

Series Training for PCC Participants

Series Statements and Series Authority Records

Preliminary edition

Session 4

Recording Series Attributes



Program for Cooperative Cataloging

NACO: Name Authority Cooperative Program

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Standing Committee on Training

***RDA* in Series Training Task Group**

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Session 4: Recording Series Attributes

Summary

This session will cover the details of recording series attributes as separate elements in various MARC 21 fields in the series authority record. This session will not cover recording series attributes as part of the authorized access point.

Objectives

At the end of this session you should have learned techniques which enable you to:

- Understand the functions of various MARC 21 fields within the series authority record
- Have knowledge of which elements are considered to be core elements
- Become familiar with using the MARC 21 fields and subfields appropriate to series authority records

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Please note there is an outstanding policy issue concerning the **mixing of FRBR entities within series authority records**. Consider these fields that occur in series authority records and are not found in other authority records.

643. Series place and publisher/issuing body. This is manifestation information and is similar to the 670, which also contains manifestation-level information. It has always been understood that this may change, i.e., the information may not apply to the entire series as a work.

642. Series numbering example. Recording the information in this field is governed by *RDA* 24.6, an instruction for recording a *relationship* between a work as a whole and a part. The information in 642 is appropriate either at the work or expression level.

641. Series numbering peculiarities. Like the 642, this information is work-related and gives further relationship details.

640. Series dates of publication, etc. The sort of information recorded in this field gives information that helps identify the series as a whole.

022. The ISSN is given as an example under *RDA* 2.15, “identifier for the manifestation.” But it’s something that helps to identify the work—if we have two separate series with the same name, the fact that they have different ISSNs is a clue that they’re different *works*.

642, 644, 645. These are non-*RDA* fields and do not have anything to do with WEMI. These fields are about local treatment and local record-keeping.

050. 050 is also currently non-*RDA*. Classification information records a relationship of the work to a topic, but it is also about local record keeping.

The Series Policy Task Group has recommended that catalogers should do their best not to mix FRBR entities on the same series authority record. Elements that are specifically expression-related should not be added into work records and work-related elements should not be added into expression records. This specifically applies to type of work (380), language of expression (377), and content type (336), but no final decision has been made.

Please note there is an outstanding policy issue concerning the optional recording of some *RDA* work and expression attributes. These include the 046/336/368-386 fields and attributes that already appear in the authorized access point. The Series Policy Task Group has recommended that catalogers record any attribute used as a qualifier in an authorized access point in both the authorized access point and as a separate element. Recording attributes in other situations is strongly encouraged, but no final policy decision has been made.

Part 1: Work Attributes

Now we will look at recording attributes related to the series as a work.

Source Data Found (670):

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

A sampling of the many uses of field 670 could include: storing information that may be used to break a conflict later; identifying and associating people, works and time periods; facilitating authority and bibliographic file maintenance; and supporting machine manipulation based on algorithms.

→ See DCM Z1 Section 670 Source Data Found for comprehensive information about the many functions of field 670.

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

- *RDA* Instructions 5.8, 8.12, 24.7, 29.6

The source consulted is the resource used in determining the title or other identifying attributes of a work or expression. Cite sources used to determine a preferred or variant title, followed by a brief statement of the information found. Identify the specific location within the source where the information was found.

LC-PCC PSs associated with the relevant portions of *RDA* define this element as core for LC/PCC.

Recording source consulted:

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

Subfield \$a:

Subfield \$a in the 670 field contains a citation for a published work or a description of any source or action that provided information about the series authorized access point (e.g., a telephone call to a publisher). It is also required to include the date or chronological designation of published works in the subfield \$a.

The citation for a published work should include enough information to identify the work. In many cases, this will be the title and imprint date of the work. In other cases, such as in those of works with creators and generic titles, the title citation may be preceded by the name of the creator of the work.

An example from *RDA* Instruction 5.8:

Pacheco, Cristina. La luz de México, 1988 series title page: Autores de Guanajuato; title page verso: Colección Autores de Guanajuato

For published works, it is required to include not only the title of the analytic, but also the date or chronological designation of the analytic in the \$a subfield. Including the imprint date or chronological designation of the source consulted in the \$a subfield is important because it provides a time period of publication for the series title. This time period of publication can be helpful in confirming whether two series with similar titles are the same or different, and whether a new SAR should be created. This is because one way that you can tell whether the series on your piece and the series represented in a SAR are one and the same is by checking to see whether the imprint date of the title in the 670 (and numbering of the series in field 643, if present) seem to correspond with the information on your piece.

For multipart monographs, when recording the date: if the part is the first part, give the date of publication as an open date.

For serials other than monographic series, when recording the date: use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a "surrogate" was used.

For integrating resources, when recording the date: identify the iteration from which information was taken (e.g., "viewed on" dates for updating Web sites, update number or release number for updating loose-leafs).

LC-PCC policy is that republications are now defined as a type of reproduction (along with reprints, reissues, and facsimiles—resources equivalent in content to their originals). If the source is a republication, the \$a subfield must also include the type of republication.

→ See DCM Z1 instructions for fields 64X for more information about republications.

Subfield \$b:

The \$b subfield must include the location(s) of usage and the usage for all titles. Each instance of usage should be listed separately, and should appear in conjunction with its physical location. In most cases, this will be a statement of the location of the relevant information within the source (such as *cover*, *title page*, and *series title page*), followed by a statement of the information as it appeared in the source. As appropriate, give multiple occurrences of information from the same source following the location of the information.

For example:

670 \$a Alain-Fournier. Chroniques et critiques, c1991: \$b t.p. (Collection "Amor fati")
670 \$a Voltaire in love, 1960, c1957: \$b cover (Penguin biography)

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

If information about an earlier/later name or title is found in the same source as the name or title in the authorized access point, give all the information in the 670 field; do not separate the information about the earlier/later name or title and give it in a 675 field.

For example:

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

Data must be given in romanized form.

→ See DCM Z1: 670 Source Data Found for more information about transcribing nonroman script information.

It is important to know specific locations for usages due to the priority order for sources (see *RDA* instruction 2.12.2.2). *RDA* defines “series title page” as an added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the resource within the series).

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

Subfield \$u:

The 670 may also include subfield \$u. This subfield can be used to provide a Uniform Resource Identifier (URI), such as a URL, for use as a link to an electronic item. It is suggested that

catalogers use judgment when including URIs in authority records, as URIs can be subject to rapid change and their inclusion in authority records may lead to an increased need for record maintenance.

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

An example from DCM Z1:

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

When citing information retrieved from a database in the 670 field, include specific analytic information, for example:

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

Each separate source consulted is recorded in its own 670 field. Note, however, that it is not always necessary to record every source consulted. Use judgment in determining what sources are important enough to be included in the authority record.

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

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

Recording Creator/Issuing body in the 670 field:

When creating SARs, use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. The recording of numbering and names of issuing bodies in the 670 field are not required but may be given.

As a reminder, the required data for a 670 field are listed here. A decision to give more information is either cataloger's judgment or local institution policy.

For field 670, required content is as follows:

- In \$a: title of analytic; date/chronological designation
- If republication, in \$a: type of republication
- In \$b: location(s) of usage + usage for all titles

Remember, however, that the information in the 670 is very important because it includes facts that contribute to the identification of the series authorized access point, that justify the choice of the elements used to formulate the 1XX authorized access point and its variant access points, and that clarify relationships between it and other authorized access points in the file.

The citation for a published work should include enough information to identify the work. In many cases, the title and imprint date of the work will be enough. In other cases, such as in those of works with creators and generic titles, the title citation may need to be preceded by the name of the creator of the work.

For field 670, an example of optional content with regard to creator/issuing body could be as follows:

- In \$a: Authorized access point from 1XX in bibliographic record
- In \$b: Name of corporate body; numbering

For example:

670 \$a College of Physicians and Surgeons of Los Angeles, California. Annual catalogue number and announcement, 1907/1908: \$b cover (Quarterly bulletin; College of Physicians and Surgeons of Los Angeles, California)

670 \$a Fling, R. Guide to developing a library music collection, 2008: \$b t.p. (ALCTS collection management and development guides ; #14)

Form (008/12, 380):

Fields 008/12 and 380 describe the type of series contained in the 1XX authorized access point field in a series authority record.

