

**CONSER Standard Record
Documentation
11/04/2008**

Contents

Introduction

General principles

Metadata Application Profile (list of fields and field-specific instructions)

Appendix A: Special Instructions

- Decision-making guidance: main entry, corporate body formulation, major vs. minor title changes
- Working with copy and record maintenance

Appendix B: Examples

- Record examples
- Examples of fields 362, 500, 515

**CONSER Standard Record
Documentation
11/04/2008**

INTRODUCTION

The CONSER standard record (CSR) to which this documentation pertains is the result of a year-long effort that involved over 150 people, including a working group of catalogers, cataloging managers, and users of serial catalog records who developed the proposed record; catalogers at fourteen institutions who piloted the record; and a group of diverse reviewers from the fourteen pilot institutions who evaluated the record. The elements and cataloging guidelines used for the pilot projects have been adjusted as a result of pilot project outcomes and subsequent input.

This documentation is intended to meet the everyday documentation needs of CONSER-trained, experienced serials catalogers. Other CONSER documents address training needs. Once trained, catalogers should exercise judgment about elements and practices not specified in this documentation, keeping in mind that the goal of the catalog record is to meet user needs to find, identify, select, and obtain the resource. This documentation provides the cataloger with a set of elements that are required on each serial record. The elements are those that were identified as having the highest value in supporting users' efforts to find, identify, select, and obtain the resources they need, as well as navigate the relationships among titles.

The mandatory element set avoids requiring unessential or redundant elements. In a few cases, redundancy was deemed necessary because of display requirements (e.g., language elements) or so that certain elements (notes about issues described and consulted) are provided in all cases. This standard record does not preclude the use of any data in a bibliographic record. Given that no two resources are exactly alike, no documentation can cover all possible situations. Guidance to speed the process of making complex decisions about main entry, formulating corporate body names, and determining major vs. minor title changes can be found in Appendix A: Special Instructions.

Appendix A also includes general guidelines for record maintenance and working with copy. A basic principle for working with copy is to avoid removing data from an existing record unless that data is factually incorrect.

It is hoped that by including a defined element set in each record, CONSER records will become more uniform in the data they contain, and catalogers will be enabled to concentrate on unusual situations that are important for appropriate access. Specialized resources such as those in non-roman script, law serials, rare serials, newspapers, etc., have specialized requirements not included in this basic documentation.

The CONSER standard record has been developed with the intention of meeting user needs in the evolving digital environment. The CONSER standard record emphasizes access points over extensive descriptive detail in the belief that controlled subject and name access points are library cataloging's most valuable contribution in the current bibliographic environment.

**CONSER Standard Record
Documentation
11/04/2008**

The former Library of Congress Cataloging Policy and Support Office (now the Policy and Standards Division) provided new or revised LC Rule Interpretations to support policy decisions that differ from AACR2 rules.

**CONSER Standard Record
Documentation
11/04/2008**

GENERAL PRINCIPLES

- The mandatory data elements that make up the Metadata Application Profile (MAP) and the instructions for providing these elements set the standard for the CONSER record and replace the previous full, core, and minimal record CONSER element lists.
- CONSER standard records use MARC 21 encoding level "blank." Authority records in the Library of Congress/NACO and Subject Authority Files are required for all headings on CONSER standard records. CONSER standard records have an authentication code (i.e., "lc" or "lcd" and in the future "pcc") reflecting the fact that the name, series, and subject headings are supported by authority records.
- Minimal level records are still created in certain situations but they are not considered CONSER standard records. Minimal level records include the same mandatory descriptive elements, but may not contain subject headings and/or not all name and series headings are supported by authority records in the LC/NACO Authority File. Minimal level records use encoding level 7 and have an authentication code that reflects whether or not authority records exist for name and series headings on the record (i.e. "lcd" or "msc").
- Therefore a record lacking appropriate subject headings is considered minimal level, coded encoding level 7, and depending on whether name and series headings on the record are backed by authority records will be coded "lcd" or "msc". Records that have name or series headings not backed by authority records are coded encoding level 7 and given authentication code "msc."
- Every CONSER standard record will minimally contain the mandatory elements. Catalogers may add any additional data elements or fields that are required by the resource, e.g., addition of a uniform title is acceptable depending on local needs and judgment. Institutions may determine policies regarding additional nationally-applicable elements needed to meet institutional needs. Specialized materials, e.g., rare materials, law serials and newspapers may require specialized elements and practices.
- Standard abbreviations and capitalization are not required in designation and note fields (362, 515, 5XX).
- When using copy, all elements that are not incorrect should be left in the record, even if they are not part of the required element set. Elements that are not obviously incorrect or suspect should, in general, also be left in the record without further research. Further guidance is in Appendix A.
- In general, records should be maintained according to this standard. It is not required to maintain elements that are not part of the mandatory elements list. However, steps

**CONSER Standard Record
Documentation
11/04/2008**

should be taken to avoid records that contain incorrect or misleading information.
Further guidance is in Appendix A.

CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
M = Mandatory A = Mandatory if applicable NR = Not Required

Leader		M	System-supplied except as below
	06 Type of record	M	
	07 Bibliographic level	M	<i>(Default code currently = "s")</i>
	08 Type of control	M	<i>(Default = "blank")</i>
	17 Encoding level	M	<i>"blank"</i>
	18 Descriptive cataloging form	M	<i>a</i>
006	Fixed-length data elements – additional material characteristics	A	
	<i>It is required to code only the first byte of the 006 for additional material characteristics, "Form of material."</i>		
007	Physical description fixed field	A	
	<i>It is required to code only subfield \$a "Category of material" and subfield \$b "Specific material designation." Reminder: additional subfields may be required for preservation microform, e.g. subfield \$e "Dimensions" is needed for microform.</i>		
008	Fixed-length data elements – general information		
	06 Publication status	M	
	07-10 Date 1 Beginning date of publication	M	
	11-14 Date 2 Ending date of publication	M	
	15-17 Country	M	
	18 Frequency	NR	<i>U.S. ISSN center staff required to code. See instructions in Appendix A for use of copy and record maintenance</i>
	19 Regularity	NR	<i>Used by U.S. ISSN center staff. See instructions in Appendix A for use of copy and record maintenance</i>
	21 Type of continuing resource	M	
	22 Form of original item	A	<i>Code only for original microforms</i>
	23 Form of item	M	
	24 Nature of entire work	NR	
	25-27 Nature of contents	NR	
	28 Government publication	A	
	29 Conference publication	NR	
33 Original alphabet of key title		<i>Used by ISSN centers only</i>	

CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
M = Mandatory A = Mandatory if applicable NR = Not Required

	34 Successive/latest entry	M	<i>Default = "0"</i>
	35-37 Language	M	
	38 Modified record	A	
	39 Cataloging source	M	
010	Library of Congress control number	M	
022	ISSN \$a, \$y	A	<i>\$z is used by ISSN centers only</i>
030	CODEN designation	A	<i>If readily available to the cataloger</i>
041	Language code	A	<i>Code \$a only; use for serials with multiple languages, see also instructions in 546</i>
042	Authentication code	M	<i>Use codes "lc" or "lcd" until implementation of code "pcc"</i>
043	Geographic area code	A	
050	Library of Congress call number	A	
082	Dewey Decimal classification number	A	
086	Government document classification	A	
100	Main entry – personal name	A	
110	Main entry – corporate name	A	
111	Main entry – meeting name	A	
130	Main entry – uniform title \$a, \$n, \$p	A	
	<ul style="list-style-type: none"> • <i>"Distinguishing" uniform titles: With two exceptions, it is not required to create or add a uniform title (either as a main entry heading or in conjunction with a personal or corporate name main entry heading) in order to resolve conflicts according to AACR2 25.5B. Create uniform titles for these two categories: 1) monographic series, or 2) "generic" titles, i.e., those cases where the title consists solely of a word or words indicating the type of resource or the periodicity of the resource, e.g., "monthly newsletter," "journal," "biennial working papers." (LCRI 25.5B)</i> • <i>Translations and language editions: It is not required to create or add a uniform title either as a main entry heading or in conjunction with a personal or corporate name main entry heading for translations or language editions. Instead, use an added entry (in addition to any 765 or 775 linking field) to provide collocation with the original language edition. Include the name of the language of the resource being cataloged in subfield \$l of the 730 field. This is an exception to the</i> 		

**CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008**

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
M = Mandatory A = Mandatory if applicable NR = Not Required

	<p><i>general policy stated under Linking Fields below that it is not required to make added entries (730/740) that duplicate linking field access points.</i></p> <ul style="list-style-type: none"> <i>“Other “collocating” uniform titles: Continue to create or add uniform titles as required for legal materials and other cases of collocating (as opposed to “distinguishing”) uniform titles that are not translations or language editions.</i> 		
210	Abbreviated title \$a, \$b	A	<i>Do not put in 246</i>
240	Uniform title \$a, \$n, \$p	A	<i>See cataloging guidelines for 130 field</i>
245	Title and statement of responsibility		
	\$a Title proper	M	
	\$h Medium	A	
	\$n Number of part/section	A	
	\$p Name of part/section	A	
	\$b Other title information and Parallel title(s)	NR	
	<p><i>Generally, it is not required to transcribe other title information unless it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.</i></p>		
	<p><i>It is not required to transcribe parallel titles in 245 \$b. Record parallel titles and initialisms/acronyms not chosen as the title proper in field 246. See also instructions in field 246.</i></p>		
\$c Statement of responsibility	NR		
<p><i>It is not required to transcribe a statement of responsibility of any kind in field 245 \$c. (Cf. LCRI 12.1F).¹</i></p>			
246	Varying form of title \$a, \$n, \$p, \$i, \$f	A	
	<ul style="list-style-type: none"> <i>Record in field 246 (rather than 245 \$b) acronyms/initialisms of the title proper, and parallel titles found on the chief source. Use indicators 11 for parallel titles. Use indicators 1 [blank] and \$i any time a note is needed for a variant title including the need to provide applicable date ranges for additional parallel titles that appear on later issues. Use indicators 13 for all other variant titles, including acronyms/initialisms.</i> 		

