



Cheerios, Rice Krispies, or The Directory of Overseas Summer Jobs?

May 20, 2021

Online with the CMC

Cheri Schuler-Faust CMC Cataloger

IHLS



Agenda

What is a serial?

Key point of cataloging serials

Decision process

Titles/Statement of responsibility

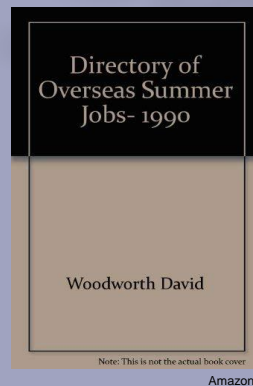
Other MARC fields

Unique MARC fields for serials

3XX and 588 MARC fields

78X MARC fields

Sample record



What is a serial?

Publication issued in successive parts

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



Mashed

Publication bears a numeric and /or chronological designation

- numeric or chronological designation as number or date

Publication is intended to continue indefinitely

- Often difficult to determine

Serials consist of, form a part of, or take place in a series. Serials can be in forms other than print; however, print is the most common. Serials are a continuing resource that has no predetermined conclusion, and are issued in successive parts, usually having numbering. Serials are dynamic because they incorporate changes over time.

Key points of cataloging serials

Base description on first or earliest issue

New record is created each time the title proper or corporate body changes

Record must represent the entire serial

Serial records should never have an International Standard Book Number (ISBN)

Most serials do not have personal authors

Every individual issue should have a designation or enumeration

Serials are often part of "family" relationships

- parents (earlier title)

- children (later titles)

- siblings (other editions, splits, etc.)

- cousins (other related works)

There are many differences between serial records and monograph records.

Monographs are fixed and static; whereas, serials are ongoing. The serial is described by the first or earliest issue, and the record represents the entire length of the serial under the same title proper or corporate body. Serials do not have ISBN numbers but they do have ISSN numbers. Rarely will a serial have a personal author, and each issue will have a designation or enumeration. Serials can be part of a "family" with earlier titles, later titles, other editions and other related works.

Decision process

Is this the first issue?

If yes, record chronological and/or numerical designation

362 0_ Number 1 (February 1973)-

If not, use earliest one available

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

588 0_Vol 1., no 3 (Mar. 1999)

Is there a title page?

Many serials do not have a title page

Use cover, caption, masthead, editorial pages, colophon, other pages

ex: 588 0_ Vol. 1, no. 3 (Mar. 1999); title from cover.

If a record already exists, did the preferred title or corporate body change?

Yes – make a new record

No – add information in a note if necessary

When thinking about how to go about cataloging a serial you should consider several different possibilities: (1) Is this the first issue? (2) Is there a title page or do I need to look elsewhere for the preferred title or authorized access point for the creator such as the cover, caption, masthead, etc.? (3) If you have more than one issue in hand is there a title change or a corporate body change? (4) If there is a change, is the change significant enough to result in a new record?

Titles

Omit numbers, dates, etc. that change with every issue

Record other title information only from the preferred source

Always record subtitles or other phrase that include the statement of responsibility

Subtitles or phrases that include statement of responsibility

245 00 JASNA News : ±b the newsletter of the Jane Austen Society of North America.

246 30 Newsletter of the Jane Austen Society of North America

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

245 00 Teddy Bear artist's annual : ±b who's who in bear making.

246 30 Who's who in bear making

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

245 00 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.

This information varies from issue to issue

Base your title on the title proper from the preferred source which is the first or earliest issue in hand. If the title has subtitles or other phrase included in the statement of responsibility, include it in the subfield ±b. If the subtitle could stand alone or if it indicates the nature of the title, include the subtitle as well. If the subtitle information is non distinct but provides identification, include it in the subfield ±b. However, subtitles that do not contain the statement of responsibility and do not add understanding to the title or identification should not be added, but they can be recorded in a note. The title in some cases may be the authorized access point if there is no creator.

Subtitle in JASNA News includes the Corporate body. The subtitle of Who's who in bear making could stand alone as a title. Including the subtitle rough guide gives a better understand as to what the item is since Australia on its own is extremely broad.

