260 field, July 22, 2009*):
  - When first cataloged:  
260 ## \$a Denver : \$b Smith Publishers, \$c 2009-
  - When publisher changes:  
260 ## \$3 July 2009-Jan. 2010: \$a Denver : \$b Smith Publishers, \$c 2009-  
260 3# \$3 Apr. 2010- : \$a Denver : \$b North Publishers
  - When place and publisher changes again:

260 ## \$3 July 2009-Jan. 2010: \$a Denver : \$b Smith Publishers, \$c 2009-  
260 2# \$3 Apr. 2010-<July 2010>: \$a Denver : \$b North Publishers  
260 3# \$3 <July 2011->: \$a Minneapolis : \$b Carl Publishers

When publisher changes again and the serial ceases in 2013:

260 ## \$3 July 2009-Jan. 2010: \$a Denver : \$b SmithPublishers, \$c 2009-  
2013.  
260 2# \$3 Apr. 2010-<July 2010>: \$a Denver : \$b NorthPublishers  
260 2# \$3 <July 2011>- Jan. 2013: \$a Minneapolis : \$bCarl Publishers  
260 3# \$3 Apr. 2013-July 2013: \$a Minneapolis : \$bHall Publishers

### **Physical description – 300**

- For serials still being issued the extent of item (300 \$a) contains only the specific material designation. For print serials that is v.
- For serials that are complete, record the number of volumes published when this information is readily available. This is the number of bibliographic units, not the number of physical pieces.
- When considering illustrative material think about the whole run of the serial. If it is likely that all or most issues will include illustrations, add the statement. If only an occasional issue has illustrations, ignore them.
- Record dimensions per 2.5D2. If the height changes, record the lesser height followed by the greater height of the whole run of the serial.

### **Notes – 5XX**

- Information given in notes can come from any issue and any source.
- Most notes are optional (except Description based on:, Latest issue consulted:, some linking notes, and those that justify added entries)
- Use notes to indicate changes that don't require new records. Notes should be useful and as brief as possible.
  - Notes should be given in the order provided by in 12.7B. However, any note can be given first if it is decided that it is of primary importance
- **Frequency notes (fields 310 and 321)**
  - Should always be given, even when also in fixed field or title  
310 – current frequency

310; ;a Annual  
310; ;a Monthly (except Aug.)

321- former frequency (must also have a 310)

310; ;a Monthly, \$b 1994-  
321; ;a Quarterly, \$b 1990-1993

- **546 – Language**

546; ;a Text in French and English.

- **500 – Source of title proper**

Make note on source of title proper if from other than the title page. Serials seldom have a title page. Combine with Description based on: note if applicable (see 588 below)

500; ; Title from caption.

588; ; Description based on: Spring 1997; title from cover.

- **500 - Variations in title**

These are usually handled in a 246, however, in some cases can be provided in a note.

500; ;a Title varies slightly.

- **500 - Statements of responsibility not listed in 245**

Serials do not usually have a statement of responsibility in the 245. Editors, compilers, translators, etc. may be provided in a note, if considered important and not likely to change with each edition.

500; ;a Vols. for 1996- edited by Jane Madison.

- **536 – Funded by or issued by**

Make notes on funding or issuing bodies not listed elsewhere in the description.

536; ;a Vols. for 1992-1998 issued by Illinois Dept. of Transportation.

- **580 – Relationships with other serials**

Make notes on the relationship between the serial being described and any immediately preceding, immediately succeeding, or simultaneously published serial. Earlier and later titles are given in tags 780 and 785. Use a 580 note to provide complex relationship information.

580; ;a Reprinted from Fodor's Sweden.

- **525 – Supplement note**

If a serial is a supplement to another serial, give the name of the main serial.

525; ;a Supplement to: Philosophical magazine.

Make a brief note on irregular, informal, numerous, or unimportant supplements that are not described separately.

525; ;a Supplements accompany some issues.

- **500 – Physical description**

Make notes on important physical details not included in 300.

500; ;a Vols. for 1993-1995, 28 cm.

- **500 – Accompanying material**

500; ;a Sound disc with last issue of each year.

- **521- Audience**

Make a brief note about the intended audience or intellectual content of an item.

521; ;a For ages 9-12.

- **555 – Cumulative index**

Make notes on the presence of cumulative indexes.

555; ;a Vols. 1 (1927)-25 (1951), in v. 26, no. 1.

- **500 or 505 – Contents**

Give details of contents and other serials included in the serial.