¹ For CONSER minimal level or non-CONSER records where no authority record will be created or updated for a heading named in a statement of responsibility, transcribe the statement of responsibility as usual in the bibliographic record so that usage can be documented. (Cf. LCRI 12.7B7.1)

**CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008**

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
M = Mandatory A = Mandatory if applicable NR = Not Required

			<ul style="list-style-type: none"> Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title. Also record minor title changes as variant titles. In general, it is not required to provide information on the source of the variant title. Accordingly, indicator values for variant titles can be coded 13 with the exception of added entries for minor title changes. In these cases, record the minor title change using: 246 1 [blank] inputting specific introductory wording in subfield \$i. For online serials, try to locate the earliest issue appearing on the site. Generally consider recording as variant titles only titles appearing in readily accessible sources (for example, those that can be accessed within one or two pages from the earliest issue's title page or title screen or by clicking on a prominently displayed icon or menu choice on a home page or a main menu page).
247	Former title \$a, \$n, \$p	A	Use only for integrating resources
250	Edition statement	A	
260	Publication, distribution, etc.	M	See also special instructions
	\$a Place of publication	M	
			<ul style="list-style-type: none"> 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) For online resources: if a place of publication is readily available (for example, found by scrolling within a few pages of the home page or first issue page), record that place in field 260 \$a. Otherwise, supply a probable place of publication (e.g. [United States?]) or [S.I.] in field 260 \$a. Code the fixed field country code accordingly.
	\$b Name of publisher	M	
	\$c Date of publication	NR	It is not required to supply dates in 260 \$c. See field 362 for instructions about recording dates of publication
300	Physical description		
	\$a Extent (SMD)	A	This element only required for tangible non-print formats
	\$b Other physical details	NR	
	\$c Dimensions	NR	
310	Current publication frequency	A	If known

**CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008**

Data Element

M/A/NR

Notes/Cataloging Guidelines

M = Mandatory A = Mandatory if applicable NR = Not Required

321	Former publication frequency	NR	<i>It is not required to provide former frequency notes on original records. See special instructions in Appendix A for use of copy and record maintenance</i>
362 1	Dates of publication/designation		
	First indicator "1" unformatted style	A	<ul style="list-style-type: none"> • <i>Use unformatted 362 (1st indicator 1, "Began... ") to supply numbering/dates of publication whenever this information is available, regardless of whether the first/last issue(s) are in hand or not.</i> • <i>Captions and months may be transcribed as found (including abbreviations and capitalization) or they may be recorded using standard AACR2 abbreviations.</i> • <i>Numbers (including ordinal numbers) may be transcribed as found or they may be recorded as Arabic numerals, whichever is easier.</i> • <i>If numbering is not present or known, give the beginning date of publication or the copyright date.</i> • <i>If numbering includes both issue number and date, put parentheses around the date.</i> • <i>Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer. See examples in Appendix B. (Cf. LCRI 12.7B10).</i>
490	Series statement/title	A	<i>Required if applicable when series added entry is not being made</i>
	<p><i>It is not required to include a series added entry, search the authority file for series authority records, or create series authority records.</i></p> <ul style="list-style-type: none"> • <i>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.</i> • <i>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 national authority file as necessary. Record variant forms of the series title in the authority record.</i> 		
500	General note(s): source of title, DBO	M	<i>Designated notes only</i>

CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
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	<i>It is required to provide the description based on (DBO) information and the source of title on all records. This information should be combined into one note. Always cite the source of title, even if it is the title page. (Exception: Source of title is not required in derived records). It is not required to use standard abbreviations and capitalization in notes.</i>		
500	General note: Latest issue consulted	M	
	<i>LIC note is required, even when cataloging based on only one issue.</i>		
515	Numbering peculiarities note	A	
530	Additional physical form available note	NR	
	<i>Prefer field 776 \$i rather than a 530 note, to describe any additional physical formats available.</i>		
533	Reproduction note	A	
534	Original version note	A	<i>Library and Archives Canada use only</i>
538	System details note	A	
	<ul style="list-style-type: none"> • <i>For direct access electronic resources, it is not required to make a 538 note except in cases when it is necessary to indicate the type of operating system or the make and model of the computer(s) on which the resource is designed to run.</i> • <i>For remote access electronic resources, make a note on mode of access only if the resource is accessed other than through the World Wide Web.</i> 		
546	Language note	A	
	<i>Record information about serials in multiple languages, translations, different languages of summaries, tables of contents, or accompanying material in a 546 note, as well as any other notes to clarify the language of the work being cataloged.</i>		
550	Issuing body note	NR	
	<i>It is not required to use 550 or other notes simply to justify added entries. If a corporate body's name has changed over time, authority records should be updated/created. Make access points on the bibliographic record as appropriate.² (Cf. LCRI 12.7B7.1, LCRI 21.29F). For changes in issuing bodies, see Appendix A.</i>		
555	Cumulative index/finding aids note	A	

² For CONSER minimal and non-CONSER records where no authority record will be created or updated, document the usage through transcription in the bibliographic record (either by supplying a 245 subfield \$b or subfield \$c, or a 550 note).

CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
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580	Linking entry complexity note	NR	
<i>It is not required to supply linking information in a 580 note. Use linking entries with \$i whenever possible.</i>			
600	Subject added entry – personal name	A	
610	Subject added entry – corporate name	A	
611	Subject added entry – meeting name	A	
630	Subject added entry – uniform title	A	
650	Subject added entry – topical term	A	
651	Subject added entry – geographic name	A	
655	Index term – genre/form	A	
700	Added entry – personal name	A	
710	Added entry – corporate name	A	<i>May use with subfield "\$3" to indicate "applicable date" in lieu of 550</i>
711	Added entry – meeting name	A	
730	Added entry – uniform title	A	<i>It is not required to make an added entry that duplicates a linking field. See 130 field for instructions about uniform title added entries for translations and language editions</i>
740	Added entry – uncontrolled related title	A	<i>It is not required to make an added entry that duplicates a linking field. See 130 field for instructions about uniform title added entries for translations and language editions</i>
752	Added entry – hierarchical place name	A	<i>Newspapers only</i>
Linking Fields	<i>Prefer linking fields to notes and added entries. E.g., use 776 \$i rather than a 530 note, to describe any additional physical formats available.</i>		
765	Original language entry	A	
767	Translation entry	A	
770	Supplement/special issue entry	A	
772	Supplement parent entry	A	
773	Host item	NR	
774	Constituent unit entry	NR	

CONSER Standard Record Metadata Application Profile (MAP)
11/04/2008

Data Element **M/A/NR** **Notes/Cataloging Guidelines**
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775	Other edition available entry	A	
776	Additional physical form entry	A	<i>Use with subfield "\$i" in lieu of 530</i>
777	Issued with entry	A	
780	Preceding entry	A	
785	Succeeding entry	A	
787	Non-specific relationship entry	NR	
800	Series added entry – personal name	NR	
810	Series added entry – corporate name	NR	
811	Series added entry – meeting name	NR	
830	Series added entry – uniform title	NR	
856	Electronic location and access	A	
	<i>Remote access electronic resources generally have a URI associated with the resource. CONSER records should contain generally-accessible URIs that point to the publisher's version of the resource or to a version in a trusted archive. Local URIs or password-protected URIs should not be recorded in the national level record.</i>		
	\$u Uniform resource identifier	A	
	\$3 Materials specified	A	

Decision-Making Guidance

The following guidance is intended to help simplify the decision making process when used in conjunction with AACR2 rules and Rule Interpretations to determine main entry, record place of publication, establish corporate headings, and determine major and minor title changes.

Main entry heading (1XX)

When determining if the main entry should be under corporate body or title, keep in mind that one issue may not truly reflect the entire run of a serial. The most common categories for entry of a serial under corporate body are those with administrative content or content including recommendations; if the serial doesn't have such content and isn't easily identified as being covered by one of the other categories in AACR2 21.1B2, enter under title.

Place of Publication

I. Formal publishing statement with multiple places of publication

E.g. Chief source, across the bottom of the cover: Harwood, Amsterdam, Beijing, Canberra, New York, Paris

P. [2] of cover: Published in Newark, New Jersey by Harwood Academic Publishers

Record the first named place.

260 \$a Amsterdam : \$b Harwood

II. No formal publishing statement

If there is no publishing statement presented on the item, infer the place of publication from the following sources printed on the item in this order, and supply the data in the 260 \$a:

- Address of issuing body
- Editorial business office address
- Other editorial office address
- Subscription address

Do not infer a city of publication from a personal editor's address unless you have clear evidence that the editor is also the publisher. However, you may use a personal editor's address to infer the country of publication [AACR2 1.4C6].

