

**Fundamentals of Series Authorities:  
An ALCTS/PCC Workshop**

Trainee Manual

ALCTS/CCS-PCC Task Force to Develop  
Series Authority Training

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Trainee Manual**

ALCTS/CCS-PCC Task Force to Develop Series Authority Training

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Developed as a joint effort of the

Cataloging and Classification Section (CCS) of the Association for Library Collections &  
Technical Services (ALCTS)

and the

Program for Cooperative Cataloging (PCC)

ALCTS and the Program for Cooperative Cataloging (PCC) developed this course jointly to provide additional cataloging training opportunities for the larger library community, including both PCC and non-PCC participants. This workshop content is similar to PCC training materials in enabling participants to create authority records for its local catalog, but *does not fulfill the PCC's requirements to contribute authority records to the Library of Congress/NACO Authority File. Interested parties are invited to visit the PCC web page: <http://www.loc.gov/catdir/pcc/>*

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## GENERAL INTRODUCTION

The Association for Library Collections & Technical Services (ALCTS) and the Program for Cooperative Cataloging (PCC) have joined forces to develop a basic introductory course designed to teach cataloging skills in series authority work. This joint initiative is a logical outgrowth of the missions of both organizations. As reflected in their respective strategic plans, each has a strong commitment to training and continuing education.

The idea for the partnership to create a training program for series authority work followed on earlier work on subject analysis training and the name and title authority training by the same two organizations. In July 2005 a task force was appointed, chaired by Rachel L. Wadham, with Judy Kuhagen as LC/NACO representative and including Valerie Bross, Iris Wolley, Mark Scharff, and Steven Miller. Those assisting the task force were Deborah Thomas and Robert Maxwell. The task force was charged with: identifying the potential audiences for the materials; surveying existing training materials concerning series authority work; determining the content of the training materials to be produced; and writing and editing the training materials for presentation. The task force was also assigned to present one module of the training materials at an ALCTS program at ALA Annual 2006, and to present the entire suite of materials at an ALCTS preconference at ALA Annual 2007.

The objective for development of these materials was not to train NACO participants (the PCC provides this training) but to provide needed training in series authority work to libraries and librarians who either do not wish to participate in the NACO program or have not yet decided to do so. NACO participants are not, of course, excluded from using the materials presented here, and it is expected that they may find them useful for continuing training or review. However, they are not the primary intended audience.

The task force has used as its models the course in subject analysis prepared by the ALCTS/SAC-PCC/SCT Joint Initiative on Subject Training Materials, the ALCTS-CCS/PCC Task Force to Develop Name and Title Authority Training Materials, and the courses of the Serials Cataloging Cooperative Training Program (SCCTP), all of which provide standardized training materials and skilled professionals to deliver training to catalogers in the field. This model relies on library associations, networks, and institutions to sponsor the workshops and use the materials developed.

It is expected that libraries, library associations, or other groups or institutions that request the “Fundamentals of Series Authorities” training might not all want to receive the program in its entirety (particularly since the full suite takes at least two days to present). Possibly a library or group might want to receive training only on how series are used in bibliographic records, or perhaps creating series, or series treatment, or a combination of some but not all the modules. For this reason the modules have been developed so that each can be separated from the whole, so that they can stand alone. The modules also have been divided into two parts, with Part One focusing on consumers of series authority records who may not necessarily create records, and Part Two focusing

on those who need to create records. If possible, we recommend that Part One and Part Two be presented in their entirety to those intended audiences. However, if this is not possible, we do recommend that at least Part One, Module One or Part Two, Module Five (Series Definitions) be presented before any other module. Because of the need to make these modules somewhat independent of each other, there is a certain amount of repetition between the modules. If they are being presented together with other modules, it is suggested that the trainer either briefly review these slides when they are presented subsequently to their first presentation or simply skip them if in his or her judgment this is appropriate.

The content developed for “Fundamentals of Series Authorities” is jointly owned by ALCTS and the PCC, and will be maintained by a joint task group. The Library of Congress’ Cataloger's Learning Workshop is the publisher and distributor of the workshop materials.

