

WHAT IS A SERIAL?
(AACR2R Chapter 12/LCRI 12.0A)

Publication should meet all three criteria

1) Publication is issued in successive parts

- periodicals
- annual reports and recurring reports
- directories, yearbooks
- newsletters
- statistical publications
- newspapers, etc.

2) Publication bears a numeric and/or chronological designation

Numeric or chronological designation is a number or date given in a prominent position on the publication that distinguishes each individual issue

Designation is used to identify each issue for check-in, organization, and retrieval

3) Publication is intended to continue indefinitely

This is often the most difficult of the criteria to determine

Publications not usually treated as serials

- Encyclopedias
- Dictionaries
- Censuses
- Multi-volume sets with finite numbers of parts
- Publications of a limited duration
- Publications revised on an irregular or infrequent basis

Publications that are fuzzy

- Loose-leafs
- Cumulations
- Travel books
- Conference publications

KEY POINTS OF SERIALS CATALOGING

- Base description on first or earliest issue.
Every serial record should have a 362 or a 500 Description based on note.
- New record is created each time the title proper or corporate body (if main entry) changes.
(See Serial title changes that require a new record)
- Cataloging record must represent the entire serial.
Bib record must be general enough to apply to the entire serial, but specific enough to cover all access points.
Notes are used to show changes in place of publication, publisher, issuing body, frequency, etc.
- Serial records should never have ISBN numbers for separate issues.
- Every serial should have a unique title.
This is often accomplished with uniform titles. (See Uniform titles)
- Most serials do not have personal authors.
Serial records do not usually have personal authors notated in the statement of responsibility.
If deemed necessary, may notate in a 500 note.
- Every individual issue should have a designation or enumeration.
- Serials are often part of “family” relationships.
May have parents (earlier titles), children (later titles), siblings (other editions, splits, etc.) and cousins (other related works).

DECISION PROCESS

- Is this the first issue?

If not, use earliest one available

If first issue is not available, give description based on note.

500; ;a Description based on: Vol. 1, no. 3 (Mar. 1999).

- Is there a title page?

Many serials do not have a title page.

AACR2R preferred order for title page substitute: cover, caption, masthead, editorial pages, colophon, other pages.

If no title page, give source of title in a note. Can often be combined with a description based on note.

500; ;a Description based on: Vol. 1, no. 3 (Mar. 1999); title from cover.

- Changes on later issues

Did main entry change?

Yes – make a new record

No – add information in a note if necessary

TITLES

- Should omit numbers, dates, etc. that change with every issue:

On piece: 1989 income tax guide

In record: 245; 00; a Income tax guide.

(Do not use mark of omission if date precedes title)

On piece: Annual report for 1989

In record: 245; 00; a Annual report for ...

On piece: Illinois 1998 state budget

In record: 245; 00; a Illinois ... state budget.

On piece: Frommer's guide to Nashville on \$45 a day

In record: 245; 00; a Frommer's guide to Nashville on ... a day.

- Other title information:

Record other title information only from the chief source.

Always record:

Subtitles or other phrases that include the statement of responsibility
245; 10; a JASNA news : \$b the newsletter of the Jane Austen Society
of North America / \$c Jane Austen Society of North America.
246; 30; a Newsletter of the Jane Austen Society of North America

Subtitles that could stand alone as a title or indicate the nature of the
title when the title proper does not.

245; 00; a Teddy Bear artist's annual : \$b who's who in bear making.
246; 30; a Who's who in bear making

245; 00; a Images : \$b journal of graphics and photography
246; 30; a Journal of graphics and photography

Record subtitle information if a nondistinct title and the subtitle would help
with identification.

245; 00; a Australia : \$b the rough guide.

Do not record subtitles that do not contain the statement of responsibility
and add little to the understanding of the title or identification of the serial.
Why? This information often varies from issue to issue.

STATEMENT OF RESPONSIBILITY

- Personal names

Most personal names given on serials are editors or compilers. These should
not be recorded in the statement of responsibility.