500; ;a Issues for 1992- include Roster of American League pitchers in Feb. issue.

505; 0 ;a v. 1. Directory – v. 2. Geographic index – v. 3. Subject index.

- **590 – Local notes**

- **501 –Issued with:**

If the serial is issued with one or more others, include this note, starting with the words Issued with:

501; ;a Issued with: Who's where in Manitoba.

- **Numbering peculiarities (515)**

Used to describe changes in numbering, irregularities or incorrect numbering, suspensions, report year coverage, etc.

515; ;a Report covers fiscal year.

515; ;a Suspended 1991-1992.

515; ;a Vols. for 1992- issued in 2 pts.

- **Issuing bodies (550)**

- Give to justify an added entry not mentioned in 245 \$c.
- Give body as it appears on piece, not as established. Try to be as brief as possible.
- Often used for serials that do not have corporate body main entry, but an added entry is needed for the body.

550; ;a Issued by: Illinois, Division of Vocational Education, 1993-

- **Description based on: note (588)**

- If the description is not based on the first issue, identify the issue used as the basis for the description. Combine with a source of title note, if applicable. Should be the last note, unless there is a Latest issue consulted: note.

588; ;a Description based on: 2010 ed.

588; ;a Description based on: Vol. 3, no. 4 (Jan. 1996); title from cover.

- **Latest issue consulted note (588)**

The description of the serial is based on the first or earliest available issue, but serial records are updated over time and reflect information from later issues.

- To alert catalogers to the fact that data in the record could have changed, a “Latest issue consulted:” note should be added.
- Use this note when more than one issue is in hand when the serial is first described, or when changes are made to the record because of information from a later issue.
- When a serial is closed off, and the last issue is given in the 362, the Latest issue consulted: note should be removed.
- Do not combine a Latest issued consulted: note with a source of title note, or with a Description based on: note.

588; ;a Description based on: Vol. 5 (1999); title from caption.

588; ;a Latest issue consulted: Vol. 7 (2001).

- Use the same form of numbering in a Latest issue consulted: note as would be used in a formatted 362 or a Description based on: note.

## **Fixed field - 008**

See coding manual for coding for fixed fields.

- Frequency should come from the 310 (current frequency).
  - When the frequency of a serial changes, add a new 310 and change the existing 310 to a 321. Change the code in the Frequency fixed field as needed.
- The country code should agree with the 260, and is coded for the original place of publication. When a 500 note is added for a change in the place of publication, the country code is not changed.

- There is not a code in the serial fixed field for illustrations.
- Don't forget to code Type of serial if you have a periodical or a newspaper.
- The dates in the fixed field should come from the 362 if there is one. If there is not a 362 date, and there is a date in the 260, that date may be used. If there is not a 362 or 260 date, an educated guess can be made for the beginning date.  
If a serial is not closed out the Date Two field should be "9999"

### **Changes to serials that may or may not require a new record – 21.2**

- A major change in a serial title requires a new record.
- A minor change does not result in a new record, but may require revision of the record, e.g. adding a variant title note and added entry.
- Major changes that require a new record:
  - Corporate body or personal name main entry changes
  - Major change in title proper
  - Translated serial undergoes change in original title
  - Change in corporate body used as a uniform title qualifier
  - Change in physical format
  - Major change in edition statement
- Change in physical format
  - If the change in format would result in a new GMD or SMD, make a new record
    - Print to online
    - Microfilm to microfiche
- Major change in edition statement
  - If the change in an edition statement indicates a change in subject matter or a change in physical format, make a new record.
    - Major change - North American ed. becomes North and Central America ed.
    - Minor change - Doctor's ed. becomes Physician's ed.
- **Title proper major changes – 21.2A1**
  - Addition, deletion, change, or reordering of any of the first five words (minus initial articles) unless the change is among one of the minor change exceptions
    - Annual report becomes Biennial report
    - Organic gardening and farming becomes Organic farming and gardening
    - Rodale's prevention becomes Rodale's prevention for seniors

