Module 31
Remote Access Electronic Serials (Online Serials)

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Module 31. Remote access electronic serials (online serials)

Remote access electronic serials are those serials available via the Internet and other networks. They are also referred to as online serials, electronic serials and e-serials throughout this module. Except for "single-record approach" guidelines in 31.2.3A, instructions in this module concern creation of separate records for remote access electronic serials. CONSER policies for record creation and modification are reflected in the text and include guidelines developed in 2003 for the provider-neutral record. Many CONSER members have contributed to the current revision of this documentation.

This module will discuss:

- Cataloging of electronic serials which are accessed remotely by computer
- Sources of information for descriptive cataloging
- Areas where the cataloging is similar and where it differs from that of print serials
- CONSER cataloging guidelines for online manifestations of printed serials including policies on the provider-neutral record and the CONSER Standard Record (CSR).

References:

AACR2/*LCRI*s: Chapters 1, 9, and 12
Appendix D, Glossary

CONSER Editing Guide: Section E. Technical Guidelines
Appendix N. Special Physical Formats

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Additional resources:

Source of Title Note for Internet Resources. Subcommittee on the Source of Title Note for Internet Resources Cataloging Policy Committee Online Audiovisual Catalogers, Inc., Third Revision, 2005. URL: http://www.olacinc.org/drupal/?q=node/20

BIBCO Participants Manual. Appendix A, Integrating Resources, a Cataloging Manual. Program for Cooperative Cataloging. 2011 revision. URL: http://www.loc.gov/catdir/pcc/bibco/irman.pdf

Guidelines for Coding Electronic Resources in Leader/06. Prepared by the Network Development and MARC Standards Office, Library of Congress. URL: http://www.loc.gov/marc/ldr06guide.html

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Definitions of terms used in this module

Aggregator. A company that provides digitized access to the content of many different serials and other resources, often from a variety of different publishers. Aggregators may also be called by other terms, including but not limited to: distributors, vendors, or secondary publishers. Aggregators provide access to digitized material through a searchable database. Generally the collections that aggregators produce fall into two different categories: those that provide access to complete issues of serials and those that contain the text of selected articles from serial issues. *(CCM)*

Aggregator database. The searchable collection of digitized material produced by an aggregator. *(CCM)*

Aggregator-neutral record. See **Provider-neutral record.**

Anonymous FTP (File Transfer Protocol). Allows retrieval of electronic resources from a remote site without requiring a user ID or password. *(CCM)*

Bibliographic resource. An expression or manifestation of a work or an item that forms the basis for bibliographic description. A bibliographic resource may be tangible or intangible. (*AACR2*)

Blog. A Web site (or section of a Web site) where users can post a chronological, up-to-date entry of their thoughts. Basically, it is an open forum communication tool that, depending on the Web site, is either very individualistic or performs a crucial function for a company. Also known as a Weblog. *(Netlingo)*

Born-digital. An adjective describing a document that was created and exists only in digital format**.** (*The Word Spy*)

Browsers. Software programs for reading hypertext documents. Browsers are mounted locally either on site for terminal mode or on the user's PC. Netscape, Internet Explorer, and Lynx are examples of hypertext browsers used to view World Wide Web documents. Netscape and Internet Explorer are graphical browsers, Windows- or Mac-based; Lynx is a text-only terminal mode browser. They all allow a user to read and follow hypertext links specified in a document. They vary in their ability to handle graphic or sound files. (*CCM*)

Computer file. *See* Electronic resource.

Continuing resource. A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (*AACR2*)

Direct access (Electronic resources). The use of electronic resources via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device

or its auxiliary equipment. (*AACR2*)

Electronic mailing list. Internet software that automatically processes commands in an email forum environment. It provides for automatic mailing of electronic serial issues to subscribers and handles messages sent to and from discussion lists. *(CCM)*

Electronic resource. Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet). (*AACR2*)

Email (electronic mail). A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network utilizing a standardized protocol. Some electronic journals are available via electronic mail subscriptions, either through an electronic mailing list or by direct email from the distributor of the serial. *(CCM)*

Expression. The intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms. (*RDA)*

File (Electronic resources). A basic unit in which electronic resources are organized and stored. Electronic resources can contain one or more files. *See also* Electronic resource.

FTP (File Transfer Protocol). A protocol that defines how to transfer files from one computer to another; also the access method used to move files from a remote location to a local site for use. To retrieve files, the user initiates an FTP session by logging into a remote host computer, changing to the desired directory, and retrieving the files. *(CCM)*

Home page (e-serials). The hypertext document that serves as the "preface" for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site. *(CCM)*

Host. A computer that functions as the beginning and end point of data transfers. It is most commonly thought of as the place where your Web site resides. An Internet host has a unique Internet address (IP address) and a unique domain name or host name. A host can also refer to a Web hosting company. *(NetLingo)*

Host name. The unique name by which a computer is known on a network. It is used to identify the host in e-mail, Usenet news, or other forms of electronic information interchange. *(NetLingo)*

HTML (Hypertext Markup Language). A subset of Standard Generalized Markup Language (SGML). The language in which World Wide Web documents are written. (*CCM*)

HTML header. Refers to the HEAD element of HTML source code specifications. The HEAD element contains information about the current document, such as the TITLE element and keywords that may be useful to search engines, and other data that is not considered document content. The TITLE element can be displayed separately from the document in the browser title bar. (*CCM*)

HTML header title. The title displayed in the title element of the HTML HEAD portion of an HTML document, sometimes used interchangeably with Source code title. See also Source code title. *(CCM)*

HTML source. The underlying source code for an HTML document. It includes HTML elements such as the HEAD, BODY, TITLE, and other coding which gives information about the document and/or determines how a document is displayed in a browser. (*CCM*)

Hypertext Transfer Protocol (http). Method of presenting information in which selected words or other document elements, when chosen, execute automatic links to related documents or files. The linked documents on the World Wide Web may contain graphics, sound, or even moving images. *(CCM)*

Integrating resource. A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites. (*AACR2*)

Internet. The world-wide "network of networks" that are connected to each other, using the IP protocol and other similar protocols. The Internet provides file transfer, remote login, electronic mail, news, and other services. (*Krol*)

IP (Internet Protocol). The most important of the protocols on which the Internet is based. It allows a packet to traverse multiple networks on the way to its final destination. Often, this is used in conjunction with TCP (Transmission Control Protocol), as in TCP/IP. (*Krol*)

IP address. The Internet Protocol or numeric address of a computer connected to the Internet. It consists of four numbers separated by periods. (*CCM*)

Link resolver. Server software that accepts citations to articles and other items (often formatted according to OpenURL standard) and uses a context sensitive link to connect users to designated target resources such as full-text repositories, A&I, and citation databases, online library catalogs, and other Web resources and services. *(CCM)*

Manifestation. The physical embodiment of an expression of a work. *(RDA)*. Often used interchangeably with the word *version* when referring to online manifestations. *(CCM)*

Mirror site. An alternative URI for accessing an electronic resource. A mirror site might provide users in a particular geographic location better access than other URIs associated with

the resource.

PDF. Portable Document Format. The file format of documents viewed and created by the Adobe Acrobat Reader, Acrobat Capture, Adobe Distiller, Adobe Exchange, and the Adobe Acrobat Amber Plug-in for Netscape Navigator. This file format was developed to standardize formatting of documents that are used on the Internet. (*NetLingo*)

Provider. A general term used throughout this module to refer to any company, publisher, or aggregator enabling access to digitized text. *(CCM)*

Provider-neutral record. A catalog record representing all online manifestations of a resource made available by multiple online providers. Originally called the aggregator-neutral record. *(CCM)*

Remote access (electronic resources). The use of electronic resources via computer networks. (*AACR2*)

SGML (Standard Generalized Markup Language). A standard for formatting textual documents so that they can be read by different document processing tools. (*CCM*)

Server. Software that allows a computer to offer a service to another computer. Other computers contact the server program by means of matching client software. Also, the computer on which the server software runs is often called the "server." (*CCM*)

Source code. The form in which a computer program or Web site is written. On the Internet, for example, the source code for a Web page could contain any of the following languages: HTML, JavaScript, Java, or SGML. *(NetLingo)*

Source code title. Generally refers to the title element appearing in the underlying source code of a document. See also HTML header title. *(CCM)*

Telnet. The Internet protocol for remote terminal connection service. Telnet allows a user at one site to log in and interact with a system at another site just as if the user's terminal were connected directly to the remote computer. *(CCM)*

Title bar. The colored bar at the top of each window that displays the program and file names. (*NetLingo*)

Title screen (Electronic resources). In the case of an electronic resource, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication. (*AACR2*)

URI. Uniform Resource Identifier. Provides a standard syntax for locating files using existing Internet protocols as in a Uniform Resource Locator (URL) or by resolution of a Uniform Resource Name (URN). *(CCM)*

URL. Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for electronic resources to be sent and received automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet. A URL can be identified by a protocol such as “http.” *(CCM)*

URN. Uniform Resource Name. A URI that has an institutional commitment to persistence, availability, etc. A particular scheme, identified by the initial string “urn:”, that is intended to serve as a persistent, location-independent, resource identifier. *(CCM)*

Userid. Sometimes called "user name," userid is short for "user identification." This precedes the @ sign in an email address. (*CCM*)

World Wide Web (WWW). A hypertext-based system for locating and accessing Internet resources which presents materials to the user in the form of interlinked documents (which can include text, images, and digitized sound). *(CCM)*

Web hosting. The business of providing the equipment and services required to host and maintain files for one or more Web sites and to provide fast Internet connections to those sites. Most hosting is "shared," which means that Web sites of multiple companies are on the same server in order to share costs. Also known as Website hosting. *(NetLingo)*

Work. A distinct intellectual or artistic creation (i.e., the intellectual or artistic content). *(RDA)*

XML. eXtensible Markup Language. XML is a pared-down version of SGML, designed especially for Web documents. It enables Web authors and Web developers to create their own customized tags to provide functionality not available with HTML. (*NetLingo*)

31.1. Introduction

31.1.1 What is a remote access electronic serial?

A remote access electronic serial is a continuing resource that is accessed "via computer networks." It is issued in a succession of discrete parts usually bearing numbering, and has no predetermined conclusion *(AACR2)*. This is in contrast to a direct access electronic resource which is issued on a physical carrier such as CD-ROM, diskette or USB flash drive. The terms *electronic serial*, *e-serial*, *online serial*, and *remote access serial* are used in this text interchangeably for serials issued on the World Wide Web, via email, ftp, etc. (See also *CCM* 31.2.2 for distinguishing serials and integrating resources).

Typically, electronic serials are either 'born-digital' (the serial is originally published online) or are reproductions, republications, or simultaneous editions of print titles. A 'born digital' serial may also be issued in print. 'Born-digital' serials may not contain traditional volume and issue numbering and sometimes the only designation available is the numbering on individual articles.

Though many online serials are 'born-digital,' the majority of electronic serials cataloged by CONSER libraries are online manifestations of print publications available on the World Wide Web. Online manifestations are made available by many providers, including publishers, database aggregators, distributors, vendors, secondary publishers, and libraries involved in digitization projects. The term *providers* will be used throughout this text to refer to the broad range of organizations that provide digitized text of print serials. In 2003, CONSER changed its policy on record creation for titles offered in multiple provider packages and developed the concept of the *provider-neutral record*. Guidelines for creating provider-neutral records are intended to be applicable to creating a record for any e-serial, including those that don't have a print equivalent and free serials that aren't part of a commercial aggregation (e.g., government documents).

A further discussion of the background and goals of the provider-neutral record appears in *CCM* 31.2.3B. Information to include or exclude in the provider-neutral record is specified throughout this module under field by field instructions. Guidelines for the provider-neutral record and *CCM* citations for specific fields are given in a table in 31.2.3B.

31.1.2 Why catalog online serials with *AACR2* and MARC 21?

Institutions use several methods to provide access to electronic serials; one method is to create *AACR2*/*MARC 21* records for online serials in the online public-access catalog (OPAC). Other methods include A-Z listings of electronic resources and links to article and citation databases through link resolvers. New products and tools are evolving and institutions often use a combination of these, including OPAC records, to provide access to digitized content.

Providing records for online manifestations of a resource in the OPAC is a way to allow users to find all related manifestations of the resource (e.g., print, CD-ROM, and online) in one place.

OPAC users can find related records for a resource that has changed from print to online when both are cataloged. Resource discovery in the OPAC is enhanced with controlled vocabulary in name, series, and subject headings provided by catalogers and MARC 21 content designation for selected Internet resources. Links between OPAC records, serials management systems, citation databases and linking services enhance browsing of contents and delivery of journal articles. Since commercially packaged resources require subscription fees, it's appropriate to create bibliographic records associated with holdings and library acquisition records in order to track expenditures.

This module describes current CONSER policies for giving access to an online serial through a catalog record. Basic steps for providing access are:

- Determine if the resource is a serial, integrating resource, or monograph.
- Decide whether the single record approach or a separate catalog record approach will be used.
- If a separate record is used, determine and record the basic bibliographic information in order to accurately identify and describe the serial.
- Determine the access points needed for retrieval of the catalog record.
- Determine and record the means by which the serial itself can be accessed online.