Only record a personal name in the statement of responsibility if the personal
name is main entry.

- Corporate bodies

Only record corporate bodies in the statement of responsibility if the corporate body is main entry.

Record it exactly as it appears in the piece.

110; 2 ; a Jane Austen Society of North America.

245; 10; a JASNA news : \$b the newsletter of the Jane Austen Society of North America / \$c Jane Austen Society of North America.

(See AACR2R 12.1F2)

- Personal names and corporate bodies not chosen as main entry may be notated in a note, and added entries made if deemed important.

TITLE ADDED ENTRIES

- Serials tend to have many title added entries. Usually done as a 246
Serials often have many forms of the title on the piece. Must always look for varying cover, caption, running, etc. titles.

Examples of some of the most common

246 13 Other title – Note, title added entry

246 14 Title from cover – Note, title added entry

245; 10; a Handbook for members and visitors / \$c The National Trust.

246; 14; a National Trust handbook for members and visitors

246 16 Caption title – Note, title added entry

246 17 Running title – Note, title added entry

246 18 Spine title – Note, title added entry

246 30 (use for portion of title) – No note, title added entry

245; 00; a Rodale's organic gardening magazine.

246; 30; a Organic gardening magazine

245; 10; a JASNA news ; \$b the newsletter of the Jane Austen Society of North America / \$c Jane Austen Society of America.
246; 30; a Newsletter of the Jane Austen Society of North America

246 3 (use for variation of title, not on piece) – No note, title added entry

246; 10; a DPS news / \$c Missouri Department of Public Safety.
246; 3 ; a Department of Public Safety news

246 1 \$i (use for variation of titles not considered title changes, or whenever an explanation is needed for an added entry) - Note, title added entry

245; 00; a Llewellyn's ... magickal almanac.
246; 30; a Magickal almanac
246; 1 ; i Vols. for <199u-> have title: \$a Llewellyn's ... magical almanac

245; 00; a Australia : \$b the rough guide.
246; 1 ; i Title from p. [4] of cover: \$a Rough guide to Australia

Fields 730 and 740

Use field 730 for an entry for a related work that has a name authority record or a bibliographic record that is a serial.

245; 00; a Prevention's herbal remedies.
246; 30; a Herbal remedies
730; 0 ; a Prevention.
(Prevention is a serial in it's own right)

Use field 740 for titles that are represented by a name authority record or a bibliographic record

245; 04; a The guide to skydiving.
500; ; a Some issues include: Skydiving in Missouri.
740; 02; a Skydiving in Missouri.
(Skydiving in Missouri is not a serial, it is just an insert)

UNIFORM TITLES

Main purpose for uniform titles in serials cataloging is to distinguish between identical serial titles.

Use field 130 when the title is the main entry.

Use field 240 when the serial has a name main entry.

Do not predict a conflict. Do not go back and add a qualifier to the earlier title.

From *Cataloging service bulletin*, no 81 (summer 1998)

Use judgment in determining the most appropriate qualifier for the serial being cataloged. Possible qualifiers are given in the following list; the list is not prescriptive and is not in priority order. If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish one serial from the other.

- corporate body
- corporate body and date of publication
- date of publication
- descriptive data elements, e.g. edition statement
- place of publication
- place of publication and date of publication

Corporate body

130; 0 ; a Network news (Friends of Canadian Broadcasting)

245; 00; a Network news.

Date of publication

110; 2 ; a St. Louis Zoological Park.

240; 10; a Annual report (1998)

245; 10; a Annual report / \$c St. Louis Zoological Park.

(Note: Title 1985-1990: Annual report)

1991-1997: Report

1998- : Annual report)

Edition statement

130; 0 ;a Guide to reptiles (Western ed.)
245; 00; a Guide to reptiles.
250; ; a Western ed.

DESIGNATIONS

Purpose of designation is to distinguish one issue of a serial from another.
May be a number, a date, or a combination of both.