Establishing Corporate Headings

Create a name heading for a body in the form by which it is commonly identified, and which is used by the body itself. Determine this form of name from works issued by the body in its own language (including its Web site). For international bodies, or for bodies that include English as one of their official languages, use the English form of name.

Appendix A 11/04/2008

If there are multiple forms of the name, prefer the form presented formally on the chief source and/or the predominant form as evidenced by other works issued by the body. If in doubt as to whether to choose the full form of the name over an acronym or initialism, always choose the full form. (Cf. LCRI 24.2D) When faced with two equally acceptable name forms choose one and make a reference from the other in the name authority record. Make as many references in the authority record as seem appropriate to provide access for users of the catalog in performing searches, including keyword searches.

Add a qualifier to any name that in your judgment does not convey the idea of a corporate body. Also feel free to add a qualifier if in your opinion the addition assists in the understanding of the nature and purpose of the body.

Enter a subordinate body under the name of the higher or related body in all cases in which the name implies that it is an administrative part of another body, or in which the name is too general to stand by itself. When in doubt, assume that a name is general in nature and should therefore be entered subordinately. When in doubt as to whether to omit or retain any intervening body in a hierarchy, choose to retain it.

The desired result of your work is a name heading that, together with the references, provides access to the corporate body and its works. There are seldom “right” or “wrong” decisions in the grey areas of the name authority process; base your decisions on the usefulness of the name heading in providing access and collocation in the catalog.

Major vs. Minor Changes

I. Rules of thumb for problematic situations

Resource-type words: If the word can be used with an indefinite article, consider it a resource-type word (using this guideline, *newspaper* is a resource-type word; *news* is **not** a resource-type word). Frequency words are not considered resource-type words (though commonly used that way in English). In case of doubt, consider a word to be a resource-type word.

Minor Word Variations: In case of doubt, consider a different representation to be the same word but use caution and perhaps a dictionary in the case of different grammatical forms because words like *man* and *male* are different words with different meanings.

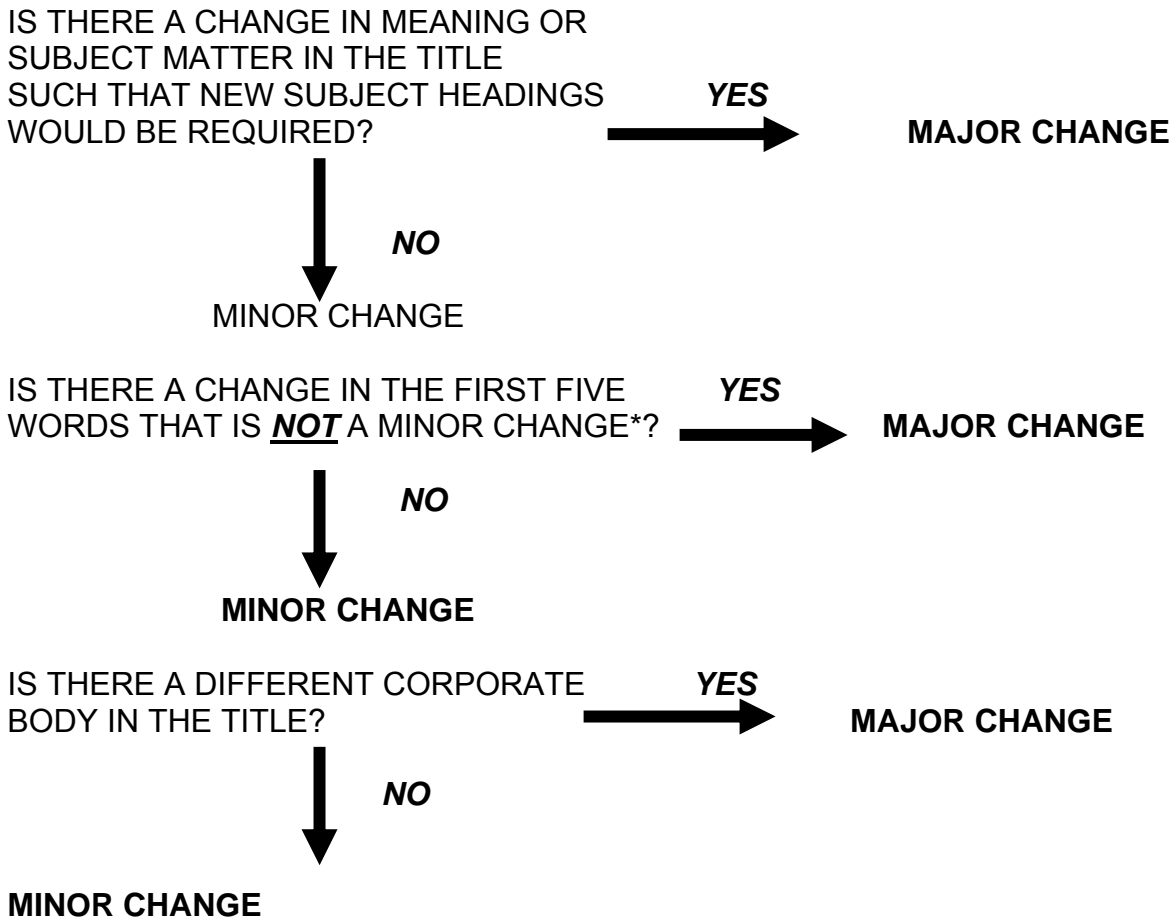
Geographic term or government body? When the serial is issued by or associated with a government body, consider a geographic term to be a representation of the corporate body's name (e.g., *California facts and figures* issued by an agency of the California state government).

