SCCTP
Serials Cataloging Cooperative Training Program

Basic Serials Cataloging Workshop

Trainee Manual

prepared under the auspices of the Cooperative Online Serials Program (CONSER)

Library of Congress
2014 Edition

Revised & Abridged for CLA Workshop
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Module 1: Background, Objectives, Organization

1. Workshop schedule & workbook
2. Descriptive Cataloging Tools
3. Context & goals of the workshop
4. Goals of the workshop
5. Outline of modules content

Workshop Schedule & Workbook

- Full SCCTP workshop: [Link]
- Abbreviated SCCTP workshop: [URL]
Descriptive Cataloging Tools

- RDA (Resource Description & Access)
  - LC-PCC PS (Library of Congress-Program for Cooperative Cataloging Policy Statements)
  - MARC & ISBD
- CONSER Cataloging Manual & CONSER Editing Guide
- RDA CONSER Documentation: [http://www.loc.gov/aba/pcc/conser/issues/CSR.html](http://www.loc.gov/aba/pcc/conser/issues/CSR.html)

Outline of the Workshop Sessions

1. Background, Objectives and Organization
2. Serials and Serial Cataloging
3. Cataloging Preliminaries
4. Describing Manifestations
5. [Describing Carriers and Content]
6. Describing Works and Expressions

Outline of the Workshop Sessions

7. Basics of RDA Relationships for Serials
8. When Do I Need a New Description?
9. [Working with Copy: Finding the Appropriate Record]
10. Working with Copy: Maintaining Records for Serials
1: Summary & Questions

1. Background
2. Objectives
3. Organization
4. Agenda
2: Serial Cataloging

1. Mode of issuance
2. Differences in cataloging
3. Serial cataloging record
4. Identifying characteristics
5. Special types of resources
6. MARC tagging and serials

Bibliographic Resources Mode of Issuance

- Definition
  "A categorization reflecting whether a resource is issued in one or more parts, the way it is updated, and its intended termination."
  - Single unit
  - Multipart monograph
  - Serial
  - Integrating resources

"Finite resources"
- Single units
- Multi-parts
- Parts remain discrete

"Continuing resources"
- Serials
- Integrating resources
- Updates do not remain discrete
Monograph

• Definition
  A resource that is complete in one part or intended to be completed within a finite number of parts.

• Multipart Monograph
  A resource issued in two or more parts (either simultaneously or successively) that is complete or intended to be completed within a finite number of parts.

Continuing Resources

• Definition
  A bibliographic resource that has no predetermined conclusion.

• Umbrella concept to group serials and IRs
  • Provides a collective term
  • Title for AACR2 Chapter 12
  • The scope of ISSN

Integrating Resource

• Definition
  A resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole.

• Can be finite updating or continuing indefinitely

• Examples
  • a loose-leaf manual that is updated by means of replacement pages
  • a website that is updated continuously
Serial

- Definition
  A resource **issued in successive parts, usually** having numbering, that has **no predetermined conclusion**.

- Examples
  journals, electronic journals, newsletters, annual reports, newspapers, monographic series

Serials vs. Integrating Resources

The primary difference:
- Serials issued in discrete parts
- Integrating resources issued with updates that do not remain discrete

Serials vs. Monographs

The primary differences:
- Serials have **no predetermined conclusion**
- Monographs intended to be **completed within a finite number of parts**
  - Single item: fixed, static
  - Multipart: issued in discrete parts
Online Resource May Be Serial or Monograph

Also Treat as Serials:
Publications of limited duration (RDA 1.1.3)
- Have similar characteristics and functions of serials but have a predetermined conclusion
- Examples: Newsletters from conferences, quarterly reports of projects, etc.

Identifying Characteristics
• ISSN:
  1096-6919
  0895-495X
• Frequency in title:
  AB Bookman's weekly
  Annual report of the Academy of Sciences of Estonia
  Yachting monthly
Identifying Characteristics

• Enumeration/chronology:
  Volume 28
  Vol. 32, No. 10 September 1997
  Spring 1997
  1998-1

• Year(s) of coverage:
  1997 (item published in 1998)
  ... for the fiscal year 1995
  ... covering the period July 1978 through June 1979

Identifying Characteristics

• Intent to continue publishing:
  Preface:
    *The inaugural issue of Advances in the Theory of Computation and Computational Mathematics ... Future volumes of ATCCM ...*

• Certain titles:
  Advances in accounting
  Developments in aging
  Progress in theoretical organic chemistry
  Trends in African linguistics

Differences in Cataloging

• Serials
  — First or earliest available issue
  — Successive entry (a new record is created)
Sample serial record

Serial Cataloging Records

- Reflect the whole publication
- Are dynamic because they incorporate changes over time
- Are cooperative creations (e.g., one library may create the record, another may update it)
- Are important to the overall control of the serial and often are essential to other records (holdings, check-in)

A Many to Many Relationship
Successive Entry Cataloging

- Any major change results in the creation of a new (successive) record
- Records are linked using 780/785 fields

Successive entry record

Special Types of Resources

Frequently issued editions:
- Catalog as a serial only when published every year or two; otherwise treat as monograph
Special Types of Resources

Conference publications
• Catalog as serial if it fits the definition of a serial
  The 48th Annual Meeting of the National Athletic Trainer’s Association
  Conference Proceedings, Animal Transportation Association 17th International Conference,
  September 29-October 2, 1991
• Do not catalog as a serial if there are distinctive titles or if conference publication is published in a numbered series

Conference Publications

Split treatment:
500 ## $a Issues for 1993-1995 conferences cataloged separately. $5 [MARC21 inst. code]
500 ## $a Beginning with the 5th conference, issues are cataloged separately. $S [MARC21 inst. code]
  or
500 ## $a Beginning with the 5th conference, issues are cataloged separately.

Resources Issued in Loose-leaf Format

Catalog as serial if:
• Resource is a serial whose successive issues are stored in a binder
• Base volume is regularly issued (e.g., annual with updates during the year)
Catalog as an integrating resource if:
• Updates are interfiled and base volume is irregularly revised
Supplements

Supplements may be separately cataloged as serials when they have their own title and/or numbering

- Opportunity magazine
  - Vol. 1, no. 1 (Jan. 1923)-
  - The Annual buyers' guide of Success Secrets 1997-
- Public health reports
  - Supplement ... to the Public health reports
  - No. 1-no. 213

Reprints of Serials

Catalog as serials unless the reprint includes only a single issue or a collection of unrelated serials


Monographic Series

Series may be cataloged as a serial or each issue of the series may be cataloged separately

Abraham Lincoln
The First American
By Gordon B. Baldwin
Historical Bulletin No. 42
Lincoln Fellowship of Wisconsin
Non-serials: Print Monographs (LC-PCC PS 0.0)

- Books issued in parts (fascicles)
- Censuses
- Encyclopedias
- Hearings
- Publications of five-year plans

MARC Tagging and Serials

Serial MARC Record

- The serial fixed field includes:

<table>
<thead>
<tr>
<th>Type a</th>
<th>Elvl</th>
<th>Srce d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/L</td>
<td>S/Or</td>
<td>Orig</td>
<td>EntW</td>
<td>Recl</td>
<td>Alph</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>SrTp</td>
<td>Cont</td>
<td>Dist</td>
<td>Dates</td>
<td>1920,9999</td>
<td></td>
</tr>
</tbody>
</table>
Serial MARC Record

0XX Variable Fields:

010 ## $a 98659124 $z sc83001761
022 ## $a 0043-9983
037 ## $b IPC Magazines Ltd., King's Beach Tower, Stamford Street, London SE1 9LS
042 ## $a pcc $a nsdp
050 00 $a GV771 $b .Y3

Serial MARC Record

• Title Fields:
  210 08 $a Yacht. mon.
  222 4 $a The Yachting monthly
  245 04 $a The yachting monthly.
  246 1 $a Yachting

• Publication Information:
  264 1 $a [London : $b Yachting Monthly], $c 1920-
  300 ## $a volumes : $b illustrations ; $c 28 cm

Serial MARC Record

• Frequency:
  310 ## $a Monthly

• Designation:
  362 1 $a Began with v. 29, no. 166 (Feb. 1920).

• Notes:
  515 ## $a Some issues lack volume numbering,
  588 ## $a Description based on: Vol. 29, no. 166
  (Feb. 1920); title from cover.
  588 ## $a Latest issue consulted: Vol. 160, no. 2
  (May 1998).
Serial MARC Record

- Subject Headings:
  650 #0 $a Yachting $v Periodicals.

- Links:
  780 00 $t Yachting monthly and magazine of the R.N.V.R. $w (OCoLC)13484999 $w (DLC)sn 86032453
  776 08 $i Online version: $t Yachting monthly online $x ... $w ...

Summary

- Different mode of issuance is cataloged differently
- Serial cataloging records are dynamic
- Three criteria for serials: successive parts, numbering, no predetermined conclusion
- Certain resource require special considerations relating to access, control, etc.
- When unsure, review LC-PCC 0.0, search for records on databases, consider the needs of your library
- MARC tags for serials include special note fields and linking fields

Exercises

For each of the resources in the next several slides, answer the following questions:
1. Is this a monograph, a serial, or an integrating resource?
2. Why or why not?
Exercise 1

Cover: Volume 1, Number 1 | 2013

Journal of New Zealand & Pacific Studies

ISSN: 2050-4039

Page 1: The Journal of New Zealand & Pacific Studies is published twice a year.

Exercise 2

First page: World Stock Exchange Fact Book

Cover: World Stock Exchange Fact Book 2012


Exercise 3

First page: ISSN 1058-1626

SERVICE INDUSTRIES USA

Third Edition
### Exercise 4

<table>
<thead>
<tr>
<th>Issue 1 title page:</th>
<th>Issue 2 title page:</th>
<th>Issue 3 title page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Freedom 1990</td>
<td>Academic Freedom 2</td>
<td>Academic Freedom 3</td>
</tr>
</tbody>
</table>

---

### Exercise 5

<table>
<thead>
<tr>
<th>Issue 1</th>
<th>Issue 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover:</td>
<td>Tokyo Stock Exchange 2012 FACT BOOK</td>
</tr>
<tr>
<td>Spine:</td>
<td>TSE 12 Fact Book</td>
</tr>
<tr>
<td></td>
<td>Tokyo Stock Exchange 2013 FACT BOOK</td>
</tr>
<tr>
<td></td>
<td>TSE 13 Fact Book</td>
</tr>
</tbody>
</table>

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### Exercise 6

**Page [vii]**

The Frank C. Brown Collection of North Carolina Folklore

Volume One

G guests and Rhymes • Beliefs

Game Customs • Ridings

Punishments • Speech

Tales and Legends

Durham, North Carolina

Duke University Press 1952

**Vol. t.p.:**

The Frank C. Brown Collection of North Carolina Folklore

IN FIVE VOLUMES

Durham, North Carolina

Duke University Press
Exercise 7

UNITED NATIONS LITERACY DECADE
2003-2012

Annual Report
For
2010

Exercise 8

First page:

PROCEEDINGS OF
THE TWENTY-THIRD ANNUAL
ACM-SIAM SYMPOSIUM
ON DISCRETE ALGORITHMS

Association for Computing Machinery
Society for Industrial and Applied Mathematics
New York
Philadelphia

Verso:

Proceedings of the Twenty-Third Annual ACM-SIAM Symposium
on Discrete Algorithms, Kyoto, Japan, January 17-19, 2012
ISBN 1-61197-210-8

Exercise 9

Cover:

BUILDING
THE
PUBLIC
CITY

The Politics, Governance,
And Finance of
Public Infrastructure
Edited by
David C. Perry
Urban Affairs Annual Review
43
3: Cataloging Preliminaries

- Process of cataloging a serial
  - Basis for identification of the resource
  - Source of information
  - Identifying manifestation
  - Transcribing vs. recording data
- Core elements for describing a resource
  - RDA core
  - CONSER RDA core
- CONSER standard record (CSR)

Basis for Identification of the Resource

General Principles (2.1.2.1) -- Choose a source of information appropriate to the mode of issuance:
- single unit see RDA 2.1.2.2
- more than one part see RDA 2.1.2.3
- integrating resource see 2.1.2.4

Basis for Identification: Which Issue?

RDA 2.1.2.3 Resource Issued in More Than One Part

- If the resource has sequentially numbered issues, choose the lowest numbered issue
- If the resource has unnumbered issues, choose the earliest date of issue.
For example ...

Have first issue:
588 ##  $a Description based on: Vol. 1, no. 1 (Jan. 2001); title from cover.

362 1#  $a Began with 2007.
588 ##  $a Description based on: 2007; title from title page.

Preferred Source of Information -- Source within the Issue

• RDA 2.2.2.2
• Priority order:
  – Title page, title sheet, or title card
  – Cover or jacket
  – Caption
  – Masthead
  – Colophon
  – If none of these source has a title, use another source within the resource that has a title

Preferred Source of Information -- Sources External to the Issue

• RDA 2.2.4
• Priority order
  – Accompanying materials
  – Other published descriptions of the resource
  – Container not issued as part of the resource
  – Any other source (e.g., a reference source that indicates how the resource is commonly known)
CONSER Core Elements -- What Data to Collect

- Follows RDA 0.6.1 in its approach to the concept of core
- A combination of RDA “Core,” RDA “Core if,” “PCC Core,” and “PCC Recommended”
- Should be read in conjunction with the LC-PCC-PSs that are integrated into the RDA Toolkit

CONSER Standard Record

- A baseline set of elements that emphasize access points over descriptive data
- Includes essential data elements necessary to meet user needs
- A solid “floor” description of a resource that can be built upon in a shared environment
- Does not preclude the use of any data in a bibliographic description representing more extensive cataloging treatment

How Data is entered in a Cataloging Record

- Some manifestation elements are transcribed
- Other manifestation elements can be recorded with some adjustment
- There are many exceptions to transcription instructions for serials (variable data)
Transcription of Data

- “Take What You See”
- ICP Principle of Representation
- Generally, record what is on the resource
  - Accurate representation
  - Encourage re-use of found data

Recording Data

- Some information may be manipulated when recorded by the cataloger (either when taken from the resource or from another source)
- For recorded elements, the found information is often adjusted (for example, use an appropriate term from RDA 2.14.1.3 to record the frequency), Semi-annual or Two issues a year...

What am I Cataloging?

- Work
  - Expression
  - Manifestation
    - Item
- Primary focus on: CONSER RDA core elements
Transcribed Manifestation Elements

• Title proper and parallel title proper
• Other title information
• Statement of responsibility
• Edition information
• Numbering information
• Place of publisher, distributor, manufacturer
• Name of publisher, distributor, manufacturer
• Series information other than ISSN

Recorded Manifestation Elements

• Date of publication, distribution, manufacture
• Copyright date
• Mode of issuance
• Frequency
• Identifier of the manifestation (e.g., ISSN usually)
• Key title (and Abbreviated Key title)
• Notes about element (e.g., source of title)
• Issue or part used as basis of description (DBO and LIC)
• Notes about changes over time

Preferred Title

• The title or form of title chosen to identify the work
• Choose the preferred title by applying the instructions at 6.2.2.4–6.2.2.7
• The basis for the authorized access point representing that work
For example ...

245 00 $a Look Japan.
245 00 $a Adobe magazine.
245 10 $a Network.
245 10 $a Annual report / $c ICSID.
245 14 $a The country music newsletter.

Authorized Access Point for a Work

• Standardized access point representing a work
• RDA 5.5
  – 2 parts:
    • Creator of the work
    • Preferred title for the work

For example ...

• A work does not necessarily have a “creator.”
  245 00 $a Look Japan.
  245 00 $a Adobe magazine.
  130 0# $a Network (Bristol, England)
  245 10 $a Network.
  130 0# $a Network (Friends of the Earth)
  245 10 $a Network.
For example ...

Works with a “creator:”
- **corporate body:**
  110 2# $a International Centre for Settlement of Investment Disputes, $e creator.
  245 10 $a Annual report / $c ICSID.
- **personal author** (rare):
  100 1# $a Gresham, Don, $e author.
  245 14 $a The country music newsletter.

Summary

- Base the description on the first or earliest available issue in hand
- The preferred source is the title page or its substitute (cover, caption, etc.)
- Some manifestation elements are transcribed
- Other manifestation elements can be recorded with some adjustment
- There are many exceptions to transcription instructions for serials (variable data)
- CONSER RDA core elements

Exercises
Module 3: Quiz

1. The basis for identification for a serial is the earliest-published issue, regardless of numbering.
   __ True
   __ False

2. The CONSER RDA core element set is
   a) In line with RDA Core elements with some exceptions, and
   b) Equal to the PCC Core elements for continuing resources
   __ True
   __ False

3. The RDA CONSER Standard Record (CSR) Metadata Application Profile (Check all that apply)
   __ a) Is a "floor" description of a resource that can be built upon in a shared environment
   __ b) Allows the use of any data in a bibliographic description representing more extensive cataloging treatment
   __ c) Requires Authority records in the Library of Congress/NACO and Subject Authority Files for all controlled access points

4. Which of the following statement(s) is/are true?
   a) Transcribed data follows RDA 1.7.1 and the ICP principle of representation
   b) PCC practice encourages the use of RDA Appendix A for capitalization
   c) For serials, RDA includes exceptions to exact transcription for variable data in the title
   d) All of the above
5. For each category, mark whether the data is primarily: transcribed or recorded

<table>
<thead>
<tr>
<th>Category</th>
<th>Transcribed</th>
<th>Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title proper and parallel title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mode of issuance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifier of the manifestation (e.g., ISSN)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Numbering data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place and name of publisher, distributor, or manufacturer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notes about elements or about change over time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4: Identifying Manifestation

1. Title statement: Title proper, parallel title, other title information, variant title
2. Statement of responsibility
3. Edition statement
4. Numbering

4: Identifying Manifestations

5. Publication statement
6. Series statement
7. Frequency
8. Identifiers: ISSN
9. Notes
10. Uniform resource locator

Title proper (2.3, 2.3.2)

- Transcribe in field 245 $a $n $p
- Follow RDA 1.7.1 and LC-PCC PS
  - Capitalization: “encouraged” to follow Appendix A. Or, may “take what you see”
- Include initial articles
Title proper (2.3.1.4)

- Omit date, name, number that varies:
  245 00 $a Supply estimates for the year ending ...

Source of information reads: Supply estimates for the year ending 1997

245 10 $a ... end of session report.
Source of information reads: 2005/06 end of session report

Exceptions to transcription -- Title proper (2.3.1.4)

- Correct obvious typographical errors
- Title includes earlier title, etc.
- Devised titles
  - Add note: Title devised by cataloger
- Omit introductory words

Title proper (2.3.2.5)

Acronym/initialism vs. full form

- Select full form if both appear on the preferred source:
  245 00 $a Linguistics and language behavior abstracts.
  246 1# $a LLBA
Parallel titles (2.3.3)

- Parallel title proper: The title proper in another language and/or script.
- Parallel titles can come from any source within resource.

245 00 $a Shi chao.
246 11 $a Poetry waves

Other title information (2.3.4)

- Transcribe if it helps the user! Otherwise not
  - Clarify the title proper
  - Support the title proper
- Must come from the same source as title proper (if included)

245 00 $a Moral cents : $b the journal of ethics and finance.
Variant titles (2.3.6)

245 00 $a Toxic release inventory.
246 1# $i Also known as: $a TRI CD-ROM
246 1# $i Issues for 1987/1993- have title: $a Toxics release inventory
NOTE: Do not NEED to include $i

245 00 $a Energy & climate report.
246 1# $a Energy and climate report

Quiz 1

Quiz 1: Answers

- 245 04 $a The American journal of bioethics.
- 246 1# $a Bioethics (Optional)
- 245 00 $a Cuadernos de música y artes visuales.
- 246 11 $a Journal of music and visual arts
- 245 00 $a Annals of medicine.
- 246 1# $a Ann med
Statement of responsibility (2.4)

- Provide if important for identification of the serial
- Provide if it helps document usage of the corporate body, person or family
- Provide as part of authorized access point
- Can record responsibility in 500 or 550 to set up pattern of usage

Responsible bodies: 550


710 2# $a United Nations Centre for Human Settlements, ¶e issuing body.

710 2# $a United Nations Human Settlements Programme, ¶e issuing body.

Edition statement (2.5)

Transcribe as it appears:

If not abbreviated on resource:
250 ## $a Western Washington.
250 ## $a Industrial edition.
250 ## $a Red edition.

If abbreviated on resource:
250 ## $a Professional ed.
250 ## $a Cons.
Numbering (1.7, 1.8, 2.6)

- RDA 1.7: Transcription
- RDA 1.8: Record numbers expressed as numerals and words (numeric and chronological)
- RDA 2.6: Basic instructions on recording numbering
  - Sources
  - Specific situations
- Recorded in 362 1 note field

Numbering: sources (2.6.1.2)

- Prefer source on the first/last issue that bears the title proper
- Another source within the first/last issue
- Other sources specified under 2.2.4.
  - Accompanying material
  - Container
  - Published description
  - Other available source

Numbering: sources

- RDA does not address:
  - Preferring a source with the most complete numbering:

  CCM 8.3, Prefer a source:
  - With the most complete presentation
  - With numbering that appears prominently or is stated formally
Numbering: sources

- Provide designation of first and/or last issue
- Transcribe elements as found
  - Capitalization: follow Appendix A or "take what you see"

```
082 1 Begin with Volume 173, number 1 (January 1, 2010).
000 Description based on Volume 173, number 1 (January 14, 2010); life item cover.
000 Subentries: consist of Volume 173, number 1 (January 14, 2010).
```

Numbering

- Substitute numerals for numbers expressed as words
- Inclusive dates and other inclusive numbers:
  - Source: 1967–72
  - Record: 1967/1972
- Substitute hyphen with slash for clarity
  - Source: 2008–2009
  - Record: 2008/2009

Numbering

- Ordinal numbers from English source:
  1st, 2nd, 3rd, 4th... (RDA 1.8.5)
- Number that is a division of a year
  - Source: 1-97
  - Record 97-1
Quiz 2

Quiz 2: Answers

- 362 1# $a Began with volume I, no. 1 (July 2012).
- 588 ## $a Description based on: Volume I, no. 1 (July 2012).

- [no 362]
- 588 ## $a Description based on: Año 10, número 19 (enero/junio 2013).

- 362 1# $a Began with vol. 1, no. 1 (January /February 2004).
- 588 ## $a Description based on: Vol. 1, no. 1 (January/February 2004).

Module 4: Part 2
Publication statement (2.8)

- Transcribe as it appears
  - Capitalization: encouraged to follow Appendix A or “take what you see”
- Use 264 field in new records and for showing changes
- Only the first place and first publisher are required
- Date required if first or last issue in hand

264 field

- PCC guidelines for the 264 field
- First indicator = Sequence of statements:
  - blank #: Not applicable/No information provided/Earliest
  - 2: Intervening
  - 3: Current/latest
- Second indicator = Function of entity:
  - 0: Production; 1: Publication; 2: Distribution;
  - 3: Manufacture Statements; and
  - 4: Copyright notice date

Place of publication (2.8.2)

- Transcribe as it appears on resource
- Transcribe larger jurisdictions if they appear on source as part of place name
- Prefer to supply a place from any source rather than supplying:
  - [Place of publication not identified]

264 #1 $a [Fairfax, Virginia] : $b Roy Rosenzweig Center for History and New Media
Publisher name (2.8.4)

• Transcribe as it appears on resource
• Don’t omit hierarchies from publisher name
• Prefer to supply a probable name rather than supplying: [Publisher not identified]

110 1# $a Monrovia (Calif.), $e author, $e issuing body.
245 10 $a Statement of financial transactions for the year ...
264 #1 $a Monrovia, California : $b [City of Monrovia]

Date of publication (2.8.6.5)

• Record only if first or last issue is in hand
• Supply an approximate publication date if no publication date is given on first or last issue
• Omit a date of publication if the date cannot be approximated

264 #1 $a [Fairfax, Virginia] : $b Roy Rosenzweig Center for History and New Media, $c [2011]–

Quiz 3
Quiz 3: Answer

264 #1 $a London : $b The Huguenot Society of Great Britain and Ireland, $c [2013]-

Series (2.12)

- Recording series statements is core for LC and PCC
- Authorized access points for series are optional for PCC (LC doesn’t create them)
- NACO Series Bridge Training material: [http://www.loc.gov/catworkshop/courses/rda_naco_series/course%20table.html](http://www.loc.gov/catworkshop/courses/rda_naco_series/course%20table.html)

Recording series statements

- Specific sources for each element
- Transcribe the elements as they appear on the source of information
- If the resource belongs to more than one series/subseries, record each series statement separately (2.12.1.5)
- Record changes in series statements as instructed in 2.12.1.6
Title proper of series/subseries

- CORE ELEMENT
- Priority order for sources
  - Series title page
  - Another source within the resource
  - Other sources as indicated in 2.2.4
- Record the series title proper as other titles (2.3.1)
  - “take what you see”
  - capitalization
  - include numbering as part of the series title proper if it is an integral part of the title

ISSN of series/subseries

- CORE ELEMENT for LC/PCC
- Priority order for sources
  - Series title page
  - Another source within the resource
  - Other sources as indicated in 2.2.4
- MARC 490 $x
  - Repeatable

Numbering within series/subseries

- CORE ELEMENT
- Record the numbering of the resource within the series as it appears on the source of information
- MARC 490 $v
- Guidelines are generally the same as those for numbering of serials
  - Special situations discussed in 2.12.9

Examples:

- 490 $a ... $v volume 32
- 490 $a ... $v Band LXXVII
Frequency (2.1.4)

- Not RDA core
  - RDA 2.14 and 2.17.12.4
- Current frequency **required** for CONSER
- Former frequency: not required, when creating an original record

310 ## $a Bimonthly
310 ## $a Monthly, $b 2014-
321 ## $a Bimonthly, $b 2008-2010
321 ## $a Quarterly, $b 2011-2013

ISSN (2.15)

- Core for RDA
- Recorded element
- Record as found
- Take from any source
- No change in practice for recording

022 ## $a 2165-476X $y 1096-1844

Notes (2.17)

Provide further information not found in the description
Avoid too much detail
Give in numeric tag order (except 533)
Use dates when note doesn’t apply to all issues

500 ## $a “International poetry quarterly”
[Title: Bitterroot]

550 ## $a Volumes for <1995-> issued by ...
Basis for identification of the resource (2.17.13.3)

Always provide:
- 588 description based on note
- Source of title with 588 combined with description based on note
- 588 Latest issue consulted note

Source of description (2.17.13.3)

588 ## $a Description based on: Volume 1, Number 4 (April 2008); title from masthead.
588 ## $a Latest issue consulted: Volume 2, Number 3 (March 2009).

***

588 ## $a Description based on: Volume 9, no. 6 (June 2012); title from PDF title page (publisher's website, viewed September 12, 2012).

Numbering peculiarities (515)

362 1# $a Began with: no. 1.
515 ## $a Numbers 32-36 omitted.

362 1# $a Began with: 1950.
515 ## $a Volumes for 1960- also called 11th- annual report.

362 1# $a Began with: v. 1, no. 1 (spring 1995).
515 ## $a Some volumes lack numbering.

362 1# $a Began with: 95/1.
515 ## $a Numbering begins again each year with 1.
Supplements (525)

525    ##  $a Has supplements.

***

245 00 $a Outlook and situation report. $p Oil crops.

525    ## $a Supplemented by an annual yearbook with title: Outlook and situation yearbook. Oil crops.

740 02 $a Outlook and situation yearbook. Oil crops.

Issuing body note (550)

- Not required for CSR if authority record exists; is required if name of body changes...
  245 00 $a Ecotoxicology and environmental safety.
  264 #1 $a San Diego: $b Academic Press
  550    ## $a Published under the auspices of the International Academy of Science. [optional]
  710 2# $a International Academy of Science, $e sponsoring body.

Uniform Resource Locator (4.6)

- CORE ELEMENT for LC
- Scope = “the address of a remote access resource”
- LC-PCC PS 4.2.1.3 – “If there is more than one Uniform Resource Locator for the resource, record all”
- MARC 856 field—Do not use institution specific URLs unless there is nothing else
Summary (1)

- Title proper consists of 245 $a $n $p
  - Omit dates, names, numbers that vary
  - Normally transcribed (with exceptions)
- Statement of responsibility (245 $c) is not CORE (for CONSER)
- Numbering: use an informal note (362 1#)
- Publication statement: transcribe (264 #1)
  - Enter date (264 $c) only if earliest/last piece is in hand

Summary (2)

- Current frequency is required for CONSER (310)
- Basis for identification (588): Always include
  - Description based on: ...; source of title.
  - Latest issue consulted:

Exercise 1

<table>
<thead>
<tr>
<th>FF: DtSt c</th>
<th>Dates 2013.9999</th>
</tr>
</thead>
<tbody>
<tr>
<td>022 $a 2372-2177</td>
<td></td>
</tr>
<tr>
<td>130 08 $a ...</td>
<td></td>
</tr>
<tr>
<td>245 10 $a Wholesome.</td>
<td></td>
</tr>
<tr>
<td>264 #1 $a Sioux Falls, SD : $b Wholesome Magazine, LLC, $c [2013]-310 $a Bimonthly</td>
<td></td>
</tr>
<tr>
<td>(336-338 omitted)</td>
<td></td>
</tr>
<tr>
<td>362 1# $a Began with: Volume 1, issue 1 (September/October 2013).</td>
<td></td>
</tr>
<tr>
<td>588 $a Description based on: Volume 1, issue 1 (September/October 2013); title from cover.</td>
<td></td>
</tr>
<tr>
<td>588 #a Latest issue consulted: Volume 2, issue 2 (March/April 2014).</td>
<td></td>
</tr>
</tbody>
</table>
Exercise 2

FF: DtSt u Dates 1966,uuuu
245 00 $a Bells and bellringing.
264 #1 $a Tonbridge, Kent : $b John Hilton, $c (1966)-
310 ## $a Quarterly
[336-338 omitted]
362 1# $a Began with vol. 1, no. 1 (May 1966).
588 ## $a Description based on: Vol. 1, No. 1 (May 1966);
title from cover.

Exercise 3

FF DtSt c Dates 19uu,9999
130 0# $a …
245 10 $a Newsletter.
246 1# $a ISGS
246 1# $a Illinois State Genealogical Society newsletter
264 #1 $a Springfield, Illinois : $b Illinois State Genealogical Society
310 ## $a Bimonthly
[336-338 omitted]
588 ## $a Description based on: Volume 30, number 1
(January/February 2009); title from caption.
588 ## $a Latest issue consulted: Volume 31, number 6
(November/December 2012).
710 2# $a Illinois State Genealogical Society, $e issuing body.

