

CONSER Editing Guide Update 20 (2011)

Update 20 of the CONSER Editing Guide (CEG) includes changes in MARC coding and PCC practices that CONSER implemented in the past several years. Most notable are new codes defined for Form of Original Item (008/22 & 006/05) and Form of item (008/23 & 006/06), usage of subfield \$3 (item described) in various MARC fields; and subfields \$x (ISSN) in the 8XX field. This update also includes guidelines for the repeatable 260 field, the new MARC field 588 Source of description. Routine corrections to typographical errors, updates to contact information, URLs, etc. were also made. Please note that examples supporting the instructions being newly added or changed in this update were revised to reflect the new MARC coding. Other examples reflecting earlier practices will be revised or replaced in future CEG updates when possible.

This update includes valuable comments and revisions contributed by CONSER catalogers to incorporate CONSER standard record cataloging practice into various sections of the CEG. Suggestions for future revisions of the CEG are always welcome and may be sent to the email address conser@loc.gov.

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CONSER

EDITING

GUIDE

1994 Edition

Update 20 2011

Prepared by staff of the
Acquisitions and Bibliographic Access Directorate
under the direction of the
CONSER Operations Coordinator

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A4. CONSER MEMBERSHIP

A4.1. Membership Incentives

The following list includes some of the benefits of participation in the CONSER Program:

- Participation in national and international cooperative bibliographic programs
- Influencing policies for the bibliographic control of continuing resources
- Ability to modify or enhance records in the CONSER database
- Opportunity for staff training by national authorities
- Opportunity for interaction with colleagues at national libraries and other CONSER institutions
- Opportunity to contribute to CONSER documentation
- Sharing of contributed records through national distribution service
- Reduced cost to use the CONSER source records
- Opportunity to serve on standing committees and task forces
- Gratis copy of CONSER documentation

A4.2. Categories of Membership

Information concerning CONSER membership and an institution's eligibility can be obtained from the CONSER Website: <http://www.loc.gov/acq/conser/membership.html> or by emailing the CONSER Coordinator at conser@loc.gov.

Based on the initial communication, the Coordinator will direct the prospective applicant to an appropriate membership category. A letter from the institution's director must accompany a completed application form. Forms for the various levels of CONSER membership are found in Appendix D and at the Joining the CONSER Program page (<http://www.loc.gov/acq/conser/forms.html>).

The five categories of CONSER membership are Full, Associate, Enhance, Affiliate, and CONSER Funnel. Associate Level membership includes cooperative projects as well as single institutions. Refer to A.4.2.3. for a description of project-based membership. A description of each membership category and the obligations related to that level of participation follow.

A4.2.1. Full Membership

This category of membership is characterized by national agencies and research institutions that have on an ongoing basis, a high volume of serial bibliographic record creation and maintenance.

1) Criteria for FULL Level Participation in CONSER:

- Use AACR2, LCRI's (US agencies), CONSER documentation and standardized schemes for subject analysis and classification
- Independent NACO participant
- Contribute cataloging output routinely to the OCLC database
- Exhibit a willingness to commit institutional support (staff and financial resources) for program participation
- Demonstrate a commitment to regional and national cooperative cataloging

2) Evaluation of Membership Applications is Based on:

- Strength of the collection and scope of expected subject/language contributions as indicated in the accompanying application
- Quality of contributions based on a sample of bibliographic records
- Experience and strength of serials cataloging operation

3) Database Obligations:

- Authenticate and maintain records for print and non-print serials
- Contribute to Name and Subject Authority Files
- Contribute a minimum of 400 transactions per year, 150 of which are for newly authenticated bibliographic records
- Disseminate CONSER records to the cataloging community (LC)

4) Administrative/Governance Obligations:

- Provide in-house training as appropriate (Operations)
- Recommend additions and changes to documentation, including *LC Rule Interpretations*, *CONSER Editing Guide*, *CONSER Cataloging Manual*; draft modules for *CCM* (Operations)
- Serve as representatives on Policy and Operations Committees and participate actively in meetings; institution supplies partial funding for committee meetings
- As appropriate, serve on CONSER task forces, draft position papers on continuing resource issues
- Vote on applications for CONSER Enhance membership (Operations)

5) Other Potential Contributions:

- Serve as a mentor to Enhance participants (Operations)
- Serve as a cooperative project coordinator; train project participants; review and monitor contributions (Operations)
- Identify issues of current concern to CONSER and contribute to their resolution
- Serve on task forces related to standards for serials
- Contribute articles to *CONSERline* and other appropriate journals
- Participate in workshops, institutes and other educational or training activities for the cataloging community
- Provide specialized language expertise

A4.2.2. Associate membership

This category of membership includes single institutions and cooperative projects. Single institution members include those with a special subject, language, or format focus, such as state and special libraries, centers, and associations. Also included are smaller research institutions that make broad contributions encompassing a range of subjects, languages and formats. Contributions at this level are generally ongoing but may also encompass a specified time period, as for a specific cataloging project.

Cooperative projects include groups of libraries that are subject, format or regionally based that have joined together to contribute records to the CONSER database. One institution is named as the project coordinator or leader. This may be a CONSER full or associate member, or an institution that is new to the program. The coordinating or lead institution represents the group on the Operations Committee. The coordinator is responsible for training, reviewing records contributed by project members until they achieve independence and begin authenticating their own records, answering cataloging and procedural questions and ensuring that participants have access to appropriate documentation. Project members are responsible for ongoing quality control of records contributed.

The following criteria and obligations with the exception of the numerical contributions apply to both single institutional members and project members. As part of the application process, project members will provide an estimate of the number of transactions to be contributed.

1) Criteria for ASSOCIATE Level Participation in CONSER

- Use AACR2, LCRIs, CONSER documentation and standardized schemes for subject analysis and classification
- Independent NACO participant
- Contribute cataloging output routinely to the OCLC database
- Exhibit a willingness to commit institutional support (staff and financial resources) for program participation

2) Evaluation of Membership Applications is Based on:

- Scope of expected subject/language/format contributions as indicated in the accompanying application
- Quality of contributions based on a sample of bibliographic records
- Experience and strength of serials cataloging program

3) Database Obligations:

- Authenticate and maintain records for print and non-print serials
- Contribute to Name and Subject Authority Files
- Contribute a minimum of 100 transactions per year that may include first time authentication, subsequent authentication, or maintenance transactions
- Contribute the minimum transactions projected per year (Project members)

4) Administrative/Governance Obligations:

- Provide in-house training as appropriate

- Recommend additions and changes to documentation, including *LC Rule Interpretations*, *CONSER Editing Guide*, *CONSER Cataloging Manual*
- Serve as representative on Operations Committee/represent cooperative project on Operations Committee and participate actively in meetings on a rotational basis (Operations, At Large); institution supplies partial funding for committee meetings
- As appropriate, serve on CONSER task forces, draft position papers on serial issues

5) Other Potential Contributions:

- Serve as a mentor for new associate members
- Serve as a cooperative project coordinator; train project participants; review and monitor contributions
- Identify issues of current concern to CONSER and contribute to their resolution
- Serve on task forces related to standards for serials
- Contribute articles to *CONSERline* and other appropriate journals
- Participate in serials workshops, institutes and other educational or training activities for the cataloging community

A4.2.3. Enhance membership

This category of membership is characterized by institutions that enrich and/or maintain certain data in already authenticated records. Enriching records entails adding data to authenticated records that is not present (e.g., MeSH headings, vernacular data, publication patterns, classification numbers, etc.). CONSER Enhance members may elect to retain membership on an ongoing basis, or for duration of a specific project.

1) Criteria for ENHANCE Level Participation in CONSER:

- Use AACR2, LCRI, CONSER documentation and standardized schemes for subject analysis and classification, as appropriate to contributions
- Ability to work online to the OCLC database
- Participate in NACO/SACO, as appropriate to expected contributions
- Exhibit a willingness to commit institutional staff support for program participation

2) Evaluation of Membership Applications is Based on:

- Scope and type of expected enhancement activity as indicated in the application

- Experience of serials cataloging staff

3) Database Obligations:

- Enhance and/or maintain already authenticated records as well as create and/or maintain unauthenticated records to reflect changes in the serial title
- Contribute a minimum of 50 transactions per year

4) Administrative/Governance Obligations:

- Provide in-house training as appropriate
- As appropriate, serve on CONSER task forces, draft position papers on serial issues

5) Other Potential Contributions:

- Identify issues of current concern to CONSER and contribute to their resolution
- Serve on task forces related to standards for serials
- Contribute articles to *CONSERline* and other appropriate journals
- Participate in serials workshops, institutes and other educational or training activities for the cataloging community

A4.2.4. Affiliate membership

This category of membership is characterized by vendors, organizations or other commercial service providers (e.g., abstracting and indexing services, subscription agencies, publishers) who, through contractual arrangements, enhance and maintain already authenticated records.

1) Criteria for AFFILIATE LEVEL Participation in CONSER

- Affiliate membership is limited to commercial vendors contracting with OCLC for CONSER participation. CONSER contributions are limited to specific fields as defined in the contract.
- Use *AACR2*, *LCRI's* and CONSER documentation as appropriate
- Have online access to OCLC
- Exhibit a willingness to commit institutional staff support for program participation

2) Evaluation of Membership Applications is Based on:

- Scope and type of bibliographic data enhanced or maintained as indicated in application
- Quality of contributions based on sample bibliographic records

3) Database Contributions:

- Enhance and maintain authenticated records at the pre-determined field-specific level (e.g., fields required to close off a record, etc.)
- Contribute a minimum of 75 transactions per year

4) Administrative/Governance Obligations:

- Provide in-house training
- Are represented at CONSER meetings through the CONSER Coordinator
- Invited and encouraged to attend Operations Committee and At Large meetings; no funding provided
- As appropriate, serve on CONSER task forces, draft position papers on serial issues

5) Other Potential Contributions:

- Identify issues of current concern to CONSER and contribute to their resolution
- Contribute articles to *CONSERline* and other appropriate journals
- Participate in serials workshops, institutes and other educational or training activities for the cataloging community

For a list of CONSER members by category of membership, see the CONSER Website:

<http://www.loc.gov/acq/conser/membership.html>.

A4.2.5. Funnel membership

This category of membership includes institutions contributing records or enhancing records for resources of specialized or common interest. Coordination is done by a designated funnel coordinator or committee. Objectives, training needs, and the review process should be formally determined in establishing the funnel.

CONSER Funnel level membership is discussed on a case by case basis. Please contact the CONSER Coordinator at conser@loc.gov to discuss details of establishing a CONSER funnel.

A4.3. Full and Associate Levels Membership

Full and Associate applicants must affirm that, in addition to the administrative and cataloging support needs, their institution is prepared to make resource commitments for the following CONSER related needs or activities:

- Active participation in the managerial and operational concerns of the CONSER Program at large.
- Travel and per diem for staff to attend training sessions at the Library of Congress or elsewhere. CONSER training *per se* is restricted to matters of CONSER conventions and procedures; it does not include basic training in cataloging, MARC tagging, or terminal operations.
- Per diem for representative to attend standing committee meetings.
- Support for the needed complement of computers, printers, and telecommunications.

A4.4. The Membership Process

A4.4.1. Role of the CONSER Coordinator

- 1) Receives request for application from potential member and discusses the process, benefits of membership, and appropriate membership level with the applicant.
- 2) Receives application and sample records.
- 3) Assigns a CONSER cataloger within LC or another CONSER institution to review the records for overall quality.
- 4) If records are of sufficient quality, sends application and recommendation to PCC Steering Committee for approval.
- 5) If records are not of sufficient quality, discusses with the applicant and may request a second set of sample records.

A4.4.2. Role of the PCC Steering Committee

- 1) Evaluates membership applications based on recommendations from Coordinator and

criteria in 4.2

2) Approves or disapproves membership

3) Recruits new members

The PCC Steering Committee will, as appropriate, consider inviting institutions to apply for CONSER membership and welcomes communication concerning institutions that might be potential members.

4) Monitors ongoing membership

The PCC Steering Committee monitors ongoing membership based on materials supplied by the Secretariat. If improvement is needed, the procedures in A4.7. are followed.

5) Acts on membership conclusion (see A4.7)

A4.4.3. Role of the PCC Policy Committee

1) Approves criteria for membership

2) Reviews goals for membership growth on a periodic basis

A4.4.4. Role of OCLC

1) Modifies or enters into legal agreements, as appropriate

2) Assigns CONSER-level log-on authorization.

A4.5. Getting Started as a New CONSER Member

Information on getting started as a new CONSER member is available from the CONSER Website: <http://www.loc.gov/acq/conser/forms.html>. It includes a training curriculum, a new member checklist, and information about the review period.

A4.5.1. Authorization

The first step for a new CONSER member is to request a CONSER-level logon authorization via an OCLC authorization request form. This authorization will allow the new member to update and replace non-LC-authenticated records on OCLC. To request CONSER-level authorization new members should contact the CONSER Coordinator to arrange authorization with OCLC.

A4.5.2. Documentation

Shortly after acceptance to the program, Full and Associate members will receive a copy of the *CONSER Editing Guide*, and the *CONSER Cataloging Manual*. Affiliate members receive a copy of the *CONSER Editing Guide*. Documentation is not provided for CONSER Enhance or Funnel participants.

A4.5.3. Initial training

To ensure knowledge of CONSER practices, a new Full or Associate member's representative to the Operations Committee normally undergoes an initial training session with Library of Congress staff or CONSER catalogers from another CONSER institution¹. A checklist of material covered in the training is available from <http://www.loc.gov/acq/conser/curriculum.html>. It is essential that this person be completely familiar with the documentation described above before coming to the training session. Once trained, this person will train the appropriate people at the home institution.

Following an orientation to the CONSER workflow, the representative is assigned to one of the serial catalogers for the duration of the training session. Special attention is given to the sample records submitted during the application process and to particular problems and questions brought by the representative. During the training session the new member's logon authorization is also tested with records created from start to finish.

The nature of the training is customized to meet the needs of the new member but usually focuses

¹ In some cases, training may be performed at the participant's institution, or in the case of a cooperative project, at the coordinating institution.

on specific CONSER practices and procedures rather than basic serial cataloging.

During or immediately following the training, a block of LCCNs is given to the participant for use on new records.

- | The training for affiliate members and CONSER Enhance members may take place in person or
- | by email, telephone or online conferencing.

A4.5.4. The review period

Following the initial training, the records of the institution undergo review to ensure that CONSER policies and practices are being properly applied. Bibliographic and name authority records are reviewed with particular attention given to the application of *LC Rule Interpretations*, modifications to existing records, and database maintenance routines. Name headings are checked in the course of the review. Once the review is complete, the new member makes any needed corrections and authenticates the record. See a fuller description of the CONSER new member review process at <http://www.loc.gov/acq/conser/newreview.html>.

1) Items sent to the reviewer by the CONSER institution

The full or associate CONSER member sends the following for each record as necessary:

- a. Printouts of newly input records
- b. Printouts of a record before and after being modified by the participant
- c. Printouts of related records that have been modified by the participant (e.g., links added, etc.)
- | d. Requests for LC modification of related records (See C3).
- e. All necessary surrogates to support the bibliographic description and name headings

2) Items returned to the CONSER institution

When processing of a batch is completed, the surrogate and printout packages are returned to the participant. All necessary corrections are noted on the printouts with citations to rules, RIs, or the *CEG*. The records are then authenticated. Automatic and manual statistics are also generated which will enable the member to receive credits (See C13).

A4.5.5. Completion of the review period

The review period is completed when the institution demonstrates knowledge sufficient to independently authenticate records and to modify LC-authenticated records. Successful completion of the review period will generally be three to six months. Ongoing sample review may be done by the trainer for some time following independence. Surrogates are no longer sent to the reviewer or trainer except in those situations outlined in C11.

A4.6. Review of Continuing Membership

Membership review consists of the periodic confirmation that all participants are upholding their membership obligations. The working assumption is that the contributions of the participants fully conform to expectations. Review of continuing membership takes into account 1) accuracy of records, 2) volume of activity, 3) type of activity, and 4) degree of participation.

A4.6.1. Accuracy of records

Random accuracy review sampling is limited to new members and those identified as needing further assistance. Accuracy review is done by senior LC serial catalogers or other CONSER catalogers. An institution may identify a need for review (e.g., a change in staff), or others may identify the need to the CONSER Coordinator. If an institution is identified as needing review, both the Operations and Policy representatives will be notified at the beginning and throughout the review to assure that they benefit from the comments and suggestions.

A4.6.2. Volume of activity (statistics supplied by participants) (See also C13)

- Authenticated original records

- Authentication of existing records
- Subsequent authentication of already authenticated records
- Maintenance of authenticated records
- Publication patterns added (as appropriate)

| A4.6.3. Participation

Degree of participation in the operational and managerial concerns of CONSER is also an aspect of continuing membership. Review of participation in CONSER concerns will include, e.g., assessment of a participant's level of representation at meetings and comments on draft documentation.

A4.7. Improvement/Conclusion of Membership

For the overall effectiveness of the program, members must be in good standing. All reasonable efforts are made by the program management to support members to ensure any needed improvement.

A4.7.1. Early indication of need for improvement

The CONSER Coordinator informs the PCC Steering Committee of a member's deficient performance or predicted deficient performance, based on statistical or other information available to the Coordinator. As noted in A4.6, review of continuing membership takes into account 1) accuracy of records, 2) volume of activity, 3) type of activity, and 4) degree of participation. Deficient performance can include failure to meet quantity standards, quality levels that would be judged insufficient, or lack of participation in CONSER activities.

A4.7.2. Plans for improvement

The Chair of the PCC Policy Committee alerts the member to its performance inadequacies through a telephone call to the appropriate representative and discusses options for improvement sufficient to remain a CONSER member in good standing.

A4.7.3. Time frame for improvement

Within one month of the discussion of performance deficiencies and subsequent communication with the PCC Steering Committee as appropriate, the Chair notifies the member institution in writing of the deficiencies and informs the member that if specified improvements are not made within one year, the institution's membership in CONSER will conclude.

A4.7.4. Assessment of improvement

The PCC Steering Committee reviews correspondence and reports of conversations with the member about performance and reevaluates the member's performance. After six months, a letter describing progress toward improvement is sent to the policy-level representative. If the member's performance has not reached an acceptable level of improvement after one year, allowing for unusual circumstances, the PCC Steering Committee votes to conclude the membership. The Policy Committee Chair notifies the appropriate representative in writing.

A4.8. CONSER Enhance

CONSER Enhance participants maintain and/or enrich CONSER and non-CONSER records. (Exception: U.S. ISSN pre-pub records--those with encoding level "8"--may not be revised. For instructions, see C6.)

CONSER Enhance participants *maintain* records by adding, changing, and in some cases, deleting data in order to reflect the current status of the serial. Most of these changes will reflect title changes, cessations, or changes to frequency, issuing body, numbering, and so forth. If headings are added to the record they must be authoritative, i.e., contributed to the Library of Congress/NACO Authority File (LC/NAF).

CONSER Enhance participants *enrich* records by adding data that are not already present in the records, such as special types of classification and subject headings, vernacular data, etc. If an institution has been accepted to contribute subject-related data, changes are not generally made to the descriptive portion.

A4.8.1. Applying for membership

Information concerning Enhance membership and an institution's eligibility can be obtained from the CONSER Website: <http://www.loc.gov/acq/conser/membership.html>. If an institution is considering membership, please contact the CONSER Coordinator, conser@loc.gov. An application form is also available on the Website.

Acceptance at the enhance level is dependent on the qualifications of the applicant and the availability of a CONSER institution or LC cataloger to serve as mentor. Based on the geographic location or collection strengths of the applicant, the CONSER Coordinator will select possible institutions and determine availability. Applicants may also make initial inquiries of CONSER institutions with which they are familiar before discussing with the CONSER Coordinator.

The application form is designed to gather information concerning the types of enhance activities being proposed, the experience of the serials cataloging staff, and the anticipated number of contributions. See also A4.2.4. for a further description of the criteria for qualification and responsibilities of enhance membership.

A4.8.2. The membership process

1) Role of the CONSER Coordinator

- Receives application for membership and discusses the process with the applicant
- Selects mentoring institution based on requests from the applicant, availability of CONSER institutions, etc.
- Forwards sample records to mentor for review
- Notifies PCC Policy Committee of application for opportunity to comment
- Notifies applicant of acceptance
- Notifies OCLC of new member
- Notifies enhance member of independence and need for CONSER log-on

2) Role of the Operations Committee

- Suggest potential members based on observed quality of records
- Approve applications
- Serve as mentors
- Provide ongoing comments on the process and suggest improvements as needed

3) Role of the CONSER policy-level representatives

- Provide initial support for an institution's ability to mentor

4) Role of the Mentor

- Reviews records submitted with application and notifies Coordinator of acceptability or need for improvement
- Obtains special authorization from OCLC to enter the Enhance member's save file
- Provides initial training and review for new enhance member
- Notifies Coordinator of member's readiness for independence

5) Role of the CONSER Specialist

- Provides assistance to mentors and keeps documentation up-to-date
- Adds new members to CONSRLST (CONSER discussion list)

6) Role of OCLC

- Modifies or enters into legal agreements, as appropriate
- Assigns CONSER-level log-on authorization (this may be done via the regional network)

A4.8.3. Getting started as a new CONSER Enhance participant

1) Documentation

New CONSER Enhance members must subscribe to the *CONSER Cataloging Manual* and *CONSER Editing Guide* and should assure that their copies are up-to-date. Gratis copies are not supplied to Enhance participants. If there are problems in receiving the documentation, contact the CONSER Coordinator.

2) Initial training/review

It is up to each mentor and new enhance participant to determine where and how to begin work. If geographically feasible, training may be done onsite at either institution; otherwise, initial training is accomplished via phone, email, etc. Since CONSER Enhance members are expected to be experienced serial catalogers, initial training is primarily limited to procedural matters.

During the review period, the CONSER Enhance participant makes changes to CONSER or non-CONSER records and saves them in the participant's save file. The participant then notifies the mentor via email that a batch of records is completed and printout packages* will be sent or faxed to the mentor for review. The mentor reviews the records, discusses any problematic areas via phone, email, etc., and return the printouts with all necessary corrections noted for corrections. The participant makes all necessary corrections and replace the records.

Statistics are maintained by the CONSER Enhance participant to be reported monthly on the World Wide Web (See C13).

| (*Printouts of the records being modified should include Before and After snapshots for
| each record, along with all surrogates necessary to support the revisions.)

3) Independence

Once the CONSER Enhance member exhibits a thorough knowledge of the procedures and is comfortable with CONSER policies and practices, the CONSER mentor recommends to the CONSER Coordinator that the CONSER Enhance member be granted independence. The Coordinator notifies the CONSER Enhance member in writing, with a copy to the PCC Policy Chair, OCLC, and the mentoring institution. The CONSER Enhance member then contacts OCLC for a CONSER-level log-on. Note: there is one CONSER-level log-on that is used by all participants. Enhance members are given the log-on with the understanding that they will limit their activities to those described in their application form.

Once independent, the CONSER Enhance member makes changes and updates records directly online. All statistics are kept and reported by the Enhance member monthly on the World Wide Web (See C13).

4) Other aspects of CONSER involvement

CONSER Enhance members are included on the CONSER discussion list, are invited to attend At Large meetings at ALA and may also attend the annual meetings of the CONSER Operations Committee at their own expense. They may also be invited to serve on task forces or contribute in other ways to the development of standards and the ongoing review of the CONSER Program.

| **Related fields, etc.** C3, C6, C13.

A7. CONSER-RELATED PRODUCTS

A7.1. MARC 21 Distribution Service Serials Database

A7.1.1 Weekly CONSER serials subscription

Scope

These services are delivered via FTP (File Transfer Protocol). They contain MARC 21 records for serials authenticated by CONSER Program participants, including records reflecting ISSN assignments and those created by the participants in the U.S. Newspaper Program. The files include all languages. Contains original script Chinese, Japanese, and Korean records, other languages written in non-roman systems are in romanized form. Available in MARC 21 and MARCXML formats.

Includes new records created in the current year.

Availability

Available from Cataloging Distribution Service:

<http://www.loc.gov/cds/products/product.php?productID=74>

Library of Congress

Office of Business Enterprises

Cataloging Distribution Service

101 Independence Avenue, SE

Washington, DC 20540-4910

Phone: 1-800-255-3666 (U.S. Only) or +1-202-707-6100 (outside U.S.)

Fax: (202) 707-1334

Email: cdsinfo@loc.gov

<http://www.loc.gov/cds/>

Documentation

Documentation included with the service includes MARC 21 Format for Bibliographic Data, MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media and various MARC 21 code lists.

A7.1.2 CONSER serials retrospective file

Includes records from 1973 through the past year.

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A7.2. Publications

A7.2.1. *CONSER Editing Guide*. 1994 ed. ISBN 0-8444-0844-1

Scope

Issued in two parts with separate binders: Part I, Background, Policies, and Procedures; Part II, Technical Guidelines.

Availability

The *CONSER Editing Guide* and its updates are available as a standing order item. The parts are not individually sold. For sales information, contact CDS (information given in 7.1. above). The *CONSER Editing Guide* is also included in the *Cataloger's Desktop*, available from CDS.

A7.2.2. *CONSER Cataloging Manual*. ISBN 0-8444-0784-4

Scope

Companion publication to the *CONSER Editing Guide*. Issued in three parts with two binders: Part I, Original Cataloging; Part II, Adapting Online Records; Part III, Special Problems and Special Types of Serials.

Availability

The *CONSER Cataloging Manual* and its updates are available as a standing order item. The parts are not individually sold. For sales information, contact CDS (information given in 7.1. above). The *CONSER Cataloging Manual* is also included in the *Cataloger's Desktop*, available from CDS.

A7.2.3. *CONSERline*. ISSN 1072-611X

Scope

CONSERline is an online newsletter published by the Library of Congress. It contains news of the CONSER Program and information of interest to the serials cataloging community.

Availability

CONSERline is available in electronic form only and is free of charge. Issues for 1994-1995 are in ASCII format only; starting in 1996 issues are available in HTML and ASCII formats.

A7.3. ISSN-related Products

As national centers in the ISSN Network, US ISSN Center and ISSN Canada report all of their ISSN assignments and the bibliographic information associated with the assignments to the ISSN International Centre for inclusion in the ISSN data base and publication in ISSN-related products.

An ISSN record contains essential bibliographic information for the identification and control of serials. The ISSN data base contains two kinds of records:

- FULL records for serials of national or international interest
- SHORT records for serials of local interest

Using programs developed and run by the Library of Congress Cataloging Distribution Service, US ISSN Center-authenticated CONSER records for U.S. titles and titles published by certain multi-national publishers are selected from each monthly MARC Distribution Service--Serials tape, converted to the MARC-like ISSN format, and transmitted on tape to the ISSN International Centre in Paris. There they are added to the machine-readable file, and published in the *ISSN Register*. More than 80,000 new and amended records are added to the *ISSN Register* per year. In 2008, the *ISSN Register* contained 1,413,942 records.

The *ISSN Register* is available on the web: the ISSN Portal, Z39.50 access, and the Raw Data file.

A7.3.1. ISSN Portal (the *ISSN Register* on the Web)

Scope

The *ISSN Register* is one of the fundamental bibliographic resources for serials available over the Web. The *ISSN Register* is a comprehensive tool which can be used for world-wide bibliographic searches on serial publications and cataloging (records can be downloaded and re-used for specific purposes). It also is an authoritative identifier of serial publications for database management purposes.

ISSN Portal is a multilingual database: some 150 different languages are represented in the *ISSN Register*. Non-Latin scripts are transliterated into the Latin alphabet according to the corresponding ISO standards. Special characters and diacritics are rendered through Unicode compliance and displayed on most available browsers.

The exponential growth of electronic serials is also reflected in *ISSN Portal*. More and more e-serials (whether online, magnetic or optical media) are being added to the *ISSN Register*. Online access through the Web is updated in real time.

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Availability

Information for subscriptions to the ISSN products is available on the ISSN International Web site: <http://www.issn.org/>. Further information is available from:

Centre International de l'ISSN

45 rue de Turbigo

75003 PARIS

FRANCE

e-mail : issnic@issn.org

Tel.: (33 1) 44 88 22 20

Fax : (33 1) 40 26 32 43

A7.3.2. The ISSN Register (raw data)

The *ISSN Register* is available as raw data under a licencing agreement. Conditions of use and licencing fees are available upon request at the ISSN International Centre at the address given in A7.3.1. above.

A7.3.3. List of Serial Title Word Abbreviations

Scope

Includes words and their abbreviated forms used for the abbreviation of serial titles. The abbreviations are based on the international standard ISO 4. The list is an irregular publication produced in upper and lower case, with all the diacritics required by the languages and transliteration schemes represented.

Availability

For sales information, contact ISSN IC (information given in A7.3.1. above).

A7.3.4. ISDS Manual (ISBN 2-904938-00-1)

Scope

The *ISDS Manual* describes the organizational structure, functions, policies and procedures of the ISSN International Network. The Manual contains in its annex a glossary of terms, a directory of ISSN centers, and the codes and standards used by ISSN centers.

The ISDS Manual is published in English and French. Editions in other languages are in preparation.

Availability

For sales information, contact ISSN IC (information given in A7.3.1. above).

| A7.3.5. ISSN Manual. Cataloguing Part

| **Scope**

| The 2009 edition is established in accordance with the new edition of the ISO Standard on ISSN (ISO 3297) and incorporate into the Manual the profiles of the bibliographic formats MARC 21 and UNIMARC, used to make the ISSN registrations.

| **Availability**

| Published in English and Spanish. Available online:
| <http://www.issn.org/2-23364-ISSN-Manual.php>.

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B1. GENERAL PRINCIPLES

As defined in A3, a CONSER record is an authenticated record. While CONSER catalogers are expected to authenticate most of the records they create or maintain, they are not required to authenticate every record. Records that are authenticated must conform to the following:

B1.1. Bibliographic description and identification

Bibliographic description is based on *Anglo-American Cataloguing Rules. 2nd ed.* 2002 revision and its amendments (and for retrospective conversion, its predecessors), Library of Congress rule interpretations (US agencies),¹ and CONSER documentation. Records created by the U.S. ISSN Center and ISSN Canada also incorporate conventions given in the *ISDS Manual*.

B1.2. Form of name and series headings

Headings for names and series used in CONSER records are given in AACR2 form, as of the adoption of AACR2 in January 1981.