**Appendix A
11/04/2008**

Change of meaning or subject matter: Limit the application of this rule to changes that would be reflected in subject headings, and cases where the publisher indicates that the title change reflects a change in scope.

II. Title change analysis

Changed titles might include multiple changes simultaneously. The cataloger must determine whether *any* of the changes are considered major (because multiple minor changes are collectively still considered minor). Answering the questions on the following chart can help:



*as defined in AACR 21.2C2

Working with Copy and Record Maintenance

General Guidelines

- Existing records created before implementation of the CONSER standard record (CSR) do not need to be edited just to conform to the new standard. *Do not remove any fields from existing records unless the data in those fields is determined to be factually incorrect.* If new information needs to be supplied, supply it according to the CSR Metadata Application Profile (MAP). If in a particular situation it is more difficult to supply information according to CSR MAP and the cataloger can easily supply the information according to pre-CSR style, it is fine to do so. The only exceptions are fields that are already outdated and will not be maintained because the information is no longer required under these guidelines. For example, it is not necessary to keep outdated systems requirements data in records for CD-ROMs.
- A maintenance rule of thumb is that any change that affects record access/identification or other serials functions (such as receiving, claiming, or binding) is a candidate for maintenance.
- It is required to maintain the mandatory elements from the CONSER standard element set.
- Generally, it is not required to update the style or tagging of information solely to reflect changes in cataloging codes or CONSER practice (CEG B4.3).

Maintaining a record with a non-generic title qualified by corporate body

- When working with an authenticated record that includes a 130 with a corporate body used as a qualifier for a non-generic title and that corporate body undergoes a major name change or is no longer associated with the publication, treat the title as if it were a generic title qualified by body and make a new record with a new 130 qualified by the new body.

Maintaining or using copy that includes systems requirements:

- If systems requirements are outdated, replace the outdated information with current information only if the current information is appropriate under current 538 guidelines; otherwise delete the outdated information.

Note: 538 fields added for a resource that is part of the Registry of Digital Masters contain data about digitization standards; this information should always be retained in the record.

Maintaining or using existing cataloging with former frequency information:

Appendix A 11/04/2008

- If there is a former frequency in field 310, move the former frequency to field 321, and add the current frequency in field 310. Prefer to leave existing 321 fields on an existing record, even if more than three. (Reminder: don't leave outdated fixed field information for frequency and regularity when changing a 310 in an existing record. It should be updated with current frequency information when the record being modified is an "nsdp" authenticated record.)

Maintaining or using existing cataloging with formatted 362 information:

- To indicate new series, changes in numbering, etc., the cataloger may add to an existing formatted 362 according to previous practice, or convert the information into an unformatted note that includes new series information. See examples in Appendix B.
- To add an ending designation, the cataloger can add to an existing formatted 362 according to previous practice or add a separate unformatted 362.

Maintaining or using existing cataloging when a responsible body changes its name or a new body takes responsibility:

If a responsible body uses a variant name not already recorded on an authority record, add the variant to the authority record. If a body name change requires a new authority record, or a new body becomes responsible for the resource, provide a 550 note or an "applicable date" subfield (\$3) for the 710 field to indicate applicable dates for the new name or the new body and make access points as appropriate.³

³ For CONSER minimal level or non-CONSER records, where authority records will not be created or updated, add notes about corporate body changes.