Exercise 4

FF: DtSt u Dates uuuu,uuuu
110 2# $a Art Institute of Chicago, $e author, $e issuing body.
245 10 $a Art Institute of Chicago annual report …
264 #1 $a [Chicago] : $b Art Institute of Chicago
310 ## $a Annual
[336-338 omitted]
588 ## $a Description based on: 2007/2008; title from cover.
Exercise 5

FF  DiSt: c  Dates 2007,9999

245 04 $a The footy almanac.
264 #1 $a Fitzroy North, Vic. : $b Malarkey Publications
310 ## $a Annual
   [336-338 omitted]
362 1# $a Began with 2007.
588 ## $a Description based on: 2013; title from title page.
Module 4 Quizzes

Quiz 1: For each of the scenarios, which titles should be represented and how?

Scenario 1:

The American Journal of BIOETHICS
-------------------------------
January 2010 Volume 10 No. 1

LOOKING FOR LIES: Memory detection & the criminal justice system

245 _ _ $a ________________________
246 _ _ $a ________________________
246 _ _ $a ________________________

Scenario 2:

cuadernos
de MÚSICA Y ARTES VISUALES

journal of music and visual arts

Volume 7 Numero 2

245 _ _ $a ________________________
246 _ _ $a ________________________
246 _ _ $a ________________________

Scenario 3:

Vol 40-No 2 - 2008

ANN MED

Annals of Medicine informa

245 _ _ $a ________________________
246 _ _ $a ________________________
246 _ _ $a ________________________
Quiz 2: For each scenario, which of the choices would you use to describe the numbering?

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On cover (preferred source of title): VOLUME I, NO. 1, JULY 2012</td>
<td>362 1# $a Began with volume I, number 1, July 2012.</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: Volume I, number 1, July 2012; title from cover.</td>
</tr>
<tr>
<td></td>
<td>362 1# $a Began with VOL. 1, NO. 1 (JULY 2012).</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: VOL. 1, NO. 1 (JULY 2012).</td>
</tr>
<tr>
<td></td>
<td>362 1# $a Began with volume I, no. 1 (July 2012).</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: Volume I, no. 1 (July 2012).</td>
</tr>
<tr>
<td>On cover (preferred source of title): Año 10, Número 19, enero-junio 2013</td>
<td>[no 362]</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: Año 10, número 19 (enero/junio 2013).</td>
</tr>
<tr>
<td></td>
<td>362 1# $a Began in 2003?</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: Año 10, número 19 (enero/junio 2013).</td>
</tr>
<tr>
<td></td>
<td>362 1# $a Library subscription began with año 10, número 19 (enero/junio 2013).</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: Año 10, número 19 (enero/junio 2013).</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: January-February 2004.</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: January/February 2004.</td>
</tr>
<tr>
<td></td>
<td>362 1# $a Began with vol. 1, no. 1 (January/February 2004).</td>
</tr>
<tr>
<td></td>
<td>588 ## $a Description based on: Vol. 1, no. 1 (January/February 2004).</td>
</tr>
</tbody>
</table>
Quiz 3: How would you transcribe the publication statement for this journal?

First issue after a title change

<table>
<thead>
<tr>
<th>[Title page]</th>
<th>[Title page verso]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Huguenot Society Journal</strong></td>
<td><strong>ISSN 2053-6267</strong></td>
</tr>
<tr>
<td><em>Formerly Proceedings of the Huguenot Society of Great Britain and Ireland</em></td>
<td>© 2013 <em>The Huguenot Society of Great Britain and Ireland.</em> All rights reserved...</td>
</tr>
<tr>
<td>Vol. XXX No 1 AUTUMN 2013</td>
<td></td>
</tr>
<tr>
<td>THE HUGUENOT SOCIETY</td>
<td></td>
</tr>
<tr>
<td>OF GREAT BRITAIN AND IRELAND</td>
<td></td>
</tr>
<tr>
<td>Gower Street, London WCIE 6BT</td>
<td></td>
</tr>
</tbody>
</table>

264 __ __ $a _____________________________________________

$b ______________________________________________

$c ______________________________________________
Module 4: Exercises

Use the workforms provided in Appendix D to record the cataloging data from the information provided in the following pages.

Use Appendix G for MARC tagging

1. Select the preferred source for the title.
2. Transcribe and tag the title proper.
3. Select and tag a creator, if any.
4. Make any variant title access points that are thought useful.
5. Give the publication, distribution, etc. statement(s)
6. Give numbering, if appropriate.
7. Give a frequency note, if known.
8. Add any other notes thought appropriate
9. Include notes on issue(s) used as the basis of identification and the source of title (description based on, latest issue consulted).
10. Give other access points thought appropriate
Exercise 2

Cover:

Bells and Bellringing
Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1  May 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent
Exercise 3

Top of page [1]:

Illinois STATE GENEALOGICAL SOCIETY
P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter
Volume 30, Number 1 January/February 2009

Top of pages 2-8: ISGS, Vol. 30:1

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published bimonthly

[Contains articles about genealogy, information resources for conducting genealogical research in Illinois, and also some information about the Society.]

Other issues received:
Volume 30, number 5 September/October 2009
Volume 31, number 6 November/December 2012
Exercise 4

Cover:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT  2007-08

Page [2] of cover:

Copyright 2008 by The Art Institute of Chicago.
Exercise 5

Title page:

The Footy Almanac

The AFL season one game at a time

Edited by John Harms & Paul Daffey

*Height of spine = 23 cm*

Page II:

Malarkey Publications
Fitzroy North, Vic.
©2013

Preface: Since 2007, when John Harms and Paul Daffey first published *The Footy Almanac*…
6: Identifying Works and Expressions

- Terminology
- Constructing the authorized access point for a serial work
- Additions to authorized access points
- Authorized access points representing expressions

Terminology

- Title of a serial work
- Title proper
- Preferred title of a serial work
- Creator
- Authorized access point

Terminology

- Title of a serial work:

Title of a work: A word, character, or group of words and/or characters by which a work is known. (RDA glossary)
Terminology

• Title proper:

The chief name of a resource (i.e., the title normally used when citing the resource). (RDA glossary)

• Preferred title of a serial work:

The title or form of title chosen to identify the work. The preferred title is also the basis for the authorized access point representing that work.

• Creator of a serial:

For a serial, usually a corporate body responsible for originating ... or causing the work to be issued. (See LC-PCC PS 19.2.1.1.1)
**Person or Family Creators of Serials**  
RDA 19.2.1.1.3  
• Entry under personal author (rare):  

100 1# $a Gresham, Don, $e author.  
245 14 $a The country music newsletter.

---

**Terminology**

• Authorized access point:

The standardized access point representing an entity. The authorized access point uniquely identifies the serial work.

---

**Identifying and Constructing the Authorized Access Point for a Work**

• RDA 6.27.1.2 - 6.27.1.8
  
  — Creator
  • Determine if there is a creator (19.2.1.1)
  • Construct authorized access point (9.19.1 for persons), (10.10.1 for families), (11.13.1 for corporate bodies)
  — Preferred title of the work (6.2.1 - 6.2.2)
Corporate Body Creators of Serials
RDA and LC-PCC PS 19.2.1.1.1

- Works of an administrative nature (Category a)
  -- e.g., annual reports and directories
- Collective thought of a body (Category b)
  -- e.g., Reports of commissions
- Collective activity of a body (Category d)
  -- e.g., Conference proceedings

Preferred Title

- Base the preferred title based on the title proper
- Title proper is derived from the preferred source of identification from the first or earliest issue in hand
- For further instructions about recording preferred title, see RDA 6.2.2
- For additions to preferred title, see LC-PCC PS to RDA 6.27

Authorized Access Point for a Work

- RDA 5.5
  -- 2 parts:
  • Creator of the work
  • Preferred title for the work
- Does not include relationship designators

245 10 $a Maternal Health Thematic Fund annual report.
Authorized Access Point for a Work

- A work does not necessarily have a “creator”
  245 _0 $a Region: $b Regional studies of Russia, Eastern Europe, and Central Asia.
  264 #1 $a Bloomington, Indiana, U.S.A. : $b Slavica Publishers, $c 2012-
  245 00 $a Biuletyn naukowy UWM / $c Uniwersytet Warmińsko-Mazurski w Olsztynie.
  246 1# $a Biuletyn naukowy Uniwersytetu Warmińsko-Mazurskiego
  254 #1 $a Olsztyn : $b Wydawnictwo Uniwersytetu Warmińsko-Mazurskiego

Additions to the Authorized Access Point for a Work

- LC-PCC PS 6.27.1.9
  - Consider authorized access point conflicts among all resources, not just serials
    - Authorized access points are identical: addition is required
    - Authorized access points are similar: cataloger’s judgment

Identical Authorized Access Point

245 00 $a Pose.
246 1# $a Pose Cairo
246 1 # $a Pose magazine

130 0# $a Pose (Dubai, United Arab Emirates)
245 10 $a Pose.
246 1 # $a Pose magazine
Similar Authorized Access Point

Serial in catalog:
245 00 $a Hogs & cows today.

Serial in hand:
245 00 $a Hogs and cows today.

Result:
130 0# $a Hogs and cows today (Fresno, Calif.)
245 10 $a Hogs and cows today

Additions to Authorized Access Points

130 0# $a Molecular biology (Los Angeles, Calif.)
210 0# $a Mol. biol. $b (Los Angel. Calif.)
222 0# $a Molecular biology $b (Los Angeles, Calif.)
245 10 $a Molecular biology.
246 1# $a MBL
264 #1 $a Los Angeles, CA : $b OMICS Publishing Group, $c [2012].

Additions to Authorized Access Points

130 0# $a International directory of little magazines & small presses (2011)
245 10 $a International directory of little magazines & small presses.
246 1# $a International directory of little magazines and small presses
264 #1 $a Paradise, CA : $b Dustbooks, $c [2011].
Additions to Authorized Access Points

130 0# $a Volshebnyi fonar' (Moscow, Russia : 2012)
245 10 $a Volshebnyi fonar' : $b al'manakh.
264 #1 $a Moskva : $b Volshebnyi fonar', $c 2012-

Authorized Access Point for an Expression

• LC-PCC PS 6.27.3
  – Music resources (6.28.3)
  – Sacred scriptures (6.30.3)
  – Translations (described in the LC-PCC PS)
  – Language editions (described in the LC-PCC PS)

Authorized Access Point for an Expression

130 0# $a Duah ha-inflatsyah. $l English.
245 10 $a Inflation report / $c Bank of Israel.
775 08 $i Hebrew edition: $t Duah ha-inflatsyah
  $w (DLC) 00207719 $w (OCoLC)45203459
Authorized Access Point for Translations and Language Editions in a Compilation

245 00 $a Diplôme international de l'OIV en management du secteur de la vigne et du vin.
546 ## $a Parallel text in French, English, German, Italian, and Spanish.
730 02 $i Container of (expression): $a Diplôme international de l'OIV en management du secteur de la vigne et du vin.
730 02 $i Container of (expression): $a Diplôme international de l'OIV en management du secteur de la vigne et du vin. $i English.

Summary

• Authorized access point for a work:
  – Authorized access point for creator
  – Preferred title of work

• Additions to authorized access point for a work
  – Add parenthetically to authorized access point

• Authorized access point for an expression
  – Added to authorized access point for the work
7: Basics of RDA Relationships for Serials

- Relationships in RDA
- Relationship designators
- Creators and other corporate bodies related to works
- Corporate bodies related to manifestations
- CONSER practices for linking entry fields

Two Goals in RDA

- **Identify** -- Attributes of entities:
  - Describing attributes of serial works, expressions, manifestations and creators
- **Relate** -- How are these entities connected to one another?

The What and the Why

- **What** are relationships?
  - Connections between entities
    - Creators of serials; related works and expressions; related manifestations
- **Why** are relationships important?
  - Help users find what they want!
The Who and the How

- **Who** are the related entities?
  - WEMI entities
  - Person/Family/Corporate Body entities
  - Identified by authorized access point; or by identifier; or by URI; or by bibliographic description
- **How** are they related?
  - Role or function
  - Relationship designator
  - Other indications (e.g., MARC tag)

Organization of RDA Instructions for Relationships

Instructions for showing relationships:
- Between resources and associated persons/families/corporate bodies
  - Chapters 18-22; Appendix I
  - Used in bibliographic records
- Between resources
  - Chapters 24-28; Appendix J
  - Used in bibliographic and authority records

Relationship Designators

- **What** are Relationship Designators?
  - They express roles or functions

- Appendices I and J are not closed lists

- *PCC Guidelines for the Application of Relationship Designators in Bibliographic Records*
### Relationship Designators in MARC Bibliographic Records

<table>
<thead>
<tr>
<th>RDA Appendix</th>
<th>MARC</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>$e of 100-110 and 700-710</td>
</tr>
<tr>
<td>I</td>
<td>$j of 111 and 711</td>
</tr>
<tr>
<td>J</td>
<td>$i of 700-730</td>
</tr>
<tr>
<td>J</td>
<td>$i of 76X-78X linking entry fields</td>
</tr>
</tbody>
</table>

### PCC Guidelines

**PCC Guidelines for the Application of Relationship Designators in Bibliographic Records**

- Relationships between people and serials
- Relationships between serial resources: works, expressions, and manifestations

### Creators Related to Works

- LC-PCC PS 19.2
- RDA Core relationship: first creator with principal responsibility
  - authorized access point in 1XX field
- If multiple creators, apply cataloger judgment to give for more than the first
  - authorized access point in 7XX field(s)
- Relationship designators from RDA Appendix I.2
  - $e of 1XX/7XX
PCC Guidelines

PCC policy
– Include relationship designator for all creators

245 10 $a Maternal Health Thematic Fund annual report.

PCC Guidelines

Guideline 4
– Assign an RDA element name as a relationship designator, e.g., “creator” (19.2) or “publisher” (21.3) if it will most appropriately express the relationship.

110 2# $a Brigham Young University. $b Department of Microbiology and Molecular Biology, $e creator.
245 10 $a Department of Microbiology and Molecular Biology records.
710 2# $a Kent State University Press, $e publisher.

Creators Related to Works – Examples

110 2# $a Society of Linguists, $e author.
710 2# $a Linguists International, $e author.

110 2# $a American Library Association. $b Annual Conference, $e creator.
Other Bodies Related to Works – Examples

- RDA core if the access point for the body is used to construct the authorized access point for the work
- RDA 19.3

710 2# $a ABC Institute, $e sponsoring body.

710 2# $a U.S. Geology Society, $e issuing body.

Bodies Related to Manifestations

- Persons/families/corporate bodies involved at the manifestation level
  - Producers
  - Publishers (e.g., broadcasters)
  - Manufacturers (e.g., engravers, printers)
  - Distributors (e.g., film distributors)

Bodies Related to Manifestations

- RDA Chapter 21
- Record publishers, distributors, manufacturers “if considered important for access”
- Relationship designators from RDA Appendix I.4
  - Very few listed
  - Producer, publisher, manufacturer, distributor are separate RDA elements
Bodies Related to Manifestations – Examples

264 #1 $a Bethesda : $b NIH, $c 2008.
  710 2# $a National Institutes of Health (U.S.), $e broadcaster.

264 #1 $a St. Paul : $b West Publishing Company, $c 2011-
  710 2# $a West Publishing Company, $e publisher.*

* “publisher” is not found in Appendix I.4 but may be used as a relationship designator, per PCC Guideline 4.

Exercise 1

Determine if the entity could be given as an access point and its likely relationship to the resource.

Cover:

Journal of The American Society of Mining and Reclamation

An Official Online Publication of the American Society of Mining and Reclamation

Answer

710 2# American Society of Mining and Reclamation, $e issuing body.
Relationships Between Resources

- CONSER practice for linking entry fields
- Common serial relationships
- Related works
- Related expressions and manifestations
- Relationships in note fields

Linking Entry Fields

- Generate structured descriptions of related resources
- Connect related records in the catalog
- Express sequential relationships:
  - e.g. continues, continued by
- Express horizontal relationships:
  - e.g. online and print versions

CONSER Practice for Relationship Designators in Linking Entry Fields

- 780 00
- 785 00
- 776 08 $i Online version:
- 775 08 $i English edition:
Editing Tips for Linking Entry Fields 76X-78X

- In OCLC, use “insert from cited record”
- If pasting 1XX/24X text, remove subfield coding within:
  - $a [creator]
  - $t [title]
- If pasting 1XX/24X text, completely remove relationship designators from the 1XX field.

Common Serial Relationships

- Related serial works:
  - Supplement - whole/part
  - Earlier, later title
- Expressions
  - Language expressions
- Manifestations
  - Other formats
  - Change in mode of issuance
  - Reproductions

Related Works

772 0# $t Leadership (Cape Town, South Africa)
780 00 $t Australian & New Zealand apparel
785 00 $t Morren Galleries journal
787 08 $i Preliminary report issued as: $t English housing survey. Headline report
787 08 $i Complemented by (work): $t English housing survey. Household report
Related Expressions and Manifestations

775 08 $i English edition: $t Azerbaijan focus
776 08 $i Print version: $t Proceedings of the ... Western Dairy Management Conference
776 08 $i Online version: $t Bone bouquet
776 08 $i Continued by online database: $t Antarctic bibliography $w (OCoLC) 52065227
775 08 $i Reproduction of (manifestation): $t Hiwa (Baghdad, Iraq)

Relationships in Note Fields

- 525 (supplement) - use for supplements not input as separate records
- 530 (additional physical form) - prefer 776 $i
- 533 (reproduction) - use only for digital preservation project records with $5
  - SCS Response: PCC Task Group Report on RDA Microform Reproductions Cataloging

Relationships in Note Fields

- 534 (original version) - do not use in CONSER records
- 550 (issuing body) - use to justify 7XX
- 580 (linking entry complexity note) - use to express complex note in conjunction with 7XX
Exercise 2: Resource 1
Determine the relationship between the two resources, and record the relationship using MARC.

Cover:
NZSA Bulletin of New Zealand Studies
Issue no. 2
New Zealand Studies Association

Exercise 2, Resource 2

Cover:
Volume 1, Number 1 | 2013

Journal of New Zealand & Pacific Studies
ISSN: 2050-4039

Page 1:
The Journal of New Zealand & Pacific Studies is published twice a year.
The journal is replacing the key publication, NZSA Bulletin of New Zealand Studies.

Answer
For resource 1:
785 00 $t Journal of New Zealand & Pacific studies

For resource 2:
780 00 $t NZSA bulletin of New Zealand studies
Summary

• Record relationships in authorized access points, notes, & linking fields
• Provide reciprocal relationship fields for serials
• 760-787 fields:
  – Authorized access point of related record (minus subfield codes)
  – Appropriate designators (excluding 780, 785)

Summary

• Include a relationship designator for all creators
• Apply relationship designators in accordance with their definitions
8: When Do I Need a New Description?

1. What constitutes a major title change?
2. What other situations require a new record?
3. How do I close out a record for a serial that has ceased?
4. How do I link records?

Changes that require a new record

- Major changes in title proper
- Corporate body portion of authorized access point (110 heading or 130 qualifier)
- Edition statement (in some cases)
- Translations/language editions
- Mode of issuance
- Carrier Characteristics (in some cases)
  - Media type, carrier type
Usually note the change

- Minor title changes
- Numbering
- Edition statement (in some cases)
- Changes other than corporate body qualifiers in an authorized access point (i.e. 130)

Decision process

- RDA and LC-PCC PS
- 1.6.2, other RDA instructions, LC-PCC Policy Statements
- CONSER Cataloging Manual, Module 16
- Publisher really intend to change the title?
- Look at all the issues in hand
- Check utility (e.g., OCLC)

Changes in Title Proper
A few considerations

- Consider only the title proper ($a$, $n$, $p$)
  - Changes to other title information do not matter!
- When considering whether a title has changed, always test it against the title proper (recorded in field 245)
  - Not against the latest variant in 246!

Major title changes

= Changes that occur in the first five words (or six when initial article) RDA 2.3.2.13.1 (a)
(Note: there are many exceptions to this rule)

The vocational guidance quarterly → Career development quarterly
Iowa historical record → Iowa journal of history
Chemical engineering and mining review → Mining & chemical engineering review

Major title changes

= Changes that occur after the first five words that change the meaning or subject matter RDA 2.3.2.13.1 (b)

The best bed & breakfast in the world → The best bed and breakfast in England, Scotland, & Wales
World meetings. Social & behavioral sciences, education & management →
World meetings. Social & behavioral sciences, human services & management
Major title changes

= The name of the corporate body given in the title changes RDA 2.3.2.13.1 (c)

Reports of the Institute of High Speed Mechanics, Tohoku University

Reports of the Institute of Fluid Science, Tohoku University

Minor title changes

• RDA 2.3.2.13.2 and LC-PCC 2.3.2.13.2 (CCM 16.2.4) list 9 categories of minor changes

• Most of these are exceptions to the first major change rule (changes in the 1st five words)

Minor title changes

Includes 9 provisions:

Category a. Representation of a word
Category b. Articles, prepositions, conjunctions
Category c. Name of corporate body
Category d. Punctuation
Category e. Order of titles (parallel titles)
Category f. Words linking to numbering
Category g. Fluctuating titles
Category h. Words in a list
Category i. Words that denote type of resource
Minor title changes: category (a)
Changes in the representation of a word or words
- Includes case, plural vs. singular, spelled out vs. abbreviated form, compound vs. separate words, etc.
- Now also includes acronyms and initialisms vs. full form

Examples of category (a)
- Openhouse → Open house
- Africa news → African news
- Fishery report → Fisheries report
- Saint Paul report → St. Paul report
- Los Angeles woman → LA woman
- ADC electronic news → ADC e-news

Minor title changes: category (b)
- Category b: Article, preposition, or conjunction is added, deleted, or changed anywhere in the title
- Annual report of pipeline safety → Annual report on pipeline safety
Minor title changes: category (d)

- Category d: The only change is one of punctuation
  - GBB → G.B.B.

Minor title changes: category (f)

- Category f: words linking the title to the numbering are added, deleted, changed
  - Annual report 2000
  - Annual report for 2001

Minor title changes: category (c)

- Name of same corporate body in the title is:
  - Added, dropped or moved
  - Or parts of the hierarchy are added/dropped
  - Or the form of the name is changed (e.g., from full to abbreviated form)
- Also included:
  - Names of officials
  - Recipients of reports
Examples of category (c)

1. London → Bantam’s London
2. ONS newsletter → Newsletter
3. Amalgamated Engineering Union monthly → AEU monthly

Examples of category (c)

4. Forestry annual report → Forestry Department annual report
5. Biennial report → Biennial report to the Governor and Legislature

\textit{BUT NOT}: Europe through the back door → Rick Steves’ Europe through the back door \{John Muir publisher\}

Minor title changes: category (e)

- Category e: changes in the order of titles when there are parallel titles
  - South African medical journal = Suid Afrikaanse tydskrif vir geneeskunde
    - changes to:
      - Suid Afrikaanse tydskrif vir geneeskunde = South African medical journal
- \textit{But not}: if the title chosen as title proper is dropped. In that case, consider the change to be major
Minor title changes: category (g)

- **Category g**: two or more titles proper used according to a regular pattern

Example of fluctuating title:
245 00 Daily gleaner.
246 1# $i Sunday issues have title: $a Sunday gleaner

Minor title changes: category (h)

- Addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter

- LC-PCC PS 2.3.2.13.2: consider a list to consist of at least 3 or more terms.

Examples of category (h)

Quarterly returns of trade for the ports of Jenchuan, Chinnampo, Kunsan, Mokpo, Fusun, Masampo, Wonsan, and Songchin

Quarterly returns of trade for the ports of Chemulpo, Chinnampo, Kunsan, Mokpo, Fusun, Masampo, Wonsan, and Songchin
Examples of category (h)

Cook’s business directory covering Canberra—special new section, Northern Territory, West Australia, Queensland, Tasmania, New South Wales, Victoria, South Australia, New Zealand

→

Cook’s business directory covering Canberra—special section, Northern Territory, Tasmania, Queensland, South Australia, West Australia, Victoria, New South Wales, New Zealand

---

Minor title changes: category (i)

- Addition or deletion anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter”
- Not included:
  - changes from one “type of resource” word to another
  - words that indicate frequency

---

Examples of category (i)

Outlook → Outlook magazine → Outlook
Active projects → Active projects report
Brasileiras & brasileiros → Jornal brasileiras & brasileiros
Organic chemistry review → Organic chemistry → Review of organic chemistry
**BUT NOT**: Atlantic → Atlantic monthly
SFRA review → SFRA newsletter
Biennial report → Annual report
Quiz 1

Indicate whether the situations constitute a major or minor change.

- For minor changes, give the category under RDA 2.3.2.13.2 that applies.
- For major changes, indicate the reason and whether a new work is involved.

Other major changes

- Corporate bodies in authorized access points (110 headings and as qualifiers in 130 headings)
- Edition statement (indicating changes in subject, scope)
- Translations/language editions
- Mode of issuance
- Carrier type (some cases)
Changes to corporate body creator

- Where are the instructions?
  - RDA 6.1.3.2.1
  - RDA 11.2.2.6
  - LC-PCC PS 11.2.2.6

Changes in the name of the creator (different body or different name for the same body) that require a new heading are major changes.

Corporate body creator changes

Changes in name (different body or different name for the same body) that require a new heading are major changes:

Record 1: 110 2# $a International Harvester Company.  
245 10 $a Annual report  
785 00 $a Navistar International Corporation. $t Annual report

Record 2: 110 2# $a Navistar International Corporation.  
245 10 $a Annual report  
780 00 $a International Harvester Company. $t Annual report

Changes in Additions to Authorized Access Points (130)
Change in corporate body qualifier

Record 1: 130 0# $a Technical bulletin (Illinois. Department of Conservation)
          245 10 $a Technical bulletin
          785 00 $t Technical bulletin (Illinois. Division of Game Management)

Record 2: 130 0# $a Technical bulletin (Illinois. Division of Game Management)
          245 10 $a Technical bulletin
          780 00 $t Technical bulletin (Illinois. Department of Conservation)

Change in corporate body qualifier

Record 1: 130 0# $a Corporate management (Excelsior (Firm))
          245 10 $a Corporate management.
          785 00 $t Corporate management (Enterprise Excelsior (Firm))

Record 2: 130 0# $a Corporate management (Enterprise Excelsior (Firm))
          245 10 $a Corporate management.
          780 00 $t Corporate management (Excelsior (Firm))

Minor changes: place name, frequency

130  0# $a Critique (Santa Rosa, Calif.)
245  10 $a Critique.
264  #1 $3 1990-1997: $a Santa Rosa, Calif. :
     $b Banovitch Enterprises, $c 1990-
264   31 $3 1997- : $a West Vancouver, B.C. :
     $b Xanthyros Foundation
Changes in Edition Statement (1.6.2.5)

Edition statement (2.5.1.6, 2.17.4)
Create new description when there is a **significant** change in scope or subject coverage.

*Health professional/researcher → Health industry*

[Change is significant-- make a new description]

Edition statement (2.5.1.6, 2.17.4)
No change in scope? → Record changes from later issues if important for identification

Example:

250 #a **Property & casualty insurance edition.**
Change in Mode of Issuance

RDA 1.6.2.1 Change in Mode of Issuance of a Serial:
Create a new description if a serial changes to a multipart monograph or an integrating resource (see 2.13).
Create a new description if a multipart monograph or integrating resource changes to a serial (see 2.13).
Create the new description even if the authorized access point remains the same.

Changes in Carrier Characteristics (1.6.2.2)
Change in media type (1.6.2.2)

A new description is required for all changes involving media type even if there is no change in authorized access point. Example:

Paper: Media type: unmediated

\[\downarrow\]

CD-ROM: Media type: computer

Change in media type (1.6.2.2)

If media type changes from one type to another, create a new description.

LC-PCC PS 1.6.2.2 / RDA 3.22.6.3.1:

If media type varies within a serial make a note instead of a new description.

Change in media type (1.6.2.2)

Example:

130 0# $a Serials directory (Birmingham, Ala.)
245 14 $a The serials directory.
336 ## $a text $t text $r rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b n $c n $2 rdacarrier

Continued by:

130 0# $a Serials directory (Birmingham, Ala.)
245 14 $a The serials directory: $b EBSCO CD-ROM.
336 ## $a text $t text $r rdacontent
337 ## $a computer $b c $2 rdamedia
338 ## $a computer disc $b cd $c d $2 rdacarrier
Change in carrier types (1.6.2.2)

- If there is a change in carrier type but not media type note the change within the description.

*Except:* when a serial changes from online to another computer carrier and vice versa

Carrier types (3.22.6)

- Minor changes:
  - Broadsheet to volume (Media type: unmediated)
  - Microfiche to microfilm (Media type: microform)
  - CD-ROM to DVD-ROM (Media type: computer)

- New record required:
  - CD-ROM to online (Media type: computer)

Exercise: Carrier type (1)

The last CD-ROM issue was: 1997/2001.
The first DVD-ROM issue was: 1998/2002.
Exercise: Carrier type (2)

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td></td>
<td>U.S. export lottery / int. lottery / trade lottery</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Int'l export lottery</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Int'l lottery</td>
</tr>
</tbody>
</table>


Quiz 2

• Indicate whether the following situations constitute a major or minor change.
• In either case, indicate the RDA instruction that applies.
• For major changes, indicate if a new work is involved.

Answers
Closing out a record

Always record the following:

008 Publication status: code as “d” (dead)
008 Ending date: code as [e.g.] 1990 (date known); 199u (decade known); or 19uu (century known); etc.
785 Link to later record (if later record exists)

Linking records

• 780/785 linking fields most common (earlier/later titles, changes in creator or corporate body qualifier)
• CONSER policy is not to use a relationship designator for 780/785 relationships (for now)
• 580 linking entry complexity note:

  580 ## $a Merger of: Old title, and: Old title.
  580 ## $a Merged with: Old title, to form: New title.

Linking entry

780 00 $t Old title $x 1234-1234 $w (DLC) 2008222987 $w (OCoLC)12345678
785 00 $t New title $x 1234-1235 $w (DLC) 2008222994 $w (OCoLC)12345679
78X 00 $a Corporate body. $t Title $x 1232-1233 $w (DLC) 2008123454 $w (OCoLC)12345677
Exception: 776

Use the 776 field for linking between records created because of changes in media and carrier types:

• Print ceases and is continued online
• CD-ROM serial ceases and is continued online

See CCM Module 31 for more details.

Closing record example

008 Publication status d Dates: 2004, 2004
245 00 $a East Asian languages & cultures.
264 #1 $a Los Angeles, CA : $b East Asian Languages & Cultures Dept.
362 #1 $a Began and ceased with vol. 1, no. 1 (winter 2004).
588 #1 $a Description based on: Vol. 1, no. 1 (winter 2004); title from caption.
785 00 $a East Asian languages & cultures [DLC] 0407222901 $w (OCoLC)156888820

Quiz 3

• Complete the abbreviated workforms to indicate tagging and coding of the relevant bibliographic data.

