

CONSER RDA Cataloging Checklist

Introduction

- This document addresses what generally is included in CONSER bibliographic records for a textual serial; to be used with the CONSER RDA Core Elements List. Catalogers should also consult their institution's core list. Additional elements may be needed for non-textual serials or serials in special subjects (law, music, etc.), catalogers should consult community-specific guidelines in these cases.
- This documentation is intended for experienced serials catalogers.
- This documentation focuses on creating serial records using
 - MARC 21 and ISBD punctuation
 - RDA instructions
 - CONSER standard record guidelines
- To establish authorized access point to identify a person, family, corporate body see instructions in [NACO Training](#).
- Acknowledgment: This workflow is an adaptation of LC's "Checklist: Creating RDA records" available at http://www.loc.gov/aba/rda/source/RDA_bib_checklist_DOC_C.doc, and two serial workflow documents: "Cataloging a print serial" by Renette Davis, and "Stanford MDU serials" available from the RDA Toolkit public shared files.

Getting started

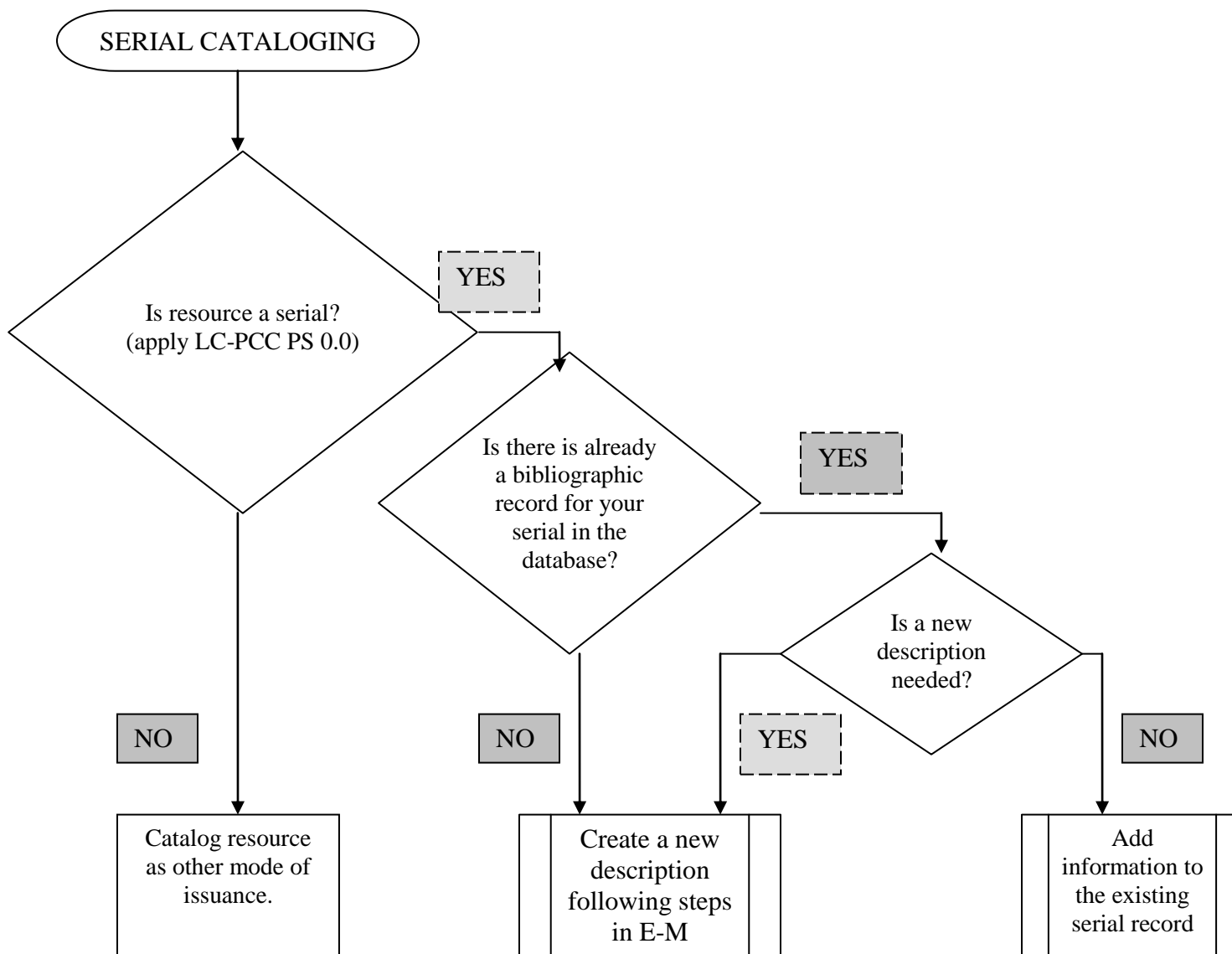
A. Determine that your resource is a serial by consulting RDA 2.13. In case of doubt about mode of issuance, apply the guidelines given in LCPS 0.0.