Appendix B
11/04/2008
Examples

Record example 1

Rec stat c	Entered 20060404	Replaced 20060404
Type a	ELvl	Srce c
BLvl s	Form	Conf
S/L 0	Orig	EntW
Desc a	SrTp	Cont
		GPub
		Ctrl
		Lang spa
		Freq
		MRec
		Ctry ag
		Regl
		Alph
		DtSt c
		Dates 2000 , 9999

010 \$a 2006262117
022 \$a 1666-6305
040 \$a CGU \$c CGU
042 \$a lcd
043 \$a s-ag---
049 \$a CGUA
050 14 \$a HD4813 \$b .E53
111 2 \$a Encuentro Regional Ciencias Sociales y Sindicalismo.
245 10 \$a Encuentro Regional Ciencias Sociales y Sindicalismo : \$b [actas]. **
246 13 \$a Actas del ... Encuentro Regional Ciencias Sociales y Sindicalismo
260 \$a Rosario, Argentina : \$b Centro de Estudios de Historia Obrera, and Area de Antropología y Trabajo de la Escuela de Antropología
310 \$a Annual
362 1 \$a Began with 1er (año 2000).
500 \$a Description based on: 1er (año 2000); title from cover.
500 \$a Latest issue consulted: 4 (año 2003).
650 0 \$a Labor \$z Argentina \$v Congresses.
650 0 \$a Labor unions \$z Argentina \$v Congresses.
650 0 \$a Working class \$z Argentina \$x Social conditions \$v Congresses.
710 2 \$a Universidad Nacional de Rosario. \$b Centro de Estudios de Historia Obrera.
710 2 \$a Universidad Nacional de Rosario. \$b Area de Antropología y Trabajo.
710 2 \$a Universidad Nacional de Rosario. \$b Facultad de Humanidades y Artes.
710 2 \$a Núcleo de Estudios del Trabajo y la Conflictividad Social.
710 2 \$a Taller de Estudios Laborales.
710 2 \$a Observatorio Social de América Latina.
710 2 \$a Consejo Latinoamericano de Ciencias Sociales.

** See instructions for 245, \$b in the Metadata Application Profile (MAP). In this example, \$b is supplied because it provides a clarification for a title proper that might be misleading otherwise.

Appendix B
11/04/2008
Examples

Record example 2

Rec stat c	Entered 20060328	Replaced 20060403
Type a	ELvl	Src c
BLvl s	Form s	Conf
S/L 0	Orig	EntW
Desc a	SrTp p	Cont
		GPub
		Ctrl
		Lang eng
		Freq
		MRec
		Ctry aj
		Regl
		Alph
		DtSt c
		Dates 2006 , 9999

006 m
007 c \$b r
010 \$a 2006262116
040 \$a CGU \$c CGU
041 0 \$a eng \$a aze
042 \$a lcd
043 \$a e-urk--
049 \$a CGUA
245 00 \$a Caucasian journal of European affairs \$h [electronic resource].**
246 11 \$a Avropa Məsələləri üzrə qafqaz jurnalı
246 13 \$a CJEA
260 \$a [Azerbaijan?] : \$b Centre for European Studies
310 \$a Quarterly
362 1 \$a Began with Volume 1 (Winter 2006).
500 \$a Description based on: Volume 1 (Winter 2006); title from journal home page
Center for European Studies - Azerbaijan Web site; viewed Mar. 28, 2006).
500 \$a Latest issue consulted: Volume 1 (Winter 2006) (viewed Mar. 28, 2006).
546 \$a Articles in Azerbaijani and English.
651 0 \$a Caucasus \$x Politics and government \$v Periodicals.
651 0 \$a Caucasus \$x Social conditions \$v Periodicals.
651 0 \$a Caucasus \$x Economic conditions \$v Periodicals.
710 2 \$a Avropa Araşdırmaları Mərkəzi.
856 40 \$u <http://www.ces-az.org/cjea.php>

** See instructions for 245, \$b in the Metadata Application Profile (MAP)

Appendix B
11/04/2008
Examples

Record example 3

Rec stat c	Entered 20060404		Replaced 20060404		
Type a	ELvl	Srce c	GPub	Ctrl	Lang mon
BLvl s	Form	Conf	Freq	MRec	Ctry mp
S/L 0	Orig	EntW	Regl	Alph	
Desc a	SrTp	Cont	DtSt c	Dates 2003, 9999	

010 \$a 2006262151
040 \$a CGU \$c CGU
042 \$a lcd
043 \$a a-mp---
049 \$a CGUA
050 14 \$a HE6185.M65 \$b M6
245 00 \$a Mongolyn filateli.
260 \$a Ulaanbaatar : \$b Mongolyn filateliin kholboony setguul
362 1 \$a Began with No. 1, published in 2003.
500 \$a Description based on: No. 1, published in 2003; title from cover.
500 \$a Latest issue consulted: No. 1.
650 0 \$a Postage stamps \$z Mongolia \$v Periodicals.
710 2 \$a Mongolyn Filateliin Kholboo.