Every serial record must have a designation either in the 362 or a 500 note
(Description based on)

The designation can come from the whole publication. Prefer a prominent source. Numeric and chronological designations may be found in separate places and combined for one statement.

Use AACR2R abbreviations for the designation.

Numeric designation

362; 0 ; a Vol. 1, no. 1-
362; 0 ; a No. 18–no. 25.
362; 0 ; a –v. 20.
500; ; a Description based on: Vol. 19, no. 3.

Chronological designation

362; 0 ; a 1993-
362; 0 ; a Aug. 19, 1995-July 25, 1998.
362; 0 ; a –Sep. 1995.
362; 0 ; a Summer 1992-fall 1997.
500; ; a Description based on: 1996.

Both

362; 0 ; a Vol. 1, no. 3 (July 1996)-
362; 0 ; a No. 18 (spring 1958)-no. 98 (fall 1997).
362; 0 ; a –no. 42 (1998).
500; ; a Description based on: No. 8 (Aug. 1995).

First issue not in hand, but some information is known

362; 1 ; a Began with 1993.

500; ; a Description based on 1994.

362; 1 ; a Ceased with 1996.

NOTES

Information given in notes can come from any issue and any source.

Most notes are optional (except description based on, some linking notes, and those that justify added entries)

Notes should be useful and as brief as possible.

Often used to note changes that don't require new records.

Frequency notes (fields 310 and 321)

Should always be given, even when also in fixed fields or title

310 – current frequency

310; ; a Annual

310; ; a Monthly (except Aug.)

321- former frequency (must also have a 310)

310; ; a Monthly, \$b 1994-

321; ; a Quarterly, \$b 1990-1993

General notes (This is not an exhaustive list)

To show changes in place of publication, publisher, etc.

260; ; a St. Louis, Mo. : \$b Ralston Purina, \$c 1990-

500; ; a Published: Columbia, Mo., 1994-

260; ; a Akron, Ohio : \$b New Age Press, \$c 1992-

500; ; a Published: Alternative Science Press, 1994-

To show authors, compilers, etc.

500; ; a Vols. for <1999-> compiled by Institutional Research & Evaluation, Inc.

Numbering peculiarities (515)

Used to describe changes in numbering, irregularities or incorrect numbering, suspensions, report year coverage, etc.

515; ; a Report covers fiscal year.

515; ; a Suspended 1991-1992.

515; ; a Vols. for 1992- issued in 2 pts.

Issuing bodies (550)

Give to justify an added entry not mentioned in body of the record.

Give body as it appears on piece, not as established.

Try to be as brief as possible.

Often used for serials that do not have corporate body main entry, but an added entry is needed for the body.

550; ; a Issued by: Illinois, Division of Vocational Education, 1993-

Description based on should always be last note.

CLOSING OFF SERIAL RECORDS

Fixed fields

Publication status – change to d (dead)

Dates – Add ending date from 362 or 260 if known. Use partial date if complete date unknown.

260 \$c – ending date of publication

Give when last issue is in hand, and information is known. Do not guess.

300 #a – extent of item

Give number of vols. when information is readily available.

362 – ending designation

Use 1st indicator “0” when last issue is in hand

362; 0 ;a Vol. 1, no. 1 (Jan. 1954)-v. 25, no. 12 (Dec. 1979).

362; 0 ;a –1995.

Use 1st indicator “1” when last issue is not in hand, but information is known
362; 1 ;a Ceased with 1995.

Notes are not usually closed off, but could be.

785 – succeeding entry

Give when title is continued by a new title, absorbed by another title, etc.

LINKING FIELDS – 78X

78X fields are used for earlier and later titles and other related titles.

In these linking fields use the catalog entry of related publication. If the record has a uniform title use that in linking fields.

785; 00;t Baseball today (Saint Louis, Mo.)