• Major changes: Close out the old record and tag/code the bibliographic data in the new record.

• Minor changes: Edit the existing record.
Answers

Exercise 1: Old record


245 00 $a Illinois historical journal.
362 01 $a (Vol. 77, no. 3) [autumn 1984]–
362 1# $a Ceased with vol. 91, number 2 (spring 2003).
780 00 $t Journal of the Illinois State Historical Society

Exercise 1: new record

Fixed field: Publication status: c Dates: 2003, 9999

264 1# $a Springfield, Illinois : $b Illinois State Historical Society, $c [2003]:
362 1# $a Began with vol. 91, number 2 (summer 2003).
588 ## $a Description based on: Vol. 91, number 2 (summer 2003); title from cover:
588 ## $a Latest issue consulted: Vol. 91, number 2 (summer 2003).
780 00 $t Illinois historical journal
Exercise 2 (partial record)

Fixed Field: Publication status: c Dates: 2012,9999

245 10 $a Best graduate schools.
246 1# $i Issues for 2013: have title: $a Best grad schools
588 ## $a Description based on: 2012 edition; title from cover.

Summary

• Most major changes involve title changes
• There are 9 (nine) minor-change “exceptions”
• Other changes involve corporate bodies, media type, carrier type, edition
• Once a major change has occurred, the old record is closed off and linked to the new record
• Fields 780/785 are used to link records for major title changes and creation of a new work authorized access point (corporate body involved)
## Module 8 Quizzes

**Quiz 1:** Indicate whether the following situations constitute a major or minor change. For minor changes, give the category under RDA 2.3.2.13.2 that applies. For major changes, indicate the reason and whether a new work is involved.

<table>
<thead>
<tr>
<th></th>
<th>Title 1</th>
<th>Title 2</th>
<th>New Record?</th>
<th>New Work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Autograph Collector</td>
<td>Autograph Collector’s Magazine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Report on Public Policy</td>
<td>Report for Public Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>China Telex &amp; Fax Directory</td>
<td>China Fax &amp; Telex Directory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CONSER Program Annual Report</td>
<td>Annual Report of the CONSER Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Annuaire des Statistiques, Yearbook of Statistics</td>
<td>Annuaire des Statistiques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Year book</td>
<td>YEARBOOK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>TV &amp; cable source</td>
<td>Television and cable source</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Guidebook for France, Italy and Spain</td>
<td>Guidebook for France and Italy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Guide to travel in Massachusetts: Boston, Salem, Newburyport, Cape Cod and the Islands</td>
<td>Guide to travel in Massachusetts: Boston, Newburyport and the north shore, Cape Cod and the Islands, New Bedford and Fall River</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Quiz 2:** Indicate whether the following situations constitute a major or minor change. In either case, indicate the RDA instruction that applies. For major changes, indicate if a new work is involved.

<table>
<thead>
<tr>
<th>Earlier</th>
<th>Later</th>
<th>New Record? New Work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Newsletter (Academic Pediatric Association)</td>
<td>Newsletter (Ambulatory Pediatric Association)</td>
<td></td>
</tr>
<tr>
<td>2a Hong Kong business directory Issued on CD-ROMs</td>
<td>Hong Kong business directory Issued on DVD-ROMs</td>
<td></td>
</tr>
<tr>
<td>2b Hong Kong business directory Issued on DVD-ROMs</td>
<td>Hong Kong business directory Issued online as a database</td>
<td></td>
</tr>
<tr>
<td>4. Asiatic Society of Bombay Report</td>
<td>Asiatic Society of Mumbai Report [cataloger created a separate name authority record for ASM]</td>
<td></td>
</tr>
<tr>
<td>7. Law of corporate officers and directors [Issued as an updating loose-leaf]</td>
<td>Law of corporate officers and directors [Now issued as a serial]</td>
<td></td>
</tr>
<tr>
<td>8. Microwave journal International edition</td>
<td>Microwave journal [current volumes no longer called international edition, but still constitute the international edition]</td>
<td></td>
</tr>
<tr>
<td>9. Prevent Blindness America annual report</td>
<td>Prevent Blindness America annual report [after 2008, ceased in print; issued only online]</td>
<td></td>
</tr>
<tr>
<td><strong>BONUS QUESTION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Worldnet at a glance. SI Spanish Worldnet en un vistazo. [Originally established in English as: Worldnet at a glance]</td>
<td>[Spanish version has not changed title. But the English version is now: Worldnet]</td>
<td></td>
</tr>
</tbody>
</table>
Quiz 3: Complete the abbreviated workforms to indicate the tagging and coding of the relevant bibliographic data. The emphasis in this section is on closing out the old record and tagging and coding the bibliographic data in the new record or editing an existing record.

Exercise 1

Cover of spring 2003 issue:

ILLINOIS
HISTORICAL JOURNAL

Spring 2003

Table of contents, page [1]:

ILLINOIS
HISTORICAL JOURNAL
Volume 91 / Number 1 / Spring 2003

Contents

{table of contents omitted}

Cover of summer 2003 issue:

Journal of the
Illinois State
Historical Society

Summer 2003
Title page of summer 2003 issue:

Journal of the Illinois State Historical Society
Vol. 91 Number 2

Additional information from Masthead:
Published in Springfield, Illinois by the Illinois State Historical Society

What fields or data would you add to the old record; what additional information would be included in the new records?

**Old record (has not been revised in a while!)**

Fixed field:
Publication status: c
Dates: 1984,9999

245 00 $a Illinois historical journal.
260 ## $a Springfield, Ill. : $b Illinois Historic Preservation Agency, $c 1984-
362 0# $a [Vol. 77, no. 3] (autumn 1984)–
___ ___ $a ______________________________________________
___ ___ $a _______________________________________________
780 00 $t Journal of the Illinois State Historical Society
___ ___ $’ ______________________________________________

**New record**

Fixed field:
Publication status:
Dates: ,

245 00 $a ______________________________________________
264 #1 $a ______________________________________________
362 1# $a ______________________________________________
588 ## $a ______________________________________________
588 ## $a ______________________________________________
78 _ _ $$______________________________________________
Exercise 2. Beginning in 2012, America's best graduate schools changed title to: Best graduate schools

Cover:

U.S. News & World Report

BEST GRADUATE SCHOOLS

2012 edition

Washington D.C.

Then in 2013, the title changed again to: Best grad schools

Question: Is a new record needed for this change?
If so, cease the existing record & create another record for the new work
If not, how would you modify the existing record?

Fixed field:
Publication status: c
Dates: 2012 ,9999
130 0# $a Best graduate schools (U.S. News & World Report, inc. : 2012)
245 10 $a Best graduate schools.
300 ## $a volumes : #b illustrations ; $c 27 cm
310 ## $a Annual
362 1# $a Began with 2012 edition.
500 ## $a At head of title: U.S. news & world report.
588 ## $a Description based on: 2012 edition; title from cover.
710 2# $a U.S. News & World Report, inc.
780 00 $t America's best graduate schools (U.S. News & World Report, inc. : 2004) $x 1939-3652 $w (DLC)
2003238794 $w (OCoLC)52353681

78_ _ $
10: Working with Copy

1. Change over time
2. Criteria for editing copy
3. Some guidelines to keep in mind
4. Categories of maintenance

Change over time

• How to maintain existing records?
• How do we accommodate change?
• Using existing copy
  – How to edit?
    • RDA & AACR2/CSR records
    • Pre-AACR2 successive entry records
• When to consider re-describing to RDA?

Criteria for editing copy

• Local policies & CEG B.4
• Changes to report to your utility?
• Added value for end users and processing staff
• Other fields may need editing:
  – Input standards for local system and utility
  – Reports derived from your system
Keep in mind ...

- Do not edit records to conform to new standard
- Do not delete data unless incorrect
- Maintain changes that affect access to the record
- Records may contain a mix of old and new practices (as always)—hybrid
- Some will be at the work level (t.c.) and some at the manifestation

Categories of maintenance

- ISSN
- Access points:
  - Variant titles
  - Issuing bodies
  - Series
- Place of publication/publisher
- Numbering
- Frequency
- Other changes
- Hybrid records
- Pre-AACR2 maintenance

Hybrid: Editing AACR2/CSR records

- Documentation: Post RDA Implementation Guidelines and Standards:
  http://www.loc.gov/aba/pcc/rda/PCC%20RDA%20guidelines/Post-RDA-Implementation-Guidelines.html
- May follow RDA conventions to maintain AACR2/CSR records
- May add (or add to) 336-338 fields—OCLC will do this eventually anyway
- Should create RDA NARs if additional name headings are needed (e.g., issuing body)
- Many changes can be made without re-describing serial using RDA
ISSN (022 field)

022 ## $a 0363-0277 $l 0363-0277 $y 0000-0027
   $y 0363-0027 $2 1
   $a = valid ISSN—for the Format or your resource
   $l = ISSN-I -- Linking
   $m = canceled ISSN-I
   $y = incorrect ISSN
   $2 = canceled ISSN
   $2 = ISSN Center

Variant titles

Coding for CONSER Standard Record:

– 245 00 $a Title.
– 246 1# $i Issues for ... have title: $a [later title]
– 246 1# $i Issues for ... have English title: $a [later parallel title]
– 246 1# $a [variant title] $f <Nov. 2011->

Example

245 00 $a Géologie de la France.
246 1# $i Issues for 1988-1989 have title: $a Géol. Fr.
246 1# $i Issues for 1994-2000 have also English title: $a Geology of France and surrounding areas
246 1# $a GFSA $f <1995> -1999

Parallel titles

• Parallel titles (CSR):

  245 00 $a Groundwater series.
  246 11 $a Grondwaterreeks
  500 ## $a Order of titles varies with language of text.
  246 00 $a Electric power in Canada.
  246 1# $i Issues for 1969- have also French title:
    $a Energie électrique au Canada
Pop Quiz!

245 00 $a Publicaciones del Observatorio del Ebro.

Beginning with volume 47, published in 2012, a parallel title also appears in English:

Publications of the Ebro Observatory

Possible response

245 00 $a Publicaciones del Observatorio del Ebro.

246 1# $i Volumes for 2012- have also English title: $a Publications of the Ebro Observatory

Issuing body (2.17.3.6.2)

- CONSER practice: [introductory word(s)]: [information], [dates]

Example

Issuing Bodies

245 00 $a International review for the sociology of sport.
264 #1 $a Munich : $b R. Oldenbourg Verlag, $c [1984]-
362 1# $a Began with vol. 19, no. 1.

550 ## $a Issued by: International Committee for Sociology of Sport, 1984-1995; International Sociology of Sport Association, 1996-

Publisher change (2.8, 2.17.7)

- Reminder:
  - Existing:
    - 260 ## (if 260 is present, leave tag as-is) OR
      264 #1 (for RDA record created after August 2011)
    - Add: $3 Coverage
  - New:
    - 264 21 (intermediate)
    - 264 31 (most recent)
    - $3 Coverage [recorded]
    - $a Place : $b Publisher [transcribed]
    - $c Date [if ceased] [transcribed]

Place/Publisher

Country of publication: md
245 00 $a Camera obscura.
264 #1 $3 1976- : $a Berkeley, Calif. : $b Camera Obscura Collective
362 1# $a Began in 1976.

The last issue of Camera obscura published in MD was: Sept. 1991.
Beginning Jan. 1992, it was published in Bloomington, IN by Indiana University Press.
Basic Serial Cataloging Workshop

Place/Publisher

Country of publication: inu—use the latest country in FF

245 00 $a Camera obscura.
264 $1 $3 1976 : $a Berkeley, Calif. : $b Camera Obscura Collective
362 18 $a Began in 1976.

Exercise: Publisher

Fixed field: 008/15-17 (Ctry): nyu
245 00 $d Cognitive dissonance.
304 1 $a Rochester, NY : $b The Raving Lunatic Society
336 $a volume 1: 12 discsprint
337 $a unmediated $i n 12 Numeral
338 $a volume 1: nc 12 discsprint
362 1 $a Began in 1997.
500 $d Description based on: Volume 1, number 5 (Nov 15, 1997): title from caption.
508 $d Last issue consulted: Volume 1, number 5 (Nov 15, 1997).

By the “February 1990” issue, the place of publication moved to: Tonawanda, NY
By the “February 1991” issue, the place of publication moved to: Las Vegas, NV
The Raving Lunatic Society remained the publisher throughout the life of the serial.
The latest issue received was: Volume 7, issue #1 (May 15, 1993).

Exercise: Publisher change (2)

Fixed field: 008/15-17 (Ctry): nvu
245 00 $d Cognitive dissonance.
264 1 $2 $a Rochester, NY : $b The Raving Lunatic Society
264 2 $2 $a Rochester, NY : $b The Raving Lunatic Society
264 3 $2 $a Las Vegas, NV : $b The Raving Lunatic Society
302 $a Began in 1987.
337 $a unmediated $i n 12 Numeral
338 $a volume 1: nc 12 discsprint
500 $d Description based on: Volume 1, number 5 (Nov 15, 1997): title from caption.
Numbering (2.6.1, 2.17.5)

- Coding: Partially transcribed
- Reminder: If numbering starts over without series designation, supply [new series]
- Options:
  - 362 1# $a If have first/last in range
  - 515 ## $a In all situations

Example 1:
362 1# $a Began with: No 7 (année judiciaire 1998/1999); ceased with no 13 (année judiciaire 2004/2005).

Example 2:
362 1# $a Began with December 1971.
515 ## $a Issues for <May 2010> called: <2nd series, volume 1, issue 5->

Numbering changes = Minor!

Use 362 or 515, whichever is clearer

Example 1: 362 1# $a Began with: volume 1, number 1 (Jan. 1960); ceased with volume 5, number 6 (June 1964). New series began with volume 1, number 1 (July 1964).

Example 2: 362 0# $a Vol. 1, no. 1 (Jan. 1960)-v. 5, no. 6 (June 1964); [new ser.]: v. 1, no. 1 (July 1964)-

If new numbering scheme:

Example 3: 362 1# $a Began with: no. 1; original numbering ended with no. 15. New numbering began with v. 1, no. 1, published in 1964.

Frequency (2.14.1.4, 2.17.12)

Coding: Recorded; CONSER practice: keep all

- 310 ## $a Frequency, $b coverage [current]
- 321 ## $a Frequency, $b coverage [oldest]
- 321 ## $a Frequency, $b coverage [next]
Frequency

310 # $a Weekly, $b Mar. 2007-
321 # $a Biweekly, $b 1989-Feb. 2007

Retag existing frequency note from 310 to 321
Move re-tagged note to position as last 321 note
-- Enter current frequency in 310 field, with $b to show dates
-- Add subfield $b to both 310 & 321 to show dates.

Frequency (continued)

Fixed field: Freq w OR Freq r
Regl OR Regl

310 # $a Weekly, $b Mar. 2007-
321 # $a Biweekly, $b 1989-Feb. 2007

Frequency: What are the options?

Bibliographic record has:
Fixed field Frequency: ●
Fixed field Regularity: ●

310 # $a Semiannual
362 1# $aBegan in 1990.

Publication history:
Semiannual through Dec. 1996.
Issued annually since 2003.
Frequency: CSR

Fixed field Frequency: •
Fixed field Regularity: •
310 ## $a Annual, $b 2003-
321 ## $a Semiannual, $b 1990-1996
321 ## $a Quarterly, $b 1997-1999
321 ## $a Monthly, $b 2000-June 2001
321 ## $a Bimonthly, $b July/Aug. 2001-2002

Related manifestations (27.1)

**Prefer:**
776 08 $i Issued also on CD-ROM: $t APIS
$w (DLC) 00235631 $w (OCoLC)45040072
OR
776 08 $i CD-ROM version: $t APIS...

**Use as appropriate:**
530 ## $a Issued also on CD-ROM.

Other considerations

• CEG B4
• FF Dates: If most recent issue (or known issue) is older than 3 years:
  – 008/06 (Status): u
  – 008/11-14 (Date2): uuuu
• Basis of identification: If have later issue than was previously been entered:
  588 ## $a Latest issue consulted: ... .
  588 ## $a Latest issue consulted: ...(publisher’s website, viewed ...).
Exercise: CSR record maintenance

**FF**: LDR/18 (Desc) = a 008/18-19 (Freq/Regl) = q/x 008/15-17 (City) = rju

<table>
<thead>
<tr>
<th>Field</th>
<th>Code</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>0</td>
<td>PbSbO.journal of education</td>
</tr>
<tr>
<td>246</td>
<td>1</td>
<td>P.</td>
</tr>
<tr>
<td>260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>362</td>
<td>0</td>
<td>Vol. 1, no. 1 (July 1923)</td>
</tr>
<tr>
<td>500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>590</td>
<td></td>
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<td>600</td>
<td></td>
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</tr>
<tr>
<td>655</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Issue: Volume 87, issue 4 2012
Philadelphia, PA * Taylor and Francis * Published 5 times a year

---

Summary

- All PCC records may be maintained using RDA and CONSER RDA practices
- Enhancements for accuracy and current data add value for end users and staff
- Valued enhancements include
  - ISSN
  - Variant titles, issuing bodies, subjects
  - Cessations
Exercises

Part A. No. 1

Cessation:

FF:   Freq ■
      Regl ■ DtSt d Dates 1970, 2003

300 ## $a 34 volumes
500 ## $a Description based on: Aug./Sept. 1970;
title from title page.

Part A. No. 2

Numbering change:

FF:   Freq ■
      Regl ■ DtSt c Dates 1995, 9999

362 1# $a Began with Volume 1, Number 1 (January 1995).
588 ## $a Description based on: Volume 1, Number 1 (January 1995);
title from title page.
Part A. No. 3

Frequency change:
FF: Freq ■
Regl ■ DtSt c Dates 1998, 9999
310 ## $a Monthly, $b January 2000-
321 ## $a Bimonthly, $b May/June 1998-November/December 1999
362 1# $a Began with May/June 1998.
588 ## $a Description based on: May/June 1998; title from cover.
588 ## $a Latest issue consulted: August 2006.

Part A. No. 4

Numbering change:
FF: Freq ■
Regl ■ DtSt c Dates 1943, 9999
362 1# $a Began in 1943. Numbering starts over with number 1 (July 1953).
588 ## $a Description based on: Vol. 2, No. 1 (July 1944).
588 ## $a Latest issue consulted: Number 108 (March 2008).

Part A. No. 5

Cessation:
FF: Freq ■
Regl ■ DtSt d Dates 1999, 2007
362 1# $a Began with no. 38 (winter 1999); ceased in 2007.
588 ## $a Description based on: No. 40 (summer 1999); title from cover.
588 ## $a Latest issue consulted: No. 70 (winter 2007).
Part B. Exercise 1

• No change needed.

Part B. Exercise 2

FF: Dates 1988,9999
264 31 $3 <February 2009> : $a Chicago, Ill. : $b Conscious Enlightenment
310 ## $a Monthly, $b <February 2009>
321 ## $a Bimonthly, $b <Nov./Dec. 1992>
588 ## $a Latest issue consulted: Vol. 22, no. 2 (February 2009).

Part B. Exercise 3

• Pre-AACR2 record:
• Option 1: Edit record in the style of the code

• Option 2: Use “hybrid record” approach and RDA
Part B. Exercise 3

588 ## $a Description based on: Nov. 1949/Oct. 1950.
588 ## $a Latest issue consulted: Vol. LXVIII, no. 9 (July 2013)
780 05 $t Black World Magazine $x 0012-9011

Part B. Exercise 4

264 31 $3 <September 1998->: $a Colombo: $b Sri Lanka Medical Association
588 ## $a Latest issue consulted: Volume 59, no. 1 (March 2014).
710 2# $a Sri Lanka Medical Association, $e issuing body.

Part B. Exercise 5

- No editing needed
Part B. Exercise 6

264 31 $3 <2003-> : $a Benjamin Franklin Literary &
    Medical Society
588 ## $a Latest issue consulted: Vol. 271, no. 2
    (March/April 2003).
936 ## $a v. 263, no. 7 (Nov./Dec. 1991)

Part B. Exercise 7

FF: ELvl #

260 ## $a Chicago, Ill. : $b The David and Alfred Smart
    Museum of Art, University of Chicago, $c c1997–
650 #0 $a Art, Modern $y 20th century $v Periodicals.
650 #0 $a Art, Modern $y 21st century $v Periodicals.

Part C. Exercise 1

FF: DtSt d Dates 2010,2012

362 1# $a Began with v. 34, no. 1 (Mar. 2010); ceased
    with volume 36 number 2 (May/June 2012).
588 ## $a Latest issue consulted: Volume 35, number 1
    (March/April 2011).
Part C. Exercise 2

FF: DtSt d Dates 1981,2012

264 #1 $3 1981: $a Sacramento, California : $b United States Department of Agriculture ... $c 1981-[2012]
264 31 $3 <June 2009>-June 2012 : $a Sacramento, California :
...
300 ## $a 33 volumes : $b illustrations ; $c 28 cm
588 ## $a Latest issue consulted: Vol. 32, no. 6 (June 16, 2012).
785 00 $t Pacific region fruit & nut review
Module 10 Exercises

Part A (5 exercises)

Compare the bibliographic information to data on the issues received. What kind of change is involved? Modify copy following the RDA CONSER Standard Record guidelines.

Part B (7 exercises)

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided and indicate any editing necessary. The copy may not include all MARC tags.

Part C (2 exercises)

Edit the copy provided to indicate cessation of records based on the information provided.
**Part A.**
Instructions: Below and on the left are segments from existing catalog records cataloged according to the CONSER Standard Record guidelines. On the right-hand side are the issues received by your library. How would you modify the existing catalog record following the CONSER Standard Record guidelines?

### No. 1

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF: Freq ■ Regl ■ DtSt c Dates 1970, 9999</td>
<td>In issue: March 2003</td>
</tr>
<tr>
<td>260 ## $a Portland : $b IME Publishers, $c [1970]-</td>
<td></td>
</tr>
<tr>
<td>362 1# $a Began with Aug./Sept. 1970.</td>
<td></td>
</tr>
<tr>
<td>588 ## $a Description based on: Aug./Sept. 1970; title from title page.</td>
<td></td>
</tr>
</tbody>
</table>

### No. 2

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF: Freq ■ Regl ■ DtSt c Dates 1995, 9999</td>
<td></td>
</tr>
<tr>
<td>362 1# $a Began with Volume 1, Number 1 (January 1995).</td>
<td>Volume 11, no. 12 December 2006</td>
</tr>
<tr>
<td>588 ## $a Description based on: Volume 1, Number 1 (January 1995); title from title page.</td>
<td>January 2007</td>
</tr>
</tbody>
</table>

### No. 3

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF: Freq ■ Regl ■ DtSt c Dates 1998, 9999</td>
<td></td>
</tr>
<tr>
<td>310 ## $a Bimonthly</td>
<td>In issue: November/December 1999</td>
</tr>
<tr>
<td>362 1# $a Began with May/June 1998.</td>
<td>Masthead: Published bimonthly by…</td>
</tr>
<tr>
<td>588 ## $a Description based on: May/June 1998; title from cover.</td>
<td>In issue: January 2000</td>
</tr>
<tr>
<td>588 ## $a Latest issue consulted: May/June 1998.</td>
<td>Masthead: Published monthly by …</td>
</tr>
<tr>
<td></td>
<td>In issue: August 2006</td>
</tr>
<tr>
<td></td>
<td>Masthead: Published monthly by …</td>
</tr>
</tbody>
</table>
### No. 4

**In bibliographic record**

- FF: Freq ■  
  - Regl ■ DtSt c  
  - Dates 1943, 9999

- 362 1# $a Began in 1943.
- 588 ## $a Description based on: Vol. 2, no. 1 (July 1944); title from cover.
- 588 ## $a Latest issue consulted: Vol. 2, no. 1 (July 1944)

**On issues**

- Vol. 10 No. 12 June 1952
- Number 1 July 1953
- Number 108 March 2008

### No. 5

**In bibliographic record**

- FF: Freq ■  
  - Regl ■ DtSt d  
  - Dates 1999, 2007

- 362 1# $a Began with no. 38 (winter 1999).
- 588 ## $a Description based on: No. 40 (summer 1999); title from cover.
- 588 ## $a Latest issue consulted: No. 69 (fall 2006).

**On issues**

- Library received issue no. 70 winter 2007.
- Library claimed issues for spring, summer, and fall 2007.
- Message from publisher: … ended in 2007. We are no longer publishing this journal.
Part B

Exercise 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311
Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq q MRec Ctry ncu
S/L 0 Orig EntW Regl x Alph a
Desc a SrTp p Cont DtSt c Dates 1977,9999

010 ## $a 97645992 $z sn86014420
040 ## $a NSD $c NSD $d NST $d IXA $d DLC
012 ## $i 9710 $l 1 $z d
022 0- $a 0888-6121 $e 2 l
042 ## $a nsdp $a lc
043 ## $a n-us-nc
050 00 $a GR110.N8 $b N49 $u <AFC>
082 1# $a 390 $2 11
210 0# $a Newsl. N.C. Folk. Soc.
222 #0 $a Newsletter of the North Carolina Folklore Society
245 00 $a Newsletter of the North Carolina Folklore Society.
260 ## $a Boone, NC : $b North Carolina Folklore Society, $c 1977-
300 ## $a v. ; $c 28 cm.
310 ## $a 3 or 4 no. a year, $b 1986-
321 ## $a Irregular, $b 1977-1985
362 0# $a Vol. 1, no. 1 (5 Feb. 1977)-
500 ## $a Title from caption.
500 ## $a Latest issue consulted: Vol. 30, no. 3 (Sept. 2008).
515 ## $a Some issues do not have a numeric designation.
650 #0 $a Folklore Sz North Carolina $v Periodicals.
610 20 $a North Carolina Folklore Society $v Periodicals.
651 #0 $a North Carolina Sz Social life and customs $v Periodicals.
710 2# $a North Carolina Folklore Society.
850 ## $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV

Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 2

Cover:

Conscious Choice
The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published monthly by Conscious Enlightenment 920 N. Franklin, Suite 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.
Type  a     ELvl I     Srce  d     GPub      Ctrl      Lang  eng
BLvl  s     Form       Conf  ■  Freq  ■     MRec     Ctry  ilu
S/L  0     Orig  ■     EntW  Regl    ■   Alph
Desc  a     SrTp  p     Cont      DtSt  c     Dates  19uu,9999

040 ## $a GZD $b eng $c GZD
245  00 $a Conscious choice.
260 ## $a Chicago, IL : $b Conscious Choice
310 ## $a Bimonthly
500 ## $a "Resources for responsible decision making."
588 ## $a Description based on: Vol. 5, no. 6 (Nov./Dec. 1992) ; title from cover.
650 #0 $a Holistic medicine $v Periodicals.
650 #0 $a Alternative medicine $v Periodicals.
650 #0 $a Health $v Periodicals.
650 #0 $a Social ecology $v Periodicals.

Indicate which field(s) would need editing and which fields you would add to the record above.
Indicate which field(s) would need editing and which fields you would add to the record below:

Type   a   ELvl   Srce   d   GPub   Ctrl   Lang   eng
BLvl   s   Form   Conf   0   Freq   m   MRec   Ctry   ilu
S/L   0   Orig   EntW   Regl   r   Alph   a
Desc   SrTp   p   Cont   DtSt   c   Dates   1945,9999
010   ## $a      52042074
022   0# $a    0012-9011 $2 1
040   ## $a MnMULS $c MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042   ## $a nsdp $a pcc
043   ## $a n-us---
050   00 $a AP2 $b .E165
210   0# $a Ebony
222   #0 $a Ebony
245   00 $a Ebony.
260   ## $a [Chicago, $b Johnson Pub. Co., etc.]
265   ## $a 820 South Michigan Ave., 60605 {obsolete}
300   ## $b ill., ports.$c35 cm.
350   ## $a $10.00 (U.S.) $a $11.00 (foreign)
362   0# $a v. 1- Nov. 1945-
515   ## $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650   #0 $a African Americans $v Periodicals.
936   ## $a Nov. 1949-Oct. 1950

Indicate which field(s) would need editing and which fields you would add to the record above.
<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
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<td>$a 0009-0875 $2 z</td>
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<td>$a nsdp</td>
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<td>$a Ceylon med. j.</td>
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<td>222</td>
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<tr>
<td>260</td>
<td>#</td>
<td>$a Colombo, $b Ceylon Medical Association.</td>
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<tr>
<td>300</td>
<td>#</td>
<td>$a v. $b ill. $c 25 cm.</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>362</td>
<td>0</td>
<td>$a new series, v. 1- May 1952-</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>650</td>
<td>#</td>
<td>$a Medicine $v Periodicals.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>710</td>
<td>2</td>
<td>$a Ceylon Medical Association.</td>
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<tr>
<td>780</td>
<td>02</td>
<td>$a British Medical Association. Ceylon Branch. St Journal</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>936</td>
<td>#</td>
<td>$a Unknown $a Vol. 6, no. 2 (Dec. 1961)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 5

Cover of the April 2008 print issue in hand:

Popular Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370
Indicate which field(s) would need editing and which fields you would add to the record above.
Exercise 6

Cover:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April ‘03

Table of contents:

THE SATURDAY
EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 2003  Vol. 271, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.
Type   a     ELvl          GPub         Ctrl             Lang   eng 
BLvl   s     Form          MRec          Ctry   inu
S/L    0      Orlg          Regl r Alph a
Desc a SrTp p Cont         DvSt c Dates 1839,9999
010 ## $a 55019956//r84  
022 0- $a 0048-9239 $2 1  
037 ## $b Benjamin Franklin Literary & Medical Society, 1100 Waterway Blvd., P.O. Box 567, Indianapolis, IN 46202  
042 ## $a lc $a nsdp  
050 00 $a AP2 $b .S2  
082 0# $a 051 $2 19  
130 0# $a Saturday evening post (Philadelphia, Pa. : 1839)  
210 0# $a Saturday evening post $b (1839)  
222 #4 $a The Saturday evening post $b (1839)  
245 14 $a The Saturday evening post.  
246 10 $a United States Saturday post  
260 ## $a Philadelphia : $b G. Graham, $c 1839-  
300 ## $a v. : $b ill. ; $c 27-79 cm.  
310 ## $a Bimonthly, $b <Nov./Dec. 1991->  
321 ## $a Frequency varies, $b 1839-<July/Aug. 1980>  
362 0- $a Vol. 18, no. 954 (Nov. 9, 1839)-  
500 ## $a Published: Curtis Pub. Co., <1899->; Indianapolis, Ind. :  
Saturday Evening Post Society, 1971-  
500 ## $a Some numbers around 1842-1843 have title: United States Saturday post.  
500 ## $a Title from caption.  
515 ## $a Vol. numbering omitted Nov. 3, 1855-<July 7, 1877>.  
515 ## $a Vol. numbering changed from v. 77 to v. 170, no. 31 with Jan.  
29, 1898 issue.  
515 ## $a Suspended publication Feb. 9, 1969-spring 1971.  
515 ## $a Issues for summer and autumn 1971 unnumbered but constitute v.  
243, no. 1-2.  
651 #0 $a Philadelphia (Pa.) $v Newspapers.  
752 ## $a United States $b Pennsylvania $c Philadelphia $d Philadelphia  
780 00 $a St Atkinson's evening post and Philadelphia Saturday news $w (OCoLC)10312674 $w (DLC)sn 84026167  
780 05 $a St Country gentleman $x 0147-4928 $w (DLC) 77649610 $w (OCoLC)3175159  
936 ## $a v. 263, no. 7 (Nov./Dec. 1991)
Type a  ELvl 7  Srce d  GPub  Ctrl  Lang eng
BLvl s  Form  Conf 0  Freq a  MRec  Ctry ilu
S/L 0  Orig  EntW  Regl r  Alph a
Desc a  SrTp  Cont  DtSt c  Dates 1996,9999
010 ##  $a sn98002137
040 ##  $a NSD $c NSD
022 0#  $a 1099-2413 $2 1
037 ##  $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 ##  $a nsdp $a lcd
082 10 $a 708 $2 12
210 0#  $a Smart Museum Art bull.
222 #4  $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 ##  $a Chicago, Ill. : $b The Museum, University of Chicago, $c c1997-
300 ##  $a v.
310 ##  $a Annual
362 0#  $a Vol. 7 (1995-1996)-
710 2#  $a David and Alfred Smart Museum of Art.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233
936 ##  $a vol. 8 (1996-1997) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.
Part C: Edit the copy provided to indicate cessations based on the information provided.