Appendix B
11/04/2008
Examples

Record example 4

Rec stat c	Entered 20060404		Replaced 20060404		
Type a	ELvl	Srce c	GPub	Ctrl	Lang mul
BLvl s	Form	Conf	Freq	MRec	Ctry mp
S/L 0	Orig	EntW	Regl	Alph	
Desc a	SrTp p	Cont	DtSt c	Dates 2005 , 9999	

010 \$a 2006262150
040 \$a CGU \$c CGU
041 \$a mul
042 \$a lcd
043 \$a a-mp---
049 \$a CGUA
050 14 \$a PN1010 \$b .G85
245 00 \$a Gunu.
260 \$a Ulaanbaatar : \$b Academy of Culture and Poetry
310 \$a Quarterly
362 1 \$a Began with 1 (Spring 2005).
500 \$a Description based on: 1 (Spring 2005); title from cover.
500 \$a Latest issue consulted: 2 (Summer 2005).
546 \$a Includes poems in many languages with accompanying English translations.
650 0 \$a Poetry \$v Periodicals.
650 0 \$a Mongolian poetry \$v Translations into English \$v Periodicals.

Appendix B
11/04/2008
Examples

Record example 5 (authority record for monographic series is qualified by “(Online)” to distinguish print and online series titles)

Authority record for the print series (portion of record):

010 \$a n 90710306
130 0 \$a Memorias de la Real Academia de Buenas Letras de Barcelona

Authority record for the online series (portion of record):

010 \$a no2007158837
130 0 \$a Memorias de la Real Academia de Buenas Letras de Barcelona (Online)

Bibliographic record for the online series (portion of record)

006 m d
007 \$a c ñb r
010 \$a 2008262000
130 0 \$a Memorias de la Real Academia de Buenas Letras de Barcelona (Online)
245 10 \$a Memorias de la Real Academia de Buenas Letras de Barcelona ñh [electronic resource].

Appendix B
11/04/2008
Examples

362, 500, and 515 Examples

Examples of original cataloging

1. 362 1 Began with August/September 1970; ceased with March 1972.
500 Description based on: August/September 1970; title from cover.
500 Latest issue consulted: March 1972.

[No enumeration; months spelled out on pieces; had first and last issue in hand]

2. 362 1 Began with Volume 1, Number 1 (January 1995).
500 Description based on: Volume 1, Number 1 (January 1995); title from title page.
500 Latest issue consulted: February 1999.
515 Volume numbering ended with Volume 4, Number 12 (December 1998). Issues for January 1999- not numbered.

[“Volume” and “Number” both capitalized and spelled out on pieces; months spelled out]

3. 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.
500 Description based on: Vol. 2, No. 1 (July 1944); title from cover.
500 Latest issue consulted: No. 1 (July 1974).

[“Vol.” and “No.” abbreviated and capitalized on pieces; did not have 1st or last issue in hand; do not know designation for 1st and last issue.]

4. 362 1 Began with Band 1, Lieferung 1, published in 1973 ; Neue Folge , <2006->.
500 Description based on: Band 1, Lieferung 1, published in 1973; title from cover.
500 Latest issue consulted: Neue Folge, Band 1, Lieferung 4, published in 2006.

[Band, Lieferung, and Neue Folge all capitalized and spelled out on pieces; do not have Neue Folge, Band 1, Lieferung 1-3; not sure when Neue Folge began.]

5. 362 1 Began with Birinci sene, birinci cüz (1 Märt, sene 1299 [1881]).
500 Description based on: Birinci sene, birinci cüz (1 Märt, sene 1299 [1881]); title from cover.
500 Latest issue consulted: İkinci sene, on birinci cüz (15 Märt, sene 1300 [1882]).

[Transcribed as on pieces, added Gregorian calendar date in square brackets.]

6. 362 1 Began in the 1890s.
500 Description based on: 1904; title from cover.
500 Latest issue consulted: 1925.

Appendix B
11/04/2008
Examples

7. 362 1 Began and ceased with: 1918.
500 Description based on: 1918; title from cover.
500 Latest issue consulted: 1918.
8. 362 1 Began with vol. 1, no. 1 (1985); ceased with vol. 13, no. 6 (Dec. 1997).
500 Description based on: Vol. 1, no. 1 (1985); title from front matter PDF (Oxford Web site, viewed Sept. 5, 2008).
500 Latest issue consulted: Vol. 13, no. 6 (Dec. 1997) (viewed Sept. 5, 2008).

Example of working with copy

In existing OCLC record showing a formatted 362:

362 0_ \$a Vol. 1, no. 1-
500 __ \$a Latest issue consulted: Vol. 4, no. 3.

The serial ceased with: Volume 4, number 4, with publication date of 2005 (last issue in hand).

Options for closing record

Close out the formatted 362:

____ 260 _ \$a London : \$b [s.n.], \$c 2002-2005.____
362 0_ \$a Vol. 1, no. 1-v. 4, no. 4.

Or

Close with an unformatted 362:

____ 362 0_ \$a Vol. 1, no. 1-
362 1_ \$a Ceased with v. 4, no. 4, published in 2005.
500 __ \$a Latest issue consulted: Vol. 4, no. 4, published in 2005.