785; 00;a St. Louis Zoological Park. \$t Annual report (1998)

Use ISSN (\$x) and control numbers (\$w) when known

785; 00;t Advances in automotives \$x 0034-5699 \$w (DLC)9655988

\$w(OCOLC)3366988

Use field 580 (linking field complexity note) when:

a) Relationships are too complex to be understood just by 7XX fields.

580; ;a Merged with: Model airplanes; and Model trains, to form: Creative models.

785; 17;t Model airplanes.

785; 17;t Model trains.

785; 17;t Creative models.

b) Used with field 787 to explain the relationship

580; ;a Extracted from Fodor’s California.

787; 1 ;t Fodor’s California.

c) To explain a change in format when the title remains the same

130; 0 ;a Gardening time (Online)

245; 10;a Gardening times \$h [computer file]

580; ;a Continues the former print ed. of: Gardening times.
780; 10;t Gardening times

When title changes can be explained by indicators use 780s and 785s with appropriate indicators.

earlier title: 780; 00;t Asian politics.

later title: 785; 00;t Asian politics and government.

absorbed by: 785; 04;t World government today

SERIAL TITLE CHANGES THAT REQUIRE A NEW RECORD

In general, consider a title proper to have changed if any word other than an article, preposition, or conjunction is added, deleted, or changed, or if the order of the first five words is changed.

Annual report becomes Biennial report

Organic gardening and farming becomes Organic farming and gardening

Rodale's prevention becomes Prevention

Books, magazines, and films becomes Books, magazines, films, and Internet sources

Do not consider a title to have changed if:

a) the change is in the representation of a word or words

abbreviated word or symbol vs. spelled out form

245; 00;a Free U.S. tourist attractions.

246; 1 ;i Vols. for 1998- have title: \$a Free United States tourist attractions

singular vs. plural form

245; 00;a Cats and dogs monthly.

246; 1 ;i Some issues have title: \$a Cat and dog monthly

one spelling vs. another

245; 00;a Cataloguing quarterly.

246; 1 ;i Vols. for Aug. 1990- have title: \$a Cataloging quarterly

arabic numeral(s) vs. roman numeral(s)

245; 00;a SAT II subject tests.

246; 1 ;i Vols. for <199u>- have title: \$a SAT 2 subject tests

numbers or dates vs. spelled out forms

245; 00;a Coins of the 20th century.

246; 1 ;i Coins of the twentieth century

one-word compounds vs. two-word compounds

245; 00;a Openhouse news.

246; 1 ;i Vols. for 1996- have title: \$a Open house news

b) The addition, deletion, or change comes after the first five words and does not change

the meaning of the title or indicate a different subject matter

Title on first issue and most issues: Handbook for members, visitors, and children.

Title on some issues: Handbook for members, visitors, and kids.

245; 00;a Handbook for members, visitors, and children.

500; ;a Title varies slightly.

Because the variation is after the first five words, do not need a title added entry

c) Only change is the addition or deletion of the issuing body at the end of the title.

245; 10;a Official rules / \$c National Hockey League.

246; 1 ;i Issues for 1994-95- have title: \$a Official rules of the National Hockey League

245; 10;a Handbook for members and visitors of the National Trust.

246; 1 ;a Vols. for 1996- have title: \$a Handbook for member and visitors

When considering title changes, distinguish between acronyms or initialisms and abbreviations. Treat a change from an acronym or initialism to the full form (or vice versa) as a title change, but do not treat a change from the full form to an abbreviated form (or vice versa) as a title change.

Title change: DPS news to Department of Public Safety news

Standard and Poor's industry survey to S&P industry survey

Not a title change: St. Louis news to Saint Louis news

Chicago, Illinois census index to Chicago, IL census index

IN CASE OF DOUBT, CONSIDER THE TITLE TO HAVE CHANGED.

Corporate body

Corporate body changes that require a new record:

- a) Corporate body is main entry, and the corporate body changes names
- b) Corporate body is main entry, and the corporate body is no longer responsible for the
 serial
- c) Corporate body used as a qualifier changes name