Statement of responsibility

Personal names

- Most personal names on serials are editors or compilers

- Do not record in the statement of responsibility

- Personal names can be recorded in a note

Corporate bodies

- Only record corporate bodies in the statement of responsibility if the corporate body is the authorized access point for the creator

- Corporate body not chosen as the authorized access point for the creator can be recorded in a note

Most serials do not have personal names as the authorized access point, as editors and compilers may vary. If there is an editor or compiler that is considered significant, they can be recorded in a note. Corporate bodies do have a significant role in serial records and can be recorded in the statement of responsibility if the corporate body is the authorized access point. The basic principle of a corporate body creator is that there are some works that are so closely linked to a corporate body, such as membership directories and annual reports that users looking for the resource would be more likely to search for them under the body. In these cases, the contents of the resource are generally about the body, or, they express the opinions of the body. Often in these situations the title is not very distinctive. A corporate body is considered the creator of a serial only when the body is responsible for originating,

issuing, or causing the serial to be issued. If the corporate body is not chosen as the authorized access point, record it in a note.

Title added entries

Serials tend to have many title added entries

- 246 13 Other title
- 246 14 Cover title
- 246 16 Caption title
- 246 17 Running title
- 246 18 Spine title
- 246 30 Portion of title
- 246 3_ Variation of title
 - 245 10 DPS news
 - 246 3_ Department of Public Safety news
- 246 1_ ±i Title variations with explanation
 - 245 00 Llewellyn's ... magickal almanac
 - 246 1_ ±i Volumes for <1993-2000> have title: ±a Llewellyn's ... magical almanac



Serials often have various title added entries. You may find these variations on the cover, caption, running title, etc. As you can see in this slide, serials can have abbreviations or words spelled differently as the main entry. Using the added title MARC tag 246 we can further explain the title proper. In the example of DPS news, adding a 246 1st indicator 3_ allows us to record the spelled out version of the acronym. The Llewellyn's ... magickal almanac is given additional access by recording a 246 1st indicator 1 with a subfield i to explain the alternate spelling on the volumes containing the alternate spelling. Also, in this example you will notice the use of angle brackets. When information is temporary or uncertain it is enclosed in angle brackets. For more information on added titles, you can see our presentation from Dec. 2018 – But wait, There's More! Added Titles.

Changes in title 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 change

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

Since serials tend to go through changes over the years, the cataloger must determine whether or not the change is a major change or a minor change. It is important not to confuse the terms major and minor with "important" and "trivial." Many minor changes are also important in identifying a serial; they simply do not require a new record. If the corporate body changes (MARC tags 110 or 130) a new record will be required.

Changes in title that do not require new record

Abbreviated word or symbol vs spelled out form

245 00 Free U.S. tourist attractions.

246 1_ ±i Vols. For 1998- have title: ±a Free United States tourist attractions

Singular vs plural forms

245 00 Cats and dogs monthly.

246 1_ ±i Some issues have title: ±a Cat and dog monthly

One spelling vs another spelling

245 00 Cataloguing quarterly.

246 1_ ±i Vols. for Aug. 1990- have title: ±a Cataloging quarterly

Arabic numeral(s) vs Roman numeral(s)

245 00 SAT II subject tests.

246 1_ ±i Vols. for <199u>- have title: ±a SAT 2 subject tests

Numbers of dates vs spelled out forms

245 00 Coins of the 20th century.

246 1_ ±i Some issues have title: ±a Coins of the twentieth century

One-word compounds vs two-word compounds

245 00 Openhouse news.

246 1_ ±i Vols. for 1996- have title: ±a Open house news

This is a list of several possibilities in title changes that do not require a new record since these are considered minor changes. They are important to note in the record, but they do not change the scope of the record. Abbreviation vs spelled out, plural vs singular, spelling differences, Arabic vs Roman numerals, dates spelled out vs number form, and compound words vs two words are all considered minor changes.

Changes in title that do not require new record cont.

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

Variation after the first five words

Title on first and most issues is Handbook for members, visitors, and children but some issues have Handbook for members, visitors, and kids

245 00 Handbook for members, visitors, and children.

500 __ Title varies slightly.

Addition or deletion of issuing body

245 10 Official rules / ±c National Hockey League.

246 1_ ±i Issues for 1994-95- have title: ±a Official rules of the National Hockey League

If the title change alters the scope regardless of when it occurs a new record is required

The “First five word rule” (six if there is an initial article). Count all the words regardless of their significance. In the first example: Handbook for members, visitors, and kids with the change in title to Handbook for members, visitors, and children; kids is the six word in the title, there is no initial article, so this does not qualify as a title change since the scope of the serial has not changed. Therefore, adding a note for Title varies slightly is sufficient. If the scope changes whether it is in the first five words or not will always result in a new record. For example: The best bed & breakfast in the world changes to The best bed & breakfast in England, Scotland and Wales will require a new record since the scope has changed regardless of how many words are involved.