Exercise 1: The last issue that received of City Limits was: Volume 35 number 1, with the coverage date March/April 2011. In response to claims, the publisher sent a letter explaining that the last issue published was for volume 36, number 2—the May/June 2012 issue. How would you edit the record?

Type   a ELvl        Srce c      GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq b MRec Ctry nyu
S/L 0 Orig EntW Regl r Alph
Desc a SrTp p Cont DtSt c Dates 2010,9999
010 ## $a 2011255277
040 ## $a MYG $b eng $c MYG $d ZCL $d OCLCQ $d ZCU $d OCLCF
022 ## $a 0199-0330 $l 0199-0330
042 ## $a pcc
043 ## $a n-us-ny
050 14 $a HN79.N43 $b C63
130 0# $a City limits (New York, N.Y. : 2010)
245 10 $a City limits.
260 ## $a New York, N.Y. : $b Community Service Society of New York (CSS), $c [2010]-
300 ## $a v. : $b ill. ; $c 28 cm.
310 ## $a Bimonthly
362 1# $a Began with v. 34, no. 1 (Mar. 2010).
588 ## $a Description based on: Vol. 34, no. 1 (Mar. 2010); title from caption.
650 #0 $a Community development, Urban $z New York (State) $z New York $v Periodicals.
710 2# $a Community Service Society of New York.
780 00 $a City limits investigates $x 1937-4127 $w (DLC) 2007249047 $w (OCoLC)141194594
Exercise 2: The last issue of California Fruit & Nut Review was vol. 32, no. 6; after that, the title became Pacific Region Fruit & Nut Review. How would you cease the record for California Fruit & Nut Review? What additional field is needed to provide navigation to the new title?
010 ## sn 81001855
040 ## DLC $b eng $e rda $c DLC $d NSD $d NST $d CLU $d NSD $d OCL
022 1# $a 0279-263X $l 0279-263X $2 1
042 ## $a nsdp $a pcc
043 ## $a n-us-ca
050 14 $a HD9247.C2 $b C34
222 #0 $a California fruit & nut review
245 00 $a California fruit & nut review.
246 1# $a California fruit and nut review
264 #1 $3 1981- : $a Sacramento, California : $b United States Department of
   Agriculture cooperating with California Department of Food and Agriculture, $c
   1981-
264 31 $3 <June 2009-> : $a Sacramento, California : $b United States Department of
   Agriculture, National Agricultural Statistics Service, Pacific Region Office
300 ## $a volumes : $b illustrations ; $c 28 cm
310 ## $a Monthly, except Nov., $b <Oct. 14, 1992->
321 ## $a Monthly, $b 1981-
336 ## $a text $b txt $2 rdaccontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
362 1# $a Began with vol. 1, no. 1 (July 15, 1981).
588 ## $a Description based on: Vol. 1, no. 1 (July 15, 1981); title from caption.
588 ## $a Latest issue consulted: Vol. 29, no. 6 (June 16 2009).
650 #0 $a Fruit $z California $v Statistics $v Periodicals.
650 #0 $a Nuts $z California $v Statistics $v Periodicals.

[Some fields have been omitted for simplification]
Appendix A: Tools for Serials Catalogers

A. Online resources for cataloging serials:

   - **Resource Description and Access (RDA).** Cataloging instructions replacing AACR2. Available from [RDA Toolkit](http://access.rdatoolkit.org/).
   - **Anglo-American Cataloguing Rules (AACR2).** 2nd ed. rev. Available in [Cataloger’s Desktop](http://desktop.loc.gov/) and [RDA Toolkit](http://access.rdatoolkit.org/).

   - **CONSER Cataloging Manual (CCM).** An in-depth presentation of serials cataloging as practiced at LC and CONSER institutions that feature the step-by-step process of cataloging a serial with reference to pertinent RDA instructions, LC/ PCC policy statements, and explanations of CONSER practices relating to serials. Available in [Cataloger’s Desktop](http://desktop.loc.gov/) and on the CONSER website: [http://www.loc.gov/aba/pcc/conser/index.html](http://www.loc.gov/aba/pcc/conser/index.html)
   - **CONSER Editing Guide (CEG).** This guide supplies instructions for serials catalogers following RDA in a MARC-based system. Available in [Cataloger’s Desktop](http://desktop.loc.gov/).
   - **Descriptive Cataloging Manual (DCM).** The DCM is an in-house manual containing the procedures followed by catalogers at the Library of Congress. One segment, DCMZ1, is used by members of the Program for Cooperative Cataloging when establishing and maintaining name and series authority records. Available in [Cataloger’s Desktop](http://desktop.loc.gov/).


5. **LC’s Cataloging and Acquisitions Home Page:** [http://www.loc.gov/aba/](http://www.loc.gov/aba/)
6. **MeSH Browser.** An online vocabulary look-up aid available for use with MeSH® (Medical Subject Headings). It is designed to help quickly locate descriptors of possible interest and to show the hierarchy in which descriptors of interest appear. Virtually complete MeSH records are available, including the scope notes, annotations, entry vocabulary, history notes, allowable qualifiers, etc. [http://www.nlm.nih.gov/mesh/MBrowser.html](http://www.nlm.nih.gov/mesh/MBrowser.html)

7. **NASIGWeb:** [http://www.nasig.org](http://www.nasig.org)

8. **OCLC’s Home Page:** [http://www.oclc.org](http://www.oclc.org)

9. **SERIALST** (a very useful listserv). For more information see: [http://list.uvm.edu/cgi-bin/wa?A0=serialst](http://list.uvm.edu/cgi-bin/wa?A0=serialst).

10. **MARC Standards.** Contains guidelines for both Bibliographic and Authority data: [http://www.loc.gov/marc/](http://www.loc.gov/marc/)

B. Online resources for subject cataloging and classification:

1. **Free-Floating Subdivisions:** an Alphabetical Index. Available in Classification Web, Cataloger’s Desktop, and on the LC website: [http://www.loc.gov/aba/cataloging/subject/](http://www.loc.gov/aba/cataloging/subject/)


4. **Subject Headings Manual.** Available in Cataloger’s Desktop.

C. Print resources for cataloging serials:


D. E-journals:

### Appendix B: Acronyms and Initialisms Relating to Serials

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CCM</strong></td>
<td>CONSER Cataloging Manual.</td>
</tr>
<tr>
<td><strong>CEG</strong></td>
<td>CONSER Editing Guide.</td>
</tr>
<tr>
<td><strong>CONSER</strong></td>
<td>Cooperative Online Serials Program. A bibliographic component of the Program for Cooperative Cataloging, primarily responsible for serials and integrating resources.</td>
</tr>
<tr>
<td><strong>CSR</strong></td>
<td>CONSER standard record. A continuing resource bibliographic record authenticated by CONSER and meeting defined mandatory element requirements for authentication. CSR requirements are designed to serve user needs and emphasize access points over descriptive detail. CSR documentation supports everyday CONSER cataloging and includes a metadata application profile (MAP) with data element requirements and cataloging guidelines.</td>
</tr>
<tr>
<td><strong>DCM</strong></td>
<td>Descriptive Cataloging Manual. The Library of Congress in-house cataloging manual also used by members of national cooperative programs such as NACO.</td>
</tr>
<tr>
<td><strong>FRAD</strong></td>
<td>Functional Requirement for Authority Data. A conceptual entity-attribute model for authority data. Relates data recorded in library authority records to user tasks, to facilitate use and sharing of that data. Serves as the foundation for authority description in RDA.</td>
</tr>
<tr>
<td><strong>FRBR</strong></td>
<td>Functional Requirements for Bibliographic Records. A conceptual entity-attribute model for bibliographic data. Relates data recorded in library bibliographic records to user tasks of retrieval and access in bibliographic databases such as library catalogs. Serves as the foundation of bibliographic description in RDA.</td>
</tr>
<tr>
<td><strong>ISBD(CR)</strong></td>
<td>International Standard Bibliographic Data—Serials and Other Continuing Resources. The ISBD(CR) is an international cataloging code of the description of continuing resources. It is developed and maintained by the International Federation of Library Associations (IFLA). It replaced ISBD(S).</td>
</tr>
<tr>
<td><strong>ISSN</strong></td>
<td>International Standard Serial Number. The ISSN is governed by the International Centre in Paris and assigned by centers in each country.</td>
</tr>
<tr>
<td><strong>ISSN Canada</strong></td>
<td>International Standard Serial Number Canada. The Canadian center responsible for assigning ISSN to Canadian imprints and located at the Library and Archives Canada.</td>
</tr>
</tbody>
</table>
| **ISSN-L** | Linking ISSN. An International Standard Serial Number designated by the ISSN Network to group the different media versions of a continuing resource (which
individually may also have distinguishing ISSN assigned to each version).

**LCSH**  
Library of Congress Subject Headings.

**MAC**  
MARC Advisory Committee. Successor to MARBI (Machine-Readable Bibliographic Information). Advises the MARC Steering Group on changes to MARC 21.

**MARC 21**  
Machine Readable Cataloging. Formerly USMARC

**NACO**  
Name Authority Cooperative.

**NASIG**  
North American Serials Interest Group, Inc.

**NISO**  
Name Information Standards Organization. NISO began as Committee Z39 of the American National Standards Institute (ANSI).

**OCLC**  
Online Computer Library Center. A nonprofit, membership computer service and research organization whose systems help libraries locate, acquire, catalog, and lend library materials. Its WorldCat database has bibliographic records from institutions around the world. CONSER catalogers create and maintain continuing resource bibliographic records in OCLC WorldCat.

**PCC**  
Program for Cooperative Cataloging. CONSER is a bibliographic component along with BIBCO. NACO and SACO are authority components

**RDA**  
Resource Description & Access. The cataloging code providing instructions for describing resources. Successor to AACR2.

**SCCTP**  
Serials Cataloging Cooperative Training Program.

**SICI**  
Serial Item and Contribution Identifier. The bar code that uniquely identifies each issue of a serial, of which the ISSN forms the first portion.

**SISAC**  
Serials Industry Standards Advisory Committee. SISAC is a committee of the Book Industry Study Group, Inc. (BISG).

**U.S. ISSN Center**  
Part of the international ISSN Network, assigns International Standard Serial Numbers (ISSN) to serials published in the U.S.

**USNP**  
United States Newspaper Program.

**VIAF**  
Virtual International Authority File. Combines name authority files from multiple sources into a single name authority service. Hosted by OCLC at: http://viaf.org
Appendix C: Glossary

Definitions from RDA unless otherwise specified:

(CC): CONSER Cataloging Manual
(Ch): Report of the PCC Post-Implementation Hybrid Bibliographic Records Guidelines Task Group

Abbreviated title. A title that has been abbreviated for purposes of indexing or identification.

Access point. A name, term, code, etc., under which information pertaining to a specific entity will be found.

Accompanying material. Material issued with, and intended to be used with, the item being catalogued. (CC)

Added title page. A title page preceding or following the title page chosen as the preferred source of information. It may be more general (e.g., a series title page), or equally general (e.g., a title page in another language).

Alternative numbers. A secondary system of numbering (e.g., vol. 1, no. 1 + No. 1). (CC)

Alternative title. The second part of a title proper that consists of two parts (each of which has the form of an independent title), joined by a word such as “or” or its equivalent in another language.

Analytic. An individual title in a series. The analytic may be a monograph, an integrating resource, of a serial (CC)

Analytical title page. The title page of an individual work in a series. (CC)

Authentication. The process of a) reviewing a bibliographic record for data content and content designation to ensure that it conforms to Program for Cooperative Cataloging bibliographic practices and agreed-upon conventions, and b) adding identifying elements to the record to indicate the degree of authoritativeness of data or the extent to which the record has been reviewed. As a result of authentication, CONSER records are made available through distribution in bibliographic products.

Authorized access point. The standardized access point representing an entity.

Backfiles. Purchase of specific volumes or issues that are lacking from the collection. They are considered "only orders" because they are single, one-time purchases.

Caption title. A title given at the beginning of the first page of the text.
Carrier. A physical medium in which data, sound, images, etc., are stored. For certain types of resources, the carrier may consist of a storage medium (e.g., tape, film) sometimes encased in a plastic, metal, etc., housing (e.g., cassette, cartridge) that is an integral part of the resource.

Carrier type. A categorization reflecting the format of the storage medium and housing of a carrier in combination with the type of intermediation device required to view, play, run, etc., the content of a resource.

Chronological designation. A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence. (CCM)

Claiming. The process of contacting a publisher or vendor to request supply of material missed or overdue on subscription, standing order, or backfile order.

Colophon. A statement at the end of an item giving information about one or more of the following: the title, author(s), publisher, printer, date of publication or printing. It may include other information. (CCM)

Common title. A title common to two or more works, one or more of which carries the title and/or designation of a section. (CCM)

CONSER database. A Cataloging Distribution Service database distinct from but connected in the CONSER workflow to OCLC’s WorldCat database (where CONSER record creation and update are done). CONSER records are distributed from this database to MARC Distribution Service subscribers, ISSN International Centre, etc. (CCM)

CONSER record. A bibliographic record for a continuing resource that has been authenticated by at least one participant in the CONSER Program. (CCM)

CONSER standard record (CSR). A continuing resource bibliographic record authenticated by CONSER and meeting defined mandatory element requirements for authentication. CSR requirements are designed to serve user needs and emphasize access points over descriptive detail. CSR documentation supports everyday CONSER cataloging and includes a metadata application profile (MAP) with data element requirements and cataloging guidelines. (CCM)

Content type. A categorization reflecting the fundamental form of communication in which the content is expressed and the human sense through which it is intended to be perceived. For content expressed in the form of an image or images, content type also reflects the number of spatial dimensions in which the content is intended to be perceived and the perceived presence or absence of movement.

Continuing resource. A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (CCM)
Contributor. A person, family, or corporate body contributing to the realization of a work through an expression. Contributors include editors, translators, arrangers of music, performers, etc.

Copy cataloging. Adaptation of a pre-existing bibliographic record, primarily from OCLC in the case of serials. (CCM)

Corporate body. An organization or group of persons and/or organizations that is identified by a particular name and that acts, or may act, as a unit.

Cover title. A title printed on the cover of an item as issued. (CCM)

Coverage date. A date that reflects the coverage of the contents of the item (e.g., FY 1989). (CCM)

Creator. A person, family, or corporate body responsible for the creation of a work.

Cumulation. An issue of a serial that collects all of the information given in the previous issues for a given period and is intended to replace those issues. The cumulation may rearrange, correct, or expand the contents of the original issues. (CCM)

Devised title. A title proper created by an agency preparing a description of a resource that bears no title itself and has no title associated with it that can be found in other sources (e.g., accompanying material, a published description of the resource, a reference source).

Distinctive title. A title that appears in addition to the title proper, is unique to an issue, and is often related to the topic or theme of that issue. (CCM)


Editorial pages. These pages are most often found in periodicals and usually contain the masthead in a boxed area. The title may be found at the head of the page.

Element. A word, character, or group of words and/or characters representing a distinct unit of bibliographic information.

Expression. The intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

Fluctuating title. A title that changes back and forth on a regular or irregular basis. (CCM)

Half title. A title of a publication appearing on a leaf preceding the title page. (CCM)

Hybrid record. A non-RDA bibliographic record to which RDA cataloging elements have been added, either manually or via machine manipulation. The resulting bibliographic record is
considered a hybrid record, as it blends elements of previous practices with the current RDA practices. *(Hybrid)*

**Integrating resource.** A resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole. An integrating resource may be tangible (e.g., a loose-leaf manual that is updated by means of replacement pages) or intangible (e.g., a Web site that is updated either continuously or on a cyclical basis).

**Internal numbers.** Numbers within a volume that repeat with each volume (e.g., vol. 3, no. 2). *(CCM)*

**Issuing body.** A person, family or corporate body issuing a work, such as an official organ of the body.

**Item.** A single exemplar or instance of a manifestation.

**Key-title.** The unique name assigned to a bibliographic resource by centers of the ISSN Network. *(CCM)*

**Language edition.** A serial published simultaneously in different languages. The publisher of all of the editions is usually the same. The titles may be in different languages or in the same language. *(CCM)*

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

**Major change.** A change that requires the creation of a new record. *(CCM)*

**Manifestation.** The physical embodiment of an expression of a work.

**Masthead.** A statement of title, ownership, editors, etc., of a newspaper or periodical. In the case of newspapers it is commonly found on the editorial page or at the top of page one, and, in the case of periodicals, on the contents page. *(CCM)*

**Media.** The means used to convey information or artistic content.

**Media type.** A categorization reflecting the general type of intermediation device required to view, play, run, etc., the content of a resource.

**Minor change.** A change that does not require the creation of a new record. The change is noted in the record, when considered important. *(CCM)*

**Mode of issuance.** A categorization reflecting whether a resource is issued in one or more parts, the way it is updated, and its intended termination.
Newspaper. A serial publication that 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. Newspapers usually have a masthead rather than a cover and are normally larger than A3 (297 mm x 420 mm.) in size. (CCM)

Numbering of serials. The identification of each of the issues or parts of a serial. Numbering of serials may include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation.

Numeric designation. A number or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence. (CCM)

Other corporate body associated with a work. A corporate body associated with a work other than as a creator. Includes sponsoring bodies, production companies, etc.

Other title information. Information that appears in conjunction with, and is subordinate to, the title proper of a resource. (Supplied by presenters)

Parallel title proper. The title proper in another language and/or script.

Periodical. A serial published more frequently than annually. Each issue normally contains separate articles, stories or other writings. (CCM)

Preferred source of information. See Source of information

Preferred title for the work. The title or form of title chosen as the basis for the authorized access point representing that work.

Provider-Neutral guidelines. PCC guidelines for creating a description of an online resource that is available from multiple providers. (Supplied by presenters)

Publication statement. A statement identifying the place or places of publication, publisher or publishers, and date or dates of publication of a resource.

Qualifier. A parenthetical word or phrase added to a corporate body heading or [to a preferred] title to distinguish the body or title from others with the same name or title. (CCM)

Reciprocal relationship. The relationship between two items, as represented by paired linking fields (e.g., 780/785) or by a link with the same tag that is given in each related record (e.g., 775). (CCM)

Record maintenance. The process of ensuring the continued authoritativeness of a record through additions, changes, or deletions: a) to correct obvious errors, b) to reflect changes in the resource, or c) to reflect changes to policies and practices used for the bibliographic control of the resource.
Includes but is not limited to Bibliographic File Maintenance (BFM), which generally refers to making corrections in LC records because of reported errors or to update access points affected by NACO/SACO authority work.

**Recorded element.** An RDA element that can be manipulated when entered in the description of a resource. The types of manipulation that can be done are described in the RDA instructions for each element. Some recorded elements may also be taken from outside resources. *(Supplied by presenters)*

**Reference source.** Any source from which authoritative information may be obtained, including authority files, reference works, etc.

**Related expression.** An expression related to the resource being described (e.g., a revised version, a translation).

**Related manifestation.** A manifestation related to the resource being described (e.g., a manifestation in a different format).

**Related work.** A work related to the resource being described (e.g., an adaptation, commentary, supplement, sequel, part of a larger work).

**Relationship designator.** A designator that indicates the nature of the relationship between entities represented by authorized access points, descriptions, and/or identifiers.

**Release date.** A date, consisting of the month and year that reflects the date of release for publication. *(CCM)*

**Reproduction.** An exact copy of the content of a resource made by mechanical or electronic means.

**Running title.** A title or abbreviated title that is repeated at the head or foot of each page or leaf. *(CCM)*

**Section.** A separately published part of a bibliographic resource, usually representing a particular subject category within the larger serial and identified by a designation that may be a topic, or an alphabetic or numeric designation, or a combination of these. *(CCM)*

**Serial.** A resource issued in successive parts, usually bearing numbering, that has no predetermined conclusion (e.g., a periodical, a monographic series, a newspaper). Includes resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events) and reproductions of serials.

**Series.** 1) A group of separate resources related to one another by the fact that each resource bears, in addition to its own title proper, a collective title applying to the group as a whole. The
individual resources may or may not be numbered. 2) A separately numbered sequence of volumes or issues within a series or serial (e.g., Notes and queries, 1st series, 2nd series, etc.).

**Series title page.** An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the resource within the series).

**Source of information.** The source of data from which a description (or portion thereof) is prepared. For print serials, the preferred source is generally the title page or title page substitute of the first or earliest available issue. (*CCM*)

**Spine title.** A title appearing on the spine of an item. (*CCM*)

**Statement of responsibility.** A statement relating to the identification and/or function of any persons, families, or corporate bodies responsible for the creation of, or contributing to the realization of, the intellectual or artistic content of a resource.

**Subseries.** A series within a series (i.e., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series.

**Successive entry cataloging.** The convention of creating a new description for a serial whenever one or more of the criteria in RDA 1.6.2 is met (change in mode of issuance, major change in title proper, etc.). (*Supplied by presenters*)

**Supplement.** An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original. (*CCM*)

**Surrogate.** A substitute for the basis of description (such as an issue of a serial) on which a bibliographic record is based. Includes copies of the chief source of information and any other sources with additional information on which cataloging should be based. (*CCM*)

**Title page.** A page at the beginning of a resource bearing the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. If this information is given on facing pages or pages on successive leaves, with or without repetition, treat these pages collectively as the title page.

**Title proper.** The chief name of a resource (i.e., the title normally used when citing the resource).
**Transcribed element.** An RDA element that is entered in the description of a resource as it appears in the resource, and after applying general RDA guidelines on capitalization, punctuation, symbols, abbreviations, etc. *(Supplied by presenters)*

**Translation.** A serial that is translated into another language. It is usually published by a different publisher than the original and at a later time. *(CCM)*

**Updating loose-leaf.** An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted. *(CCM)*

**Variant access point.** An alternative to the authorized access point representing an entity.

**Variant title.** A title associated with a resource that differs from a title recorded as the title proper, a parallel title proper, other title information, parallel other title information, earlier title proper, later title proper, key title, or abbreviated title.

**Verso.** 1. The left-hand page of a book, usually bearing an even page number. 2. The side of a printed sheet intended to be read second. *(CCM)*

**Whole numbers.** Continuous numbers that do not repeat. In addition to numbered serials, the term "whole numbers" is also used for alternative numbering schemes. *(CCM)*

**Work.** A distinct intellectual or artistic creation (i.e., the intellectual or artistic content).
### Appendix D: MARC Workforms

<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
<th>ELvl</th>
<th>Srce</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
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<td>MRec</td>
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<td>EntW</td>
<td>Regl</td>
<td>Alph</td>
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<td>i</td>
<td>SrTp</td>
<td>Cont</td>
<td>DtSt</td>
<td>Dates</td>
<td></td>
</tr>
</tbody>
</table>

| 022  | # | # | $a XYZ $b eng $e rda $c XYZ |
| 040  | # | # |

| 1___ | __ | # | |
| 245  | __ | __ |
| 246  | __ | __ |
| 246  | __ | __ |
| 264  | ___ | |
| 264  | ___ | |
| 300  | # | # |
| 310  | # | # |
| 321  | # | # |
| 362  | 1 | # | Began |
| 490  | __ | # | |
| 5___ | # | # |

| 588  | # | # | Description based on: ; title from |
| 588  | # | # | Latest issue consulted: |
| 6___ | __ | 0 |
| 6___ | __ | 0 |
| 7___ | __ | # |
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Appendix E, pt.1: RDA CONSER Standard Record (CSR)

RDA CONSER Standard Record (CSR)
Metadata Application Profile

April 14, 2015 revision
Introduction

The CONSER Standard Record (CSR) is a combination of RDA “Core,” RDA “Core if,” “PCC Core,” and “PCC Recommended” elements applicable to textual serials in various formats. Specific instructions have been included where appropriate for describing rare serials. Instructions in the RDA CSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC PSs) that are integrated into the RDA Toolkit. When describing online resources, catalogers should also consult the PCC RDA Provider-Neutral guidelines. Modules of the CONSER Cataloging Manual (CCM) should be consulted for specialized formats such as Module 30 for direct access computer file serials, Module 31 for online serials, Module 32 for microform serials, Module 33 for newspapers, Module 34 for legal serials and Module 35 for integrating resources.

When describing monographic resources, catalogers should consult the PCC RDA BIBCO Standard Record.

The CSR follows RDA 0.6.4 in its approach to the concept of core: “As a minimum, a resource description for a work, expression, manifestation, or item should include all the core elements that are applicable and readily ascertainable.” The “PCC Recommended” elements are not core; their inclusion is encouraged but discretionary. Additional instructions are included that reflect CONSER agreement on recording certain RDA core elements.

The CSR is a model for serial descriptive records using a single encoding level (Ldr/17='blank') in a shared database environment. Catalogers satisfy CSR requirements when creating and/or modifying bibliographic records, and determine the level of fullness that best suits the resources in their collections and the needs of their users. The CSR establishes a baseline set of elements that emphasize access points over descriptive data. The standard seeks to ensure inclusion of the essential data elements necessary to meet user needs; it is a solid "floor" description of a resource that can be built upon in a shared environment. The standard also does not preclude the use of any data in a bibliographic description representing more extensive cataloging treatment.

Authority records must support controlled access points in an RDA CSR record (coded Ldr/17='blank'). The mapping to MARC 21 fields included in the CSR is intended to be a general guide. For specific instructions on recording data in the MARC 21 format, please refer to official MARC 21 documentation, OCLC Bibliographic Formats and Standards, and appropriate modules of the CCM. CSR elements not directly related to RDA (e.g., access points for subjects), or data treated in MARC 21 control/fixed fields, are included in a separate table at the end of this document.
Explanation of symbols in the “RDA Instructions & Elements” column of the CSR table:

- An asterisk (“*”) identifies a general instruction not limited to a particular bibliographic element.
- A “T” in parentheses identifies a transcribed element per RDA instruction or per CONSER agreement in that instruction.

Timeframe for RDA CSR Implementation

The RDA CSR was initially released for use by the PCC community for CONSER-coded records on March 31, 2014. As of January 1, 2015, all new CONSER-coded records must follow the RDA CSR. Modification of Resource Description & Access is an ongoing process as is the modification of RDA-related policies developed within the PCC. Therefore the guidelines and requirements within the CSR itself will evolve. Any comments or suggestions for improving the CSR should be submitted to conser@loc.gov

Instructions for rare materials:

The rare materials provisions in the CSR are closely aligned with the provisions of Descriptive Cataloging of Rare Materials (Serials) (DCRM(S)) and may be used with any serial resources deemed rare by the cataloging agency. This includes resources that may require additional details of description to permit the ready identification of copies (e.g., as editions, impressions, or issues) and provide more exact descriptions of them as artifacts. Typically, early resources (e.g., resources produced before the advent of mechanized printing and papermaking processes in the early 19th century) are most likely to require these additional details, but the CSR rare materials provisions may be used if necessary with resources from any period.

As is the case with the general provisions of the CSR, the rare materials provisions represent a floor on which other elements can be built. They are not intended to reproduce or replace DCRM(S), and elements in DCRM(S) not in the CSR can certainly be included in the record. The CSR rare materials provisions generally call for expanded treatment of elements within the CSR or deem certain RDA elements to be core that are not considered core for other types of materials. There is one case that calls for different treatment rather than simply expansion of the description. That is: 1.7.1 alternative 1, which invokes the option of using DCRM(S) as the designated published style manual in place of RDA 1.7.2-.9 for transcribing. This was a case singled out by the rare community as an area where there was a valid rare materials reason for departing from the general guidelines.