31.1.3. Electronic reproductions

LCRI 1.11A, issued in 2000, allows a library to use a record for the print manifestation to clone a new record for the reproduction, similar to the approach used for reproduction microforms. In 2002, CONSER members voted to implement provisions of *LCRI* 1.11A in cases where an electronic item is clearly a reproduction. In-house digitizations and digitized sets of older serials, such as the American Periodical Series are examples of when this RI could reasonably be applied.

Making distinctions between simultaneous 'versions' and 'reproductions' is sometimes difficult with digitized print serials. The *LCRI* describes reproductions as "usually made for such reasons as the original's limited availability, remote location, poor condition, high cost, or restricted utility." In case of doubt whether or not a resource is a reproduction, the *LCRI* says not to consider it a reproduction.

Until further guidelines are developed, CONSER members are generally not making distinctions between digital reproductions and simultaneous manifestations. Except in limited cases, CONSER treats remote electronic format serials as simultaneous manifestations and bases the description on the manifestation itself.

As vendor records and mass-digitization project records increase, many duplicate e-serial records are encountered. For example, Google Books Library Project records, HathiTrust records and OCLCE records are all records generated by OCLC E-content Synchronization Program staff for electronic manifestations (referred to below as OCLCE records). The records were created by an

automated process that used a print record as the source for the online manifestation records. OCLCE records are intended to be provider - neutral serial records like any other e-serial records and are not a category of "allowed" duplicates. CONSER libraries can edit and authenticate them or report them as duplicates of other e-serial records. A CONSER FAQ on OCLCE records is available at www.loc.gov/acq/conser/FAQ-GoogleBooksRecords.pdf. See *CEG* C7.3 for instructions on selecting records to retain. See *CCM* 31.2.3B for guidelines on using separate record approach to consolidate records into a provider-neutral record.

31.1.4. Multiple document formats and access methods

Electronic serials may be issued in different file or document formats in order to meet the needs of users. Many online serials provide an HTML format to enhance online viewing and a PDF format to provide high quality printouts of articles. Graphic, sound, and video files may also be included as a part of an e-serial. A serial may be available in one, all, or a combination of these formats, and over time, the available formats may change.

According to CONSER policy, do not create separate records for a serial offered in different file formats. CONSER policy is to create one record and make notes on file format; for common formats (HTML, XML, PDF) omit format information from the bibliographic description. For unusual file formats, see *CCM* 31.14.3.

Some online serials are available through multiple access methods (e.g., e-mail, ftp, multiple Web sites and/or mobile Web applications (apps)). These multiple access methods and locations are recorded on the same record using multiple 856 fields. See *CCM* 31.15 for further information on recording location information in the 856 field.

31.2. Decisions to make before providing access to online serials

31.2.1 What resource is being cataloged and how is it issued?

LCRI 1.0 presents two questions that need to be answered before cataloging. What resource is being cataloged, and how is the resource issued? The first question refers to the fact that a Web site may offer many different resources, including access to a variety of serials, monographs, and integrating resources. The cataloger should be clear on which resource has been selected for cataloging. Does the cataloger's institution require a record for the entire Web site or has the institution selected a serial residing on the Web site for cataloging?

31.2.2 Serial or integrating resource?

The second question refers to how the resource is issued (see *CCM* Module 0: Introduction to continuing resources for a detailed explanation). The term integrating resource was introduced with the 2002 revision of *AACR2* and is defined as a bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Rules for integrating entry are used to record current forms of the title and headings when they change.

An updating loose-leaf publication is cataloged according to the rules for integrating entry. In the world of online resources, many Web sites and databases are integrating resources rather than serials or monographs. Some examples include:

- Online public access catalogs or databases (e.g., OCLC WorldCat, ProQuest)
- Online services (e.g., Google Maps, AOL)
- World Wide Web home pages without designated parts (e.g., Serials in Cyberspace, LC Web site, W3C)
- Discussion lists (e.g., SERIALST, AUTOCAT) unless the content is reformatted into designated issues

Like online serials, online integrating resources are also continuing resources that change over time. These resources, however, are updated with new content continuously and do not publish separate designated issues with the new content. An online manifestation of a print serial or other physical format serial that does not retain separate discrete parts or issues in online format, would be cataloged as an integrating resource. Since the cataloging rules for integrating resources and serials differ, it is important for catalogers to make this distinction when first examining the resource for cataloging.

A resource issued as a serial in paper format may be issued as an integrating resource in online format. For example, a scientific society's membership directory may be issued in paper as an annually published serial with yearly designations. The online manifestation may be a database that allows members to update information continuously and does not display separate numbered issues. Because there are no successive parts to the online manifestation, it cannot be considered a serial; since updates are integrated into the whole resource without discrete parts, it is considered an integrating resource.

A. Example of an Electronic Serial

Figure 31.1 shows an online serial's homepage with the cover of the print manifestation and the table of contents of the current issue on display. Access to individual issues is available through the "Select Issue" drop down menu. Designation for the issue, ISSN, and some bibliographic information can be seen on this page.

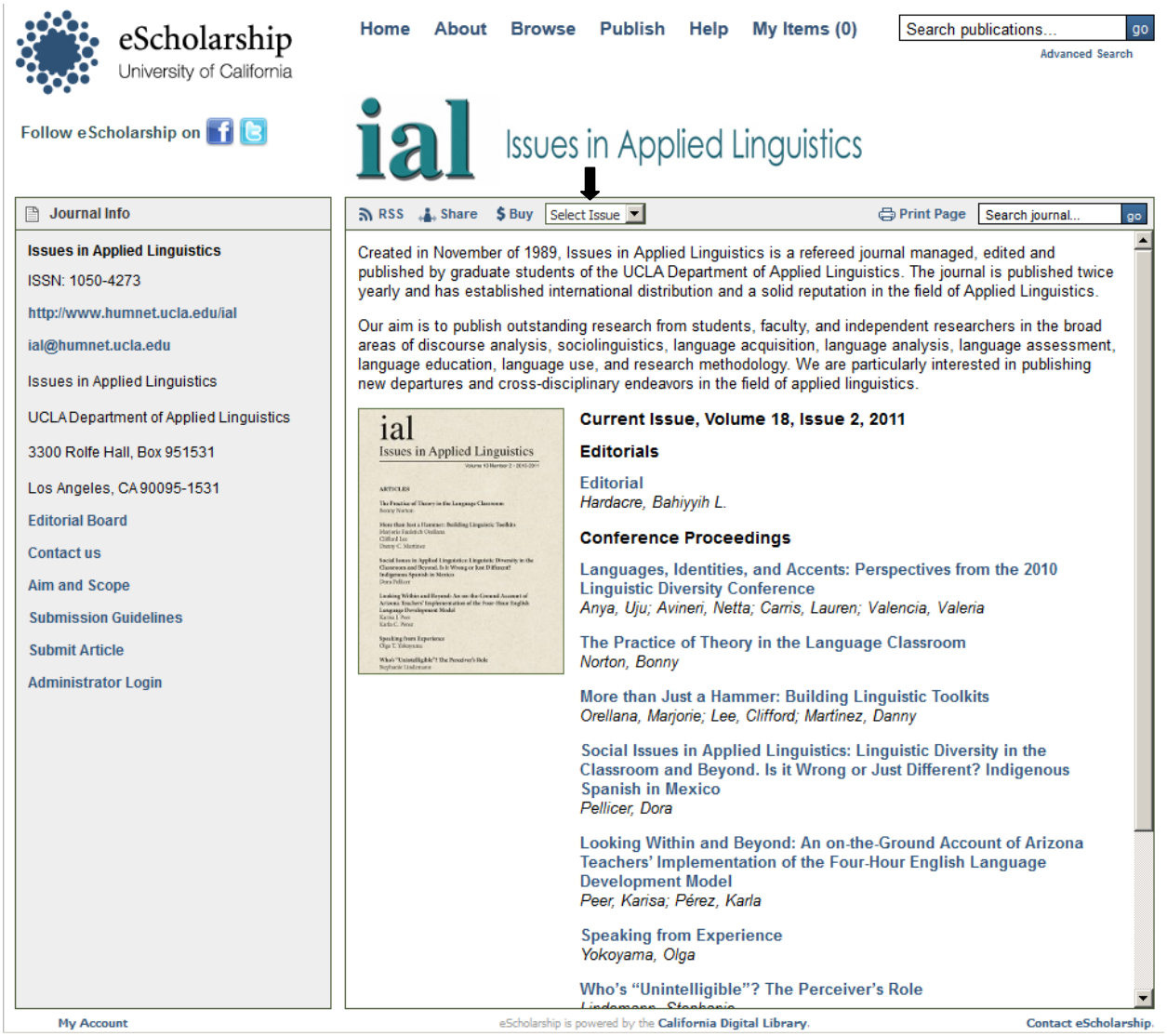

Fig. 31.1

Fig. 31.2 shows the content screen of a “born digital” e-serial.

Fig. 31.2

B. Examples of Electronic Integrating Resource

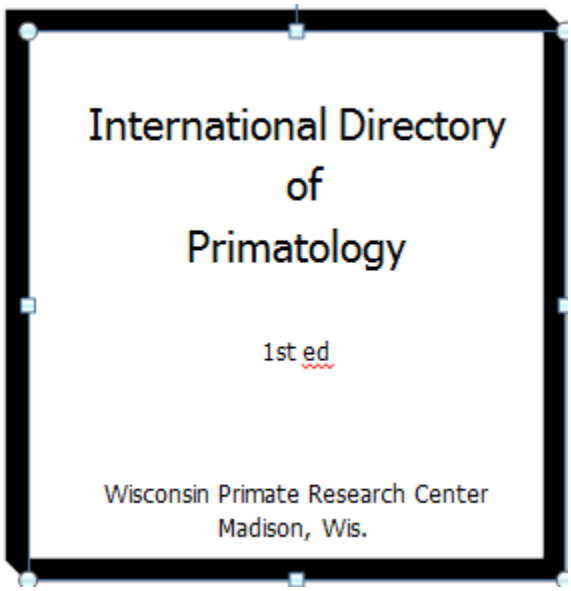

Fig. 31.3

Figure 31.3 shows the title page of an annual directory in paper format. It is cataloged as a serial.

In the online format (see Fig. 31.4), the directory is a database and cataloged as an integrating resource. It provides a search interface for two primatology related databases (people, organizations, field studies descriptions and more). It also provides a form for adding new entries to the database on a continuous basis.

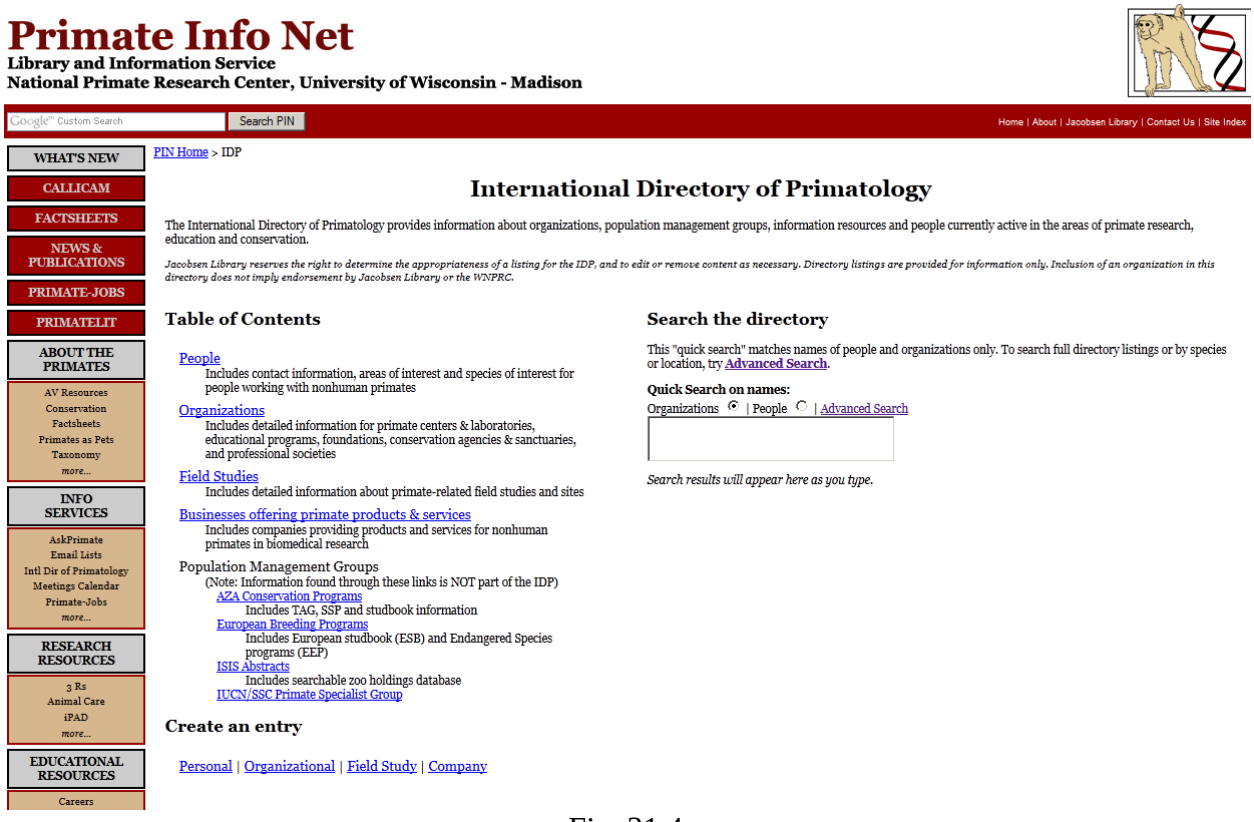

Fig. 31.4

The W3C Web site (see Fig. 31.5) is updated frequently with news and information about World

Wide Web standards. It provides access to a growing number of resources produced by the World Wide Web Consortium (including serials or monographs that could conceivably be cataloged separately). The organization's Web site does not meet the definition of a serial, but would be cataloged as an integrating resource.

