

## PCC Guidelines for the 264 field

The following guidelines assume that 260 and 264 fields may co-exist in pre-RDA records and RDA records created before implementation of 264:

### Basic guidelines:

1. Use the 264 for all new original or newly authenticated RDA records.
2. Use a new 264 field with the appropriate 1st indicator (Sequence of statements) to show changes in production, publication, distribution, and manufacture elements in existing RDA records for multi-part monographs, serials, and integrating resources.
3. An existing 260 field in an RDA record for a multi-part monograph, serial, or integrating resource may be changed to a 264 when adding additional 264 fields at the cataloger's discretion, presuming the cataloger has enough information to select the appropriate second indicator value.
4. In pre-RDA records for multi-part monographs, serials, and integrating resources, prefer not to change an existing 260 field to 264. It is permissible to update pre-RDA records with changes in production, publication, distribution, and manufacture elements by adding either the 260 field or the 264 field at the cataloger's discretion.
5. In repeating 264 fields based on the first indicator value, follow the repeatability guidelines for the 264 below:

### PCC guidelines for *MARC 21* repeatable 264 field

264 Production, Publication, Distribution, Manufacture Statements and Copyright Notice Date

**First indicator** = Sequence of statements: **blank** # Not applicable/No information provided/Earliest **2** Intervening **3** Current/latest

**Second indicator** = Function of entity: **0** Production, **1** Publication, **2** Distribution, **3** Manufacture Statements and **4** Copyright notice date

**Subfield \$c** (Date of production, publication, distribution, manufacture, or copyright notice): Subfield \$c may appear in more than one 264 field when:

- A copyright notice date is being given in addition to date of production, publication, distribution, manufacture
- Multiple statements for different functions are being recorded, in which case \$c may be recorded once for each function. For example, \$c may appear in one and only one 264 with second indicator 0, one and only one 264 with second indicator 1, etc.

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Otherwise:

For serials and multipart monographs:

Subfield \$c should appear in the 264 field with the first indicator # (Not applicable/No information provided/Earliest) and/or second indicator 4 (Copyright Notice Date). It may be absent if the description is not based on first/earliest issue or part.

For integrating resources:

Subfield \$c should appear in the 264 field with first indicator 3 (Current/latest) and/or the second indicator 4 (Copyright Notice Date).

**Subfield \$3** (materials specified): give information to differentiate multiple 264 fields; use angle brackets if specific beginning and/or ending information is not known. (*See: LCPS 1.7.1 for PCC punctuation and spacing conventions in using \$3 in the 264 and other fields*)

Application for multipart monographs\*: volume numbering (found or assigned if creating a made-up set); optionally add dates of Production, Publication, Distribution, Manufacture Statements and Copyright Notice Date, if helpful to clarify volumes published out of sequence

Application for serials\*: usually chronological designations

Application for integrating resources: numbering assigned to updates if present; otherwise, publication dates

\* Exception for multipart monographs and serials: subfield \$3 can be omitted in the 264 fields with first indicator # if the coverage of that information is clear from the other 264 field(s) and other data in the bibliographic record.

**Order of 264 fields:** Give the fields for each function of entity statement recorded (second indicator value) together and in chronological order from earliest to latest (ordered by first indicator value). Record Copyright Notice Date as the last field.

**Ending punctuation:** Except for the Copyright Notice Date, 264 fields follow the same punctuation practices as 260 fields. A 264 for a Copyright Notice Date does not have ending punctuation

**General note used in lieu of repeated 264 fields:** Use a 500 field if giving a general note about changes not given in an additional 264 field(s): e.g., "Place of publication varies."

## PCC Guidelines for the 264 field

### Examples:

Unpublished photograph:

245 10 \$a Christmas star at Castlerock, Colo.  
264 #0 \$a [Denver, Colorado?] : \$b [producer not identified], \$c [1940?]  
300 \$a 1 photograph ; \$c 6 x 9 cm

Serial example, description not based on first issue, publication date not determined, distributor provided:

264 #1 \$a [Reston, Va.?] : \$b U.S. Department of the Interior, Geological Survey  
264 #2 \$a Washington, D.C. : \$b Superintendent of Documents, U.S. Government Printing Office

Serial example, description is not based on first issue, latest issue in hand is 2005:

264 #1 \$3 <1976->: \$a New York, NY : \$b Alan R. Liss, Inc.  
264 31 \$3 <2005->: \$a Hoboken, N.J. : \$b Wiley-Liss, Inc.

A publication date and a copyright notice date:

264 #1 \$a Mainz ; \$a London ; \$a Berlin ; \$a Madrid ; \$a New York ; \$a Paris ;  
\$a Prague ; \$a Tokyo ; \$a Toronto : \$b Schott, \$c [2011]  
264 #4 \$c ©2011

Monographic example, different functions recorded

264 #1 \$a Syracuse, New York : \$b [publisher not identified], \$c 2010.  
264 #2 \$a [Place of distribution not identified] : \$b Adirondack Distributors, \$c 2012.  
264 #4 \$c ©2009