

PCC Guidelines for Enhancing & Editing non-RDA Serial Records

Updated: April 1st, 2013

Scope: This document provides guidance for catalogers who wish to add RDA elements to non-RDA bibliographic records for serial resources. They may be used when updating existing PCC records. They may also be used when first authenticating a record as PCC, if the cataloger has chosen not to completely re-describe the resource and re-code the record as RDA. The document addresses general concerns only. Catalogers working with non-textual resources (e.g., audio files, cartographic resources), special subjects (law, music, religion), or rare/preservation resources should consult community-specific guidelines.

These guidelines are, necessarily, at a general level. Record editors should keep a few thoughts in mind:

- Do **not** remove valid elements when enhancing records (rather than re-describing). Do not recode the descriptive rules for these minor additions. The goal of editing a bibliographic record should be focused on enhancing the record to improve user access to the resource by contributing to the user tasks: find, identify, select, and obtain.
- Be nice! Avoid ‘editing wars’ that are merely stylistic (such as style of note).
- Do no harm! Retain elements that are correct, even if you would not normally supply them yourself. If it's not wrong, leave it alone.
- Ask first if you are not sure. Use existing channels (such as the PCC, CONSER, and BIBCO listservs), contact individuals that have been trained on RDA, email LChelp4rda@loc.gov, etc.

Situation	Action
Authenticating member copy	<p>Depending on institutional policy and the usability of the member copy, may authenticate using AACR2/CSR guidelines. Or, may re-describe using RDA/CSR guidelines and either piece in hand or surrogate (for text, may be electronic surrogate).</p> <p>Where possible, include data from existing record that is not known to be inaccurate. In some cases, data may be inaccurate or inappropriate and may need to be omitted. For example, the data might apply to a different work or expression or the data might be inappropriate in a shared database (e.g., some institution-specific 856 data).</p>

<p>Enhancing an ISSN pre-publication record (ELvl 7 or 8)</p>	<p>Depending on institutional policy, may update and further authenticate using AACR2/CSR guidelines. Or, may re-describe using RDA/CSR guidelines and either piece in hand or surrogate (for text publications, may be electronic surrogate)</p>
<p>Backing up an existing CONSER record based on earliest issue</p>	<p>Depending on institutional policy, may back up record using AACR2/CSR guidelines.</p> <p>Or, may re-describe using RDA/CSR instructions and either piece in hand or surrogate (for text publications, may be electronic surrogate)</p>
<p>Reconciling Serial with RDA Series Authority Authorized Heading</p>	<p>Re-describe using RDA/CSR instructions and either piece in hand or surrogate (for text, may be electronic surrogate)</p> <p>If not familiar with RDA, work with RDA-trained CONSER resource people.</p>

Acceptable enhancements to non-RDA records for serials (Consult PCC RDACONSER Standard Record guidelines for additional information)

MARC	Element	Action
006/008	Fixed length data elements	Add or modify values as necessary
007	Physical description fixed field	Add or modify as needed.
040 \$e	Description conventions	Do not add 'rda'. Leave other existing codes (such as dcrms or dacs) present.
0XX	Various numbers and codes	Enhance the records as desired with numbers/identifiers, coordinates, classification numbers, geographic area codes, languages codes, etc.
1XX	Main entry/creator	Correct as necessary to synchronize with authorized form
100 Indicator 1=3	Main entry/family name	Do not add a family name as creator; the concept is not valid in AACR2
130	Uniform title/Authorized access point for the work	Generally do not add or delete. For example, RDA has different requirements than AACR2 for: <ul style="list-style-type: none"> identifying more than one expression of the same work (e.g., original version and one or more translations are not treated in the same \$1)
240	Uniform title/Preferred title	Generally do not add or delete. For example, RDA has different requirements than AACR2 for: <ul style="list-style-type: none"> identifying more than one expression of the same work (e.g., original version and one or more translations are not treated in the same \$1)
245	Title proper, etc.	In general, leave the field as is and do not alter the following things. RDA has different conventions than AACR2 for: <ul style="list-style-type: none"> capitalization practices. Leave as found in the record. parallel titles may only be added if found on the same source as the title proper in AACR2. Use field 246 to add parallel titles appearing on subsequent issues/volumes supplied title proper for resources without a