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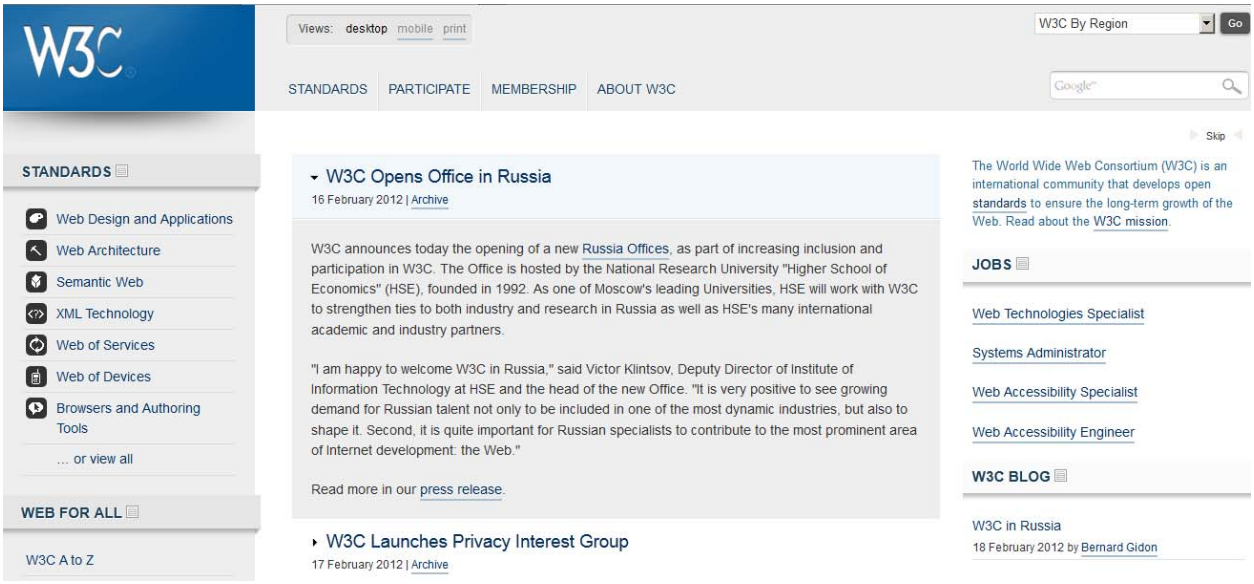

Fig. 31.5

31.2.3. Access to online manifestations

This section documents CONSER policies for digitized manifestations of print and other format serials:

A. Non-cataloging approach: the CONSER single record option
B. Cataloging approach: the provider-neutral record

A. CONSER single record option (non-cataloging approach: giving access through the print/original record)

CONSER members may choose not to catalog an electronic serial separately, but instead note the existence and electronic location of the electronic serial in the record for the printed serial (or, lacking that, in the record for another format, e.g., a CD-ROM serial). The guidelines for single record approach presented in this section apply to manifestations of textual materials.

The following rules of thumb give advice on when the single-record approach is a viable choice, but do not prohibit application of the single record approach in any case. The decision must be made by individual libraries, since it is not possible to require a library to catalog a particular online manifestation and it is independently valid to note facts about an online manifestation in the record for different manifestations.

The principles behind the rules of thumb are: If the bibliographic record for the original manifestation (print, CD-ROM, etc.) provides sufficient access for the online manifestation, no matter what the differences are between the two, the single-record approach is a good alternative. If the desired access points for the online and the original manifestation differ, separate records may be more useful. Separate records are always a permissible option.

The single-record approach is considered most valid when the online manifestation contains sufficient full-text to be a satisfactory substitute and has no significant additional content. That is, the single-record approach works best when the original and online can be considered equivalent manifestations. Also, in cases where the online site may not be worth cataloging separately (i.e., does not have significant content), the electronic manifestation's location and relationship to the original can be noted on the record for the original manifestation.

Separate records are preferred when the online manifestation has significant additional content not present in the original. The choice of a separate record approach in such cases means that the manifestations are not considered equivalent and the difference of the online manifestation from the original is significant to users.

Please note: CONSER members have agreed not to contribute single record approach records to the Registry of Digital Masters (RDM). When contributing records to the RDM, CONSER members will use a separate record approach, following the *Registry of Digital Masters Record Creation Guidelines: http://www.diglib.org/collections/reg/DigRegGuide200705.htm*

MARC 21 coding in the single record and separate record approaches compared:

Single record approach

In the *record for the original*:

- Code **008/22** ("form of original item") and **008/23** ("form of item") as correct for the original, not for the online manifestation
- Link to the online record with field **776** and note the availability of the online manifestation in subfield i (see also *CCM* 31.14.7)
- Add a **740** (2nd indicator blank) title added entry or 7XX author/title added entry when the title of the online manifestation differs
- Provide the location of the online manifestation in field **856**
- If a separate ISSN has been assigned to the online serial but a separate record doesn't exist, add field **776** with subfields $i, $t and $x (and/or subfields $i, $a and $s if appropriate)
- CONSER members have agreed to not use **007** of other manifestations on the original record when using the single record approach for online serials
- Do not add an electronic resource **006** field for the online manifestation.

(See *CCM* 31.20.3 for the record for *ARC News (Redlands, Calif.)*.)

Separate record approach

In the *record for the original*:

- Link to the online record with field **776** and note the availability of the online manifestation in subfield i (see also *CCM* 31.14.7)
- Add a **730** title added entry or 7XX author/title added entry when the title of the online manifestation differs
- Optionally provide the location of the online manifestation in field **856** (if not already present in the record).

In the *record for the online* manifestation

- Describe the digital manifestation using all appropriate fields
- Add a **730** title added entry or 7XX author/title added entry when the title of the original differs
- Link to the original manifestation's record using field **776**
- Give appropriate **856** fields

Please note: When contributing records to the Registry of Digital Masters (RDM), CONSER members will use a separate record approach, following the requirements and elements in the *Registry of Digital Masters Record Creation Guidelines: http://www.diglib.org/collections/reg/DigRegGuide200705.htm.* Records contributed to the RDM are mainly for locally digitized materials and some record elements required by RDM guidelines reflect characteristics of the local digitization that would normally not be included in the provider-neutral record. Examples include 533 fields specifying a particular range of issues digitized by a particular institution.

B. Separate records: the provider-neutral record

CONSER implemented the provider-neutral record policy in July 2003. The policy focuses on providing a bibliographic description of the serial as issued by the publisher or other original source of the content (such as a scholarly society). The record representing the online manifestation contains information applicable to all manifestations being distributed by all providers. The practices for the provider-neutral record were intended, as much as possible, to be applicable to all online serials, whether or not they are represented in e-serial packages, and whether or not they have a print counterpart. Certain elements may not be appropriate for some e-serials; for example, notes which refer to a print manifestation would not be applicable to a serial which does not have a print counterpart.

Although the policy calls for the creation of one record for an electronic serial issued by multiple providers, there may be exceptions that will require separate records. If the cataloger determines that the serials involved are really different works (e.g., content is significantly different), separate records should be created.

The provider-neutral record does not contain information specific to any one particular provider, with the exception of citing the package and format upon which the record description was

based. Provider names are not added to uniform titles as qualifiers, given as name headings or mentioned in issuing body notes. Notes about access restrictions, format, or system requirements specific to particular providers also are not given. As CONSER catalogers consolidate existing multiple records for an online serial, the URL of all manifestations will be given on the retained record.

The provider-neutral record was developed after surveying CONSER and non-CONSER librarians on the need for an OPAC record representing the online manifestation of a print title. Librarians told of problems with selecting and editing records from the national database to customize for local OPACs. They needed a simpler record, adaptable to local access methods through use of record sets, serials management systems, and databases that provide full text or citations to serial content.

CONSER is using the provider-neutral record for cataloging titles in e-serial packages that present whole issues of digitized serials (rather than to databases that are focused on article delivery). Complete issue e-serial packages provide the best basis for creating a catalog record. In OCLC Connexion, the *GenerateESerial* and *GenerateESerialCONSER* macros derive a provider-neutral record from the record for a tangible resource, thus helping streamline the production of e-serial record for serial titles appearing in these packages. The following table summarizes cataloging decisions made for the provider-neutral record and refers to the section of *CCM* Module 31 where more detailed information and field by field examples can be found. Record consolidation guidelines are presented at the end of the table.

Guidelines for Record Creation and Record Consolidation: Provider-Neutral Record		
	Creating an original record	*CCM*
Which provider site is the description based on?	Preferred list: • Publisher's site when it contains the full text • Host or archiving site. Prefer this site over the publisher's site when it contains the first issue and publisher's site does not. • In choosing between sites that present titles involved in a title change and those that don't, prefer the site that presents both titles (see *CCM* 31.18.2) • Record for the print. • Aggregations and databases which are article based and do not maintain issue integrity.	31.3.3, 31.18
006	Only first byte is required according to CONSER Standard Record (CSR) guidelines. Code: m	31.2.4
007	In CSR, only $a and $b are required. Code: $a c $b r	
008	Code as for any online serial. Use the beginning date of the print or original format as the beginning date of publication, if cited in the 362 field.	31.2.4
022	Give the ISSN of the electronic in $a; give the ISSN of the print in $y.	31.19

130/240	Supply according to CSR guidelines. • Distinguishing" uniform titles: With three 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 three categories: o 1) monographic series, however it is not required to create a distinguishing uniform title for conflicts involving an online series and another medium (do not delete existing series authority records for online series), o 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)" or o 3) For collocation purposes, if a print manifestation record exists and contains a uniform title, add the uniform title of the print manifestation to the record for the online manifestation. Do not further qualify the uniform title by "(Online)" • Other than the exceptions above, a qualifier distinguishing identical online and print titles of the same serial is not required. • Do not use the name of the provider as a uniform title qualifier.	31.5
245	Record the title from the earliest available issue on the preferred source. Include $h [electronic resource]. In CSR, $b and $c are optional.	31.6
246	Indicator codes: parallel titles: 11; minor title changes: 1# $i [note] $a [variant title]; other variant titles: 1# $a [variant title] $f [associated notes, or dates] Make added entries for variants on other provider manifestations with the wording: 246 1# $i Issues from some providers have title: $a [Title]	31.7

260	Record the first named place and publisher in the first or earliest available issue online. The place/publisher should be applicable to all online manifestations and thus, should not reflect a particular digitizer or provider of an aggregation. $c. When first or last issue is recorded in 362, give first/last date of publication as found in that issue. $c is not required in CSR.	31.11
362	Record beginning and ending numbering or dates per rules and CONSER practice. Use indicators 1# only. Do not use a "Coverage as of" note. If providers vary in the range of issues they offer online, give the beginning numbering or date of the print or other original format, if available.	31.9
440, 490, 8XX	Some provider or aggregator names have been treated as series titles in series authority records. Do not record these as series statements in the provider-neutral record.	31.13
500/550	Do not note providers or aggregators as the digitizers.	31.14
506	Do not use, unless restrictions apply to all manifestations of the serial. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful in the CONSER record, give in $z of field 856.	31.14.1
515	Record as needed.	31.14.2
516	In general, do not use this note, particularly for notes such as "Text (electronic journal)."	31.14.3
530	Prefer field 776 $i rather than a 530 note, to describe any additional physical formats available.	31.14.7 31.16
538	Do not give system requirements notes unless the requirements are particularly unusual and would relate to all manifestations. For a resource that is part of the Registry of Digital Masters, retain information about digitization standards.	31.14.4
588 DBO, LIC	Record “description based on” notes, source of title proper and “latest issue consulted” notes as usual. However, also add the file format (if there are multiple formats), the provider manifestation used for description and the date viewed. See examples in *CCM* 31.3.4 and 31.9.	31.3 31.9

710/730	Do not make added entries for the name of aggregator or provider.	31.4
76X-78X	Record as needed. Use 776 $i to record additional physical format. Fields 773, 774 and 787 are not required in CSR.	31.14.7 31.16
856	Give the applicable URLs for serial packages that present issues of the serial (i.e., those that preserve issue integrity). Do not give URLs for databases that are article-based, unless that database served as the basis of the description. If contents are split among multiple sites, give the appropriate URL for each with the issue coverage data in $3.	31.15

Record Consolidation and Deleting Duplicates

If multiple records exist for a title describing it as a part of several provider packages, one record should be selected for CONSER authentication and others reported for deletion.