008/12: Type of Series

The codes recorded in field 008/12 distinguish between authority records for monographic series and multipart monographs that are cataloged as a set, and identify other authorized access points that may be considered appropriate for use as a series access point in analytic bibliographic records, regardless of whether the series is actually traced.

A series authority record may also contain series treatment information in fields 640-646.

Recording 008/12: Type of Series:

Code “a” applies to monographic series; the label “series” used in MARC documentation is incomplete. Because nearly 90% of SARs are for monographic series, most default templates already have code “a” set. Be sure to change any such pre-set code if creating an SAR for another category of resource.

Subfield Codes:

a - Monographic series

1XX field contains an authorized access point for a collective title that applies to a group of separate publications and/or subseries, each of which also has its own title. A monographic series, unlike a multipart monograph, has no predetermined conclusion.

Example:

008/12 a
008/16 a [meaning series AAP may be used as a series access point]
130 #0 \$a Bulletin (International Institute for Land Reclamation and Improvement)

b - Multipart item

1XX field contains an authorized access point for a collective title that applies to a multipart monographic publication.

Example:

008/12 b
008/16 a [meaning series AAP may be used as a series access point]
100 1# \$a Greaves, Margaret. \$t Little box of ballet stories

c - Series-like phrase

1XX field contains a phrase that is not being used as a series in a bibliographic record.

Example:

008/12 c
008/16 a [meaning phrase is appropriate for use as a series access point, but is not]
130 #0 \$a Dawn books

n - Not applicable

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

Examples:

008/12 n

008/16 b [meaning authorized access point may not be used as a series access point]

130 #0 \$a Dead Sea scrolls

z - Other

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

Example:

008/12 z

008/16 a [meaning authorized access point may be used as a series access point]

130 #0 \$a Chinese studies in history

Please note there is an outstanding policy issue concerning whether series-like phrases should be coded as “b”. The point of a series-like phrase is that we have determined that it isn’t a series, and therefore it fits the definition of “b” in byte 16. However, the series-like phrase appears in a 1XX field, defined as an authorized access point field. The Series Policy Task Group has recommended not to change the 008/16 coding for coding of series-like phrases, but rather to pursue an alternative approach: ask OCLC and system vendors to add validation software for the MARC 21 authority field 008/12: Type of series. Whenever the 008/12 has value “c” (Series-like phrase), then any Series 8XX bibliographic field containing that series-like phrase should fail validation. But no final decision has been made.

Field 380:

The 380 field describes the class or genre to which a work belongs. It may be used to differentiate a work from another work with the same title.

A PCC task group is currently determining a “best practice” for the application of field 380 (among other fields) in *RDA* authority records. Until that task is completed, a table created by PSD and the PCC Secretariat is available for those PCC NACO institutions wishing to use these data elements in *AACR2* or *RDA* authority records.

The table 1) describes the fifteen new MARC 21 Authority Format tags and terms, and 2) maps them where applicable to the corresponding *RDA* element and *RDA* instruction number. The PCC urges that catalogers take time to become familiar with the content and use of *RDA* and the MARC 21 Authority Format before including these elements in NACO records.

This table has been posted to the PCC website:

http://www.loc.gov/catdir/pcc/RDA%20in%20NARs-SARs_PCC.pdf

- *RDA* Instruction 6.3

Form of work is a class or genre to which a work belongs.

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

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

Recording form of work in field 380:

Record the form of work as a separate element, as part of an access point, or as both. These instructions relate to recording the form of work in the 380 field as a separate element. For instructions on recording form of work as part of the authorized access point, see *RDA* 6.27.1.9.

Multiple forms of work from the same source vocabulary may be recorded in the same field in separate occurrences of subfield \$a (Form of work). Terms from different source vocabularies are recorded in separate occurrences of the field.

Indicators: Both positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - Form of work

A term expressing the class or genre of the work. Prefer controlled vocabulary, such as LCSH, LCGFT, or MeSH. For consistency, capitalize the first term in subfield \$a. When terms do not come from a controlled vocabulary, use a singular form.

Examples:

130 #0 \$a Actus et Imago 380 ## \$a Series
--

100 1# \$a Meckel, Christoph. \$t Erinnerung 380 ## \$a Multipart monograph
--

\$0 - Record control number

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

\$2 - Source of term

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

\$6 - Linkage

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

\$8 - Field link and sequence number

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

Please note there is an outstanding policy issue concerning form of work. The Series Policy Task Group has recommended that catalogers record form of work in all work-level series authority records using the 380 field. At a minimum, in all work-level series authority records include:

380 \$a Series (Publications) \$2 lcsb

Recording form of work for the type of series is also strongly encouraged:

380 \$a Series (Publications) \$a Monographic series \$2 lcsb

Or:

380 \$a Series (Publications) \$2 lcsb

380 \$a Multipart monograph

(Multipart monograph series require two 380 fields because “Multipart monograph” is not currently in LCSH.)

Additional forms may also be recorded as appropriate (e.g., Plays, Poems, Novels).

Do not record “Series (Publications)” in records for series-like phrases. Instead record:

380 \$a Series-like phrase

No final policy decision has been made.

Place (370):

Field 370 is used for recording a place associated with the entity described in the record. For series, this field will be used to record the attribute: place of origin.

Place of origin of the work

- *RDA* Instruction 6.5

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

Example from *RDA* 6.5.1.3:

Geneva, Switzerland

[Place of origin of the monographic series Collection “Passé et présent”]

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

Please note there is an outstanding policy issue concerning recording the Place of Origin of the Work. The Series Policy Task Group has recommended recording the 370 field whenever it has been used as a qualifier to the authorized access point. The Group also recommends that catalogers consider recording the 370 if it would be helpful in retrieving or identifying the work, is particularly closely associated with the series, or would be otherwise helpful to users of the record, but no final decision has been made.

Source: take information on the place of origin of the work from any source. Indicate the source of information by applying the instructions at *RDA* 5.8.1.3.

→ See *RDA* Instruction 5.8.1.3

Recording Field 370:

Please note there is an outstanding policy issue concerning recording publisher and place: Should fields 370 and 373 be used to record data that is currently recorded in field 643, or should it be permissible to record it in all of these fields?

The Series Policy Task Group has recommended against discontinuing 643 in favor of 370/373 in PCC series authority records. Whether or not to record the same information in both fields 643 \$a and 370 \$g should be left up to cataloger’s judgment, with one caveat: In the case of series published by a multinational publisher with offices in multiple places, the Policy Task Group recommends not recording any of the places in the 370 field unless one of the places has been used as a qualifier in the authorized access point, or is particularly closely associated with the series as a work. No final decision has been made.

In field 370, subfield \$g is the designated subfield for recording the place of origin of a work.

Record the place name as instructed in *RDA* Chapter 16.

→ See *RDA* Instructions in Chapter 16 for choosing and recording the preferred names of places

The policy for formulating a place name to be used in field 370 is to use the authorized form of the place. Use the authorized access point form for jurisdictions as found in the LC/NACO Authority File. If no authorized access point exists for the jurisdiction, it is not necessary to create a NAR in order to code the 370 field.

Record the place of origin as a separate element, as part of an access point, or as both. These instructions relate to recording place of origin as a separate element. For instructions on recording the place of origin as part of the authorized access point, see *RDA* 6.27.1.9.

For example:

Geographic name in NAF:

151 ## \$a Shiner (Tex.)

Form of name in 370:

370 ## \$g Shiner (Tex.)

In field 370, subfields \$s and \$t may be used to record starting and ending dates.

An example of field 370:

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

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

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

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

By convention, the information in 370 is expected to come from the NAF, so it's not required to specify the source unless it comes from another thesaurus.

As with many other fields, information contained in field 370 should be justified elsewhere in the SAR. If the information in 370 is the same as the information contained in the 643 of the SAR, consider the 643 sufficient justification for 370. Otherwise, give source information in subfield \$u, in subfield \$v, or in the 670 field, whichever is most efficient. (If the source is given in the

370 field, the only information given there is the source--the information that would be given in a separate 670 \$a--not what was found in the source or the date of the search.)

