



SERIES TRAINING FOR PCC PARTICIPANTS

Series Statements and Series Authority Records

**Session 11: Analyzed Special Numbers and
Supplements**

**Program for Cooperative Cataloging
Standing Committee on Training**

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Summary

This session addresses access for serials supplements or serial special issues/numbers. This is accomplished either by constructing series authority records (SAR) and or notes in the bibliographic record.

Objectives

At the end of this session you should be able to:

- know how to record information for serials supplements and special issues/numbers in the bibliographic record
- know how to construct Authorized Access Points (AAPs) and Variant Access Points for numbered supplements to serials.

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When is a SAR Created for Supplements or Special Numbers?

LC-PCC PS 2.12, *Series Statement*, contains a separate section, *Supplements and Special Numbers to Serials*. This section addresses whether supplements and special numbers should be treated as series, and makes a distinction between numbered supplements (on the one hand) and special numbers and unnumbered supplements (on the other hand).

Numbered Supplements to Serials -- SAR Created

A supplement must have its own numbering; if it is numbered only in relation to particular numbers of serials, it is considered to be unnumbered. For example, supplement 3 to v. 7, no. 4 of the serial title is considered unnumbered (supplement 1-2 to this number were also published).

Example: (SAR has its own numbering):

490 1# \$a Acta neurochirurgica. Supplement, \$x 0065-1419 ; \$v 72
830 #0 \$a Acta neurochirurgica. \$p Supplement ; \$v 72. \$x 0065-1419

Unnumbered Supplements and Special Numbers to Serials -- No SAR Created

If the information has not already been recorded in the 245 field of the bibliographic record, give the information in a note.

Examples (unnumbered or relates only to a number for the serial):

"A supplement to The mineralogical record, January-February 2012, vol. 43, no. 1"--T.p. verso.
"MEDC monthly economic digest for business executives, special number, February 2002."
"A supplement to the Journal of social philosophy"--Cover.
"A theme supplement of Journal of the Royal Society interface, volume 6, supplement 2."
Supplement 2 to: Casa & città, n. 5, 1993.

A reference to the related serial work from the bibliographic record for the resource can be made (see section below, *Referencing Related Works and Manifestations*)

Recording a Series Statement for a Numbered Supplement in the Bibliographic Record

A series in *RDA* correlates to an AAP for a work or expression, as has been discussed elsewhere in this training material. Therefore, *RDA* 6.1.3, *Changes Affecting the Identification of a Work* is an important section, and specifically *RDA* 6.1.3.2 *Works Issued as Serials*. A change for the AAP for the series occurs at the work level (*RDA* 6.1.3.2). But the rules for change at the manifestation level are also taken into consideration: *RDA* 1.6 *Changes Requiring a New Description*, 2.3.2.12 *Recording Changes in the Title Proper*, and 2.3.2.13 *Major and Minor Changes in the Title Proper of a Serial* (and LC-PCC PS 2.3.2.13).

Location of Title Elements on the Manifestation

If the title of the supplement appears in a different source from the title of the larger resource, the preferred title of the supplement is its own title, alone (see 2.3.1.7).

Beihefte der Konjunkturpolitik
Supplement to Journal of ancient civilizations

If the title of the supplement appears in the same source as the title of the larger resource, the preferred title is the name of the supplement recorded as a subdivision of the title of the larger resource (see 2.3.1.7.2 serials exception, with 6.2.2.9.1 serials exception). A full stop is used to separate each part.

490 0# \$a Advances in international comparative management. Supplement
490 0# \$a African languages and cultures. Supplement

Recording the Preferred Series Title for a Numbered Supplement

A numbered supplement to a serial is a part of the larger serial. The preferred title for the supplement is recorded according to *RDA* 6.2.2.9, *Recording the Preferred Title for a Part or Parts of a Work*. *RDA* 6.2.2.9.1 addresses situations in which there is a single part:

“If the part is identified only by a general term with or without a numeric or alphabetic designation (e.g., Preface; Book 1; Band 3), record the designation of the part as the preferred title for the part. Record the numeric designation as a numeral.”

NOTE: *This preferred title for the supplement is combined with the AAP for the work as a whole (the serial) to form the AAP for the numbered serial supplement (see below under “Access Points”).*

Example:

Supplement
(Preferred title for part of *Advances in geophysics*)

Access Points

The authorized access point for numbered supplement series are constructed like those of any other work. Since such series are almost always compilations of works by different persons, families, or corporate bodies, follow RDA 6.27.1.4: “construct the authorized access point representing the work by using the preferred title for the compilation.” Because numbered supplement series are also parts of another work, RDA 6.27.2.2 (serials and integrating resources) also applies:

- “Construct the authorized access point ... by combining (in this order):
- a) the authorized access point representing the work as a whole
 - b) the preferred title for the section or supplement.”

Examples:

<p>130 #0 \$a Beihefte der Konjunkturpolitik 130 #0 \$a Supplement to Journal of ancient civilizations 130 #0 \$a Advances in international comparative management. \$p Supplement 130 #0 \$a Advances in geophysics. \$p Supplement</p>

Variant Access Point for the Supplement

No variants are core (required) in RDA. However, some best practices have arisen. The basic consideration is: will a variant access point help the user of the catalog discover the authorized access point? Further guidelines and examples are given in RDA 6.27.4.3.

Examples:

<p>130 #0 \$a Beihefte der Konjunkturpolitik 430 #0 \$a Konjunkturpolitik. \$p Beihefte</p> <p>130 #0 \$a Supplement to Journal of ancient civilizations 430 #0 \$a Journal of ancient civilizations. \$p Supplement</p> <p>130 #0 \$a Quaderni della Rivista italiana di musicologia 430 #0 \$a Rivista italiana di musicologia. \$p Quaderni della Rivista italiana di musicologia</p>

Referencing Related Works and Expressions

For an unnumbered supplement or special number to a serial, in addition to providing a note as mentioned above (see above section, “*When is a SAR Created for Supplements or Special Numbers?*”), a reference for the serial can be added to the bibliographic record for the analyzed title.

The Relevant Instructions

The instructions of *RDA 24.4, Recording Relationships Between Works, Expressions, Manifestations, and Items*, are applied when referencing related works and manifestations. Among the options are to provide an authorized access point that represents a related serial work.

More specifically, 25.1.1.3 covers unnumbered supplements (and in fact “supplement” is explicitly included among the situations in scope for this instruction). 26.1.1.3 covers special numbers to serials.

Relationship Designators

A relationship designator (*RDA 24.5*) can be applied from the terms in *RDA Appendix J*, instead of a note that indicates the nature of the relationship.

When using a relationship designator, use subfield \$i as the first subfield, capitalize the first word of the designator, and end the subfield with a colon, in accordance with the instructions in *PCC Training Manual for Applying Relationship Designators in Bibliographic Records*.

Example: Unnumbered supplement (providing AAP representing the serial):

730 0# \$i Supplement to (work): \$a Journal of clinical psychology

Example: Special number/issue:

730 0# \$i Special issue of: \$a Journal of psychology and Judaism