- Select one record to maintain: prefer a CONSER record if one is available. If there are multiple CONSER records, prefer a record authenticated by NSDP or ISSN Canada (see also *CEG* C7.3 for additional guidance on record selection).
- When authenticating HathiTrust records, CONSER libraries should add an additional $a with code “pcc” to field 042, i.e., 042 $a dlr $a pcc.
- Add the URL of the aggregation for which you are providing access and/or copy 856 fields from the records you are reporting for deletion and record them on the record you are keeping. If the records you are reporting for deletion contain more than five URLs, e.g., Google Books Library Project records, you may leave them for OCLC to move them when OCLC processes the duplicate delete request.
- Remove fields that are provider specific, e.g., 710/730 or 440 for provider names, and notes which only apply to one provider.
- Do not delete fields associated with the Registry of Digital Masters on the national level record. Leave elements associated with the Registry of Digital Masters on the record for OCLC to move them when OCLC processes the duplicate delete request.
- Authenticate the record if it is not a CONSER record; report the other records as duplicates.
- Catalogers may remove inappropriate 776 links to Google Books Library Project or HathiTrust records found on the print record used to clone the online records.

31.2.4. MARC 21 format and fixed field coding

Almost all electronic serials are textual in nature; therefore code “a” for “language material” in the leader/06 type of record code is used for most online e-serials. A continuing resource 008 field is used to code serial characteristics and an electronic resource 006 field is added to code electronic fixed field elements. The definition of type of record code “m” was changed in the late 1990s and some records coded “m” under the old definition may still exist on the utilities. CONSER catalogers convert them to type of record code “a” if appropriate. (See *CEG* Type of record (leader/06). Other leader/06 codes and 008 fields are used with non-textual online serials; for those, see the *CONSER Editing Guide*.

Additionally, serial format records for textual electronic serials are identified and distinguished by a code indicating that the item cataloged is in online electronic form. Codes "o" for “Online” and “q” for “Direct” in the serial 008 are used to code "form of item" (008/23) and "form of original item” (008/22). Use code “o” in 008/23 for a remote access serials. The CSR does not require coding of 008/22 except for original microforms. Note while the general code “s” “Electronic” is still valid in MARC, CONSER uses the more specific codes “o” and “q.”

For the most part, CONSER considers an electronic manifestation of a print publication to be a simultaneous manifestation. In the limited situations where it can be determined that the electronic manifestation is a reproduction of the original, it is coded accordingly:

Form of item= Electronic	008/23 (Form of item):	o
Original form= Print	008/22 (Form of original):	#

If the form of the original item cannot be determined or if unsure, code both 008/22 and 008/23 for the form of material. This is the approach used for current serials issued both in print and online formats:

Form of item= Electronic	008/23 (Form of item):	o
Original form=Unknown	008/22 (Form of original):	o

For further details on fixed field construction, see the *CONSER Editing Guide.* Note that prior to the 2010 implementation of code “o” CONSER catalogers used “s” as the values in both 008/22 and 008/23.

Code the fixed field beginning date and ending date based on data recorded in the 362 field. For provider-neutral records, this may mean that the beginning and ending dates of the print manifestation are given rather than the beginning and ending dates of issues available from any specific provider.

31.3. Basis of description and chief source of information

The basis of description for an online serial is determined according to *AACR2* 12.0B1. The chief source is selected according to *AACR2* 9.0B1. Deciding which version to use for the description in a provider-neutral record is done according to a preferred list given in *CCM* 31.3.3 below.

Commercial Web sites for scholarly serials often have a recognizable structure for presenting serial content. It is common to find a subset of pages in these sites devoted to individual serials where the title, publisher, and available issues are listed clearly and in a straight forward manner. In other types of online serials the sources of bibliographic information may not be as standardized and the cataloger needs to examine the site carefully to find appropriate sources for transcription.

31.3.1 Basis of description

According to *AACR2* 12.0B1, the description of a serial is based on the first issue or part or, lacking this, on the earliest available issue or part. The cataloger should prefer to use a source associated with the first or earliest issue over a source associated with the whole serial (e.g. home page or other associated pages) or with a range of issues.

Generally prefer to record the title, edition, numbering, and publication information from the first issue or part. Other parts of the resource may be consulted for other areas of the description if needed. Online serials sometimes do not give all of the necessary information in the first issue. For example, sometimes full publication information is given on pages other than the actual issues, therefore a page such as a home page or “about” file may be the source for this area of the description.

A problem, also encountered with CD-ROM serials, is the possibility for a serial to "go online" and subsequently provide electronic access to back issues that were originally issued in print. Digitized versions of long published print titles are typically made available beginning with a recent span of issues rather than the first issue; so in these cases the basis of description is of necessity the earliest issue available online (see also 31.9). The description on an existing separate record can be backed up to the first issue when it is available or can be backed up to a newly available earlier issue when there are variations to record, but isn’t required. (See *CEG* B4.3.4).

31.3.2. Determining the chief source of information

AACR2 9.0B1 states that the chief source of information for an electronic resource is the resource itself. The chief source is listed as the prescribed source of information for title, edition, publication, and series area. Prescribed sources for other areas such as notes and ISSN are "any source."

Information should be taken from formally presented sources, preferably associated with the first or earliest issue. For online serials sources include:

- table of contents of the first or earliest issue or contents listing available volumes
- journal home pages
- navigational menu bars or screens
- HTML header title (as presented in the title bar of the Web browser)
- titles presented in conjunction with the issue as with graphic "cover" images, or caption titles as with a PDF newsletter.

When the information in sources varies in degree of fullness, prefer the source that provides the most complete information. Further examples of formally presented sources in *AACR2* 9.0B1 include: title screens, main menus, initial displays of information, home pages, file headers and information from meta tags embedded in the document.

When different information is presented in different sources, the question arises as to *which* page is the chief source. Review the earliest issue and other files that contain formal presentations of bibliographic information. The source of the title proper should be the most complete source of information associated with the first or earliest issue. Note any variant bibliographic information and the source(s) from which it is taken.

For electronic serials that have print manifestation equivalents, providing records that align with records for print manifestations is desirable due to the benefits this approach affords library users. Such alignment facilitates discovery when users rely on bibliographic data found in citations referring to print manifestations when formulating search terms. Record alignment also greatly enhances the usability of data (such as ISSNs and URLs) in knowledge bases and link resolvers. Title changes in the print manifestation of a serial are not always clearly identified when issues are mounted on the Web. Although the content of earlier (or later) titles is available on the Web site, it may be prominently identified by a different title, often the most recent. Where changes in the print title are not displayed prominently, it is preferable that a less prominent source be selected as the source of title. A running title appearing on a PDF or scanned image of an article can be used as a source of title in these cases.

There are cases where the content of the earlier serial appears on the Web site, but the title does not appear at all. In such cases, prefer to create successive entry records for the electronic manifestations following the pattern for the print records. Base the description on records for the print manifestations if necessary (see *CCM* 31.18.1). Exceptionally, see the provisions of *LCRI*s 12.0B1 and 12.7B4.2, and *CCM* 31.18.2 for using an integrating entry approach for this situation.

E-serial records that correspond to print title changes cannot always be created, however. There will be records for print manifestation title changes made under earlier rules that would not be created under current rules; title changes for the online manifestation should only be considered under the current rules. Local cataloging resources may not always be available to accurately

identify and create records for multiple, “hidden” title changes in a very large back file of digitized titles (see the provisions of *LCRI*s 12.0B1 and 12.7B4.2, and *CCM* 31.18.2 for using an integrating entry approach for these situations).

When creating an original description, only bracket information that is taken from a source external to the resource, such as a directory on a server, or the record for the print manifestation. Record designations, publishers, etc. without brackets, regardless of the file structure or the location of the information within the resource. Do not bracket information from the record for the print manifestation if basing the description on the print version record (see *CCM* 31.18.1).

The description of remote access electronic serials begs for both flexibility and the exercise of cataloger judgment in determining the appropriate sources of information. When in doubt, record what seems reasonable, remembering that the most important thing is to accurately identify and provide access to the resource. The more non-traditional the description, the more necessary it becomes to make explicit notes that explain the sources of information used.

31.3.3. Multiple providers of an online serial: which version should be used for the description?

A digitized serial offered in multiple provider packages requires another cataloging decision: which version will be used as the basis of description to represent all versions of the serial in a provider-neutral record? The following list in preferred order is offered as general guidance to making decisions. Individual catalogers may need to use a particular version because they do not have access to other sources in the list. Other factors such as institutional policies and variations in how the title is presented by various distributors, may also influence the source selected.

- Publisher's site when it contains the full text
- Host or archiving site. Prefer this site over the publisher's site when it contains the first issue and the publisher's site does not. A host site usually preserves the original publisher's content (e.g., publisher logos and statements are preserved); examples include Ingenta and Highwire Press. An archive site also preserves the original publisher's content; an example is JSTOR
- In choosing between sites that present titles involved in a title change and those that don’t, prefer the site that presents both titles (see *CCM* 31.18)
- Record for the print
- Aggregations and databases which are article based and do not maintain issue integrity

Cite the provider version used as the basis of description as a part of the source of title note. Also cite the provider in the latest issue consulted note if it is different from the provider cited in the source of title note (see below).

31.3.4. Citing the source of title proper

Always give in a note the source of title for an online serial, according to *AACR2* 9.7.B3. Use the first designated part or issue of the serial if it has a source with a formal title presentation that can be considered the chief source of information. To cite the source of title, use a term that is as specific as possible to describe the source, e.g. "title from table of contents screen," "title from HTML header," etc. in preference to a more general term such as the phrase "title from title screen." In the absence of a formal title presentation on the earliest available issue, be as detailed as necessary in order to make clear how the title was constructed, using language from the publication or other standard or common terms. If cataloging from a printout of the online file, state so in the source of title note.

```
500 ## $a   Title from printout of table of contents screen.
```

Give also, in new records, the date viewed in parentheses following the source of title per *AACR2* 9.7B22, because the title may not appear on individual issues and the information may be susceptible to change.[1] Generally, the date viewed given in the 588 note is not changed unless the serial is redescribed for purposes of backing up the description to the first issue or for some other reason. (See also, *CCM* 31.6, Title statement.)

Add the provider version selected for description to the title source statement and give the particular file format used for the description if the serial was available in several formats at the site. Apply this to titles available from multiple distributors as well as born-digital serials. Combine the "Description based on" and source of title notes in the 588 field (see *CCM* 8.1.1).

```
588 ## $a   Description based on: July 1994; title from caption
            (publisher's Web site, viewed July 14, 2003).
588 ## $a   Description based on: Vol. 2, no. 2 (Apr. 1995); title from
            table of contents (Ingenta, viewed Nov. 29, 2003).
588 ## $a   Description based on: Vol. 1, no. 1; title from volume
            contents page (Ingenta Select, viewed July 15, 2003).
588 ## $a   Description based on: Vol. 1, no. 1 (Sept. 2004); title
            from PDF caption (journal archive page, viewed Jan. 27,
            2011).
588 ## $a   Description based on print version record.
```

31.4. Main and added entries

31.4.1. Main entry. Remote access serials can be entered under title, corporate body or personal name entry according to *AACR2* Chapter 21 and the relevant *LCRI*s, as outlined in *CCM* Module 4. Although most electronic serials are entered under title, many annual reports, directories and other serials that qualify for corporate main entry (according to *AACR2* 21.1B2 and *LCRI*s) are also available in electronic form. Similarly, a growing number of individuals are also distributing personal author newsletters via the Internet. For guidance, see *LCRI* 21.1A2 and *CCM* Module 4.6.

[1] In general, do not add the date viewed to the source of title note in existing records.

31.4.2. Added entries. Make added entries for any personal authors or corporate bodies, associated with the creation and issuance of the online serial if they are named prominently or if there is evidence in the serial that indicates responsibility for the intellectual content of the work.

Do not give added entries for provider names in the provider-neutral record.

31.5. Uniform titles (created according to the CSR)

Assign as required by CSR guidelines:

Uniform titles (either as a main entry heading or in conjunction with a personal or corporate name main entry heading or in conjunction with a personal or corporate name main entry heading) are created or added in order to resolve conflicts between like titles and series for the following three categories.

1. Monograph series. Note: uniform titles are not created to resolve conflicts between an online series and the same series in another medium. Do not delete existing series authority records for online series.