The following represents PCC practice on recording sources of information in \$u and \$v in fields where they are defined, and/or in field 670:

1. 670s must be used to support information used as part of an authorized access point in the 1XX and/or a variant access point in the 4XX.
2. For 046, 37X, 381:
 - a. use of \$v is optional if the same information/source is already cited in the 670
 - b. catalogers should use \$v if the information/source is not cited in a 670
 - c. use of \$u is optional, and should always be preceded by \$v.

Subfield \$v - Source of information:

Source where the information recorded in field 370 was found if not through a URI.

It should be noted here that the PCC Authority Source Citation Task Group, in its final report on October 1, 2011, stated that “the recently-defined subfield \$v for source citations in various fields in the MARC 21 Authority Format is in most cases being used in a redundant manner, and that the need for simplicity would be best served if this subfield were made obsolete; or at least if subfield \$v were no longer available for use in NACO authority records.” The use of \$v in the future should be based on the final PCC decision.

Follow the same basic citation principles when recording data in subfield \$v (Source of information) of fields 046, 37X and 381 that currently apply to field 670 subfield \$a (Source citation).

Supply specific citation information (page number, sub-page of website) in subfield \$v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in 046, 37X, 381 is in the same form as found in the title of the source, there is no need to cite usage information.

If the information recorded in 046, 37X, 381 is in a different form from that in the title of the source, use 670 \$b (Information found) to record usage information.

For tangible sources:

If the information was derived from a tangible source (e.g., a print book, removable digital media), subfield \$v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database.

For online resources:

Provide information sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date accessed. Optionally include subfield \$u.

Date (046):

Authority records for series can be a mixture of work, expression and manifestation level attributes. The date associated with a work or manifestation is a core element when it is needed to differentiate that work or expression from others with the same authorized access point.

Field 046 is used for recording the dates associated with the entity described in the record.

Field 046 can be used for describing dates associated with *both works and expressions*.

For example, the following SAR represents a series as a work. The date recorded in field 046 is the date that is associated with the publication of the first part of the series:

```
046 ## $k 2012
130 #0 $a Amheida (Series)
380 ## $a Series
642 ## $a I $5 NNU
643 ## $a New York $b New York University Press $b Institute for the Study of
the World
```

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

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

Recording dates associated with both works and expressions:

Please note there is an outstanding policy issue concerning recording the dates of works and expressions. The Series Policy Task Group has recommended that catalogers record the Date of Work using the 046 field, whenever it has been used as a qualifier to the authorized access point for the work, and that they record the Date of Expression in the 046 whenever it has been used to qualify the authorized access point for the expression. Otherwise, record date of work whenever it is readily ascertainable. However, no final decision has been made.

Date associated with the work● *RDA* Instruction 6.4

The date of the work is the earliest date associated with a work.

Date of work may be the date the work was created or the date the work was first published or released.

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

Sources: take information on date of work from any source.

Recording date associated with the work:

Record date of work as a separate element, as part of an access point, or as both. These instructions relate to recording date of work as a separate element. For instructions on recording date of work as part of the authorized access point, see *RDA* 6.27.1.9.

Record the date of the work in terms of the calendar preferred by the agency creating the data. LC's practice is to record dates in terms of the Gregorian calendar. For details on recording dates according to the Christian calendar, see *RDA* Appendix H.

For works other than treaties, generally record the date of the work by giving the year or years alone.

Date associated with the expression● *RDA* Instruction 6.10

The date of expression is the earliest date associated with an expression.

If the date of expression is not known, treat the date of the earliest manifestation embodying the expression as the date of expression.

Sources: take information on date of expression from any source.

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

Recording date associated with the expression:

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

Record the date of the expression in terms of the calendar preferred by the agency creating the data. LC's practice is to record dates in terms of the Gregorian calendar. For details on recording dates according to the Christian calendar, see *RDA* Appendix H.

Record the date of the expression by giving the year or years alone unless a more specific date is needed to distinguish one expression from another expression.

For both works and expressions, the date and time are recorded in field 046 according to Representations of Dates and Times (ISO 8601) in the pattern yyyy, yyyy-mm, or yyyyymmdd (4 for the year, 2 for the month, and 2 for the day) unless subfield \$2 (Source of date) specifies another date scheme.

Subfield Codes:

\$k - Beginning or single date created

For a work, earliest date (normally the year) associated with a work; that date may be the date the work was created or first published or released.

For an expression, the earliest date (normally the year) associated with an expression; that date may be the date of the earliest known manifestation of that expression.

In both cases the date in subfield \$k may be the starting date of a range or a single date.

Example:

046 ## \$k 2012

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

\$l - Ending date created

Ending date of the date range for which the beginning date is recorded in \$k.

\$u - Uniform Resource Identifier

Uniform Resource Identifier (URI), for example a URL or URN, which provides electronic access data in a standard syntax. This data can be used for automated access to an electronic item using one of the Internet protocols.

In field 046, subfield \$u is used for the source of information about dates accessible electronically.

The information contained in field 046 needs to be justified within the SAR. The following represents PCC practice on recording sources of information in \$u and \$v in fields where they are defined, and/or in field 670:

1. 670s must be used to support information used as part of an authorized access point in the 1XX and/or a variant access point in the 4XX.
2. For 046, 37X, 381:
 - a. use of \$v is optional if the same information/source is already cited in the 670
 - b. catalogers should use \$v if the information/source is not cited in a 670
 - c. use of \$u is optional, and should always be preceded by \$v.

\$v - Source of information

Source where the information recorded in field 046 was found if not through a URI.

It should be noted here that the PCC Authority Source Citation Task Group, in its final report on October 1, 2011, stated that “the recently-defined subfield \$v for source citations in various fields in the MARC 21 Authority Format is in most cases being used in a redundant manner, and that the need for simplicity would be best served if this subfield were made obsolete; or at least if subfield \$v were no longer available for use in NACO authority records.” The use of \$v in the future should be based on the final PCC decision.

Follow the same basic citation principles when recording data in subfield \$v (Source of information) of fields 046, 37X and 381 that currently apply to field 670 subfield \$a (Source citation).

Supply specific citation information (page number, sub-page of website) in subfield \$v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in 046, 37X, 381 is in the same form as found in the title of the source, there is no need to cite usage information.

If the information recorded in 046, 37X, 381 is in a different form from that in the title of the source, use 670 \$b (Information found) to record usage information.

For tangible sources:

If the information was derived from a tangible source (e.g., a print book, removable digital media) subfield \$v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database.

For online resources:

Provide information sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date accessed (for a less formal resource). Optionally include subfield \$u.

\$2 - Source of date scheme

Source of the date scheme used in the field if not in the form *yyyymmdd* as specified in subfield \$f (Birth date). Code from: Date and Time Scheme Source Codes.

When using the EDTF schema, add subfield \$2 *edtf*.

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

Other distinguishing characteristic of a work or expression (381):

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

A PCC task group is currently determining a “best practice” for the application of field 381 (among other fields) in *RDA* authority records. Until that task is completed, a table created by PSD and the PCC Secretariat is available for those PCC NACO institutions wishing to use these data elements in *AACR2* or *RDA* authority records. The table 1) describes the fifteen new MARC 21 Authority Format tags and terms, and 2) maps them where applicable to the corresponding *RDA* element and *RDA* instruction number. The PCC urges that catalogers take time to become familiar with the content and use of *RDA* and the MARC 21 Authority Format before including these elements in NACO records.

This table has been posted to the PCC website:

http://www.loc.gov/catdir/pcc/RDA%20in%20NARs-SARs_PCC.pdf

Other distinguishing characteristic of the work

- *RDA* Instruction 6.6

Other distinguishing characteristic of the work is a characteristic other than form of work, date of work, or place of origin of the work.

It serves to differentiate a work from another work with the same title or from the name of a person, family, or corporate body.

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

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

Recording other distinguishing characteristics of the work:

Record other distinguishing characteristics of the work as separate elements, as parts of access points, or as both. These instructions are for recording other distinguishing characteristics of the work as a separate element. For instructions on recording other distinguishing characteristics of the work as part of the authorized access point, see *RDA* 6.27.1.9.

Indicate the source of information by applying the instructions at *RDA* 5.8.1.3.