B1.3. Classification and subject headings

Classification, when given, is based on standardized schemes. Subject headings, when given, are based on standardized lists. Subject headings newly input to CONSER records are at the appropriate level of specificity, are currently valid, and are properly constructed and tagged. When authenticating existing records at the CONSER standard record (CSR) level, subject headings already contained in the record are verified against a standard authority file to assure current validity and construction. The *Subject Headings Manual*, the online subject authority file, and *Free-Floating Subdivisions* are the standard tools for L^CSH-based subject headings assigned by CONSER members. Institutions not using Library of Congress Subject Headings are not responsible for verifying LC subject headings already present on OCLC records.

B1.4. Content designation

CONSER records are fully MARC 21 content-designated according to Section E of the *CONSER Editing Guide*.

B1.5. Level of records

CONSER records are created at the CONSER standard record or minimal level as specified in

¹The Library and Archives Canada (LAC) applies its own rule interpretations to records it authenticates.

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| B6. The creation of CSR level record is encouraged, as resources permit. Minimal level records are generally limited to specific groups of serials that don't warrant higher level analysis.

B1.6. Successive vs. latest entry

CONSER records are normally created in successive entry form; however, latest entry records are acceptable under certain circumstances related to retrospective conversion. (See C10.)

B1.7. Cooperative cataloging

| CONSER records are created cooperatively; therefore, information in records created by CONSER members is accepted by other members, unless the information is obviously erroneous. When questions arise, CONSER catalogers routinely consult with one another to determine the appropriate action.

B1.8. International resource record

Bibliographic information given in a CONSER record is a composite of all known information about a serial. This information does not necessarily reflect the holdings of any one institution. In addition, CONSER records are created so that they may be used universally. Policies and practices specific to one institution are not applied to CONSER records, nor is information given that is purely local in nature.

B1.9. Record maintenance

CONSER members are required to maintain CONSER records as they become aware of the need. (For details, see B4.)

| **Related fields, etc.** A3, B4, C10.

B4. RECORD MAINTENANCE

Record maintenance is the process of ensuring the continued authoritativeness of a CONSER record through additions, changes, or deletions:

- 1) To correct obvious errors;
- 2) To reflect changes in the publication, or;
- 3) To reflect changes to policies and practices used within CONSER for the bibliographic control of the publication.

Record maintenance may occur during first-time cataloging of the title, when a CONSER record is found on OCLC, during the cataloging of records for related titles, when changes are noted during check-in of pieces, and so forth.

The degree to which a record is changed may depend on the activity that the cataloger is performing, the availability of information, and the record's encoding level. The action taken may involve making the change on the CONSER database or notifying LC or LAC of the desired change, as instructed in Section C.

In the instructions that follow, particular actions are identified as:

- | | | |
|------------|------------------------------|--|
| [M] | MANDATORY | Action must be performed in the given situation. |
| [R] | REQUIRED IF AVAILABLE | Action is performed when the information is readily in hand. |
| [O] | OPTIONAL | Action is performed at the discretion of the CONSER institution. Instructions are provided for institutions that opt to perform the necessary actions. |

B4.1. Correcting obvious errors [M]

Members are responsible for correcting typographical errors and errors in content designation whenever they are encountered in a record that is or is about to be authenticated. Correct these errors wherever they occur; however, bear in mind that what appears to be an error is not always so.

245 00 Enrolment in community colleges.

[In the example, "enrolment" represents a variant spelling of "enrollment." The title

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is not in error.]

Members should make corrections to related unauthenticated records, particularly when not correcting the record would hinder access to that record (e.g., adding a missing \$t to a linking field, correcting the second indicator value in the title to omit searching on the initial article).

Possible errors in 050 fields input by LC (second indicator = 0) should not be corrected but instead should be reported to the appropriate cataloging unit of the Acquisitions and Bibliographic Access Directorate (<http://www.loc.gov/aba/contact/>).

B4.2. Changes in the publication

Changes in this category require maintenance to ensure that the CONSER record continues to reflect accurately the bibliographic details of a serial. Following the general instructions below is a list of MARC fields that should be added, changed, or deleted as appropriate to the situation. Specific instructions for making changes are found in Sections C and E of the *CEG*.

B4.2.1. Major and minor title changes [M]

Changes of this type may or may not result in the creation of a new record. For conditions under which changes of this type do not result in the creation of a successive record, see AACR2 rules and related rule interpretations for 12.3G, 21.2, 21.2A2, 21.2C, 25.5B.

1) Changes resulting in the creation of a new record [M]

When a change in main entry heading and/or title proper results in the creation of a new record, the existing record must be closed off by making changes to the following data elements, as appropriate:

008/6	Publication status code [M]
008/11-14	Ending date of publication ¹ [M]
260	Publication information of later/last issues [R]
300 \$a	Extent of item [O]
362	Designation of last issue or note relating to last issue [R]
588	Update "latest issue consulted" note with the designation of the latest issue consulted or the last issue, if available [R]
580/785	Linking entry (and, when available, control numbers) of later record(s) [M]

¹Code "u" may be given for any portion of the date that is unknown.

Refer to *CCM* 21.3 for more information on closing serial records.

2) Changes resulting in revision of the existing record [M]

When a change in the publication pertains to data in the main entry heading and/or title proper, but the change does not result in the creation of a successive record, revise the existing record as follows:

a. Changes pertaining to uniform title main entry heading:

When a serial is entered under a uniform title heading qualified by **place of publication**, and the place of publication changes, record the new place of publication in an additional 260 field. Change the fixed field Country of Publication code (008/15-17) to reflect the new place of publication. (For instructions on changing the place of publication when “backing-up” records, refer to *CCM* 21.10.)

When a serial is entered under a uniform title heading qualified by **corporate name**, and the corporate name changes, create a new successive record and close-off the existing record as in 1) above.

b. Changes pertaining to the title proper:

Make a general or specific note (fields 246 or 500), as appropriate, about changes in the title proper that do not result in the creation of a successive record. If important for access, make an added entry (field 246) for the later title(s).

500 ## *Order of titles varies.*
[No new added entry needed]

500 ## *English title precedes German title on title page, 1986-*
[No new added entry needed]

245 00 *Year-book / \$c the Royal Society.*
246 1# *\$i Vols. for 1981- have title: \$a Year-book of the Royal Society*

245 00 *Archiv fuer Bibliothekswissenschaft.*
246 1# *\$i Some issues have the title: \$a Archive für
Bibliothekswissenschaft*

B4.2.2. Changes affecting other access points**1) Title variations other than title proper (246) [R]**

Record any significant additional titles (other than title proper) found on earlier/later issues.

2) Series (490/8XX) [R]²

When no series added entry is being included, transcribe the series statement, using the 490 field. Document changes in the series statement over time in 490 fields on the bibliographic record.

When a series added entry is being included, provide the series heading in the 8XX field. Establish new, or update existing, series authority record(s) in the Library of Congress/NACO Authority File (LC/NAF) as necessary. Record variant forms of the series title in the authority record.

3) Responsible entities (7XX/550) [R]

Trace any bibliographically significant entities associated with earlier/later issues (700, 710-711), and optionally describe their significance in a note (500 or 550). If there is no name authority record for new heading in the authority file, and the bibliographic record contains authentication codes "pcc", "lc", "lcd", "lccopycat," or "nlc" in field 042, complete the authority work for establishing the heading in the LC/NAF.

Also make a title added entry for a significant related work (730 or 740). A 730 may be made based on the existence of an AACR2 bibliographic record when an authority record is not available (LCRI 21.30G).

4) Preceding/succeeding entries (780/785) [M]

Make links both to and from preceding/succeeding records (780/785/580).

5) Other linking entries (765-777/787/580) [O]

²As of June 1, 2006, LC series bibliographic maintenance will be restricted to adding or correcting series statements (490 0#); controlled access points (8XX fields) won't be added or modified. (SERIES AT THE LIBRARY OF CONGRESS: JUNE 1, 2006. URL: <http://www.loc.gov/catdir/cpsa/series.html>). For PCC members, transcription of the series statement is mandatory if applicable. (PCC Series Policies and Practices. URL: <http://www.loc.gov/catdir/pcc/seriesPCC.html>).

Record all changes in bibliographically significant relationships to other publications as required by the applicable AACR2 rules and rule interpretations. Make links both to and from related records (765-787/580) and give added entries when appropriate (700-730).

6) Subject fields (600-651, 043, 008/24-27) [R]

Expand or modify subject headings, geographic area codes, and fixed field contents codes to reflect obvious changes in the scope of a publication. (See also CCM 15.6, "Modifying Subject Headings.")

B4.2.3. Other changes

1) Subscription data (037) [O]

If the subscription data is no longer valid, it may be updated or deleted.

2) Frequency data (310 [R], 321 [O], 008/18-19 [R])

If current frequency is known to differ from data in fields 310 and 008/18-19, change tag 310 to 321, add a new 310 field, and update fixed field 008/18-19 to reflect the new 310. Add relationship dates, when known, in subfield \$b of both fields 310 and 321. Prefer to leave existing 321 fields on an existing record, even if more than three.

3) Add publication patterns data, as appropriate (Publication Pattern Initiative participants only)

B4.2.4. Changes to pre-AACR2 records

With the exception of updating headings to currently valid forms, changes to pre-AACR2 records should be made only in the context of the cataloging code under which the record was created. If it is not possible to make the changes without creating a "hybrid" record, then the record should be converted to AACR2 (see also specific circumstances described below, as well as 2.3. above).

It should be noted especially that, for pre-AACR2 records, the bibliographic description is based on the latest available issue rather than on the earliest.

B4.3. Changes in cataloging codes, LCRIs, subject analysis, or CONSER practice

One of the central innovations of CONSER as a cooperative program has been the authentication procedure, whereby the bibliographic description and access points in a catalog record are

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verified as being in conformity with CONSER bibliographic conventions and agreed-upon practices. **In general, an authenticated record should not be updated merely to reflect changes in cataloging codes or CONSER practice.** Usually, an authenticated record will continue to serve the purposes of CONSER even though the rules and/or rule interpretations under which it was constructed have been superseded. The instructions below (B4.3.1 through B4.3.5) address some of the instances where this is not the case.

The 2002 AACR2 rule revision and accompanying LCRIIs introduced the concept of major and minor changes for deciding when to create a new record. These include new rules for changes in title, edition statement, and numbering that affect the number of records needed. They also include revised rules for the transcription of the title proper. Generally, CONSER libraries do not modify the title or consolidate CONSER authenticated records that were created under the provisions in place before the 2002 revisions were adopted. Other changes introduced by the 2002 revision that are a matter of style or punctuation may be made at the discretion of the cataloger. (For changes to unauthenticated records, see B3.)

B4.3.1. Pre-AACR2 vs. AACR2 rules of entry

The criteria according to which a serial is determined to have changed its title (or main entry/title) differ between AACR2 and earlier cataloging codes. When a change occurs in a serial represented by a pre-AACR2 record, and that change would necessitate a successive entry as cataloged under pre-AACR2 rules, but not as cataloged under AACR2 rules, update the record to AACR2.

B4.3.2. Consolidating multiple pre-AACR2 records into a single AACR2 record

When a serial entered under a name heading according to earlier rules must be updated because the responsible entity has changed (while the title proper has remained the same), if AACR2 rules call for title main entry (or uniform title main entry with place of publication as qualifier), update the record to AACR2.

If other pre-AACR2 successive records exist for earlier changes in the main entry heading, and the title proper has stayed the same, then these records should be consolidated with the revised AACR2 record. (See C8.2)

For restrictions on consolidating LAC or ISSN Canada records, refer to C8.1.2.

B4.3.3. Revising the choice/form of entry of AACR2 records to reflect revised AACR2 practices

In most instances it should not be necessary to alter substantially the description of AACR2

records to reflect changes in AACR2 practice. If, however, the change involves main entry, and it would necessitate successive entries according to the rules and rule interpretations under which the record was created, but not according to current AACR2 practice, update the description to reflect current AACR2 practice.

130 0# International relations (Central Connecticut State College)
[Name of college changes to Central Connecticut State University]

This record was created under an earlier version of LCRI 25.5B, by which titles consisting solely of subject terms were qualified by corporate body. The current version of the RI does not include this requirement. To avoid making a new record, change the qualifier to place of publication.

130 0# International relations (New Britain, Conn.)
550 ## Vols. for <1968-> issued by: Central Connecticut State College; <1987->
by: Central Connecticut State University.

B4.3.4. Revising the description of AACR2 records based on the issue in hand

| When an AACR2 CONSER record is based on a later issue and a CONSER member has the first
| issue in hand, the member "backs-up" the record to reflect the first issue, updates the "description
| based on" note and adds a "latest issue consulted" note, as appropriate. This may also be done
| when an earlier issue, but not the first, is in hand and the issue reflects information that is
| different from that given on the CONSER record (but that would not result in the creation of a
| new record). (See also C3.) In general, do not "back up" records solely to record an earlier issue
| in the "Description based on" note. (See also CCM 21.10. For first time authentication, see B3.)

| If a CONSER AACR2 record is based on an earlier issue and another CONSER member
| performing copy cataloging has only a later issue, the serial should not be redescribed. Any
| changes appearing on the later issue and the "latest issue consulted" should be noted in the
| record, as appropriate. (For first time authentication, see B3.)

B4.3.5. Revising subject analysis fields to reflect current practice

CONSER members may make changes to subject analysis fields that clearly do not correlate with the subject matter of the publication. Data should be removed from records only when clearly incorrect, not just when a matter of judgment on predominant subject emphasis. When there is doubt, fields should not be changed.

1) Subject headings.

The cataloger adds, changes, or deletes subject headings to reflect vocabulary changes in

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standard subject heading lists as well as heading and subdivision assignment practices in such source documents as *Subject Cataloging Manual: Subject Headings*, *MeSH Browser*, *Canadian Subject Headings (CSH) on the Web*, etc. Redundant, largely duplicate fields should be removed from a record (although subject headings assigned from different lists are not considered duplicates).

2) Classification.

The cataloger adds, changes, or deletes classification fields to reflect additions and changes to standard classification schemes. A clear exception to this is a call number assignment by a national library; in this case, an updated class number may be added to the record in a separate field according to the guidelines in Section E.

B4.4. Changes to MARC 21 coding

Changes to MARC 21 coding are issued in the *MARC 21 Format for Bibliographic Data* and may have resulted from the implementation of format integration or from the ongoing revision of MARC 21. Some changes to records are automatically generated by OCLC as part of implementation of the new coding while others are left to catalogers to make when revisiting the records. CONSER policies for maintaining specific fields are noted at the end of the field in a section labeled "CONSER maintenance."

In general, making changes to variable fields is optional. For example, a 500 note that now could be recorded as 246 \$i can be converted if desired, but this is not required. Similarly, in some of the linking fields, \$i could be used instead of 580/530 notes for displaying text. However, catalogers should move the latest issue consulted citation in the 936 to a 588 note when making changes to a record (but be careful not to delete other data that might be recorded in the 936).

Making changes to fixed fields is necessary, at least in some cases. For example some legacy records for integrating resources that are predominantly language type material were coded type of record code = a, bibliographic level = m when they were created. These records may be changed to reflect the appropriate bibliographic level "i." The record may be reported to OCLC or the fixed fields may be changed by the cataloger.

Related fields, etc. B3, B4.3.1-B4.3.5, C3, C8.2; *CCM* 15.6, 21.3, 21.10.

C3. MODIFICATIONS TO LC-AUTHENTICATED RECORDS

CONSER members may modify LC-authenticated records to maintain accuracy and to describe significant changes (e.g., ceased publication).

Key indicators of an LC-authenticated record:

*050 is present and has second indicator "0", and
040 includes "DLC", and
010 is present and has an LCCN in subfield \$a, and
042 is present and has some valid authentication code other than "nlc" or
"isds/c" .*

Upon completion of the initial review period, a Full or Associate participant may obtain from OCLC a CONSER national level ("CON") log-on authorization that permits making updates to all CONSER records.

In general, necessary changes to LC-authenticated records may be made without first notifying LC. Certain categories of change that affect distribution of holdings, however, may require notification.

The chart on the following pages specifies the additions, changes, and deletions to LC-authenticated records that may or may not be made by CONSER members and the situations in which LC must be notified. See also C8, C9, and C10.

Related fields, etc.: C8, C9, C10.

**ADDITIONS, CHANGES, AND DELETIONS
TO LC-AUTHENTICATED RECORDS**

Data element	Add/change/delete?	Notify LC?
Encoding level	May change 1 to blank if issue in hand May not change 5 to blank	No
010	Do not change or delete	N/A
012	Change \$b 0 or 7 to 3 Delete \$c x when making any change	No No
042	Do not add, change, or delete	N/A
050, 060, 082	May add using 2nd indicator 4	No
070, 074, 086	May add when found on the piece, or as assigned (NAL and GPO)	No
022	Add for unauthenticated or foreign records; may correct in "ndsp" or "isds/c" record if verified in the ISSN Portal cf. C6	No
210, 222	Add for foreign records; may correct in "ndsp" or "isds/c" record if verified in the ISSN Portal cf. C6	No
1XX	May change to authoritative form May change choice of entry in pre-AA2 record if converting to AA2	No No
240, 245, 250	May correct obvious errors but not choice of title, etc. May change when converting pre-AA2 to AA2	No Yes*
246, 300, 310, 321	May add or change as necessary	No
362	May add or change to reflect first/last issue or successive numbering scheme May add or change when converting to AA2	No No
490	May add 490 0 May add or change 490 1 if adding or changing 8XX	No No
500	May add other general notes	No
510	Do not change or delete	N/A

Data element	Add/change/delete?	Notify LC?
515, 525, 550, 555, 580	May be added or changed as necessary	No
588	May change the description based on/source of title note when backing up to first issue	No
6XX	May add or change if from authorized list	No
700-730; 740	May add or change if authorized form available (700-730); use 740 for unauthorized forms	No
760-787	May add as necessary	No
	May change incorrect link	No
	May delete when consolidating records	Yes**
800-830	May add or change if authoritative form available	No
87X	Delete when headings are converted to AA2	No
890, 901, 911	Do not add, change, or delete	N/A
936	May add or change; may move the LIC citation to a 588 note when making changes to a record	No

* if a record change to an LC authenticated record would affect distribution of holdings among two or more titles

** if the records consolidation is done while converting latest entry records to successive entry records

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C6. P5 (38% / , & \$ 7,2 1 R (& 2 5 ' 6 \$ 1 ' ISSN) 2 5 U.S. 10 35,176

Follow the procedure below to update ISSN prepublication records created by ISSN Publisher Liaison Section (ISSN PL) at the Library of Congress. In adhering to this procedure, CONSER catalogers will enable necessary verification of the ISSN elements and completion of the ISSN registration process before these records become part of the ISSN database in Paris.

C6.1. Prepublication Records

Procedure for Updating U.S. ISSN Prepublication Records (Elvl: 8)

C6.1.1. Record Update

- Leave field 263 (expected date of publication)
- Change the encoding level from "8" to the appropriate level
- Update the record as appropriate (Keep in mind that the record is based on information supplied by the publisher prior to publication and not from an actual issue. It is very easy to overlook small changes in title and corporate body fields.)
- Authenticate the record in the usual manner (i.e., when present, change code "msc" to "pcc" in field 042)
- Notify LC of the update using the online ISSN Requests Web Form (<https://www.loc.gov/acq/conser/issn/>)

C6.1.2. Do NOT update the prepublication record in the following situations:

- Publication does not appear to be a serial or an integrating resource
- Duplicate ISSN have been assigned to the same publication
- The serial should not have its own record or ISSN (certain indexes, certain

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supplements, parts, etc.)

- More than one record is needed to represent the serial (edition problems, parts problems, etc.)
- Any other case in which you feel (or suspect) a problem in ISSN assignment or record creation might have occurred.

CONSER catalogers can report problems and doubtful cases using the ISSN Requests Web Form at <https://www.loc.gov/acq/conser/issn/>.

C6.2. ISSN Requests for U.S. Imprints

The CONSER database is where U.S. ISSN are first registered and the records first updated based on published issues. Hence, OCLC is the most complete source for records for U.S. ISSN assignments.

C6.2.1. U.S. imprints with existing OCLC records lacking an ISSN

When authenticating records for U.S. imprints lacking an ISSN, CONSER catalogers may report them to LC for ISSN assignment using the ISSN Requests Web Form. The following situations are some of the examples:

- Major changes for U.S. imprints
- Current U.S. imprints lacking “nsdp” authentication
- Ceased U.S. imprints on which an ISSN has been printed, or for which an ISSN has been found in a printed source (e.g., Ulrich's, NST).

C6.2.2. U.S. imprints without existing OCLC record

CONSER catalogers may also request ISSN assignment for a new U.S. imprint they are authenticating using the ISSN Requests Web Form.

ISSN PL staff at LC will notify the requesting CONSER library or institution to let them know that their request or batch number is ready. When more information is needed, CONSER catalogers may be asked to provide surrogates (see C6.5.) to support the ISSN assignment process.

Note: Libraries can only request ISSN for titles for which they have completed CONSER authentication.

C6.3. Incorrect ISSN on Issues

If the ISSN printed on current issues of a serial differs from that in an authenticated record, report the error using the ISSN Requests Web Form. ISSN PL staff will then contact the U.S. publisher (or, in the case of non-U.S. imprints, the appropriate ISSN center) with a request that the error be corrected. Additionally, ISSN PL staff will add the incorrect ISSN to subfield \$y of field 022 to provide access via the incorrect ISSN.

C6.4. ISSN-Related Elements for Non-U.S. Imprints

CONSER catalogers may input ISSN for non-U.S. imprints (current or ceased) into any record not authenticated with the authentication code "nsdp."

If the CONSER library has access to the ISSN Portal and can locate the non-U.S. imprint title in the portal, fields 022, 210, and 222 may be added to the OCLC record. Note that the 022 \$2 contains the ISSN center code. Each country that assigns ISSN has a center code. The list of center codes is at: <http://www.issn.org/2-22685-Country-codes-Centre-codes.php>.

022 0#	1469-3321 \$2 2
222 #0	<i>Competency & emotional intelligence quarterly \$b (Online)</i>

(Note ISSN Center for this title is United Kingdom. Center code for United Kingdom is 2.)

Corrections to fields 022, 210 and 222 may be made to "nsdp" authenticated records for non-U.S. imprints, if verified in the ISSN Portal.

C6.5. Surrogates

Surrogates sent for purposes listed above should:

- 1) Include pages showing pertinent information (e.g. copies of the title page, cover, or masthead, pages showing incorrect ISSN, etc.)

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- 2) Include the publisher's name and address
- 3) Include the date or designation of the issue
- 4) Be of the most recent available issue (to avoid contacting a publisher about an error that has already been corrected)

C6.6. ISSN Requests Web Form



The Library of Congress >> Program for Cooperative Cataloging

CONSER

[Home](#) » [ISSN Requests](#)

CONSER Members Login

Username:

Password:

The ISSN Requests Web form is available for CONSER members at <https://www.loc.gov/acq/conser/issn/>. Each CONSER library has its own Username and Password. Contact the ISSN PL Section at LC (issn@loc.gov) for assistance with username or password.

Instructions for Submitting an ISSN Request via the ISSN Requests Web Form

Once logged in, the requestor will have the option of submitting a single request or a batch of requests. The requestor can also search by title (omit the initial article) and OCLC number to see if another library has already requested an ISSN for that title, or browse the alphabetical list of requests that have been submitted. Surrogates are not usually required for requests involving a serial represented by an authenticated OCLC record based on a recent issue. If a question arises about the serial, the ISSN cataloger may request that you fax a surrogate (Cf. C6.5.).

1. Enter an ISSN request: click on either Single Request or Batch Request and enter the title(s), omitting the initial article. Enter the OCLC record number(s) and any comments about the title(s)/request(s).

2. Enter email address in the appropriate box and provide a contact name in the comments box. ISSN PL staff will send an email notification when the ISSN assignment(s) is complete or when further information is required.

3. For a single request enter the title, OCLC record number, and any comments, and submit the request. For multiple requests, click on Add Row after each title and Submit after the last title in the batch has been entered.

Once ISSN PL has received the request(s), a date will be attached to the batch number. ISSN PL will send a notification via email once the ISSN assignment process is completed. Requesters may retrieve the ISSN from the Web form or from the OCLC records. If the ISSN PL determines that the title is not eligible for an ISSN from the US ISSN center, a note explaining the reason will appear in the comments box. The comments can be viewed in the full record display.

Related fields, etc. 008/20, 022, 042, 210, 222, 263, 936, C8.1.2.

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ISSN Request Fax Form

Use this form as a cover sheet to send surrogates of publications that require editing by ISSN PL. These include problems with prepublications, major changes for U.S. imprints, requests for assignment of ISSN for current U.S. imprints, reports of ISSN being printed incorrectly, and modification requests for records authenticated with "nsdp."

Please batch each type of request separately and complete a separate form for each type of processing being requested.

FROM: Name: _____

DATE: _____

Email: _____

Number of surrogates

Type

PREPUB problem(s)

U.S. major changes

U.S. imprints lacking ISSN

ISSN printed incorrectly

Modification request

Other

Library of Congress
ISSN Publisher Liaison Section
101 Independence Ave., S.E.
Washington, DC 20540-4284
Fax (202) 707-6333

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C9. CONVERTING PRE-AACR2 RECORDS TO AACR2

If required by institutional policy, or if the cataloging complexities warrant it, pre-AACR2 records may be converted to AACR2, according to CONSER policy as stated in B4.3. In order to recatalog a record to AACR2 an issue must be in hand, the evidence from which is reflected in a "Description based on" citation of that issue in the 588 field. Note: A pre-AACR2 record for a monographic series is converted to AACR2 if an AACR2 series authority record for it exists in the Library of Congress/NACO Authority File (LC/NAF) and the form of the entry of the bibliographic record does not match the authority record. For more information on pre-AACR2 records, see Module 22 of the *CONSER Cataloging Manual*, "Interpreting Pre-AACR2 Serial Cataloging Records." See also *CCM* 21.4.2, "Converting pre-AACR2 Records to AACR2."

C9.1. Restrictions and procedures

C9.1.1. LC authenticated records.

Records that are authenticated with a code of "lc", "lcd", or "msc" that have been cataloged by the Library of Congress cataloging sections may be converted to AACR2, but only in the situations covered in B4.3. LC must be notified of the change when distribution of holdings among two or more titles is affected. When making the conversion, the CONSER cataloger:

- 1) Leaves the original LC control number in subfield \$a of the 010 field;
- 2) Does not change the authentication code "lc" in field 042;
- 3) Adds "AACR2=[OCLC symbol of institution]" in field 936 (e.g., AACR2=EYM).

For further guidelines concerning the conversion of a pre-AACR2 LC-authenticated record, see C3 and C8.

C9.1.2. Any other pre-AACR2 record.

CONSER catalogers may convert other authenticated or non-authenticated records to AACR2 as necessary. When converting and consolidating authenticated records, see C8 for instructions.

C9.2. Successive Entry Records**C9.2.1. Choice of entry unchanged**

- 1) Alter description based on earliest issue in hand, following AACR2 and LCRIs.
- 2) If a formatted 362 field (first indicator = 0) is present in a record, and the first issue is not in hand, incorporate the information into a note, and recode the first indicator to 1. Add a "Description based on" note in field 588.
- 3) Change other notes as appropriate (e.g., form of volume/date information, etc.).
- 4) Change form of entry in linking fields, when necessary, from key title to cataloging entry form.
- 5) Convert all main and added entry headings and series added entry headings to AACR2 form.
- 6) Determine necessity for uniform title heading (130) or uniform title (240) as prescribed by RI 25.5B.
- 7) Add code "a" to DESC in fixed field.
- 8) Add required ISBD punctuation (e.g., fields 245, 260, 300).

C9.2.2. Choice of entry changed

When the choice of entry would be different under AACR2, the cataloger must eventually go through all the steps above but must first determine whether the AACR2 record should cover a different (usually expanded) period of time than the pre-AACR2 record, and whether there are additional records which require consolidation (see C8).

If the span of years to be covered by the AACR2 record is different, the following fields should be carefully checked for any needed changes:

- 1) Fixed field dates (008/7-14); publication status (008/6); country of publication code (008/15-17)
- 2) 260
- 3) 300

- 4) 310/321 (when dates are present)
- 5) 362
- 6) 490
- 7) 5XX (for dates)
- 8) 550 (incorporate earlier or later issuing bodies, as necessary)
- 9) 7XX (make additional added entries, as necessary)
- 10) 760-787 (add, change, or delete, as necessary)
- 11) 8XX

C9.3. Latest entry records

Latest entry records are not to be converted to AACR2 nor split into successive entries.

EXCEPTION: If the latest entry has no 247 fields (i.e., there is no earlier title) and the latest entry has a 100, 110, or 111 and under AACR2 the entry would be under title, the record may be converted to AACR2. Change the fixed field S/L ENT code (008/34) from "1" to "0".

LC must be notified if a record change to a latest entry LC authenticated record would affect distribution of holdings among two or more titles.

Related fields, etc. B4.3, C3, C8, C10, C12, 010, 588, 936, *CCM* Modules 21 and 22

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**DATA ELEMENTS FOR FIXED LENGTH FIELDS
(LEADER, 006/008)**

OCLC Mnemonic	Character name	MARC 21 element type/position	Format
AccM	Accompanying matter	008/24-29 006/07-12	Music
Alph	Original alphabet or script of title	008/33 006/16	Serial
Audn	Target audience	008/22 006/05	Computer file, Music, Visual
BLvl	Bibliographic level	Leader/07	All
Comp	Form of composition	008/18-19 006/01-02	Music
Conf	Conference publication	008/29 006/12	Serial
Cont	Nature of entire work/ Nature of contents	008/25-27 006/08-10	Serial
CrTp	Type of cartographic material	008/25 006/08	Map
Ctrl	Type of control	Leader/08	All
Ctry	Place of publication, production, execution	008/15-17	All
Dates	Date 1/Date 2	008/07-14	All
Desc	Descriptive cataloging form	Leader/18	All
DtSt	Publication status	008/06	All
ELvl	Encoding level	Leader/17	All
Entered	Date entered on file	008/00-05	All
EntW	Nature of entire work/ Nature of contents	008/24 006/07	Serial
File	Type of computer file	008/26 006/09	Computer file
FMus	Format of music	008/20 006/03	Music
Form	Form of item	008/23 006/06 008/29 006/12	Serial, Music Maps, Visual

Fixed length fields

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OCLC Mnemonic	Character name	MARC 21 element type/position	Format
Freq	Frequency/Regularity	008/18 006/01	Serial
GPub	Government Publication	008/28 006/11	Serial, Visual, Comp. file, Map
Indx	Index	008/31 006/14	Map
Lang	Language	008/35-37	All
LTxt	Literary text for sound recordings	008/30-31	Music
MRec	Modified record	008/38	All
Orig	Form of original item	008/22 006/05	Serial
Proj	Projection	008/22-23 006/05-06	Map
Rec stat	Record status	Leader/05	All
Regl	Frequency/Regularity	008/19 006/02	Serial
Relf	Relief	008/18-21 006/01-04	Map
S/L	Entry convention	008/34 006/17	Serial
Srce	Cataloging source	008/39	All
SrTp	Type of continuing resource	008/21 006/04	Serial
T006	Form of material	006/00	All
Tech	Technique	008/34 006/17	Visual
Time	Running time for motion pictures, videorecordings	008/18-20	Visual
TMat	Type of visual material	008/33 006/16	Visual
Type	Type of record	Leader/06	All

FIXED LENGTH FIELDS--GENERAL INFORMATION

Fixed length fields contain a fixed number of coded character positions. On the OCLC system, some of the codes are system generated and cannot be changed at the terminal, while others are manually input. Still others do not display at all. See Section B6.4, "CONSER Record Requirements for Serials in Special Formats," to see which of the fixed field elements for non-print materials are core and considered mandatory in CONSER records.