2. "Generic" titles (i.e., those cases where the title consists solely of a words or words indicating the type of resource or the periodicity of the resource (e.g., "monthly newsletter", "journal", "biennial working papers." (LCRI 25.5B)

3. For purposes of collocation, if a print manifestation record exists and contains a uniform title, add the uniform title of the print manifestation to the record for the online manifestation. Do not further qualify the uniform title by "(Online)"

31.6. Title statement (field 245)

31.6.1. Title proper. Transcribe the title according to the rules found in *AACR2* Chapters 1, 9, and 12, and the directions in *CCM* Module 6. Determine the title proper based on information taken from the chief source (see *CCM* 31.3.2). Prefer a source associated with the first or earliest issue, focusing on formally presented statements. Use other sources such as the home page, menu listings, etc. if no formal source associated with the first or earliest issue can be found. The running title on a PDF article can be used when earlier titles are not displayed prominently on the Web site. This enables the creation of a record for the online manifestation that corresponds to records for print title changes (see *CCM* 31.3.3). Sometimes the cataloger will need to supply a title within brackets per *AACR2* 9.0B1 and 9.7B3.

Per *AACR2* 1.1B1 do not record words that serve as an introduction and are not intended to be part of the title, such as “Welcome to.” The title may be noted and treated as a variant title per *AACR2* 1.1B1 and 1.7B4.

```
245 00 $a   Python journal $h [electronic resource].
246 1# $i   Title on home page appears as: $a Welcome to python journal
500 ## $a   Title from home page (viewed Apr. 9, 2002).
```

31.6.2. General material designation (GMD). Include the GMD “electronic resource” in brackets in subfield $h following the title proper. Do not use the GMD "interactive multimedia" for serials that meet the definition found in the ALA *Guidelines for Bibliographic Description of Interactive Multimedia*.

```
245 00 $a   Postmodern culture $h [electronic resource] : $b PMC.

245 00 $a   Journal of physics. $n B, $p Atomic, molecular and optical
            physics $h [electronic resource].
```

31.6.3. Statement of responsibility. CSR guidelines only require the transcription of a statement of responsibility in cases where there is no name authority record for the persons or corporate bodies cited in the statement. When the statement is provided, record the statement of responsibility as part of the 245 field as prescribed in *AACR2* 1.1F and 12.1F. Record a statement of responsibility only when it appears prominently in the item. In all other cases, record the information in field 550. If there is no formal statement of responsibility, do not attempt to construct one; instead, make appropriate notes for any other persons or bodies that appear in the text of the online file and are deemed important for access.

31.7. Variant titles and title added entries (fields 246, 730, 740)

Online serials may contain variant titles on the home page or other locations. Such variants include "at head of title" phrases, running titles, or abbreviated titles in header information or at the end of the file. File or directory names constitute other legitimate variant titles if it may be reasonably assumed that a user would search for the serial using those names. The title bar in the Web browser displays the HTML title element as coded in the document. Such a title can be recorded as a title variant or can help clarify the form of the title proper when presentation in the chief source creates doubts.

Record all variant titles as specifically as possible, using field 246 subfield $i if the display constants available for 246 indicators are not sufficient to generate an accurate note.

```
245 00 $a   Emerging infectious diseases $h [electronic resource] : $b
            EID.
246 30 $a   EID
245 00 $a   Journal of extension $h [electronic resource].
246 1# $i   Also known as: $a JOE

245 00 $a   Effector online $h [electronic resource].
246 1# $i   File name: $a EFFON

245 00 $a   Word virtual $h [electronic resource].
```

```
246 1# $i   Title in source code: $a WordVirtual.com
```

Multiple providers sometimes present the title of a digitized serial differently from one another. For the provider-neutral record, give added entries for variations of the title presented by different providers with the following introductory text:

```
246 1# $i Issues from some providers have title: $a [Title]
```

The example below is a record for the first title in a string of title changes, records have been created for each title, based on the running title that appears on each article. All the successive titles, a, b, and c are carried on the same Web site which carries the most recent title, c.

```
245 00 $a [Title a]
246 1# $i Some providers make available as part of the Web site of the
      later title: $a [Title c]
785 00 $t [Title b]
```

Make added entries for related works as necessary according to the instructions in *CCM* 7.5.2.

31.8. File characteristics (field 256)

[No longer valid in *AACR2*]

Chapter 9, Area 3 was deleted in *AACR2* 2004 revision. Historically, the only terms used in this area were: electronic data, electronic program(s), or electronic data and program(s). Since the body of the serial record for an electronic resource makes it clear what type of file it is (usually text), CONSER practice was not to create a 256 field. In some instances, a 516 field may be warranted (see *CCM* 31.14.3.).

31.9. Numbering (fields 362, 588)

Transcribe numbering (field 362) from the first issue of a remote access serial when available. Per CONSER Standard Guidelines, u*se 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.

The CSR requires description based on (DBO) information and the source of title on all CSR records even if cataloging based on the first issue. This information should be combined into one 588 note. Exception: Source of title is not required on derived records (i.e., records for which the bibliographic description is created by cloning a record (commonly through the use of a macro) rather than transcribing elements from the resource). See *CCM* 31.18.1 for examples.

The CSR also requires latest issue consulted (LIC) information on all CSR records even when the issue is already cited in a DBO note. Give the LIC information in a separate 588 note.

```
588  ##  Description based on: Vol. 1, no. 1 (2010); title from
         journal home page (ACS website, viewed Feb. 4, 2010).
588  ##  Latest issue consulted: Vol. 1, no. 1 (2010) (ACS website,
         viewed Feb. 4, 2010).

588  ##  Description based on: Apr. 2008; title from home page
         (publisher's Web site, viewed June 22, 2008).
588  ##  Latest issue consulted: June 2008 (viewed June 26, 2008).

588  ##  Description based on: May 14, 2010, title from caption
         (publisher's Web site, viewed on May 14, 2010).
588  ##  Latest issue consulted: May 14, 2010 (viewed on May 14,
         2010).
```

Take the numbering from the title source if it appears there; otherwise, take it from anywhere within the file or files. For an emailed file, take the designation from the date of transmission from the original sender (i.e., the publisher or distributor), if no other source is available. If numbering is very difficult to locate or construct, add a "numbering peculiarities" note explaining the source for the designation (see also *CCM* 31.14.2).

```
      515 ## $a   Numbering taken from text.
      588 ## $a   Description based on: 1994; title from homepage index
                  listing (viewed June 8, 2000).
```

Since providers vary in the range of issues they offer online, the beginning dates of the print manifestation may be given in a 362 1# field to provide justification for the fixed field beginning date:

```
Dates: 1984, 9999
      362 1# $a   Print began with: Vol. 3, no. 1 (Jan. 1984).

Dates: 1999, 9999
      362 1# $a   Print began in 1999.
```

“Coverage as of” notes were an earlier CONSER practice and may still be found on existing records. These notes can be replaced with the beginning date of the print if catalogers are editing the e-serial record to make other changes.

31.10. Edition statement (field 250)

Like serials in print, electronic serials are issued in language, geographic, or special interest editions. Treat such editions like all other serial editions (see *CCM* Module 9). A common edition statement recorded in the 250 field on a record for an e-serial is “Web edition” that distinguishes the print and online editions.

```
250 ## $a      Web ed.
```

Sometimes it is not clear whether one record or multiple records should be used for language and other types of editions appearing on a Web site. Are the editions separately numbered and presented as separate publications within the Web site? The structure of the Web site may help determine if they are separate resources or if they are intended to be used together as one resource. Separate Web pages devoted to each edition at separate URLs provide separate sources of information that could be used as the basis of multiple records. If the content is only available from one Web page and URL, one record for the site may be more appropriate. It is sometimes useful to consult records for print manifestations of the editions to determine if these were issued as separate publications.

Using a single record is helpful when text in different languages is available (either from a single Web site or chief source) or even when a common page with links to both languages is not available, as long as links are available from one language version to the other. In this case, the availability of the text in different languages is given in a 546 note.

```
546 ## $a   Text available in English, French, and German.
```

In the example below, separate records were created because the larger Web site contained discrete URLs for the editions, displayed separate edition statements, and provided separate chief sources of information for the editions:

```
245 00 $a   Time for kids online.
250 ## $a   World report ed.

245 00 $a   Time for kids online (News scoop ed.)
250 ## $a   News scoop ed.
```

Do not consider different document formats (e.g. PDF, HTML, etc.) to constitute editions; one record is used to represent all online formats. Also, do not consider a version statement that reflects an upgrade of an existing file to be an edition statement.

31.11. Publication, distribution, etc. area (field 260)

Treat all electronic serials as "published" material. Take information regarding the publishing of a remote access serial from anywhere in the publication, but prefer the chief source. Lacking a formal presentation on the first or earliest issue, review all other sources for a formal publishing statement. If the serial lacks a formal statement of publication but it is clear from either internal or external evidence that it emanates from a particular institution or organization, consider the institution or organization to be the publisher and the location of the institution or organization to be the place of publication. Use brackets only when information is taken from an external source. If no publishing information can be supplied, use "[S.l. : $b s.n.]". Following the

principles of the provider-neutral record, provider names are not given in the publishing statement. Information about the publisher generally would be applicable to all online manifestations of the title. Some providers distribute earlier issues of a title, others distribute later issues; there could be different publishers shown on earlier and later issues of a digitized print serial, so publishing statements might differ depending on which provider is chosen as the basis of description.

The appendix to LCRI 1.4 allows for repeatable 260 fields to be used in place of a note in a 500 field to more clearly explain publication history.

If multiple publishers are known, list each publisher in a new 260 field. List the 260 fields in chronological order from earliest to latest publisher. Use a first indicator of 2 for intervening publishers and first indicator of 3 for the current publisher. Add a subfield 3 to the original 260 if needed to illustrate dates as in the example below:

```
260 ## $3 1999-<2002>: $a [Dordrecht] : $b Kluwer Academic Publishers
260 3# $3 2003- : $a Schoten (Antwerp), Belgium : $b Intersentia
```

CONSER policy is to prefer the 362 field to record dates of publication rather than using the $c in the 260 field. For detailed instructions on how and when to construct multiple 260 fields see the CONSER editing guide.

31.12. Physical description (field 300)

CONSER policy is not to apply the option given in *AACR2* 9.5B3. There is no physical description area (field 300 is not input) for electronic serials in the catalog record. Physical characteristics such as sound or graphics can be included in a note, and coded in field 007.

31.13. Series statement and series added entries (fields 4XX/8XX)

If a remote access serial is issued as part of a series, transcribe the series statement and construct the added entry according *AACR2* and *LCRI*s (see *CCM* Module 12 for a summary of appropriate rules and *LCRI*s). Make a distinction between the location of a serial on a larger Web site and a true series statement appearing on issues of the serial. The larger Web site should not necessarily be recorded as a series. The names of aggregators or distributors should not be recorded as series titles.

31.14. Notes

The notes area for electronic serials includes information appropriate both to the serial and to the electronic resource aspects of the publication. Notes on a record for an online manifestation appearing in multiple e-serial packages should contain information that is applicable to all online

manifestations. Take into account instructions for notes given in both Chapters 9 and 12 of *AARC2*. Input notes in numeric tag order. The most relevant notes for remote access serials are:

Source of title proper (fields 500, 588) -- see 31.3.4
Variations in title (fields 246) -- see 31.7
Beginning and/or ending dates of publication (field 362, indicator 1) -- see 31.9
Numbering peculiarities (field 515) -- see 31.9
Mode of access (field 538) -- see 31.14.5
Other physical formats (fields 530, 776) -- see 31.14.7
Description based on (field 588) -- see 31.9; 31.3
Latest issue consulted (588) -- see 31.9

Less frequently used notes for remote access serials are:

Restrictions on access (field 506)
Type of electronic resource or data (field 516)
System requirements (field 538)
Information about documentation (field 556)

31.14.1. Restrictions on access (field 506). Do not use this note unless restrictions apply to all versions and formats of the serial. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful in the CONSER record, give in $z of field 856.

31.14.2. Numbering peculiarities (field 515). Make notes on any numbering or issuing peculiarities. Electronic serials may have unusual numbering patterns (cf. *CCM* 31.9).

```
515 ## $a   Successive articles are uniquely identified by a manuscript
             number and date.
515 ## $a   Articles for 1996 are only available as individual
             articles, organized topically.
515 ## $a   Articles are added to issues on a continuous basis; issues
             are complete after six months.
```

31.14.3. Type of electronic resource or data (field 516). Field 516 has been used to make brief notes on the nature and type of remote access electronic serial (*AACR2* 9.7B1, 9.7B8). Current CONSER usage of the field is limited to situations where unusual information about file formats is needed. In a record describing a title offered by multiple providers, file formats should be applicable to all provider versions. Refer to the *CONSER Editing Guide* for instructions on the display constant and use of indicators with this field.

```
516 8# $a   Articles are available in PostScript, TeX, and dvi formats.
```

31.14.4. System requirements (field 538, System details). Make "system requirements" notes for *special* software, equipment or operating systems required to capture and/or print the electronic file (*AACR2* 9.7B1). Do not use the note unless the requirements are particularly unusual and apply to all versions offered by multiple providers.