→ See *RDA* 5.8.1.3

Other distinguishing characteristic of the expression

● *RDA* Instruction 6.12

Other distinguishing characteristic of the expression is a characteristic other than content type, language of expression, or date of expression.

It serves to differentiate an expression from another expression of the same work.

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

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

Recording other distinguishing characteristics of the expression:

Record other distinguishing characteristics of the expression as separate elements, as parts of access points, or as both. These instructions are for recording other distinguishing characteristics of the expression as a separate element. For instructions on recording other distinguishing characteristics of the expression as part of the authorized access point, see *RDA* 6.27.3.

Indicate the source of information by applying the instructions at *RDA* 5.8.1.3.

→ See *RDA* 5.8.1.3

Recording other distinguishing characteristics of both works and expressions:

Please note there is an outstanding policy issue concerning the use of field 373 or 381 on series authority records for recording associated group. Would 373 be a better place for this information, so that the same MARC 21 field would be used in name and series authority records to record an associated group? The Series Policy Task Group has recommended that field 373 be used rather than field 381 in order to have consistent recording of this information across authority records of all types, but no final decision has been made.

Multiple characteristics from the same source vocabulary may be recorded in the same field in separate occurrences of subfield \$a (Other distinguishing characteristic). Terms from different source vocabularies are recorded in separate occurrences of the field.

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

Capitalize the first word in subfield \$a.

Information contained in field 381 must be justified elsewhere in the SAR. Give source information in subfield \$u, in subfield \$v, or in 670 field, whichever is most efficient. (If the source is given in the 381 field, the only information given there is the source--the information that would be given in a separate 670 \$a--not what was found in the source or the date of the search.)

Indicators:

Both indicator positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - Other distinguishing characteristic

A term that specifies a characteristic that differentiates a work or expression from another one.

Examples:

130 0# \$a Research paper (South African Law Commission)
381 ## \$a South African Law Commission

[Attributes of a work]

130 0# \$a Harlow (Motion picture : 1965 : Douglas)
381 ## \$a Douglas
380 ## \$a Motion picture
046 ## \$k 1965

[Attributes of a work]

130 0# \$a 1 + 1 = 3 (Choreographic work : D'Amboise)

381 ## \$a D'Amboise

380 ## \$a Choreographic work

[Attributes of an expression]

130 0# \$a Bible. \$l English. \$s Authorized. \$f 2004

381 ## \$a Authorized

046 ## \$k 2004

[Attributes of an expression]

100 1# \$a Debussy, Claude, \$d 1862-1918. \$t Chansons de Bilitis (Songs). \$p Chevelure; \$o arranged

380 ## \$a Songs

381 ## \$a Arranged

[Attributes of an expression]

100 1# \$a Gibbon, Edward, \$d 1737-1794. \$t History of the decline and fall of the Roman Empire. \$k Selections

381 ## \$a Selections

[Attributes of an expression]

\$u - Uniform Resource Identifier

Uniform Resource Identifier (URI), for example a URL or URN, which provides electronic access data in a standard syntax. This data can be used for automated access to an electronic item using one of the Internet protocols. In field 381, subfield \$u is used to record the location of electronically accessible source information.

The following represents PCC practice on recording sources of information in \$u and \$v in fields where they are defined, and/or in field 670:

1. 670s must be used to support information used as part of an authorized access point in the 1XX and/or a variant access point in the 4XX.
2. For 046, 37X, 381:
 - a. use of \$v is optional if the same information/source is already cited in the 670
 - b. catalogers should use \$v if the information/source is not cited in a 670
 - c. use of \$u is optional, and should always be preceded by \$v.

\$v - Source of information

Source where the information recorded in field 381 was found if not through a URI.

It should be noted here that the PCC Authority Source Citation Task Group, in its final report on October 1, 2011, stated that “the recently-defined subfield \$v for

source citations in various fields in the MARC 21 Authority Format is in most cases being used in a redundant manner, and that the need for simplicity would be best served if this subfield were made obsolete; or at least if subfield \$v were no longer available for use in NACO authority records.” The use of \$v in the future should be based on the final PCC decision.

Follow the same basic citation principles when recording data in subfield \$v (Source of information) of fields 046, 37X and 381 that currently apply to field 670 subfield \$a (Source citation).

Supply specific citation information (page number, sub-page of website) in subfield \$v if, in the cataloger's judgment, this greater specificity is needed to find the information within the source cited.

If the information in 046, 37X, 381 is in the same form as found in the title of the source, there is no need to cite usage information.

If the information recorded in 046, 37X, 381 is in a different form from that in the title of the source, use 670 \$b (Information found) to record usage information.

For tangible sources:

If the information was derived from a tangible source (e.g., a print book, removable digital media) subfield \$v should contain sufficient information for a cataloger to find the item cited in a catalog or bibliographic database.

For online resources:

Provide information sufficient to find the resource via a search engine. Include either title and publication date (if it is a formally-published resource, such as an e-book) or a suitable description of the document and date accessed (for a less formal resource). Optionally include subfield \$u.

\$0 - Record control number

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

\$2 - Source of term

MARC code that identifies the source of the term in subfield \$a when it is from a controlled list.

Code from: Subject Heading and Term Source Codes.

\$6 - Linkage

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

\$8 - Field link and sequence number

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

Identifier (010):

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

The field is also assigned to records created by LC for the Library of Congress Subject Headings (LCSH).

There are different ways of applying/interpreting/understanding the role of the LCCN as an identifier in series authority records. It can serve as a work identifier or as an expression identifier depending on the series itself.

Identifier for the work

- *RDA* Instruction 6.8

An identifier for the work is a character string uniquely associated with a work, or with a surrogate for a work (e.g., an authority record). The identifier serves to differentiate that work from other works.

Record an identifier for the work. Precede the identifier with the name or an identification of the agency, etc., responsible for assigning the identifier, if readily ascertainable.

The identifier for the work is a core element.

Source: take information on identifiers for works from any source.

Identifier for the expression

- *RDA* Instruction 6.13

An identifier for the expression is a character string uniquely associated with a expression, or with a surrogate for a expression (e.g., an authority record). The identifier serves to differentiate that expression from other expressions.

Record an identifier for the expression. Precede the identifier with the name or an identification of the agency, etc., responsible for assigning the identifier, if readily ascertainable.

The identifier for the expression is a core element.

Source: take information on identifiers for expressions from any source.

Recording the identifier for works and expressions (LCCN):

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

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

Indicators:

Both indicator positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - Valid LC control number

010 ## \$an##84214414#

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

010 ## \$an##80022124#\$zn##80014241#

\$8 - Field link and sequence number

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

Source data not found (675):

Field 675 contains citations for a consulted source in which no information is found related in any manner to the entity represented by the authority record or related entities. Note that field 675 is no longer used to contain justification for 5XX authorized access points for related works or expressions in SARs. For series, this means that earlier and later titles are now recorded in 5XX and 670 fields.

A citation for a consulted source that yielded any information related in any manner to the entity represented by the authority record is contained in field 670 (Source Data Found).

Field 675 is not repeatable, so multiple source citations are contained in a single 675 field.

- RDA Instructions 5.8, 8.12

Cite other sources consulted that provided no information of use in establishing the preferred title. Record (No information found) following the citation for the source consulted.

Examples from *RDA* Instruction 5.8:

Anonymous classics: a list of uniform headings for European literatures, 2004 (No information found)

Grove music online, searched December 8, 2007 (No information found)

Encyclopaedia Britannica, 15th ed. (No information found)

Academic American encyclopedia, ©1998 (No information found)

The Oxford classical dictionary, 1996 (No information found)

Source consulted is a core element for LC/PCC.

Recording field 675:

Field 675 is not repeatable. Subfield \$a is repeatable. Each source citation is contained in a separate subfield \$a. Include location in \$a. There is no \$b in field 675.

It is not always necessary to include in the 675 field every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent record.

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

PCC preference in the MARC environment is to use the 675 field without including “(No information found)”.

Example of 675 used for no source data found:

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

Cataloger’s note (667):

The 667 field contains a cataloger’s note. This is a note that provides general information about a 1XX authorized access point for which a specialized note field has not been defined.