Rachel L. Wadham, Chair  
ALCTS/CCS-PCC Task Force to Develop Series Authority Training

# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 1: Module 1: Definitions**

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## **Objectives**

- What terms are used in series authority
- How these series are distinguished from other forms of issuance
- Why controlling series is important

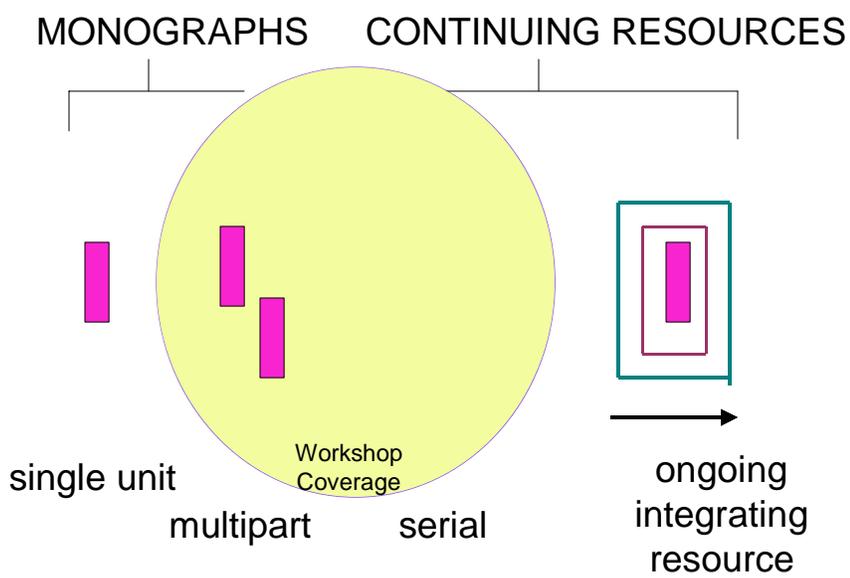
2

## Series

- What are some characteristics of series?
- How do series affect your work?
  - Collection Development
  - Acquisitions
  - Cataloging
  - Public Services

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## Modes of Issuance



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## Definition: Series

- Separate items
- With individual titles
- With a collective title
- Items may or may not each be numbered within the collective title
- Includes two types: monographic series and multipart monographs

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## Definition: Monographic Series

- Group of separate items issued in a succession of discrete parts
- May bear numbering
- No planned end
- Collective title for group
- Individual distinctive titles

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## Examples of Monographic Series

- Essential Poets Series
- Academic Press Geology Series

Essential Poets Series  
142

**And Light Remains**  
by  
**Isabella Colalillo-Katz**  
Toronto, Guernica  
2006

Academic Press Geology  
Series

**Fracture Mechanics of  
Rock**  
**Barry K. Atkinson, editor**  
Academic Press  
1987

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## Monographic Series?

1. A biography of Coretta Scott King by Octavia Vivian in one volume
2. Routledge Contemporary Southeast Asia:
  - v.10=Ageing in Singapore
  - v.12=Expressions of Cambodia
3. Encyclopedia Britannica, complete in 32 v.
4. Books published by Springer with titles:
  - The Basal Ganglia I
  - The Basal Ganglia II
  - The Basal Ganglia III

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## Definition: Multipart Monograph

- Sometimes called multipart items
- Issued in separate parts
- Finite
- May be numbered or unnumbered
- May or may not have individual titles

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## Examples of Multipart Monographs

- Eyewitness History of the Civil War. Complete in 10 v.
- Lewis, C. S....Chronicles of Narnia (HarperCollins (Firm))

Eyewitness history of the  
Civil War

**WAR ON TWO FRONTS**  
edited by John Cannan

Combined Books  
Conshohocken \* 1994

*Book 1 of the Chronicles  
of Narnia*

**The Magician's Nephew**

C. S. Lewis

HarperCollins  
New York, NY 2005

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## Is It a Series?