B. If there is already a bibliographic record in the database, consult RDA 1.6.2 to determine if you should create a new description or add information to the existing record.

If a new description is not needed:

- follow the instructions in RDA about changes related to the element that has changed (e.g., follow instructions in RDA 2.3.2.12.2 to record a minor change in the title proper, RDA 2.4.1.10.2 to record a change in a statement of responsibility, follow 3.22.6.3.1 to record changes in carrier characteristics)
- and follow PCC guidelines to enhance and edit PCC-level [RDA](#) and [non-RDA](#) serial bibliographic records

C. If you need to create a new description, select the appropriate work form, constant data record, and macro set for your bibliographic record depending on the mode of issuance, the content, and the carrier of your resource.



D. Basis of identification

Choose a basis of identification following RDA 2.1.2.3 (e.g., if the issues are sequentially numbered, choose a source of information identifying the lowest numbered issue or part available). It is CONSER and LC practice (LCPS 2.20.13) to always make a note (588) identifying the earliest and latest issues used as the basis for identification of the resource.

E. Preferred Source of Information

Apply RDA/LCPS 2.2.2.2 to determine your preferred source of information. In general:

- use the title page, title sheet, or title card (or image thereof) as the preferred source of information
- if the resource lacks a title page, title sheet, or title card (or image thereof), use as the preferred source of information the first of the following sources that bears a title:
 - a) a cover (or an image of a cover)
 - b) a caption (or an image of a caption)
 - c) a masthead (or an image of a masthead)
 - d) a colophon (or an image of a colophon)
 - e) another source within the resource containing the title (e.g. a monographic or analytic title page)
 - f) another source in the issue

Apply RDA 2.2.2.3 and 2.2.2.4 for resources not covered by 2.2.2.2.

F. If there is more than one source that could be the preferred source, consult the appropriate instruction:

- different languages or scripts (RDA 2.2.3.1)
- reproduction vs. original (RDA 2.2.3.3)

Elements in CONSER bibliographic record

G. General Editing Instructions

1. The elements in this section are core elements if applicable and if available in serial bibliographic records with authentication code “pcc.”
2. If there is a “(T)” after the element name, it is a transcribed element. Generally, transcribe what is on the resource (RDA 1.7). There are two possible actions for capitalization, it is PCC and LC practice to allow the cataloger to decide:
 - transcribe exactly what is on the resource (or retain what is supplied from a digital source) or

- adjust the capitalization according to RDA Appendix A
- 3. If there is not a “(T)” after the element name, it is a recorded element. Sometimes the information recorded is based on what is found on the resource; sometimes the information is supplied by the cataloger. See RDA Appendix B for the use of abbreviations in these elements.
- 4. Follow PCC current policy on giving found scripts and/or romanized forms.
- 5. Supply ISBD punctuation between elements and between areas. Consult RDA appendix D.
- 6. Consult LCPS 1.7.1 for general guidelines on transcription and punctuation.
- 7. For preferred titles used to construct authorized access points follow general guidelines RDA 6.2.1 on sources, capitalization, numbers expressed as numerals or as words, diacritics, initial articles, etc.
- 8. For general guidelines in recording names used as the basis of authorized access points follow the general guidelines in RDA 8.5 on capitalization, numbers, etc.
- 9. Follow guidelines in RDA Appendix E and LCPS 1.7.1 for punctuation, etc., of authorized access points.

H. Identifying Manifestations and Items

10. Identifier for the manifestation -- MARC 022, 030 (RDA 2.15)
 - Record a valid ISSN that you find in the serial or in any other source the ISSN in 022) \$a (RDA 1.3, RDA 2.15)
 - Record an invalid ISSN that you find in the serial in 022 \$y (RDA 2.15.1.6)
11. Title proper (T) -- MARC 245 \$a, \$n, \$p (RDA 2.3.2; can also see LCPS information)
 - Transcribe in field 245 the title from basis of description and preferred source of information as determined following D, E, and F above.
 - Transcribe the title as it appears on the resource or apply capitalization following Appendix A as discussed in G.2 above.
 - Include any article that is at the beginning of the title proper and set the 245 second indicator to the number of character positions that should be disregarded for sorting and filing purposes.

