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Making Serials Visible: Basic Principles of Serials Cataloging

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Making Serials Visible

Basic Principles of Serial Cataloging

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CONSER

* Cooperative Online Serials
* Component of Program for Cooperative Cataloging (PCC)
* Produce and maintain authoritative records for serials in all media
* Work to set standards, create authoritative documentation and training materials, and address major issues related to serials through study, international discussion, and innovative projects

SCCTP

* Basic Serials Cataloging
* Advanced Serials Cataloging
* Electronic Serials Cataloging
* Integrating Resources Cataloging
* Serials Holdings

Continuing Resources

NEW

* Integrating Resource

A continuing resource that is added to or changed through updates; parts do not remain discrete
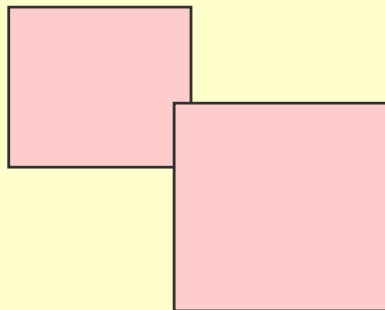
* Serial

"A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion"

Representation of bibliographic resources in AACR2

Monographs
Chapters 2-11

Continuing Resources
Chapter 12

Serials

Integrating Resources
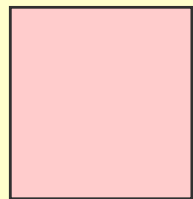
Multi-parts
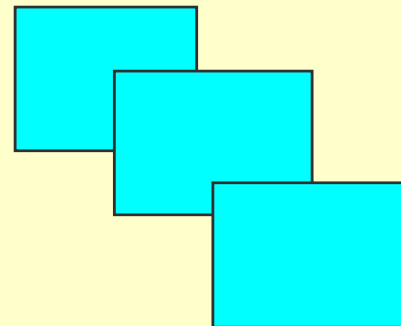
Updates remain discrete
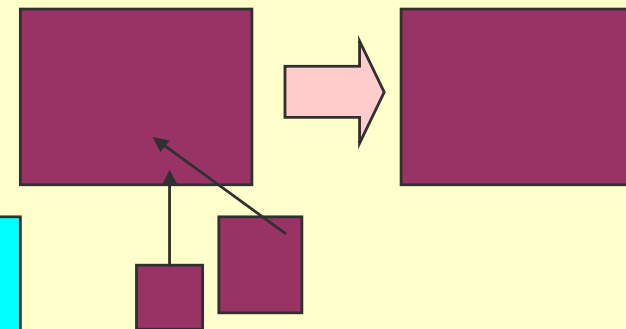
Updates do not remain discrete

Serials

* Journals
* Magazines
* Newsletters
* Electronic journals
* Continuing directories
* Annual reports
* Newspapers
* Statistical publications
* Monographic series (numbered and **unnumbered**)

Basic principle #1

* Cataloging record reflects the whole publication
  - Dynamic because they incorporate changes over time
  - Are cooperative creations (one library may create, another may update
  - Are important to the overall control of the serials, including holdings, check-in, etc.

Basic principle #2

* Successive entry
  - Standard and convention applied to serials
  - Any major change results in the creation of a new record
  - Records are linked using 780/785 fields

Basic principle #3

* Bibliographic description is based on the first or earliest available issue or part
  – If first issue not in hand, a "Description Based On" note is used (500) and may be combined with a "Source of Title" note

Changes in AACR2 Chapter 12

* Title proper : Do not transcribe words that serve as an introduction and are not meant to be part of the title

* Title proper : Always choose the full form of the title over the acronym or initialism

* Other title information : Rule now limits cases where other title information must be given; in other cases catalogers are free to put in 245, give as quoted note, or omit

AACR2 changes, continued

- Numbering area (renamed!) includes both numeric and chronological designations
- Chronological designations for multiple and combined dates use slashes instead of hyphens
- Title changes : Major and Minor

Major and Minor Changes

- Title proper
- Personal or corporate main entry
- Corporate body as uniform title qualifier
- Edition statement
- Physical medium

Changes in Title Proper: Considerations

* Consider only the title proper (subfields $a, $n, and $p as given in the 245 when comparing against issue in hand

* When making decisions for cases that are not clear

  – Is there a change in the overall work?

  – Would patrons be likely to see this as a change?

  – What would the overall impact be?

  – Did the publisher intend to change the title?