It is intended that the rare materials provisions be usable with any format. However, one of the stipulations of applying the rare materials provisions is the recording of the “derms” code in 040 in addition to “rda” in order to label the record as following the CSR rare materials provisions.
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<td>Recording titles (T)</td>
<td>2.3.1.4</td>
<td>Rare materials: Generally do not abridge titles.</td>
<td>Varies</td>
</tr>
<tr>
<td>Title proper (T)</td>
<td>2.3.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Title in more than one form (T)</td>
<td>2.3.2.5</td>
<td>Record initialisms/acronyms of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information. Rare materials: Transcribe initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access.</td>
<td>245, 246</td>
</tr>
<tr>
<td>Parallel title proper (T)</td>
<td>2.3.3</td>
<td>Record all in 246. Rare materials: Record all parallel titles appearing on the same source as the title proper in 245 and record also in 246 for access.</td>
<td>245, 246</td>
</tr>
<tr>
<td>Other title information (T)</td>
<td>2.3.4</td>
<td>Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information. Rare materials: Transcribe other title information according to DCRM(S) 1D.</td>
<td>245</td>
</tr>
<tr>
<td>Variant title (T)</td>
<td>2.3.6</td>
<td>Record initialisms/acronyms of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information. Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title. Rare materials: Transcribe initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access. Record variant titles that are required by DCRM(S) in field 246. See DCRM(S) 1B1.3, 1D2, 7B4.1.1, and Appendix F 1B1.3.</td>
<td>245, 246</td>
</tr>
<tr>
<td>Earlier title proper (T)</td>
<td>2.3.7</td>
<td>247 is used only for electronic serials reformatted to remove all evidence of earlier title and integrating resources.</td>
<td>246, 247</td>
</tr>
<tr>
<td>Later title proper (T)</td>
<td>2.3.8</td>
<td>Record minor title changes.</td>
<td>246</td>
</tr>
<tr>
<td>Abbreviated title (T)</td>
<td>2.3.10</td>
<td>Record in 210, not 246.</td>
<td>210</td>
</tr>
<tr>
<td>RDA Instructions &amp; Elements</td>
<td>RDA no.</td>
<td>Notes</td>
<td>MARC encoding</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Statement of responsibility relating to title proper (T)</td>
<td>2.4.2</td>
<td>Usage of variant names appearing in a statement of responsibility on later issues may be recorded in 550 notes or in the 4XX field of authority records. Rare materials: Make a 550 note about changes in statement of responsibility. See DCRM(S) 1E15.</td>
<td>245</td>
</tr>
<tr>
<td>Designation of edition (T)</td>
<td>2.5.2</td>
<td></td>
<td>250</td>
</tr>
<tr>
<td>Statement of responsibility relating to the edition (T)</td>
<td>2.5.4</td>
<td>PCC Core for rare materials.</td>
<td></td>
</tr>
<tr>
<td>Numbering of serials</td>
<td>2.6</td>
<td>First or only sequence core if available for serials. Substitute a slash for a hyphen, as necessary, for clarity (2.6.1.4).</td>
<td></td>
</tr>
<tr>
<td>Numeric and/or alphabetic designation of first issue or part of sequence (T)</td>
<td>2.6.2</td>
<td>Follow 2.6.2.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of first issue or part of sequence element (e.g., “Began …”). Record or supply numeric and/or alphabetic designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not. LC-PCC PS 1.8.2: LC Practice: Apply the first alternative of 1.8.2: Record numerals in the form in which they appear on the source of information. (PCC allows following 2nd alternative based on cataloger judgment). Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.2.3 to make a note unless the first issue is not available (see DCRM(S) 3A1, 3B).</td>
<td>362</td>
</tr>
<tr>
<td>Chronological designation of first issue or part of sequence (T)</td>
<td>2.6.3</td>
<td>Follow 2.6.3.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of first issue or part of sequence element (e.g., “Began …”). Record or supply chronological designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not. Transcribe captions and months as found. If numbering is not present or known, give the beginning date of publication or the copyright date. If numbering includes both issue number and date, put parentheses around the date.</td>
<td>362</td>
</tr>
<tr>
<td>RDA Instructions &amp; Elements</td>
<td>RDA no.</td>
<td>Notes</td>
<td>MARC encoding</td>
</tr>
<tr>
<td>-----------------------------</td>
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<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.3.3 to make a note unless the first issue is not available (see DCRM(S) 3A1, 3C).</td>
<td></td>
</tr>
<tr>
<td>Numeric and/or alphabetic designation of last issue or part of sequence (T)</td>
<td>2.6.4</td>
<td>Follow 2.6.4.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of last issue or part of sequence element (e.g. &quot;Ceased ... &quot;).</td>
<td>362</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record or supply numeric/and or alphabetic designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.4.3 to make a note unless the last issue is not available (see DCRM(S) 3A1, 3B).</td>
<td></td>
</tr>
<tr>
<td>Chronological designation of last issue or part of sequence (T)</td>
<td>2.6.5</td>
<td>Follow 2.6.5.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of last issue or part of sequence element (e.g., &quot;Ceased ... &quot;).</td>
<td>362</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record or supply chronological designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Transcribe captions and months as found.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If numbering is not present or known, give the ending date of publication or the copyright date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>If numbering includes both issue number and date, put parentheses around the date.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.5.3 to make a note unless the last issue is not available (see DCRM(S) 3A1, 3C).</td>
<td></td>
</tr>
<tr>
<td>Date of production</td>
<td>2.7.6</td>
<td>Record date of production for a resource in unpublished form.</td>
<td>264</td>
</tr>
<tr>
<td>Place of publication (T)</td>
<td>2.8.2</td>
<td>If more than one place, only the first recorded is required.</td>
<td>264</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Record changes in place, if they are considered to be important for identification or access (2.8.1.5.2).</td>
<td></td>
</tr>
<tr>
<td>RDA Instructions &amp; Elements</td>
<td>RDA no.</td>
<td>Notes</td>
<td>MARC encoding</td>
</tr>
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<td>----------------------------</td>
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<td>---------------</td>
</tr>
<tr>
<td>If a place of publication is not named on the resource, supply a place of publication from any source whenever possible. Rare materials: Generally transcribe all places of publication (see DCRM(S) 4B6.1-2). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4B9).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publisher’s name (T)</td>
<td>2.8.4</td>
<td>If more than one publisher, only the first recorded is required. Also record changes in publisher name or of a different publisher appearing on later issues, if they are considered to be important for identification or access (2.8.1.5.2). If a publisher is not named on the resource supply a name according to the sources listed in RDA 2.2.4: a) accompanying material (e.g., a leaflet, an &quot;about&quot; file) b) other published descriptions of the resource c) a container that is not issued as part of the resource itself (e.g., a box, case made by the owner) d) any other available source (e.g., a reference source). Rare materials: Generally transcribe all publishers’ names (see DCRM(S) 4C6.1-2). If a publisher’s name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4C5).</td>
<td>264</td>
</tr>
<tr>
<td>Date of publication</td>
<td>2.8.6</td>
<td>Serials: Record the publication date(s) of first and/or last issue if the dates are known and the first and/or last issues are in hand. Integrating Resources: If the date(s) of publication cannot be approximated, no date is recorded (2.8.6.5 applies to multipart monographs, serials, and integrating resources). Rare materials: Transcribe date(s) of the first and/or last issue (see DCRM(S) 4D1.2). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3).</td>
<td>264</td>
</tr>
<tr>
<td>Place of distribution (T)</td>
<td>2.9.2</td>
<td>PCC Core for rare materials when present in the resource. Generally transcribe all places of distribution (see DCRM(S) 4B6.1-2). If a place of distribution is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4B9). If no place of distribution appears in the resource, supplying the place of distribution or recording &quot;[place of distribution not identified]&quot; is not required.</td>
<td>264</td>
</tr>
<tr>
<td>Distributor’s name (T)</td>
<td>2.9.4</td>
<td>PCC Core for rare materials when present in the resource. Generally transcribe all distributors’ names (see DCRM(S) 4C6.1-2). If a distributor’s name is known to be</td>
<td>264</td>
</tr>
<tr>
<td>RDA Instructions &amp; Elements</td>
<td>RDA no.</td>
<td>Notes</td>
<td>MARC encoding</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Date of distribution</td>
<td>2.9.6</td>
<td>PCC Core for rare materials when present in the resource. Transcribe date(s) of distribution of the first and/or last issue (see DCRM(S) 4D1.2). If a date of distribution is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3). If no date of distribution appears in the resource, supplying the date of distribution or recording &quot;[date of distribution not identified]&quot; is not required.</td>
<td>264</td>
</tr>
<tr>
<td>Place of manufacture (T)</td>
<td>2.10.2</td>
<td>PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all places of manufacture if appropriate (see DCRM(S) 4E). If a place of manufacture is known to be fictitious or incorrect, supply a correction in square brackets. If no place of manufacture appears in the resource, supplying the place of manufacture or recording &quot;[place of manufacture not identified]&quot; is not required.</td>
<td>264</td>
</tr>
<tr>
<td>Manufacturer’s name (T)</td>
<td>2.10.4</td>
<td>PCC Core for rare materials when present in the resource, if appropriate. Generally transcribe all manufacturers’ names if appropriate (see DCRM(S) 4F). If a manufacturer’s name is known to be fictitious or incorrect, supply a correction in square brackets. If no manufacturer’s name appears in the resource, supplying the manufacturer’s name or recording &quot;[manufacturer’s name not identified]&quot; is not required.</td>
<td>264</td>
</tr>
<tr>
<td>Date of manufacture</td>
<td>2.10.6</td>
<td>PCC Core for rare materials when present in the resource, if appropriate. Transcribe date(s) of manufacture of the first and/or last issue if appropriate (see DCRM(S) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. If no date(s) of manufacture appear in the resource, supplying date(s) of manufacture or recording &quot;[date of manufacture not identified]&quot; is not required.</td>
<td>264</td>
</tr>
<tr>
<td>Copyright date</td>
<td>2.11</td>
<td>Rare materials: PCC recommends recording the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note.</td>
<td>264</td>
</tr>
<tr>
<td>Title proper of series (T)</td>
<td>2.12.2</td>
<td></td>
<td>490</td>
</tr>
<tr>
<td>ISSN of series</td>
<td>2.12.8</td>
<td></td>
<td>490</td>
</tr>
<tr>
<td>Numbering within series (T)</td>
<td>2.12.9</td>
<td>For serials, record the numbering within a series only if all issues or parts of the serial have the same series number.</td>
<td>490</td>
</tr>
<tr>
<td>Title proper of subseries (T)</td>
<td>2.12.10</td>
<td></td>
<td>490</td>
</tr>
<tr>
<td>ISSN of subseries</td>
<td>2.12.16</td>
<td></td>
<td>490, 8XX</td>
</tr>
<tr>
<td>Numbering within subseries (T)</td>
<td>2.12.17</td>
<td>For serials, record the numbering within a subseries only if all issues or parts of the serial have the same subseries number.</td>
<td>490</td>
</tr>
<tr>
<td>Mode of issuance</td>
<td>2.13</td>
<td></td>
<td>Ldr Bibl Lvl</td>
</tr>
<tr>
<td>Frequency</td>
<td>2.14</td>
<td>Current frequency (310) is a core element for CONSER, if known. Former frequency (321) is not required on original records.</td>
<td>008/18-19, 310/321</td>
</tr>
<tr>
<td>RDA Instructions &amp; Elements</td>
<td>RDA no.</td>
<td>Notes</td>
<td>MARC encoding</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>U.S. ISSN center staff required to code both 310 and 008/18-19.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rare materials: Record former frequency, if known (see DCRM(S) 7B1.2).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifier for the manifestation</td>
<td>2.15</td>
<td>022: U.S. ISSN center staff codes for ISSN assignments, other CONSER members transcribe from issues in hand or transcribe from the ISSN Portal. 030: Optionally provide.</td>
<td>022, 030</td>
</tr>
<tr>
<td>Note on title</td>
<td>2.17.2</td>
<td>Always make a note giving the source of title, even if it is the title page. Combine the note with a &quot;Description based on&quot; note (see 2.17.13). Encode the two notes in a single 588 field. See LC-PCC PS for 2.17.2.3 LC practice for Optional omission: Do not omit the note.</td>
<td>588</td>
</tr>
<tr>
<td>Note on issue, part, or iteration used as the basis for identification of the resource.</td>
<td>2.17.13</td>
<td>1) Always provide a &quot;Description based on&quot; note even if first issue is in hand. 2) Wording in RDA: &quot;Identification of the resource based on: ... &quot; is only an example. CONSER will continue to use &quot;Description based on&quot; wording. 3) Always make a note (&quot;Latest issue consulted:&quot; ) identifying the latest issues used as the basis for identification of the resource even if last issue is in hand. Rare materials: Transcribe the numbering for the issue, part, or iteration used as the basis for identification in the same order as in the numbering area, and with the appropriate prescribed punctuation (see DCRM(S) 7B21.1, 7B21.2).</td>
<td>588</td>
</tr>
<tr>
<td>Media type</td>
<td>3.2</td>
<td>Always add Carrier type in 338. For some resource types, 007 field(s) will also be required, including the Specific Material Designation (007/01) for resources other than textual serials.</td>
<td>337</td>
</tr>
<tr>
<td>Carrier type</td>
<td>3.3</td>
<td>Always add Carrier type in 338. For some resource types, 007 field(s) will also be required, including the Specific Material Designation (007/01) for resources other than textual serials.</td>
<td>338</td>
</tr>
<tr>
<td>Extent</td>
<td>3.4</td>
<td>Both the number of units and the term indicating the type of unit are required for a completed or &quot;dead&quot; resource (in any format) for which the total extent is known. Only the term indicating the type of unit is required for a currently-published tangible non-print resource (e.g., computer discs), for a currently-published integrating resource, or for a completed or &quot;dead&quot; resource (in any format) for which the total extent is not known. Extent is not required in all other cases.</td>
<td>300</td>
</tr>
<tr>
<td>Dimensions</td>
<td>3.5</td>
<td>Required only for resources other than print serials. Rare materials: Required for serials in all formats.</td>
<td>300</td>
</tr>
<tr>
<td><strong>RDA Instructions &amp; Elements</strong></td>
<td><strong>RDA no.</strong></td>
<td><strong>Notes</strong></td>
<td><strong>MARC encoding</strong></td>
</tr>
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</tr>
<tr>
<td>Note on changes in carrier characteristics</td>
<td>3.21.4</td>
<td>Give if carrier characteristics vary and new description isn’t made.</td>
<td>500</td>
</tr>
<tr>
<td>Uniform Resource Locator</td>
<td>4.6</td>
<td></td>
<td>856</td>
</tr>
<tr>
<td>Preferred title for the work</td>
<td>6.2.2</td>
<td>Title or form of title chosen as the basis for the authorized access point representing that work. For example language editions.</td>
<td>130, 240</td>
</tr>
<tr>
<td>Form of work</td>
<td>6.3</td>
<td>If needed to differentiate.</td>
<td>130, 240</td>
</tr>
<tr>
<td>Date of work</td>
<td>6.4</td>
<td>If needed to differentiate.</td>
<td>130, 240</td>
</tr>
<tr>
<td>Place of origin of the work</td>
<td>6.5</td>
<td>If needed to differentiate.</td>
<td>130, 240</td>
</tr>
<tr>
<td>Other distinguishing characteristic of the work</td>
<td>6.6</td>
<td>If needed to differentiate.</td>
<td>130, 240</td>
</tr>
<tr>
<td>Content type</td>
<td>6.9</td>
<td></td>
<td>336</td>
</tr>
<tr>
<td>Date of expression</td>
<td>6.10</td>
<td>If needed to differentiate.</td>
<td>130, 240</td>
</tr>
<tr>
<td>Language of expression</td>
<td>6.11</td>
<td>Provide in 008/35-37, 041/546. (See 7.12)</td>
<td>008/35-37; 041/546; 130, 240</td>
</tr>
<tr>
<td>Additions to authorized access points representing works</td>
<td>6.27.1.9</td>
<td>When creating a bibliographic or name authority record for a serial, construct an authorized access point with a parenthetical qualifier if the authorized access point is the same as the authorized access point of another work. Follow LC-PCC PS 6.27.1.9 as a guide. Use judgment in selecting an appropriate addition.</td>
<td></td>
</tr>
<tr>
<td>Language of the content</td>
<td>7.12</td>
<td>For serials with multiple languages, only the language of the primary content (041 $a) is required; more complete information regarding languages of other content may be supplied in 546.</td>
<td>041, 546</td>
</tr>
<tr>
<td>Script</td>
<td>7.13.2</td>
<td>Record for some languages (see LC-PCC PS 7.13.2.3).</td>
<td>546</td>
</tr>
<tr>
<td>Relationship Designator</td>
<td>18.5</td>
<td>Follow PCC Training Manual for Applying Relationship Designators in Bibliographic Records – 1XX/7XX $e $i or $j as appropriate</td>
<td>1XX, 7XX</td>
</tr>
<tr>
<td>Creator</td>
<td>19.2</td>
<td>If there is more than one creator responsible for the work, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required. If principal responsibility is not indicated, only the first-named creator is required. After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger’s judgment.</td>
<td>1XX, 7XX</td>
</tr>
<tr>
<td>Other person, family, or corporate body associated with a work</td>
<td>19.3</td>
<td>If the authorized access point representing that person, family, or corporate body is used to construct the authorized access point representing the work. After satisfying the RDA core requirement, catalogers may provide additional authorized access points according to cataloger’s judgment.</td>
<td>1XX, 7XX</td>
</tr>
<tr>
<td>RDA Instructions &amp; Elements</td>
<td>RDA no.</td>
<td>Notes</td>
<td>MARC encoding</td>
</tr>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Contributor</td>
<td>20.2</td>
<td>LC Practice: CORE for illustrators of resources intended for children.</td>
<td>7XX</td>
</tr>
<tr>
<td>Related work</td>
<td>25.1</td>
<td>Prefer 7XX $i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required). When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources). For rare materials, citation notes and references to published descriptions are encouraged. Record in the form prescribed by Standard Citation Forms for Rare Materials Cataloging.</td>
<td>5XX, 7XX</td>
</tr>
<tr>
<td>Related expression</td>
<td>26.1</td>
<td>Prefer 7XX $i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required). When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).</td>
<td>5XX,7XX</td>
</tr>
<tr>
<td>Related manifestation</td>
<td>27.1</td>
<td>Make for format versions and reproductions. Use 776 for different formats, 775 if the related manifestation is in the same format. Give reciprocal relationships, when easily ascertainable (or if it is the policy of the cataloging institution).</td>
<td>5XX, 76X-787</td>
</tr>
<tr>
<td>Related item</td>
<td>28.1</td>
<td>Make for reproductions, bound withs, and for special relationships for rare materials if warranted.</td>
<td>5XX, 76X-787</td>
</tr>
</tbody>
</table>
Required non-RDA and MARC Data

The following table outlines data required by the CSR, if applicable to the resource being described, that either does not map directly to RDA (e.g., classification and subject access), or are coded data that form part of the MARC 21 Bibliographic Format. Use as many 006 or 007 fields as are appropriate for the resource.

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>NOTES</th>
<th>MARC ENCODING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of record</td>
<td>Use “a”</td>
<td>Ldr/06</td>
</tr>
<tr>
<td>Bibliographic level</td>
<td>Use “s”</td>
<td>Ldr/07</td>
</tr>
<tr>
<td>Encoding level</td>
<td>Use “blank” value</td>
<td>Ldr/17</td>
</tr>
<tr>
<td>Descriptive cataloging form</td>
<td>Use “ii”</td>
<td>Ldr/18</td>
</tr>
<tr>
<td>Variable Control Fields – Physical Description Fixed Field</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category of material</td>
<td></td>
<td>007/00</td>
</tr>
<tr>
<td>Specific material designation</td>
<td></td>
<td>007/01</td>
</tr>
<tr>
<td>Variable Control Fields – Fixed-Length Data Elements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of date/publication status</td>
<td></td>
<td>008/06</td>
</tr>
<tr>
<td>Date 1</td>
<td></td>
<td>008/07-10</td>
</tr>
<tr>
<td>Date 2</td>
<td></td>
<td>008/11-14</td>
</tr>
<tr>
<td>Place of publication, production, or execution</td>
<td></td>
<td>008/15-17</td>
</tr>
<tr>
<td>Form of item</td>
<td></td>
<td>008/23</td>
</tr>
<tr>
<td>Language</td>
<td></td>
<td>008/35-37</td>
</tr>
<tr>
<td>Modified record</td>
<td></td>
<td>008/38</td>
</tr>
<tr>
<td>Cataloging source</td>
<td>Use “c” or “blank”</td>
<td>008/39</td>
</tr>
<tr>
<td>Variable Fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cataloging source: Language of cataloging</td>
<td>Always specify that the language of cataloging is English. Use &quot;eng&quot;</td>
<td>040$b</td>
</tr>
<tr>
<td>Cataloging source: Description conventions</td>
<td>Use &quot;rda&quot;. Always place $e rda directly after the language of cataloging ($b). Rare materials: Use &quot;rda&quot; and &quot;dcrms&quot;. Always place $e rda and $e dcrms directly after the language of cataloging ($b).</td>
<td>040$e</td>
</tr>
<tr>
<td>Language code</td>
<td>PCC Core for all resources if necessary to record more language codes than 008/35-38 allows. See also CSR instructions under RDA 7.12.</td>
<td>041</td>
</tr>
<tr>
<td>Authentication code</td>
<td>Use &quot;pcc&quot; or &quot;msc&quot;</td>
<td>042</td>
</tr>
<tr>
<td>Subject and genre/form access</td>
<td>Use judgment in assessing each resource. As</td>
<td>6XX</td>
</tr>
</tbody>
</table>
appropriate, assign a complement of access points that provide access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such access points from an established thesaurus, list, or subject heading system.

Rare materials: Adding genre/form terms from one of the Rare Books and Manuscripts Section (RBMS) Controlled Vocabularies is strongly recommended. Assign terms from other thesauri as appropriate.
## Cheat sheet for RDA serials cataloging (CSR)

MARC fields below are marked as **Work**, **Expression**, **Manifestion**, or **Item**. Refer to [CONSER RDA core elements](#) for more information.

### Fixed fields

<table>
<thead>
<tr>
<th>MARC field</th>
<th>Instructions</th>
<th>Type of attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong>: a (text), m (numeric data), etc.</td>
<td></td>
<td><strong>W-E</strong></td>
</tr>
<tr>
<td>BLvl: s (serial)</td>
<td></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>S/L: 0 (successive entry)</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Desc: i (RDA)</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Form: blank (print), o (electronic), etc.</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>Orig (Form of original)</td>
<td>Per CSR, required only for original microforms. Not required to code for newspapers, e-resources, etc.</td>
<td>M</td>
</tr>
<tr>
<td>SrTp (Type of serial)</td>
<td>p (contains separate articles &amp; is issued more frequently than annually), n (newspaper), m (monographic series), blank (none of the above)</td>
<td>M</td>
</tr>
<tr>
<td>Freq/Regl</td>
<td>Not required, except for US ISSN catalogers. If present, leave.</td>
<td>M</td>
</tr>
<tr>
<td>Conf (Conference pub)</td>
<td>Not required.</td>
<td>M</td>
</tr>
<tr>
<td>DtSt</td>
<td>c (current); d (dead); u (no knowledge of issue published within last 3 years)</td>
<td>M</td>
</tr>
<tr>
<td>Dates (1-2)</td>
<td>Dates derived from date of coverage if present (362 field); publication statement (264 field $c$). Otherwise: estimate decade (201u) or century (20uu)</td>
<td>M</td>
</tr>
<tr>
<td>Lang</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>Ctry</td>
<td></td>
<td>M</td>
</tr>
</tbody>
</table>

### Variable fields

<table>
<thead>
<tr>
<th>MARC field</th>
<th>Instructions</th>
<th>Type of attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>006 (add. material characteristics)</strong></td>
<td>Add if applicable for additional material characteristics not already supplied in the 008 fixed fields. <strong>Add 006 for seriality if cataloging an online resource</strong>: 006 m o d</td>
<td>M</td>
</tr>
<tr>
<td><strong>007 (add. physical characteristics)</strong></td>
<td>Add if applicable (e.g., if cataloging an online resource). Required only to code $a$ “Category of material” and $b$ “Specific material designation” (e.g., 007)</td>
<td>M</td>
</tr>
<tr>
<td>010 (LCCN)</td>
<td>Add if authenticating for CONSER.</td>
<td></td>
</tr>
<tr>
<td>022 ($a ISSN)</td>
<td>Add if available.</td>
<td></td>
</tr>
<tr>
<td>022 ($l Linking ISSN)</td>
<td>Add if available.</td>
<td></td>
</tr>
<tr>
<td>040 (cataloging source)</td>
<td>Add $b eng $e rda directly after $a. For online serials, add $b eng $e rda $e pn</td>
<td></td>
</tr>
<tr>
<td>042 (authentication code)</td>
<td>Add “pcc” if authenticating for CONSER.</td>
<td></td>
</tr>
<tr>
<td>050 (LC call number)</td>
<td>Add 090 ## or 050 #4 (if not authenticating); 050 14 (if authenticating)</td>
<td></td>
</tr>
<tr>
<td>100 (Preferred title)</td>
<td>Add if needed to distinguish a title. Check against all forms of issuance (monos, serials, IRs, etc.), not just against other serial titles; also check against authority file for conflict with a series.</td>
<td></td>
</tr>
<tr>
<td>130/240 (Preferred title)</td>
<td>Follow RDA Appendix A for recording title proper (WorldCat prefers this option rather than transcribing what you see). Give source of title in 588, following Description based on note.</td>
<td></td>
</tr>
<tr>
<td>245 ($a Title proper)</td>
<td>Not CORE for serials.</td>
<td></td>
</tr>
<tr>
<td>245 ($c Statement of responsibility)</td>
<td>Make added entries for title variants as needed. Do not need to justify source. For parallel titles, use indicators “246 11” (e.g., 246 11 $a [German title]) For all other title variants, use indicators 1#</td>
<td></td>
</tr>
<tr>
<td>250 (Edition)</td>
<td>Transcribe edition statement as it appears on resource.</td>
<td></td>
</tr>
<tr>
<td>264 (Place of publication, publisher, and publication date)</td>
<td>Use the 264 for all new original or newly authenticated RDA records. For pre-RDA records, prefer not to change an existing 260 field to 264. It is permissible to update pre-RDA records with changes in production, publication, distribution, and manufacture elements using either the 260 field or the 264 field at the cataloger’s discretion.</td>
<td></td>
</tr>
<tr>
<td>010 (LCCN)</td>
<td>Add if authenticating for CONSER.</td>
<td></td>
</tr>
<tr>
<td>022 ($a ISSN)</td>
<td>Add if available.</td>
<td></td>
</tr>
<tr>
<td>022 ($l Linking ISSN)</td>
<td>Add if available.</td>
<td></td>
</tr>
<tr>
<td>040 (cataloging source)</td>
<td>Add $b eng $e rda directly after $a. For online serials, add $b eng $e rda $e pn</td>
<td></td>
</tr>
<tr>
<td>042 (authentication code)</td>
<td>Add “pcc” if authenticating for CONSER.</td>
<td></td>
</tr>
<tr>
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<td>Add 090 ## or 050 #4 (if not authenticating); 050 14 (if authenticating)</td>
<td></td>
</tr>
<tr>
<td>100 (Preferred title)</td>
<td>Add if needed to distinguish a title. Check against all forms of issuance (monos, serials, IRs, etc.), not just against other serial titles; also check against authority file for conflict with a series.</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>245 ($a Title proper)</td>
<td>Not CORE for serials.</td>
<td></td>
</tr>
<tr>
<td>245 ($c Statement of responsibility)</td>
<td>Make added entries for title variants as needed. Do not need to justify source. For parallel titles, use indicators “246 11” (e.g., 246 11 $a [German title]) For all other title variants, use indicators 1#</td>
<td></td>
</tr>
<tr>
<td>250 (Edition)</td>
<td>Transcribe edition statement as it appears on resource.</td>
<td></td>
</tr>
<tr>
<td>264 (Place of publication, publisher, and publication date)</td>
<td>Use the 264 for all new original or newly authenticated RDA records. For pre-RDA records, prefer not to change an existing 260 field to 264. It is permissible to update pre-RDA records with changes in production, publication, distribution, and manufacture elements using either the 260 field or the 264 field at the cataloger’s discretion.</td>
<td></td>
</tr>
</tbody>
</table>

**First indicator**: Sequence of statements blank # Not applicable/No information provided/Earliest available publisher 2 Intervening publisher 3 Current/latest publisher.

**Second indicator**: Function of entity 0 Production, 1 Publication, 2 Distribution, 3 Manufacture Statements and 4 Copyright notice date

- **CSR**: For 264 $c, record publication date of first or last issue if the dates are known and the first or last issues are in hand. If there is no publication date, use the chronological date to infer the publication date.

- **RDA**: If a publication date is inferred from a copyright date, use brackets. If the date is inferred from other sources, bracket the date and add a question mark.

If a publisher and/or an approximate date of publication cannot reasonably be determined, record: 264 #1 $a [Place of publication not identified] – $b [publisher not identified].
It is not recommended to use $c [date of publication not identified] for serials. If the date or dates cannot be approximated, do not record a date of publication.

<table>
<thead>
<tr>
<th>300 (Physical description area)</th>
<th>300 $a Extent (RDA 3.4) is not required for print publications unless publication has ceased. However, some cataloging agencies add even if the resource is not complete or the total extent is not known. 300 $c Dimensions (RDA 3.5) is especially useful for identification of manifestation. For print: 300 ## $a volumes ; $c 30 cm LC-PCC PS 1.7.1. Field 300 may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 field, insure that field 300 ends in a period.</th>
</tr>
</thead>
<tbody>
<tr>
<td>310 (Frequency)</td>
<td>CORE for CONSER if readily ascertainable.</td>
</tr>
<tr>
<td>321 (Former frequency)</td>
<td>Update FF: Freq/regl when adding a 321 field unless Freq/regl are fill characters.</td>
</tr>
<tr>
<td>336 (Extent)</td>
<td>Example: 336 ## $a text $b txt $2 rdacontent</td>
</tr>
<tr>
<td>337 (Media)</td>
<td>Examples:</td>
</tr>
<tr>
<td></td>
<td>Print: 337 ## $a unmediated $b n $2rdamedia</td>
</tr>
<tr>
<td></td>
<td>CD-ROM: 337 ## $a computer $b c $2 rdamedia</td>
</tr>
<tr>
<td></td>
<td>Microfilm: 337 ## $a microform $b h $2 rdamedia</td>
</tr>
<tr>
<td>338 (Carrier)</td>
<td>Examples:</td>
</tr>
<tr>
<td></td>
<td>Print: 338 ## $a volume $b nc $2 rdacarrier</td>
</tr>
<tr>
<td></td>
<td>CD-ROM: 338 ## $a computer disc $b cd $2 rdacarrier</td>
</tr>
<tr>
<td></td>
<td>Microfilm: 338 ## $a microfilm reel $b hd $2 rdacarrier</td>
</tr>
<tr>
<td>362 (Numbering)</td>
<td>The CONSER RDA CORE Elements table instructs catalogers to use a note to describe numbering (RDA 2.17.5). The 362 1# unformatted note allows catalogers to use and piece together the most complete numbering from anywhere in the resource. The same form of numbering that is recorded in the 362 note is generally recorded in the 588 fields, if present on piece. Record beginning and ending dates per rules and CONSER/BIBCO practice. Transcribe sequencing (e.g., Vol., Volume, Issue, no., etc.) as it appears on resource. Transcribe chronology as it appears but qualify it per CONSER standards as needed (e.g., Volume 1, number 1 (December 2011)).</td>
</tr>
<tr>
<td>490/8XX (Series)</td>
<td>Series statement (490) is CORE. Series authorized access point is optional for PCC.</td>
</tr>
<tr>
<td>500/550 (Provider notes)</td>
<td>Issuing bodies on later issues may be recorded in 550 notes or in the 4XX of authority records. The authorized access points are recorded in 7XX fields, with relationship designator in $e (or, for 711, in $j).</td>
</tr>
<tr>
<td>530 (Additional physical form)</td>
<td>Prefer 776 $i if other format(s) exists.</td>
</tr>
<tr>
<td>538 (System details note)</td>
<td>Give system requirements notes only when special software or technical conditions apply.</td>
</tr>
<tr>
<td>580 (Linking entry complexity note)</td>
<td>Use to explain complex linking relationships that cannot be adequately expressed with 7XX, subfield $i. CONSER members still include 580 linking complexity notes for mergers and splits.</td>
</tr>
</tbody>
</table>
| 588 (Description based on: and title source notes) | Always provide a DBO note; combine it with note on source of title. Transcribe enumeration as it appears on resource (use most complete numbering available). Record chronology inside parentheses.  
588 ## $a Description based on: Volume 1, number 1 (1999); title from cover. |
| 588 (Latest issue consulted) | Always provide. Transcribe enumeration as it appears on resource (use most complete numbering available). Record chronology inside parentheses.  
<p>| 650 (LCSH and MeSH) | Add as applicable. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>710/730 (Added entries)</td>
<td>700/710/711 headings must be RDA-compatible. Add relationship designators (usually $e) as applicable (see RDA Appendix I, J, or K).</td>
</tr>
<tr>
<td>76X-78X (Linking entries)</td>
<td>Use for expressing relationships between the serial being cataloged and immediate preceding, succeeding, or simultaneously issued resources, regardless of mode of issuance of the related resource.</td>
</tr>
</tbody>
</table>
| 776 (Additional physical form linking entry) | Use 776 fields to link records of the same title issued in various formats, simultaneously published or continuations in a different format. For format changes that also accompany title changes, use 780/785 fields. Use 776 $i to record the format of the record being referenced and to explain relationships between different formats of a title, (although 580 field remains an option to describe a complex situation) per the Multiple linking format guidelines. Add for known versions in other formats when there is a record to link to, or even if you only have a known title. Include the corresponding ISSN, LC, and/or OCLC numbers when available. Use $i to specify relationship.  
  
