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Making Serials Visible: Basic Principles of Serials Cataloging

Marsha Seamans
University of Kentucky, marsha.seamans@uky.edu

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Making Serials Visible

Basic Principles of Serial Cataloging

Marsha Seamans
Head, Access Records Management
William T. Young Library
University of Kentucky
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
Basic Serials Cataloging
Advanced Serials Cataloging
Electronic Serials Cataloging
Integrating Resources Cataloging
Serials Holdings
Continuing Resources

- **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.
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
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
   ❖ 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 as 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
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

- 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
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 Tools for Serials Catalogers
  http://www.library.vanderbilt.edu/ercelawn/serials.html
- Notes for Serials Cataloging, 2nd ed., 1998 by Beverly Geer and Beatrice Caraway
- Cataloger’s Desktop (online)
- CONSER homepage
- NASIGWeb
THANK YOU

Marsha Seamans
W.T. Young Library
University of Kentucky
Lexington, KY 40506-0456
mnseam2@uky.edu