Major changes in Title Proper

* Addition, deletion, change or reordering of any of first 5 words (6 if title begins with an article
* Exception: the change belongs to one of the categories considered to be a minor change
* *IT'S MAJOR, UNLESS IT'S MINOR*

Major change: Scope

 ✶ Addition, deletion, or change of any word after the first 5 words that changes the meaning of the title or indicates a difference in subject matter

Major change: Name of corporate body

* The name of the corporate body included in the title changes, and

* The change in name requires a new authority record

Minor Changes in Title Proper

⁕ There are 9 provisions for minor changes in title proper

- Most have been standard practice for a while (LC rule interpretations)
- Three are new
  - Same corporate body added/dropped/changed form
  - Words in a list
  - Words that denote *type* of resource
- In case of doubt, treat change as **minor** NEW

Minor Change: A

a. Difference in representation of word or words anywhere in the title

❖ One spelling vs. another

❖ Abbreviated word or sign or symbol vs. spelled out form

❖ Arabic numerals vs. roman numerals

❖ Hyphenated words vs. unhyphenated

❖ One-word vs. two word compounds

❖ Acronym or initialism vs. full form **NEW**

❖ Change in grammatical form (e.g. singular vs. plural)

Minor Change: B

Addition, deletion, or change of articles, prepositions or conjunctions anywhere in the title

Minor Change: C

Difference involving name of the same corporate body and elements of its hierarchy or their grammatical connection *anywhere* in the title

(formerly the rule included only additions or deletions at the end of the title)

Minor Change: D

Addition, deletion, or change of punctuation anywhere in the title

e.g. Initialisms, Letters with separating punctuation vs. those without

Minor Change: E

Different order of titles when title is given in more than one language of the chief source

Title chosen as the title proper must still appear as a parallel title on the chief source

Minor Change: F

Addition, deletion, or change of words anywhere in the title that link the title to the numbering

Minor Change: G

Fluctuating titles: different titles used according to a regular pattern

Minor Change: H

The addition to, deletion from, or change in the order of words in a list anywhere in the title, provided there is no significant change in the subject matter

In most cases, consider a list to have at least three components

Minor Change: I

Addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource, e.g., "magazine," "journal," "newsletter"

Note:

➢ *Change in the type of resource word is major (i.e. journal to magazine)*

➢ *Words denoting frequency are not included in this rule*

Major changes in Main Entry and Uniform Title Qualifiers

* A change in the name of the corporate body used as the main entry, or a change in responsibility (corporate body used as main entry is no longer responsible)

* A change in the name of the corporate body used a the qualifier in the uniform title, or a change in responsibility from the corporate body used in the uniform title to a different corporate body

Minor Change: Other Uniform Title Qualifiers

* A change in place name, frequency, or other qualifier used in the uniform title

Major Change: Physical Medium

✷ A change in physical medium

– *Paper to online*

– *Paper to CD-ROM*

– *CD-ROM to DVD or online*

– *Microfilm to microfiche*

Major and Minor Changes: Edition Statement

* MAJOR: A change in the wording of an edition statement indicating a change in the scope of the serial

* MINOR: A change that does not imply a significant change in scope

* MINOR: The edition statement is added or dropped and no significant change is implied

Minor Change: Numbering

NEW

* Numbering changes are all minor!

* Serials that repeat the same numbering scheme without the use of "New series" may be kept on the same record with "new ser." supplied by the cataloger

Successive Entry: Linking One Serial to Another

* 780 : Preceding Entry

* 785: Succeeding Entry

2nd Indicator values: 780

- 0 Continues
- 1 Continues in part
- 4 Formed by the union of … and … (or Merger of … and …)
- 5 Absorbed
- 6 Absorbed in part
- 7 Separated from

2ⁿᵈ *Indicator values: 785*

* 0 Continued by

* 1 Continued in part by

* 4 Absorbed by

* 5 Absorbed in part by

* 6 Split into … and …

* 7 Merged with … to form …

580 Notes

- Use for relationships that cannot be fully expressed by a linking field
- Use for relationships involving multiple titles (*CONSER policy*)
- Use for serials that have the same relationship with several serials

Construction of Linking Fields

✶ A linking field may consist of a catalog entry, an ISSN, and control numbers such as LC card number and OCLC number

780 00 $t BRS news $x 0435-1231 $w (DLC)sc 8500351 $w (OCoLC)1570435

Other Linking Fields

- 776 – links to other physical formats
- 775 – links to other editions
- 770/772 – links to supplements or special issues/parent record
- 765/767 – links to original language/translation
- 787 – Nonspecific relationship link (use with 580)

Tools for Serials Catalogers

* AACR2 2004 rev.
* CONSER Editing Guide
* CONSER Cataloging Manual
* Ann Ercelawn's <u>Tools for Serials Catalogers</u> <u>http://www.library.vanderbilt.edu/ercelawn/serials.html</u>
* <u>Notes for Serials Cataloging,</u> 2nd ed., 1998 by Beverly Geer and Beatrice Caraway
* <u>Cataloger's Desktop (</u>online)
* CONSER homepage
* NASIGWeb

THANK YOU

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