There are six fixed-length fields pertaining to CONSER records:

Leader

Record directory

006 - Fixed length data elements--Additional Material Characteristics

007 - Physical description fixed field

008 - Fixed length data elements

012 - CONSER fixed field display

CEG Arrangement

The fixed length field elements for the leader, and 006/008 fields are grouped together in this section and arranged alphabetically under the element name. The "Data Elements for Fixed Length Fields" list at the beginning of this section serves as a contents page for these fields. The 007 field immediately follows this section while field 012 is listed in numeric order with the control fields (0XX). Seven separate 007 fields are included for all the formats issued serially: computer file, map, microform, nonprojected graphic, projected graphic, sound recording, and videorecording. For information on elements or fields not listed in this document, refer to the *MARC 21 Format for Bibliographic Data* (<http://www.loc.gov/marc/bibliographic/ecbdhome.html>) or OCLC's *Bibliographic Formats and Standards* (<http://www.oclc.org/bibformats/default.htm>).

Fixed Field Elements in Serials Records

008 fields for serials, visual materials, maps, music, and computer files may be given in records for serials. Any serial record with a "non-serial" 008 will also include the 006 serial string of "Additional Material Characteristics" elements. 006 fields representing special format elements may also be given in serial records to represent additional characteristics (see the section on use of fixed fields below). The mixed materials format is primarily used for archival materials and generally not appropriate for serial publications and thus there is little discussion of the mixed materials format in the *CEG*.

OCLC Displays

Portions of the leader and all elements of field 008 are combined into one fixed field display in the

Fixed length fields

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OCLC Online Union Catalog. Field 006 elements are input into a separate OCLC mnemonic display which is available by command. Elements are displayed as a data string, after input, in a single 006 field following field 040. Fields 007 and 012 are input following field 040 in one continuous string with each element preceded by an OCLC-defined alphabetic "subfield" code. No subfield codes are defined for the 006 fields.

Fixed field elements should reflect the current or most recent status of a serial, whereas the variable field elements of the bibliographic description are based primarily on the earliest issue and any subsequent changes to the serial publication.

Record Directory

The record directory consists of multiple fixed-length entries (12 characters each) that are not displayed on the terminal screen. For further information, consult the *MARC 21 Format for Bibliographic Data*.

Leader

The leader is 24 characters in length. It occurs at the beginning of each bibliographic record and provides parameters for processing the record.

Following are the elements that comprise the leader. The elements in boldface are displayed on OCLC in the fixed field portion of the record. Separate instructions for each of these elements are provided in this manual, alphabetically arranged by name in the 008/006 portion. The elements that are not in boldface are not displayed in OCLC and are not separately discussed in this manual. For further information on these elements, consult the *MARC 21 Format for Bibliographic Data*.

Leader elements

OCLC Mnemonic

00-04	Logical record length	
05	Record status	Rec stat
06	Type of record	Type
07	Bibliographic level	BLvl
08	Type of control	Ctrl
09	Undefined	
10	Indicator count	
11	Subfield code count	
12-16	Base address of data	
17	Encoding level	ELvl
18	Descriptive cataloging form	Desc
19	Linked record requirement	
20	Length of the length-of-field portion	
21	Length of the starting-character-position portion	

22	Length of the implementation-defined portion
23	Undefined

006 - Fixed length data elements--Additional Material Characteristics

Field 006 is a fixed length variable field with 18 character positions, providing information about special aspects of an item that cannot be coded in field 008. It is used to express seriality for non-language-based serials and additional attributes for serials in multiple formats (e.g., serial computer file map). The field has no indicator values or subfield codes and the position of each data element is defined according to the type of 006 field (e.g., serial, computer file, map), identified by the "type of material" code (006/00). 006 fields for serials, visual materials, maps, music, and computer files may be found in serial records. Each element that could be used for serials is discussed in this manual. The serial 006 elements are listed below with their corresponding 006 and 008 location bytes. With the exception of "form of material" (006/00) which is unique to that field, a single description is included in this section for elements that can be supplied in either the 006 or 008 fields, since the information is identical regardless of the field to which the element is added.

<u>006 elements</u>	<u>Serial 006</u>	<u>Serial 008</u>
Form of material	006/00	N/A
Frequency	006/01	008/18
Regularity	006/02	008/19
Type of continuing resource	006/04	008/21
Form of original item	006/05	008/22
Form of item	006/06	008/23
Nature of entire work	006/07	008/24
Nature of contents	006/08-10	008/25-27
Government pub.	006/11	008/28
Conference pub.	006/12	008/29
Original alphabet or script of title	006/16	008/33
Entry convention	006/17	008/34

007 - Physical description fixed field

Field 007 is used in serial records to provide coded information for microforms, maps, graphic materials, sound recordings, videorecordings, computer files, and motion pictures (i.e., specific material designation elements). In OCLC displays, field 007 is a fixed length variable field, input with subfields, following field 040. The "category of material" code at the beginning of the field determines the meaning of the remaining character positions in the 007 field. See Field 007--General Information for a complete list of the various "category of material" codes and their corresponding data elements.

Fixed length fields

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008 - Fixed length data elements

Field 008 is a fixed length variable field, 40 character positions in length, that provides coded information about the publication. 008 fields defined for serials, visual materials, maps, music, or computer files may be used in serial records. The mixed materials format is not considered applicable to serial publications. A serial record with a "non-serial" 008 field also includes the serial 006 field. Each element of field 008 is separately discussed in this section, and some 008 elements are also defined for the 006 field. The 008 field structure, or combination of elements, is determined by the leader "type of record" code, or a combination of the type code with the "bibliographic level" code for serial and monographic language-based materials.

012 - CONSER fixed length field display

Field 012 is a fixed length variable field input by CONSER institutions to provide information needed for record processing at LC that cannot be coded in the OCLC fixed field area. As with field 007, field 012 is input following field 040 in a numerical sequence. For complete instructions, see Field 012.

USE OF FIXED FIELDS 006/007/008 AND LEADER CODES IN RECORDS FOR CONTINUING RESOURCES

Coding records correctly involves making a number of decisions. How one actually implements the decisions depends on the system being used for cataloging. For instance, on OCLC, the cataloger begins by deciding which workform to use: continuing resources, books, computer file, etc. In order to select the appropriate workform, however, the cataloger must have decided what the primary characteristics are (leader/06 "type of record") and, in the case of language-based materials, whether the resource being cataloged is a monograph, serial, or integrating resource (leader /07 "bibliographic level"). Thus, it is important to understand the various aspects of the fixed fields and how they interrelate in records.

First, determine the primary characteristics of the content. Is it primarily language, numeric data, computer programs, music, cartographic material, etc.? This decision is made by consulting the definitions of the codes in the "type of record" (leader/06) See *CEG*, Type of record, for further details.

| Second, determine whether the title is a monograph, serial, or integrating resource by applying the current definitions in AACR2. This decision governs the code that will be used in the "bibliographic level" (leader/07).

These determinations govern which 008 fixed field will be used. For language materials, the code in the "bibliographic level" determines whether the books or continuing resource 008 is appropriate. For all other materials, the "type of record" code alone determines the appropriate 008. In some systems, such as OCLC, leader and 008 bytes are combined in a single display using mnemonics.

| Third, determine whether the resource being cataloged is multi-dimensional and requires the use of one

or more 006 fields to record further characteristics that could not be accommodated in field 008. For instance, an electronic serial requires both computer file and serial fixed field data. The decision as to the primary characteristics will determine whether the serial data is recorded in field 008 or in field 006.

Fourth, depending on the type of material, determine whether the physical characteristics fixed field 007 is needed, as explained below.

Following are specific guidelines for different types of continuing resources and the use of coded data in PCC records.

Serials

Printed language-based serials (including microforms)

Printed serials that are primarily language material are cataloged using the serials fixed field (field 008). For these serials, the “type of record” (leader/06) is coded “a” (language material) and the “bibliographic level” (leader/07) is coded “s” (serial).

| Field 006 is not used under any circumstances in print records. Fixed field 007 may be used in print records when a printed serial has accompanying material, such as a CD-ROM. Field 007 may be given to express the physical characteristics of the accompanying material.

| Microform serials that are language-based are treated in the same way as printed serials (i.e., “type of record” code “a”, “bibliographic level” code “s” and serials 008). Field 007 is mandatory in microform records.

Electronic serials

"Type of record" (Leader/06) / 008

Prior to format integration, CONSER catalogers used the OCLC "serials format" (Type = a; BLvl = s) to catalog electronic serials. After format integration was completed in March 1996, all electronic serials were cataloged using the computer file fixed field (Type = m; BLvl = s). Existing records created in the serials format prior to format integration were converted by OCLC to the computer file format.

A new definition of "type of record" code "m" was implemented in February 1998, which restricted the use of the computer file 008 to "computer file software (including programs, games, fonts), numeric data, computer-oriented multimedia, and online systems and services." Under the revised definition, electronic serials that are primarily textual by nature are coded as "type of record" code "a" (language material). This means that the majority of electronic serials are cataloged using the continuing resources 008 fixed field (Type = a; BLvl = s).

Fixed length fields

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Field 006

Field 006 is mandatory in all records for electronic serials, whether used to code computer file characteristics when the continuing resources 008 is used; or used to code continuing resource characteristics when the computer file, cartographic or other 008 is used.

The mandatory use of field 006 for computer file characteristics is a means of identifying the carrier of the item. With the redefinition of leader/06 code "m", the presence of field 006 with code "m" in the first byte ("form of material" 006/00) allows OCLC and other systems to identify records for electronic resources for purposes of searching and duplicate detection. Note that the definitions for the two "m" codes differ. The definition of code "m" in the leader is very specific to the content, as noted above. The definition of code "m" in 006/00 reads: "Code m is used to identify field 006 as containing coded data elements relating to a computer file." For current purposes, interpret this statement as applying to any resource whose carrier is electronic, regardless of the nature of the content.

For example, a separately-cataloged online version of a journal whose content is primarily textual would be coded "a" in the "type of material" because it does not fit into one of the categories in the definition of "type of record" code "m". The presence of field 006 with code "m" in the first byte identifies this record as representing the electronic version and distinguishes the record from the record for the print version.

| *Form of item (008/23) codes "o" online, "q" direct electronic, and "s" electronic (generic electronic can be used when the distinction between online and direct access is unimportant).*

| Codes "o" and "q" were defined to provide a distinction between online and direct access electronic resources. Although code "s" can be used when the distinction between online and direct access is unimportant, CONSER preference is to use the more specific code. The current practice for coding records for textual electronic serials is to use code "o" or "q" in field 008/23 and code "m" in field 006/00. [N.B.: OCLC and other systems still use the 006 form codes for retrieval, record matching, and duplicate detection.]

Field 007

Field 007 is mandatory in records for electronic serials

Map, sound recording, videorecording serials

For these serials the appropriate 008 fixed field is based on the "type of record" code for that physical format. For example, a serial videorecording is cataloged using "type of record" code "g", "bibliographic level" code "s", the visual materials 008 fixed field, and a continuing resource 006 field.

Field 007 is optional for these serials.

Serials with multiple characteristics (e.g., serially-issued electronic map)

Serials that have multiple characteristics are coded according to the primary characteristics of their content. Thus, a serially-issued map in electronic form is coded with “type of record” code “e” (cartographic material) and “bibliographic level” code “s.” The map 008 fixed field is used. Two 006 fields must also be given to accommodate the serial and computer file characteristics.

Field 007 must be given for the computer file physical characteristics and may, optionally, also be given for the physical characteristics of the atlas. As noted above, use of the 007 for maps, sound recordings and videorecordings is optional.

FIXED FIELD COMBINATIONS IN SERIAL RECORDS

Print Serials	Leader 008	Type = a Blvl = s Continuing Resource
Microform Serials	Leader 008 007	Type = a Blvl = s Continuing Resource Microform
Computer File Serials (Language-based)	Leader 008 006 007	Type = a Blvl = s Continuing Resource Electronic Resource Electronic Resource
Computer Files Serials (Non-language-based)	Leader 008 006 007	Type = m Blvl = s Computer file Continuing Resource Electronic Resource
Cartographic Serials	Leader 008 006 007	Type = e Blvl = s Map Continuing Resource Map or Atlas
Music Serials (Scores and Parts)	Leader 008 006	Type = c Blvl = s Music Continuing Resource

Fixed length fields

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Sound Recording Serials	Leader	Type = i or j Blvl = s
	008	Music
	006	Continuing Resource
	007	Sound recording (Optional)

Videorecording Serials	Leader	Type = g Blvl = s
	008	Visual Materials
	006	Continuing Resource
	007	Videorecording (Optional)

OTHER COMBINATIONS

Print Serial with Accompanying Computer File	Leader	Type = a Blvl = s
	008	Continuing Resource
	007	Electronic Resource

Electronic Map Serial	Leader	Type = e Blvl = s
	008	Map
	006	Continuing Resource
	006	Computer file/Electronic Resource
	007	Map or Atlas (Optional)
	007	Electronic Resource

Integrating Resources

Bibliographic level

The bibliographic level code for integrating resources is code “i” (integrating resource). It is used in conjunction with the appropriate type of record code for the resource. Integrating resources that are primarily language material are coded type of record code “a,” in OCLC the continuing resource 008 is used to record serial and ongoing integrating resource aspects of the resource. Integrating resources that are not primarily language material are coded for the type material they represent, e.g. map, computer file, and non-textual formats and continuing resource aspects of the integrating resource are coded in a 006 for continuing resources.

Printed integrating resources (i.e. updating loose-leafs)

Printed integrating resources are cataloged using type of record code “a” and bibliographic level “i.” The continuing resource 008 is used to code for continuing aspects of the resource (e.g. type of continuing resource, frequency of updates).

Electronic integrating resources (textual)

Electronic integrating resources that are primarily language material are cataloged using type of record code “a” and bibliographic level “i.” Additionally, a computer file 006 is added to code computer file characteristics of the resource. The form of item (008/23) is coded “o,” “q,” or “s” for online, direct access or electronic respectively. (Note that LC practice is to use a fill character for form of original item for electronic integrating resources.) The electronic resource 007 is included on the record to code the physical characteristics of the resource.

Map, computer file, and other non-textual formats

Integrating resources that are primarily of a non-textual format, such as a map or computer file are coded according to the appropriate type of record code. A continuing resource 006 is used to code for continuing aspects of the resource. Additional 006 fields may optionally be added if the resource has multiple characteristics (e.g. an updating electronic map could contain both a continuing resources 006 and a computer file 006) For a computer file resource, the 007 code is added to code for electronic resource physical characteristics. If appropriate, other 007 fields may optionally be added to code the physical description of a resource with multiple characteristics.

Conversion of records that were created with interim practices

From 2002 to 2007 PCC records for integrating resources that were predominantly language material were coded type of record code “a”, bibliographic level “m.” This was an “interim” practice until all of the mechanisms for distributing records in a single continuing resources file to Cataloging Distribution Services subscribers were in place.

OCLC converts bibliographic level “m” records for integrating resources to bibliographic level “i” records when it finds them or when they are reported to them.

Converted LC records have instructions in the 936 field: “Converted LC monograph record; notify LC with old/new LCCNs if authenticating for PCC.” PCC catalogers may authenticate these records following steps outlined at <http://www.loc.gov/acq/conser/IR-form.html>.

There are some records coded under the interim practice that OCLC has not converted by machine.

PCC catalogers encountering an LC record coded under the interim practice should follow the instructions at <http://www.loc.gov/acq/conser/IR-form.html> to create or derive a record according to current practices and report the record for deletion.

Fixed length fields

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PCC catalogers may convert non-LC records to bibliographic level “i” in OCLC themselves or report the record to OCLC for conversion.

FIXED FIELD COMBINATIONS IN OCLC RECORDS FOR INTEGRATING RESOURCES

Updating Loose-Leaf	Leader	Type = a Blvl = i
	008	Continuing Resource
Updating Database (Textual)	Leader	Type = a Blvl = i
	008	Continuing Resource
	006	Computer file/Electronic Resource
	007	Electronic Resource
Updating Cartographic Website	Leader	Type = e Blvl = i
	008	Maps
	006	Computer file/Electronic Resource
	006	Continuing Resource
	007	Map or Atlas (Optional)
	007	Electronic Resource

See also: *Integrating Resources: A Cataloging Manual*
(<http://www.loc.gov/catdir/pcc/bibco/irman.pdf>).

 OCLC MNEMONIC DISPLAYS WITH MARC 21 ELEMENT TYPE/POSITION 008/LEADER
 FIXED FIELDS
Continuing Resource Fixed Field

OCLC: 001						Rec stat: ld/5
Entered: 008/0-5				Replaced: OCLC defined	Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	GPub: 008/28	Ctrl: ldr/08	Lang: 008/35-37	
BLvl: ldr/7	Form: 008/23	Conf: 008/29	Freq: 008/18	MRec: 008/38	Ctry: 008/15-17	
S/L: 008/34	Orig: 008/22	EntW: 008/24	Regl: 008/19	Alph: 008/33		
Desc: ldr/18	SrTp: 008/21	Cont: 008/25-27	DtSt: 008/6	Dates: 008/7-14		

Computer Files Fixed Field

OCLC: 001						Rec stat: ld/5
Entered: 008/0-5				Replaced: OCLC defined	Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	Audn: 008/22	Ctrl: ldr/08	Lang: 008/35-37	
BLvl: ldr/7	File: 008/26	GPub: 008/28	MRec: 008/38		Ctry: 008/15-17	
Desc: ldr/18			DtSt: 008/6	Dates: 008/7-14		

Fixed length fields

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Maps Fixed Field

OCLC: 001		Rec stat: ld/5			
Entered: 008/0-5		Replaced: OCLC defined		Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	Relf: 008/18-21	Ctrl: ldr/08	Lang: 008/35-37
BLvl: ldr/7	Form: 008/29	GPub: 008/28	SpFm: 008/33-34	MRec: 008/38	Ctry: 008/15-17
CrTp: 008/25	Indx: 008/31	Proj: 008/22-23	DtSt: 008/6	Dates: 008/7-14	
Desc: ldr/18					

Music Fixed Field

OCLC: 001		Rec stat: ld/5			
Entered: 008/0-5		Replaced: OCLC defined		Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	Audn: 008/22	Ctrl: ldr/08	Lang: 008/35-37
BLvl: ldr/7	Form: 008/23	Comp: 008/18-19	AccM: 008/24-29	MRec: 008/38	Ctry: 008/15-17
Desc: ldr/18	FMus: 008/20	LTxt: 008/30-31	DtSt: 008/6	Dates: 008/7-14	

Visual Materials Fixed Field

OCLC: 001		Rec stat: ld/5			
Entered: 008/0-5		Replaced: OCLC defined		Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	Audn: 008/22	Ctrl: ldr/08	Lang: 008/35-37
BLvl: ldr/7	Form: 008/29	GPub: 008/28	Time: 008/18-20	MRec: 008/38	Ctry: 008/15-17
Desc: ldr/18	TMat: 008/33	Tech: 008/34	DtSt: 008/6	Dates: 008/7-14	

006 FIXED FIELDS*Continuing Resource 006 Field*

T006: 006/00	Freq: 006/01	Regl: 006/02	SrTp: 006/04	
Orig: 006/05	Form: 006/06	EntW: 006/07	Cont: 006/08-10	GPub: 006/11
Conf: 006/12	Alph: 006/16	S/L: 006/17		

Computer Files 006 Field

T006: 006/00	Audn: 006/05	File: 006/09	GPub: 006/11
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Fixed length fields

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Maps 006 Field

T006: 006/00	Relf: 006/01-04	Proj: 006/05-06	
CrTp: 006/08	GPub: 006/11	Indx: 006/14	SpFm: 006/16-17

Music 006 Field

T006: 006/00	Comp: 006/01-02	FMus: 006/03	Audn: 006/05
Form: 006/06	AccM: 006/07-12	LTxt: 006/13-14	

Visual Materials 006 Field

T006: 006/00	Time: 006/01-03	Audn: 006/05
GPub: 006/11	TMat: 006/16	Tech: 006/17

FORM OF ITEM (008/23 006/06) (Continuing resources, Music)
(008/29 006/12) (Maps, Visual)

Codes

# None of the following	d Large print
a Microfilm	f Braille
b Microfiche	o Online
c Microopaque	q Direct electronic
	r Regular print reproduction
	s Electronic (online, direct access not
	specified)

Description/Instructions

The form of item code specifies the physical form of the serial being cataloged. If this physical form is also that of the original, both 008/22 (Form of original item) and 008/23 contain the same code¹.

- | Code “o” (online). The resource is accessed by means of hardware and software connections to a communications network.

- | Code “q” (direct electronic). The resource is stored on a directly accessible tangible recording medium, e.g. disc, tape, playaway device, flashdrive, portable hard drive, etc.

- | Code “s” (electronic). The code describes a resource intended for manipulation by a computer. The resource may reside in a carrier accessed either directly or remotely. It may require use of peripheral devices attached to the computer (e.g., a CD-ROM player).

- | Codes “o” and “q” were implemented in 2010 to distinguish online and direct access electronic resources. The generic code “s” electronic implemented in 2000 does not make the distinction

¹ These instructions relate primarily to textual serials and the 008 tags associated with the serial fixed field are used; however, the code is defined with the same values in the visual materials and maps formats.

Form of Item

Form

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between online and direct access resources. CONSER practice is to code byte with the more specific “o” or “q.”

Codes “o,” “q,” and “s” are used in 008/23 whenever a separate record is created, for an electronic resource, regardless of whether it is a reproduction or simultaneous version. DO NOT use when applying the CONSER single record option and noting the electronic version on the record for a printed serial. Do not use these codes for items that do not require the use of a computer (e.g., music compact discs and videodiscs).

DEFAULT CODE:

Original form: inkprint 008/22 (Orig)= #

Form of item: microfilm 008/23 (Form)= a

Original form: microfiche 008/22 (Orig)= b

Form of item: microfiche 008/23 (Form)= b

Original form: inkprint 008/22 (Orig)= #

Form of item: regular print
reproduction 008/23 (Form)= r

CONSER coding practice for electronic resources differs from that for microforms because the distinctions between original and reproduction are less clear with electronic resources. A serial may be produced originally in a digital form from which a print version and an electronic version are both created. For this reason, the use of “reproduction” is limited to cases where it is very clear that an electronic serial is a reproduction according to the provisions of LCRI 1.11a. For other electronic serials for which a separate record is created the form of item is coded for online or direct electronic and original form of item is coded as electronic.

Original form: electronic 008/22 (Orig)=s

Form of item: online 008/23 (Form)=o

Original form: electronic 008/22 (Orig)=s

Form of item: *direct electronic* 008/23 (Form)=q

Original form: *electronic* 008/22 (Orig)=s

Form of item: *electronic* 008/23 (Form)=s

Original form: *print* 008/22 (Orig)=#

Form of item: *electronic* 008/23 (Form)=s

[Item is an electronic reproduction²]

History

Character position 008/23 was formerly called the "Form of reproduction code." This code was used to designate the form of the item being cataloged when that item was a reproduction. When 008/23 was coded with a value other than #, 008/22 was blank.

CONSER maintenance

Existing records for items issued in a physical form that is the form as originally issued should be given the same code in 008/23 that appears in 008/22. Existing records for microform reproductions of inkprint serials do not need to be changed. Change existing CONSER records for electronic resources by recoding with code 's.' In all cases, the code for 008/23 should only be changed when the record is being reviewed for authentication or updated to accommodate changes in the serial.

Existing record for item originally published in microfiche

Before editing:

²In 2002, CONSER members voted to implement provisions of LCRI 1.11A in cases where an electronic item is clearly a reproduction according to the LCRI. Use of the LCRI and the coding shown in this example may be rather limited, since it is not always clear whether an item is an electronic reproduction or a simultaneous version.

Form of Item

Form

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008/22 (Orig) = b

008/23 (Form) = #

After editing:

008/22 (Orig) = b

008/23 (Form) = b

Related fields, etc 008/22, 533, App. L, App. M.

FORM OF ORIGINAL ITEM (008/22 006/05)
(Continuing resources)

Codes

# None of the following	d Large print
a Microfilm	e Newspaper format
b Microfiche	f Braille
c Microopaque	o Online
	q Direct electronic
	s Electronic (online, direct access not
	specified)

Description/Instructions

The form of original item specifies the physical form in which the serial is **originally** published. If the original item is in print, this byte is left blank.

| Code “o” (online). The resource is accessed by means of hardware and software connections to a communications network.

| Code “q” (direct electronic). The resource is stored on a directly accessible tangible recording medium, e.g. disc, tape, playaway device, flashdrive, portable hard drive, etc.

Code “s” (electronic). Code “s” is defined as: an item intended for manipulation by a computer. It may reside in a carrier accessed either directly or remotely. It may require use of peripheral devices attached to the computer (e.g., a CD-ROM player).

| DO NOT use codes “o,” “q,” and “s” when applying the CONSER single record option and noting the electronic version on the record for a printed serial. Do not use these codes for items that do not require the use of a computer (e.g., music compact discs and videodiscs).

DEFAULT CODE: **blank (#)**

Form of Original Item

Orig

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CONSER practice for coding this byte is determined by two factors: 1) the format, and 2) whether the serial is a reproduction or a version. Aside from newspapers, the most common forms or format are microform (microfilm or microfiche), online, and electronic.

Microforms

Most microforms, particularly microfilm, are reproductions of printed serials. Others, more often microfiche, are issued as original microforms.

Reproductions

When a microform is a reproduction of a printed or other format serial, code 008/22 as blank for print or other appropriate code.

In record for microfilm reproduction:	008/22 (Orig)= #
	008/23 (Form)= a

In record for print original	008/22 (Orig) = #
	008/23 (Form)= #

Original microforms

In record for microform	008/22 (Orig) = b
	008/23 (Form)= b

Electronic resources

CONSER practice for electronic resources differs somewhat from that for microforms because the distinctions between original and reproduction are less clear with electronic resources. A serial may be produced originally in a digital form from which a print version and an electronic version are both created. For this reason, the use of “reproduction” is limited to cases where it is very clear that an electronic serial is a reproduction according to the provisions of LCRI 1.11a. For other electronic serials for which a separate record is created, the form of item is coded

| online or direct electronic; original form of item are coded as electronic.

Reproductions

Original form: print 088/22 (Orig)=#
Form of item: electronic 008/23 (Form)=s

| Simultaneous versions (all others: print version and online versions issued simultaneously)

Original form: print 088/22 (Orig)=s
Form of item: online 008/23 (Form)=o

Difficult to determine form originally published

When it is difficult to determine the form originally published, code as follows:

Microform, braille, etc.: consider the first item entered in the database to be the original form.

Original version unknown:

Form of first item 008/22 (Orig)= *d*
in database: large print 008/23 (Form)= *d*

Other form 008/22 (Orig)= *d*
received: braille 008/23 (Form)= *f*

Form of Original Item

Orig

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Using the same code

When the item being cataloged is the original form of issue (codes #-d, f), code both 008/22 and 008/23 for the form of material. Both elements will, thus, contain the same code.

<i>Original form: microfiche</i>	<i>008/22 (Orig)= b</i>
<i>Form of item: microfiche</i>	<i>008/23 (Form)= b</i>

<i>Original form: electronic</i>	<i>008/22 (Orig)= s</i>
<i>Form of item: electronic</i>	<i>008/23 (Form)= s</i>

Create a new record when the physical form in which a serial is issued changes (e.g., a serial issued in print changes to a microfiche or electronic format and is no longer issued in a printed version). Code the new record for the new physical format in 008/22.

History

Character position 008/22 was formerly called the "Physical medium code." When a code was given in 008/22, the companion code for "Form of reproduction" (008/23) was blank. Prior to 2002, code s was used for all electronic serials because CONSER did not distinguish between electronic reproductions and simultaneous versions.

CONSER maintenance

The code for 008/22 does not need to be changed in existing records unless it is known that the original form was other than normal print (e.g., the item is a large print reproduction; the original is microfiche). Exception: in records for electronic resources that are not reproductions, add code 's'. In all cases, the code for 008/22 should only be changed when the record is being reviewed for authentication or updated to accommodate changes in the serial.

Related fields, etc. 008/23, 580, 780/785, App. M, App. N.

007 PHYSICAL DESCRIPTION FIXED FIELD
(Electronic resource) (R)

Description/Instructions

This field contains information about the physical characteristics of electronic resources in a coded form. Use of code "c" for electronic resource in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

This field is defined in MARC 21 for electronic resources as a fixed-length field consisting of thirteen character positions. Character positions 06-13 are optional and not generally given in CONSER records. The 007 can contain positions 00-05 or 00-13; in either case when choosing one of these options, all characters must be coded (00 through 05 or 00 through 13) except 02 which no longer exists. In the OCLC system the character positions have been assigned subfield code equivalents.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different electronic resource formats may include more than one 007 field if the different formats would be represented by different values. All subfields are "not repeatable."

Mandatory		Optional	
00/\$a	Category of material	06/08/\$g	Image bit depth
01/\$b	Specific material designation	09/\$h	File formats
03/\$d	Color	10/\$i	Quality assurance target(s)
04/\$e	Dimensions	11/\$j	Antecedent/Source
05/\$f	Sound	12/\$k	Level of compression
		13/\$l	Reformatting quality

007 c \$b o \$d c \$e g \$f #

[Item is a "document," or textual file on a 4 3/4 inch optical disc (CD-ROM) (subfields \$a, \$b, and \$e), intended to be viewed in color (subfield \$d) with no sound (subfield \$f).]

