

CLOSING SERIAL RECORDS

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

Fixed fields

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

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 1st 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 1st 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)

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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.

Build fields that cite related records (760 - 787)


- 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

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To insert data from a related record:

	Action
1	<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 Cut Copy Paste > Insert Blank Field > Above Current Field, or press <Enter>.</p> <p>Or</p> <p>Click Cut Copy Paste > Insert Blank Field > Below Current Field, or press <Shift><Enter>.</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>
2	<p>Enter appropriate indicators.</p>
3	<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>Example: Type 780 00 11553638 or 780 00 #00553638</p>
4	<p>On the Edit menu, click Insert from Cited Record, or press <Alt><E><R>.</p> <p>Or</p> <p>Right-click in the field and on the pop-up menu, click Insert from Cited Record.</p> <p>Click here to see result: </p> <ul style="list-style-type: none">• 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.• The OCLC number appears in a subfield w. <p>Note: The Insert from Cited Record command is available only when the cursor is in a 760 - 787 field.</p>