31.14.5. Mode of access (field 538). 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.

```
538 ## $a   Mode of access: Email via electronic mailing list
           subscription.
538 ## $a   Mode of access: FTP via the Internet.
```

In addition to field 538, give an 856 field (cf. *CCM* 31.15) for each of the primary modes of access, when this information is readily available. Since field 856 is not a note field, some catalogers give information about access in field 538. For example, GPO often records the original URL in the 538 field when it adds a PURL to a record (see example below). Alternatively, depending on local needs and system capabilities, this type of information can be given in subfield $z of the 856 field.

```
538 ## $a   Mode of access: Internet. Address as of 06/08/01:
           http://www.ibb.gov/bbg/report.html; current access is
           available via PURL.
856 40 $u   http://purl.access.gpo.gov/GPO/LPS4612
```

31.14.6. Information about documentation (field 556). Make notes regarding documentation that can be accessed together with the electronic serial. (Refer to the *CONSER Editing Guide* for instructions on the display constant and use of indicators with this field.)

```
556 8# $a   Instructions for accessing related graphics in separate
           README file.
556 8# $a   User's guide available online via Internet email and FTP
           access.
```

31.14.7. Other physical medium (field 530 or 776 $i). Prefer field 776 $i rather than a 530 note, to describe any additional physical formats available. (See also *CCM* 31.16.)

```
245 00 $a   Emerging infectious diseases $h [electronic resource] : $b
           EID.
776 08 $i   Print version: $t Emerging infectious diseases $x 1080-6040
           $w (DLC)   96648093 $w (OCoLC)31848353
```

31.15. Electronic location and access (field 856)

31.15.1. Description. Field 856 identifies the electronic location of the serial from which it is available and information needed to access the serial by the method identified by the first indicator value (email, HTTP, FTP, telnet, dial-up). Information in the field should be sufficient to connect to a service, transfer files electronically, subscribe, or access issues of an electronic journal or newsletter. For detailed instructions on how to construct the 856 field, see the *CONSER Editing Guide*. Also helpful are the *Guidelines for the use of field 856*, http://www.loc.gov/marc/856guide.html, prepared by the Network Development and MARC Standards Office of the Library of Congress.

Local use of this field varies depending on the local catalog system. Some systems use the field as a "hot link" to connect the user with the online resource through the bibliographic or holdings record. Other systems generate OPAC displays to enable users to better understand information presented in the field.

Deciding which and how many 856 fields to record for an online serial can be a difficult decision and depends on several factors. These include the number and types of URIs or other access methods available to the cataloger at the time of cataloging, local policies regarding the provision of 856 fields, and the need for widely accessible 856 fields on shared OCLC and CONSER records.

A. Generic and institution specific URIs

Frequently, a cataloger will need to record a different access method on the local version of a record from what is recorded in the CONSER/OCLC version, since their institution may access licensed resources through the use of unique URIs (with an imbedded institutional ID, for example), which prevent non institutional users from accessing the resource. Not usable for other institutions, such URIs are therefore inappropriate for use on the OCLC/CONSER record.

In local record:

```
856 40 $u http://lib-ezproxy.univ.edu:2048/login?url=http:
      //polychrest.univ.edu:8331/V?func=native-link&resource=UNI05641
```

In OCLC/CONSER record:

```
856 40 $u http://www.tandf.co.uk/journals/WJLA
```

B. Multiple locations

Pages that present the user with a password and user id logon form probably are less convenient for users than pages that provide direct access to the serial, but sometimes are the only access methods available for recording in the record. If the content of a serial is spread over several locations, e.g. early volumes have one URI, later volumes have a different URI, it might be

necessary to add several 856 fields to cover the entire content of the serial. The range of issues available from these sites can be given in $3 of the 856 field (see examples below in *CCM* 31.15.2).

When there are multiple providers, URIs for each may be given on the provider-neutral record.

C. Multiple locations within a site

Often, the problem is having too many access methods from which to choose. Should the cataloger use a URI which points to a provider's home page, a specific journal's home page, or table of contents for all issues of the serial or for particular issues of a serial? The site's structure and the access available on various pages give the cataloger clues in making this decision. Pointing to a page which gives the user access to all the issues either through a table of contents or search interface provides access to the serial content without having to navigate several pages. On the other hand, access to some or all of these pages in publisher or distributor sites may be restricted to subscribers only. In such cases, it is preferable to point to a higher level page (a journal home page, for example) which at least provides an unregistered viewer with information about the serial, subscription information, a password prompt, and perhaps sample issues or portions of the serial that are made available to non-subscribers. It is important to consider the function of pages in the site design as well. Many publishers provide journal home pages that are intended as a direct portal to the serial content, clearly identify the title, and may provide longer term stability than pages at other levels.

D. Mirror sites

With some serials the cataloger is faced with multiple 'mirror' sites--alternative locations for accessing a Web site. Selecting how many of these to record also depends on the limits of the CONSER record and needs of the cataloging agency in providing access to its constituency. Providing several sites on a record helps assure an institution's access when one server is busy or where agreements between distributors, publishers, etc., make it preferable to provide users with multiple mirror locations. On the other hand, recording of all possible mirror sites on the CONSER record may not be practical. Besides the time involved in recording multiple 856 fields, there is a concern that more maintenance is involved if related mirror sites change at the same time. Ultimately, the decision on how many mirror sites to add to a record should focus on the needs or policies of the cataloging agency, shaped by the need to provide widely available access methods on the CONSER record. A cataloging agency, for example, could decide to record mirror sites in its home country and other mirror sites it deems necessary to assure its users access. When added to the CONSER record, multiple mirror sites which give identical access from different locations could be labeled as such:

```
856 40 $z Access from the U.S.: $u http://www.us...
856 40 $z Access from Europe: $u http://www.europe...
```

E. Field 856 subfields and indicators

Field 856 has subfields defined to hold a variety of data and instructions. Commonly used subfields of field 856 are listed below (there is no preferred order of these subfields):

- $u, which holds a Uniform Resource Identifier (URI), such as a URL or URN;
- $3, which contains information that specifies the part of the bibliographic item to which the field applies, when there is not a fully one-to-one relationship between the 856 and the resource described in the record; and
- $z, a public note which may be used for any additional notes about the electronic resource at the specified location. Examples include subscription information or access restrictions.

A serial may be available via multiple file formats with different file names or groups of files. Separate 856 fields may be needed for each access method (e.g., World Wide Web, email, etc.) by which the serial is available. Separate 856 fields for document formats may not be needed because more than one document format is often available from the same access method. The first indicator of field 856 defines access method; for example, first indicator “4" shows access is via HTTP.

The second indicator identifies the relationship between the electronic resource at the web location or identifier in the 856 field, and the item described in the record as a whole; for example, second indicator “0" means the electronic resource represented in the 856 field is the same resource described by the record, while “1" indicates the 856 represents an electronic manifestation of the item described in the record. Second indicator “2” means the 856 communicates access information to a resource related to the resource described in the record.

31.15.2. Uses of field 856 in CONSER records. Field 856 is given in CONSER records in the following circumstances:

1) On the record for a remote access serial to cite the location of that serial. Use second indicator “0.” In the provider-neutral record, URIs of all the providers distributing the serial are given. If the contents of the serial are split among multiple sites (whether multiple providers or several locations at one provider site), subfield $3 is used to cite issues found at a particular location:

```
856 40 $3 Current issues available from the Publications Page of the
            ASA Web site $u http://www.asanet.org/pubs/pubs.html
856 40 $3 Archived issues $u
            http://www.asanet.org/footnotes/previous.html

856 40 $3 1994 $u
            http://www.computer.org/conferences/sc94/sc94home.html
856 40 $3 1995 $u http://www.supercomp.org/sc95/proceedings/
856 40 $3 1989-1991, 1993-1994 $u
            http://www.acm.org/pubs/contents/proceedings/series/sc/
856 40 $3 Abstracts: v.3(1998)-v.4(1999). Full text: v.5(2000)- $u
            http://...
```

2) On the record for a printed (or other format) serial to cite the location of partial contents or related information, such as summaries, abstracts, tables of contents, or subscription information. Subfield $3 should be used to identify the part that is online. Use second indicator "1" whenever the URI points to any part of the electronic manifestation. This includes Web sites which give access to some parts of the print material, even if it's repackaged in a substantial way. For example, a Web site which gives only the table of contents of a journal or only abstracts would still be indicator 1 because the site's content is essentially a version of the printed material.

```
856 41 $3 Summaries and index $u http:// ...
```

3) On the record for a printed or other format serial when there is an online manifestation, regardless of whether the online manifestation is separately cataloged or not. Use second indicator "1."

4) For related resources that do *not* represent the serial cataloged, its online manifestation, or a part of the serial. Common examples would be an organizational home page or publisher's Web site. If an organizational home page contained a 10-year index to a journal or the tables of contents of several titles, this would be a related Web site. Use second indicator "2."

```
856 42 $z Home page of the Health Physics Society: $u
          http://www.health-physics.com
```

31.15.3. Construction and coding. Depending on the mode of access, different subfields may be necessary in the 856 field. Subfield $u may be used instead of or in addition to other subfields.

```
856 00 $z Email subscription $u mailto:listserv@loc.gov $i subscribe $f
          CONSRLIN
```

For additional guidelines on coding the 856 field see *Guidelines for the Use of Field 856* from Network Development and MARC Standards Office, Library of Congress: http://www.loc.gov/marc/856guide.html.

31.15.4. Volatility of access information. Without the regular review of serial records which is a function of print serial check-in and inventory control, it may be difficult to monitor the accuracy or currency of URIs. The URI for an electronic publication on a catalog record will become inaccurate if the publisher of the online serial moves the serial. Locally run link checking software can provide information about broken links but requires regular processing and follow-up work to determine if changes are needed. Serials management companies also provide maintenance for URIs as a part of their services for maintaining subscription information for online serials. Use of persistent identifiers or handle systems is another method to provide a mechanism for URI maintenance. An example of a persistent identifier is the PURL (persistent uniform resource locator), which allows libraries to update changes in URIs on a PURL server without needing to change URLs in catalog records.

What should a cataloger do when encountering a record that has institution-specific access methods recorded in the 856 fields, links that are no longer valid, or links that point to a less than ideal location? For obvious errors in the access method (for example, if a typo prevents a URI from working correctly), the cataloger should make corrections. Where it is difficult to determine the usefulness of an existing access method because of access restrictions, lack of a password to logon, uncertainty of whether links are broken temporarily or permanently, etc., it is best to leave the 856 field on the record and add additional 856 fields. Even for access methods that appear to be invalid, there may be an advantage to leaving them on the record. The 856 field in many systems, including OCLC, is a searchable field. It is possible for an inactive address to give searchers clues about title changes, content changes, and former resource providers. If the only link appearing on the CONSER record is an invalid link, it can be left on the record and labeled as invalid in the subfield $z of the 856 field. Note that the second indicator is blank and that the non-working URL is maintained in subfield $u of the 856. This coding differs from LC practice documented in *LCRI* 9.7B where the non-working URL is moved to a subfield z so that it does not appear on LC's link checking reports repeatedly. The example below is based on a recommendation from OCLC and is derived from current system indexing needs and OCLC's electronic address checking software (see OCLC's recommendation at: http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/).

```
856 4# $z   Link no longer valid as of Dec. 4, 2000 $u http://www...
```

31.15.5. PURLs in CONSER records

PCC institutions are using PURLs in records for free online serials and other online resources. The successful maintenance of access information for these resources depends on the fact that the PURL is added to the record and never (except in rare instances where a mistake has been made or a duplicate PURL assigned) changed or deleted. Therefore CONSER members have agreed not to delete PURLs found on records.

GPO has been adding PURLs to records for government documents for several years and many CONSER authenticated records contain them. Current GPO practice is to record the URL of an online manifestation of a work in the 530 (on a single record approach print record) or in the 538 of the online publication being cataloged. These notes give the original URL and the date on which a PURL was established for the title.

The PCC PURL Project allows participants to cooperatively maintain URLs for freely available Web resources. A PURL server, hosted by OCLC, is used to enter and maintain URLs. Participants receive weekly error reports of changed or broken URLs and make changes to the URL stored on the PURL server without needing to change the record; the PURL in the record will point to the correct changed URL in the PURL server.