- *RDA* Instructions 5.9, 24.8

A cataloger's note is an annotation that might be helpful to those using or revising the authorized access point representing a work or expression, or creating an authorized access point representing a related work or expression.

The cataloger's note is a core element for LC/PCC.

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

Recording field 667:

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

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

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

Information may be permanent or temporary and may or may not be written in a form that is adequate for public display. Each distinct item of information is contained in a separate 667 field.

General note for public display is contained in field 680 (Public General Note).

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

Some examples of the types of information that may be contained in the 667 field:

- Instances where a series has more than three consecutive publishers:

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

667 \$a Published by various divisions within the department.
667 \$a Published by various commercial publishers under contract to the association.
667 \$a Imprint varies.
667 \$a Published by various commercial publishers in the Greater New York area.

- Instances where publishers alternate responsibility:

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

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

Or, give one 643 field with explanation in 667 field:

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

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

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

Some catalogers will also add a 667 field to explain:

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

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

Once there are more than three 643 fields in a SAR, that data element isn't as helpful for identification purposes anymore. However, knowing that the publisher has continued to change is helpful.

Give one 643 field and add an explanation in a 667 field:

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

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

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

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

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

667 \$a Not sure about relationship to SAR n 99898787

- Instances when there has been a change in the qualifier, but same SAR:

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

Explain what has happened in the 667 field and give a 4XX variant access point if helpful.

- Instances where it is important to address other title information:

Three situations:

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

Include the usage in a 670 \$b. Some catalogers will also give 667 field: Subtitle: _____

- Instances where "instructions" are given in the SAR for a series-like phrase:

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

Some examples:

- **Unnumbered restatement of issuing body's or commercial publisher's name + generic term (often with indefinite article)**

Give the statement as a quoted note if it is not recorded elsewhere in the bibliographic record:

Half t.p.: A Stovall Museum publication

SAR:

130 \$a Stovall Museum publication

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

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

Bibl. record:

500 \$a "A Stovall Museum publication"--Half title page.

- **Sub-imprint or subsidiary name + generic term**

Give as a quoted note if the statement does not appear in the imprint:

t.p.: an Interscience Publication
published by JOHN WILEY & Sons

SAR:

130 \$a Interscience publication

643 \$a New York, N.Y. \$b Wiley

667 \$a Give as a quoted note if Interscience does not appear in the imprint.

Bibl. record:

264 \$a New York : \$b Wiley, \$c 1995.

500 \$a "An Interscience publication."

▫ **Name of in-house editor**

Give as quoted note:

t.p.: Michael di Capua Books

SAR:

130 \$a Michael di Capua books

643 \$a New York \$b Farrar, Straus and Giroux

667 \$a Give as a quoted note.

Bibl. record:

500 \$a "Michael di Capua books."

▫ **"Series-like" words when there is evidence that the phrase is not a series (usually a result of discovering later that previously-established series isn't a series)**

1. Delete treatment fields: 642, 644-646
2. Give facts to explain change of decision
3. Can give cut-off to avoid need to change existing bibliographic records

667 \$a Considered a series prior to July 9, 2004.

▫ **Lecture series as phrase**

t.p.:

Major Development and Transportation Projects

Public/Private Partnerships

Proceedings of the Specialty Conference

(including the Second Francis S. Turner Lecture)

sponsored by the ...

SAR:

130 \$a Francis S. Turner lecture

667 \$a Give phrase as a quoted note if not already recorded in the body of the entry.

Bibl. record:

245 \$a Major development and transportation projects : \$b public/private partnerships : proceedings of the specialty conference (including the Second Francis S. Turner lecture)

▫ **Different decisions in database**

If there's no SAR in the authority file and a search of bibliographic record shows different decisions, make an SAR to record the practice for the future. Include a 667 field to acknowledge the past inconsistencies.

For example:

667 \$a Prior to [date of decision], handled inconsistently as series and as [quoted note, other title information, etc.]

▫ **Cataloger's "memo"**

These phrase 667 fields have information beyond just what to do with the words that aren't to be handled as a series. They tell others catalogers something important about the phrase.

130 \$a Alfaguara (Series)
667 \$a Is an imprint, not a series. Give in publication, distribution, etc., area of the record.

130 \$a Faulkner and Yoknapatawpha (Series)
667 \$a Short form of the name of annual conference; record as statement of responsibility.

130 \$a Exploring in
667 \$a Even though publisher refers to a series, words "Exploring in" appear only as part of title proper of each volume; give them as part of title proper in the 245 subfield \$a.

▫ **Undifferentiated SAR for a series-like phrase**

An undifferentiated SAR for a series-like phrase should have the following:

- one 643 field with the specific wording given here; no other 643 information will be added later:

643 \$a Various places \$b various publishers

- and one 667 field with the specific wording given here (this is the only time a 667 has required wording:

667 \$a Undifferentiated phrase record: Covers all instances when this character string used by any publisher is considered to be a series-like phrase; if character string is considered to be a series, separate SAR has been made.

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

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

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

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

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

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

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

Note that the LC-PCC PS associated with this instruction also directs that the above technique should not be used if the change in carrier type also represents a change in media type. A new description should be created in this case.

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

existing SAR:

130 \$a Economic report

on ser. t.p. of volume being cataloged: Economic reports

add fields to existing SAR:

430 \$a Economic reports

667 \$a Some issues have title: Economic reports

or:

670 \$a _____ \$b t.p. (Economic reports)

analytic record:

490 1# \$a Economic reports

830 #0 \$a Economic report

▪ **Instances where an SAR should not have been made, but an SAR exists:**

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

1. To give information you now have
2. To avoid possibility of someone else setting it up as a series again

SAR:

130 \$a Leituras afins

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

Undifferentiated personal name (008/32):

008/32 is the fixed field value that corresponds to undifferentiated personal names. For Series Authority Records, this field was not coded correctly until March 1991. For most SARs, code "n" is correct because most SARs are not entered under personal name. Don't update a record just to change the 008/32 code.

Undifferentiated personal name code

a = differentiated personal name

b = undifferentiated personal name

n = not applicable

Status of identification (008/33):

008/33 is the fixed field value that corresponds to level of establishment. Code “d” is generally not used for SARs because at least one volume of the series should have been examined before creating an SAR. The codes defined for 008/33 apply only to the 1XX authorized access point field. The completeness of the authority information contained in the record is indicated in Leader/17 (Encoding level).

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

“Level of establishment code”

a = fully established heading

b = memorandum [no longer used]

c = provisional

d = preliminary [not allowed for SARs, except for post-cataloging authority work]

n = not applicable

When code “c” for “provisional” status should be used:

“Re-establishing a series” means that there are analytic records for the series created before AACR2 but there is no SAR in the NAF. There is information about re-establishing series in the Introduction section of DCM Z1. Giving the reason in a 667 field for that 008 code is helpful for the catalogers who consult the SAR later.

Provisional SARs (008/33 = c)

Possibilities:

1. Different languages but not parallel editions & lack volume 1
2. 100/110/111 authorized access point is coded as provisional in its own NAR
3. Re-establishing series and lack volume 1
4. You’re not sure about some aspect of the SAR and you want another cataloger to investigate with next volume

Include information in a 667 field telling us about the situation (don’t make another cataloger “guess”).

For example:

667 \$a Not sure about relationship to SAR n 99898787.
--

History (678):

Field 678 contains a summary of the essential biographical, historical, or other information about the 1XX authorized access point in an authority record, an authorized access point and subdivision record, or a subdivision record. In the case of series, field 678 can be used to provide public information about the history of the work.

It is usually written in a form adequate for public display.

- *RDA* Instructions: 6.7

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

History of the work is not a core element.

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

Recording field 678:

Record the history of the work as a separate element. History of the work is not recorded as part of the access point.

When supplying biographical or historical data in a 678 note field, construct the note in concise but complete sentences, keeping in mind that the information will be used in public displays.

Example from *RDA* 6.7:

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

History of the monographic series Manuscript report series

The 678 field was previously used to preserve useful biographical/historical information pertaining to the 1XX authorized access point when manual NARs and SARs were converted to machine-readable form. When adding biographical or historical information to NARs, the 678 note field should be upgraded to contain full sentences.