007 c \$b r \$d c \$e n \$f a

[Item is an electronic journal available via remote access (subfields \$a and \$b), intended to be viewed in color (subfield \$d), and also includes sound files (subfield \$f)]

007

Electronic resource

page 2

Character positions/subfield codes

00/\$a Category of material

c electronic resource

Code "c" is used for all electronic resources (e.g., both programs, data files, etc.), which usually consist of digitized machine-readable data, program code, etc. intended to be accessed, processed, or executed by a computer.

01/\$b Specific material designation (SMD)

a	Tape cartridge	j	Magnetic disk
b	Chip cartridge	m	Magneto-optical disc
c	Computer optical disc cartridge	o	Optical disc
f	Tape cassette	r	Remote
h	Tape reel	u	Unspecified
		z	Other
			No attempt to code

Tape cartridge - Use code "a" to indicate that the item is a tape cartridge, a removable module containing secondary storage medium such as magnetic tape or magnetic disks.

Chip cartridge - Use code "b" to indicate that the item is a chip cartridge, a removable module containing a miniaturized electronic circuit, mass-produced on a tiny chip or wafer of silicon, designed to provide additional processing or memory capacity to a computer.

Computer optical disc cartridge - Use code "c" to indicate that the item is a computer optical disc cartridge, a removable module containing one or more nonmagnetic discs used to store digital information.

Tape cassette - Use code "f" to indicate that the item is a tape cassette, a removable module, somewhat like an audio cassette, that contains magnetic tape that can be written on and read from by a tape drive.

Tape reel - Use code "h" to indicate that the item is a tape reel, a removable spool containing magnetic tape that can be written to and read from by a tape drive.

| Magnetic disk - Use code "j" to indicate that the item is a magnetic disk, a digital information storage medium usually consisting of a thin Mylar disk coated with a magnetic material that permits the recording of data. Magnetic disks come in various sizes. They are also commonly called floppy disks, stiffy disks, computer diskettes, or floppy diskettes.

Magneto-optical disc - Use code "m" to indicate that the item is a magneto-optical disc, an erasable or semi-erasable storage medium, similar to a CD-ROM disc, capable of storing data at a very high density. The disc is written to and read from using a laser beam used to heat the recording surface to a point at which regions of the surface of the disk become magnetically aligned to store bits of data.

| Optical disc - Use code "o" to indicate that the item is an optical disc, a medium that uses a series of laser-burned micron-sized holes (pits) on a special recording surface to store data. Recorded data is read optically. These discs are usually a read-only medium. Commonly found computer optical disc formats include: CD-A, CD-I, CD-R, CD-ROM, CD-ROM-XA, and Photo CD.

| Remote - Use code "r" to indicate that the item is an electronic resource that is accessed, processed, executed, etc. remotely. In this case the electronic resource is used via input/output devices connected electronically to a computer. Frequently this involves connection through a computer network. The specific material designation of the remotely accessed physical item (e.g., a CD-ROM accessed remotely through a network) is not specified when code "r" is used in 007/01.

Unspecified - Use code "u" when the type of item is unspecified; this code is not used in CONSER records.

Other - Use code "z" for an item for which none of the other defined codes are appropriate.

03/\$d Color

a	One color	c	Multicolored
b	Black & white	g	Grey scale

m	Mixed		No attempt to code
n	Not applicable		
u	Unknown		
z	Other		

One color - Use code "a" to indicate that images from the electronic resource are intended to be produced in a single color other than black (e.g. pink and white, brown and white). Code "a" is used for displays intended for *monochrome* display devices.

Black & white - Use code "b" to indicate that the image is printed or executed in black and white. ASCII files, which do not include color, are coded as b.

Multicolored - Use code "c" to indicate that the image is printed or executed in more than one color. Code "c" is used for color photographic processes.

Gray scale - Use code "g" to indicate that the image is produced with degrees of dark to light from black to gray to white.

Mixed - Use code "m" to indicate that the work or collection is a combination of one color, black-and-white, multicolored, hand colored, and/or other images.

Not applicable - Use code "n" to indicate that color is not applicable to the electronic resource, usually because it does not involve anything visual (e.g., digitally encoded audio data).

Unknown - Use code "u" to indicate that the color characteristics of an item are unknown.

Other - Use code "z" for color characteristics for which none of the other defined codes are appropriate.

04/\$e Dimensions

a	3 ½ in.	n	Not applicable
e	12 in.	o	5 ¼ in.
g	4 ¾ in. <i>or</i> 12 cm.	u	Unknown
i	1 ⅛ x 2 ⅜ in.	v	8 in.
j	3 ⅞ x 2 ½ in.	z	Other
			No attempt to code

A one-character alphabetic code indicates the dimensions of the medium used to encode the electronic resource. Only the most common dimensions are indicated. In many cases the dimensions apply to the container in which a magnetic or optical medium is encased.

The field 007/04 code corresponding to the dimensions given in the description of the item are used. If no code exactly matches the dimensions of the medium (or container), code "z" is used.

3 ½ in. - Use code "a" to indicate that the diameter of the medium is 3 ½ inches. It usually refers to the diameter of a magnetic disk.

12 in. - Use code "e" to indicate that the diameter of the medium is 12 inches. It usually refers to optical or magneto-optical disc.

4 ¾ in. or 12 cm. - Use code "g" to indicate that the diameter of the medium is 4 ¾ inches (or 12 cm.) It usually refers to optical or magneto-optical disc.

1 1/8 x 2 3/8 in. - Use code "i" to indicate that the dimensions of the container used for the medium are 1 1/8 x 2 3/8 inches. It usually refers to cartridges.

3 7/8 x 2 ½ in. - Use code "j" to indicate that the dimensions of the container used for the medium are 3 7/8 x 2 ½ inches. It usually refers to cartridges.

Not applicable - Use code "n" to indicate that physical dimensions are not applicable to the electronic resource. This code is appropriate for remote electronic resources.

5 ¼ in. - Use code "o" to indicate that the diameter of the medium is 5 ¼ inches. It usually refers to the dimensions of a magnetic disk.

Unknown - Use code "u" to indicate that the dimensions of the medium used for the electronic resource are not known.

8 in. - Use code "v" to indicate that the diameter of the medium is 8 inches. It usually refers to the diameter of magnetic disk or optical disc.

Other - Use code "z" for dimensions for which none of the other defined codes are appropriate.

05/\$f Sound

007

Electronic resource

page 6

#	No sound (silent)
a	Sound
u	Unknown
	No attempt to code

A one-character alphabetic code indicates whether the production of sound is an integral part of a electronic resource. A fill character (|) is used when no attempt has been made to code this position. Subfield \$f is required only when applicable, when the resource has no sound, the recorded value is blank and there is no subfield \$f .

No sound (silent) - Use code "#" to indicate that the electronic resource is not intended to produce sound.

Sound - Use code "a" to indicate that the electronic resource includes digitally encoded sound or is intended to produce sound.

Unknown - Use code "u" to indicate that the presence or absence of sound or the ability of a electronic resource to produce sound is unknown.

The following subfields, newly defined in 2000, are **optional and not routinely used in CONSER records**. If they are coded, all subfield codes in the 007 must be coded (character positions 00-13).

06-08/\$g Image bit depth. Either a 3-character number, right-justified with leading zeroes, specifying the exact bit depth of the scanned image(s). Or a 3-character code indicating that the exact bit depth cannot be recorded.

001-999	Exact bit depth
mmm	Multiple
nnn	Not applicable
—	Unknown
	No attempt to code

09/\$h File formats. Number of file formats

a	One file format
m	Multiple file formats
u	Unkown

| | No attempt to code

10/\$i Quality assurance target(s). Whether quality assurance targets have been appropriately included at the time of the reformatting/creation of the electronic resource.

- a Absent
- n Not applicable
- p Present
- u Unknown
- | | No attempt to code

11/\$j Antecedent/Source. Information about the source of a digital file important to the creation, use, and maintenance of the digitally reformatted materials.

- a File reproduced from original
- b File reproduced from microform
- c File reproduced from electronic resource
- d File reproduced from an intermediate (not microform)
- m Mixed
- n Not applicable
- u Unknown
- | | No attempt to code

12/\$k Level of compression. Type of compression technique.

- a Uncompressed
- b Lossless
- d Lossy
- m Mixed
- u Unknown
- | | No attempt to code

13/\$l Reformatting quality. Physical quality level of the file and the institution's commitment to maintain its availability over time.

- a Access
- n Not applicable
- p Preservation

007

Electronic resource

page 8

r Replacement

u Unknown

| No attempt to code

Related fields, etc. Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N, *CCM* Modules 30 and 31.

CONSER

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010 LIBRARY OF CONGRESS CONTROL NUMBER (NR)

First and second indicator

Undefined

Subfields

- a** LC control number (NR)
 - b** NUCMC control number [Not applicable]
 - z** Canceled/invalid LC control number (R)
-

Description/Instructions

The LIBRARY OF CONGRESS CONTROL NUMBER is the unique number assigned to an authenticated CONSER record. It is used to manage the processing of the record at the Library of Congress and is the control number under which the record is distributed by the CDS MARC Distribution Service.

The LC control number (LCCN) is input, displayed, and output by OCLC to LC in field 010 (subfield \$a). The LCCN is distributed by LC in both fields 010 and 001. LC control numbers are assigned by all CONSER members to records that are originally input, to existing records that were not previously authenticated, and in some cases to previously authenticated records.

Beginning in 2001, newly assigned LCCNs include a four-digit number representing the year of assignment. LCCNs assigned previously, from 1898 to 2000, had a two-digit year portion. Making room for the four-digit year also required changing other portions of the machine-readable LCCN structure, as defined by the MARC 21 Format for Bibliographic Data. Both formats are valid and are used in CONSER records, as they were originally assigned. Earlier forms of LCCN found in printed sources are also still valid for retrospective input. (For instructions, see Appendix P.)

The form required for field 010 input and used for field 010 display of the LCCN (in either format) on the OCLC system is not identical to the MARC-defined LCCN structure or to the form input for LCCN in record control number subfields of linking entry fields. (For details of the LC control number's structures and their history, see Appendix P. For instructions on inputting LCCNs in linking entry fields, see Linking Entry Fields--General Information.)

Regular LC control numbers

Beginning in 2000, regular LC control numbers (i.e., unprefix numbers) are assigned by the Library of Congress and CONSER members to newly input records or first-time authenticated records. Prior to May 1999, regular LCCNs were also assigned by LC catalogers to previously authenticated CONSER records that had “pseudo” control numbers. The unprefix LCCN in field 010 in OCLC consists of a year portion (four-digit or two-digit, as assigned), then a hyphen, and then a consecutively assigned number of one to six digits in length. (If the consecutively assigned number is less than six digits long, there is no need to input leading zeroes before the number. If leading zeroes are input, the OCLC system deletes them from the display.)

010 ## 85-645325
010 ## 68-4897
010 ## 2001-239001
010 ## 2001-3292

Prefixes

LC control numbers on records for works cataloged prior to Dec. 1, 1968, may be preceded by alphabetic prefixes. These prefixes can be from one to three characters in length, and are carried in the machine record as lowercase alphabetic characters. In field 010 on the OCLC system, the prefix is input directly preceding the year portion of the LCCN, with no spaces between them. For a complete list of prefixes, see Appendix P.

010 ## a62-2407
010 ## agr17-1177
010 ## ca35-621
010 ## map68-359

Pseudo LC control numbers

Numbers structured like LC control numbers, and identified by a “pseudo” prefix, are used in CONSER records for which no regular LC control number exists at the time of authentication. The pseudo LC control numbers usually have their own sequential numbering scheme, i.e., the prefix is a significant part of the numbering inasmuch as the numeric portion may also be valid for other prefixed LC control numbers as well as unprefix LC control numbers. Input pseudo LCCN prefixes in the same way as other prefixes, as described above.

“sc” prefix. Used prior to 2000 for records authenticated by LC for titles not held by LC or not cataloged by LC as represented by the record. If a title is subsequently received by LC, the “sc” number is cancelled in favor of a regular control number.

010 ## sc85-106

“sf” prefix. Used prior to 2000 by LC in originally input or first-time authenticated records when a title is held by LC and given less than full cataloging. This included form card cataloging, minimal level cataloging, and other forms of cataloging for which no printed card exists. Prior to May 1999, LC also assigned “sf”-prefixed LCCNs when giving less than full cataloging to previously authenticated CONSER records.

All records containing an “sf”-prefixed control number also have an 050 field. The information in the field varies.

010 ## sf76-208
050 00 TC1 \$b .S45

010 ## sf77-8
050 00 CLASSED SEPARATELY

010 ## sf93-91310
050 00 WMLC 93/922

010 ## sf85-9857
050 00 Microfilm 85249

“sn” prefix. Used prior to 2000 in records initially authenticated by NSDP and CONSER members. (Prior to 1984, “sn” control numbers were also assigned to LC minimal level cataloging records.) “sn”-prefixed numbers are currently assigned only for LC newspaper cataloging and USNP records.

010 ## sn82-9563
010 ## sn99-1
010 ## sn2001-58302

LAC control numbers

For Library and Archives Canada records batch loaded to OCLC with a 001, OCLC derives a “dummy” LC control number from the Canadian serial number in the 001 field, unless an LC control number is already present in field 010.

For LAC records input online, LAC inputs a pseudo control number unless an LC control number is present. The pseudo control number carries, respectively, a “ce” or “cf” prefix for the English and French catalog records, for a bilingual publication. For the single record for a unilingual publication, the prefix “cn” is used. The “cn”, “ce”, and “cf” numbers for online records are taken from one sequence of numbers.

NOTE: If a regular LC control number exists for an English bilingual record, LAC will input the LC control number in subfield \$a of field 010 and will input a pseudo control number, preceded by the prefix “ce”, in 010, subfield \$z. In the French bilingual record, LAC will input the same pseudo control number, but preceded by the prefix “cf”, in subfield \$a of field 010. These procedures enable LAC to match the English and French bilingual publications.

“ce” prefix. Canadian bilingual publication, English language cataloging

“cf” prefix. Canadian bilingual publication, French language cataloging
(The same number is used for English and French bilingual publications; the prefixes differentiate the two records.)

010 ## ce76-73468

010 ## cf76-73468

010 ## ce2001-790000

“cn” prefix. Unilingual Canadian publication, English or French language cataloging

010 ## cn76-83077

010 ## cn2001-390000

Suffixes, Alphabetic Identifiers, and Revision Dates

Prior to January 1999, suffixes, alphabetic identifiers, and revision dates were input at the ends of some LC control numbers. These elements did not affect the uniqueness of the LCCN. They may be encountered during retrospective conversion following LCCNs in printed sources. For examples and information on their former usage, see Appendix P.

Do not input suffixes, alphabetic identifiers, or revision dates in field 010. The inclusion of these elements was discontinued in 1999. They have been stripped from records in the LC database and the OCLC database.

Subfields

\$a LC control number. The subfield \$a contains the valid control number in one of the forms described above. This portion of the 010 field doubles as the CONSER database’s control number and is also converted to field 001 prior to a record’s distribution within the CONSER database.

The critical role of the \$a as control number dictates that it be accurately input. To avoid possible duplication, the number should be searched on the OCLC system before the record is updated. It is also advisable to add the number to the record as the last step before updating the record. Once a record has been updated (i.e., added or replaces) through the authentication process, institutions other than LC should not change the \$a portion of field 010 – even to correct a typographical error – without first sending a “delete” status record to LC (see C2.2.2) for the incorrect number or contacting LC to make the change for them.

The subfield \$a in an authenticated record **must** be a valid control number, i.e., one assigned or verified by the authenticating agency.

Catalogers should use an existing LCCN in an OCLC record if they can verify it against the LC Online Catalog.

010 ## 10026545

If the record is found in the LC catalog (as a non-CONSER record) (e.g., a PREMARC or **SERLOC record**), the cataloger should use the LCCN and also transcribe the LC call number (050 00).

*010 ## ca 32000286
050 00 AY838.C7 \$b A35*

As long as the cataloger uses the LC LCCN (010) and LC call number (050 00) when authenticating the record, there is no need to report their authentication to LC. The record will **not** overlay the LC ILS record because the LC record will not have the required 035 OCLC control number match point. The record will, however, be written to a file where it can be reviewed and updated by LC before being merged into the LC ILS. It also gives LC the **opportunity to add "DLC" holdings and additional LC data to the OCLC record.**

An **unverified** existing LCCN number can be retained in subfield \$z if it meets any of the criteria listed below. In that case, move the unverified LCCN to subfield \$z and add a new control number to the subfield \$a. If/when the number in subfield \$z is verified as correct, it will be restored to the subfield \$a; the control number supplied by the authenticating institution will be placed in subfield \$z. If incorrect, it will be deleted from the record.

\$z'Canceled/invalid/unverified LC control number

Subfield \$z is used for:

1. **Canceled LCCNs:** Prior to 2000, if an authenticated CONSER record contained a pseudo LC control number and LC later acquired and cataloged the title, LC added a new control number to subfield \$a and moved the CONSER pseudo control number to subfield \$z. LC control numbers are also recorded in \$z when records are collapsed or duplicate records are canceled.

Canceled LCCNs from monographic records canceled by LC are also included in field 010 subfield \$z, recorded after canceled LCCN(s) from serial records. It is preferable for canceled LCCNs to be input in numeric order, particularly when recording several canceled numbers on a single record.

2. **Invalid LCCNs:** If any CONSER or OCLC participant has input an erroneous number in subfield \$a, the erroneous number is canceled by LC or LAC and moved to subfield \$z. The correct number is input in subfield \$a.
3. **Unverified LCCNs [CONSER practice]:** If an unverified control number exists in the record at the time the record is newly authenticated, search the LCCN in OCLC to be sure that it has not been applied to a monograph or an earlier/later title of a serial. If the LCCN has been used for another title, do not record the LCCN anywhere in the record. If a record is not found, the cataloger should move the suspect control number to \$z and add a valid number to subfield \$a. This process should also be applied to LCCN supplied by LC field offices, printed on issues, but otherwise unverified by an LC authenticated record. For new input, use the cataloging institution's own symbol in 040 \$a in this case.

NOTE: When moving an LC control number to 010 subfield \$z, input it there in the format used when it was assigned. Therefore, the same record may have an LCCN with four-digit year in subfield \$a and one (or more) with two-digit year in subfield(s) \$z.

Prefixes should be retained. Any suffixes, alphabetic identifiers, and revision data, however, should be dropped.

Subfield \$z is **not** used for:

1. The LCCN on LC's printed card cataloging when the type of cataloging differs from the online record (e.g., the online record is a successive entry record; LC's printed card reflects latest entry cataloging).
2. Control numbers input in field 010 of an unauthenticated record by a CONSER member or OCLC institution that prove to be in error when LC authenticates the record.

Related fields, etc. C1, C2, 001, 016, Appendix P.

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042 AUTHENTICATION CODE (NR)

First and second indicator

Undefined

Subfields

a Authentication code (R)

dc	Dublin core [Not to be retained in CONSER records]
dlr	Digital library registry
isds/c	ISSN/Canada
lc	Library of Congress [Superseded by “pcc” May 1, 2009]
lcac	LC Annotated Children’s Cataloging Program
lccopycat	LC Copy Cataloging
lcd	CONSER/LC full authority application [Superseded by “pcc” May 1, 2009]
msc	CONSER/LC minimal authority application
nlc	Library and Archives Canada
nsdp	National Serials Data Program
pcc	Program for Cooperative Cataloging
premarc	LC PREMARC retrospective conversion
xisds/c	ISSN/Canada does not consider the item a serial
xlc	LC does not consider the item a serial
xnlc	LAC does not consider the item a serial
xnsdp	NSDP does not consider the item a serial

Description/Instructions

Field 042 contains one or more codes that represent different levels of authentication of CONSER records. Codes “nlc”, “nsdp” and “isds/c” represent specific agencies or Centers of Responsibility. Codes “pcc”, “msc”, and “lccopycat” reflect the status of name headings in the record. Codes “lc” and “lcd” were superseded by the code “pcc” May 1, 2009 but remain valid in existing records.

The presence of any of the above codes signifies that the record has been reviewed by a CONSER member and/or Center of Responsibility as to data content, content designation, and conformity with

standards and practices agreed upon by CONSER members. Codes are input in the order in which the authentication activity occurs, except that “x” codes are always input last.

Beginning May 1, 2009 all CONSER institutions use the authentication code "pcc" in place of codes "lcd" and "lc" in records newly authenticated and distributed as part of the CONSER Program. The code is used in records for both serials and integrating resources. This implementation follows up on a recommendation made in the 2006 report of the PCC Working Group on Authentication Codes and Encoding Levels for Serials and Integrating Resources and as decided at the CONSER Operations meeting in May 2008.

Catalogers do not need to change authentication codes “lcd” and “lc” on existing records to "pcc." Codes "lcd" and "lc" remain valid in pre-existing records and will not be systematically changed to "pcc" at this time. Other authentication codes remain valid and some may be used in combination with code "pcc," when appropriate.

Codes

dc - Beginning in July 2000, records created according to the Dublin core metadata standard on the CORC database enter WorldCat identified as encoding level “3” and with code “dc” in field 042. CONSER members should change both the encoding level and the 042 code to the appropriate codes when authenticating the record. Do not retain code “dc” in the record.

| **dlr** - Code “dlr” identifies records that follow the Registry of Digital Masters Record Creation Guidelines. Code “dlr” may appear in combination with other authentication codes, including “pcc” and should not be deleted from CONSER records.

| **lc** - Code “lc” signifies that descriptive elements and headings were verified by the Library of Congress. Between Oct. 2004 and Apr. 2009, LC used code “lc” to authenticate original records only. Beginning May 1, 2009 LC uses the authentication code "pcc" (see below) in place of code "lc" in records newly authenticated and distributed as part of the CONSER Program. Code "lc" remains valid in pre-existing records.

| **lcac** - Code “lcac” signifies that the cataloging was done as part of the Library of Congress Children’s and Young Adults’ Cataloging Program (formerly called the Library of Congress Annotated Card Program) whereby summaries and children’s subject headings are added to facilitate discovery of a resource by a juvenile audience.

| **nlc** - Code “nlc” signifies that descriptive elements and headings are verified by the Library and Archives Canada. LAC authenticates records for Canadian imprints and records of Canadian

interest.

nsdp - Code “nsdp” signifies that the ISSN-related data elements are verified by ISSN catalogers at the Library of Congress in the ISSN Publisher Liaison Section (ISSN PL) and other cataloging sections. ISSN PL authenticates ISSN-related data elements for U.S. imprints. ISSN PL also authenticates ISSNs and key titles for records received from other ISSN centers with the exception of Canadian imprints authenticated by ISSN Canada.

isds/c - Code “isds/c” signifies that the ISSN-related data elements are verified by ISSN Canada. ISSN Canada authenticates ISSN-related data elements for Canadian imprints.

lcd - Code “lcd” signifies that descriptive elements have been verified by NSDP, ISSN PL, or other CONSER members and that all name and series headings appear in the Library of Congress/NACO Authority File (LC/NAF). Older records may also have been verified by NST and the CONSER Minimal Level Cataloging Section at LC. Code “lcd” was also used when all descriptive elements were verified and there were no headings appropriate to the record. (See also no. 4 and no. 5 under **Updating authenticated records** below.) Beginning May 1, 2009 LC and CONSER catalogers use the authentication code "pcc" in place of code "lcd" in records newly authenticated and distributed as part of the CONSER Program. Code "lcd" remains valid in pre-existing records.

msc - Code “msc” signifies that descriptive elements are verified by a CONSER member, including U.S. Newspaper Program participants. All headings have been checked against the LC/NAF, but an authority record was not found for one or more headings. Code “msc” is used by LC in all prepub records because headings are not checked in these records.

lccopycat - The “lccopycat” code signifies that the Library of Congress has used a non-CONSER organization’s record as the basis for its cataloging; additionally, all name and LCSH subject headings are checked against the relevant authority files. The presence of this code also indicates that these externally provided cataloging records are accepted with minimal change, if any, and that because of this, the record may not reflect LC documentation and practice. (See also no. 1.e., and no. 5 below.)

pcc - Code "pcc" indicates a Program record where the description meets PCC standards and authority records exist for all headings.

In a CONSER standard record, code "pcc" signifies that the CONSER descriptive elements have been verified by an authenticating CONSER participant. Name and series headings have been checked against the LC/NAF and authority records have been created if they did not already

exist. Subject headings are checked for authorized forms or combinations supported by the relevant authority.

premarc - Code “premarc” signifies that the record was converted to machine-readable form as part of Library of Congress retrospective conversion. The source records used are printed catalog cards taken from the LC general shelflist and other manual LC files, or OCLC records that have been amalgamated with data from LC manual files. The bibliographic description has not necessarily been verified or reverified by LC, but the authoritativeness of the headings is indicated by the additional presence of code “pcc,” “lcd” or “msc.”

x... - Codes that begin with the letter “x” are used by centers of responsibility to indicate that the agency did not consider the publication a serial at the time the publication was evaluated for authentication. LC adds code “xlc” to an OCLC serial record when an LC serial cataloger determines that the title is a monograph or integrating resource according to the definition of a serial and LCRI 1.0. To help make this determination, LC considers all information in the online database and other sources. Code “xlc” is not added to serial records for monographic series if LC classifies the monographic series separately. If LC's classification decision changes, LC will authenticate the record.

One Center of Responsibility may consider the item to be a serial, while another may not. Consequently, a mix of authentication/rejection codes can be recorded. When this is the case, the “x...” code should be the last code.

042 ## nsdp \$a xlc

In some cases, especially with conference publications, a CONSER member may wish to authenticate a serial record on which LC has added “xlc” to the 042.

042 ## pcc \$a xlc

nst - Records authenticated by LC's New Serial Titles Section from 1981 through 1984 were coded “nst.” From 1985 through March 1993 (when the NST Section was abolished) NST cataloging editors used “lcd” and “msc.” However, because NST did not verify the descriptive elements of records contributed by NST reporting libraries, the descriptive elements in these records (“NST” in field 040 \$c or 042 nst) are only as accurate as reported by the NST reporting libraries.

CONSER member authentication

CONSER members authenticate the records they create or modify. These records may or may not receive further review by a Center of Responsibility. The presence of a valid authentication code in field 042 triggers the output of the record by OCLC to LC and the subsequent distribution of the record by the MARC Distribution Service--Serials. (See C1. for further explanation.)

Updating authenticated records

1. Records with codes “pcc”, “lcd”(authenticated before May 1, 2009), “nsdp”, “msc”, “nst”, “premarc”, or “lccopycat” may be updated using the institution's regular CONSER log-on authorization. Apply the following guidelines for updating field 042:
 - a. Always leave code “nsdp” in the record. Add an additional code, as appropriate.
 - b. CONSER catalogers may change code “msc” to “pcc” when providing authoritative headings.
 - c. Code “nst” should be removed and replaced with code “pcc” or “msc” as appropriate.
 - d. Code “premarc” should be retained in the record. It is usually accompanied by code “msc”, “lcd”, or “pcc”. CONSER participants are free to upgrade or maintain these records as necessary but should not remove the “premarc” code.
 - e. Records with code “lccopycat” may be upgraded to “pcc” by CONSER catalogers when verifying description according to CONSER standards. In this case the cataloger should replace code “lccopycat” with “pcc.”
2. There are some restrictions on changing descriptive cataloging in records authenticated by the Library of Congress; consult C3.
3. There are some restrictions on changing descriptive cataloging in records with code “nlc”; consult C12.
4. Prior to fall 1989, records authenticated by CONSER members (including NSDP, NST, and the CONSER Minimal Level Cataloging Section at LC) that contained no headings were coded “msc”. CONSER catalogers subsequently using these records should change the 042 code to “pcc”.

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- Beginning Oct. 2004, LC stopped changing authentication code “lcd” to “lc” on existing CONSER records. Non-CONSER records are authenticated with code “lccopycat” (authority records are required for authentication at “lccopycat”). Beginning May 1, 2009 LC uses the authentication code “pcc” in place of code “lc” in records newly authenticated and distributed as part of the CONSER Program. Code “lc” will remain valid in pre-existing records.

Multiple authentication codes

- When a record is authenticated by more than one authenticating agency (e.g., the Library and Archives Canada for the cataloging data and ISSN Canada for the ISSN-related elements), the subfield is repeated.

042 ## nlc \$a isds/c

042 ## nsdp \$a pcc

042 ## nsdp \$a xlc

042 ## pcc \$a nsdp

- When a serial authenticated by either ISSN/Canada or ISSN PL moves its place of publication from Canada to the U.S., or vice versa, responsibility for ISSN-related data elements is assumed by the Center of Responsibility in the new country of publication. The authentication code for the current authenticating agency is added to field 042. The ISSN center code in 022 \$2 is also changed to reflect the current center of responsibility.

042 ## nlc \$a isds/c \$a nsdp

022 \$2 changed from 4 to 1

- Code “dlr” should be retained in the record. Add an additional authentication code, as appropriate.

042 ## dlr \$a pcc

042 ## dlr \$a nsdp

Some records with code “dlr” were generated by the OCLC eContent synchronization program and represent duplicates. These records can be edited and authenticated or reported as duplicates like any other e-serial records.

Related fields, etc. A5, C1, C2, C3, C7.

CONSER Use of 042 Codes in Serial Records
As of May 1, 2009

	Code in 042
New CONSER Standard Record	pcc
New CONSER Minimal Level Record	
➤ IF any headings lack authority control	msc
➤ IF all headings have authority control <i>or</i> there are no headings that need authority control	pcc
Previously Authenticated Record	
➤ Previously with “ lcd ” in 042	lcd (No need to change “lcd” to “pcc”)
➤ Previously with “ pcc ” in 042	pcc
➤ Previously with “ msc ” in 042, if any headings still lack authority control	msc
➤ Previously with “ msc ” in 042, if all headings now have authority control <i>or</i> there are no headings that need authority control	pcc
➤ Previously with “ lccopycat ” in 042, if now verifying description to CONSER standards	pcc
Previously Non-Authenticated Record	pcc or msc

042 Codes That Existed Before May 1, 2009

All 042 authentication codes that were valid before May 1, 2009, including “lcd,” continue to be valid. All may continue to be present in CONSER serial records. All enable CONSER distribution of records. When present, all have the same meanings as before.

Previously Authenticated CONSER Serial Records

Generally, there is no need to change 042 code “lcd” in a previously authenticated CONSER serial record to “pcc” when you use the record in copy cataloging or modify the record for some other reason.

CONSER catalogers may change 042 code “msc” in a previously authenticated CONSER serial record to “pcc” if all headings in the record now have authority control or if the record includes no headings that need authority control. They may change code “lccopycat” to “pcc” when verifying description according to CONSER standards.