1. **Manuscripts of W. B. Yeats.** Each volume has a distinctive title, e.g., v. 1=Druid craft.
2. **Best American plays, 1966.**
3. **Fabian ideas**, no. 598. Also has title: Coping with post-democracy, 2000.
4. **Once upon America.** No numbering. Volume also has title: It's only goodbye, by Virginia T. Gross.

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## Bibliographic Record

- Includes:
  - Title
  - Related works
  - Description: edition, imprint
  - Numbering
  - Notes
- Visible
  - Staff catalog: whole record
  - Public catalog: whole record

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## Collective Title Record

Author/Name: Tolentino, Roland B.

Title: Routledge Contemporary Southeast Asia / Roland B. Tolentino.

Published: New York : Routledge, 2006-

Notes: v. 1. Ageing in Singapore – v. 2. Expressions of Cambodia – v. 3. Contemporary Japan

---

Location: Undergraduate Library

Call Number: HF 1602 .R745 vol. 1; HF 1602 .R745 vol. 2; HF 1602 .R745 vol. 3

Status: On Shelf

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## Analytic Record

Author/Name: Colalillo-Katz, Isabella.

Title: And light remains / Isabella Colalillo-Katz.

Published: Toronto : Guernica, 2006.

Series: Essential poets series ; 142

---

Location: Undergraduate Library

Call Number: PR9199.3.C583 A83 2006

Status: On Shelf

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## Series Authority Record

- Includes
  - Authorized heading form
  - Cross references from unused forms of headings
  - Cross references to related forms of headings
  - Numbering pattern (if appropriate)
  - Decisions for
    - Analysis
    - Treatment
    - Classification
- Visible
  - Staff catalog: whole record
  - Public catalog: headings

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## Series-like Phrase

- Slogans, mottoes, etc.
- Broad subject categories (aid to bookstores)
- Commercial publications: Phrase with name of publisher or in-house editor + generic term
- Non-commercial publications: Unnumbered phrase with name of publisher or in-house editor + generic term

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## Why Control Series? Researcher's Perspective

- Find heading: If title varies:
  - Papers of the Center for Korean Studies
  - Paper
- Identify: If numbering style varies:
  - v. 1, no. 2, v. 3...
- Obtain: If library practices have changed:
  - All vols. in call number BF1 .P93—except the most recent (which was given its own number)

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## Why Control Series? Staff Perspective

- Cost Savings: No need to re-make decision each time another volume is received; or have to clean up records with inconsistencies
- Efficiency: Enhance consistency and predictability, What is best use of time?
- Inventory control: Did library get everything for which it paid?

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## Why Control Series? Authority Maintenance Perspective

- Document decisions
- Serve as reference tool for catalogers
- Control form of access
- Support access to bibliographic file (notes & references)
- Link from authority to bibliographic records

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## Summary

- What are Series?
- What are the characteristics of the two major types of series?
- Why is it important to control series?

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 1: Module 2: The Series Authority Record**

1

## **Objectives**

- Give an overview of the most important fields in series authority records
  - variable and fixed fields
- Include examples of each
- Have a quick summary review at the end

2

## Overview: Primary MARC 21 Fields in Series Authority Records (SARs):

- **008**: Fixed length data elements
- **1XX**: Established series heading
- **4XX**: *See from* reference from non-established form
- **5XX**: *See also from* reference from related established heading
- **64X**: Series treatment fields
  - **640-642**: Series numbering
  - **643**: Series publisher
  - **644-646**: Local series treatment
- **667, 670, 675** - Notes

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## Series Headings and References

- **1XX**: Established series heading
- **4XX**: *See from* reference from non-established form of heading
- **5XX**: *See also from* reference from related established heading

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## Examples: 130 Series Headings

- Uniform title series heading
  - **130 \_0 \$a How-to-do-it manuals for libraries**
- Uniform title series heading with qualifier
  - **130 \_0 \$a Philosophy now (Montréal, Québec)**
- Uniform title series heading with subseries (number and part \$a ... \$p)
  - **130 \_0 \$a American university studies. \$n Series III, \$p Comparative literature**

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## Examples: 100 Series Headings