Caveat to title changes

Distinguish between acronyms or initialisms and abbreviations. Change from acronym or initialism to the full form (or visa versa) is a title change

Title change

DPS news *becomes* Department of Public Safety news

Standard and Poor's industry survey *becomes* S&P industry survey

Not a title change

St. Louis news *becomes* Saint Louis news

Chicago, Illinois census index *becomes* Chicago, IL census index

In case of doubt, consider it a title change

If the title changes from an acronym or initialism to the spelled out (fuller form) or visa versa it is considered a title change and requires a new record. On the flip side, if a title changes from an abbreviation to the spelled out or fuller form it is not considered a title change. If you are uncertain, consider it a title change and make a new record.

Other changes that result in new record

Edition statements
Translation or language change
Mode of issuance
Difference in carriers



ChannelFutures

In some cases, the presence of an edition statement may require a new record i.e.: Teacher edition vs Student edition. Translation or language change will require a new record, i.e.: English edition vs French edition. Mode of issuance changes, i.e.; multipart monograph is now published as a print serial. And differences in carrier will require a new record. i.e.: print serial vs microfilm serial.

Unique MARC fields for serials

022 International standard serial number (R)
0044-8399

310 Current publication frequency (NR)
Annual

321 Former publication frequency (R)
Bi-annual

362 Dates of publication and/or sequential designation (R)
Volume 2, number 2-

588 Source of description note (R)
Volume 2, number 2 (February, 1984); title from cover.
Volume 4, number 4 (October 1986).

The International Standard Serial number or ISSN is coded in the MARC tag 022 and is the identifying number of the serial that can be authenticated by the National Serials Data Program. It is eight digits in two groups of four separated by a hyphen; 0044-8399.

The MARC tag 310 is for the current frequency of the serial: ex. Annual, Semi-monthly, yearly, etc.

Tag 321 is the former publication frequency. When a serial changes its frequency of issuance the current frequency will be recorded in the 310 and the former frequency will be recorded in the 321. You may not have a MARC tag 321 in your record if the frequency has always remained the same.

MARC tag 362 contains the beginning and/or ending alphabetic, numeric, and/or chronological designation of the issues or parts. The date(s) in the 362 may be identical to the dates in the fixed field Date 1 and Date 2, and uncertain dates can be followed by a question mark.

We will look at the 588 in a few minutes.

310 Current Publication Frequency (NR)

The current publication frequency of a continuing resource

310 __ Annual

310 __ Daily (except Sunday)

310 __ Irregular

Date of current publication frequency

310 __ Weekly, ±b Apr. 27, 1984-

310 __ Quarterly, ±b <1976>-1970



These are other examples of the MARC tag 310. Dates are included when the beginning date of the current frequency is not the same as the beginning date of the publication which is reflected in Weekly, ±bApr. 27, 1984- ; therefore, you would also have a MARC tag 321. Often times in serials you will see the angle brackets which indicate uncertain dates that may not be the earliest or latest dates.

321 Former Publication Frequency (R)

The former publication frequency of a continuing resource

Capitalize the first letter of the first word in subfield #a

Enter each former frequency in a separate 321 field

Enter the former frequencies earliest to most recent

Spell out a number appearing in the first 321, use an Arabic numeral in remaining 321(s)

310 __ Monthly, ±b 1949-1956

321 __ Five issues yearly, ±b 1947

321 __ 14 issues yearly, ±b 1948

FORMER
Former merchandise.com

MARC tag 321 has capitalization rules. Capitalize the first letter in the first word in subfield a.

If the first 321 begins with a number and MARC tag 310 is present spell out the number in the first 321 but any other 321s use the Arabic number.

Information must be entered in separate 321 tags with the order being earliest to most recent.

362 - Dates of Publication and/or Sequential Designation (R)

Contains beginning and/or ending alphabetic, numeric, and/or chronological designations of the issues or parts. Record as it appears on the piece

362 0_ Vol. 1, no. 1-

362 0_ Aug. 19, 1995-July 25, 1998.

362 0_ Vol. 1, no. 3 (July 1996)-

First issue not in hand but you have some information

362 1_ Began with 1993.