HEADINGS--GENERAL INFORMATION

All headings used, regardless of tag, must be searched in the Library of Congress/NACO Authority File (LC/NAF) for the AACR2 or AACR2-compatible form of heading. According to CONSER practice, when an established heading is not found, the AACR2 form must be supplied.

Usage

NAME HEADINGS may be used in catalog records as:

Main entries	1XX (100-111)
Subject added entries	6XX (600-611)
Name added entries	7XX (700-711)
Series added entries	8XX (800-811)

Fields 6XX, 7XX, and 8XX are repeatable; 1XX fields are not repeatable.

Procedures described here are applicable to all the above functions of name headings. Specific procedures unique to individual fields are given with the instructions for that field, or in the general instructions for the particular category of headings.

There are three categories of NAME headings. These categories remain the same regardless of the function. The second and third characters of the numeric tag define the category. The three categories are:

Personal name	X00
Corporate name	X10
Conference name	X11

Thus, a corporate body used as a main entry will be tagged 110; as a subject added entry, 610; as an added entry, 710; and as a series added entry, 810.

UNIFORM TITLE headings may be used in catalog records as:

Main entries	130
Subject added entries	630
Title added entries	730
Series added entries	830

Headings

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Fields 630, 730, and 830 are repeatable; field 130 is not repeatable.

Editing instructions

1. Omit initial articles in all languages occurring at the beginning of name heading fields and at the beginning of a subfield, except when the heading/subfield begins with a personal or geographic name and the intent is to file on the article.
2. Omit initial articles occurring in the title portion of an author/title added entry in 6XX, 7XX, and 8XX fields.
3. Input terminal punctuation unless the field ends in some other form of punctuation:
-) ? or !
4. Input one space after an open date in a heading.

710 2# *Scientific Society of San Antonio (1904-)*
700 12 *De Crane, Ray, 1914- \$t Cut your own taxes.*

First indicator

The first indicator describes the form of the name.

Personal name headings (X00)

- 0 - Forenames. Consider as forenames: names having the structure of forenames (initials in direct order, or a characterizing phrase in direct order. In case of doubt as to whether a name is a forename or a surname, consider it a forename.

600 00 *Norodom Sihanouk, Prince, \$d 1922-*
700 0# *Father Divine.*
700 0# *Adunis, \$d 1930-*

- 1 - Surname. Consider as surnames: names formatted in inverted order (surname, forename) or names without forenames when known to be surnames. If there is uncertainty that a name without forename(s) is a surname, use first indicator value "0."

Phrases, when formulated with inversion and an entry element similar to a surname are treated as a surname.

100 1# *Lasker, Toy.*

100 1# *VanCleemput, W. M. \$q (William Magda), \$d 1945-*

700 1# *Leverette, Clarke E., \$d 1936-*

700 1# *Van Atta, Dale.*

100 1# *Chiang, Kai-shek, \$d 1887-1975.*

100 1# *Rousseau-Darnell, Lyse.*

700 1# *Senger und Etterlin, Ferdinand Maria von.*

700 1# *Verez de Peraza, Elena Luisa, \$d 1919-*

- 3 - Family name. [600 only; pre-AACR2 for 100, 700, 800] Consider names of families, clans, dynasties, houses or other such groups to be a family names. The name may be constructed in direct or inverted order.

600 3# *McAllister family.*

600 3# *Premyslid dynasty.*

600 3# *Norfolk, Dukes of.*

Corporate name headings (X10)

- 0 - Inverted name [Pre-AACR2]

- 1 - Jurisdiction name. Use when the corporate body is a jurisdiction or is entered subordinate to a jurisdiction. Use also for meetings entered subordinately to a jurisdiction and corporate body.

710 1# *Great Britain.*

710 1# *United States. \$b Dept. of Agriculture.*

- 2 - Name in direct order. Use for all corporate bodies entered directly under their own name. Use also for meetings entered subordinately to a corporate body.

110 2# *Scientific Society of San Antonio (1892-1894)*

710 2# *Université de Rouen. \$b Centre d'étude de la civilization médiévale.*

110 2# *American Medical Association. \$b Meeting.*

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Conference headings (X11)

0 - Inverted name [Pre-AACR2]

1 - Jurisdiction name [Pre-AACR2]

2 - Name in direct order. Use for all AACR2 conference headings.

711 2# International Meeting on Future Trends in Inflammation.

Second indicator

Consult individual fields for instructions on the use of the second indicator.

Subfields

Following are the definitions of the subfields for name heading fields. Many are rarely or never applicable to serials. Examples of those commonly used in serial records are given with the individual fields. Examples provided below illustrate the use of the subfields only, and many are not from serial records.

Subfields are divided into four categories:

1) Name portion of heading

\$a, \$b, \$c, \$d (X00), \$e, \$k, \$q

2) Title portion of heading

\$f, \$g, \$h, \$l, \$m, \$n, \$o, \$p, \$r, \$s, \$t, \$u, \$v

3) Subject subdivision

\$x, \$y, \$z

4) Control subfields

\$2 (6XX), \$3 (6XX, 7XX, 8XX) \$4 (7XX), \$5 (7XX), \$x (4XX, 7XX, 8XX)

\$a Personal name (X00)

Corporate name or jurisdiction name as entry element (X10)

Meeting name (X11).

Subfield \$a contains the name or first unit of the name. In the X10 fields it may contain a jurisdiction to which the corporate body is subordinate. Explanatory data that follows the corporate name--but that does not pertain to a conference--is included in subfield \$a.

710 2# Unifrance film (Organization)

\$b Numeration (X00). This subfield is used only with forenames in personal name heading fields. When a roman numeral appears with a surname, it is input in subfield \$c.

700 0# Alfonso \$b XIII, \$c King of Spain, \$d 1886-1941.

700 0# Gustaf \$b II Adolf, \$c King of Sweden, \$d 1594-1632.

Each subordinate unit in hierarchy (X10)

710 1# United States. \$b Employment and Training Administration. \$b Office of Financial Control and Management Systems.

Number (of conference) (X11) [Pre-AACR2]

\$c Titles and other words associated with the name (X00). This subfield identifies:

1) Titles designating rank, office, nobility, terms of address, initials of an academic degree or denoting membership in an organization, or other words or phrases associated with the name;

2) A roman numeral used with a surname heading;

700 1# Evans, Montgomery, \$c II.

3) Words or phrases added to distinguish identical names (Cf. AACR2 22.19).

700 0# Vivekananda, \$c Swami, \$d 1863-1902.

700 0# Thomas \$c (Anglo-Norman poet)

600 00 Norodom Sihanouk, \$c Prince, \$d 1922-

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Location of meeting (X10 and X11). Includes both place names and names of institutions where conferences were held. Subfield \$c is not repeatable. If subfield \$c is the only subfield present, the subfield code precedes the parenthesis. If the heading contains two place names, because all sessions of the conference are held in the same two places, both names are included in the same subfield.

- 711 2# Refresher Course on Cats \$d (1980 : \$c University of Sydney)*
- 111 2# Mostra-mercato nazionale del mobile antico \$c (Cortona, Italy)*
- 711 2# International Conference on Mesons and Recently Discovered Particles \$d (1957 : \$c Padua and Venice, Italy)*

Subfield \$c is only used in X10 fields for place names of meetings entered subordinately to a corporate body. It is very rarely used for serials. Do **not** use \$c to qualify a corporate name.

- 110 2# American Library Association. \$b Conference \$c (Washington, D.C. and London, England)*

\$d Dates associated with a name (X00). Dates may be qualified by letters, month and day, and/or marks of punctuation. Common date qualifiers are "b.", "d.", "ca.", "fl.", etc.

Date of meeting or treaty signing (X10 and X11). If used without subfield \$n, subfield \$d precedes the parentheses. This subfield is rarely used for serials; instead the subfield \$d information is recorded with an institution's holdings.

- 711 2# Paris Peace Conference \$d (1919-1920)*

\$e Relator term (X00 and X10). Identifies the relationship of the name to the work in the following usages:

- 1) Legal designations (e.g., defendant, complainant) added to names. Not used according to CONSER policy (Cf. LCRI 21.36C).
- 2) Designation of function (e.g., ed., comp., etc.). Not used according to CONSER policy (Cf. LCRI 21.0D).
- 3) Rare serials cataloging: The Rare Books and Manuscripts Section of the

Association of College and Research Libraries has developed a list of standard relator terms for use with rare materials. Subfield \$4 (relator code) is used to identify the standard list from which the term is taken. When the term pertains to a "copy-specific" added entry, subfield \$5 (copy-specific institution) is also used.

Subordinate unit (X11). Subfield \$e contains a subordinate subheading used with the name of a conference.

111 2# International American Conference. \$e Delegation from Haiti.

\$f Date of a work [Pre-AACR2 in 1XX fields]. Used with AACR2 only after subfield \$t in 6XX, 7XX, and 8XX fields when subfield \$t is derived from field 240 on the related record.

700 1# Hills, John, \$c surveyor. \$t Sketch of Allens town, June 1778. \$f 1976.

\$g Miscellaneous information [Pre-AACR2 in fields 110, 111, and 711]. Subfield \$g is used for any miscellaneous data element that occurs in a heading and which cannot be identified by any other subfield code.

110 1# Minnesota. \$b Constitutional Convention \$d (1857 : \$g Republican)

\$k Form subheading. Subfield \$k contains standardized phrases added to a heading to gather together in a file the records for certain kinds of materials. Under AACR2 these phrases are used to form the uniform title (field 240) and are not included in name headings; thus, this subfield is rarely used for serials. The only form subheadings valid for AACR2 are: Manuscript; Protocols, etc.; Selections.

*110 2# British Library. \$k Manuscript. \$n Arundel 384.
710 1# France. \$t Treaties, etc. \$g Poland, \$d 1948 Mar. 2. \$k Protocols,
etc. \$d 1951 Mar. 6.*

\$l Language of a work. Subfield \$l is used in uniform title fields 130 and 240. It is

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also used following the subfield \$t in the title portion of a name/title entry when the title is derived from field 240 on the related record. It contains the language of a translation used in conjunction with the title of the original work.

\$m Medium of performance for music. This subfield is applicable only to music.

100 1# Debussy, Claude, \$d 1862-1918. \$t Images, \$m piano.

\$n Number of part/section of a work. (X00 and X30) Subfield \$n contains the number of a part or section used in the title portion of a name/title entry. [Pre-AACR2 for field 100.]

Number of part/section/meeting. (X10 and X11) 1) Used for the number of a part or section in the title portion of a name/title entry. 2) Used for the number of a conference. Subfield \$n is rarely used with serials in conference headings since numbering information is generally recorded with an institution's holdings.

111 2# Vatican Council \$n (1st : \$d 1869-1870)

\$o Arranged statement for music. This subfield is applicable only to music.

\$p Name of part/section of a work. (X30) Subfield \$p contains the name of a part or section following subfield \$t in the title portion of a name/title heading. [Pre-AACR2 for fields 1XX.]

\$q Fuller form of name. (X00) Subfield \$q contains parenthetical qualifiers which are expansions of initials in personal names. It may also contain an unused forename (i.e., a forename not represented by an initial).

100 1# Smith, Elizabeth \$q (Ann Elizabeth)

Name of meeting following jurisdiction name entry element. (111) [Pre-AACR2]

\$r Key for music. This subfield is applicable only to music.

\$s Version. Subfield \$s is used following subfield \$t in the title portion of a name/title heading when the title is derived from field 240 on the related record, or to record Uniform Title tracing when necessary, in linking fields.

700 12 *Harrison, Tinley Randolph, \$d 1900- . \$t Principles of internal medicine. \$s 9th ed.*

785 00 *Great Britain. Parliament. \$s Parliamentary debates (1892-1908)*

\$t Title of a work. [Pre-AACR2 in fields 1XX.] Subfield \$t contains the name of a title in a name/title heading. Subfield \$t must be present in fields 800, 810, and 811.

700 1# *Piave, Francesco Maria, \$d 1810-1876. \$t Traviata.*
810 1# *United States. \$b Congress. \$b House. \$t Report.*

\$v Volume number/sequential designation. This subfield is used with 8XX series fields and contains the volume or number of the series. Subfield \$v is only used in specific cases on serial records when the numbering is limited to a few issues or remains constant on all issues.

830 #0 *Air Force recurring publication ; \$v 110-1.*

Subfield \$v is also used in 6XX fields. See: Subject Headings--General Information.

\$x General subdivision. (6XX) See: Subject Headings--General Information.

International Standard Serial Number (ISSN). (7XX, 8XX)

\$y Chronological subdivision. Used in 6XX fields only. See: Subject Headings--General Information.

\$z Geographical subdivision. Used in 6XX fields only. See: Subject Headings--General Information.

Control subfield codes

These codes specify the source of the data in a field or the institution to which the data is specific. They include the following:

\$2 Source of heading or term. (6XX only) See: Subject Headings--General Information.

\$3 Materials specified. (6XX, 7XX, 8XX) Part of the described materials to which the

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field applies.

\$4 Relator code. (1XX, 7XX) Codes are assigned from Part I of *USMARC Code List for Relators, Sources, Descriptive Conventions*.

\$5 Institution to which field applies. This subfield contains the NUC symbol of the institution or sub-institution holding the copy to which the added entry applies. The subfield is not to be used to indicate the nature of the added entry with which it appears. It is used in an institution/copy-specific field that does not apply to the universal description of the item. It is not used for added entries applying to the universal description of the item even if such added entries are additional to those normally called for by the cataloging rules. Such an added entry is recorded without Subfield \$5, even though most libraries cataloging the item might not give the name as an added entry. (A complete list of the NUC symbols and their related institutions can be found in *Symbols of American libraries*.)

710 2# Bridgewater Library, \$e former owner. \$5 [NUC symbol]

\$6 Linkage. For instructions on the use of subfield \$6, see field 880.

Related fields, etc. Series--General Information, Subject Headings--General Information.

260 PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) (R)

First indicator– Sequence of publishing statements	Second indicator <i>Undefined</i>
---	--------------------------------------

# Not applicable/No information provided/ Earliest available publisher	# Undefined
---	-------------

2 Intervening publisher
3 Current/latest publisher

Subfields

a Place of publication, distribution, etc. (R)	e Place of manufacture (R)
b Name of publisher, distributor, etc. (R)	f Manufacturer (R)
c Date of publication, distribution, etc. (R)	g Date of manufacture (R)
	3 Materials specified (NR)
	6 Linkage (NR)
	8 Field link and sequence number (R)

Description/Instructions

Field 260 contains the place of publication, publisher and/or distributor, date of publication, as well as the place, name, and date of manufacture when necessary.

In 2001, the 260 field was changed from Not-repeatable (NR) to Repeatable (R) to allow changes in publication information to be recorded in a prominent area in records. Before repeatable 260 fields were implemented, changes in place of publication and publisher on a later issue of a serial were given in a 500 field. The Library of Congress (LC) and Program for Cooperative Cataloging (PCC) participants implemented the repeatable 260 field on September 1, 2009.

The order of 260 fields is chronological from earliest to latest. This order is prescribed to promote consistency in the coding of data in records for different formats over the long-term and to make it easier for catalogers who catalog multiple formats to remember.

Do not repeat specific changes of publication, etc., information in a 500 field. Use a 500 field if giving a general note about changes not given in an additional 260 field(s): e.g., “Place of publication varies.”

CONSER standard record practice: It is not required to supply dates in 260 subfield \$c.

Note: Instructions for integrating resources are available in some sections below.

Editing instructions

1. Input a terminal period in the earliest publishing statement (260, first indicator #) only when the field includes an ending date and no other terminal punctuation, such as a closing bracket, is present.

260 ## New York, N.Y. : \$b E. Steiger, \$c 1878-1879.
260 ## London : \$b Howard League for Penal Reform, \$c c1965-c1983.

There is no final punctuation at the end of the intervening (260, first indicator 2) and latest (260, first indicator 3) publishing statements.

2. Use closed brackets around supplied information whether or not the 260 field is complete:

260 ## Moose Jaw : \$b [s.n.]
260 ## Chur [Switzerland : \$b s.n.]
260 ## Berkeley : \$b Auditor's Office, \$c -[1997]

If a date is not being recorded in subfield \$c, do not input a comma after the publisher name.

260 ## [New York] : \$b American Statistical Association

Stylistic conventions for brackets and the comma in the publication area were changed with the 2002 revision of AACR2. Many records in the CONSER database therefore follow earlier conventions of open brackets around supplied information if the field was not complete or a comma after a publisher date if a date is not supplied. Generally do not modify a record input according to the earlier conventions only for the purpose of deleting a comma or closing a bracket. However, if a record is being modified for other reasons, these changes can be made.

3. The 2002 revision also included the deletion of former rule 1.4D4, which allowed for shortening of the publisher name if it appeared in a recognizable form in the title and statement of responsibility area. Note that in certain examples below, where the publisher previous to 2002 was given as "\$b The Society," "\$b The Board," "\$b The Committee," etc., the name has been changed to show the form in an un-shortened form in the 260: "\$b Society for Utopian Studies," etc.

Indicators

The first indicator contains a value that chronologically sequences multiple publishing statements for a resource. The second indicator is undefined and contains a blank (#).

First Indicators

- Earliest available publisher

Used when a serial is first cataloged. Information given in the 260 coded value # is not changed unless earlier issues of a serial are later available with differing publishing information. Only one publishing statement may contain first indicator value # in a record. Each serial record must contain one 260 field with first indicator value #.

260 ## [New York] : \$b American Statistical Association

2 - Intervening publisher

Used when publishing statement(s) between the earliest and the latest publishing statements are necessary for identification or access. Intervening publishing statements are coded first indicator 2 and appear in the record with the earliest publishing statement (first indicator #) and a current/latest publishing statement (first indicator 3).

*260 ## [Bristol, Ind.] : \$b Wyndham Hall Press, \$c 1986-
260 2# \$3 1992- : \$a Berrien Springs, MI : \$b Vande Vere Publ.
260 3# \$3 <1997->: \$a Netherlands : \$b Gordon & Breach
362 0# Vol. 1, no. 2 (fall 1986)-*

Additional subsequent intervening publishing statements may be recorded as needed, in **chronological order**. The example below shows subsequent publishing statements and the closing of publication dates in the first 260 coded first indicator value #, based on the last issue recorded in the 362 field:

*260 ## [Bristol, Ind.] : \$b Wyndham Hall Press, \$c 1986-2002.
260 2# \$3 1992- : \$a Berrien Springs, MI : \$b Vande Vere Publ.
260 2# \$3 <1997>-2000: \$a Netherlands : \$b Gordon & Breach
260 2# \$3 2000-2001: \$a [Amsterdam?] : \$b Harwood Academic Publishers
260 3# \$3 2002: \$a Abingdon, U.K. : \$b Routledge
362 0# Vol. 1, no. 2 (fall 1986)-v. 15, no. 4 (2002).*

3 - Current/latest publisher

Used when the publisher or place of publication changes and the new information is necessary for identification or access. The current publishing statement for a serial may be added with first indicator value 3 **when the record has an earliest publishing statement (with first indicator #)**.

*260 ## \$3 November 26, 1908-<1912>: \$a [s.l.] : \$b American Society of Animal Nutrition
260 3# \$3 <November 30, 1915->: \$a Manhattan, Kan. : \$b American Society of Animal Production

260 ## \$3 1983-1991: \$a The Hague, Netherlands : \$b Elsevier
260 3# \$3 1992- : \$a New York, N.Y. : \$b Elsevier*

Add a subsequent 260 (first indicator 3) field when publishing information is changed again and the new information is necessary for identification or access. If retaining intervening publishing

statements, code these indicator to “2” and close the span of information in \$3.

260 ## \$3 November 26, 1908-<1912>: \$a [s.l.] : \$b American Society of Animal Nutrition
260 2# \$3 <November 30, 1915->: \$a Manhattan, Kan. : \$b American Society of Animal Production
260 3# \$3 <November 24, 1961->: \$a Champaign, IL : \$b American Society of Animal Science

260 ## \$3 1983-1991: \$a The Hague, Netherlands : \$b Elsevier
260 2# \$3 1992-<1995>: \$a New York, N.Y. : \$b Elsevier
260 3# \$3 <2004->: \$a Amsterdam : \$b Elsevier

Integrating resources:

Current/initial publication information is recorded in the first 260 field with first indicator 3#.

260 3# \$a Salem, N.H. : \$b Butterworth Legal Publishers, \$c 1990- [mandatory]

If this information changes, catalogers have the option to either update the place of publication, and/or publisher and/or distributor in the existing 260 3# with current information:

260 3# \$3 1995- : \$a Charlottesville, VA : \$b Michie, \$c 1990- [mandatory]

or the new information can be recorded in a subsequent entry of field 260 and earlier information retained in a 260, indicator #:

260 ## \$3 1990-1994: \$a Salem, N.H. : \$b Butterworth Legal Publishers [optional]
260 3# \$3 1995- : \$a Charlottesville, VA : \$b Michie, \$c 1990- [mandatory]

The current publishing information always resides in the 260 field with the first indicator coded “3.” When retained, the initial publication statement resides in the 260 field with the first indicator coded blank “#.” Intervening publishing statements are recorded in 260 fields with the first indicator coded “2.”

260 ## \$3 1990-1994: \$a Salem, N.H. : \$b Butterworth Legal Publishers
260 2# \$3 1995-<1996>: \$a Charlottesville, VA : \$b Michie
260 3# \$3 <1998->: \$a LEXIS Law Pub., \$c 1990-

260 ## \$3 1990-1994: \$a Salem, N.H. : \$b Butterworth Legal Publishers
260 2# \$3 1995-<1996>: \$a Charlottesville, VA : \$b Michie
260 2# \$3 <1998>-1999: \$a LEXIS Law Pub.
260 3# \$3 2000- : \$a Huntington, NY : \$b Juris Pub., \$c 1990-

For integrating resources, when 260 subfield \$c is present, it is always recorded with the current publishing information (i.e., 260 field with first indicator coded “3.”)

Second Indicator

The second indicator is undefined and contains a blank (#).

Subfields

Input subfields in the following order: \$3, \$a, \$b, \$c, \$e, \$f, \$g, \$6, \$8.

Apply the following conventions for the subfielding of data in field 260:

1. Enter each place name or publisher in a separate subfield.
2. Enter multiple occurrences of other elements, such as dates, in separate subfields only when a different type of element intervenes.
3. When adding true publication information to a fictitious publisher's statement (AACR2 1.4B6), input the true data in brackets preceded by "i.e.". Give separate subfields only when a different type of element intervenes. The following monograph examples from AACR2 are given to illustrate the subfielding.

260 ## Belfast [i.e. Dublin : \$b s.n.], \$c 1982.

260 ## Paris : \$b Impr. Vincent, \$c 1798 [i.e. \$a Bruxelles : \$b Moens, \$c 1883]

\$3 Materials specified. The subfield provides information to differentiate multiple 260 fields. For serials and integrating resources chronological designations are most often used but the other forms of numbering may also be used. Use angle brackets if specific beginning and/or ending information is not known. Dates may be omitted in the earliest 260 field (indicators ##) if the coverage of that information is clear from the other 260 field(s) and other data in the bibliographic record.

260 ## \$3 July 2009-Jan. 2010: \$a Denver : \$b Smith Publishers, \$c 2009-

260 3# \$3 Apr. 2010- : \$a Denver : \$b North Publishers

260 ## \$a Denver : \$b Smith Publishers

260 3# \$3 Jan. 2010- : \$a Denver : \$b North Publishers

588 ## Description based on: Vol. 1, No. 1 (July 2009); title from cover.

588 ## Latest issue consulted: Vol. 1, No. 2 (Jan. 2010).

When subfield \$3 is used in 260 fields to reflect the issues, parts, or iterations applicable to the field, follow the volume numbering, chronological designation, publication date, etc., with a colon (:). If the volume numbering, chronological designation, publication date, etc., represents incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays.

260 3# \$3 v. 1-3:
260 ## \$3 v. 9-<10>:
260 2# \$3 Apr. 2010-<July 2010>:
260 3# \$3 2010- :

For integrating resources, this information can be any numbering assigned to the update.

\$a Place of publication, distribution, etc. Input the place of publication and any additions to place names in subfield \$a.

260 ## *New York, N.Y.* :
260 ## *[Reston, Va.]* :
260 ## *Rio [de Janeiro]* :
260 ## *Cambridge [England]* :
260 ## *[New York]* :
260 ## *[United States]* :

When two places are given, input each in a separate subfield \$a. When repeated, the subsequent subfield \$a is preceded by a space-semicolon-space (;).

260 ## *Basel ; \$a New York* :
260 ## *[Reston, Va.] : \$b U.S. Dept. of the Interior, Geological Survey ; \$a
Washington, D.C. : \$b Supt. of Docs., U.S. G.P.O. [distributor]*

CONSER standard record practice: It is required to supply only the first-named place of publication as found on the item. It is not required to supply any additional places, regardless of the home country of the cataloging agency. (Cf. LCRI 12.4C).

260 ## *Basel* :

When the place is unknown and the abbreviation “s.l.” is given, capitalize the “S” only if it is the first subfield in the field.

260 ## *[S.l. : \$b s.n.]*
260 ## *Philadelphia : \$b United States Pharmacopeial Convention ; \$a [s.l.] : \$b
Distributed by Mack Pub. Co., \$c 1980-*

\$b Name of publisher, distributor, etc. Input in subfield \$b the name of the publisher or distributor and any qualifying words. If both a publisher and a distributor are given, input each in a separate subfield \$b. Subfield \$b is always preceded by a space-colon-space (:).

260 ## *[New York] : \$b American Statistical Association*
260 ## *Cambridge [Cambridgeshire] : \$b Published for Medico-Legal Society by W.
Heffer & Sons, \$c 1947-*
260 ## *Washington, D.C. : \$b U.S. Dept. of Agriculture, Forest Service : \$b For sale
by the Supt. of Docs., U.S. G.P.O.*
260 ## *Victoria, B.C. : \$b [s.n.], \$c 1898-1945.*

260 ## Berkeley : \$b City Auditor, \$c 1947-

\$c Date of publication, distribution, etc.

| CONSER standard record practice: It is not required to supply dates in 260 subfield \$c.

| Only one subfield \$c may be recorded in multiple publishing statements of a record.

| 260 ## \$3 1965-1977: London : \$b Howard League for Penal Reform, \$c c1965-c1983.

| 260 3# \$3 1978-1983: \$a Edinburgh : \$b Scottish Academic Press

| Serials: The date of publication, when recorded, is given only when the first and/or last issues are in hand. Angle brackets cannot be used in this field. When cataloging from issues that do not include the first or last, do not include \$c. The beginning date of publication stays with the original publishing statement when subsequent 260 fields are added. The ending date of publication is added to the original 260 (first indicator value #) when provided.

| Integrating resources: LC/PCC practice is to supply the beginning and/or ending publication date in the publication, distribution, etc., on a case-by-case basis when the bibliographic resource includes an explicit statement according to AACR2 1.4F8 and LCRI 1.4F8. When multiple 260 fields are used for integrating resources, the beginning date of publication is moved to subfield \$c of the current publishing statement. The ending date of publication is also added to the current publishing statement when available.

| 245 00 Taxation of intangible assets.

| 260 3# Washington, D.C. : \$b West Group, \$c c1997-

| 245 00 Federal income taxation of intellectual properties and intangible assets.

| 247 10 Taxation of intangible assets \$f 1997-1998

| 260 ## \$3 1997-1998: \$a Washington, D.C. : \$b West Group

| 260 3# \$3 1999- : \$Boston : \$b Warren, Gorham & Lamont, \$c c1997-

| All continuing resources (and finite integrating resources): Do not input a comma after the publisher name, if leaving the date area empty. When inputting only an ending date, leave one space before the hyphen preceding a closing date. If a serial or integrating resource begins and ceases publication in the same year, whether in one issue or several, input the year once.

| 260 ## Milano : \$b Associazione italiana editori

| 260 ## London : \$b Howard League for Penal Reform, \$c c1965-c1983.

| 260 ## Berkeley : \$b City Auditor, \$c -1936.

| 260 ## Chicago : \$b Society for Utopian Studies, \$c 1992-

| 260 ## London : \$b [s.n.]

| 260 ## Washington : \$b Board of Commissioners, \$c -[1982]

| 260 ## New York : \$b City Finance Committee, \$c 1986.

| 260 ## [Sugar Land, Tex.] : \$b Internet Scientific Publications, \$c [200-?]

\$e, \$f, \$g Place, name, and date of manufacture. When this information is given, enclose it in parentheses. Do not input additional punctuation between the preceding subfield and subfield \$e. Subfield \$f is preceded by a space-colon-space (:). Subfield \$g is preceded by a comma. If subfield \$g is not given in the record, do not input the comma.

*260 ## [Pennsylvania : \$b s.n.], \$c 1878-[1927?] \$e (Gettysburg : \$f J.E. Wible,
Printer)*

Maintenance

PCC catalogers are not required to convert existing 500 notes with earlier publishing information to repeated 260 fields in existing AACR2 and pre-AACR2 records. Catalogers may choose to leave a 500 showing earlier changes in an existing record and simply update current information in repeated 260 fields when providing maintenance. Therefore some bibliographic records created before implementation of the repeated 260 contain a mixture of two or more 260 fields and a 500 field for earlier changes. LC will generally not change information in existing AACR2 records and will apply repeatable 260 only to AACR2 records. Institutions other than LC may decide whether to convert existing 500 notes to 260 and whether or not to apply repeated 260s to pre-AACR2 records based on local needs and workloads.

Related fields, etc. 008/7-10, 008/11-14, 008/15-17, 008/28, 500, 550, 588.

362 DATES OF PUBLICATION AND/OR SEQUENTIAL DESIGNATION (R)

First indicator Format of date

Second indicator

0 Formatted style

Undefined

1 Unformatted style

Subfields

- a Date of Publication and/or volume designations (NR)
 - z Source of information (NR)
 - 6 Linkage (NR)
-

Description/Instructions

Field 362 contains the beginning and/or ending numbering of an item. It may also include phrases such as “new ser.,” either transcribed from the source of cataloging or supplied in brackets, that distinguish different successive numbering sequences for the same publication. Chronological designations used in this field are dates that identify individual issues of the serial. Publication dates, **when recorded**, are input in field 260. Incomplete dates are not used in this field; uncertain dates/numbers may be given in an unformatted style followed by a question mark.

In CONSER standard records (CSR), catalogers use a single unformatted 362 field with an informal note (see first indicator “1”) to record beginning and/or ending numbering/dates of publication whenever this information is available, regardless of whether the first/last issue(s) are in hand.

Formatted-style statements of the beginning and ending designations of a serial (with first indicator “0”) may appear in records that do not follow CSR recommended guidelines (because they were created for specialized resources or were created before CSR guidelines were adopted)..