		<p>collective title</p> <p>You may correct cataloger typos, indicators, MARC content designation, etc.</p> <p>Retain subfield h (GMD) for a period of time, recommendation to use 3xx fields instead and to have all subfield h (GMD) removed beginning March 31, 2016.</p>
246	Variant titles	Add to enhance access, as desired (e.g. additional parallel titles appearing on subsequent issues). Do not remove existing titles.
250	Edition statement	OK to spell out words or transcribe numerals that have prescribed abbreviations.
260 / 264	Publication, etc.	<p>May convert 260 field(s) to 264 field(s) if desired. For additional guidance on the 260/264 fields, see PCC guidelines for the 264 field.</p> <p>You may change Latin abbreviations "S.l." or "s.n." to their spelled out RDA equivalents, e.g., "Place of publication not identified" and "publisher not identified". It is ok to leave them in the record. These are prescribed Latin abbreviations in AACR2.</p> <p>AACR2 follows conventions that RDA does not. Retain these conventions. RDA emphasizes a 'transcribe what you see' approach for publication, distribution, manufacture, and production statements, but that is not always the case in AACR2. For example:</p> <ul style="list-style-type: none"> do not add places that are not required in AACR2 (the 'home country' rule is applied, i.e., transcribe the first place of publication listed and, if it is not in the home country of the cataloging agency, transcribe the first place of publication that is) do not remove larger jurisdictions not on the source of information, or 'corrections' to the place do not remove abbreviations to places or publisher names found on the source of

		<p>information, however, you may spell out abbreviations if you are confident the word was spelled out on the source</p> <ul style="list-style-type: none"> do not replace a supplied date of publication. Some dates are used interchangeably in AACR2 and are different elements in RDA. <p>You may transcribe different places/publishers found on subsequently issued parts in additional 260/264 fields.</p>
300	Physical description/extent	<p>OK to add if not present. Following CONSER RDA core element guidelines.</p> <p>Edit when closing record to indicate number of bibliographic volumes, if information is known</p>
310	Current frequency	Edit as needed.
321	Former frequencies	Add or edit as needed. Retain all former frequency fields in the master record.
362	Dates of publication and/or sequential designation	Add or edit as needed when closing records or backing up description based on an earlier issue.
336/337/338	Content, media, & carrier types	These fields may be added to enhance access.
490	Series statement	Add subsequent series statements if necessary, preceding the statements with indications of the particular issues/volumes applicable to each series title.
5XX	General notes	Feel free to provide useful notes.
515	Numbering peculiarities notes	Add as needed.
520	Summary, etc.	Feel free to add or edit in records for electronic resources.
525	Supplement notes	Add or edit as needed.
530	Other formats note	Add as needed. Prefer \$i in 776 field.
538	System details/ Mode of access note	OK to retain in record. Prefer adding 336, 337, and 338 fields instead of adding 538 field(s) for mode of access.
550	Issuing body notes	Add or edit as needed when issuing body changes.

555	Cumulative index note	Add or edit as needed.
580	Linking entry complexity note	Add or edit as needed.
588	Source of description note	Add or edit Latest issue consulted note as needed when modifying record. Add or edit Description based on (DBO) combined with title source note when backing up description based on an earlier issue.
6XX	Subject access points	Add or modify as needed, following authorized forms according to local policy
7XX	Added entry (access points)	Add additional added entries to enhance access, following authorized forms (e.g. changes in issuing body). Do not remove existing added entries.
775	Linking field for related edition(s)	Add as needed.
776	Linking field for additional format(s)	Add as needed
780/785	Linking fields for earlier/later titles	Add as needed.
787	Non-specific relationship linking field	Add as needed.
800/810/ 811/830	Series access point	For libraries that create series access points, provide the authorized form for the series represented in the series statement.
856	URLs, etc.	Feel free to add or modify as needed.
General	Non-Latin scripts	Feel free to add parallel fields in non-Latin scripts per PCC guidelines. Do not remove existing parallel fields.
General	Relationship designators	Feel free to add approved RDA relationship designators to any access points if desired. Do not remove any existing \$e, \$j, or \$4 subfields. Feel free to add \$e \$j, or \$4 as long as the term/code comes from a controlled vocabulary (RDA, MARC, etc.).

For additional guidance on maintaining CONSER records over time, please see [Guidelines for working with RDA and non-RDA records prior to implementation of RDA](#)