PCC institutions are not required to use the PURL server or to be part of the PCC PURL Project. However, those who are cataloging in OCLC are encouraged to create a PURL and add it to the OCLC record. Any PCC participant can register on the PURL server; the participant's OCLC authorization number is used for logging on. Documentation and guidelines for the participants

are posted on the project Web site at http://www.loc.gov/acq/conser/purl/main.html. Currently both the PURL and the URL are being added to the 856, the PURL in the first subfield u and the URL in a subsequent subfield u. For example:

```
856 4# $u   http://bibpurl.oclc.org/web/1022 $u http://www.mihan.net/
```

31.15.6. Version specific notes in 856 fields

CONSER provider neutral records represent all provider versions of a digitized serial, therefore notes specific to one provider's version are not appropriate in the body of the bibliographic record. Such notes can be entered in the $z Public note subfield in the 856 field designating that version.

```
856 40 $3 v.62 (2000)- $z Full-text access restricted to subscribing
      institutions $u http://www.provider1
856 40 $3 v.1-61(1934-1999) $z Free public access to backfiles, Adobe
      acrobat reader required $u http://www.provider2

856 40 $z Digitized from microfilm with full text and images in
      downloadable PDF $u http://www.provider1
856 40 $z HTML version with abstracts also in German and French $u
      http://www.provider2
```

31.16. Linking relationships

Identify and treat linking relationships for electronic serials as documented in *CCM* Module 14. Provide the appropriate linking fields (and related notes, if necessary) for Preceding/Succeeding Entry (MARC 780/785), Additional Physical Form (MARC 776), supplements, and other related works.

```
245 00 $a I hate computers $h [electronic resource].
780 00 $t Bits & bytes (Gainesville, Fla.) $x 1077-5838 $w (DLC)sn
           94002764 $w (OCoLC)30838811
```

```
245 00 $a Internet journal of health promotion $h [electronic
          resource].
785 00 $t Reviews of health promotion and education online $w(DLC)
          2003243196 $w (OCoLC)51875381
```

In general, the links for earlier/later titles should be made to the related electronic manifestation records. The example below illustrates a situation where the cataloger is not linking to a specific record (so the linking field lacks record control numbers) but is using the linking field to generate an informational note about the previous title.

```
245 10 $a European journal of medicinal chemistry $h [electronic resource].
780 00 $t Chimica therapeutic
```

Use a 776 field to indicate that the title is available in an additional format. CONSER policy is to prefer the use of the 776 $i to record the format of the record being referenced rather than the use of a 530 field for this purpose.

```
245 00 $a International journal of inorganic chemistry $h [electronic
          resource].
776 08 $i Print version: $t International journal of inorganic
          chemistry $x 2090-2026
```

When describing the relationship between a print and online manifestation, generally prefer describing this relationship using a 776 rather than using a 780/785. Even if the print ceases publication at the time the online manifestation begins, there is the possibility that the print manifestation could later be digitized and the online manifestation would exist simultaneously with the print. Also use 776 $i to explain relationships between different formats of a title (although 580 field remains an option to describe a complex situation). For example, if a print title ceases, but the online manifestation continues, the cataloger may note this relationship as

"Continued online" or "Print version, -2008" on its respective record.

Below is an example for use of the 776 where the print ceases and the publication continues online only.

Record for the print manifestation:

```
110 2# $a Library and Information Technology Association (U.S.)
245 10 $a LITA newsletter.
362 0# $a No. 1 (winter 1980)-v. 18, no. 4 (fall 1997).
776 08 $i Continued online: $a Library and Information Technology

          Association (U.S.). $t LITA newsletter (Online) $x 1079-123X

          $w (DLC)sn 94004077 $w (OCoLC)31406418
```

Record for the online manifestation:

```
110 2# $a Library and Information Technology Association (U.S.)
245 10 $a LITA newsletter $h [electronic resource].
588 ## $a Description based on: Vol. 16, no. 2 (spring 1995); title
          from journal home page (LITA home page, viewed Jan. 13,
          1999).
776 08 $i Print version: $a Library and Information Technology
          Association (U.S.). $t LITA newsletter $x 0196-1799 $w
          (DLC)   84647365 $w (OCoLC)5757570
```

Use 780/785 fields along with a 776 only when a title change accompanies a format change.

```
245 04 $a The Japan Foundation newsletter.
362 1  $a Began in Aug. 1973; ceased with v. 31, no. 4 (April/May
          2006).


776 08 $i Online version: $t Japan Foundation newsletter $x 0385-2318 $w


          (OCoLC)626408149
785 04 $a Kokusai Kōryū Kikin. $t Japan Foundation email magazine $w
          (DLC) 2010254029 $w (OCoLC)665072395


245 04 $a The Japan Foundation newsletter $h [electronic resource].
362 1  $a Ceased with v. 31, no. 4 (Apr./May 2006).
776 08 $i Print version: $t Japan Foundation newsletter $w
          (OCoLC)4102509
785 04 $a Kokusai Kōryū Kikin. $t Japan Foundation email magazine $w
          (DLC) 2010254029 $w (OCoLC)665072395


110 2  $a Kokusai Kōryū Kikin.
245 14 $a The Japan Foundation email magazine $h [electronic resource].
362 1  $a Began with v. 1 (Oct. 1, 2004).
580 ## $a Absorbed the print and online formats of The Japan Foundation
          newsletter.
780 00 $a Kokusai Kōryū Kikin. $t What's new mail service $w (DLC)
          2010254030 $w (OCoLC)665072119
780 15 $t Japan Foundation newsletter $w (OCoLC)626408149
780 15 $t Japan Foundation newsletter $w (OCoLC)4102509
```

31.17. Subject headings and classification

Provide the appropriate subject headings, using a standardized list (e.g., *LCSH* or *MeSH*), following the same principles as for print publications as described in *CCM* Module 15. There is no form subdivision such as "electronic journals" for remote access electronic resources in *LCSH*. From 1999-2001 the term Electronic journals was used in MeSH as a form subdivision. For *LCSH* headings, use appropriate subdivisions, as instructed in the *Subject Cataloging Manual (*i.e., H1520 (Databases), H1580.5 (Electronic serials)).

While classification is not required in CONSER records, libraries that normally classify their serials are encouraged to also classify electronic serials. Though not needed as a location device, classification provides a useful tool for assessing the types of serials that are online and for many other purposes.

31.18. Changes that require the creation of new records: Special situations

When changes in title, personal author, or corporate body main entries occur, create new records in accordance with *AACR2* and the *LCRI*s as illustrated in CCM Module 16. If the physical medium in which the serial is issued changes (e.g., from print version to electronic version), create a separate record for the new manifestation of the title in accordance with *LCRI* 21.3B. Follow the guidance in *CCM* Module 16 about not using 780/785 links unless there is a change in title as well as medium. If the title does not change, connect each manifestation of a title using 776 linking relationships. If the mode of issuance changes, see LCRI 1.0. Challenging situations can arise in the digital environment with any of these changes but title changes present some particular difficulties.

Ideally, publishers of e-serials or digitizations of print serials will retain titles under which earlier content was published, whether that content was originally published in print or online. Keeping print and online titles and their corresponding records aligned aids researchers in following citations, aids libraries that use a single record approach and facilitates ISSN use. Even in cases where previous titles are removed from web sites when titles change, the earlier titles might be restored when another publisher takes over, or when the publisher is made aware of best practices such as those being advocated by NISO's PIE-J guidelines (to be published in 2012). For this reason, CONSER catalogers should make every effort to maintain successive records whenever possible for e-resources so that title changes shown on print and online version records are aligned. Digitized print issues should be viewed for evidence of earlier titles on covers, in running titles and on masthead and contents pages. Use of the print record as the basis for the description is often the solution that makes aligning separate manifestations possible.

Instructions for creating successive entry records are covered in *CCM* 31.18.1, including how to handle situations where there are multiple successive records for the print version of a record cataloged according to earlier title change rules.

Less commonly, catalogers will encounter a serial published only in online form or a case where there is no print record available as a source of description. CONSER guidelines for addressing these cases are outlined in *CCM* 31.18.2 below, following provisions of *LCRIs* 12.0B1 and 12.7B4.2 which call basing the description on the current presentation of the title, according to the conventions of integrating entry cataloging. Integrating entry cataloging conventions are also followed if the main entry is appropriately a corporate body and that body is not retained on earlier issues. In case of corporate body main entry, the description would reflect the current body as the main entry.

Converting a successive entry record to an integrating entry record may involve changing fields in an existing record or creating an original record that contains the current and earlier titles or bodies. Information about earlier titles is given in fields 247 (former title or former title variations) and, if needed, in 547 (former title variation complexity). Information about former corporate body main entries is given in note field 550 and 7XX added entry fields.

31.18.1. Creating successive entry records

Revised August 2012

The following examples apply to cases where the content of earlier and later issues is provided on a Web site without the title shown on corresponding print versions. Prefer to create successive entry records for the electronic version following the pattern of the print records. Base the description on records for the print version if necessary:

```
130 0# $a China national journal of new gastroenterology (Online)
245 10 $a [China national journal of new gastroenterology] $h
           [electronic resource] = $b [Chung-kuo hsin hsiao hua ping
           hsüeh tsa chih].
246 1# $i Online title: $a World journal of gastroenterology
588 ## $a Description based on print version record.
```

If the cataloger has access to multiple providers and some show the earlier or later titles and some do not, prefer the successively presented version as the basis of description and follow provider-neutral guidelines to describe only one version while including any appropriate URLs for the other versions.

The following example applies to cases where a title has undergone multiple changes in the print manifestation and the cataloger seeks to create corresponding records for the online. As previously stated, it is preferable that the cataloger maintains a one-to-one correlation between print and online manifestations. While the cataloger's first impulse may be to create as many online records as necessary to mirror the title changes represented in the print, it may be advantageous to first assess those print title changes to determine if, under current cataloging conventions, said title changes would be considered minor changes. If the title changes are minor, the cataloger should consider first collapsing the print records as appropriate, and then creating an online record that mirrors the resultant single print record. This example may also be followed in cases where an online record is already present in OCLC (along with multiple print title changes).

Earlier print title:

```
Dates 1991, 1994
245 00 $a ABA journal of affordable housing & community development
law.
785 00 $t Journal of affordable housing & community development law $x
1084-2268 $w (DLC)   95642480 $w (OCoLC)32070288
```

Later print title:

```
Dates 1995, 9999
245 00 $a Journal of affordable housing & community development law.
780 00 $t ABA journal of affordable housing & community development law
$x 1061-4354 $w (DLC)   92643408 $w (OCoLC)25308952
```

Under current cataloging conventions, the addition/subtraction of the same corporate body or its initials is considered a minor change; thus, the above records may be collapsed into one.

Collapsed print title:

```
Dates 1991, 9999
245 00 $a ABA journal of affordable housing & community development
law.
```

Collapsing the two records for the print allows harmonization with the current representation of the online.

Online record:

```
Dates 1991, 9999
245 10 $a ABA journal of affordable housing & community development law
$h [electronic resource].
```

31.18.2. Successive records cannot be created

If all other options for creating successive records have been exhausted, apply the guidelines for integrated entry in *LCRI* 12.7B4.2, which instructs the cataloger to "... give the earlier title in a note. Give a note explaining that the earlier title no longer appears in the serial."

A. Updating existing records

The cataloger finds the following record and notices that all issues have been reformatted with the new title in the online archive. The resource is online only.

Biblvl= s
Entry convention = 0
Type of continuing resource= p

```
245 00 $a BMC biochemistry and structural biology $h [electronic
          resource].
260 ## $a London : $b BioMed Central, $c 2000-
362 0# $a Vol. 1 (2000)-
500 ## $a Title from BioMed Central archive volume screen (viewed Dec.
          6, 2002).
856 40 $u http://bibpurl.oclc.org/web/213 $u
          http://www.biomedcentral.com/bmcbiochem/
856 40 $u http://www.pubmedcentral.nih.gov/tocrender.fcgi?journal=12
```

Record as updated by cataloger:

- Entry convention is changed to: 2
- The 245 is changed to the current title.

- The earlier title and what is known about the dates it carried is put into field 247. If needed for clarification, a former title complexity note, 547 is added to explain the change in title.

- In this case, the original title split into two different titles as reflected in the 547 note.

- The description is based on the current issue

Biblvl= s
Entry convention = 2
Type of continuing resource= p

```
245 00 $a BMC biochemistry $h [electronic resource].
247 11 $a BMC biochemistry and structural biology
260 ## $a London : $b BioMed Central, $c 2000-
362 0# $a Vol. 1 (2000)-
500 ## $a Title from BioMed Central archive volume screen (viewed Dec.
          6, 2002).
547 ## $a Originally titled: BMC biochemistry and structural biology.
          Original title was split into: BMC biochemistry, and: BMC
          structural biology. A new web site was created for BMC
          structural biology and all articles were reformatted with
          the later titles.
```

If further changes take place and earlier known titles or bodies continue to be reformatted or omitted, the description is changed to reflect the current issue. Earlier information is explained in the 547 or 550 notes and added entries are provided. If on the other hand, a later change occurs and the publisher *does* begin to retain earlier titles or bodies, a new successive entry record is created and the two records are linked.

Continuing the example above hypothetically, a further change occurs and the publisher retains the most recent title. The current integrating entry record is closed out:

Biblvl= s
Entry convention = 2
Type of continuing resource= p
Publication status=d

```
245 00 $a BMC biochemistry $h [electronic resource].
247 11 $a BMC biochemistry and structural biology
260 ## $a London : $b BioMed Central, $c 2000-2003.
362 0# $a Vol. 1 (2000)-v. 4 (2003).
500 ## $a Title from BioMed Central archive volume screen (viewed Dec.
          6, 2002).
547 ## $a Originally titled: BMC biochemistry and structural biology.
          Original title was split into: BMC biochemistry, and: BMC
          structural biology. A new web site was created for BMC
          structural biology and all articles were reformatted with
```

```
            the later titles. This serial is now continued by: BMC
            biochemistry and metabolic pathways.
785 10 $t BMC biochemistry and metabolic pathways
856 40 $u http://bibpurl.oclc.org/web/213 $u
            http://www.biomedcentral.com/bmcbiochem/
```

A new successive entry record is created:

Biblvl = s
Entry convention = 0
Type of continuing resource = p
Publication status = c

```
245 00 $a BMC biochemistry and metabolic pathways $h [electronic
            resource].
780 00 $t BMC biochemistry
```

B. Creating a new record

If there is not an existing record for an earlier title and the cataloger is creating an original record that would cover issues that are known to have had that title, the earlier title can be given in a 247 field and an explanation in a 547 field.