  776 08 $i Online version: ...  
  776 08 $i Microfiche version: ...  
  776 08 $i Continued online: ...  
  776 08 $i Print version, 1989-2012: ... |
| 856 (Electronic access & location) | Optional. Use indicators 41 when the rest of the record describes a different format (e.g., when URL for related online serial is entered on record for print serial). Use indicators 40 when the record describes an online serial. Give the URLs in subfield $u for current iterations. Optionally, provider names and different coverage dates may be given in $3. See CCM Module 31 for more information. |
Appendix F: Answers to Exercises/Quizzes

Module 2: Answers to Exercises

Give as many reasons as you can (there may be more than one per example) why the following titles should or should not be cataloged as serials.

Exercise 1: Journal of New Zealand & Pacific Studies

1. ISSN
2. Enumeration and chronology
3. Statement of frequency indicates continuing publication
4. The word “journal.”

Exercise 2: World Stock Exchange Fact Book

1. ISSN
2. There is a coverage date on the cover, 2012.
3. There is a stated frequency.

Exercise 3: SERVICE INDUSTRIES USA

1. It is known that this title is issued every two years.
2. ISSN
3. 3rd edition can serve as enumeration since we know it is issued frequently.

Exercise 4: Academic Freedom

The numbering changes from chronological to numeric, but there is clear numbering on each issue.

Exercise 5: Tokyo Stock Exchange

From the two pieces it is clear that the title is issued annually and that the dates are years of coverage.

Exercise 6: The Frank C. Brown Collection of North Carolina Folklore

This is a multi-part monograph complete in five volumes and not a serial.

Exercise 7: UNITED NATIONS LITERACY DECADE 2003-2013 Annual Report For 2010

This is a publication of limited duration that has a stated frequency and numbering and can be treated as a serial according to LC-PCC PS for 0.0 and RDA 1.1.3.
Exercise 8: PROCEEDINGS OF THE EIGHTH ANNUAL ACM-SIAM SYMPOSIUM ON DISCRETE ALGORITHMS

This can be cataloged as a serial since it is an ongoing symposium and has terms (23rd) that can serve as enumeration.

Exercise 9: BUILDING THE PUBLIC CITY

This is a monograph appearing in the numbered series: Urban Affairs Annual Review. It could be cataloged either as a serial under the series title or as a monograph with a series tracing.
Module 3: Answers to Quizzes

1. The basis for identification for a serial is the earliest-published issue, regardless of numbering.
   __ True
   x  False

2. The CONSER RDA core element set is
   a) In line with RDA Core elements with some exceptions, and
   b) Equal to the PCC Core elements for continuing resources
   x  True
   __ False

3. The RDA CONSER Standard Record (CSR) Metadata Application Profile (Check all that apply)
   x  a) Is a "floor" description of a resource that can be built upon in a shared environment
   x  b) Allows the use of any data in a bibliographic description representing more extensive cataloging treatment
   __ c) Requires Authority records in the Library of Congress/NACO and Subject Authority Files for all controlled access points
   >>Comment: Some CSR records, notably US ISSN records for pre-publication serials, may lack corresponding authority records. These records are authenticated as 042 ## $a msc

4. Which of the following statement(s) is/are true?
   a) Transcribed data follows RDA 1.7.1 and the ICP principle of representation
   b) PCC practice encourages the use of RDA Appendix A for capitalization
   c) For serials, RDA includes exceptions to exact transcription for variable data in the title
   x  d) All of the above
5. For each category, mark whether the data is primarily: transcribed or recorded

<table>
<thead>
<tr>
<th>Category</th>
<th>Transcribed</th>
<th>Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title proper and parallel title</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Mode of issuance</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Identifier of the manifestation (e.g., ISSN)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Numbering data</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Place and name of publisher, distributor, or manufacturer</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Notes about elements or about change over time</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
Module 4 Quizzes: Answers

Exercise 1: For each of the scenarios, which titles should be represented and how?

Scenario 1:

<table>
<thead>
<tr>
<th>The American Journal of BIOETHICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2010 Volume 10 No. 1</td>
</tr>
</tbody>
</table>

Looking for Lies: Memory detection & the criminal justice system

245 04 $a The American journal of bioethics.

Note: Looking for Lies may be the lead article, or it may be a thematic title specific to a single issue.

Scenario 2:

<table>
<thead>
<tr>
<th>cuadernos de MÚSICA Y ARTES VISUALES</th>
</tr>
</thead>
<tbody>
<tr>
<td>journal of music and visual arts</td>
</tr>
</tbody>
</table>

Volume 7 Número 2

245 00 $a Cuadernos de música y artes visuales.
246 1# $a Journal of music and visual arts

Scenario 3:

<table>
<thead>
<tr>
<th>Vol 40-No 2 - 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANN MED</td>
</tr>
<tr>
<td>Annals of Medicine</td>
</tr>
<tr>
<td>informa</td>
</tr>
</tbody>
</table>

245 _ 0 $a Annals of medicine.
246 1# $a Ann med

Exercise 2: For each scenario, which of the choices would you use to describe the numbering?

On cover (preferred source of title): VOLUME I, NO. 1, JULY 2012

362 1# $a Began with volume I, number 1, July 2012.
588 ## $a Description based on: Volume I,
Exercise 3: How would you transcribe the publication statement for this journal?

First issue after a title change

[Title page]  
**The Huguenot Society Journal**  
Formerly Proceedings of the Huguenot Society of Great Britain and Ireland  
Vol. XXX No 1 AUTUMN 2013

[Title page verso]  
ISSN 2053-6267
| THE HUGUENOT SOCIETY OF GREAT BRITAIN AND IRELAND Gower Street, London WCIE 6BT | © 2013 The Huguenot Society of Great Britain and Ireland. All rights reserved... |

264 #1  $a London : $b The Huguenot Society of Great Britain and Ireland, $c [2013]-
Module 4: Answers to Exercises

Use the work forms provided in Appendix D to record the cataloging data from the information provided in the following pages.

Use Appendix G for MARC tagging

1. Select the preferred source for the title.
2. Transcribe and tag the title proper.
3. Select and tag a creator, if any.
4. Make any variant title access points that are thought useful.
5. Give the publication, distribution, etc. statement(s)
6. Give numbering, if appropriate.
7. Give a frequency note, if known.
8. Add any other notes thought appropriate
9. Include notes on issue(s) used as the basis of identification and the source of title (description based on, latest issue consulted).
10. Give other access points thought appropriate
Exercise 1

Cover:

wholesome

Volume 1 Issue 1 September/October 2013
Celebrating South Dakota’s many food traditions

THE FLAVORS
OF FALL

Masthead:

PUBLISHER
Wholesome Magazine, LLC
P.O. Box 87967
Sioux Falls, SD 57109

Available online at:
http://issuu.com/wholesomemagazine

print ISSN: 2372-2177 * online ISSN:2372-2185
Bimonthly publication
© 2013 Wholesome Magazine, LLC.
All rights reserved.

Other: issues received:
Volume 1, Issue 2 November/December 2013
Volume 2, Issue 1 January/February 2014
Volume 2, Issue 2 March/April 2014
Note: This title is not unique. In module 6, we will discuss additions to the preferred title, in constructing an authorized access point for the work.
Exercise 2

Cover:

Bells and Bellringing
Quarterly Journal Devoted to Their History

Price 3/-

Vol. 1, No. 1 May, 1966

Page [1]:

Editor & Publisher: John Hilton
Editorial & Publishing Office: 19, Lonewood Way, Hadlow, Tonbridge, Kent

Preferred source: cover

Type: a  ELvl: I  Srce: d  GPub:  Ctrl:  Lang: eng
BLvl: s  Form:  Conf: □  Freq: □  MRec:  Ctry: enk
S/L: 0  Orig:  EntW:  Regl: □  Alph: □
Desc: i  SrTp: p  Cont:  DtSt: u  Dates: 1966, uuuu

040  ## $a XXX $b eng $e rda $c XXX $d XXX
245 00 $a Bells and bellringing.
300  ## $a volumes
264 #1 $a Tonbridge, Kent : $b John Hilton, $c [1966]-
310  ## $a Quarterly
336  ## $a text $b txt $2 rdacorent
337  ## $a unmediated $b n $2 rdamedia
338  ## $a volume $b nc $2 rdacarrier
362 1# $a Began with vol. 1, no. 1 (May 1966).
588  ## $a Description based on: Vol. 1, No. 1 (May 1966); title from cover.
Top of page [1]:

Illinois STATE GENEALOGICAL SOCIETY

P.O. Box 10195, Springfield, Illinois 62791-0195

Newsletter

Volume 30, Number 1 January/February 2009

Top of pages 2-8: ISGS, Vol. 30:1

Page 8: ISGS, P.O. Box 10195, Springfield, IL, 62791-0195
Newsletter: Published bimonthly

[Contains articles about genealogy, information resources for conducting genealogical research in Illinois, and also some information about the Society.]

Other issues received:
Volume 30, number 5 September/October 2009
Volume 31, number 6 November/December 2012
This exercise raises the question of how to decide whether a serial has creator. In this case, the publication is mostly about genealogical research but also contains some information about the Society.
Cover:

THE ART INSTITUTE OF CHICAGO ANNUAL REPORT 2007-08

Page [2] of cover:

Copyright 2008 by The Art Institute of Chicago.

Preferred source: cover

Type: a  ELvl: I  Srce: d  GPub:  Ctrl:  Lang: eng
BLvl: s  Form:  Conf:  Freq:  MRec:  Ctry: ilu
S/L: 0  Orig:  EntW:  Regl:  Alph:  
Desc: i  SrTp:  Cont:  DtSt:  Dates: uuuu, uuuu

040  ## $a XXX $b eng $e rda $c XXX $d XXX
110  2# $a Art Institute of Chicago, $e author.
245 10 $a Art Institute of Chicago annual report …
264 #1 $a [Chicago] : $b Art Institute of Chicago 
310  ## $a Annual
336  ## $a text $b txt $2 rdacontent
337  ## $a unmediated $b n $2 rdamedia
338  ## $a volume $b nc $2 rdacarrier
588  ## $a Description based on: 2007/2008; title from cover.

Notes

1. In this case, the question also arises of corporate body as author. Module 7 will cover the topic of relationships in greater detail.
2. The issue received has 2007-08. RDA 1.8.4 instructs catalogers to “include the first and last number in full”; so 2007-08 is represented as “2007/2008.”
3. Some may feel uncomfortable about Fixed Field Date1 and Date2 being “uuuu.” However, in this case, we cannot know whether the annual report began publication in the 20th century or in the 21st century. And the most recent issue is 2007/2008—older than the last three years.
Exercise 5

Title page:

The Footy Almanac

The AFL season one game at a time

Edited by John Harms & Paul Daffey

Height of spine = 23 cm

Page II:

Malarkey Publications

Fitzroy North, Vic.

©2013


Preface: Since 2007, when John Harms and Paul Daffey first published The Footy Almanac...

Preferred source: cover

040  ## $a XXX $b eng $e rda $c XXX $d XXX
245  04 $a The footy almanac.
264  #1 $a Fitzroy North, Vic. : $b Malarkey Publications
300  ## $a volumes ; $c 23 cm
310  ## $a Annual
336  ## $a text $b txt $2 rdacontent
337  ## $a unmediated $b n $2 rdamedia
338  ## $a volume $b nc $2 rdacarrier
362  1# $a Began with 2007.
588  ## $a Description based on: 2013; title from title page
Module 5: Answers to Exercises

Determine whether or not the coding shown in the examples is correct. If it is not correct, what should be done to make it correct?

Exercise 1: Frontiers in Pediatrics
The coding is correct.

Exercise 2: Journal of psychological health
The coding is not correct. The media and carrier types do not match the fixed field coding or the extent in the 300 field. The following changes would correct the errors:
   337 ## $a unmediated $2 rdamedia
   338 ## $a volume $2 rdacarrier

Exercise 3: Twentyfirst
The coding is not correct. The extent and illustration information is abbreviated, and the language information in the 546 and 041 fields do not match. The following changes would correct the errors:
   041 0# $a eng $a dan
   300 ## $a volumes : $b color illustrations ; $c 28 cm
Module 6: Answers to Exercises

Part 1: Determine the Authorized Access Point:

Exercise 1: Annual Report

110 2# $a Mohamed bin Zayed Species Conservation Fund.
245 10 $a Annual report.

Exercise 2: Journal of Contemporary History

245 00 $a Journal of contemporary history.

Part 2: Additions to Authorized Access Points:

Exercise 3: Cancer biology

No, an addition does not need to be made to the authorized access point of the resource in hand. The authorized access point for the resource already in the database contains a 1XX field, so the authorized access points are not the same.

Exercise 4: Tableau

Yes, an addition needs to be made to the authorized access point of the resource in hand. There is no entity in a 1XX field for either title, so the base of the authorized access point for both titles consists of just the preferred title. Therefore, the authorized access points are the same. Here are two possible solutions (including MARC coding):

130 0# $a Tableau (Chicago, Ill.)
245 10 $a Tableau.

130 0# $a Tableau (University of Chicago. Division of the Humanities)
245 10 $a Tableau.
THIS PAGE INTENTIONALLY LEFT BLANK FOR DOUBLE SIDED COPY
Module 7: Answers to Exercises

Part 1: Relationship designators for entities related to the resource:

Exercise 1: Journal of the American Society of Mining and Reclamation

Access point provided for: American Society of Mining and Reclamation
Relationship designator: issuing body.

Exercise 2: Journal of Management Education

Access point provided for: OBTS Teaching Society for Management Educators
Relationship designator: issuing body.


Access point provided for: Central Bank of Nigeria
Add relationship designator: author

Exercise 4: Neural Computation

No access point included for commercial publisher.

Part 2: Relationship designators for related resources:

Exercise 1: NZSA Bulletin of New Zealand Studies | Journal of New Zealand & Pacific Studies

Sequential preceding/succeeding title relationship

For resource 1:
785 00 $t Journal of New Zealand & Pacific studies

For resource 2:
780 00 $t NZSA bulletin of New Zealand studies

Exercise 2 European Heart Journal | European Heart Journal Supplements

Parent/supplement relationship

For resource 1:
770 0# $t European heart journal supplements

For resource 2:
772 0# $t European heart journal
**Module 8: Answers to Exercises**

**Quiz 1:** Indicate whether the following situations constitute a major or minor change. For major changes, indicate the reason; for minor changes, the category under RDA 2.3.2.13.2 that applies

<table>
<thead>
<tr>
<th>Title 1</th>
<th>Title 2</th>
<th>New Record?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Autograph Collector</td>
<td>Autograph Collector’s Magazine</td>
<td>No: 2.3.2.13.2(a)+(i)</td>
</tr>
<tr>
<td>2. Report on Public Policy</td>
<td>Report for Public Policy</td>
<td>No: 2.3.2.13.2(b)</td>
</tr>
<tr>
<td>3. China Telex &amp; Fax Directory</td>
<td>China Fax &amp; Telex Directory</td>
<td>Yes, new record, new work: Reorder of 1st 5 words 2.3.2.13.1(a)</td>
</tr>
<tr>
<td>4. CONSER Program Annual Report</td>
<td>Annual Report of the CONSER Program</td>
<td>No: 2.3.2.13.2(c)+(b)</td>
</tr>
<tr>
<td>5. Annual Report 2007</td>
<td>Annual Report for the Fiscal Year 2008-2009</td>
<td>No: 2.3.2.13.2(f)</td>
</tr>
<tr>
<td>6. Annuaire des Statistiques</td>
<td>Yearbook of Statistics</td>
<td>No: 2.3.2.13.2(e)</td>
</tr>
<tr>
<td></td>
<td>Yearbook of Statistics</td>
<td></td>
</tr>
<tr>
<td>7. Year book</td>
<td>YEARBOOK</td>
<td>No: 2.3.2.13.2(a)</td>
</tr>
<tr>
<td>8. TV &amp; cable source</td>
<td>Television and cable source</td>
<td>No: 2.3.2.13.2(a)</td>
</tr>
<tr>
<td>10. Guidebook for France, Italy and Spain</td>
<td>Guidebook for France and Italy</td>
<td>Yes, new record &amp; new work: RDA 2.3.2.13.1(change in subject matter)</td>
</tr>
<tr>
<td>11. Guide to travel in Massachusetts: Boston, Salem, Newburyport, Cape Cod and the Islands</td>
<td>Guide to travel in Massachusetts: Boston, Newburyport and the north shore, Cape Cod and the Islands, New Bedford and Fall River</td>
<td>No: 2.3.2.13.2(h)</td>
</tr>
</tbody>
</table>
**Quiz 2** Indicate whether the following situations constitute a major or minor change. In either case, indicate the RDA instruction that applies. For major changes, indicate if a new work is involved.

<table>
<thead>
<tr>
<th>Earlier</th>
<th>Later</th>
<th>New Record?</th>
<th>New Work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Newsletter (Academic Pediatric Association)</td>
<td>Newsletter (Ambulatory Pediatric Association)</td>
<td>Yes, new record and new work</td>
<td>Yes, new record and new work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 2.3.2.13.1 + 6.1.3.2.1</td>
<td></td>
</tr>
<tr>
<td>2a Hong Kong business directory [Issued on CD-ROMs]</td>
<td>Hong Kong business directory [Issued on DVD-ROMs]</td>
<td>No new record—both CD-ROMs and DVD-ROMs are computer discs</td>
<td>No new record—both CD-ROMs and DVD-ROMs are computer discs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 3.3.1.3</td>
<td></td>
</tr>
<tr>
<td>2b Hong Kong business directory Issued on DVD-ROMs</td>
<td>Hong Kong business directory Issued online as a database</td>
<td>Yes, new record; not a new work.</td>
<td>Yes, new record; not a new work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 1.6.2.1 + 1.6.2.2</td>
<td></td>
</tr>
<tr>
<td>4. Asiatic Society of Bombay Report</td>
<td>Asiatic Society of Mumbai Report [cataloger created a separate name authority record for ASM]</td>
<td>Yes, new record and new work</td>
<td>Yes, new record and new work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 6.1.3.2.1</td>
<td></td>
</tr>
<tr>
<td>5. Art now gallery guide National edition</td>
<td>Art now gallery guide International edition [Focus changed from U.S. to world-wide]</td>
<td>Yes, new record; not a new work unless the edition statement was added as a qualifier to the title</td>
<td>Yes, new record; not a new work unless the edition statement was added as a qualifier to the title</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 1.6.2.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 2.3.2.13.1 + 6.1.3.2.2</td>
<td></td>
</tr>
<tr>
<td>7. Law of corporate officers and directors [Issued as an updating loose-leaf]</td>
<td>Law of corporate officers and directors [Now issued as a serial]</td>
<td>Yes, new record; not a new work</td>
<td>Yes, new record; not a new work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 1.6.2.1</td>
<td></td>
</tr>
<tr>
<td>8. Microwave journal International edition</td>
<td>Microwave journal [current volumes no longer called international edition, but still constitute the international edition]</td>
<td>No, no new record</td>
<td>No change to scope or content; RDA 1.6.2.5 does not apply</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 1.6.2.5 does not apply</td>
<td></td>
</tr>
<tr>
<td>9. Prevent Blindness America annual report</td>
<td>Prevent Blindness America annual report [after 2008, ceased in print; issued only online]</td>
<td>Yes, new record; not a new work</td>
<td>Yes, new record; not a new work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 1.6.2.2</td>
<td></td>
</tr>
<tr>
<td>10. Survival International Annual report</td>
<td>Survival (Organization) Annual report [Survival dropped “International” after 2002]</td>
<td>Yes, new record and new work</td>
<td>Yes, new record and new work</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA 6.1.3.2.1</td>
<td></td>
</tr>
<tr>
<td><strong>BONUS QUESTION</strong></td>
<td></td>
<td>Yes: an expression of a new work (along with the English-language edition). Per RDA 1.6.2.3 and 2.3.2.13.1(i) in conjunction with 6.1.3.2, the record for the first manifestation received (in English) has undergone a major title change from Worldnet at a glance to Worldnet. Therefore, a new work authorized access point is needed. For the Spanish-language expression, the work authorized access point for title would also change.</td>
<td></td>
</tr>
</tbody>
</table>
Quiz 3: Complete the abbreviated workforms to indicate the tagging and coding of the relevant bibliographic data. The emphasis in this section is on closing out the old record and tagging and coding the bibliographic data in the new record or editing an existing record.

Exercise 1

Cover of spring 2003 issue:

ILLINOIS
HISTORICAL JOURNAL

Summer 2003

Table of contents, page [1]:

ILLINOIS
HISTORICAL JOURNAL
Volume 91 / Number 1 / Spring 2003

Contents
{table of contents omitted}

Cover of summer 2003 issue.

Journal of the
Illinois State
Historical Society

Summer 2003
What fields or data would you add to the old record; what additional information would be included in the new records?

**Old record**

Fixed field:
Publication status: d
Dates: 1984-2003

245 00 $a Illinois historical journal.
362 0# $a [Vol. 77, no. 3] (autumn 1984)—
362 1# $a Ceased with vol. 91, number 2 (spring 2003).
780 00 $t Journal of the Illinois State Historical Society

**New record**

Fixed field:
Publication status: c
Dates: 2003, 9999

264 #1 $a Springfield, Illinois : $b Illinois State Historical Society, $c [2003]-
362 1# $a Began with vol. 91, number 2 (summer 2003).

[Fields 336-338 omitted]

588 ## $a Description based on: Vol. 91, number 2 (summer 2003); title from cover.
588 ## $a Latest issue consulted: Vol. 91, number 2 (summer 2003).
780 00 $t Illinois historical journal
Exercise 2. Beginning in 2012, America's best graduate schools changed title to: Best graduate schools

Cover:

U.S. News & World Report

BEST GRADUATE SCHOOLS

2012 edition

Washington D.C.

Then in 2013, the title changed again to: Best grad schools

Question: Is a new record needed for this change? NO
If not, how would you modify the existing record?

Fixed field: Publication status: c Dates: 2012,9999
130 0# $a Best graduate schools (U.S. News & World Report, inc. : 2012)
245 10 $a Best graduate schools.
246 1# $i Issues for 2013- have title: $a Best grad schools
300 ## $a volumes : $b illustrations ; $c 27 cm
310 ## $a Annual
   [Fields 336-338 omitted]
362 1# $a Began with 2012 edition.
500 ## $a At head of title: U.S. news & world report
588 ## $a Description based on: 2012 edition; title from cover.
710 2# $a U.S. News & World Report, inc.
780 00 $t America's best graduate schools (U.S. News & World Report, inc. : 2004) $x 1939-3652 $w (DLC) 2003238794 $w (OCoLC)52353681
78 __ $
Module 9: Answers to Exercises

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided. The copy may not include all MARC tags.

Exercise 1

Cover:

Community Focused

Family Strong

Fall 2012 * Vol. 5 No. 3 * www.artp.org

Page 4 of cover:

Office of the Chief, Army Reserve
ATTN: Family Programs Directorate
6075 Goethals Road
Building 1902, Office 100-32
Fort Belvoir, VA 22060-5231

Family Strong is published quarterly. The contents are informative and not regulatory or directive. Viewpoints expressed are those of the authors and do not necessarily reflect the policy of the Army Reserve.
010 ## $a 2013230556
040 ## $a WIH $b eng $e rda $c WIH $d OCLCQ $d GPO $d DLC $d OCLCF
022 0# $a 2332-7952 $2 1
042 ## $a pcc a nsdp
043 ## $a n-us---
050 10 $a ISSN RECORD
074 ## $a 0325-A-09
082 10 $a 355 $2 23
086 0# $a D 101.159:
222 #0 $a Family strong $b (Print)
245 00 $a Family strong.
264 #1 $a Fort Bragg, NC :$b U.S. Army Reserve Command
300 ## $a volumes : $b color illustrations ; $c 28 cm
310 ## $a Quarterly
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
588 ## $a Description based on: Vol. 2, no. 1 (fall 2008); title from cover.
588 ## $a Latest issue consulted: Vol. 6, no. 2 (2013).
650 #0 $a Military dependents $x Services for $z United States $x Periodicals.
650 #0 $a Families of military personnel $x Services for $z United States $x Periodicals.
650 #0 $a Soldiers $x Family relationships $z United States $x Periodicals.
610 10 $a United States. $b Army $x Military life $x Periodicals.

Circle one. The copy fits: **Yes**  No

List your reasons:
1. It is a serial record.
2. It is successive entry following the RDA CONSER Standard Record MAP
3. The 245 title proper matches the piece
4. The ISSN matches
5. The dates fit.
6. The enumeration fits.
Exercise 2

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the North Carolina Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311
Circle one. The copy fits: **Yes**  **No**

List your reasons:
1. It is a serial record.
2. It is successive entry, cataloged according to pre-RDA code (AACR2).
3. The dates fit.
4. The enumeration fits.
5. The 245 title proper matches the piece.
6. There is no ISSN on this piece, but that lack should not affect the decision.

Note that this does NOT follow the CONSER Standard Record guidelines. But you can still use it.
Exercise 2

Cover:

Conscious Choice
The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published monthly by Conscious Enlightenment 920 N. Franklin, Suite 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.
Circle one. The copy fits: Yes  No

List your reasons:

1. It is a serial record.
2. It is successive entry, cataloged according to pre-RDA code (AACR2).
3. The 245 title proper matches the piece.
4. The dates fit.
5. The enumeration in the 588 "Description based on" note fits.

Note: This follows the AACR2 CONSER Standard Record guidelines.
Note that some information, however, is out of date. This will be addressed in session 9
Exercise 3

Cover:

July 1998

Ebony

Table of contents page:

*Ebony* incorporating *Black World Magazine* (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:
Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA

July 2013

Ebony

Masthead:
Vol. LXVIII, No. 9 July 2013
Publisher: Johnson Publishing Company
Printed in USA
Type a  ELvl s Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry: ilu
S/L 0 Orig EntW: Regl r Alph a
Desc SrTp p Cont: DtSt c Dates 1945,9999

010 ## $a 52042074
022 0# $a 0012-9011
040 ## $a MnMULS $c MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP
   $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042 ## $a nsdp $a pcc
043 ## $a n-us---
050 00 $a AP2$b.E165
210 0# $a Ebony
222 #0 $a Ebony
245 00 $a Ebony.
260 ## $a [Chicago, $b Johnson Pub. Co., etc.]
265 ## $a 820 South Michigan Ave., 60605  {265 obsolete; use 037}
300 ## $b ill., ports.$c35 cm.
350 ## $a $10.00 (U.S.) $a $11.00 (foreign)  {350 obsolete; use 037}
362 0# $a v. 1- Nov. 1945-
515 ## $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650 #0 $a African Americans $v Periodicals.

Circle one. The copy fits: Yes No

List your reasons:
1. It is a serial record.
2. It is successive entry, but following a pre-RDA code (AACR1).
3. The 245 title proper matches the piece.
4. The dates fit.
5. The ISSN matches.
6. The enumeration fits even though it is recorded here in a pre-AACR2 style.
Exercise 4

Cover:

THE CEYLON
MEDICAL JOURNAL
Established 1887

Volume 59, No. 1, March 2014

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Masthead:
Published by The Sri Lanka Medical Association
Colombo
Sri Lanka
Circle one. The copy fits: Yes  No

List your reasons:

1. It is a serial record.
2. It is successive entry, cataloged according to pre-RDA code (AACR1)
3. The 245 title proper matches the piece.
4. The date fits.
5. The ISSN matches.
6. The enumeration fits but lacks the "new series" statement.

Some of the information in the record is out of date—notably the name of the body. This will be addressed in module 10.
Exercise 5

Cover of the April 2008 print issue in hand:

Popular Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular Science
Founded in 1872 * Volume 272 * Number 4
ISSN 0161-7370
A search produced two records. Which is the better choice for the bibliographic data above and why?

### Record 1

<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>s</td>
<td>Form</td>
<td>a</td>
<td>Conf</td>
<td>0</td>
<td>Freq</td>
<td>u</td>
<td>MRec</td>
</tr>
<tr>
<td>S/L</td>
<td>0</td>
<td>Orig</td>
<td>EntW:</td>
<td>Regl</td>
<td>u</td>
<td>Alph</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>a</td>
<td>SrTp</td>
<td>Cont:</td>
<td>DtSt</td>
<td>c</td>
<td>Dates</td>
<td>1950,9999</td>
<td></td>
</tr>
</tbody>
</table>

010 ## $a sf87090526

007 ## $a h $b d $c u $d a $e f $f b $g b $h a $i c $j a

022 ## $a 0161-7370

042 ## $a msc

050 00 $a Microfilm 06202 $u <MicRR>

130 0# $a Popular science (New York, N.Y.)

222 #0 $a Popular science $b (New York)

245 10 $a Popular science $h [microform].

246 13 $a Popular science monthly


300 ## $a v. : $b ill. ; $c 24-29 cm.

310 ## $a Monthly

362 0# $a [Vol. 157, no. 1] (July 1950)-

533 ## $a Microfilm. $b Ann Arbor, Mich. : $c University Microfilms International. $e microfilm reels ; 35 mm.

650 #0 $a Science $v Periodicals.

650 #0 $a Technology $v Periodicals.