Additional examples of MARC tag 362. You can repeat 362 only when one of the fields has a 1st indicator 0 (formatted) and the other has a 1st indicator of 1 (unformatted). When both beginning and ending designations are formatted, or both are unformatted, record them in a single 362.

588 – Source of Description Note (R)

The 588 note can also be used for source of description on other formats but is always used in serial records.

588 0_ Source of description (based on description); often includes where the title originated

588 0_ Volume 2, number 2 (February 1984); title from cover.

588 1_ Latest issue consulted

588 1_ Volume 4, number 4 (October 1985).

MARC tag 588, although no longer unique just to serials, is used to convey the Source of description and the latest issue consulted. MARC tag 588 1st indicator 0 produces the description “Source of description” and MARC tag 588 1st indicator 1 produces the description Latest issue consulted. It is perfectly acceptable, if not encouraged, to add a note of where the title came from in a 588 0_ note following the terms of the source of description using a semi-colon and stating the source. Ex: Volume 2, number 2 (February, 1984); title from cover.

780 – Preceding Entry (R)

Information about the immediate predecessor of the item in a chronological relationship

2nd indicator possibilities

- 0 Continues
- 1 Continues in part
- 2 Supersedes
- 3 Supersedes in part
- 4 Formed by the union of
- 5 Absorbed
- 6 Absorbed in part
- 7 Separated from

Preceding

Meaning: coming before something in order, position

- | | |
|------------|--------------|
| • pending | • succedent |
| • imminent | • pursuing |
| • looming | • impending |
| • running | • consequent |

Lessons for English

780 00 #t Overseas summer jobs #w (DLC)sn 82020031 #w (OCoLC)5829228

The MARC tag 780 may be repeated if there is more than one predecessor. The 2nd indicator dictates the display in the public catalog. This tag is the link to the predecessor and includes the control number so the cataloger can trace the history of the serial and the changes within the serial. This connection between the records is input by using the “Insert from cited record” option in OCLC Connexion under the Edit tab.

785 Succeeding Entry (R)

Information about the immediate successor of the item in a chronological relationship

2nd indicator possibilities

- 0 Continued by
- 1 Continued in part by
- 2 Superseded by
- 3 Superseded in part by
- 4 Absorbed by
- 5 Absorbed in part by
- 6 Split into ... and ...
- 7 Merge with ... to form ...
- 8 Changed back to



#t Overseas summer jobs (Oxford, England : 1995) #w (DLC)sn 95033079 #w (OCoLC)31890246

The 785 tag works the same way as the 780 except you are providing information about the immediate successor of the target item. MARC tag 785 can also be repeated if necessary and it is generated in the same way as MARC tag 780 using the "Insert from cited record" under the Edit tab.

Other possibilities in the serial record

Uniform titles

- 130 when title is the authorized access point for the creator
 - 130 0_ Network news (Friends of Canadian Broadcasting)
 - 245 00 Network news
- 240 when serial has a name authorized access point
 - 110 2_ St. Louis Zoological Park.
 - 240 10 Annual report (1998)
 - 245 10 Annual report / ±c St. Louis Zoological Park.

Edition statements

- 250 Western edition.

Numbering peculiarities note

- 515__ Issues for 1892-1902 called volumes 2-12; 1903-April 1906 called volumes 1-4.

Various 76X-78X fields

Other MARC tags that are in serials, but are not unique to serials are: uniform title, whether in the 130 or the 240, edition statements, the 515 for numbering peculiarities, and a number of 76X-78X fields which identify relationships and linking entries between resources; however, the only ones we are discussing are the aforementioned 780 and 785 fields.