Editing instructions

1. Captions and months may be transcribed as found (including abbreviations and capitalization) or they may be recorded using standard AACR2 abbreviations.

On piece: Volume 1, number 1 January 2011

In record: 362 1# *Began with: Volume 1, number 1 (January 2011).*

Or: 362 1# *Began with: Vol. 1, no. 1 (Jan. 2011).*

2. Numbers (including ordinal numbers) may be transcribed as found or they may be recorded as Arabic numerals, whichever is easier.

On piece: Number One

In record: *362 1# Began with: Number One.*

Or: *362 1# Began with: No. 1.*

3. If the beginning numbering is not present or known, but the year the publication began is known, provide the year.

362 1# Began in 2011.

4. If numbering includes both issue number and date, put parentheses around the date.

On piece: Volume 1, number 1 January 2011

In record: *362 1# Began with: Volume 1, number 1 (January 2011).*

Or: *362 1# Began with: Vol. 1, no. 1 (Jan. 2011).*

5. Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer. (Cf. LCRI 12.7B10).

362 1 Began in 1943. Original numbering ended with Vol. 10, No. 12 (June 1952).

None published July 1952-June 1974. New numbering began with: No. 1 (July 1974). Ceased in 1975.

Note: CONSER standard record (CSR) guidelines implemented in 2007 recommend exclusive use of the 362 unformatted style note (362 field, with indicators 1#). In May 2007, LCRIs describing formatted style notes, LCRI 12.3B1 through LCRI 12.3G, were removed with the revision of LCRI 12.3. For those libraries wishing to give numbering in a formatted field (362 0#), the LCRIs will remain available for consultation in past issues of *Cataloging Service Bulletin* [<http://www.loc.gov/cds/PDFdownloads/csb/index.html>] and in instructions given in the CONSER Cataloging Manual.

First indicator

0 Formatted style. Formatted-style statements may appear in serial records that do not follow CONSER recommended standard record guidelines (because they were created for specialized resources or were created before CSR guidelines were adopted). The formatted style is used only for serials when the first and/or last issue is in hand. According to AACR2, the numeric and/or alphabetic, chronological, or other designation must be recorded as it appears on the piece. When first indicator value "0" is used, information contained in field 362 subfield \$a may print following the title/statement of responsibility or edition statement (when present) on output.

362 0# 1977. {Serial complete in one volume.}
 362 0# Disc 1 (1785/1979)- {Computer file with retrospective first disc.}
 362 0# Vol. 1, no. 1 (spring/summer 1987)-v. 6, no. 1 (1995).
 362 0# No. 1-no 6 ; [new ser.], no. 1-no. 3 ; [3rd ser.], no. 1-

Specialized resources such as those in non-roman script, law serials, rare serials, newspapers, etc., have specialized requirements not included in this basic documentation. In some cases records for these resources will reflect formatted style numbering notes.

362 0# 2010年第一期- = 总第57期-
 362 0# 2010 nian di 1 qi- = zong di 157 qi-
 588 ## Description based on: 2010 nian di 1 qi; title from cover.
 588 ## Latest issue consulted: 2010 nian di 1 qi.

See CEG:

- APPENDIX E: CREATING RECORDS WITH DATA IN NON-ROMAN SCRIPT FOR ARABIC SERIALS
 - APPENDIX O: CREATING RECORDS WITH DATA IN NONROMAN SCRIPT FOR CHINESE, JAPANESE, AND KOREAN SERIALS

And: PCC Guidelines for Creating Bibliographic Records in Multiple Character sets (<http://www.loc.gov/catdir/pcc/scs/PCCNonLatinGuidelines.pdf>).

In formatted-style statements, if more than one form of designation is given on the first and/or last piece, input both designations in subfield \$a, separated by a space-equals sign-space (=). If incomplete, input one space after the first hyphen.

362 0# Vol. 1, no. 1 (May 1981)-v. 3, no. 1 (May 1983) = no. 1-no. 9.
 362 0# Vol. 3, no. 7- = no. 31-

In formatted-style statements, input succeeding systems in the same subfield \$a separated by a space-semicolon-space.

362 0# Oct. 1970-Dec. 1980 ; new ser., v. 1, no. 1 (Jan. 1981)-

1 Unformatted style. In a record created according to CSR guidelines field 362 is always used in unformatted note style. Supply numbering/dates of publication of the first/last issues in an unformatted 362 whenever this information is available, regardless of whether the first/last issue(s) are in hand.

When first indicator value "1" is input, information contained in field 362 prints in the note area on output.

362 1# Began in July 1949.
 362 1# Began with: v. 4, published in 1947.

362 1# *Ceased with:* 2 (1964).
 362 1# *Began in* 1963?
 362 1# *Ceased publication.*
 362 1# *Began in* 2001?

Subfields

\$a Issue dates and/or volume designations. Issue dates and volume designations are recorded as given on the serial. When both a numeric designation and a chronological designation are given, the chronological designation is enclosed in parentheses.

362 1# *Began with:* Vol. 1 (Mar. 1980).
 362 1# *Began with:* Vol. 77, núm. 1 (enero-abr. 1981).
 362 1# *Ceased with:* v. 9.
 362 1# *Ceased with:* 2 (1959).

Use a single unformatted 362 field to record beginning and ending numbering/dates of publication whenever this information is available.

362 1# *Began with:* Vol. 85B, no. 1 (Jan./Feb. 1945); *ceased with:* v. 92, no. 6 (Nov./Dec. 1952).

Use field 515 for information about numbering changes in a CONSER standard record or when issues are not available.

362 1# *Began with:* Oct. 1970.
 515 ## *Designation restarted as new ser., v. 1, no. 1, in Jan. 1981.*

Include in subfield \$a the designation of the first issue published on a regular basis. Do not input designations for preview or sample issues. If necessary, include this information in field 515.

362 1# *Began with issue for* Mar. 1973.
 515 ## *Preceded by a "preview edition" dated* Oct. 1972.

362 1# *Began with:* Vol. 1, no. 1 (May 1982).
 515 ## *Introductory number called* v. 1, no. 0, issued Mar. 1982.

When cataloging regular-print reprints or photoreproductions, give the designation of the original and not that of the reprint or reproduction.

The beginning dates of the print version, when known, may be given in a 362 1# field. Give this note in addition to the "Description based on note" to provide justification for the fixed field beginning date.

362 1# Print began with: Vol. 3, no. 1 (Jan. 1984).

Do not give a 362 1# “Print began with” note when the beginning date of the print or other original format is not known. Give an unknown fixed field date in this case.

\$z Source of information. Subfield \$z is used only with an unformatted note (1st indicator value "1") to cite a published source. The title of the publication is always preceded by the abbreviation "Cf."

362 1# Began with: 1962/64. \$z Cf. New serial titles.

CONSER catalogers should delete \$z, if it pertains only to the "Began with" portion of the note, when combining two unformatted 362 fields. LC does not use \$z.

Additional instructions

1. When there is more than one designation omitted from the title and statement of responsibility area and both cannot be represented in field 362 or 588, the first is given as the designation and the other is covered by a note, field 515 (Cf. LCRI 12.3).

Title on piece: Review of agriculture in 1982 and outlook for 1983.

245 00 Review of agriculture in ... and outlook for ...

360 1# Began in 1982.

515 ## Includes outlook for the following year.

588 ## Description based on: 1982; title from cover.

Title on piece: '90 review '91 preview

245 00 Review ... preview.

362 1# Began with: '90.

515 ## Includes preview for the following year.

588 ## Description based on: '90; title from cover.

2. When cataloging Chinese, Japanese, or Korean serials, do not input a comma between the volume number and the issue number. Do not remove commas from records that already contain them.

362 0# Ti 1 chüan ti 1 ch I (1982 nien 3 yüeh)-

362 1# Began with: fukkan dai 1-kan dai 1-gō (1950-nen 11-gatsu).

362 1# Began with: che1-ho (2010-yōn).

Related fields, etc. 008/7-10, 11-14, 588.

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SERIES--GENERAL INFORMATION

The 490 and 8XX fields contain series information. The 490 field contains a series statement as it appears on the pieces being cataloged. The 8XX fields contain series added entries in their established forms.

Prior to 2009, field 440 carried the series statement when it appeared on the piece in its established form, and generated the added entry without the necessity of an 8XX field. Field 440 was made obsolete in 2008 to simplify the series area so that all series title statements are entered in field 490 and all series title added entries are given in the 830 fields.

Field 490 0# carries the series statement when it is not to be traced.

Field 490 1# optionally carries the series statement when the series is traced. According to CONSER standard record guidelines, it is not required to record a series statement in field 490/1# or 5XX when a series added entry (8XX) is included in the bibliographic record.

Fields 400, 410, and 411--used prior to the adoption of AACR2--are also no longer used.

Relationships

The 490 and 8XX fields are used as follows:

1. Series untraced

490 0# MCHS folklore history series

2. Series traced

490 1# Statistik Niedersachsen [Field is optional]
830 #0 Statistik Niedersachsen

490 1# Reports of investigations / Washington State University, Laboratory of Anthropology [Field is optional]
830 #0 Reports of investigations (Washington State University. Laboratory of Anthropology)

533 ## Microfilm. \$b Woodbridge, Conn. : \$c Research Publications, Inc., \$d 1982. \$e 6 microfilm reels ; 35 mm. \$f (History of photography : periodicals ; P1)
[Subfield \$f is optional]
830 #0 History of photography ; \$v P1.

DISPLAY CONSTANT: The word "Series" may be generated on output preceding the information given in that field.

Series

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490 1# \$3 <1956/57->: \$a *Publication / Union of International Associations* [Field is optional]

830 #0 *Publication (Union of International Associations)*

In series statement displays as: (Publication / Union of International Associations)

In tracing area displays as: Series: Publication (Union of International Associations)

Editing instructions

1. Initial articles are input in field 490. They are not input in fields 800-830, either at the beginning of the field or at the beginning of a subfield within the field, except when the field/subfield begins with a name or geographic location and the intent is to file on the article.

2. Punctuation

a. Do not input opening or closing parentheses in field 490. These may be system supplied.

b. Terminal punctuation is not added to field 490. Add a period following the 8XX fields unless the field ends in a mark of punctuation.

490 1# *Annual report series* [Field is optional]

830 #0 *Annual report series (Connecticut. State Dept. of Education. Bureau of Research, Planning, and Evaluation)*

c. The PCC in consultation with the Library of Congress Policy and Standards Division developed the following guidelines for consistent punctuation in \$3 in several fields including the 490 and 8XX fields (<http://www.loc.gov/catdir/cps/punctuation.pdf>). Volume numbering, chronological designation, publication date, etc., given in subfield \$3 are followed with a colon (:). If the volume numbering, chronological designation, publication date, etc., represent incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays.

490 1# '3 v. 1-3:

490 1# '3 v. 9-<10>:

490 1# '3 Apr. 2010-<July 2010>:

490 1# '3 2010- :

490 1# '3 -2:

Subfields

Subfields used with field 490 are described with that field. For a description of subfields used with fields 800-830, see "Headings--General Information."

Use of subfield \$3 in 490 and/or 8XX fields

When subfield \$3 is required to indicate that a series does not apply to all issues, parts, or iterations covered by a record, it may be added to field 490 and/or field 8XX if one or both 490 and the 8XX are in the record depending on the PCC options practices followed by the cataloging agency. It is important that the information be available somewhere in the record.

490 1# \$3 1983/84-<1987/88>: \$a Data-search / National Education Association
830 #0 \$a Data-search

490 1# Data-search / National Education Association
830 #0 \$3 1983/84-<1987/88>: \$a Data-search

490 1# \$3 1983/84-<1987/88>: \$a Data-search / National Education Association
830 #0 \$3 1983/84-<1987/88>: \$a Data-search

Related fields, etc. Headings--General Information.

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490 SERIES STATEMENT (R)

First indicator--Specifies whether series is traced

Second indicator

0 Series not traced

Undefined

1 Series traced

Subfields

a Series statement (R)

x International Standard Serial
Number (NR)

l Library of Congress call number (NR)
[LC use only]

6 Linkage (NR)

v Volume number/sequential designation (R)

3 Materials specified (NR)

Description/Instructions

Field 490 contains a series statement as it appears on the piece(s) being cataloged. Field 490 does not serve as a series added entry.

CONSER standard record (CSR) cataloging practice:

- It is not required to search the Library of Congress/NACO Authority File (LC/NAF) for series authority records, or to create or update series authority records for a series statement being recorded in field 490 0#.
- A series statement (490 0#) is required when a formal series added entry (8XX) is not included the bibliographic record.
- When a series added entry (8XX) is included in the bibliographic record, it is not required to record a series statement in field 490 or 5XX even when the established form of the series heading differs from the series statement appearing on the item. Differing forms of the series statement that are significant should be included in a series authority record.

Editing instructions

1. Initial articles are input.
2. Terminal punctuation is not input.
3. Parentheses enclosing the field should not be input; they may be system-generated.

First indicator

The first indicator specifies whether the transcribed series has no corresponding added entry or has a corresponding 800-830 series added entry field.

0 - Series not traced. Value “0” is used when no series added entry is included for the series in the bibliographic record.

490 0# Arthur Frommer's \$-a-day guides
490 0# Official register of Princeton University
490 0# Pelican books

1 - Series traced. In 2008, value “1” was redefined from “Series traced differently” to “Series traced.” Previously, the first indicator was used in situations where the transcribed form and the traced form were different. The following examples are being retained here to help catalogers interpret records coded before 2007. When a series added entry (8XX) is used and a series statement is also desired(490/1), catalogers may record both in the bibliographic record.

1. The series was traced with a uniform title in field 830 (e.g., a parenthetical qualifier is added to the title).

490 1# Uniform crime reports
830 #0 Uniform crime reports (Washington, D.C.)

2. The series was traced under a personal, conference or corporate name in field 800-811.

490 1# Department of the Treasury document
810 1# United States. \$b Dept. of the Treasury. \$t Department of the Treasury document.

3. The series appeared on the piece in a form different from the established series tracing without constituting a major change in title.

490 1# Department of the Army pamphlet ; \$v 27-50
830 #0 DA pam ; \$v 27-50.

4. Information in the series statement was not included in the series tracing (excluding the ISSN). This includes:

- a. Parallel titles.
- b. Other title information.
- c. Statement of responsibility.
- d. Call numbers added by the Library of Congress.

490 1# Publication / Financial Publishing Company ; \$v no. 185
830 #0 Publication (Financial Publishing Company) ; \$v no. 185.

5. The series statement consisted of a numbered main series and a subseries and either or both were traced.

490 1# Department of State publication ; \$v 7846. \$a Department and

Foreign Service series ; \$v 128
 830 #0 *Department of State publication ; \$v 7846.*
 830 #0 *Department of State publication. \$p Department and Foreign Service series ; \$v 128.*

Subfields

Input field 490 subfields in the following order: \$3, \$a, \$x, \$v, \$1, \$6.

\$a Series statement. Subfield \$a contains the title proper as it appears on the piece, and may also contain a parallel title, a statement of responsibility, or other title information. Note that designations and/or names of parts are not given in separate subfields.

490 0# *Colección Arqueología y paleontología. Serie Arqueología aragonesa. Memorias*

490 0# *Bulletin / U.S. Department of Labor, Bureau of Labor Statistics*

490 0# *Words : their origin, use and spelling*

Subfield \$a is repeated when the subseries is separated from the main series by the numbering of the main series in subfield \$v or the ISSN in subfield \$x. Each parallel title is also input in a separate subfield \$a.

490 0# *Department of State publication ; \$v 7846. \$a Department and Foreign Service series ; \$v 128*

490 0# *Annual census of manufactures = \$a Recensement des manufactures, \$x 0315-5587*

490 0# *JARE data reports, \$x 0075-3343. \$a Meteorology*

\$3 Materials specified. When a serial has been issued within a series during part of its lifespan, the date or volume numbers representing that span should precede the title. This information should also be added when the serial has been issued in different series during different periods, or in a series whose title has changed. When the exact beginning and/or ending data is unknown, the earliest/latest dates or volume numbers are input in angle brackets. Follow the volume numbering, chronological designation, publication date, etc., given in \$3 with a colon (:). If the volume numbering, chronological designation, publication date, etc., represents incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays (see PCC guidelines for \$3 at: <http://www.loc.gov/catdir/cps/punctuation.pdf>).

490 0# \$3 <1984->: *\$a Miscellaneous publication / United States Department of Agriculture*

490 0# \$3 1945-1949: *\$a Bulletin of the School of Education, Indiana University ; \$v 26, no. 4*

490 0# \$3 1950-1968: *\$a Thesis abstract series*

490 0# \$3 1958/59-1971/72: *\$a Research report / National Education Association of the*

United States, Research Division
490 0# \$3 1972/73-<1975/76>: \$a *Research report / National Education Association of the United States, Research Division*
490 0# \$3 1981/82- : \$a *NEA research memo*

When an ending date is given alone, begin the field with the hyphen. Do not input leading spaces.

490 0# \$3 -1978: \$a *DHEW publication ; \$v no. (NIOSH)*
490 0# \$3 -3: \$a *Government finances*

Record varying forms of the series appearing on different parts or issues of the serial in multiple 490 0# fields only if they differ substantially from the series statement and if they contribute to the further identification of and access to the serial.

490 0# \$3 -2: \$a *Language et litterature*
490 0# \$3 3- : \$a *Language and literature*

\$l Library of Congress call number. When the serial is issued within a series during part of its life and has been classified under the call number of that series, the call number is input in subfield \$l, enclosed in parentheses. This information is input by the Library of Congress only.

490 1# \$3 1973- : \$a *NEA research memo \$l (LB2842.N18)*
490 1# *Bulletin / Engineering Experiment Station ; \$v no. 50 \$l (TA7.074)*

On June 1, 2006, the Library of Congress implemented its decision not to create/update series authority records and not to provide controlled series access points in its bibliographic records for resources in series. One of the exceptions listed at *Series at the Library of Congress: June 1, 2006* (URL: <http://www.loc.gov/catdir/cpsa/series.html>) is LC shelflist records missing in LC's database now being input to the database. The records will reflect the existing series decisions (i.e., presence or absence of controlled series access point; a classed-separately or a classed-as-a-collection call number) at the time the resource was cataloged originally.

\$v Volume number/sequential designation. In general, subfield \$v is used when the series numbering or part of the numbering remains constant on each issue of the serial. When input, subfield \$v is preceded by a space-semicolon-space (;).

490 0# \$3 <1970>: \$a *Publication / Financial Publishing Company ; \$v no. 185*
490 0# *Publication / State of Utah, Department of Natural Resources, Division of Wildlife Resources, \$x 0272-2496 ; \$v no. 76-5*

\$x International Standard Serial Number. The ISSN may be input in the series statement, preceded by a comma, when it appears on the piece. Subfield \$x is not repeatable in the MARC 21 bibliographic format for situations when the ISSN of both the series and subseries are present.

490 0# *Geological correlation, \$x 0302-069X*
490 0# *Tilastotiedotus. KT / Tilastokeskus = \$a Statistisk rapport. KT / Statistikcentralen, \$x 0355-2276*

490 0# JARE data reports, \$x 0075-3343. \$a Meteorology

Related fields, etc. 050, Series--General Information, 800-830.

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NOTES—GENERAL INFORMATION

Notes in records for continuing resources fall into two categories:

- 1) Notes input in the 5XX note fields, and;
- 2) Notes generated on output from other fields in the record (e.g., 246, 310, etc.).

The 5XX fields contain general notes (field 500) and specific notes (fields 525, 550, 588, etc.) that cannot be generated from another field.

Other fields that may generate notes are:

022, 037, 074, 086, 222, 246, 310, 321, 362 (indicator value "1"), 760-787.

These fields generally have display constants that identify the specific type of information supplied in the note.

246 11 Denki Gakkai ronbunshi

May display as:

Parallel Title: Denki Gakkai ronbunshi

Order of notes

5XX notes are input in numeric tag order. If necessary, specific instructions are provided within individual fields for the multiple input of notes having the same tag number. The integration of 5XX notes with notes generated on output from other fields must be specified by the institution's output program.

Date or volume information in notes

When inputting date or volume information in a note, apply the following conventions:

- 1) Input uncertain data (i.e., a date or number that may not be the earliest or latest) in angle brackets (< >).
- 2) When inputting incomplete dates, leave one to three blank spaces as necessary. Never leave more than three blank spaces.
- 3) When the beginning or ending date is left open, leave one blank space unless the entire date is enclosed by angle brackets.

Issued by: [body], 1988- ; by: [body], <1993->

Notes

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Issued by: [body], <1975->
Issued by: [body], <-1982>
Vols. 1-<20> issued also in ...
Vols. for -1979 also have additional section called ...
Issued by: [body], <v. 2-6>

Indicators--Display constant controllers

When the information contained in a note is not self-identifying, the first indicator may be defined as a "Display constant controller." The indicator allows the machine generation of a distinctive word or phrase, called a tag-related term, to introduce the note. When this is the case, the first indicator values are:

- # **No information provided.** If only one tag-related term is associated with a note the first indicator contains a blank. The tag-related term may then be machine generated for the field.
- 0-7** These values are reserved for definition when a term other than the tag-related term is associated with the field.
- 8** **No display constant generated.** If no display constant is to be machine-generated with the note, the first indicator value "8" suppresses the generation of the tag-related term (value #).

500 GENERAL NOTE (R)

First and second indicators

Undefined

Subfields

a General note (NR)

3 Materials specified (NR)

5 Institution to which field applies (NR)

6 Linkage (NR)

Description/Instructions

Field 500 is used for unformatted notes whenever the other 5XX note fields are not applicable.

Multiple 500 fields may be input in the order prescribed by AACR2. A 500 field with subfield \$5 is recorded as the last 500 field.

| Former practice:

| Prior to May 2010, information about the source of the descriptive information (sometimes called
| "description based on" and "latest issue consulted" notes for serials), was input in the 500
| General Note field. CONSER implemented the 588 Source of Description Note field in May
| 2010, providing in that field the source of description and other data important for tracking and
| controlling the metadata contained in bibliographical records. See Field 588 for instructions on
| how to provide source of description data in CONSER records.

1. Notes relating to titles and title pages¹.

| a. Source of title information.

| The source of title information is given with the "Description based on" note in all
| CONSER standard records. See Field 588 for additional examples and explanation.

¹Notes for variant titles that were formerly given in field 500 with a corresponding 246 field may now be input in field 246 with the specific relationship expressed in subfield \$i. If the relationship is too complex to express in \$i, use a 500 note.

588 ## *Description based on: Vol. 2, no. 2 (Feb. 1984); title from cover.*

Separate source of title notes in field 500 may appear in records that do not follow CONSER standard record guidelines (because they were created outside CONSER or were created before CSR guidelines were adopted).

500 ## *Title from caption.*

500 ## *Title from title bar (viewed Jan. 15, 2003).*

- b. Title or subtitle varies notes. The latter may be used only when other title information is given in the record.

500 ## *Title varies slightly.*

245 00 *Emergency services SA : \$b promoting the proficiency of fire, rescue and emergency medical services in southern Africa.*

500 ## *Subtitle varies.*

246 1# *\$i Issues for 2005/06- have subtitle: \$a Revenue, income and expenditure estimates for the financial year ...*

500 ## *Subtitle varies.*

- c. At head of title notes that would not be appropriate for field 246 (e.g., those including corporate bodies, or related titles that are seen to be part of the title and traced in a 7XX field).

500 ## *At head of title: International examiner.*

730 0# *International examiner (Seattle, Wash. : 1973)*

- d. Complex variant titles that can not be given solely in a 246 field (e.g., those that have more than one title).

246 1# *Symposium volumes*

246 1# *Bibliography section*

500 ## *Some issues called: Symposium volumes, and some called: Bibliography section.*

- e. Other general notes concerning the title or title pages.

500 ## *Each volume also has a distinctive title.*

2. Notes relating to statements of responsibility, the edition statement, or the publishing statement.

500 ## *From the publishers of: National law journal.*

500 ## *"Bilingual edition."*

500 ## *Place of publication varies among cities in Lagos State of Nigeria.*

- a. Record changes in publishers, places, or dates of publication in field 260.

260 2# \$3 <1842->: \$a J. Haway

260 3# \$3 <1847->: \$a J. & W. Horne

260 3# \$3 -1977: \$a Bristol, Conn.

- b. Record issuing bodies that are traced in field 550.

550 ## *Sponsored and organized by ACM SIGEVO, the Special Interest Group for Genetic and Evolutionary Computation.*

710 2# *Association for Computing Machinery. \$b SIGEVO.*

3. Notes relating to physical description and accompanying material.

500 ## *Vols. 3-6: 30 cm.*

500 ## *Some issues contain pop-up pictures.*

4. Miscellaneous notes and notes for important numbers other than those with their own field.

500 ## *"A national journal of politics, literature, science, and art."*

500 ## *List of members in no. 1-4.*

500 ## *"Pursuant to Public Law 96-465 Section 209 (d) (2)."*

500 ## *Mimeographed, 1935/36-*

5. Informal summary/scope notes. Include here titles of parts or sections not separately issued on their own. When a title is also issued as a separate publication, the note is tagged 580, and a link is provided.

500 ## Vols. for <1971-> include an issue called *Directory PMLA*.

740 02 *Directory PMLA*.

500 ## Vols. for 1971/1972- include *Auditor's report and statement of accounts*.

500 ## *Various issues contain book reviews*.

6. **Earlier or later volumes separately classified note** (LC only). A note is made by LC to provide information regarding changes in the cataloging treatment of a serial (e.g., from cataloging individual issues of a serial as monographs to cataloging the publication as a serial).

500 ## *Separately classified in LC before v. 9, no. 3/4 (1972). \$5 DLC*

500 ## *Separately classified in LC after vol. for 1972. \$5 DLC*

7. **Editor notes** . Formal or informal notes regarding editors of continuing resources and the dates associated with them are tagged 500.

500 ## *Editor: 1947- W.J. Murphy.*

700 1# *Murphy, W. J. \$q (Walter Joseph), \$d 1899-*

500 ## *Editor-in-chief: J. Thewlis.*

700 1# *Thewlis, James, \$d 1905-*

500 ## *Editors: 1927- A.N. Pack, E.L. Palmer.*

700 1# *Pack, Arthur Newton, \$d 1893-*

700 1# *Palmer, E. Laurence \$q (Ephraim Laurence), \$d b. 1888.*

500 ## *Edited for the Scientific Crime Detection Laboratory by Calvin Goddard and others.*

700 1# *Goddard, Calvin, \$d 1891-*

710 2# *Scientific Crime Detection Laboratory (Chicago, Ill.)*

500 ## *Editors: 1887-Apr.? 1912, I.B. Balfour and others; July 1912-Apr. 1932, R. Thaxter and others; July 1932-<Oct. 1947> V.H. Blackman and others.*

700 1# *Balfour, Isaac Bayley, \$d 1853-1922.*

700 1# *Thaxter, Roland, \$d 1858-1932.*

700 1# *Blackman, Vernon Herbert, \$d 1872-*

Subfields

\$a General note

500 ## *Title varies slightly.*

500 ## *"The first American Jewish weekly of its kind." Cf. The Jewish encyclopedia, v. 8.*

500 ## *Subsequent publishers: William M. Swain & Co., 1857-64; George W. Childs, 1864. Cf. Pa. Hist. Commission. A checklist of Pa. newspapers.*

\$5 Institution to which copy-specific note applies. Subfield \$5 is used for notes that apply to one institution. In most cases, subfield \$5 is used in rare book and special cataloging, but may also be used for institution-specific notes such as those relating to earlier or later cataloging treatment. For further instructions on the use of this subfield, see Headings--General Information.

500 ## *Separately classified in LC after vol. 1972. \$5 DLC*

\$6 Linkage. For instructions on the use of subfield \$6, see Field 880.

| **Related fields, etc.** Headings--General Information, 245, 246, 260 Notes--General Information,
| 550, 588, 700, 710, 730.

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588 SOURCE OF DESCRIPTION NOTE (R)

First and second indicators

Undefined

Subfields

a Source of description note (NR)	6 Linkage (NR)
5 Institution to which field applies (NR)	8 Field link and sequence number (R)

Description/Instructions

Field 588 is used for source of description notes: "description based on" and "latest issue consulted" notes. It is also used for notes containing administrative information about the record that are primarily of interest to other serials catalogers.

CONSER standard record (CSR):

The CSR requires description based on (DBO) information and the source of title¹ on all CSR records even if cataloging is based on the first issue. This information should be combined into one 588 note.

The CSR also requires latest issue consulted (LIC) information on all CSR records even when the issue is already cited in a DBO note. Give the LIC information in a separate 588 note.

Follow the "order of notes" given in CEG section "5XX Notes" for inputting the 588 field. It is CONSER practice to input 5XX notes in numeric tag order. In cases where the record contains 533 and 539 notes, they are input as the last notes following any 588 notes

The 588 note was proposed to provide a mechanism for positioning the note in OPAC displays. As the last note in the record, other significant notes are given prominence in the record display. Some institutions may also choose to suppress 588 notes from OPAC displays as they primarily contain information of interest to catalogers and other internal library users.

¹Exception: Source of title is not required in derived records (i.e., CONSER bibliographic records wherein the description is based primarily on the bibliographic description of a separate Manifestation of the serial title (e.g., Description based on print record.))

Notes that only cite the source of title and are coded 500 may appear in records that do not follow CSR guidelines (because they were created outside CONSER or were created before CSR guidelines were adopted).

500 ## *Title from volume title page.*

1. Source of description notes.

a. Description based on note.

Input a "Description based on" note on all CONSER standard records (see exception in footnote 1).

588 ## *Description based on: Vol. 01 (2009.03); title from cover.*
 588 ## *Description based on: anno 1, numero 1 (aprile 2009); title from title page.*
 588 ## *Description based on: Vol. 19, published in 1976; title from cover.*
 588 ## *Description based on: 2007/2008; title from title page.*
 588 ## *Description based on: update no. 3, Sept. 2001; title from caption.*
 588 ## *Description based on: 1:1 (summer 2009); title from caption.*
 588 ## *Description based on: 119-gō (2009-nen); title from colophon.*
 588 ## *Description based on: Volume 91, number 2 (fall/winter 2009); title from cover.*

Input a "Description based on" note even if cataloging based on the first issue.

362 1# *Began with: Vol. 1, no. 1 (2008).*
 588 ## *Description based on: Vol. 1, no. 1 (2008); title from cover.*

Practice before CSR guidelines: A "Description based on" note was input only when the description was based on an issue other than the first issue for serials.

b. Source of title proper information.