- Do not transcribe introductory words (for example, “Disney presents ...”), if it is clear to you they are not intended to be part of the title (RDA 2.3.1.6)
- Omit numbering and chronological designations that are embedded in the title and supply the mark of omission. If the numbering/chronological designation comes at the beginning of the title, use the mark of omission.
- If the title is misspelled, correct the spelling and supply the misspelled title in a variant title access point (246) (see 2.3.1.4)
- If the title consists only of the name of a corporate body or conference, transcribe that as the title proper. There is no provision in RDA for providing an explanation in brackets as other title information like there was in AACR2. Instead, give Nature of the content (RDA 7.2) as a 500 note:

245 00 \$a Conference on Tax Planning for 501(c)(3) Organizations
500 00 \$a Proceedings of the conference.

- If there is no title in the serial, record one enclosed in square brackets from (in order of preference): a container not issued as part of the serial, a published description of the serial, or any other available source. (RDA 2.3.2, RDA 2.2.4, LCPS 2.2.4)
- If there is no title in any available source, devise a title proper in English and record it in 245 \$a. Generally use words that describe the nature and content of the serial or the subject (RDA 2.3.2.10, RDA 2.20.2.3). There is no provision to record this in square brackets, make a note about the title being devised:

245 10 \$a Publications

245 00 \$a Education reports

Explain in a note that the title was devised
500 ## \$a Title devised by cataloger.

12. Parallel title proper (T) -- CONSER catalogers transcribe parallel titles in MARC 246 with indicators 11. (RDA 2.3.3)

13. Other title information (T) -- MARC 245 \$b (RDA 2.3.4) -- Not a CONSER core element, but catalogers should provide if it will help the user:

- Catalogers may transcribe in 245 \$b if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.
- If it is included, other title information must come from the same source as the title proper (2.3.4.3)

14. Statement of responsibility relating to title proper (T) -- Not a CONSER core element.-- (RDA 2.4.2) Provide if important for identification:

- Names appearing in a statement of responsibility may be transcribed in MARC 550 if important for identification.
- Record the relationship to a person or corporate body associated with the serial in the appropriate MARC fields, 1XX for first creator, 7XX for multiple creators and other responsible persons, bodies.
- Catalogers may give a relationship designator from RDA Appendix I in subfield \$e or \$j of fields 1XX or 7XX that reflects the person's, family's, or corporate body's relationship to the serial (such as "author" or "issuing body") (RDA 18.5)

15. Variant titles -- MARC 246 (RDA 2.3.6) -- Record variants with acronyms/initialisms, parallel titles, and later titles proper that represent minor title changes according to RDA 2.3.2.13 and LCPS.

16. Designation of edition (T) -- MARC 250 (RDA 2.5.2; can also see LCPS information)

- Transcribe an edition statement relating to the serial as a whole as it appears (2.5).

17. Publication statement¹:

Transcribe the publication statement exactly as it appears following 2.8.1. (For capitalization, take what you see or follow Appendix A.)

a. Place of publication (T) -- MARC 264 (second indicator 1) \$a (RDA 2.8.2; can also see LCPS information)

- i. Only the first recorded is required.
- ii. If the information is not on the resource, supply a probable place whenever possible (RDA 2.8.2.6) rather than giving a place of distribution or a place of manufacture.
- iii. Record changes in place of publication if considered to be important for identification or access. (RDA 2.8.1.5.2)

b. Publisher's name (T) -- MARC 264 (second indicator 1) \$b (RDA 2.8.4; also see LCPS information)

- i. Only the first recorded is required.

¹ See RDA and MARC documentation for recording elements related to production, distribution, and manufacture.

- ii. If the information is not on the resource, supply a probable publisher name whenever possible. If recording “[Publisher not identified]”, then give the name of distributor (RDA 2.9.4) or name of manufacturer (RDA 2.10.4) in that order.
 - iii. Record changes in publisher name or of a different publisher appearing on later issues, if they are considered to be important for identification or access. (RDA 2.8.1.5.2)
 - iv. Do not omit levels of corporate hierarchy identifying the publisher (LCPS 2.8.1.4 Option)
- c. Date of publication -- MARC 264 (second indicator 1) \$c (RDA 2.8.6; also see LCPS information)
- o Record Publication Date of first and last issue if the dates are known and the first or last issues are in hand.
 - o Do not apply second to last sentence in 2.8.6.5: Do not supply an approximate date or dates if the first and/or last issue, part, or iteration is not available.
 - o Do not supply Publication Date of first and last issue if the dates are not known (final sentence in 2.8.6.5)
18. Copyright date -- MARC 264 (second indicator 4) \$c (RDA 2.11)
- o Copyright dates for serials and integrating resources aren't required (LC practice 2.11)
19. Extent -- MARC 300 \$a (RDA 3.4; can also see LCPS information)
- a. Give only if the resource is complete or the full extent is known. If the serial is not complete, extent of resource is not required (LCPS for 3.4.1.10)
 - b. Give at least the term (e.g., “volumes”) for “ceased” serials
 - c. If you need a term for a new type of unit, you may use an appropriate term but always notify LC about new terms (see LCPS for 3.4.1.5 Other Terms Used to Designate the Type of Unit)
20. Illustrative content -- MARC 300 \$b (RDA 7.15)
21. Dimensions -- MARC 300 \$c (RDA 3.5)
22. Frequency -- MARC 310, 321 (RDA 2.14)