Variable fields for serial record Directory of overseas summer jobs

	010		sn 85020062
ISSN number	022		0070-6051
	043		n-us---
Uniform title	130	0	Directory of overseas summer jobs (Oxford, England : 1985)
	245	1 0	Directory of overseas summer jobs.
	246	3 0	Overseas summer jobs
	264	1	Oxford : #b Vacation-Work, #c [1985]-[1994]
Current publication	264	2	Cincinnati, Ohio : #b Writer's Digest Books, #c [1985]-[1994]
	300		10 volumes ; #c 21 cm
	310		Annual
	362	0	1985-1994.
Dates of publication	500		Distributed in the USA by Writer's Digest Books, 1985-1990; Peterson's Guides, Inc., 1991-1994.
	500		"Where the jobs & how to find them"--Cover.
	515		Issues for 1985-1994 also called 16th-25th editions.
Numbering peculiarities note	588	0	1985; title from cover.
	588	1	1994.
Source of description	650	0	Americans #x Employment #z Foreign countries #v Directories .
Latest issue consulted	650	0	Summer employment #v Directories .
Preceding entry	650	0	Youth #x Employment #v Directories .
	655	7	Directories . #2 lcgt
	780	0 0	#t Overseas summer jobs #w (DLC)sn 82020031 #w (OCoLC)5829228
Succeeding entry	785	0 0	#t Overseas summer jobs (Oxford, England : 1995) #w (DLC)sn 95033079 #w (OCoLC)31890246

This is an example of the variable fields of a serial with many of the MARC tags we have discussed. This publication has ceased its publication which can be noted by the beginning and ending dates in the 264 and the 362. You will also see this information in the fixed field DtSt and Date 1 and Date 2.

Fixed fields serial record Directory of overseas summer jobs

Annual

Continuing Resources

Rec stat c Entered 19850107 Replaced 20181122060540.1

Serial

Successive entry

Periodical

Directories

Ceased publication

Regularity

Type	a	ELvl	Ssrc	Entered	Ctrl	Lang
BLbl	s	Form	Conf 0	Freq a	MRec	Ctry eng
S/L	0	Orig	EntW r	Regl r	Alph	
Desc	i	SrTp p	Cont	DtSt d	Dates 1985	, 1994

Here is an example of the fixed fields. You can see some similarities to a monograph record but mostly there are differences. The bibliographical level will be an s for serial, you must code the S/L or entry convention 0 for successive entry or 1 for latest entry. We record serials based on the successive entry, meaning that a new record is required when there is a title or corporate body change. The SrTp or Type of continuing resource will be coded as applicable, EntW or Nature of entire work will be coded if applicable, the Freq or Frequency will be coded, as well as the Regl for the Regularity. The DtSt for Type of Date/Publication status will be recorded. If the serial is still a current publication it will have a c for Continuing resource currently published, or a d if the serial has ceased publication.

Serial record when publisher changes

130	0	Dixon telegraph (Dixon, Ill. : 1986)
245	1 4	The Dixon telegraph.
264	1	⌘3 <1986-1999> ⌘a Dixon, Ill. : ⌘b B.F. Shaw Print. Co., ⌘c 1986-
264	3 1	⌘3 <1999- > ⌘a Sterling, Ill. : ⌘b Sauk Valley Media, ⌘c 1986-
300		volumes
310		Daily (except Sunday)
362	0	May 1, 1986-
588		Description based on: May 1, 1986.
588		Latest issue consulted: Dec. 31, 2007.
651	0	Dixon (Ill.) ⌘v Newspapers .
651	0	Lee County (Ill.) ⌘v Newspapers .
655	7	Newspapers . ⌘2 lcgt
780	0 0	⌘t Dixon evening telegraph ⌘w (DLC)sn 85038345 ⌘w (OCoLC)10112968

In this record the publisher changed after 1999 from B. F. Shaw Print Company to Sauk Valley Media. In serial records a change of publisher does not constitute a new record like it does in monograph records. The 1st indicator blank is used when a resource is first cataloged. 1st indicator 2 is used for the intervening publisher, and 1st indicator 3 is for the current or latest publisher. Since this publication is still being issued the dates in the 264 c had a dash after the date to show that the serial is ongoing. You also see the use of the angle brackets since this information is temporary or uncertain, which is most likely because not all issues were available and the information is based on the issues reviewed.

Resources

Training materials for basic serials cataloging workshop

<https://www.loc.gov/aba/pcc/conser/scctp/basicppt.html>

Conser Catalog Manual (CCM) Module 16 When to create a new description

<https://rb.gy/kabrwb>

Bibliographic Formats and Standards

<https://www.oclc.org/bibformats/en.html>

What is a serial? by Lynn Fields
(see document in L2)

ON THE CALL TODAY

Questions? Contact the CMC:

cmc@illinoisheartland.org



Cheri Schuler-Faust
CMC cataloger



Ian Anderson
CMC cataloger



Dr. Pamela Thomas
CMC Bibliographic
Grant Manager



Deb Morris
CMC cataloger



Erin Rose
CMC Metadata cataloger



Heidi Margold
CMC cataloger