Example: At the time of cataloging, there is no existing record on the utilities for the earlier title but the span of time issues of the serial had the earlier title is known:

```
245 00 $a RFE/RL newsline $h [electronic resource].

247 11 $a Newsline on the Web $f 1 Apr. 1997-<1 Oct. 1997>
260 ## $a Prague : $b RFE/RL, Inc., $c c1997-

547 ## $a All issues originally published with the title: Newsline on
            the Web have been reformatted with the new title: RFE/RL
            Newsline.
588 ## $a Description based on: Vol. 6, no. 57 (26 Mar. 2002); title
            from caption (viewed Mar. 26, 2002).
```

31.19 ISSN for online serials

ISSN Network policy is to assign separate ISSN for each medium version of a continuing resource with one ISSN-L that applies to all versions. A new rule will be introduced into a revision of the *ISSN Manual* scheduled for the second half of 2012. According to this rule, all remote access versions of a continuing resource published under the same title will have a single ISSN assigned. Thus, the same ISSN will apply to versions digitized from print (digital reproductions), original e-versions, and any versions for e-book readers, smartphones, or other devices regardless of the encoding format (PDF, HTML, etc.)

Revised August 2012

CONSER participants may request ISSN for e-versions of print serials by using the CONSER request password-protected Web form.

Recording the ISSN for e-serials in CONSER records is useful for searching and record matching on local systems, citation indexes, and full text databases. When multiple versions exist, publishers are instructed to display the ISSN of all versions on each version so the cataloger may encounter one or more ISSN displayed on e-serials.

Record all ISSN found on the resource or in the ISSN Portal in the appropriate subfields of field 022. When print and online format ISSN are known, (sometimes labeled “print” and “e-ISSN” on the resource), record the ISSN for online version in $a of field 022 and record the ISSN for the print in $y of field 022. If the publisher seems to be printing the ISSN of the print instead of a separate ISSN for the online format, record the ISSN of the print in $y of field 022. If you are unsure which format any ISSN displayed on the resource pertains to, record it in $y.

If you encounter ISSN problems in records authenticated by or under the jurisdiction of the U.S. ISSN Center (center code 1 in 022 $2 or U.S. imprints), contact the U.S. ISSN Center. If you encounter ISSN problems in records that are not under the jurisdiction of the U.S. ISSN Center, you may edit the ISSN to conform to records in the ISSN Portal. Use caution if you do not have access to the ISSN Portal and you find discrepancies between ISSN displayed on an e-resource and ISSN recorded in non-U.S. records in the OCLC database.

31.20. Record examples

The practice represented in these examples may not match the current OCLC record.

31.20.1. <u>Born digital e-serial (there is no print version)</u>. *Statistical Applications in Genetics and Molecular Biology*

```
OCLC:  52157137            Rec stat:    c
Entered:    20030430       Replaced:    20100716       Used:    20100801
Type:  a     ELvl:        Srce:  c     Gpub:       Ctrl:      Lang:  eng
BLvl:  s     Form:  o     Conf:  0     Freq:  a    MRec:      Ctry:  cau
S/L:   0     Orig:        EntW:        Regl:  r    Alph:  a
Desc:  a     SrTp:        Cont:        DtSt:  c    Dates: 2002,9999
```

```
010 ##      $a 2003212268 $z 2003243230
006 ##      [m        d        ]
007 ##      $a c $b r $d c $e n $f u
040 ##      $a NSD $c NSD $d WAU $d NLM $d CAS $d OCLCQ $d OCL $d OCLCQ
012 ##      $l 1
016 7#      $a 101176023 $2 DNLM
019 ##      $a 52166607
022 0#      $a 1544-6115
030 ##      $a SAGMCU
037 ##      $b BE Press, 805 Camelia St., Berkeley, CA 94710 $c $365.00
042 ##      $a nsdp $a lcd
050 10      $a ISSN RECORD
050 14      $a QH438.4.S73
060 10      $a W1
082 10      $a 576.5 $2 13
210 0#      $a Stat. appl. genet. mol. biol.
222 #0      $a Statistical applications in genetics and molecular
            biology
245 00      $a Statistical applications in genetics and molecular
            biology $h [electronic resource].
246 13      $a SAGMB
260 ##      $a [Berkeley, CA] : $b Berkeley Electronic Press, $c c2002-
310 ##      $a Annual
362 1#      $a Began with: Vol. 1, issue 1 (2002).
515 ##      $a Articles added consecutively to current annual volume.
588 ##      $a Description based on: Vol. 1, issue 1 (2002);title from
            table of contents page (publisher's Web site, viewed July
            24, 2003).
588 ##      $a Latest issue consulted: Vol. 2, issue 1
            (2003)(publisher's Web site, viewed July 24, 2003).
650 #0      $a Genetics $x Statistical methods $v Periodicals.
650 #0      $a Molecular biology $x Statistical methods $v Periodicals.
650 #0      $a Bioinformatics $v Periodicals.
650 12      $a Genetics $v Periodicals.
650 22      $a Molecular Biology $v Periodicals.
650 22      $a Statistics $v Periodicals.
856 40      $u http://www.bepress.com/sagmb
850 ##      $a DNLM
```

31.20.2. <u>Provider-neutral record</u>. *Journal of Cereal Science (Online)*

```
OCLC:  36935733              Rec stat:    c
Entered:    19970520       Replaced:    20111022       Used:    20111201
Type:  a     ELvl:        Srce:  c    GPub:       Ctrl:       Lang:  eng
BLvl:  s     Form:  o     Conf:  0    Freq:  b    MRec:       Ctry:  enk
S/L:   0     Orig:        EntW:       Regl:  r    Alph:  a
Desc:  a     SrTp:  p     Cont:       DtSt:  c    Dates: 1983,9999

      010 ##      $a sn97001881
      006 ##      [m        d        ]
      007 ##      $a c $b r $d c $e n $f u
      040 ##      $a OH1 $c OH1 $d NSD $d OCL $d MYG $d OCLCQ $d MYG $d DLC
      012 ##      $l 1
      022 0#      $a 1095-9963 $y 0733-5210
      037 ##      $b Academic Press, 6277 Sea Harbor Dr., Orlando, FL 32887-
                  4900
      042 ##      $a nsdp $a lcd
      082 10      $a 664 $2 12
      210 0#      $a J. cereal sci. $b (Online)
      222 #0      $a Journal of cereal science $b (Online)
      245 10      $a Journal of cereal science $h [electronic resource].
      246 30      $a Cereal science
      260 ##      $a London : $b Academic Press
      310 ##      $a Bimonthly
      362 1#      $a Print began with: Vol. 1, no. 1 (Jan. 1983).
      588 ##      $a Description based on: Vol. 17, issue 1 (Jan. 1993);
                  title from table of contents (ScienceDirect, viewed Sept.
                  5, 2003).
      588 ##      $a Latest issue consulted: Vol. 17, issue 1 (Jan. 1993);
                  title from table of contents (ScienceDirect, viewed Sept.
                  5, 2003).
      650 #0      $a Grain $v Periodicals.
      650 #0      $a Cereal products $v Periodicals.
      776 08      $Print version: $t Journal of cereal science $x 0733-5210
                  $w (DLC)sn 82005265 $w (OCoLC)8603019
      856 40      $u http://firstsearch.oclc.org $z Address for accessing the
                  journal using authorization number and password through
                  OCLC FirstSearch Electronic Collections Online
      856 40      $u http://firstsearch.oclc.org/journal=0733-
                  5210;screen=info;ECOIP $z Address for accessing the journal
                  from an authorized IP address through OCLC FirstSearch
                  Electronic Collections Online
      856 40      $u http://www.sciencedirect.com/science/journal/07335210
```

31.20.3. <u>Single-record approach.</u> *ARC News (Redlands, Calif.)*

```
OCLC:  20316854            Rec stat:    c
Entered:    19890908      Replaced:    19970902       Used:    19970903
Type:  a     ELvl:        Srce:  c     GPub:        Ctrl:        Lang:  eng
BLvl:  s     Form:        Conf:  0     Freq:  q     MRec:        Ctry:  cau
S/L:   0     Orig:        EntW:        Regl:  r     Alph:  a
Desc:  a     SrTp:  p     Cont:        DtSt:  c     Dates: 19uu,9999

    010 ##      $a sn 91017504
    040 ##      $a SMI $c SMI $d CLU $d NSD $d WAU $d NSD $d NST $d NYG $d
                CUS $d IUL $d CUS $d DLC $d OCL $d IUL $d CLU $d DLC $d OCL
                $d OCLCQ $d LVB $d NYDWH $d CZL $d OCLCQ
    012 ##      $i 9106 $l 1
    022 0#      $a 1064-6108
    037 ##      $b Environmental Systems Research Institute, Inc., 380 New
                York Street, Redlands, CA 92373
    042 ##      $a lc $a nsdp
    050 00      $a G70.2 $b .A73
    082 10      $a 363 $2 12
    130 0#      $a ARC news (Redlands, Calif.) *
    210 0#      $a ARC news $b (Redlands Calif.)
    222 #0      $a ARC news $b (Redlands, Calif.)
    245 10      $a ARC news / $c Environmental Systems Research Institute.
    246 1#      $i At head of title: $a ESRI $f <winter 1997/98->
    246 17      $a ESRI ARC news
    260 ##      $a Redlands, Calif. : $b Environmental Systems Research
                Institute
    300 ##      $a v. : $b ill. ; $c 43 cm.
    310 ##      $a Quarterly, $b <spring 1989->
    321 ##      $a Two issues a year, $b <summer/fall 1987->
    515 ##      $a Vols. for <summer/fall 1987-winter/spring 1988> lack
                numbering designation; <fall 1989-> called <vol. 11, no. 2-
                >
    525 ##      $a Some issues include section: GIS trends.
    588 ##      $a Description based on: Summer/fall 1987; title from
                caption.
    588 ##      $a Latest issue consulted: Vol. 23, no. 4 (winter
                2001/2002).
    650 #0      $a Geographic information systems $v Periodicals.
    650 #0      $a Geography $x Data processing $v Periodicals.
    710 2#      $a Environmental Systems Research Institute (Redlands,
                Calif.)
    740 02      $a GIS trends.
    776 08      $i Some issues available online: $t ARC news  {no record control
                numbers because there is no bibliographic record for online version}
    856 41      $u http://bibpurl.oclc.org/web/2645 $u
                http://www.esri.com/news/arcnews/arcnews.html
```

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**Catalogers may encounter the presence of a uniform title for manifestations cataloged prior to the adoption of the CSR.*

31.20.4. <u>Online version preceded by an earlier title.</u> *Journal of physiology and pharmacology (Online)*

```
OCLC:  52535444            Rec stat:    C
Entered:    20030701      Replaced:    20111205       Used:    20111211
Type:  a     ELvl:        Srce: c      GPub:        Ctrl:        Lang:  eng
BLvl:  s     Form:  o     Conf:  0     Freq:  q     MRec:        Ctry:  pl
S/L:   0     Orig:        EntW:        Regl:  r     Alph:
Desc:  a     SrTp:  p     Cont:        DtSt:  c     Dates: 1991,9999
    010 ##      $a 2004-262222
    006 ##      [m        d        ]
    007 ##      $a c $b r $d c $e n
    040 ##      $a MMU $b eng $c MMU $d OCLCQ $d CGU $d OCLCQ
    022 0#      $y 0867-5910
    042 ##      $a lcd
    245 10      $a Journal of physiology and pharmacology $h [electronic
                resource] : $b an official journal of the Polish
                Physiological Society.
    260 ##      $a Kraków, Poland : $b Polish Physiological Society, $c
                [1991]-
    310 ##      $a Quarterly
    362 1#      $a Print began with: Vol. 42, no. 1 (Mar. 1991).
    538 ##      $a Mode of access: World Wide Web.
    580 ##      $a Original print version of this title was preceded by an
                earlier title called: Acta physiologica Polonica.
    588 ##      $a Description based on: Vol. 51, no. 1 (Mar. 2000); title
                from journal information screen (publisher's Web site,
                viewed June 4, 2004).
    588 ##      $a Latest issue consulted: Vol. 55, no. 1, pt. 1 (Mar.
                2004).
    650 #0      $a Physiology $v Periodicals.
    650 #0      $a Pharmacology $v Periodicals.
    650 #2      $a Pharmacology $v Periodicals.
    650 #2      $a Physiology $v Periodicals.
    710 2#      $a Polskie Towarzystwo Fizjologiczne.
    776 08      $i Print version: $t Journal of physiology and pharmacology
                $x 0867-5910 $w
                (DLC)940646692 $w (OCoLC)24515696
    780 00      $t Acta physiologica Polonica
                {While not linking to a specific manifestation, at some point in the future, if the earlier
                title is digitized, record control numbers can be added}
    856 40      $u http://bibpurl.oclc.org/web/7757 $u
                http://www.jpp.krakow.pl/
```