Current frequency is required, if known. Former frequency is not required on original records. (See 2.20.12.4.)

23. Content type -- MARC 336 (RDA 6.9)

Content type is core. See 6.9.1.3 for terminology. For textual print serials, it will be "text". Add "\$2 rdacontent" at the end of the field.

24. Media type -- MARC 337 (RDA 3.2)

Media type is core. see 3.2.1.3 for terminology you can use for media type. For textual print serials, it will be "unmediated". Add "\$2 rdamedia" at the end of the field.

If none of the terms apply to your resource, give "other" in the bibliographic record and notify the Library of Congress Policy and Standards Division: LChelp4rda@loc.gov.

25. Carrier type -- MARC 338 (RDA 3.3)

Carrier type is required. See 3.3.1.3 for terminology. For textual serials, it will be "volume". Add "\$2 rdacarrier" at the end of the field.

If none of the terms apply to your resource, give "other" in the bibliographic record and notify the Library of Congress Policy and Standards Division: LChelp4rda@loc.gov.

26. Numbering of serials' elements (T) -- MARC 362 (first indicator 1) (RDA 2.6; can also see LCPS information)

- a. CONSER formats this field as a note (MARC 362/1) following LCPS for 2.6.2.3 Alternative, LCPS for 2.6.3.3 Option, LCPS for 2.6.4.3 Alternative, and LCPS for 2.6.5.3 Alternative (see 2.20.5.3 for examples.)
- b. CONSER RDA core:
 - i. Numeric and/or alphabetic designation of first issue or part of sequence, if known, chronological designation of first issue or part of sequence, if known.
 - ii. Numeric and/or alphabetic designation of last issue or part of sequence, if known, chronological designation of last issue or part of sequence are core elements, if known.
 - iii. Other numbering is optional.
- c. Transcribe captions and numbers as found on the piece (see 2.6.1, 1.7, 1.8, LCPS for 1.7.1 General Guidelines on Transcription, and LCPS for 1.8.2). For capitalization, take what you see or follow Appendix A.

- d. Substitute a hyphen with a slash for clarity following the exception at 1.8.1. (For example: if your resource says "2008-2009" you may transcribe as "2008/2009.")
- e. For preliminary or trial issues of serials, "volume 0," etc., see LCPS for 2.1.2.3 Resource Issued in More Than One Part.

27. Series statement:

- a. Title proper of series (T) and Title proper of subseries (T) -- MARC 490 \$a (RDA 2.12.2 and RDA 2.12.10; can also see LCPS information) -- Record when a series authorized access point is not being constructed.
- b. ISSN of series and ISSN of subseries -- MARC 490 \$x (RDA 2.12.8 and 2.12.16; can also see LCPS information). Record if applicable.
- c. Numbering within series (T) and Numbering within subseries (T) -- MARC 490 \$v (RDA 2.12.9 and 2.12.17; can also see LCPS information)
 - o Do not abbreviate series numbering captions. Do not change Roman numerals to Arabic numerals (see 1.8.2 and LCPS for 1.8.2 First Alternative)

Record changes in series statement following LCPS for 2.12.1.5 Resource in More Than One Series and LCPS for 2.12.2.3 Recording Title Proper of Series. For guidance on punctuation in multiple 490s, see Punctuation in Subfields \$3 in MARC Fields 260, 490.