Provide information about the source of title on all CONSER standard records. This information is always combined with the "Description based on" note.

588 ## *Description based on: Vol. 2, no. 2 (Feb. 1984); title from cover.*

Cite the source of title even if it is the title page as required by the CSR.

588 ## *Description based on: Numero 1 (Jul./Dic. 2009); title from title page.*
 588 ## *Description based on surrogate of: #1 (2010); title from title page.*

Source of title information is not required in derived records, for example records for e-serials derived from the record for the print version.

588 ## *Description based on print version record.*

Practice before CSR guidelines: For print serials, the source of title information was input only when the title proper was taken from a title page substitute.

c. Date viewed.

For electronic serials and integrating resources issued remotely, add the date viewed in parentheses to the combined “Description based on” and source of title note and the “Latest issue consulted” note.

- 588 ## *Description based on: Vol. 1, no. 1 (2010); title from journal home page (ACS website, viewed Feb. 4, 2010).*
588 ## *Latest issue consulted: Vol. 1, no. 1 (2010) (ACS website, viewed Feb. 4, 2010).*
- 588 ## *Description based on: Apr. 2008; title from home page (publisher's Web site, viewed June 22, 2008).*
588 ## *Latest issue consulted: June 2008 (viewed June 26, 2008).*
- 588 ## *Description based on: May 14, 2010, title from caption (publisher's Web site, viewed on May 14, 2010).*
588 ## *Latest issue consulted: May 14, 2010 (viewed on May 14, 2010).*

d. Latest issue consulted.

Input a “Latest issue consulted” note on all CONSER standard records.

- 588 ## *Latest issue consulted: 2009.2 (2009 nian 2 yue).*
588 ## *Latest issue consulted: No. 1 (fall 2008).*
588 ## *Latest issue consulted: Vol. 2, issue 3 (July/Sept. 2009).*

Do not combine the “Latest issue consulted” note with other notes, always give it as a separate note (LCRI 12.7B23).

- 362 1# *Began with: Vol. 1, no. 1 (2008).*
588 ## *Description based on: Vol. 1, no. 1 (2008); title from cover.*
588 ## *Latest issue consulted: Vol. 1, no. 2 (2008).*
- 362 1# *Began with No. 1 (2010).*
588 ## *Description based on No. 1 (2010); title from HTML of issue (publisher's website, viewed March 2, 2010).*
588 ## *Latest issue consulted: No. 1 (2010) (viewed March 2, 2010).*

Input a “Latest issue consulted” note even if cataloging with the last issue in hand or information about the last issue is known.

- 362 1# *Ceased publication with vol. 12, no. 1, Jan. 1997.*
588 ## *Description based on: Vol. 4, no. 6/v. 5, no. 1 (Dec. 1989/Feb. 1990); title from cover.*
588 ## *Latest issue consulted: Vol. 12, no. 1 (Jan. 1997).*

- 362 1# *Began with: Vol. 1, no. 1 (Feb. 2006); ceased with Vol. 3, no. 4 (Nov. 2008).*
588 ## *Description based on: Vol. 1, no. 1 (Feb. 2006); title from caption (publisher's website, viewed May 17, 2007).*
588 ## *Latest issue consulted: Vol. 2, no. 2 (May 2007); (publisher's website viewed May 17, 2007).*

Practice before CSR guidelines: The latest issue consulted note was used only when the latest issue in hand was not the last issue published or when it was uncertain whether the issue in hand was the last published. The note was not input when the latest issue was already cited in field 362 or in a "Description based on" note.

e. Changes to the description.

When updating an AACR2 record with an existing latest issue consulted note, replace the issue cited in the note with the designation for the more recent latest issue consulted.

When converting a pre-AACR2 record to AACR2, delete any existing 936 field and input a latest issue consulted 588 note.

The citation of the latest issue in the 588 note field should assure that the following information, if present in the record, is current as of that issue:

1. Frequency in fixed fields (008/18) and field 310. [Required]
2. Publisher/issuing body [Required]
3. Source of acquisition (field 037) including address (subfield \$b) and price (subfield \$c). [Optional]

Other variant information found on a later issue (e.g., title variations, changes in designation, physical description, and series statement) should also be noted in the body of the description itself and in notes. For information, see CCM Modules 3 and 16.

2. Notes containing other administrative information about the record.

CONSER may also use field 588 in records for the following:

1. To record information from publishers about significant forthcoming changes.
2. To record information about the bibliographic description considered useful to other catalogers.
 - a. Recording information received from publishers about significant forthcoming changes.

Occasionally, a participant receives information from publishers about future changes such as changes in country of publication, resumption of suspended publications, or the fact that the serial will be discontinued. The participant may use the 588 to convey this information to other users of the record. The OCLC symbol for the institution is given at the end of the note. At the time that the

inputting institution or any other CONSER participant receives the issue reflecting the change, the record is updated and the note is removed.

588 ## *To be issued in New York by Gordon & Breach beginning Jan. 1992. \$5 DLC*

588 ## *Publication to be resumed by F&W Publications Inc. in Oct. 1999. \$5 EZB*

Note: If updating a record and removing a note that was input by the U.S. ISSN Center (042=nsdp), send a surrogate and printout to the Center so that ISSN's files can be cleared.

b. Recording useful cataloging information.

When a CONSER cataloger feels the need to explain peculiarities in the bibliographic description, such information may be recorded in a separate 588 field. Input the institution's OCLC code, in subfield \$5, at the end of the statement.

588 ## *Cannot determine relationship to Bowling illustrated, also published in New York, 1952-58. \$5 DLC*

588 ## *Not related to serial with the same title also published in New Brunswick in the 1940s. \$5 NYG*

If the unresolved information that is described in the 588 field is later resolved by a cataloger who then modifies the record, the corresponding statement in the 588 field should be removed.

3. Former use of field 936 for "Latest issue consulted" note.

a. Latest issue consulted (936 LIC) in AACR2 records.

Prior to the implementation of the 2002 AACR2 rule revisions, field 936 was used in AACR2 records to express the latest issue consulted when cataloging the serial or updating the record.

936 ## *Vol. 5, no. 22 (Apr. 1984) LIC*

Catalogers should move the latest issue consulted citation in the 936 to a 588 note when making changes to a record.

936 ## *117th year, no. 48 (Nov. 30, 1995) LIC*

588 ## *Latest issue consulted: 117th year, no. 48 (Nov. 30, 1995).*

See additional examples and explanation in the CCM Module 8.1.2.

b. Latest issue consulted (936 LIC) in pre-AACR2 records.

Under pre-AACR2 CONSER practice, field 936 was used to record the latest issue consulted (on which the cataloging was based) or to note the fact that no issue was consulted. When maintaining pre-AACR2 records according to pre-AACR2 CONSER practices, follow the guidelines in CEG 936 "Pre-AACR2 use of field 936"

Subfields

\$a Source of description note. Note containing administrative information about the record, such as source of description or latest issue consulted.

- 588 ## *Description based on: 119e anne'e, no 3 (22 janv. 2010); title from title page.*
588 ## *Latest issue consulted: 102. Jahrg., Heft 5 (2008).*

\$5 Institution to which copy-specific note applies. Subfield \$5 is used for notes that apply to one institution. In most cases, subfield \$5 is used in rare book and special cataloging, but may also be used for institution-specific notes such as those relating to earlier or later cataloging treatment. For further instructions on the use of this subfield, see Headings--General Information.

CONSER catalogers also use the 588 field to clarify the status of a serial or relationships among descriptive records. The institution's symbol in subfield \$5 identifies the CONSER institution that input the note.

- 588 ## *Publication will be resumed in 2007, per email from publisher June 12, 2007. \$5
WaU*
588 ## *Per email from publisher, 11 July 2002, journal has ceased in print, but may
possibly be published electronically in future. \$5 DLC*

\$6 Linkage. For instructions on the use of subfield \$6, see Field 880.

Related fields, application history, etc. 008/18, 310, 362 Notes--General Information, 500, 936.

710 ADDED ENTRY--CORPORATE NAME (R)

First indicator--Type of corporate name
entry element

- 0** Inverted surname [Pre-AACR2]
- 1** Jurisdiction name
- 2** Name in direct order

Second indicator--Type of added entry

- #** No information provided
- 2** Analytical entry

Subfields

Name portion of heading

- a** Corporate name or jurisdiction name as entry element (NR)
- b** Subordinate unit (R)
- c** Location of meeting (NR)
- d** Date of meeting or treaty signing (R)
 - e** Relator term (R)
- k** Form subheading (R)

Title portion of heading

- f** Date of a work (NR)
- g** Miscellaneous information (NR)
- h** Medium [Not used]
- i** Relationship information (NR)
- l** Language of a work (NR)
 - m** Medium of performance for music* (R)
- n** Number of part/section/meeting (R)
- o** Arranged statement for music* (NR)
- p** Name of part/section of a work (R)
- r** Key for music* (NR)
- s** Version (NR)
- t** Title of a work ((NR)
- u** Affiliation [Not applicable]
- x** International Standard Serial Number (NR)

Control subfields

- 3** Materials specified (NR)
- 4** Relator code (R)
- 5** Institution to which field applies (NR)
- 6** Linkage (NR)

Description/Instructions

Field 710 contains names of corporate bodies used as added entries. (For a definition of a

710

page 2

corporate body, see field 110). Conferences are also recorded in field 710 when they are entered subordinate to a corporate body.

First indicator

The first indicator is based on the type of corporate name. First indicator value "1" is used when the corporate body is a jurisdiction or a jurisdiction followed by a name. Value "2" is used when the corporate body is entered directly under its own name.

1 Jurisdiction name

710 1# *United States. \$b Dept. of the Interior.*
710 1# *New York (N.Y.)*

2 Name in direct order

710 2# *Association of Research Libraries.*

Second indicator

Second indicator value "2" is used for analytical added entries. For other added entries, the 2nd indicator is blank.

Subfields

For serials, the most commonly used subfields, in input order, are: \$3, \$a, \$b, \$t, \$x. For a description of other subfields defined for this field, see Headings--General Information.

\$a Corporate name or jurisdiction name as entry element. Input the first unit of the name in subfield \$a. Explanatory data occurring in parentheses following a corporate name which does not pertain to a conference, etc. is considered part of the name and is included in the subfield.

710 2# *Burns Federation.*
710 2# *National Association of Business Economists (U.S.)*
710 2# *O.R.S.T.O.M. (Agency : France)*
710 2# *Belgian Chamber of Commerce in Great Britain.*
710 1# *Great Britain.*

\$b Subordinate unit.

- 710 2# *Université de Rouen. \$b Centre d'étude de la civilisation médiévale.*
- 710 1# *Cameroon. \$b National Office for Scientific and Technical Research.*
- 710 1# *Santa Catarina (Brazil : State). \$b Secretaria da Educação. \$b Unidade de Documentação e Informática.*
- 710 2# *American Chemical Society. \$b Southeastern Regional Meeting.*

\$t Title of a work. Use for author/title added entries for related works or analytics entered under corporate body (110/245, 110/240).

- 710 1# *Brookfield (Conn.). \$t Charter.*
- 710 1# *United States. \$b Dept. of State. \$t Department of State bulletin.*

\$3 Materials specified. Use to indicate applicable dates for the new name or the new body in the access point.

- 260 ## *Washington, D.C. : \$b U.S. Dept. of Commerce, Bureau of the Census: \$b For sale by the Supt. of Docs., U.S. G.P.O.*
- 588 ## *Description based on: 1877.*
- 710 1# *\$3 -1877: \$a United States. \$b Bureau of the Census.*
- 710 1# *\$3 1878-1902: \$a United States. \$b Dept. of the Treasury. \$b Bureau of Statistics.*
- 710 1# *\$3 1903-1911: \$a United States. \$b Dept. of Commerce and Labor. \$b Bureau of Statistics.*
- 710 1# *\$3 1912-1937: \$a United States. \$b Bureau of Foreign and Domestic Commerce.*

These dates can be provided in field 550, issuing body note.

- 260 ## *Washington, D.C. : \$b U.S. Dept. of Commerce, Bureau of the Census: \$b For sale by the Supt. of Docs., U.S. G.P.O.*
- 550 ## *Vols. for 1878-1902 issued by the Bureau of Statistics (Dept. of the Treasury); 1903-1911 by the Bureau of Statistics (Dept. of Commerce and Labor); 1912-1937 by the Bureau of Foreign and Domestic Commerce; 1938- by the Bureau of the Census.*
- 710 1# *United States. \$b Bureau of the Census.*
- 710 1# *United States. \$b Dept. of the Treasury. \$b Bureau of Statistics.*
- 710 1# *United States. \$b Dept. of Commerce and Labor. \$b Bureau of Statistics.*
- 710 1# *United States. \$b Bureau of Foreign and Domestic Commerce.*

Note: Per MARC 21 instructions (<http://www.loc.gov/marc/bibliographic/bdx10.html>) punctuation of the subelements of a heading is generally dictated by descriptive cataloging or subject heading system/thesaurus rules. These input conventions clarify MARC punctuation practices. Fields 110, 610, 710, and 810 end with a mark of punctuation or a closing parenthesis. If the final subfields are subfield \$0, \$3, \$4, or \$5, the mark of punctuation or closing parenthesis precedes those subfields.

\$x International Standard Serial Number. ISSN for a serial contained in the title portion of a name/title field. The ISSN is an agency-assigned data element. ISSNs are assigned to serial publications by national centers under the auspices of the ISSN Network.

710 2# American Veterinary Medical Association. \$b Public Information Division. \$t Annual report \$x 1552-6267.

Related fields, etc. Headings--General Information, 110, 550, 610, 810.

830 SERIES ADDED ENTRY--UNIFORM TITLE (R)

First indicator

Second indicator--Nonfiling characters

Undefined

0-9

Subfields

a Uniform title (NR)	p Name of part/section of a work (R)
d Date of treaty signing (R)	r Key for music* (NR)
f Date of a work (NR)	s Version (NR)
g Miscellaneous information (NR)	t Title of a work (NR) [Pre-AACR2]
h Medium [Not used]	v Volume number/sequential designation (NR)
k Form subheading (NR)	x International Standard Serial Number (NR)
l Language of a work (NR)	3 Materials specified (NR)
m Medium of performance for music* (R)	6 Linkage (NR)
n Number of part/section of a work (R)	
o Arrangement statement for music* (NR)	

Description/Instructions

Field 830 contains added entries for series entered under title or uniform title. For serials cataloged according to AACR2, this field is the most commonly used series added entry field.

CONSER standard record (CSR) cataloging practice:

- It is not required to search the Library of Congress/NACO Authority File (LC/NAF) for series authority records, or to create or update series authority records for a series statement being recorded in field 490 0#.
- A series statement (490 0#) is required when a formal series added entry (8XX) is not included the bibliographic record.
- It is not required to record a series statement in field 490 or 5XX when a series added entry (8XX) is included in the bibliographic record. Differing forms of the series statement that are significant should be included in a series authority record.

DISPLAY CONSTANT: The word "**Series:**" may be generated on output preceding the information given in this field.

Second indicator

The second indicator specifies the number of nonfiling characters to be ignored for sorting purposes. Initial articles are omitted according to CONSER policy; therefore, the second indicator is always set to value "0."

Subfields

For serials, the most commonly used subfields are: \$3, \$a, \$v, \$x. For a description of other subfields defined for this field, see "Headings--General Information."

Prior to 2009, a series for which the transcribed form and the traced form were different (Series traced differently), was transcribed in field 490/1 or 5XX and the traced form was in an 8XX field). Examples where field 830 was paired with field 490/1 below are being retained to help catalogers interpret records coded before 2008 or for when they chose to transcribe the series statement in field 490/1 (Series traced) in addition to providing the series added entry in field 830.

\$a Uniform title. Subfield \$a contains the title of the series or the uniform title heading when one has been established. When the uniform title heading contains a parenthetical qualifier, it is included in subfield \$a.

490 1# *Marktinformation / Bundesstelle für Aussenhandels information* [Field is optional]
830 #0 *Marktinformation.*

490 1# *Parliamentary paper / Parliament of Fiji* [Field is optional]
830 #0 *Parliamentary paper (Fiji. Parliament)*

490 1# *Statistik pertanian = \$a Agricultural statistics*
830 #0 *Statistik pertanian.*

490 1# *\$3 1978- : \$a Archives & documents* [Field is optional]
830 #0 *Archives & documents (Institut national de la statistique et des études économiques (France))*

490 1# *Colección Arqueología y paleontología. Serie Arqueología aragonesa. Memorias* [Field is optional]
830 #0 *Colección Arqueología y paleontología.*
830 #0 *Colección Arqueología y paleontología. \$p Serie Arqueología aragonesa. \$p Memorias.*

\$v Volume number/sequential designation. Subfield \$v contains the volume or number of the series when the number is constant for all issues of the serial or when limited issues of the serial are issued in the series.

490 1# \$3 <1982/83->: \$a *Agriculture handbook* ; \$v no. 305 [Field is optional]
830 #0 *Agriculture handbook (United States. Dept. of Agriculture)* ; \$v no. 305.

490 1# *AFRP* ; \$v 110-1 [Field is optional]
830 #0 *Air Force recurring publication* ; \$v 110-1.

\$x International Standard Serial Number. Subfield \$x contains the ISSN of a series. The ISSN is an agency-assigned data element. ISSN are assigned to publications by national centers under the auspices of the ISSN Network.

In order to allow for accurate sorting of series access points and predictable validation of the access point and ISSN strings, append \$x (International Standard Serial Number) to the end of the field as the final subfield. Do not add any punctuation to \$x, except for the hyphen in the middle position of the ISSN.

490 1# *JARE data reports*, \$x 0075-3343. \$a *Meteorology* [Field is optional]
830 #0 *JARE data reports*. \$x 0075-3343
830 #0 *JARE data reports*. \$p *Meteorology*.

Note: This placement of subfields \$x applies to 8XX fields only; follow conventional AACR2/MARC 21 practices for recording ISSNs in 490 fields, when applicable.

\$3 Materials specified. Subfield \$3 contains the part of the described materials to which the field applies. Follow the volume numbering, chronological designation, publication date, etc., given in \$3 with a colon (:). If the volume numbering, chronological designation, publication date, etc., represents incomplete information designated by a hyphen (-), insert a single space between the hyphen and the colon for clarity in displays.

830 #0 \$3 1980- : \$a *DHEW publication*, \$x 0090-0206.

PCC guidelines on adding \$w and \$x to the 8XX fields are available from:
<http://www.loc.gov/catdir/cps/punctuation.pdf>.

Related fields, etc. Headings--General Information, 130, Series--General Information, 490.

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856 ELECTRONIC LOCATION AND ACCESS (R)

First indicator--Access method

- # No information provided
- 0 Email
- 1 FTP
- 2 Remote login (Telnet)
- 3 Dial-up
- 4 HTTP
- 7 Source specified in subfield \$2

Second indicator--Relationship

- # No information provided
- 0 Resource
- 1 Version of resource
- 2 Related resource
- 8 No display constant generated

Subfields

- a Host name (R)
- b Access number (R)
- c Compression information (R)
- d Path (R)
- f Electronic name (R)
- g Uniform Resource Name [obsolete]
- h Processor of request (NR)
- i Instruction (R)
- j Bits per second (NR)
- k Password (NR)
- l Logon (NR)
- m Contact for access assistance (R)
- n Name of location of host in subfield \$a (NR)
- o Operating system (NR)

- p Port (NR)
- q Electronic format type (NR)
- r Settings (NR)
- s File size (R)
- t Terminal emulation (R)
- u Uniform Resource Identifier (R)
- v Hours access method available (R)
- w Record control number (R)
- x Nonpublic note (R)
- y Link text (R) [not used in CONSER records]
- z Public note (R)
- 2 Access method (NR)
- 3 Materials specified (NR)
- 6 Linkage (NR)
- 8 Field link and sequence number (R)

Description/Instructions

Record the information required to locate or access remote access continuing resources in field 856. This field generally identifies the electronic location from which a resource is available as well as the information needed to access the item by the method identified by the first indicator

value (HTTP, email, FTP, etc.) or subfield \$2. The information contained in this field is sufficient to connect to a service, access a document through a server, transfer files electronically, or subscribe to an electronic journal or newsletter. It may also be used for finding aids or documents about the resource cataloged (including online documents about print resources). Use this field also for resources in print or other formats that maintain online versions or supplemental information online.

No single subfield is required for all access methods although some are generally used for a specific type of access. Subfield \$u, Uniform Resource Locator, may be used in place of a group of specific subfields or along with the subfields. Common subfields for the standard access methods are as follows:

- HTTP \$u (Uniform Resource Locator)
- Email \$a (Host name), \$f (Electronic name), \$h (Processor of request), \$i (Instruction)
 or;
 \$u (Uniform Resource Locator ("mailto:")), \$f (Electronic name), \$i
 (Instruction)
- FTP \$a (Host name), \$d (Path), \$l (Logon), \$q (Electronic format type)
 or;
 \$u (Uniform Resource Locator ("ftp:"))

Further information about other types of electronic access such as dial-up and remote login and associated subfields can be found in *MARC 21 Format for Bibliographic Description*.

If the resource is available by more than one access method, the field may be repeated with data appropriate to each method. A resource that is available in different file formats under different file names, or groups of files, may also have multiple 856 fields in the record to record access and location information specific for each version.

The *MARC 21 Format for Bibliographic Description* does not recommend a subfield order. An alphabetical order is generally followed here for convenience, although the subfields can be reordered for a clearer interpretation. Subfields \$z and \$3 are usually recorded first.

Editing instructions

1. Do not add terminal punctuation at the end of the field.

2. It is optional to replace the spacing underscore () and the spacing tilde (~) found in system, directory, or file names with their corresponding hexadecimal code, preceded by the percent sign (%).

%5F for spacing underscore

%7E for spacing tilde

This was an interim practice used before OCLC implemented the corresponding characters from the MARC 21 character set. These characters can be entered as characters instead of hexadecimal codes in OCLC.

856 40 \$u <http://www.edu.psc-cfp.gc.ca/tdc/course2000/manage%5Fe.htm>

First Indicator

The first indicator contains a value for the method of access that defines how the rest of the data in the field will be used. The methods defined are common TCP/IP protocols. Other access schemes are identified using indicator value "7" with the appropriate access method code recorded in \$2.

The value in the first indicator may determine which subfields are appropriate for use. For example, when first indicator value "1" (FTP) is used, subfields \$c (Compression information), \$d (Path), \$f (Electronic name), and \$q (Electronic format type) may be appropriate, whereas they would not likely be used with first indicator value "2" (Remote login (Telnet)).

No information provided. Use this value to indicate that no information about the access method is provided. This may be used when subfield \$g contains a URN and there is no specific access information given.

0 Email. This value indicates that access to the electronic resource is through email and Listserv subscription information is usually included. Information can also be included to retrieve issues via email (e.g., "get" command in subfield \$i with the issues' file names in subfield \$f).

1 FTP. Use indicator "1" to indicate that the access is through the File Transfer Protocol with information in 856 subfields to enable the user to transfer the resource electronically.

2 Telnet. Use indicator "2" to identify access through remote login, or telnet connection, with information in the field to enable the user to connect to the resource electronically.

3 Dial-up. Use indicator “3” to indicate that access to the electronic resource is through dial-up by use of telephone lines, with additional information recorded in the subfields for connecting to the resource.

4 HTTP. Use “4” to indicate that access to the electronic resource is through the Hypertext Transfer Protocol (HTTP). This is generally used for documents on the World Wide Web.

7 Method specified in subfield \$2. Use indicator “7” to identify a method of access other than the defined values for which an identifying code is given in subfield \$2 (Access method).

Second Indicator

Use the appropriate value in the second indicator position to identify the relationship between the electronic resource represented by field 856 and the item cataloged.

No information provided. Use value “#” to indicate that no information is provided about the relationship of the electronic resource to the bibliographic item described by the record. (Records created before the implementation of second indicator values will show blanks.)

0 Resource. Use value “0” to indicate that the electronic location in field 856 is for the resource cataloged. In this case, the resource represented by the bibliographic record is an electronic resource. The display constant “Electronic resource:” may be generated. If the data in field 856 relates to a part of the resource represented by the record, subfield \$3 is used to specify the portion(s) to which the field applies.

1 Version of resource. Use value “1” to indicate that the location in field 856 is for an electronic version of the resource described by the record. In this case, the item represented by the bibliographic record is not online but an online version is available. The display constant “Electronic version:” may be generated. If the data in field 856 relates to a part of the resource represented by the record, subfield \$3 is used to specify the portion(s) to which the field applies.

2 Related resource. Use value “2” to indicate that field 856 represents an electronic resource that is related to the resource described by the record. Examples of related electronic resources include organizational home pages, subject-related resources, or online research tools. The display constant “Related electronic resource:” may be generated.

8 No display constant generated. Value 8 specifies that no display constant is to be generated. Subfield \$z may be used with second indicator 8 to identify a different relationship than those associated with the other indicator values.

Subfields

The most commonly used subfields are:

\$u Uniform Resource Identifier. Subfield \$u contains the Uniform Resource Identifier (URI), which provides a standard syntax for locating files using existing Internet protocols or by resolution of a Uniform Resource Name (URN). Field 856 is structured to create a Uniform Resource Locator (URL) from separate subfields. Use subfield \$u instead of those separate subfields or in addition to them. It might be desirable to include subfield \$u and the other subfields if a user display is desired as well as a URL. Repeat subfield \$u only if both a URN and a URL or more than one URN are recorded. Repeat field 856 to record more than one URL (including a persistent uniform resource locator (PURL)).

856 40 \$u *http://jefferson.village.virginia.EDU/pmc/contents.all.html*
856 11 \$u *ftp://path.net/pub/docs/*

\$x Nonpublic note. This subfield contains a note relating to the electronic location and/or access of the item identified in the field. The note is written in a form that may not be appropriate for public display or contains processing information about the file at the location specified.

856 10 *wuarchive.wustl.edu \$c decompress with PKUNZIP.exe \$d mirrors2/win3/games \$f atmoids.zip \$x Cannot verify because of transfer difficulty*

\$y Link text. This subfield contains link text which is used for display in place of the URI in subfield \$u. When subfield \$y is present, applications can use the contents of subfield \$y as the link instead of the content of subfield \$u when linking to the destination in subfield \$u. Generally display and textual content are determined by local institutional policy so the field should not be used on CONSER records.

\$z Public note. Subfield \$z contains a note relating to the electronic location of the resource, written in a form that is intended for public display.¹

¹Subfield \$z was used to identify the relationship of the online resource to the item cataloged prior to the implementation of second indicator values. Information in subfield \$z may be removed when adding the indicator if the note is redundant with the display constant.

856 40 \$z Link no longer valid as of Dec. 4, 2000 \$u [http://www ...](http://www...)

856 10 \$z FTP access to PostScript version includes groups of article files with .pdf extension \$a ftp.cdc.gov \$d /pub/EID/vol*no*/adobe \$f *.pdf \$l anonymous \$q binary

\$2 Access method. When the [first indicator position contains value 7](#), supply an appropriate code from: *Electronic Access Methods Code List*, available from the Library of Congress Network Development Office: <http://www.loc.gov/standards/valuelist/electronaccess.html>.

\$3 Materials specified. Subfield \$3 contains information that specifies the part of the bibliographic item to which the field applies. This can be used for resources that are not "remote access" but maintain supplemental information online.

856 00 \$3 User's guide available via email \$a joe.uwex.edu \$h almanac \$i send ejoe guide

856 41 \$3 Summaries and index \$u <http://...>

\$6 Linkage. Use subfield \$6 to record data that link pairs of fields that are alternate graphic representations of each other. The subfield contains the tag number of an associated field and an occurrence number. A complete description of subfield \$6 and guidelines for applying it are provided in the 880 Alternate Graphic Representation section.

Related fields, etc. 538, 556, 753.

936 CONSER VARIABLE LENGTH FIELD (NR)

First and second indicator

Undefined

Subfields

a CONSER variable field note (R)

Description/Instructions

Field 936 is used in **AACR2** records for the following:

1. To note the expected date of publication for prepublication records (042 = “nsdp”).
2. To identify authenticated records reported for deletion to a Center of Responsibility and duplicate records reported to OCLC for deletion.
3. To identify the CONSER institution that converted an LC-authenticated pre-AACR2 record to AACR2.
4. As a method of storing the OCLC number of parallel language record numbers.
5. To identify records involved in a cleanup project

Former practice:

Prior to the implementation of the 2002 AACR2 rule revisions, field 936 was used in AACR2 records to express the latest issue consulted when cataloging the title or updating the record. When used to specify the latest issue consulted, the 936 field was distinguished from earlier application of the field by the addition of the abbreviation "LIC" following the volume number and date of the issue.

936 ## Vol. 5, no. 22 (Apr. 1984) LIC

With the implementation of the 2002 rule revisions, the "latest issue consulted" note was input into a 500 note field until field 588 Source of Description Note became available in 2010. CONSER catalogers now input this information in field 588.

For information on how field 936 was used in pre-AACR2 records see the section relating to that topic below.

Editing instructions

Separate multiple 936 statements with a semicolon and input subfield \$a before each subsequent statement.

936 ## AACR2=IUL \$a Not related to serial with the same title also published in New Brunswick in the 1940s [NYG]

1. US ISSN Center use of field 936 of prepublication records

The US ISSN Center enters records for serials prior to publication when a publisher requests an International Standard Serial Number (ISSN). Field 936 is given in prepublication records to record the expected date of publication.

936 ## PREPUB: Publication expected Dec. 1984

The US ISSN Center updates these records upon receipt of follow-up information from the publisher. CONSER members wishing to update these records must follow the procedures given in C6.1.

2. Reporting records for deletion

When a CONSER cataloger consolidates multiple records and one or more of the records to be deleted has been authenticated, the cataloger must request that the Library of Congress delete the superfluous records (see also C8). To notify others that the records are no longer to be used, input a note in field 936:

936 ## RECORD REPORTED FOR DELETION--USE # ...

Field 936 is also used when a duplicate record is reported to OCLC for deletion. If there is already information given in field 936, delete the other information. Duplicates can be reported by using the drop down menu under “Action,” “Report error” in the OCLC Connexion interface or through the online *WorldCat Duplicate Record Merge Request* form available at <https://www3.oclc.org/app/bibdup/>.

3. Noting conversion to AACR2

When a cataloger converts an LC-authenticated pre-AACR2 record to AACR2, the 042 code of "lc" and the 010 control number are not changed. The cataloger, instead, adds the cataloging

institution's symbol following "AACR2=" in field 936.

