

**CONSER Standard Record  
Documentation  
07/22/2010**

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**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. The CSR was implemented in 2007.

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.

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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.

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**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 "pcc" (records created before May 1, 2009 have authentication code "lc" or "lcd") 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. "pcc" ("lcd" if created before May 1, 2009) 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 "pcc" ("lcd" if created before May 1, 2009) 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

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

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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.

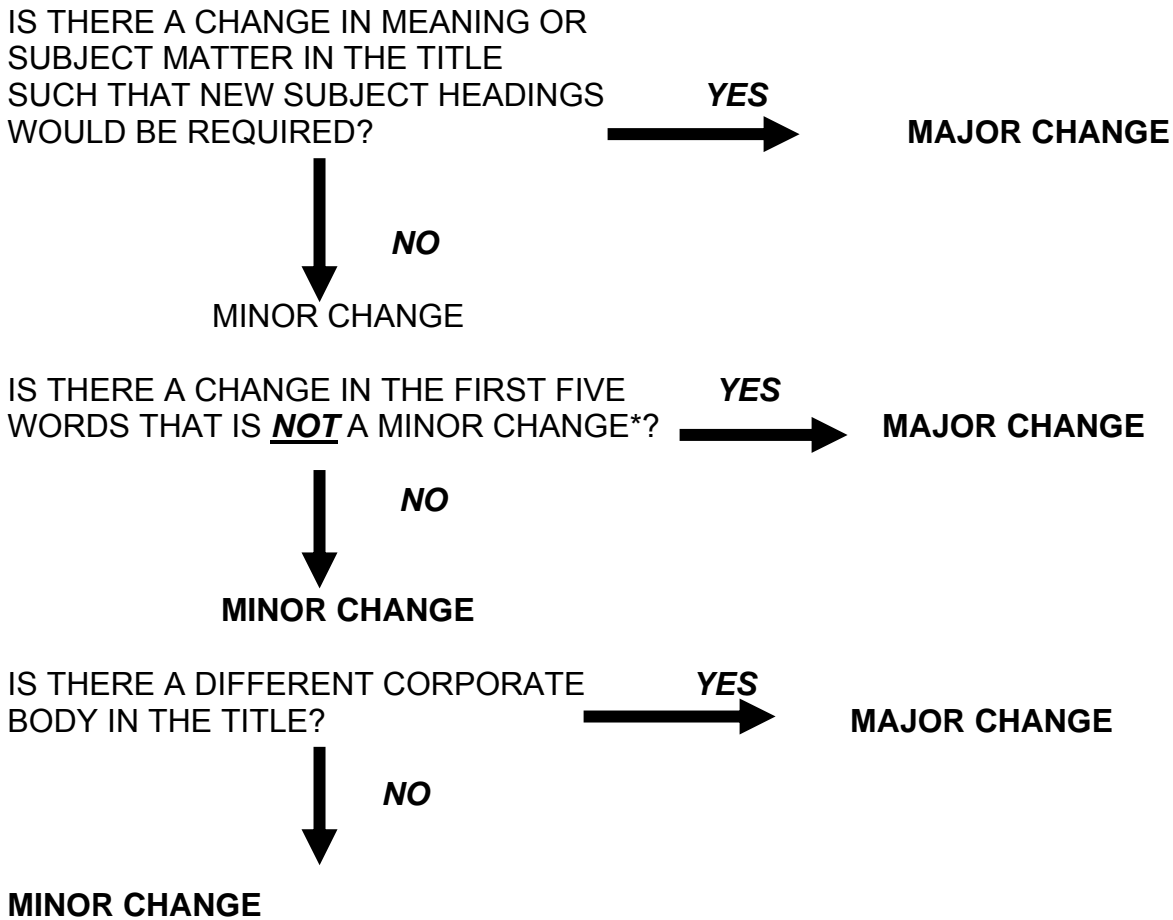
Geographic term or government body? When the serial is issued by or associated with a government body, consider a geographic term to be a representation of the corporate body's name (e.g., *California facts and figures* issued by an agency of the California state government).

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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:

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- 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.<sup>3</sup>

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<sup>3</sup> 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**  
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**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 1 \$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).  
588 \$a Description based on: 1er (año 2000); title from cover.  
588 \$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.

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\*\* 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.

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**Record example 2**

Rec stat c	Entered 20060328	Replaced 20060403
Type a	ELvl Srce c	GPub Ctrl Lang eng
BLvl s	Form o Conf	Freq   MRec Ctry aj
S/L 0	Orig   EntW	Regl   Alph
Desc a	SrTp p Cont	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 1 \$a CJEА  
260 \$a [Azerbaijan?] : \$b Centre for European Studies  
310 \$a Quarterly  
362 1 \$a Began with Volume 1 (Winter 2006).  
588 \$a Description based on: Volume 1 (Winter 2006); title from journal home page  
Center for European Studies - Azerbaijan Web site; viewed Mar. 28, 2006).  
588 \$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>

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

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**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.  
588 \$a Description based on: No. 1, published in 2003; title from cover.  
588 \$a Latest issue consulted: No. 1.  
650 0 \$a Postage stamps \$z Mongolia \$v Periodicals.  
710 2 \$a Mongolyn Filateliin Kholboo.

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**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).  
588 \$a Description based on: 1 (Spring 2005); title from cover.  
588 \$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.

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## **362, 515, and 588 Examples**

### **Examples of original cataloging**

1. 362 1 Began with August/September 1970; ceased with March 1972.  
588 Description based on: August/September 1970; title from cover.  
588 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).  
515 Volume numbering ended with Volume 4, Number 12 (December 1998). Issues for January 1999- not numbered.  
588 Description based on: Volume 1, Number 1 (January 1995); title from title page.  
588 Latest issue consulted: February 1999.

*["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.  
588 Description based on: Vol. 2, No. 1 (July 1944); title from cover.  
588 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->.  
588 Description based on: Band 1, Lieferung 1, published in 1973; title from cover.  
588 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]).  
588 Description based on: Birinci sene, birinci cüz (1 Märt, sene 1299 [1881]); title from cover.  
588 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.  
588 Description based on: 1904; title from cover.  
588 Latest issue consulted: 1925.

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7. 362 1 Began and ceased with: 1918.  
588 Description based on: 1918; title from cover.  
588 Latest issue consulted: 1918.
8. 362 1 Began with vol. 1, no. 1 (1985); ceased with vol. 13, no. 6 (Dec. 1997).  
588 Description based on: Vol. 1, no. 1 (1985); title from front matter PDF (Oxford Web site, viewed Sept. 5, 2008).  
588 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-  
588 \$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.  
588 \$a Latest issue consulted: Vol. 4, no. 4, published in 2005.