- Books, magazines, and films becomes Books, magazines, films, and internet sources
- Words are added, dropped or changed anywhere in the title that change the meaning of the title or indicate a different subject matter.
  - The best bed & breakfasts in the world becomes The best bed & breakfasts in the United States.
- Major change in the name of a corporate body (i.e., new heading needed) recorded as part of the title proper.
  - Reports of the Institute of High Speed Mechanics becomes Reports of the Institute of Fluid Mechanics
- **Minor changes in title proper – 21.2A2**
  - These changes do not require a new record.
  - Usually the variant title will be listed in a 246
  - If the change is minor and does not affect access, a general note may be enough:
    - 500; ;a Title varies slightly.
  - The only change is in the representation of a word or words
    - Abbreviated word or symbol vs. spelled out form  
245; 00;a Free U.S. tourist attractions.  
246; 1 ;ai Vols. for 1998- have title: \$a Free United States tourist attractions
    - Singular vs. plural form  
245; 00;a Cats and dogs monthly.  
246; 1 ;i Some issues have title: \$a Cat and dog monthly
    - One spelling vs. another  
245; 00;a Cataloging quarterly.  
246; 1 ;i Vols. for Aug. 1990- have title: \$a Cataloging quarterly
    - Arabic numeral(s) vs. Roman numeral(s)  
245; 00;a SAT II subject tests.  
246; 1 ;i Vols. for <1996-> have title: \$a SAT 2 subject tests
    - Numbers or dates vs. spelled out forms  
245; 00;a Coins of the 20<sup>th</sup> century.  
246; 1 ;i Vols. For 1999- have title: \$a Coins of the twentieth century
    - One-word compounds vs. two-word compounds, hyphenated or not

- Hyphenated words vs. unhyphenated words
- An acronym or initialism vs. full form  
DPS news becomes Department of Public Safety news  
St. Louis news becomes Saint Louis news
- An article, preposition, or conjunction is added, deleted, or changed anywhere in the title.
  - Give an added entry if the change occurs in the first five words.
  - 245; 00;a Annual report of pipeline safety.  
246; 1 ;i Some issues have title: \$a Annual report on pipeline safety.
- If the name of the same corporate body is added, deleted or moved; or the representation of the name is changed (but a new heading is not required).
  - 245; 10;a Official rules / \$c National Hockey League.  
246; 1 ;i Issues for 1994/95- have title: \$a Official rules of the National Hockey League
  - 245; 10 ;a Handbook for members and visitors of the National Trust.  
246; 1 ;i Vols. for 1996- have title: \$a National Trust handbook for members and visitors
  - 245; 00;a London  
246; 1 ;i Issues for 2002- have title: \$a Fodor's London  
(If Fodor's was already the publisher, minor. If Fodor's was not the publisher, major)
- Punctuation is changed
  - GBB becomes G.B.B.
- The order of titles changes when the title is given in more than one language.
  - However, if the title chosen as the title proper no longer appears on the serial as a parallel title, consider the change to be a major one.
- Words linking the title to the chronological designation are added, deleted, or changed.
  - If the change occurs within the first five words give a note and an added entry.

- Fluctuating titles – a title that changes back and forth on a regular basis.
  - For example, a newspaper whose Sunday issue has a different title.
  - 245; 00; a Daily gleaner.  
246; 1 ; i Sunday issues have title: \$a Sunday gleaner
- Words are added or deleted from a list, or order changed, with no significant subject change.
  - To be a list, there must be 3 or more items.
  - If the changes reflect a significant change in subject matter, treat as a major change. Otherwise, treat change as minor.
    - Minor change - Quarterly report of Edwardsville, Collinsville, Maryville, and Glen Carbon becomes Quarterly report of Edwardsville, Maryville, Glen Carbon and Collinsville.
    - The same quarterly report becomes Quarterly report of Edwardsville, Collinsville, Troy, Maryville, and Glen Carbon. (still a minor change – all in the same county - if added something from another county would probably be a major change)
- The addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource.
  - This is meant to reduce the need for new records when words such as magazine are added or dropped.
  - Words such as bulletin, journal, magazine, review, and study are terms that indicate the type of resource.
    - People magazine becomes People – minor change
    - People magazine becomes People weekly – major change (weekly is a frequency word and not a word indicating type of resource)
    - Golf magazine becomes Magazine of golf – minor change
    - Extra becomes Extra newsletter – minor change
    - Atlantic becomes Atlantic monthly – major change (monthly is a frequency word and not a word indicating type of resource)
- All changes in numbering are minor changes

## **IN CASE OF DOUBT, CONSIDER THE CHANGE TO BE MINOR**

### **Closing serial records**

The following fields should be edited in a serial record when the serial ceases publication.

### **Fixed fields**

Publication status – change to d (Continuing or integrating resource ceased publication)

## Cataloging serials

Dates – Add ending date from 362 or 260 if known. Use partial date if complete date is unknown.