936 ## AACR2=GUA
936 ## AACR2=DLC

4. OCLC numbers of parallel language records

N.B. Before OCLC changed its policy on inclusion of parallel language records, records for the same title but cataloged in different languages, such as English, Spanish, and French, were considered duplicate records in OCLC. OCLC no longer considers these records duplicates, but allows them as parallel records. The language of cataloging in CONSER records however, is still English. The only allowable parallel language records in the CONSER file are the LAC French/English records (see CEG C7.2.7.)

Parallel language records may be identified in the 936 field. Catalogers may notice records in other languages of cataloging at the time of inputting a new record and can follow the procedures below for noting them on the new record.

Input the OCLC control number of the parallel record preceded by the uppercase letters PR and a space.

936 ## PR 60492296

If there are two or more parallel record, the cataloger may input the OCLC numbers for the subsequent parallel records in the same 936 field with a space between each OCLC number.

936 ## PR 45570484 45825482

To learn about parallel record structure within WorldCat see OCLC *Technical Bulletin 250: Parallel Records* [<http://www.oclc.org/support/documentation/worldcat/tb/250/>].

5. Noting conversion from ELvl 4

CONSER stopped using encoding level "4" in 2007 after implementing CONSER standard record guidelines. All CONSER standard records now use encoding level "blank." An automated conversion project replaced the encoding level "4" formerly used in CONSER core level records to "blank" and noted that this process has taken place in field 936.

936 ## *Converted from ELvl 4 (OCLC)*

Pre-AACR2 use of field 936

Under pre-AACR2 CONSER practice, field 936 was used to record the latest issue consulted (on which the cataloging was based) or to note the fact that no issue was consulted. Early projects that converted manual records to machine-readable records often did not know which issues, if any, were consulted for the original cataloging. The designations "Unknown" and/or "INC" (Issue not consulted) were used in this field.

936 ## INC

In some cooperative conversion efforts, title pages were reproduced and sent to a central conversion unit with the resulting designation in the 936 field.

936 ## Nr. 28 (surrogate)

The instructions listed below should be followed when updating a pre-AACR2 record.

- 1) If there is no 936 field in the updated record, input the field adding as the first subfield \$a "Unknown." Add a second subfield \$a with the designation of the latest issue consulted.
- 2) If the 936 field is already in the record with two subfields \$a, overwrite the second with the designation of the latest issue consulted.
- 3) If the 936 field is present with only one subfield \$a, add a second with the designation of the latest issue consulted.
- 4) If a 362 field (indicator "0") is added with the designation of the last issue, then delete the 936 field, if present.
- 5) Do not add "LIC" to the 936 field of pre-AACR2 records.

| AACR2 cataloging is based on the earliest issue, which is noted in the 588 field, and on an issue
| in hand. Therefore, the above uses for the 936 field are only applicable when updating the pre-
| AACR2 records. If the record is converted to AACR2, cataloger would use 588.

Usage/Distribution

Field 936 is output by OCLC to LC but is not distributed by LC.

| **Related fields, etc.** B, C8, C9, 008/18, 037, 260, 263, 310, 350, 500, 550, 588.

APPENDIX N SPECIAL PHYSICAL FORMATS

The following pages contain tables and record examples for continuing resources in several special physical formats: cartographic materials, electronic serials, integrating resources, music, sound recordings, and visual materials. These tables and examples are intended to serve as a guide to cataloging continuing resources in the various formats. (See Appendix M for information on serials in microform format.) For more detailed instruction on cataloging electronic resources, see Part 3 of the *CCM*.

Bibliographic records for continuing resources can include the 006 or 008 fields designed for serials, electronic resources, maps, music, or visual materials. Records for non-print serials include the 008 field representing the physical format with an 006 field for serial elements. Various types of 007 fields are available, in addition to the microforms 007. (For more information about fixed fields in this document, see "Fixed Length Fields--General Information," at the beginning of Section E.)

In July 1997, MARBI passed a proposal to redefine the "type of record" code "m" for electronic resources to limit its usage and OCLC implemented the change in March 1998. The limited use of "type of record" code "m" has meant that almost all electronic resource serials will be coded "a" for "language material" and include a serial 008 field and an electronic resource 006 field.

In addition to fields specifically designed for special format information, more common MARC 21 fields sometimes contain format-specific information. Fields 245 (subfield \$h), 300, and 500 are included in most of the following pages to illustrate their application to special format materials. Serial records for special formats also include the necessary fields applied to all serial publications, in addition to those that apply specially to the physical format. The following tables include only the format-specific information while the record examples that follow include all the necessary information for the special format resource.

CARTOGRAPHIC MATERIALS

TAG	NAME	CONTENT	INSTRUCTIONS
007	Physical description fixed field	Indicates specific material designation, etc.	Optional
008/18-21	Relief		Use only common relief forms found on maps (from 500 note)
008/22-23	Projection	Information from 255 \$b	
008/25	Type of cartographic material	Indicates map series, serial, or atlas	
008/31	Index	Indicates that location index or gazetteer are included	
008/33-34	Special format characteristics	Identifies some special map formats	
034	Coded cartographic mathematical data		Input coded information from Field 255
052	Geographic classification code		For serials that cover a geographic area
245 \$h	GMD		Not used for cartographic materials
255	Cartographic mathematical data		Includes a statement on the scale, projection, coordinates
300 \$a	Extent of item	atlases; maps; diagrams; etc.	
300 \$b	Other physical details	col.; etc.	
300 \$e	Accompanying material		Give only when material accompanies all issues
522	Geographic coverage note		Information in coded form is given in Field 052

Serial map

OCLC: 19409259 Rec stat: c
 Entered: 19890321 Replaced: 20020319 Used: 20020603
 Type: e Elvl: Srce: d Relf: acg Ctrl: Lang: eng
 BLvl: s Form: GPub: f SpFm: Mrec: Ctry: dcu
 CrTp: c Indx: 0 Proj: cc DtSt: d Dates: 19uu,2000
 Desc: a
 010 sn94-28311 \$z sn91-23702
 040 GPO \$c GPO \$d OCL \$d DLC \$d GPO \$d OCLCQ
 006 sfr p f0 0
 007 a \$b j \$d c \$e a \$f n \$g z \$h n
 034 1 a \$b 500000 \$d W0970000 \$e W0903000 \$f N0320000 \$g N0280000
 042 lcd
 043 n-us-tx \$a n-us-la
 052 4031
 052 4011
 074 0192-A-11
 086 0 C 55.416/10:H 81/
 090 \$b
 049 DLCC
 110 1 United States. \$b National Ocean Service.
 245 10 Sectional aeronautical chart. \$p Houston.
 246 30 Houston
 246 3 Houston, sectional aeronautical chart
 255 Scale 1:500,000 ; \$b Lambert conformal conic proj., standard parallels 25°20' and 30°40' \$c (W 97°00'--W 90°30'/N 32°00'--N 28°00').
 260 Washington, D.C. : \$b U.S. Dept. of Commerce, National Oceanic and Atmospheric Administration, National Ocean Service, \$c -2000.
 300 maps : \$b both sides, col. ; \$c 96 x 125 cm., sheets 53 x 139 cm., folded to 27 x 13 cm.
 310 Semiannual
 362 0 -66th ed. (Oct. 5, 2000).
 500 Relief shown by contours, tints, and spot heights.
 500 Includes location map and gradient tints diagram.
 500 Description based on: 43rd ed. (Feb. 9, 1989); title from panel.
 580 Vols. for <1989-> consult appropriate issue of Notices to airmen, NOTAMs, and flight information publications for supplemental data and current information.
 650 0 Aeronautical charts \$z Texas \$v Periodicals.
 650 0 Aeronautical charts \$z Louisiana \$v Periodicals.
 785 00 United States. National Aeronautical Charting Office. \$t Sectional aeronautical chart. Houston \$w (DLC) 2001230685 \$w (OCoLC)46988593
 787 1 \$t Notices to airmen \$w (DLC)sn 87042677 \$w (OCoLC)4276638

App. N

page 4

Serial atlas

OCLC: 40478846 Rec stat: c
Entered: 19981211 Replaced: 20010511 Used: 20000813
Type: e Elvl: Srce: d Relf: Ctrl: Lang: eng
BLvl: s Form: GPub: 1 SpFm: MRec: Ctry: wau
CrTp: e Indx: 0 Proj: DtSt: c Dates: 1996,9999
Desc: a

010 sn98-47990
040 WAU \$c WAU \$d OCL
006 sar 10 0
007 a \$b d \$d c \$e a \$f n \$g u \$h n
034 1 a \$b 50000
042 lcd
043 n-us-wa
050 14 G1488.K3E63 \$b K56
052 4283 \$b K3
090 \$b
049 DLCC
245 04 The King County parks and trails atlas.
255 Scale 1:50,000.
260 Mercer Island, WA : \$b King County, Dept.of Parks and Recreation,
300 atlases : \$b ill., col. maps ; \$c 28 x 44 cm.
310 Annual
362 1 Began in 1996.
500 Description based on: 1997; title from cover.
520 Includes an inventory of parks, trails and other recreational facilities, and a brief history
of the park system.
530 Also available via World Wide Web.
650 0 Outdoor recreation \$z Washington (State) \$z King County \$v Maps.
650 0 Parks \$z Washington (State) \$z King County \$v Maps.
650 0 Trails \$z Washington (State) \$z King County \$v Maps.
651 0 King County (Wash.) \$v Maps.
710 1 King County (Wash.). \$b Dept. of Parks and Recreation.
856 41 \$3 \$u <http://www.metrokc.gov/parks/atlas/atlas2/mainfrm.htm>

SERIALS ELECTRONIC RESOURCES

TAG	NAME	CONTENT	INSTRUCTIONS/COMMENTS
007	Physical description fixed field	Includes SMD codes for remote access, optical disc, etc.; bytes for color, dimension, sound	\$b j = floppy disks \$b o = CD-ROM and other optical discs \$b r = remote access
008/22	Form of original	Format of original when item is a reproduction	Use code # when item is repr.of print Use code s for electronic only or version
008/23	Form of item	Format of the item being cataloged	Use codes "o," "q," and "s" whenever a separate record is created. Do not use when applying the CONSER single record option
036	Original study no. for computer files		Input only when number remains constant
245 \$h	GMD	[electronic resource]	
300 \$a	Extent of item	CD-ROMs, computer disks, etc.	Only required for tangible non-print formats
300 \$b	Other physical details	col.; sd.; double sided, high density; etc.	This element is not required in CSR cataloging
300 \$c	Dimensions		This element is not required in CSR cataloging
300 \$e	Accompanying material	Technical documentation	This element is not required in CSR cataloging
538	System details note Mode of access note	System requirements, etc. Internet access via email, ftp, etc.	For direct access electronic resources, required only when it is necessary to indicate the type of operating system information or the make and model of the computer(s) on which the resource is designed to run. For remote access electronic resources, required only if the resource is accessed other than through the WWW.
556	Information about documentation		Use when documentation is not issued with each piece
588	Source of description note	Description based on (DBO) information, source of title, and latest issue consulted information	It is required to provide the description based on (DBO) information, the source of title, and the latest issue consulted information (LIC) on all records
753	System details access to computer files		Optional field, data from field 538
856	Electronic location and access		Access method and basic location information for remote access files

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Serial electronic resource--Direct access

Type: a	ELvl:	Srce:	GPub:	Ctrl:	Lang: eng
Blvl: s	Form: q	Conf: ■	Freq: a	MRec:	Ctry: ilu
S/L: 0	Orig: s	EntW:	Regl: r	Alph: a	
Desc: a	SrTp:	Cont:	DtSt: c	Dates: 2010,9999	

006 ##	m d
007 ##	\$a c \$b o
040 ##	\$a DLC \$c DLC \$d DLC
022 0	2150-7023 \$2 1
037	\$b Community Media Workshop, 600 S. Michigan Ave., Chicago, IL 60605 \$c \$115.00 (single issue, non-profit) \$c \$189.00 (single issue, for profit)
042	pcc \$a nsdp
050 00	PN474.P8
082 10	302.23 \$2 14
130 0	Getting on air, online & into print (CD-ROM)
222 0	Getting on air, online & into print \$b (CD-ROM)
245 10	Getting on air, online & into print \$h [electronic resource].
246 13	Getting on air, online and into print
260	Chicago, Ill. : \$b Community Media Workshop
300	CD-ROMs
310	Annual
362 1	Began with 2010.
500	A guide to Chicago-area media & beyond.
588	Description based on: 2010; title from disc label.
588	Latest issue consulted: 2010.
650 0	Publicity \$v Directories.
650 0	American periodicals \$z Illinois \$z Chicago Metropolitan Area \$v Directories.
650 0	Advertising, Public service \$z Illinois \$z Chicago Metropolitan Area \$v Directories.
650 0	Radio broadcasting \$z Illinois \$z Chicago Metropolitan Area \$v Directories.
650 0	Television broadcasting \$z Illinois \$z Chicago Metropolitan Area \$v Directories.
776 08	\$i Online version: \$t Getting on air, online & into print (Online) \$x 2150-7031 \$w (DLC) 2009203632 \$w (OCoLC)431300677
780 00	\$t Getting on the air & into print (Print) \$x 2152-6559 \$w (DLC) 2010219058 \$w (OCoLC)38255049
856 41	\$u http://www.newstips.org/cart

Serial electronic resource--Remote access

OCLC: 22471982 Rec stat: c
 Entered: 19901005 Replaced: 19970319 Used: 19970319
 Type: a Elvl: Srce: d Gpub: Ctrl: Lang: eng
 BLvl: s Form: s Conf: 0 Freq: t Mrec: Ctry: mdu
 S/L: 0 Orig: s EntW: Regl: r ISSN: 1 Alph: a
 Desc: a SrTp: p Cont: o DtSt: c Dates: 1990,9999
 010 sn90-3259
 040 NSD \$c NSD \$d NST \$d NSD \$d NST \$d EYM \$d MYG \$d OCL \$d DLC \$d WAU \$d
 GUA
 006 m d
 007 c \$b r \$d c \$e n \$f u
 012 \$i 9211 \$j 0 \$l 1
 019 36744921
 022 0 1053-1920
 037 \$b Project Muse Subscription Coordinator (Email: muse@muse.jhu.edu) \$c \$50.00
 042 nsdp \$a lcd
 050 14 PN98.P67 \$b P668
 082 10 909 \$2 12
 210 0 Postmod. cult.
 222 0 Postmodern culture
 245 00 Postmodern culture \$h [electronic resource] : \$b PMC.
 246 30 PMC
 260 Raleigh, NC : \$b Postmodern Culture, \$c c1990-
 310 Three no. a year
 362 0 Vol. 1, no. 1 (fall 1990)-
 500 "An electronic journal of interdisciplinary studies."
 500 Original ASCII version is no longer available from the publisher.
 500 Published: Baltimore, Md. : Postmodern Culture and the Johns Hopkins University Press,
 1997-
 500 Description based on printout of online display of the ASCII version; title from caption.
 500 Latest issue consulted: Vol. 7, no. 2 (Jan. 1997).
 515 HTML version of first issue also called Sept. 1990.
 530 Issued also on microfiche and computer diskette.
 650 0 Postmodernism \$v Periodicals.
 650 0 Critical theory \$v Periodicals.
 650 0 Philosophy, Modern \$y 20th century \$v Periodicals.
 650 0 Poststructuralism \$v Periodicals.
 776 1 \$t Postmodern culture (Microfiche) \$w (DLC)sn 91019114 \$w (OCoLC)23234647
 776 1 \$t Postmodern culture (Diskette) \$w (OCoLC)28863760
 856 40 \$u <http://muse.jhu.edu/journals/postmodern%5Fculture/>
 856 40 \$3 Current issue only: \$u <http://www.iath.virginia.edu/pmc/>
 856 4 \$u <http://firstsearch.oclc.org> \$z Address for accessing the journal using authorization
 number and password through OCLC FirstSearch Electronic Collections Online
 856 4 \$u <http://firstsearch.oclc.org/journal=1053-1920;screen=info;ECOIP> \$z Address for
 accessing the journal from an authorized IP address through OCLC FirstSearch
 Electronic Collections Online

**CONSER GUIDELINES FOR REMOTE ACCESS VERSIONS OF
PRINTED SERIALS**

As noted in B6.4.3, CONSER members have the option of creating separate records for remote access or "online" versions of printed serials, or noting their existence and identifying the online location on the record for the original. Currently, the note is given in field 530 and the electronic location is included in field 856. Added entries may also be input when the title for the online version differs. The *CONSER Cataloging Manual* Module 31.2 contains some guidelines describing the most useful applications of each approach. They are available from <http://www.loc.gov/acq/conser/pdf/Module31.pdf>

Creating separate records

In the *record for the original*:

- Link to the online record with field 776;
- Add a 730 added entry when the title for the online version differs, and;
- Provide the location of the online version in field 856.

In the *record for the online version*,

- Describe the digital version using all appropriate fields;
- Link to the print record using field 776;
- Add a 730 added entry when the title for the print version differs, and;
- Include appropriate 856 fields.

Single record approach

In the *record for the original*:

- Note the availability of the online version in field 530 or 776;
- If a separate ISSN has been assigned to the online serial but a separate record doesn't exist, add the ISSN to subfield \$x of field 776;
- Add a 740 added entry when the title for the online version differs significantly, and;
- Identify its electronic location in field 856.

For specific instructions and examples of fields 776 and 856, refer to those fields, and to *CCM* 31.14.7. and 31.15.

A separate record may be created after fields for the single record approach are input. The cataloger creating the separate record should also make the following modifications to the print record:

- Link to the online record using field 776, and;
- If present in the print record, change field 740 to 730.

Single record approach

Type: a	Elvl:	Srce: c	Gpub:	Ctrl:	Lang: eng
BLvl: s	Form:	Conf: 0	Freq: b	Mrec:	Ctry: nyu
S/L: 0	Orig:	EntW:	Regl: r	ISSN: 1	Alph: a
Desc: a	SrTp: p	Cont:	DtSt: d	Dates: 1995,1995	

1	010	sn94-857
2	040	NSD \$c NSD \$d OCL \$d NSD \$d NLM \$d CAS
3	012	\$i 9508 \$k 1 \$l 1
4	022 0	1078-7844
5	030	JIGSF8
6	037	\$b John Wiley & Sons, 605 3rd Ave., New York, NY 10158 \$c \$245.00
7	042	nsdp \$a lcd
8	060 00	W1 \$b JO676BK
9	069 0	9508564
10	069 1	SR0082435
11	082 10	617 \$2 12
12	090	\$b
13	049	DLCC
14	210 0	J. image guid. surg. \$ (Print)
15	222 0	Journal of image guided surgery \$b (Print)
16	245 00	Journal of image guided surgery.
17	260	New York, NY : \$b John Wiley, \$c c1995-c1996.
18	300	1 v. : \$b ill.
19	310	Bimonthly
20	362 0	Vol. 1, no. 1-v. 1, no. 6 (1995).
21	500	Title from cover.
22	650 2	Image Processing, Computer-Assisted \$x methods \$x periodicals.
23	650 2	Surgery, Operative \$x methods \$v periodicals.
24	776 08	\$i Online version: \$t Journal of image guided surgery \$x 1522-712X \$w (DLC) 2001212243
25	785 00	\$t Computer aided surgery (New York, N.Y.) \$x 1092-9088 \$w (DLC)sn 97000267 \$w (OCoLC)36458481
26	856 41	\$u http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1522-712X

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ELECTRONIC INTEGRATING RESOURCES

Example of a record for a textual based electronic integrating resource.

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: 0	Freq: k	MRec:	Ctry: onc
S/L: 2	Orig: s	EntW:	Regl: r	Alph: a	
Desc: a	SrTp: d	Cont:	DtSt: c	Dates: 2003,	9999

040 ## \$a XXX \$c XXX
042 ## \$a pcc
050 14 \$a GV875.B67 \$b J69
130 0# \$a Joy of Sox (Boston Red Sox (Baseball team))
245 14 \$a The joy of Sox \$h [electronic resource].
246 1# \$a JoS
246 1# \$a Joy of the Red Sox
246 1# \$a Joy of Red Sox
260 ## \$a [Toronto, Ont., Canada : \$b A. Wood]
310 ## \$a Updated regularly
362 1# \$a Began with entry for Aug. 25, 2003.
520 ## \$a The Joy of Sox is an award-winning sports blog following the Boston Red Sox and the team's fans and followers. The blog features news and game recaps, statistical analysis, media commentary, and a healthy dose of Yankee hatred. The Joy of Sox is written by Allan Wood.
588 ## \$a Title from home page (viewed Feb. 24, 2009).
610 20 \$a Boston Red Sox (Baseball team) \$v Blogs.
610 20 \$a New York Yankees (Baseball team) \$x Public opinion \$v Blogs.
600 10 \$a Wood, Allan, \$d 1963- \$v Blogs.
650 #0 \$a Baseball teams \$v Blogs.
650 #0 \$a Baseball fans \$v Blogs.
650 #0 \$a Sports journalism \$v Blogs.
650 #0 \$a Citizen journalism \$v Blogs.
650 #0 \$a Mass media and sports \$v Blogs
655 #0 \$a Blogs.
700 1# \$a Wood, Allan, \$d 1963-
856 40 \$u <http://joyofsox.blogspot.com/>

MUSIC (SCORES AND PARTS)

TAG	NAME	CONTENT	INSTRUCTIONS
008/18-19	Form of composition		Apply to the item as a whole
008/20	Format of music	Derived from terms in 300 field	
008/22	Target audience	Indicates level of education	Use primarily for instructional materials
008/24-29	Accompanying matter		Use to identify significant material
008/30-31	Literary text of sound recording		Use code "n" -- not applicable
300 \$a	Extent of item	scores; parts; v. of music; etc.	
300 \$b	Other physical details	Illustrative matter	
300 \$c	Dimensions		If different for scores and parts, give each after details to which they apply
300 \$e	Accompanying material		Give only when material accompanies all issues
500	General note		Use for notes on form of composition/medium of performance

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Music Serial

OCLC: 1566831 Rec stat: c
Entered: 19750824 Replaced: 19981127 Used: 19981127
Type: c ELvl: Srce: Audn: Ctrl: Lang: ger
BLvl: s Form: Comp: uu AccM: MRec: Ctry: gw
Desc: a FMus: u LTxt: n DtSt: c Dates: 1955,9999
1 010 m58-1988//r98 \$z sn96-34605
2 040 DLC \$c MUL \$d OCL \$d UCU \$d IUL \$d OCL \$d IUL \$d DLC
3 006 [s x m 0 0]
4 012 \$i 9811
5 019 933906
6 022 0417-805X
7 035 10607002:10607305:10607407:10607604 \$b UCU
8 041 0 gerlat
9 042 lc
10 050 00 M2 \$b .D62
11 082 2 780
12 090 \$b
13 049 DLCC
14 245 00 Documenta musicologica. \$n 2. Reihe, \$p Handschriften-Faksimiles.
15 246 3 Documenta musicologica. \$n Zweite Reihe, \$p Handschriften-Faksimiles
16 246 30 Handschriften-Faksimiles
17 260 Kassel : \$b Barenreiter-Verlag, \$c 1955-
18 300 v. of music ; \$c 25-32 cm.
19 310 Irregular
20 362 0 1-
21 550 Issued by: Internationale Gesellschaft fur Musikwissenschaft, and: Association
internationale des bibliotheques musicales, 1955- ; by: Association internationale des
bibliotheques musicales, archives et centres de documentation musicaux, and:
Internationale Gesellschaft fur Musikwissenschaft, <1996-1998>
22 650 0 Music \$v Manuscripts \$v Facsimiles.
23 710 2 International Musicological Society.
24 710 2 International Association of Music Libraries.
25 710 2 International Association of Music Libraries, Archives, and Documentation Centres.
26 850 DLC \$a InU
27 936 30, published in 1998 LIC

SOUND RECORDINGS

TAG	NAME	CONTENT	INSTRUCTIONS
007	Physical description fixed field	Indicates specific material designation, playback characteristics, etc.	Optional
008/18-19	Form of composition	For musical sound recordings	
008/20	Format of music		Use code "n"
008/22	Target audience	Indicates level of education	Use primarily for instructional materials
008/24-29	Accompanying matter		Use to identify significant material
008/30-31	Literary text of sound recording	Indicates type of sound recording	
245 \$h	GMD	[sound recording]	
300 \$a	Extent of item	sound disks; sound cassettes; etc.	
300 \$b	Other physical details		Give playing speed, groove characteristics, number of sound channels, etc. when constant
300 \$c	Dimensions		Differs for each type
300 \$e	Accompanying material		Give only when material accompanies all issues
500	General note		Use for notes on the nature, artistic form, and medium of performance for musical/artistic recordings if not obvious from description
511	Participant or performer note		Give performers' names when considered significant or if they are likely to remain constant

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Serial sound recording

OCLC: 20541730 Rec stat: c
Entered: 19891024 Replaced: 19960524 Used: 19950309
Type: i ELvl: 5 Srce: d Audn: Ctrl: Lang: eng
BLvl: s Form: Comp: nn AccM: z MRec: Ctry: flu
Desc: a FMus: n LTxt: g DtSt: d Dates: 1989,199u
1 010 95-640709 \$z sn89-3129
2 040 NSD \$ c NSD \$d DLC
3 006 [smr1 0 a0]
4 007 s \$b s \$c o \$d l \$e u \$f n \$g j \$h l \$i u \$j m \$k n \$l n \$m n
5 012 \$i 9503 \$j 0 \$m d
6 022 0 1046-8277
7 037 \$b Totaltape, Inc., 9417 Princess Palm Ave., Suite 400, Tampa, FL 33619 \$c \$195.00
8 042 nsdp \$a lc
9 050 00 IN PROCESS \$u <SMCD>
10 08210 332 \$2 11
11 090 \$b
12 049 DLCC
13 210 0 Audio financ. plan. rep.
14 222 0 Audio financial planning report
15 245 00 Audio financial planning report \$h [sound recording].
16 260 Tampa, FL : \$b Totaltape, Inc., \$c p1989-
17 300 sound cassettes : \$b analog + \$e printed transcript
18 310 Monthly
19 362 0 89/9-
20 500 Latest issue consulted: 95/2.
21 515 Issue 95/2 also called Vol. 7, issue 2 (95/2).
22 710 2 Totaltape, Inc.
23 785 00 \$t Bisk audio financial planning report \$x 1088-9701 \$w (DLC)sn 96002246
24 850 DLC

VIDEORECORDINGS AND OTHER VISUAL MATERIALS

TAG	NAME	CONTENT	INSTRUCTIONS
007	Physical description fixed field	Indicates specific material designation, format, etc.	Optional
008/18-20	Running time for motion pictures and videorecordings		Use code "nnn" for nonprojected graphics; code "--" for videorecordings
008/22	Target audience	Indicates level of education	For instructional material
008/33	Type of visual material	Identifies item as picture, videorecording, graphic, etc.	
008/34	Technique	Identifies video technique	
245 \$h	GMD	[videorecording], [slide], etc.	Use GMDs only for non-print visual materials
300 \$a	Extent of item Playing time	videocassettes, posters, pictures, etc.	Give only when constant; enclose in parentheses
300 \$b	Other physical details		Give sound characteristics, color, playing speed, etc.
300 \$c	Dimensions		Videotape--gauge width in inches or millimeters; Videodisc--diameter in inches
300 \$e	Accompanying material		Give only when material accompanies all issues
500	General note		Use for nature/form of item notes, title source, accompanying material, etc.
508	Creation/ Production credits note		Use for individuals or groups responsible for the production on an ongoing basis
511	Participant or performer note		Give performers' names when considered significant or if likely to remain constant
538	System details note		Record format (Beta, VHS)

Serial videorecording

OCLC: 31922259 Rec stat: n
Entered: 19950202 Replaced: 19991119 Used: 19991123
Type: g Elvl: Srce: d Audn: g Ctrl: Lang: eng
BLvl: s Form: Gpub: Time: --- Mrec: Ctry: inu
Desc: a TMat: v Tech: l DtSt: c Dates: 1993,9999
1 010 sn95-33091
2 040 IUL \$c IUL
3 006 [sq r p s0 0]
4 007 v \$b f \$c u \$d c \$e u \$f a \$g h \$h o \$i u
5 012 \$i 9502
6 042 lcd
7 050 14 RJ1 \$b .R5
8 090 \$b
9 049 DLCC
10 245 00 Riley today \$h [videorecording].
11 260 [Indianapolis, Ind.] : \$b Indiana University Medical Center
12 300 videocassettes : \$b sd., col. ; \$c ½ in.
13 310 Quarterly
14 500 Description based on: Vol. 2, no. 1 (spring 1994); title from cassette label.
15 521 8 "Primary care physicians."
16 525 Has also quarterly educational supplement in paper format.
17 550 Presented by: Riley Hospital for Children, Indiana University Medical Center.
18 550 Produced by: Indiana University School of Medicine's Division of Continuing
Medical Education/Medical Educational Resources Program and Department of
Pediatrics, Indiana University Medical Center.
19 650 0 Pediatrics \$x Periodicals.
20 650 0 Primary care (Medicine) \$x Periodicals.
21 710 2 Riley Hospital.
22 710 2 Indiana University. \$b Division of Continuing Medical Education.
23 710 2 Indiana University. \$b Medical Educational Resources Program.
24 710 2 Indiana University. \$b Medical Center.
25 710 2 Indiana University. \$b Dept. of Pediatrics.
26 850 InU

Serial Poster

OCLC: 18891729 Rec stat: c
Entered: 19881213 Replaced: 19900108 Used: 19951009
Type: k ELvl: Srce: d Audn: Ctrl: Lang: eng
BLvl: s TMat: i GPub: AccM: MRec: Ctry: tnu
Desc: a Time: nnn Tech: n DtSt: c Dates: 198u,9999
1 010 sn89-3418
2 040 IND \$c IND \$d NSD
3 006 [swx1p 0 a0]
4 007 k \$b i \$c u \$d c \$e o \$f #
3 012 \$j 0 \$l 1
4 022 0 1047-3793
7 037 \$b Whittle Communications, 505 Market St., Knoxville, TN 37902
5 042 nsdp \$a msc
6 082 10 610 \$2 11
7 090 R11 \$b .P58
8 090 \$b
9 049 DLCC
10 210 0 Physician's wkly.
11 222 0 Physician's weekly
12 245 00 Physician's weekly.
13 260 Knoxville, Tenn. : \$b Whittle Communications,
15 300 posters : \$b col. ill. ; \$c 67 x 66 cm. folded to 33 x 17 cm.
16 310 Forty eight no. a year.
17 500 Description based on: Vol. 5, no. 40 (Oct. 31, 1988).
18 650 0 Medicine \$x Periodicals.
19 936 Vol. 6, no. 34 (Sept. 11, 1989) LIC

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