Indicators:

First Indicator - Type of data

Type of data contained in the field.

- # - No information provided
- 0 - Biographical sketch
- 1 - Administrative history [Administrative history of an organization.]

Example:

678 1# \$a The Office of Geography provides research and other staff services for the interdepartmental Board on Geographic Names and the Secretary of the Interior on foreign geographic nomenclature. \$b The Office inherited functions and records of earlier boards and committees engaged in similar work. The earliest of these, the U.S. Board on Geographic Names, was created by an Executive order of September 4, 1890, to ensure uniform usage throughout the executive departments of the Government ...

Second Indicator - Undefined

Undefined and contains a blank (#).

Subfield Codes:

\$a - Biographical or historical data

Brief statement providing biographical information about an individual. It may also contain historical and administrative information relating to an organization.

Examples:

100 1# \$a Jordan, Joseph A.
 678 ## \$a M.D., M.R.C.O.G.; \$a Dept. of Obstetrics and Gynaecology, Birmingham Maternity Hosp., Queen Elizabeth Medical Center, Edgbaston.

100 1# \$a Haupt, Georges
 678 ## \$a b. 1928
 670 ## \$a His aspects of international socialism, 1871-1914: \$b CIP pref. (b. Szatmar; wrote in Rumanian, Hungarian, Russian; moved to Paris 1958; d. 1978)

\$b - Expansion

Expansion of the biographical or historical data given in subfield \$a.

Example:

678 1# \$a The Office of Geography provides research and other staff services for the interdepartmental Board on Geographic Names and the Secretary of the Interior on foreign geographic nomenclature. \$b The Office inherited functions and records of earlier boards and committees engaged in similar work. The earliest of these, the U.S. Board on Geographic Names, was created by an Executive order of September 4, 1890, to ensure uniform usage throughout the executive departments of the Government ...

\$u - Uniform Resource Identifier

Uniform Resource Identifier (URI), for example a URL or URN, which provides electronic access data in a standard syntax. This data can be used for automated access to an electronic item using one of the Internet protocols.

Example:

678 ## \$a The Faribault State School and Hospital provided care, treatment, training, and a variety of other services to mentally retarded individuals and their families. It was operated by the State of Minnesota from 1879 to 1998 under different administrative structures and with different names. A more detailed history of the Hospital may be found at \$u <http://www.mnhs.org/library/findaids/80881.html>

Part 2: Expression attributes

Now we will look at recording attributes related to the series as an expression.

Language (377):

- *RDA* Instruction 6.11

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

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

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

Recording language of expression:

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

Please note there is an outstanding policy issue concerning adding language of expression to series authority records for *works*. One series authority record is usually created to primarily represent the work, but in current practice that series authority record may also “stand in” for the original language expression and the original manifestation of that series work. If a series exists in a single expression, is it appropriate to add language of expression to a series authority record for a work (essentially making the record perform double duty)? The Series Policy Task Group has recommended that catalogers record language of expression in series authority records only if the record represents an expression—for example, on a series authority record for the translation of a series into another language. Do not record language of expression in series authority records that represent works. No final decision has been made.

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

```
130 #0 Trudy Matematicheskogo instituta imeni V.A. Steklova. $1 English
430 #0 Proceedings of the Steklov Institute of Mathematics
377 ## eng
```

Here the entire Russian series is translated and published, volume by volume, so the authorized access point and the authority record as a whole represents an expression. If a single expression of a work involves more than one language, record each of the languages.

Record the language or languages of the expression using an appropriate term or terms in a language preferred by the agency creating the data. Select terms from a standard list of names of languages, if available. Note that we will use a “7” as the second indicator to indicate that the source of the language code is in the \$2. But, if you are using a code from the MARC Code List for Languages, which is the default source, the second indicator and \$2 should be left blank.

Form of Language Names:

When recording the language of expression, base the name of the language on the form found in the current edition of MARC Code List for Languages (and the updates published at <http://www.loc.gov/marc/languages>). Note the following when using the code list:

1. Use the name found in boldface type (e.g., "Frisian," not "Friesian").
2. Use the name for a specific language rather than the name of a language group. For example, use "Bunun," not "Austronesian (Other)". Language groups are indicated by the term "languages" or by the qualifier "(Other)."

3. Do not include parenthetical dates that appear with the name (e.g., use "Béarnais," not "Béarnais (post-1500)").
4. Retain other parenthetical qualifiers that appear with the name (e.g., "Afrihili (Artificial language)"; "Luo (Kenya and Tanzania)").
5. For the early form of a modern language that is found in an inverted form, use the early form in direct order within parentheses following the modern language (e.g., for "French, Old (ca. 842-1400)," use "French (Old French)").

Numbering (008/13, 640-642):

008/13:

Field 008/13 denotes whether the 1XX field contains an authorized access point for a numbered or unnumbered series or whether the series varies between being numbered and unnumbered.

Numbering characteristics of the series (or series-like phrase) represented by the 1XX authorized access point:

a - Numbered

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

Example:

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

b - Unnumbered

Series is unnumbered.

Example:

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

c - Numbering varies

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

Example:

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

n - Not applicable

1XX field is not a series authorized access point (008/12, code n).

Example:

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

Series dates of publication and/or sequential designation (640):

Field 640 contains the beginning/ending date(s) of publication and/or sequential designations used on items in a series named in the 1XX field of an authority record for a series. This field may also contain a citation for the source of the information.

PCC policy is to use only indicator value “1.” Although this field isn’t used often, it is helpful for a multipart monograph SAR if the classification decision is to classify separately.

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

Information may be recorded in either a formatted or an unformatted style.

→ See MARC21 Format for Authorities Data: 640 Series dates of publication and/or sequential designation for more information.

An example of field 640:

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

Indicators:

First Indicator - Note format style

Whether the note in subfield \$a is in a formatted or an unformatted style.

0 - Formatted style

1 - Unformatted style

Second Indicator - Undefined

Undefined and contains a blank (#).

Subfield Codes:

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

Designation of the beginning/ending date(s) of publication and/or the extent of items within a series.

Examples:

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

\$z - Source of information

Citation for the source of the information contained in subfield \$a.

Examples:

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

641:

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

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

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

→ See MARC21 Format for Authorities Data: 641 Series numbering peculiarities for more information.

Indicators:

Both indicator positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - Numbering peculiarities note

Information such as double numbering, the existence of issues not included in the regular series numbering, items not published, combined issues or volumes, and numbering that does not begin with number one may be described in this subfield.

Examples:

641 ## \$a Each issue covers: Apr. 1-Mar. 31

641 ## \$a Some items issued: with numeric/alpha or alpha numeric designation (447P; X042); some with double numbering (3092R-3092T); and some with numeric sub-subdivision (825/1)

641 ## \$a Introd. and concluding vols. unnumb.

641 ## \$a Numbering begins with no. 3

\$z - Source of information

Citation for the source of the information contained in subfield \$a.

Examples:

641 ## \$a Double numbering discontinued with t. 179 \$z t. 179, t.p.

641 ## \$a No. 7 never published \$z no. 11, t.p. verso

641 ## \$a Numbering does not begin with v. 1 \$z LC data base, 8-5-85

641 ## \$a Publication suspended 1922-29 \$z Union list of serials

642:

Field 642 contains the series numbering example that is to be followed in the sequential designation portion of a series access point in bibliographic records for individual issues of the series named in the 1XX field of an authority record for a series.

When the form of the numbering varies within a series, field 642 is repeated to provide series numbering examples for the different ranges of volumes/dates. Different series numbering examples for different organizations and/or different copies or sets within the same organization are also contained in separate 642 fields.

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

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

Determine the form of numbering from the item in hand (not necessarily the first item of the series) and then use that form in tracing all items in the series.

Please note there is an outstanding policy issue concerning the basis for identification of the series when the part with the lowest number or earliest date is not available (*RDA* 2.1.2.3). The Series Policy Task Group has recommended that when establishing a new series and considering existing records in the database, evidence for series title and numbering designation must be taken from the earliest volume or from an LC-PCC bibliographic record for the earliest volume with a description that conforms to *RDA* rather than *AACR2*. Generally accept the numbering practice recorded in the 642 field of an existing record. When upgrading an *AACR2* series authority record to *RDA* or revising an existing *RDA* authority record, change the numbering practice only if strong evidence exists to change it (e.g., the cataloger has evidence from an earlier part than the part that was the basis for identification when the series was originally established). Do not revise the series numbering example in the absence of such evidence. No final decision has been made.