### **260 \$c** – Ending date of publication

Give when last issue is in hand, and information is known. Do not guess.

### **300 #a** – Extent of item

Give number of vols. if the information is readily available.

### **362** – Ending designation

Use 1<sup>st</sup> indicator “0” when last issue is in hand

362; 0 ;a Vol. 1, no. 1 (Jan. 1954)-v. 25, no. 12 (Dec. 1979).

362; 0 ;a –1995.

Use 1<sup>st</sup> indicator “1” when last issue is not in hand, but information is known

362;1 ;a Ceased with 1995.

Notes may be closed off as needed. Delete Latest issue consulted: note when the last issue is given in the 362.

### **785** – succeeding entry

Give when title is continued by a new title, absorbed by another title, etc.

## **LINKING FIELDS – 78X**

78X fields are used for earlier and later titles and other related titles. See OCLC Bib formats for details on 78X fields. See the directions below for using the Insert from Related Record command in OCLC Connexion.

In these linking fields use the catalog entry of related publication. If the record has a uniform title, use that in linking fields.

785;a 00 ;t Baseball today (Saint Louis, Mo.)

785;a 00 ;a St. Louis Zoological Park. \$t Annual report (1998)

Use ISSN (\$x) and control numbers (\$w) when known

785; 00 ;t Advances in automotives \$x 0034-5699 \$w (DLC)9655988

\$w(OCOLC)3366988

Use field 580 (linking field complexity note) when:

- a) Relationships are too complex to be understood just by 7XX fields.  
580; ;a Merged with: Model airplanes; and Model trains, to form: Creative models.  
785; 17 ;t Model airplanes.  
785; 17 ;t Model trains.  
785; 17 ;t Creative models.
- b) Used with field 787 to explain the relationship  
580; ;a Extracted from Fodor's California.  
787 ; 1 ;t Fodor's California.
- c) To explain a change in format when the title remains the same  
130; 0 ;a Gardening times (Online)  
245; 10 ;a Gardening times \$h [electronic resource]  
580; ;a Continues the former print ed. of: Gardening times.  
780; 00 ;t Gardening times


When title changes can be explained by indicators, use 780s and 785s with appropriate indicators.

- Earlier title: 780; 00 ;t Asian politics.  
Later title: 785; 00 ;t Asian politics and government.  
Absorbed by: 785; 04 ;t World government today.

**When closing serial records in OCLC Connexion, the directions below show how to use the Insert from Cited Record command to complete 760 – 787 fields:**

- Linked entry fields (fields 760 to 787) describe separately cataloged publications that are related to the item you are cataloging.
- **While logged on**, use the **Insert from Cited Record** command (Edit menu) to automatically insert data from a cited record that has a bibliographic connection to the record you are editing.
- **Examples:**
  - Relate a serial to its predecessor or successor
  - Relate versions of an item in different languages or formats
  - Relate a subseries to a main entry series

To insert data from a related record:

<b>1</b>	<p>In the record in which you want to insert data, add a field in the 760 to 787 range:</p> <p>On the Edit menu, click <b>Cut Copy Paste &gt; Insert Blank Field &gt; Above Current Field</b>, or press &lt;Enter&gt;.</p> <p>Or</p> <p>Click <b>Cut Copy Paste &gt; Insert Blank Field &gt; Below Current Field</b>, or press &lt;Shift&gt;&lt;Enter&gt;.</p> <p>Type one of the following tags: 760, 762, 765, 767, 770, 772, 773, 774, 775, 776, 777, 780, 785, 786, or 787.</p>
<b>2</b>	<p>Enter appropriate indicators.</p>
<b>3</b>	<p>In the field data cell, enter the OCLC number, with or without the pound sign (#), for the related bibliographic record you want to cite.</p> <p><b>Example:</b> Type <b>780 00 11553638</b> or <b>780 00 #00553638</b></p>
<b>4</b>	<p>On the Edit menu, click <b>Insert from Cited Record</b>, or press &lt;Alt&gt;&lt;E&gt;&lt;R&gt;.</p> <p>Or</p> <p>Right-click in the field and on the pop-up menu, click <b>Insert from Cited Record</b>.</p> <p><a href="#">Click here to see result:</a> </p> <ul style="list-style-type: none"><li>• The client adds data from the cited record based on rules for the type of field you added and the type of record you are editing.</li><li>• The OCLC number appears in a subfield w.</li></ul> <p><b>Note:</b> The <b>Insert from Cited Record</b> command is available only when the cursor is in a 760 - 787 field.</p>