28. Uniform Resource Locator -- MARC 856 \$u (RDA 4.6; can also see LCPS information)

29. Language of the content -- MARC 008/35-37, 041, 546 (RDA 7.12; can also see LCPS information)

- o Record complete information regarding languages in field 546.
- o Field 041 \$a only required for the language of the primary content

30. Script -- MARC 546 (RDA 7.13.32; can also see LCPS information)

Note the name of the language in 546 \$a and the name of the script in 546 \$b (using English names of scripts found at www.unicode.org/iso15924/iso15924-en.html) in the following situation (RDA 7.13.2, LCPS 7.13.2.3)

- o The content is in a language commonly written in more than one script
546 ## \$a Serbian \$b Cyrillic
546 ## \$a Serbian \$b Latin
- o The content is in a script that is not the primary one for the language

546 ## \$a Azerbaijani \$b Latin

31. Note on source of title -- MARC 588 (RDA 2.20.2; can also see LCPS information)
 - Source of title is combined with the "Description based on" note in the 588 field
32. Note on issue or part used as the basis for identification -- MARC 588 (RDA 2.20.13)
 - Always make a note (588 "Description based on") identifying the earliest issue used as the basis for identification of the resource even if first issue is in hand
 - Always make a note (588 "Latest issue consulted") identifying the latest issues used as the basis for identification of the resource even if last issue is in hand
 - Transcribe the numbering and/or chronological information of the issue used for the description.
33. Note on change in carrier characteristics -- MARC 500 (RDA 3.22.6; can also see LCPS information)
34. Cataloger's judgment on the inclusion of other RDA elements in the bibliographic record.

I. Identifying Works and Expressions

35. Authorized access point for a work (6.27.1)

The authorized access point for a serial work is the preferred title plus the authorized access point for the person, family, or corporate body which is considered the creator, if appropriate (RDA 5.1.4)

- a. Preferred title, basis of authorized access point -- MARC 130, 245, 240 (RDA 6.2)
 - i. an authorized access point that distinguishes your work from the authorized access point of another work is required (see 6.27.1.9 and LCPS for 6.27.1.9) if there are conflicts
 - ii. the series authorized access point for the same series published in two different media types should be distinguished if there are conflicts (see LCPS 6.27, Section H)
- b. Creator -- MARC 100-111 (RDA 19.2)
 - i. Single creator vs. multiple creators (principal responsibility or not)
- c. Other person, family, corporate body associated with a work -- MARC 100-111 (RDA 19.3)

- i. Only if used when creating the authorized access point for the work (RDA 6.27-6.31)
 - d. Other elements for works if need to break a conflict:
 - i. Form of work -- MARC: added to preferred title (RDA 6.3)
 - ii. Date of work -- MARC: added to preferred title (RDA 6.4)
 - iii. Place of origin of the work -- MARC: added to preferred title (RDA 6.5)
 - iv. Other distinguishing characteristic of the work (RDA 6.6)
 - o If the preferred title for the serial is the same as or similar to the title for a different work, record as many of the following additional identifying elements to differentiate them: form of work, date of work, place of origin of work, other distinguishing characteristics of work (RDA 5.3). For now this will be recorded as a uniform title (130 if there is no person, family, or corporate body which is considered the creator or 240 if there is.) (RDA 5.5, 6.27.1.9)
 - o If there are multiple creators, you may also record in 700, 710, or 711, as appropriate, the authorized access points for any creators not recorded in 1XX, if you think they are important for access (RDA 18.3).
 - o You may also record in 7XX the authorized access points for other persons, families, or corporate bodies associated with the resource if you think they are important for access (RDA 18.4, RDA 19.3).
36. Authorized access point for an expression (RDA 6.27.3) = authorized access point for the work plus one or more addition:

A preferred title authorized access point that distinguishes one expression from another expression is required (see 6.27.3) if there are conflicts (e.g. the serial is a translation of another serial).

- a. Content type -- MARC: \$h in authorized access point (RDA 6.9)
 - b. Date of expression -- MARC: \$f in authorized access point (RDA 6.10)
 - c. Language of expression -- MARC: \$l in authorized access point (RDA 6.11)
 - d. Other distinguishing characteristic for the expression -- MARC: various subfields (RDA 6.12)
37. A uniform title is not required for different manifestations (for example, to distinguish the online version from the print version). If the preferred title for the serial is not the same as or similar to the title for a different work, you do not need a uniform title.

M. Relationships between works, expression, manifestation, item

38. Related work -- MARC 505, 7XX (RDA 25.1)

- 39. Related expression -- MARC 505, 7XX (RDA 26.1)
- 40. Related manifestation -- MARC 500, 760-787 (RDA 27.1)
- 41. Related item -- MARC 500, 760-787 (RDA 28.1)

Glossary

Mode of Issuance: A categorization reflecting whether a resource is issued in one or more parts, the way it is updated, and its intended termination.

Serial: A resource issued in successive parts, usually bearing numbering, that has no predetermined conclusion (e.g., a periodical, a monographic series, a newspaper). Includes resources that exhibit characteristics of serials, such as successive issues, numbering, and frequency, but whose duration is limited (e.g., newsletters of events) and reproductions of serials.