When reestablishing a series, change any subfield \$v forms in access points in existing analytic records that don't match the form in the 642 field.

If the only number found on the item is the number in the series statement within the CIP data, ignore that number and consider the series to be unnumbered.

Please note there is an outstanding policy issue concerning situations in which series numbering appears only in CIP data, on publisher's website, etc. The Series Policy Task Group has recommended that catalogers do not transcribe numbering from CIP data, but no final decision has been made.

Please note there is an outstanding policy issue concerning whether catalogers should substitute prescribed abbreviations for different found abbreviations of captions (*RDA* B5.5 & *RDA* 24.6). In Appendix B.7, “v.” is given as the English abbreviation to be used for the English word “volume” or “volumes” in series authorized access points. However, no clear instruction is given with regard to substituting “v.” for other found abbreviations of “volume/s”, such as “vol.” Conversely, in French and Italian, the authorized abbreviation of “volume/s” is “vol.” There is no instruction in this case to substitute “vol.” where the abbreviation “v.” represents the French or Italian word volume (singular or plural). The Series Policy Task Group has recommended that catalogers abbreviate terms used as part of the numbering as instructed in Appendix B, and that they substitute one form of abbreviation with the prescribed abbreviation. But no final decision has been made.

Please note there is an outstanding policy issue concerning substitution of Arabic numerals for Roman or other numerals in series numbering in series authorized access point. Would the user be better served by substituting Arabic numerals which display in catalogs in a logical arrangement since current systems have trouble properly sequencing Roman numbers? The Series Policy Task Group has recommended that catalogers substitute Arabic numerals for non-Arabic in the access point, but no final decision has been made.

Please note there is an outstanding policy issue concerning the choice of form of series numbering in the series authorized access point when a resource offers multiple presentations (*RDA* 24.6). The Series Policy Task Group has recommended that when recording the numbering practice in field 642 of the series authority record, if presentation of the series numbering differs in different parts of resources within a series, select the form found in the first or earliest issue or part available of the series according to the order of preference given in *RDA* 2.6.2.2, in the same source as that chosen for the title proper of the series. If different forms of numbering appear in that source, or no numbering is found in that source, record one of the presentations; generally prefer the fuller form (e.g., prefer a form with a caption over one without). No final decision has been made.

If at the time of reestablishing a series, analytic records in the database show that the series is both numbered and unnumbered but the item in hand is unnumbered, determine the form of number to be used in the tracing from the records in the database and record the earliest number in the 642 field. Also add in a 670 field the citation of the analytic bibliographic record on which the form of number is based; include the number in the parenthetical data in the subfield \$b.

If the analytic being cataloged is a multipart monograph that represents more than one volume in the series (e.g., the two volumes of the multipart monograph are numbers 17 and 18 of the series), record only one number in the 642 field; do not use a sequence of numbers.

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

For example:

642 \$a [new series, no. 1]

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

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

PCC participants: new SAR

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

Example:

642 \$a [form of number] \$5 DPCC

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

Example:

642 \$a [form of number] \$5 DPCC \$5 CoDU
--

(1) If the national-level decision is not in the SAR, do not add it.

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

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

Examples:

642 \$a [form of number] \$5 DPCC \$5 CoDU

642 \$a [form of number] \$5 DPCC \$5 DLC \$5 IRA

642 \$a [form of number] \$5 DLC \$5 IRA

642 \$a [form of number] \$5 WaU

(examples represent single fields in different SARs; "DPCC" already in the first and second SARs)

Recording field 642:

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

Indicators:

Both indicator positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - Series numbering example

Example of the form of the series numbering that is to be used in a tracing for a series access point in bibliographic records for individual issues/parts of a series. Series numbering examples for variations in the form of the numbering for different ranges of issues/parts and dates or for different organizations are contained in separate 642 fields.

Examples:

130 #0 \$a JEB (Series)

642 ## \$a 79/2 \$5 DLC

130 #0 \$a Report (Alaska. Dept. of Transportation and Public Facilities)

642 ## \$a no. AK-RD-86-14 \$5 DI

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

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

Examples:

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

\$5 - Institution/copy to which field applies

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

Examples:

130 #0 \$a Memoirs of the Peabody Museum of American Archaeology and Ethnology, Harvard University
 642 ## \$a v. 6 \$5 DLC \$5 DLC photo-offset reprint

130 #0 \$a Occasional paper (McGill University. Centre for East Asian Studies)
 642 ## \$a no. 4 \$5 DLC \$5 MH

130 #0 \$a [series title]
 642 ## \$a no. 34 \$5 DLC
 642 ## \$a 1992, no. 1 \$5 DI

Part 3: Manifestation attributes

ISSN (022):

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

The 022 field that we have used for the ISSN doesn't really fit well conceptually with FRBR and RDA. Regina Reynolds, Head of the ISSN Publisher Liaison Section and Director, U.S. ISSN Center at the Library of Congress explains the ISSN this way: "ISSN-L is a device that groups manifestations of a serial together regardless of their media type.

ISSN-L is deliberately not mentioned in *RDA* because it does not fit the *RDA/FRBR* model. There may be some attempt to remedy this in future, but it is a complex issue.” So, for the time being, this training group expects that we will continue to use the ISSN, as it is still helpful in an identification role.

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

022 = International Standard Serial Number
Use subfield \$a for valid ISSN numbers

Caution: publishers may use an “old” or incorrect number. Record an invalid ISSN in a 667 field.

Example:

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

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

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

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

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

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

Indicators:

Both indicator positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - International Standard Serial Number

Valid ISSN for the continuing resource. ISSN may be generated for display.

022 ## \$a 0083-0674

\$l - ISSN-L

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

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

Please note there is an outstanding policy issue concerning series with both print and online manifestations—when there is one series authority record, but 2 ISSNs. The Series Policy Task Group has recommended that if more than one ISSN is associated with a series (e.g., for print and online), record them in separate 022 fields. Do not qualify the 022 fields, as this idea was discussed and rejected at the 2013 ALA Midwinter MARBI meeting. Instead the cataloger could use a 667 note or the 670 to identify which ISSN is for the print manifestation and which for the online. No final decision has been made.

\$m - Canceled ISSN-L

Canceled ISSN-L that has been associated with the resource. Each canceled ISSN-L is contained in a separate subfield \$m. ISSN-L (canceled) may be generated for display.

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

\$y - Incorrect ISSN

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

ISSN (incorrect) may be generated for display.

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

\$z - Canceled ISSN

Canceled ISSN that is associated with the continuing resource. Each canceled ISSN is contained in a separate subfield \$z. ISSN (canceled) may be generated for display.

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

Place/publisher (643):

Field 643 contains the place of publication and the name of the publisher/issuing body of the series named in the 1XX field of an authority record for a series. The information contained here is the same information as in the 264 \$a and 264 \$b subfields of the analytic record. This field may also contain the issues/parts and dates to which the publication information applies.

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

Please note there is an outstanding policy issue concerning recording publisher and place: Should fields 370 and 373 be used to record data that is currently recorded in field 643, or should it be permissible to record it in all of these fields? The Series Policy Task Group has recommended against discontinuing 643 in favor of 370/373 in PCC series authority records. Whether or not to record the same information in both fields 643 \$a and 370 \$g should be left up to cataloger's judgment, with one caveat: in the case of series published by a multinational publisher with offices in multiple places, the Policy Task Group recommends not recording any of the places in the 370 field unless one of the places has been used as a qualifier in the authorized access point, or is particularly closely associated with the series as a work. No final decision has been made.

Recording Place/Publisher:

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

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

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

If a publisher with offices in multiple countries publishes different issues/parts of the same

series in more than one country, give one 643 field and add explanation in a 667 field.

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

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

If the publisher changes over time, include the second publisher and then the third publisher in separate 643 fields. Use information already existing in the 642 or 670 field in the SAR and information from your resource in subfield \$d in those separate 643 fields.