780 00 $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)sf 8790524 $w (OCoLC)7641313
Record 2

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq m MRec Ctry: nyu
S/L 0 Orig EntW: Regl r Alph a
Desc a SrTp p Cont: DtSt c Dates 1950,9999
010 ## $a 81640658 $z sc78000900 $z sn78004685
022 0# $a 0161-7370
042 ## $a lc $a nsdp
050 00 $a AP2 $b .P8
082 ## $a 505
130 0# $a Popular science (New York, N.Y.)
210 0# $a Pop. sci. $b (N.Y. N.Y.)
222 #0 $a Popular science $b (New York, N.Y.)
245 10 $a Popular science.
246 13 $a Popular science monthly
265 ## $a Popular Science, Box 2871, Boulder, CO 80322  {265 obsolete; use 037}
300 ## $a v. : $b ill. ; $c 24-29 cm.
310 ## $a Monthly
362 0# $a [Vol. 157, no. 1] (July 1950)-
500 ## $a Title from cover.
500 ## $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530 ## $a Available also in microform.
650 #0$8a Science $v Periodicals.
650 #0 $a Technology $v Periodicals.
650 #2 $a Science $v periodicals.
650 #2 $a Technology $v periodicals.
780 00 St Popular science monthly (New York, N.Y. : 1900) $w (DLC) 01008317 $w (OCoLC)4179801
936 ## $a Vol. 228, no. 3 (Mar. 1986) LIC

Which record best fits the piece in hand? Record 1  Record 2

Although the ISSN and title match both records, the first record is for a microform and the second is for the print version of the journal.
1. It is a serial record.
2. It is successive entry, cataloged according to a pre-RDA code (AACR2)
3. The title matches
4. The dates match.
5. The enumeration fits.
6. The ISSN matches.
Note: This record not cataloged according to CONSER Record Standard guidelines
Cover:

THE SATURDAY EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 2013

Table of contents:

THE SATURDAY EVENING POST

Founded A.D. 1728 by Benjamin Franklin

March/April 2013 Vol. 285, No. 2

The Saturday Evening Post (ISSN: 0048-9239) is published bimonthly by the Benjamin Franklin Literary & Medical Society, Inc., at 1100 Waterway Boulevard, P.O. Box 567, Indianapolis, IN 46202.

A search produced two records. Which is the better choice for the bibliographic data above and why?
Record 1

<table>
<thead>
<tr>
<th>Type</th>
<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BLvl: s  Form: Conf 0  Freq: w  MRec:  Ctry: pau

S/L 0  Orig: e  EntW:  Regl: r  Alph

Desc: a  SrTp: n  Cont:  DtSt: d  Dates: 1821, 1830

010 ## $a sn83025932 $z sn84026131
042 ## $a lcd $a msc
043 ## $a n-us-pa
090 ## $a AP2 $b .S2
130 0# $a Saturday evening post (Philadelphia, Pa. : 1821)
245 14 $a The Saturday evening post.
246 13 $a Evening post
300 ## $a v.
310 ## $a Weekly
362 1# $a Began Aug. 4, 1821.
362 0# $a -v. 9, whole no. 491 (Dec. 25, 1830).
500 ## $a Description based on: Vol. 1, no. 3 (Aug. 18, 1821).
525 ## $a Supplements accompany some issues and are called: Saturday evening post - Extra.
530 ## $a Available on microfilm from UMI, as part of the American Periodical series, 1800-1850.
651 #0 $a Philadelphia (Pa.) $v Newspapers.
700 1# $a Atkinson, Samuel Coate.
752 ## $a United States $b Pennsylvania $c Philadelphia $d Philadelphia.
785 00 St Atkinson's Saturday evening post (Philadelphia, Pa. : 1831) $w (DLC)sn 84026168 $w (OCoLC)7335088
Which record best fits the piece in hand?  Record 1  

Although the title matches both records, the first record is an earlier title that ceased in 1830 while the second record is an open entry.

1. It is a serial record.
2. It is successive entry, cataloged according to a pre-RDA code (AACR2)
3. The 245 title proper matches the piece in hand
4. The dates match.
5. The enumeration fits.
6. The ISSN matches.
Note: These records not cataloged according to CONSER Standard Record guidelines

Exercise 7

Cover:

The Smart Museum of Art

BULLETIN

2006-2007

Title page:

The Smart Museum of Art Bulletin

2006-2007

The David and Alfred Smart Museum of Art
The University of Chicago

Page [2]:
Volume 18, 2006/2007
Copyright ©2007 by the David and Alfred Smart Museum of Art, The University of Chicago, 5570 South Greenwood Avenue, Chicago, Illinois, 60637.
ISSN: 1099-2413
Does the following record match the bibliographic data above?

Type a ELvl Srce d GPub Ctrl Lang eng
BLvl s Form Conf ■ Freq ■ MRec Ctry: ilu
S/L 0 Orig ■ EntW: Regl ■ Alph a
Desc i SrTp Cont: DtSt c Dates 1996,9999

010 ## $a sn98002137
040 ## $a NSD $b eng $e rda $c NSD
022 0# $a 1099-2413 $2 1
037 ## $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550 S. Greenwood Ave., Chicago, IL 60637
042 ## $a nsdp $a pcc
082 10 $a 708 $2 12
210 0# $a Smart Museum Art bull.
222 #4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art Bulletin.
264 #1 $a Chicago, Illinois : $b David and Alfred Smart Museum of Art, The University of Chicago, $c [1995]-
310 ## $a Annual
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
500 ## $a Description based on: Volume 7 (1995/1996); title from title page
710 2# $a David and Alfred Smart Museum of Art, $e issuing body.
780 00 $t Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233

Circle one. The copy fits: Yes No

List your reasons:
1. It is a serial record.
2. It is successive entry, cataloged according to RDA CSR guidelines.
3. The 245 title proper matches the piece.
4. The dates match.
5. The enumeration and chronological designations fit.
6. The ISSN matches.
Exercise 8

Does the following record match the bibliographic data above?

<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>spa</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLvl</td>
<td>s</td>
<td>Form</td>
<td>Conf</td>
<td>0</td>
<td>Freq</td>
<td>s</td>
<td>MRec</td>
<td>Ctry</td>
</tr>
<tr>
<td>S/L</td>
<td>0</td>
<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>a</td>
<td>SrTp</td>
<td>p</td>
<td>Cont</td>
<td>DtSt</td>
<td>d</td>
<td>Dates</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1986,1991</td>
<td></td>
</tr>
</tbody>
</table>

010 ## $a 87655069 $z sn 87362299
040 ## $a PIT $b eng $c PIT $d DLC $d HUL $d NST $d DLC $d NST
022 ## $a 0121-2117 $l 0121-2117
041 0# $a eng $a spa
042 ## $a pcc
043 ## $a s-ck---
050 00 $a PQ8160 $b .R48
245 00 $a Revista de estudios colombianos / $c Asociación de Colombianistas Norteamericanos.
300 ## $a 10 v. : $b ill. ; $c 28 cm.
310 ## $a Semiannual
362 0# $a [No 1]-no 10.
500 ## $a Title from cover.
500 ## $a Imprint varies.
515 ## $a First issue is not numbered or dated.
546 ## $a English and Spanish.
650 #0 $a Colombian literature $x History and criticism $v Periodicals.
710 2# $a Asociación de Colombianistas Norteamericanos.
785 00 $t Revista de estudios colombianos y latinoamericanos $w (DLC) 95656258 $w (OCoLC)26023155

Circle one. The copy fits: Yes  No
List your reasons
1. It is a serial record.
2. It is successive entry, cataloged according to a pre-RDA code (AACR2)
3. The 245 title proper matches the piece.
4. The ISSN matches.
5. The enumeration and chronology do not fit the coverage of the record
6. The issuing bodies do not match the record
THIS PAGE INTENTIONALLY LEFT BLANK FOR DOUBLE SIDED COPY
Module 10: Answers to Exercises

Part A (5 exercises)

Compare the bibliographic information to data on the issues received. Modify copy following the CONSER Standard Record guidelines.

Part B (7 exercises)

Compare the bibliographic information about the issue in hand given in the following pages with the copy provided and indicate any editing necessary. The copy may not include all MARC tags.

Part C (2 exercises)

Edit the copy provided to indicate cessations based on the information provided.

Trainers please note: There are many exercises for module 10; trainers should be selective.
### Part A.

Instructions: Below and on the left are segments from existing catalog records cataloged according to the CONSER Standard Record guidelines. On the right-hand side are the issues received by your library. How would you modify the existing catalog record following the CONSER Standard Record guidelines?

#### No. 1

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FF:</strong> Freq ■ Regl ■ DtSt c Dates 1970, 9999</td>
<td></td>
</tr>
<tr>
<td>362 1# $a Began with August/September 1970.</td>
<td></td>
</tr>
<tr>
<td>588 ## $a Description based on: Aug./Sept. 1970; title from t.p.</td>
<td></td>
</tr>
</tbody>
</table>

**Answer:** This is a cessation

| FF: Freq ■ Regl ■ DtSt d Dates 1970, 2003                                               |                                                                          |
| 362 1# $a Began with August/September 1970; ceased with March 2003.                      |                                                                          |
| 588 ## $a Description based on: Aug./Sept. 1970; title from t.p.                        |                                                                          |

Reminder: RDA Appendix B Abbreviations and Symbols does not include abbreviations for months. Catalogers should write out the full form for months unless abbreviated on the item.

#### No. 2

<table>
<thead>
<tr>
<th>In bibliographic record</th>
<th>On issues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FF:</strong> Freq ■ Regl ■ DtSt c Dates 1995, 9999</td>
<td></td>
</tr>
<tr>
<td>362 1# $a Began with Volume 1, Number 1 (January 1995).</td>
<td></td>
</tr>
<tr>
<td>588 ## $a Description based on: Volume 1, Number 1 (January 1995); title from page.</td>
<td></td>
</tr>
<tr>
<td>588 ## $a Latest issue consulted: Volume 1, Number 1 (January 1995).</td>
<td></td>
</tr>
</tbody>
</table>

**Answer:** This is a numbering change

| FF: Freq ■ Regl ■ DtSt c Dates 1995, 9999                                               |                                                                        |
| 362 1# $a Began with Volume 1, Number 1 (January 1995).                                 |                                                                        |
| 588 ## $a Description based on: Volume 1, Number 1 (January 1995); title from page.   |                                                                        |

OR:
362 1# Began with Volume 1, Number 1 (January 1995).
Note: Catalogers will find various ways to express this situation, e.g.: “Issues for Jan. 2007- lack volume numbering” Reminder: Notes are not prescriptive. So long as the message is clear, don’t worry about wording differences.

**No. 3**

**In bibliographic record**

<table>
<thead>
<tr>
<th>FF:</th>
<th>Freq ■</th>
<th>Regl ■</th>
<th>DtSt c</th>
<th>Dates 1998, 9999</th>
</tr>
</thead>
<tbody>
<tr>
<td>310 ## $a Bimonthly</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>362 1# $a Began with May/June 1998.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588 ## $a Description based on: May/June 1998; title from cover.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**On issues**

| In issue: November/December 1999 |
| Masthead: Published bimonthly by… |
| In issue: January 2000 |
| Masthead: Published monthly by … |
| In issue: August 2006 |
| Masthead: Published monthly by … |

**Answer:** This is a frequency change

**FF:**

<table>
<thead>
<tr>
<th>Freq ■</th>
<th>Regl ■</th>
<th>DtSt c</th>
<th>Dates 1998, 9999</th>
</tr>
</thead>
</table>

| 310 ## $a Monthly, $b January 2000- |
| 321 ## $a Bimonthly, $b May/June 1998-November/December 1999 |
| 362 1# $a Began with May/June 1998. |

| 588 ## $a Description based on: May/June 1998; title from cover. |
| 588 ## $a Latest issue consulted: August 2006. |

**No. 4**

**In bibliographic record**

<table>
<thead>
<tr>
<th>FF:</th>
<th>Freq ■</th>
<th>Regl ■</th>
<th>DtSt c</th>
<th>Dates 1943, 9999</th>
</tr>
</thead>
</table>

| 362 1# $a Began in 1943. |
| 588 ## $a Description based on: Vol. 2, no. 1 (July 1944); title from cover. |
| 588 ## $a Latest issue consulted: Vol. 2, no. 1 (July 1944) |

**On issues**

| Vol. 10 No. 12 June 1952 |
| Number 1 July 1953 |
| Number 108 March 2008 |

**Answer:** This is a numbering change.

**FF:**

<table>
<thead>
<tr>
<th>Freq ■</th>
<th>Regl ■</th>
<th>DtSt c</th>
<th>Dates 1943, 9999</th>
</tr>
</thead>
</table>

| 362 1# $a Began in 1943. Numbering starts over with number 1 (July 1953). |
| 588 ## $a Description based on: Vol. 2, No. 1 (July 1944). |
| 588 ## $a Latest issue consulted: Number 108 (March 2008). |

**No. 5**
In bibliographic record

<table>
<thead>
<tr>
<th>FF: Freq</th>
<th>Regl</th>
<th>DtSt d</th>
<th>Dates 1999, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>362 1# $a Began with no. 38 (winter 1999).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588 ## $a Description based on: No. 40 (summer 1999); title from cover.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588 ## $a Latest issue consulted: No. 69 (fall 2006).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On issues

Library received issue no. 70 winter 2007.
Library claimed issues for spring, summer, and fall 2007.
Message from publisher: … ended in 2007. We are no longer publishing this journal.

Answer: This is a cessation.

<table>
<thead>
<tr>
<th>FF: Freq</th>
<th>Regl</th>
<th>DtSt d</th>
<th>Dates 1999, 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>362 1# $a Began with no. 38 (winter 1999); ceased in 2007.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588 ## $a Description based on: No. 40 (summer 1999); title from cover.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>588 ## $a Latest issue consulted: No. 70 (winter 2007).</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: if the cataloger could be sure that no. 70 was the last issue, then
362 1# $a Began with no. 38 (winter 1999); ceased with no. 70 (winter 2007).
588 ## $a Description based on: No. 40 (summer 1999); title from cover.
588 ## $a Latest issue consulted: No. 70 (winter 2007).
Part B
Exercise 1

Top of page [1]:

vol. 29 nos. 2-4 december 2007

newsletter of the

North Carolina Folklore Society

Hiddenite Center
Box 311
Hiddenite, NC 28636-0311
Type a    ELvl     Srce d   GPub   Ctrl     Lang  eng  
BLvl s   Form    Conf 0   Freq q   MRec     Ctry neu  
S/L 0    Orig    EntW   Regl x   Alph a  
Desc a   SrTp p   Cont   DtSt c   Dates 1977,9999  
010 ## $a 97645992 $z sn86014420  
040 ## $a NSD $c NSD $d NST $d IXA $d DLC  
012 ## $a 9710 $l 1 $z d  
022 0- $a 0888-6121 $2 1  
042 ## $a nsdp $a lc  
043 ## $a n-us-nc  
050 00 $a GR110.N8 $b N49 $u <AFC>  
082 1# $a 390 $2 1  
210 0# $a Newsl. N.C. Folk. Soc.  
222 00 $a Newsletter of the North Carolina Folklore Society  
245 00 $a Newsletter of the North Carolina Folklore Society.  
260 ## $a Boone, NC : $b North Carolina Folklore Society, $c 1977-  
300 ## $a v. ; $c 28 cm.  
310 ## $a 3 or 4 no. a year, $b 1986-  
321 ## $a Irregular, $b 1977-1985  
362 0# $a Vol. 1, no. 1 (5 Feb. 1977)-  
500 ## $a Title from caption.  
500 ## $a Latest issue consulted: Vol. 30, no. 3 (Sept. 2008).  
515 ## $a Some issues do not have a numeric designation.  
650 #0 $a Folklore $z North Carolina $v Periodicals.  
610 20 $a North Carolina Folklore Society $v Periodicals.  
651 #0 $a North Carolina $x Social life and customs $v Periodicals.  
710 2# $a North Carolina Folklore Society.  
850 ## $a DLC $a DeU $a MiDW $a TxU $a UU $a ViBlbV  

Indicate which field(s) would need editing and which fields you would add to the record above.

1. Even though the city of publication has changed, the state has not so this would not be noted nor would the fixed field Country of Publication code change.

2. The cataloger familiar with the RDA CONSER Standard Record guidelines will notice some differences: (a) Coding for the Fixed Field (Conf, Freq, Regl); (b) Use of 260 rather than 264; (c) presence/absence of 300 field; (d) formatted 362 field (362 0#). However, unless the information is out of date, no modification is required.
Exercise 2

Cover:

<table>
<thead>
<tr>
<th>Now</th>
<th>February 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly!</td>
<td>Vol. 22 No. 2</td>
</tr>
</tbody>
</table>

Conscious Choice
The Journal of Ecology & Natural Living

Page [5] table of contents:

Conscious Choice © is published monthly by Conscious Enlightenment 920 N. Franklin, Suite 202, Chicago, IL 60610.

Page 6 editorial matter sidebar:

Conscious Choice was created in 1988 to encourage people to take personal responsibility in their lives.
Indicate which field(s) would need editing and which fields you would add to the record above.
1. The fixed field dates should be corrected to reflect that the publisher states the beginning date in the sidebar on page six.
2. The frequency note (310 field) should be updated to reflect the current frequency, with a $b to show the period related to that frequency (i.e., that the serial was monthly only from some date after 1988).
3. The cataloger should preserve the previous frequency in a 321 note (as shown).
4. An unformatted 362 field can be added to reflect the beginning date.
5. The word in the 500 quoted note no longer appears on the piece but could be left in the record.
6. A Latest issue consulted (LIC) note indicates the most recent issue seen by the cataloger. The LIC should be enhanced to: 588 ## $a Latest issue consulted: Vol. 20, No. 2 (February 2007).
Exercise 3

Cover:

July 1998

Ebony

Table of contents page:

*Ebony* incorporating *Black World Magazine* (ISSN 0012-9011)
July 1998 Vol. LIII, No. 9

Masthead:

Vol. LIII, No. 9 July 1998
Publisher: John H. Johnson
Printed in USA

Cover:

July 2013

Ebony

Masthead:

Vol. LXVIII, No. 9 July 2013
Publisher: Johnson Publishing Company
Printed in USA
Indicate which field(s) would need editing and which fields you would add to the record below:

```
Type a   ELvl     Srce d   GPub   Ctrl   Lang   eng
BLvl s   Form     Conf 0   Freq m   MRec   Ctry   ilu
S/L 0    Orig      EntW   Regl r    Alph a
Desc     SrTp p    Cont   DtSt c   Dates 1945,9999
010  ##  $a 52042074
022  0#  $a 0012-9011 $2 1
040  ##  $a MnMULS Sc MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP
      $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M
042  ##  $a nsdp $a lc
043  ##  $a n-us##-
050  00  $a AP2$b.E165
210  0#  $a Ebony
222  #0  $a Ebony
245  00  $a Ebony.
260  ##  $a [Chicago, $b Johnson Pub. Co., etc.]
265  ##  $a 820 South Michigan Ave., 60605 {obsolete}
300  ##  $b ill., ports.$c35 cm.
350  ##  $a $10.00 (U.S.) $a $11.00 (foreign)
362  0#  $a v. 1- Nov. 1945-
515  ##  $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30.
650  #0  $a African Americans $v Periodicals.
936  ##  $a Nov. 1949-Oct. 1950
```
Edited in the style of AACR1:

<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>v</td>
<td>s</td>
<td>Form</td>
<td>Conf</td>
<td>0</td>
<td>Freq</td>
<td>m</td>
<td>MRec</td>
</tr>
<tr>
<td>S/L</td>
<td>0</td>
<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>SrTp</td>
<td>p</td>
<td>Cont</td>
<td>DtSt</td>
<td>c</td>
<td>Dates</td>
<td>1945,9999</td>
<td></td>
</tr>
</tbody>
</table>

| 010 | ## | $a 52042074 |
| 022 | 0# | $a 0012-9011 | S2 | 1 |
| 040 | ## | $a MnMULS Sc MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M |
| 042 | ## | $a nsdp $a lc |
| 043 | ## | $a n-us##- |
| 050 | 00 | $a AP2$b.E165 |
| 210 | 0# | $a Ebony |
| 222 | #0 | $a Ebony |
| 245 | 00 | $a Ebony. |
| 260 | ## | $a [Chicago, $b Johnson Pub. Co., etc.] |
| 300 | ## | $b ill., ports.$c35 cm. |
| 362 | 0# | $a v. 1- Nov. 1945- |
| 515 | ## | $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30. |
| 650 | #0 | $a African Americans $v Periodicals. |

**780 05 St Black World Magazine Sx 0012-9011**

**936** ## $a Nov. 1949-Oct. 1950 $a Vol. 68, no. 9 (July 2013)

Edited using the RDA hybrid record technique:

<table>
<thead>
<tr>
<th>Type</th>
<th>a</th>
<th>ELvl</th>
<th>Srce</th>
<th>d</th>
<th>GPub</th>
<th>Ctrl</th>
<th>Lang</th>
<th>eng</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>v</td>
<td>s</td>
<td>Form</td>
<td>Conf</td>
<td>0</td>
<td>Freq</td>
<td>m</td>
<td>MRec</td>
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<td>Orig</td>
<td>EntW</td>
<td>Regl</td>
<td>r</td>
<td>Alph</td>
<td>a</td>
<td></td>
</tr>
<tr>
<td>Desc</td>
<td>SrTp</td>
<td>p</td>
<td>Cont</td>
<td>DtSt</td>
<td>c</td>
<td>Dates</td>
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| 010 | ## | $a 52042074 |
| 022 | 0# | $a 0012-9011 | S2 | 1 |
| 040 | ## | $a MnMULS Sc MnMULS $d CtY $d NSDP $d DLC $d NSDP $d DLC $d OcoLC $d NST $d AIP $d NSDP $d AIP $d NST $d NSDP $d NST $d NSDP $d OcoLC $d OCU-M |
| 042 | ## | $a nsdp $a lc |
| 043 | ## | $a n-us##- |
| 050 | 00 | $a AP2$b.E165 |
| 210 | 0# | $a Ebony |
| 222 | #0 | $a Ebony |
| 245 | 00 | $a Ebony. |
| 260 | ## | $a [Chicago, $b Johnson Pub. Co., etc.] |
| 300 | ## | $b ill., ports.$c 35 cm. |
| 310 | ## | $a Monthly |
| 336 | ## | $a text $b txt $2 rdacontent |
| 337 | ## | $a unmediated $b n $2 rdamedia |
| 338 | ## | $a volume $b nc $2 rdacarrier |
| 362 | 0# | $a v. 1- Nov. 1945- |
| 515 | ## | $a Some irregularities in numbering; some numbers in vol. 29 incorrectly numbered vol. 30. |

**588 ## $a Description based on: Nov. 1949/Oct. 1950.**

**588 ## $a Latest issue consulted: Vol. LXVIII, no. 9 (July 2013**

**650 #0 $a African Americans $v Periodicals.**

**780 05 St Black World Magazine Sx 0012-9011**

[italics show other optional changes]
Indicate which field(s) would need editing and which fields you would add to the record above.

1. There is new information about a title that has been absorbed: Black World Magazine. A linking entry could be made to reflect this new data.

2. Note the confusing placement of the ISSN after the related title and not with the title to which it belongs.

3. Note also that this is an AACR1 record (Desc blank). Unlike AACR2 or RDA, AACR1 used latest-issue cataloging conventions. So, for example, the 260 field reflects the latest issue consulted rather than the earliest issue. CONSER is in the process of working out a “hybrid record” technique for modifying these older records.
Exercise 4

Cover:

THE CEYLON MEDICAL JOURNAL
Established 1887

Volume 43, No. 3, September 1998

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Page 128:
Published by The Sri Lanka Medical Association
Colombo, Sri Lanka

THE CEYLON MEDICAL JOURNAL
Established 1887

Volume 59, No. 1, March 2014

Contents
{table of contents omitted}

SRI LANKA MEDICAL ASSOCIATION QUARTERLY ISSN 0009-0875

Masthead: Published by The Sri Lanka Medical Association, Colombo, Sri Lanka
Type   a     ELvl       Srce   d    GPub        Ctrl         Lang   eng
BLvl   s     Form      Conf   0    Freq  q     MRec       Ctry   ce
S/L  0     Orig         EntW       Regl   r     Alph
Desc         SrTp   p   Cont         DtSt   c    Dates  1952,9999
010 ## $a sn 86012860
022 ## $a 0009-0875 $2 z
040 ## $a MnMULS $c MnMULS $d CU-UC $d RCS $ dAIP $d NST
042 ## $a nsdp
060 0# $a W1 CE945
210 0# $a Ceylon med. j.
222 #0 $a Ceylon medical journal
245 00 $a Ceylon medical journal.
260 ## $a Colombo, $b Ceylon Medical Association.
300 ## $a v. $b ill. $c 25 cm.
362 0# $a new series, v. 1- May 1952-
500 ## $a Published by the Ceylon Medical Association, 1952-
650 #0 $a Medicine $v Periodicals.
710 2# $a Ceylon Medical Association.
780 02 $a British Medical Association. Ceylon Branch. St Journal
936 ## $a Unknown $a Vol. 6, no. 2 (Dec. 1961)

[Editing the record according to the earlier style.]
Type   a     ELvl       Srce   d    GPub        Ctrl         Lang   eng
BLvl   s     Form      Conf   0    Freq  q     MRec       Ctry   ce
S/L  0     Orig         EntW       Regl   r     Alph
Desc         SrTp   p   Cont         DtSt   c    Dates  1952,9999
010 ## $a sn 86012860
022 ## $a 0009-0875 $2 z
040 ## $a MnMULS $c MnMULS $d CU-UC $d RCS $ dAIP $d NST
042 ## $a nsdp
060 00 $a W1 CE945
210 0# $a Ceylon med. j.
222 #0 $a Ceylon medical journal
245 00 $a Ceylon medical journal.
260 ## $a Colombo, $b Sri Lanka Medical Association.
362 0# $a new series, v. 1- May 1952-
500 ## $a Published by the Ceylon Medical Association, 1952-
650 #0 $a Medicine $v Periodicals.
710 2# $a Ceylon Medical Association.
710 2# $a Sri Lanka Medical Association.
780 02 $a British Medical Association. Ceylon Branch. St Journal
936 ## $a Unknown $a Vol. 59, no. 1 (March 2014)
[Using the Hybrid Record approach]

Type  a  ELvl  Srce  d  GPub  Ctrl  Lang  eng
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S/L  0  Orig  EntW  Regl  r  Alph
Desc  SrTp  p  Cont  DtSt  c  Dates  1952,9999

010  ##  $a sn 86012860
022  ##  $a 0009-0875 $2 z
040  ##  $a MnMULS $c MnMULS $d CU-UC $d RCS $d AIP $d NST
042  ##  $a nsdp
060  0#  $a W1 CE945
210  0#  $a Ceylon med. j.
222  #0  $a Ceylon medical journal
245  00  $a Ceylon medical journal.
264 31  $3 <September 1998> : $a Colombo : $b Sri Lanka Medical Association
300  ##  $a volumes $b illustrations $c 25 cm
310  ##  $a Quarterly
336  ##  $a text $b txt $c rdacontent
337  ##  $a unmediated $b n $c rdamedia
338  ##  $a volume $b nc $c rdacarrier
362  0#  $a new series, v. 1- May 1952-
588  ##  $a Description based on: Vol. 6, no. 2 (Dec. 1961).
588  ##  $a Latest issue consulted: Volume 59, no. 1 (March 2014).
650  #0  $a Medicine $v Periodicals.
710  20  $a Ceylon Medical Association.
710 2#  $a Sri Lanka Medical Association, $e issuing body.
780  02  $a British Medical Association. Ceylon Branch. $t Journal

Indicate which field(s) would need editing and which fields you would add to the record above.

Editing according to earlier conventions: The piece in hand has a later form of the corporate body's name. This is an AACR1 record; description is based on the latest issue. The publisher changed and the earlier publisher is given in a 500 note. An authorized access point is made for the new name.

Editing following the Hybrid Record approach and RDA: Following AACR1 rules, the description was based on the Dec. 1961 issue; that is brought into a 588 DBO note. The latest issue in hand is given in a 588 LIC note. Then, following RDA CONSER Standard Record guidelines, modify the 260 field to show the date of the issue used to create the original publishing statement. (Minor changes were not always reflected in the record; but we know that as of the Dec. 1961 issue, the publisher appeared as shown.) Then add a field for the later publisher statement. Finally, an authorized access point for the new name is made. Some additional optional modifications are also shown (in italics)
Cover of the April 2008 print issue in hand:

Popular Science

April 2008
Times Mirror Magazines

Table of Contents page:

April 2008

Popular
Science
Founded in 1872 * Volume 263 * Number 4
ISSN 0161-7370
010 ## $a 81640658 $z sc78000900 $z sn78004685
022 0# $a 0161-7370 $2 1
042 ## $a le $a nsdp
050 00 $a AP2 $b .P8
082 ## $a 505
130 0# $a Popular science (New York, N.Y.)
210 0# $a Pop. sci. $b (N.Y.N.Y.)
222 #0 $a Popular science $b (New York, N.Y.)
245 10 $a Popular science.
246 13 $a Popular science monthly
265 ## $a Popular Science, Box 2871, Boulder, CO 80322
300 ## $a v. : $b ill. ; $c 24-29 cm.
310 ## $a Monthly
362 0- $a [Vol. 157, no. 1] (July 1950)-
500 ## $a Title from cover.
500 ## $a Publisher varies: Times Mirror Magazines, <Mar. 1986->
530 ## $a Available also in microform.
650 #0 $a Science $v Periodicals.
650 #0 $a Technology $v Periodicals.
650 #2 $a Science $v periodicals.
650 #2 $a Technology $v periodicals.
780 00 $t Popular science monthly (New York, N.Y. : 1900) $w (DLC)
01008317 $Sw (OCoLC)4179801
936 ## $a Vol. 228, no. 3 (Mar. 1986) LIC

Indicate which field(s) would need editing and which fields you would add to the record above.

Answer: In this case there is no editing that would be necessary.
### Exercise 7

Cover:

**The Smart Museum of Art**

**BULLETIN**

2006-2007
Type a ELvl 7 Srce d GPub Ctrl Lang eng
BLvl s Form Conf 0 Freq a MRec Ctry ilu
S/L 0 Orig EntW Regl r Alph a
Desc a SrTp Cont DtSt c Dates 1996,9999

010 ## $a sn98002137
040 ## $a NSD Sc NSD
022 0# $a 1099-2413 $2 1
037 ## $b David and Alfred Smart Museum of Art, Univ. of Chicago, 5550
S. Greenwood Ave., Chicago, IL 60637
042 ## $a nsdp $a lcd
082 10 $a 708 $2 12
210 0# $a Smart Museum Art bull.
222 #4 $a The Smart Museum of Art bulletin
245 04 $a The Smart Museum of Art bulletin.
260 ## $a Chicago, Ill. : Sb The Museum, University of Chicago, Sc c1997-
300 ## $a v.
310 ## $a Annual
362 0# $a Vol. 7 (1995-1996)-
710 2# $a David and Alfred Smart Museum of Art.
780 00 St Bulletin (David and Alfred Smart Museum of Art) $x 1067-8808 $w (DLC) 93644233
936 ## $a vol. 8 (1996-1997) LIC
Indicate which field(s) would need editing and which fields you would add to the record above.