Once there is a fourth publisher, that data element isn't as helpful for identification in the future. Knowing that the publisher has continued to change is helpful, however. If there are more than three successive changes of publisher, revert to one 643 field belonging to the volume cited in the first 670 field and give a 667 note.

Give "643 \$a Various places \$b various publishers" as the 643 field for an undifferentiated phrase record.

Indicators:

Both indicator positions are undefined; each contains a blank (#).

Subfield Codes:

\$a - Place

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

Examples:

130 #0 \$a Colección Tesi
 643 ## \$a Quito \$b publisher not identified

130 #0 \$a Studies in sociology (Manchester University Press)
 643 ## \$a London, England \$a Dover, N.H. \$b Manchester University Press

\$b - Publisher/issuing body

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

Examples:

```
130 #0 $a Spanish law texts
643 ## $a Madrid $b J. & A. Garrigues
```

```
130 #0 $a Original papers (Bowling Green State University. Social
Philosophy & Policy Center)
643 ## $a Bowling Green, OH $b Social Philosophy and Policy Center $a
New Brunswick, USA $b Transaction Books
```

\$d - Volumes/dates to which place and publisher/issuing body apply

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

Example:

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

If the difference in publishers represents alternate rather than successive publishers, give each publisher in its own 643, using "some issues" in subfield \$d in each 643 field.

Generally, use "some issues" when a subfield \$d is needed for unnumbered series or multipart monographs unless a span of dates is readily available.

→ For information about reestablishing series and creating SARs for republications only, see DCM Z1: 643 Series Place and Publisher/Issuing Body.

Local treatment (644-646, 050-090):

Some general information about fields 644-646:

Within a SAR, fields 644, 645 and 646 record treatment decisions made by institutions. Treatment decisions affect whether and how series will be analyzed, traced and classified at the local level. Field 644 contains the analysis decision, field 645 contains the tracing decision, and field 646 contains the classification decision. PCC policy regarding these fields is stated as:

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

However, a PCC participant may need to make a different decision on any specific series (workload considerations, lack of language expertise, etc.).

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

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

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

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

The treatment fields are repeatable, so that a second PCC library can record different decisions or a single library can show a change in decision by using subfield \$d. Use subfield \$d to give cut-off information regarding which decision applies to which issues/parts of the series. Give the latest decisions first.

Field 644:

Field 644 is used to record the analysis decision for the series. The analysis decision should be made first, because that decision can affect the classification decision.

There are three possible analysis decisions:

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

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

If a library later changes its analysis decision, the type of information given in subfield \$d as the cut-off between the earlier and later decision depends upon the classification decision. It may be either the date of processing (in this first example, the decision to change was made on Feb. 3, 2004):

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

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

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

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

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

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

The 644 field also has a subfield \$b (not present in other treatment fields) to note a single or a few exceptions to the practice given in subfield \$a in one 644 field. A cataloger can decide either to use the subfield \$b possibility or express the same information by repeating the 644 field.

644 \$a n \$b except v. 5 \$5 ____

or:

644 \$a n \$d v. 1-4, v. 6- \$5 ____

644 \$a f \$d v. 5 \$5 ____

Field 645:

In the SAR, field 645 is used to record the tracing decision. This decision is about having a controlled series access point or not. If controlled access points are desired, field 645 \$a will contain code “t” for traced. If not, it will contain code “n.”

The two codes to represent the two possible decisions:

Code “t” = traced

\$a t \$5 ____

Code “n” = not traced

\$a n \$5 ____

Since 1998, PCC has required that new SARs for numbered monographic series and multipart monographs include the subfield \$5 with the code “DPCC” in the 645 field. For example:

Give 645 field for PCC: 645 \$a t \$5 DPCC

Field 645 may also include subfield \$d information (this is usually the cataloging date):

645 \$a t \$d vols. processed after Dec. 31, 1980 \$5 ____

645 \$a n \$d vols. processed before Jan. 1, 1981 \$5 ____

Field 646:

In the SAR, field 646 contains information regarding the classification decision. Classing separately, the LC/PCC default decision, means not taking the monographic series into account when creating the call number for issues in that series.

There are three possible classification decisions:

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

Code “s”: Classed separately

If a main series is classified separately, a numbered subseries is normally classified separately (the default decision). If a main series is classified separately, an unnumbered subseries can only be classified separately.

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

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

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

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

Code “c”: Classifying as a collection

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

SAR:
050 0 \$a Z5063.A2 \$b G7
646 \$a c \$5 _____

Bibliographic record for a monograph:
050 00 \$a Z5063.A2 \$b G7 no. 12
4XX \$a ... ; \$v no. 12

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

Bibl. record for an LC serial:
050 00 \$a Z5063.A2 \$b G7 subser.
4XX \$a ...

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

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

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

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

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

050 $a K23 $b .P27 $d 1st set
644 $a f $5 ____
645 $a t $5 ____
646 $a c $d 1st set $5 ____
646 $a s $d 2nd set $5 ____
```

Code “m”: Classed with main series

Code “m” doesn’t appear often in SARs because the default practice for the main series is to classify separately.

This decision applies to two situations:

1. A subseries, when its main series is classified as a collection (646 \$a = c). If the subseries is numbered, there will be serial collected set bibliographic records for both the main series and the subseries; if the subseries is unnumbered, there will be a serial collected set record for only the main series.

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

The number of the main series is used in the call number for each issue/part if a unique call number is desired.

SAR for classed-together series or multipart monograph:

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

646 \$a c \$5 DLC

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

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

646 \$a m \$5 DLC

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

050 00 \$a Z5063.A2 \$b G7 no. 12

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

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

050 00 \$a Z5063.A2 \$b G7 no. 12

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

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

SAR for subseries:

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

646 \$a m \$5 DLC

Bibl. record for a serial in a subseries:

050 00 \$a QC100 \$b .U57 subser.

490 1 \$a ...

050 & 090 Fields in SARs:

Fields 050 and 090 contain a call number for a series if that series is not classed separately.

050:

Field 050 contains a call/and or class number for a series when all or part of the series is classified as a collected set or with the main series (see Field 646, Series Classification Practice, subfield \$a, code c or m). The classification number is taken from the Library of Congress Classification and/or the LC Classification Additions and Changes that are maintained by the Library of Congress.

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

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

Organizations may conform to Library of Congress practice by applying *Classification and Shelflisting Manual* conventions.

Indicators:

First Indicator - Undefined
Undefined and contains a blank (#).

Second Indicator - Source of call number

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

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

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

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

Subfield Codes:

\$a - Classification number

Source of the classification number is Library of Congress Classification and the LC Classification-Additions and Changes that are maintained by the Library of Congress.

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

\$b - Item number

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

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

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

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

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

monograph analytic record: (if subseries numbered):

050 \$a AS36.I92 \$b A2 no. 63

490 1 \$a [main series title] ; \$v no. 63. \$a [subseries title] ; \$v no. 5

monograph analytic record (if subseries unnumbered):

050 \$a S36.I92 \$b A2 no. 63

490 1 \$a [main series title] ; \$v no. 63. \$a [subseries title]

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

Statement identifying those items in the series to which the call number applies. May also contain a copy (or set) number. This subfield is used only when the call number does not apply to all items of the series.

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

\$5 - Institution to which field applies

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

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

090:

090-099 fields are reserved for a locally assigned call number for a series when all or part of the series is classified as a collected set or with the main series (see Field 646, Series Classification Practice, subfield \$a, code c or m).

If all or part of the series is classified as a collection, use this field for the local call number if the call number is other than a Library of Congress call number (field 050) or a National Library of Medicine call number (field 060). The National Agricultural Library uses field 070 for its call number; if another library uses the National Agricultural Library call number, use this field.

Indicators:

First - Undefined

Second - Undefined

Subfield Codes:

\$a - Classification number (NR)

\$b - Item number (NR)

\$d – Issues or parts/dates to which call number applies (NR)

When the 050 is assigned by a PCC library, the second indicator should be “4” and

that participant's MARC 21 identification code should be given in subfield \$5. Prior to the implementation of the second indicator in 1999, such a call number was given in an 090 field. The 090 field does not use subfield \$5.