1. The Encoding level can be changed to blank (if CONSER library) from "7" (Minimal level).
2. Note that that publishing statement has the abbreviated form “The Museum” which is now not used. This does not need to be changed, unless you wish to do so to provide better access through the 260 field.
3. The physical description could be completed, although this is not critical. (The extent, coded in the 300 field, subfield $a$, is only core for RDA for ceased publications where the extent is known.)
4. Latest issue consulted should be added; and the 936 deleted.
5. Subject headings should be added to the record.
6. The earlier title link should be checked against your catalog to see if you hold the title and if so, whether the form of the linking entry matches.
7. This record was originally cataloged according to a pre-RDA (AACR2) code, but can be edited according to RDA/CONSER Standard Record guidelines (hybrid record approach).
Part C: Edit the copy provided to indicate cessations based on the information provided.

Exercise 1: The last issue that received of City Limits was: Volume 35 number 1, with the coverage date March/April 2011. In response to claims, the publisher sent a letter explaining that the last issue published was for volume 36, number 2—the May/June 2012 issue. How would you edit the record?

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<td>362</td>
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Desc | SrTp | p | Cont | DtSt | d | Dates | 2010, 2012 |
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<td>$a Bimonthly</td>
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<td>$a Community development, Urban $z New York (State) $z New York $v Periodicals.</td>
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<td>$a Community Service Society of New York.</td>
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<tr>
<td>780</td>
<td>00</td>
<td>$t City limits investigates $x 1937-4127 $w (DLC) 2007249047 $w (OCoLC)141194594</td>
</tr>
</tbody>
</table>

1. The Fixed Field Publication Status should change to “d” and Date2 should change to “2012”
2. Do not enter an ending date in the 260 publication statement because the library does not have the last issue in hand
3. Do not complete the extent (300 $a) because the library lacks the final issue.
4. Enter the last published issue in the 362 note “ceased with …”
5. Enter the last available issue in the Latest issue consulted (LIC) note.

This record was originally cataloged according to a pre-RDA (AACR2) code, but can be ceased according to RDA/CONSER Standard Record guidelines (hybrid record approach).
Exercise 2: The last issue of California Fruit & Nut Review was vol. 32, no. 6; after that, the title became Pacific Region Fruit & Nut Review. How would you cease the record for California Fruit & Nut Review? What additional field is needed to provide navigation to the new title?
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022 1# $a 0279-263X $s 0279-263X $2 1
042 ## $a nsdp $a pcc
043 ## $a n-us-ca
050 14 $a HD9247.C2 $s C34
222 #0 $a California fruit & nut review
245 00 $a California fruit & nut review.
246 1# $a California fruit and nut review
264 #1 $3 1981- : $a Sacramento, California : $b United States Department of Agriculture cooperating with California Department of Food and Agriculture, $c 1981-
264 31 $3 <June 2009-> : $a Sacramento, California : $b United States Department of Agriculture, National Agricultural Statistics Service, Pacific Region Office
300 ## $a volumes : $b illustrations ; $c 28 cm
310 ## $a Monthly, except Nov., $b <Oct. 14, 1992->
321 ## $a Monthly, $b 1981-
336 ## $a text $b txt $2 rdacontent
337 ## $a unmediated $b n $2 rdamedia
338 ## $a volume $b nc $2 rdacarrier
362 1# $a Began with vol. 1, no. 1 (July 15, 1981).
588 ## $a Description based on: Vol. 1, no. 1 (July 15, 1981); title from caption.
588 ## $a Latest issue consulted: Vol. 29, no. 6 (June 16 2009).
650 #0 $a Fruit $z California $v Statistics $v Periodicals.
650 #0 $a Nuts $z California $v Statistics $v Periodicals.

[Some fields have been omitted for simplification]
The fields to edit are:

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</tbody>
</table>

<table>
<thead>
<tr>
<th>BLvl</th>
<th>Form</th>
<th>Conf</th>
<th>Freq</th>
<th>MRec</th>
<th>Ctry</th>
<th>ilu</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>S/L</th>
<th>Orig</th>
<th>EntW</th>
<th>Regl</th>
<th>Alph</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Desc</th>
<th>SrTp</th>
<th>p</th>
<th>Cont</th>
<th>DtSt</th>
<th>Dates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td></td>
<td>p</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

264 #1 $3 1981- : $a Sacramento, California : $b United States Department of Agriculture cooperating with California Department of Food and Agriculture, $c 1981-[2012]
300 ## $a 33 volumes : $b illustrations ; $c 28 cm
321 ## $a Monthly, $b 1981-
362 1# $a Began with vol. 1, no. 1 (July 15, 1981); ceased with vol. 32, no. 6 (June 16, 2012).
588 ## $a Latest issue consulted: Vol. 32, no. 6 (June 16, 2012).
785 00 $t Pacific region fruit & nut review

Indicate which field(s) would need editing and which fields you would add to the record above.
1. The Fixed Field elements Publication Status (008/06) should be changed to “d” and the Date2 (008/11-14) should be changed from “9999” to 2012
2. In the first publication statement, the end date of publication should be entered in $c; and in the second publication statement, the end date should be added to the subfield $3 materials specified.
3. The extent should be completed (33 volumes), since known.
4. The end date of current frequency should be entered
5. The end numbering/date should be added to the 362 field
6. The Latest issue consulted note should be updated
7. A linking 785 field with the new title should be added.
Appendix G: MARC TAGGING AND RDA INSTRUCTIONS

This appendix consists of two parts:

Part A. Commonly-used serial tags
Part B. MARC coding needed to complete exercises
Part C. RDA instructions regarding changes requiring a new record

PART A. COMMONLY-USED SERIAL TAGS

Following is a selected list of MARC tags that are frequently used in serial records or that will be found in CONSER records. Consult the CONSER Editing Guide or other documentation for a complete list and instructions on their use.

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>007</td>
<td>Physical description fixed field (used primarily for microforms and e-serials)</td>
</tr>
<tr>
<td>008/Leader</td>
<td>Fixed field display found in workforms on OCLC or local systems; serials fixed field is used for all printed serials, microforms, and computer files that are textual; for serial maps, sound recordings, etc. the map, etc. 008 is used with a serial 006</td>
</tr>
<tr>
<td>010</td>
<td>LC control number (used in CONSER records)</td>
</tr>
<tr>
<td>022</td>
<td>ISSN</td>
</tr>
<tr>
<td>042</td>
<td>CONSER authentication field</td>
</tr>
<tr>
<td>050</td>
<td>LC classification number</td>
</tr>
<tr>
<td>110</td>
<td>Creator—corporate body (personal main entry rarely used)</td>
</tr>
<tr>
<td>111</td>
<td>Creator—conference heading</td>
</tr>
<tr>
<td>130</td>
<td>Work Authorized Access Point (frequently used for conflicting titles)</td>
</tr>
<tr>
<td>210</td>
<td>Abbreviated title (contains the abbreviation of the title used in abstracting and indexing services)</td>
</tr>
<tr>
<td>222</td>
<td>Key title (assigned by ISSN centers)</td>
</tr>
<tr>
<td>240</td>
<td>Preferred title plus qualifier or expression-level element (used when there is a corporate body as creator)</td>
</tr>
<tr>
<td>245</td>
<td>Title statement</td>
</tr>
<tr>
<td>246</td>
<td>Varying form of title (used for other forms of the title, parallel title, and minor changes on subsequent issues)</td>
</tr>
<tr>
<td>247</td>
<td>Former title (used in latest entry records and in records for integrating resources)</td>
</tr>
<tr>
<td>250</td>
<td>Edition statement (used only when the entire serial is part of an edition)</td>
</tr>
<tr>
<td>264</td>
<td>Publishing, Distribution, or Manufacture statement (note that beginning date is omitted if first and/or last piece is not in hand)</td>
</tr>
<tr>
<td>300</td>
<td>Extent</td>
</tr>
<tr>
<td>310/321</td>
<td>Current and former frequency</td>
</tr>
<tr>
<td>362</td>
<td>Information about when the serial began and/or ceased (1st ind. ‘1’)</td>
</tr>
<tr>
<td>490</td>
<td>Series statement</td>
</tr>
<tr>
<td>500</td>
<td>General note (used for general notes)</td>
</tr>
<tr>
<td>Number</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>515</td>
<td>Numbering peculiarities (used when considered important)</td>
</tr>
<tr>
<td>516</td>
<td>Type of computer file (used for unusual formats)</td>
</tr>
<tr>
<td>525</td>
<td>Supplement note (used when the supplements are not cataloged separately)</td>
</tr>
<tr>
<td>533</td>
<td>Reproduction note (when used, this is the last 5XX note)</td>
</tr>
<tr>
<td>538</td>
<td>System details note (special software, equipment, or operating systems). For e-serials, only include for unusual requirements applying to all versions offered by multiple providers.</td>
</tr>
<tr>
<td>546</td>
<td>Language notes</td>
</tr>
<tr>
<td>550</td>
<td>Issuing bodies note (used for changes of issuing body on subsequent issues and other notes relating to corporate bodies)</td>
</tr>
<tr>
<td>580</td>
<td>Linking entry complexity note (used for complex links, such as mergers and splits and relationships to other works when title is not known)</td>
</tr>
<tr>
<td>588</td>
<td>Part used as basis for identification; source of title (Description based on and Latest issue consulted notes)</td>
</tr>
<tr>
<td>6XX</td>
<td>Subject headings (should describe the whole run, not a specific issue)</td>
</tr>
<tr>
<td>710</td>
<td>Authorized access point—Corporate body (frequently used for issuing bodies)</td>
</tr>
<tr>
<td>730</td>
<td>Authorized access point—Related resources</td>
</tr>
<tr>
<td>740</td>
<td>Access point—Uncontrolled related/analytical title</td>
</tr>
<tr>
<td>752</td>
<td>Hierarchical place name (used in records for newspapers)</td>
</tr>
<tr>
<td>765/767</td>
<td>Linking relationships: Expressions: original language/translation</td>
</tr>
<tr>
<td>770/772</td>
<td>Linking relationships: Supplements or special issues/parent title</td>
</tr>
<tr>
<td>775</td>
<td>Linking relationships: Reproductions and editions</td>
</tr>
<tr>
<td>776</td>
<td>Linking relationships: Manifestations with other carriers</td>
</tr>
<tr>
<td>780/785</td>
<td>Linking relationships: Earlier/later works</td>
</tr>
<tr>
<td>787</td>
<td>Nonspecific relationship link (may be used with 580 to provide note)</td>
</tr>
<tr>
<td>8XX</td>
<td>Series authorized access points</td>
</tr>
<tr>
<td>856</td>
<td>Electronic location and access</td>
</tr>
</tbody>
</table>
PART B. CODING NEEDED TO COMPLETE EXERCISES

PUBLICATION STATUS (008/06)
(All Materials)

c Currently published status
d Dead status
u Unknown status (latest issue older not issued within past three years)

FREQUENCY (008/18 006/01)
REGULARITY (008/19 006/02)
(Serial)

Frequency codes
# No determinable frequency (irregular) [# means “blank”]
a Annual
b Bimonthly (every two months)
c Semiweekly (twice a week)
d Daily
e Biweekly (every two weeks)
f Semiannual (twice a year)
g Biennial (every two years)
h Triennial (every three years)
i Three times a week
j Three times a month
m Monthly
q Quarterly
s Semimonthly (twice a month)
t Three times a year
u Unknown
w Weekly
z Other frequencies

Regularity codes
r Regular
n Normalized irregular
x Completely irregular
u Unknown
### TYPE OF SERIAL (008/21 006/04)

(Serial)

**Codes**

- `#` None of the following   [# means “blank”]
- `m` Monographic series
- `n` Newspaper
- `p` Periodical

### 246 INDICATOR CHART FOR SERIALS

<table>
<thead>
<tr>
<th>First indicator = Access point</th>
<th>1st ind.</th>
<th>2nd ind.</th>
<th>$i$ usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parallel title</td>
<td>1</td>
<td>1</td>
<td>$i$</td>
</tr>
<tr>
<td>Variant titles &amp; minor changes</td>
<td>1</td>
<td>#</td>
<td>$i$</td>
</tr>
</tbody>
</table>

- **Variant titles (earlier practice)**
  - 2 = distinctive title
  - 3 = other title
  - 4 = cover title
  - 5 = added title page title
  - 6 = caption title
  - 7 = running title
  - 8 = spine title

<table>
<thead>
<tr>
<th>Variant titles (earlier practice)</th>
<th>1</th>
<th>2-8</th>
</tr>
</thead>
</table>
264 Production, Publication, Distribution, Manufacture & Copyright Notice
(Repeatabble)

First indicator—Sequence of statements

#  Not applicable/No information provided/Earliest  [# means “blank”]
2  Intervening
3  Current/Latest

Second indicator—Function of entity

0  Production
1  Publication
2  Distribution
3  Manufacture
4  Copyright notice date

Subfield codes

$3  Materials specified:
$a  Place :
$b  Name of producer-publisher-distributor-manufacturer,
$c  Beginning date-Ending date.

Example:

780  **PRECEDING ENTRY** *(Repeatable)*

First indicator--Note controller

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Display note</td>
</tr>
<tr>
<td>1</td>
<td>Do not display note</td>
</tr>
</tbody>
</table>

Second indicator--Type of relationship

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Continues</td>
</tr>
<tr>
<td>1</td>
<td>Continues in part</td>
</tr>
<tr>
<td>2</td>
<td>Supersedes             [Pre-AACR2; and for RDA Integrating Resources]</td>
</tr>
<tr>
<td>3</td>
<td>Supersedes in part     [Pre-AACR2; and for RDA Integrating Resources]</td>
</tr>
<tr>
<td>4</td>
<td>Merger of: …; and: …</td>
</tr>
<tr>
<td>5</td>
<td>Absorbed</td>
</tr>
<tr>
<td>6</td>
<td>Absorbed in part</td>
</tr>
<tr>
<td>7</td>
<td>Separated from</td>
</tr>
</tbody>
</table>

785  **SUCCEEDING ENTRY** *(Repeatable)*

First indicator--Note controller

<p>| | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Display note</td>
</tr>
<tr>
<td>1</td>
<td>Do not display note</td>
</tr>
</tbody>
</table>

Second indicator--Type of relationship

<p>| | |</p>
<table>
<thead>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>0</td>
<td>Continued by</td>
</tr>
<tr>
<td>1</td>
<td>Continued in part by</td>
</tr>
<tr>
<td>2</td>
<td>Superseded by       [Pre-AACR2; and for RDA Integrating Resources]</td>
</tr>
<tr>
<td>3</td>
<td>Superseded in part by [Pre-AACR2; and for RDA Integrating Resources]</td>
</tr>
<tr>
<td>4</td>
<td>Absorbed by</td>
</tr>
<tr>
<td>5</td>
<td>Absorbed in part by</td>
</tr>
<tr>
<td>6</td>
<td>Split into … and …</td>
</tr>
<tr>
<td>7</td>
<td>Merged with … to form: …</td>
</tr>
<tr>
<td>8</td>
<td>Changed back to     [Pre-AACR2]</td>
</tr>
</tbody>
</table>
PART C. MAJOR AND MINOR CHANGES (2.3.2.13.1+6.1.3.2+11.2.2.6) & RELATIONSHIPS (25+Appendix J)

CHAPTER 1: GENERAL GUIDELINES …
   Section 1.6: Changes requiring a new description

1.6.2 Serials

1.6.2.1 Change in Mode of Issuance of a Serial
Create a new description if a serial changes to a multipart monograph or an integrating resource (see 2.13 RDA).
Create a new description if a multipart monograph or integrating resource changes to a serial (see 2.13 RDA).

1.6.2.2 Change in Carrier Characteristics of a Serial
Create a new description if there is a change in the media type (see 3.2 RDA) of a serial.
   If:
   - the carrier type (3.3 RDA) of a serial changes to online resource from another computer carrier
   - or changes from online resource to another computer carrier
   then:
   create a new description (see 3.1.6.1 RDA).

1.6.2.3 Major Change in the Title Proper of a Serial
Create a new description if there is a major change in the title proper of a serial (see 2.3.2.12.2 RDA).

1.6.2.4 Change in Responsibility for a Serial
Create a new description if there is a change in responsibility that requires a change in the identification of the serial as a work (see 6.1.3.2 RDA).

1.6.2.5 Change in Edition Statement
Create a new description when there is a change in an edition statement indicating a significant change to the scope or coverage of a serial.
CHAPTER 2: IDENTIFYING MANIFESTATIONS AND ITEMS

2.3.2.13.1 Major Changes

For major changes in the title proper of a serial, apply these instructions, as appropriate:

languages and scripts that divide text into words (see 2.3.2.13.1.1 RDA)

languages and scripts that do not divide texts into words (see 2.3.2.13.1.2 RDA).

2.3.2.13.1.1 Languages and Scripts That Divide Text into Words

In general, consider the following to be major changes in a title proper written in a language and script that divides text into words:

- a) the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed as minor changes (see 2.3.2.13.2 RDA)

- b) the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter

- c) a change of name for a corporate body included anywhere in the title if the changed name is for a different corporate body.

2.3.2.13.1.2 Languages and Scripts That Do Not Divide Text Into Words

In general, consider the following to be major changes in a title proper written in a language and script that does not divide text into words:

- a) the addition, deletion, change, or reordering of any component (i.e., a character or group of characters) of the title proper that changes the meaning of the title or indicates a different subject matter

- b) a change of name for a corporate body included anywhere in the title if the changed name is for a different corporate body.
2.3.2.13.2 Minor Changes

In general, consider the following to be minor changes in a title proper:

a) a difference in the representation of a word, words, or other component (i.e., a character or group of characters) anywhere in the title such as
   change in the form of the character
   one spelling vs. another
   abbreviated word or sign or symbol vs. spelled-out form
   arabic numeral vs. roman numeral
   number or date vs. spelled-out form
   hyphenated word vs. unhyphenated word
   one-word compound vs. two-word compound, whether hyphenated or not
   acronym or initialism vs. full form
   or
   change in grammatical form (e.g., singular vs. plural)

b) the addition, deletion, or change of articles, prepositions, or conjunctions (or, in languages which do not use those, analogous parts of speech that have little lexical meaning but express grammatical relationships) anywhere in the title

c) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body, the substitution of a variant form)

d) the addition, deletion, or change of punctuation, including initials and letters with separating punctuation vs. those without separating punctuation, anywhere in the title

e) a different order of titles when the title is given in more than one language on the source of information, provided that the title chosen as title proper still appears as a parallel title proper

f) the addition, deletion, or change of a word, words, or other component (i.e., a character or group of characters) anywhere in the title that links the title to the numbering

g) two or more titles proper used on different issues of a serial according to a regular pattern

h) the addition to, deletion from, or change in the order of a word, words, or other component (i.e., a character or group of characters) in a list anywhere in the title, provided that there is no significant change in the subject matter

i) the addition, deletion, or rearrangement anywhere in the title of a word, words, or other component (i.e., a character or group of characters) that indicates the type of resource, such as "magazine," "journal," or "newsletter" or their equivalent in other languages.

In case of doubt, consider the change to be a minor change.

---

**LC PCC PS for 2.3.2.13.2**

**MINOR CHANGES**

*LC practice/PCC practice for minor change categories:*

**Category a) RDA:** Consider that “one spelling vs. another” applies both in the case of ordinary orthographic variations and in the case of official orthographic changes. Consider that “a change in grammatical form” includes singular vs. plural, adjective vs. noun, and genitive vs. nominative case.

**Category c) RDA:** If the change is in the name of a body that is part of the title proper and the change requires the creation of a new heading for the body (see RDA 11.2.2.6 RDA), consider such a change to be a major change. Consider the presence or absence of the name or title of the official of the body to be a minor change. Consider the presence or absence of the body to whom a publication is presented to be a minor change.

**Category e) RDA:** Also apply this category when the title is given in more than one script. Do not consider there to be a major change even if the addition of the title in another language or script on a later issue would affect the choice of title proper if the description were based on that issue. However, consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication.

**Category g) RDA:** Also apply this category when the language of the title varies according to the language of the text. However, consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication.

**Category b) RDA:** Consider that “a list” means at least three terms.

**Category i) RDA:** The change from one word to another (e.g., the change from “magazine” to “journal”) is a major change. The word “series” does indicate a type of resource. A word denoting frequency (e.g., “monthly”) does not indicate a type of resource.

**Additional Minor Change Categories**

*LC practice/PCC practice for Session laws of the U.S. states: Consider all changes in the title proper to be minor changes and do not create new descriptions.*

*LC practice/PCC practice for 17th-18th century U.S. almanacs: Generally, consider all changes in the title proper to be minor changes and do not create new descriptions.*

[2013-12]
CHAPTER 6: IDENTIFYING WORKS AND EXPRESSIONS

6.1.3.2 Works Issued as Serials

For works issued as serials:

- if there is a change in responsibility (see 6.1.3.2.1 RDA)
- or there is a major change in title proper (see 6.1.3.2.2 RDA)
- then construct the authorized access point to represent a new work.

6.1.3.2.1 Change in Responsibility for the Work

If there is a change in responsibility, construct the authorized access point representing the work to reflect responsibility for the work as represented in the issue or part of the serial used as the basis for the new description (see 2.1 RDA).

Consider changes in responsibility affecting the construction of the authorized access point for the work to include the following:

- a change affecting the authorized access point representing a person, family, or corporate body that is used in constructing the authorized access point representing the work (see 6.27.1.1 RDA–6.27.1.8 RDA)
- a change affecting the name of a person, family, or corporate body used as an addition to the authorized access point representing the work (see 6.27.1.9 RDA).

6.1.3.2.2 Major Change in the Title Proper

If there is a major change in the title proper (see 2.3.2.13.1 RDA), construct the authorized access point representing the work to reflect the title as represented in the issue or part of the serial used as the basis for the new description (see 2.1 RDA).

LC PCC PS for 6.1.3.2

WORKS ISSUED AS SERIALS

Expressions When Preferred Title of Work Changes

*LC practice/PCC practice: When there are different language expressions of a serial work and the preferred title of the work (as determined according to RDA 6.2.2 RDA) changes, create a new description for each different expression of that work even if the title proper of the manifestation of the specific language expression did not change.

**EXAMPLE**

120 $a Inzhenernyy zhurnal. Mehanika tverdogo tela. $b English.
245 10 $a Mechanics of solids.
785 00 $a Inzhenernyy zhurnal. Mehanika tverdogo tela. English. Mechanics of solids
245 10 $a Mechanics of solids.
780 00 $a Inzhenernyy zhurnal. Mehanika tverdogo tela. English. Mechanics of solids

*Mechanics of solids* in the title proper of an English-language expression of a work in Russian. Although the English title proper did not change, a new description is necessary because the preferred title of the work in Russian changed.

Subseries and the Omission/Addition of Main Series

*PCC practice: When either of the situations below occurs, create a new series authority record (SAR) and link the two authorized access points via MMI. 590 fields D2.

1. The title of a main series included in an existing authorized access point is no longer present on later issues or parts.
2. The title of a main series not included in an existing authorized access point appears on later issues or parts.

If the presence/absence of the title of the main series continues to be inconsistent, do not create additional SARs. Use the SAR for the later authorized access point and add information and variant access points as appropriate.

[2013-01]
CHAPTER 11: IDENTIFYING CORPORATE BODIES

11.2.2.6 Change of Name

LC PCC PS for 11.2.2.6

If the name of a corporate body has changed (including changes from one language to another), choose the earlier name as the preferred name for use with resources associated with the earlier name. Choose the later name as the preferred name for use with resources associated with the later name.

EXAMPLE

Pennsylvania State University
Earlier name: Pennsylvania State College

National Tuberculosis Association
Earlier name: National Association for the Study and Prevention of Tuberculosis

For instructions on recording relationships between the earlier and later names of the body, see chapter 32 RDA (related corporate bodies).

LC PCC PS for 11.2.2.6

CHANGE OF NAME

LC practice/PCC practice: See Policy Statement 11.2.2.5 LC PCC PS for guidelines on identifying minor changes of name.

[2014-08]

DIFFERENT FORMS OF THE SAME NAME

Minor Changes of Name

LC practice/PCC practice: In the absence of explicit evidence that a true name change has taken place, consider that different usages found in publications are variants of one another, rather than true name changes, whenever the difference is minor. A difference is minor if the existing preferred name and the name in the resource being cataloged have minor differences such as:

1. the representation of words (abbreviation, acronym, initialism, or symbol and the spelled out form; two different spellings of the same word; a word in the form of a single word and in the form of a compound);

2. a change in a preposition, article, or conjunction;

3. a change in punctuation;

4. the addition, omission, or fluctuation of a frequency word in a conference name.

However, if a variant name has already been treated as a name change, do not collapse multiple authorized access points into one authorized access point, unless there is additional, explicit evidence that only variant names are involved.
CHAPTER 25: RELATED WORKS

25.0 Purpose and Scope

This chapter provides general guidelines and instructions on recording relationships between works.

25.1 Related Work

25.1.1 Basic Instructions on Recording Relationships to Related Works

25.1.1.1 Scope

A related work is a work, represented by an identifier, an authorized access point, or a description, that is related to the work being described (e.g., an adaptation, commentary, supplement, sequel, part of a larger work).

25.1.1.2 Sources of Information

Take information on related works from any source.

25.1.1.3 Recording Relationships to Related Works

Record a relationship to a related work by applying the general guidelines at 24.4 RDA.

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Continued by: Tropical ecology = ISSN 0564-3295

Resource described: Bulletin of the International Society for Tropical Ecology. A semiannual published in 1960; the succeeding semiannual work began in 1961. Related work represented in the manifestation identified by key title and ISSN

Continuation in part of: Journal of youth services in libraries

Resource described: Young adult library services. A quarterly periodical that continues in part the Journal of youth services in libraries

Continuation of: Top of the news

Split into: Children & libraries

Split into: Young adult library services

Resource described: Journal of youth services in libraries. A quarterly periodical that succeeded Top of the news, and then later split into Children & libraries and Young adult library services

Continued by: The British journal of animal behaviour

Resource described: Bulletin of animal behaviour. An irregularly issued periodical continued by the quarterly The British journal of animal behaviour


Resource described: Apparel industry magazine. A monthly periodical absorbed in 2001 by the magazine Bobbin
J.2.6. SEQUENTIAL WORK RELATIONS

preceded by (work) A work that precedes (e.g., is earlier in time or before in a narrative) the succeeding work. For sequentially numbered works with revised content, see J.2.2 Redux (derivative works). Reciprocal relationship: succeeded by (work)

absorption in part of (work) The work that has been partially incorporated into another work. Reciprocal relationship: absorbed in part by (work)

absorption of (work) The work that has been incorporated into another work. Reciprocal relationship: absorbed by (work)

continuation in part of (work) A work that split into two or more separate works with new titles. Apply generally to serials. Reciprocal relationship: split into (work)

continuation of (work) The work that is continued by the content of a later work. Apply generally to serials. Reciprocal relationship: continued by (work)

merger of (work) A work that came together with one or more other works to form the new work. Reciprocal relationship: merged to form (work)

prequel A work that extends the narrative of an earlier work backwards in time. Reciprocal relationship: prequel to

replacement in part of (work) An earlier work whose content has been partially replaced by a later work, usually because the later work contains updated or new information that makes the earlier work obsolete. Apply generally to single-part units, multipart monographs, and integrating resources. Reciprocal relationship: replaced in part by (work)

replacement of (work) An earlier work whose content has been replaced by a later work, usually because the later work contains updated or new information that makes the earlier work obsolete. Apply generally to single-part units, multipart monographs, and integrating resources. Reciprocal relationship: replaced by (work)

separated from (work) A work that spun off a part of its content to form a new work. Reciprocal relationship: continued in part by (work)

sequel The work whose narrative is continued by the later work. Reciprocal relationship: sequel

succeeded by (work) A work that succeeds (e.g., later in time or after in a narrative) the preceding work. For sequentially numbered works with revised content, see J.2.2 Redux (derivative works). Reciprocal relationship: preceded by (work)

absorbed by (work) A work that incorporates another work. Reciprocal relationship: absorption of (work)

absorbed in part by (work) A work that incorporates part of the content of another work. Reciprocal relationship: absorption in part of (work)

continued by (work) A work whose content continues an earlier work. Apply generally to serials. Reciprocal relationship: continuation of (work)

continued in part by (work) A work part of whose content separated from an earlier work to form a new work. Apply generally to serials. Reciprocal relationship: separated from (work)

merged to form (work) A work formed from the coming together of two or more works. Reciprocal relationship: merger of (work)

prequel to A work whose narrative is extended backwards in time by the later work. Reciprocal relationship: prequel

replaced by (work) A later work used in place of an earlier work, usually because the later work contains updated or new information that makes the earlier work obsolete. Apply generally to single-part units, multipart monographs, and integrating resources. Reciprocal relationship: replacement of (work)

replaced in part by (work) A later work used in part in place of an earlier work, usually because the later work contains updated or new information that makes part of the earlier work obsolete. Apply generally to single-part units, multipart monographs, and integrating resources. Reciprocal relationship: replacement in part of (work)

sequel A later work that continues the narrative of an earlier work. Reciprocal relationship: sequel to

split into (work) One of two or more works resulting from the division of an earlier work into separate works. Reciprocal relationship: continuation in part of (work)
Appendix H: Evaluation Form

Your reactions to this workshop will help us in planning future programs. Thank you for your assistance.

Name/institution: (Optional) 
Trainers: 
Sponsor: 
Place and date: 

Please circle the words that most nearly reflect your response to the statement.

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<tr>
<td>1. The presenters were well organized and informative.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
</tr>
<tr>
<td>2. The workshop content was relevant to my work.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
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<tr>
<td>3. I gained useful information in the sessions.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
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<tr>
<td>4. The exercises fit the material presented.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
</tr>
<tr>
<td>5. I had ample opportunity to raise questions during the sessions.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
</tr>
<tr>
<td>6. I had ample opportunity to raise questions during the exercises review.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
</tr>
<tr>
<td>7. The overall workshop met my personal expectations.</td>
<td>strongly disagree</td>
<td>disagree</td>
<td>neutral</td>
<td>agree</td>
</tr>
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8. Please tell us what you found to be most helpful in the workshop.

9. Were any topics not covered that you expected to be presented?

(Over)
10. How could we improve the content or other aspects of this workshop?

11. What topics would you like to see covered in future workshops?