- Personal name-title proper series heading (\$a...\$t)
  - **100 1\_ \$a Powell, Anthony, \$d 1905-2000. \$t Dance to the music of time**
- Personal name-collective uniform title series heading (\$a...\$t)
  - **100 1\_ \$a Mozart, Wolfgang Amadeus, \$d 1756-1791. \$t Works. \$f 1990**

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## Example: 4XX See From References

130 \_0 \$a VLSI systems series

**430 \_0 \$a V.L.S.I. systems series**

**430 \_0 \$a Addison-Wesley VLSI systems series**

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## Examples: 4XX See From References

130 \_0 \$a Studies in eighteenth-century culture

**430 \_0 \$a Studies in 18th-century culture**

100 1\_ \$a Powell, Anthony, \$d 1905-2000. \$t Dance to the music of time

**430 \_0 \$a Dance to the music of time**

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## Example: 5XX See Also From Reference

130 \_0 \$a Routledge studies in defense and peace economics  
**530 \_0 \$w a \$a Studies in defense economics (Chur, Switzerland)**

130 \_0 \$a Studies in defense economics (Chur, Switzerland)  
**530 \_0 \$w b \$a Routledge studies in defense and peace economics**

*Control subfield \$w:* code in position 1 = type of relationship

- "a" = earlier heading
- "b" = later heading

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## Fields 640-646

- 640-642 cover series numbering
- 643 covers series place and publisher
- 644-646 cover series treatment decisions

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## Series Numbering Fields

- 640 - Series Dates Of Publication And/Or Sequential Designation
- 641 - Series Numbering Peculiarities
- 642 - Series Numbering Example

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## Examples: 642 Series Numbering Example Field

130 \_0 \$a Annals of the International Institute of Sociology. \$p New series

**642** \_\_ **\$a v. 8** \$5 DLC \$5 DPCC

130 \_0 \$a Buffy, the vampire slayer (Series)

**642** \_\_ **\$a #1** \$5 DPCC \$5 OCI \$5 DLC

100 1\_ \$a Powell, Anthony, \$d 1905-2000.

\$t Dance to the music of time

**642** \_\_ **\$a 9** \$5 DPCC \$5 DLC

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## Series Publisher: 643 Field

- Series Place and Publisher/issuing Body
- Subfield Codes
  - \$a - Place
  - \$b - Publisher/issuing body
  - \$d - Volumes/dates to which place and publisher/issuing body apply

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## Example: 643 Series Publisher

100 1\_ \$a Powell, Anthony, \$d 1905-2000. \$t Dance to the music of time

**643 \_\_ \$a London \$b Heinemann**

130 \_0 \$a How-to-do-it manuals for libraries

**643 \_\_ \$a San Diego \$b Wadham Publishers \$d 1999-**

**643 \_\_ \$a New York \$b Neal-Schuman Publishers \$d 1973-1998**

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## Local Treatment: 644-646 Fields

- Document local decisions for treatment including analysis, tracing, and classification
- Fields
  - 644 = analysis decision
  - 645 = tracing decision
  - 646 = classification decision

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## Local Treatment Fields

- \$5 -Institution to which the field applies
  - PCC's \$5 code is "DPCC"
  - Only PCC SAR libraries can add their decisions to the LC/NACO Authority File version of the record
  - Other libraries may follow these decisions, or record their own treatment decisions in their local SARs
- \$d - Volumes/dates to which treatment practice applies

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## Analysis Decision: 644 Field

- “Analysis”
  - whether a separate bibliographic record is created for an individual resource within the series
- “Analyzed in full”
  - a bibliographic record is created for every individual resource
- “Analyzed in part”
  - a bibliographic record is created for only some individual resources
- “Not analyzed”
  - separate bibliographic records are not created; there is only a series-level bibliographic record

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## Analysis Decision: 644 Field

- \$a - Series analysis practice
  - f** - Analyzed in full
  - p** - Analyzed in part
  - n** - Not analyzed
- \$b – exceptions to analysis practice given in \$a of same field

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## Examples: 644 Series Analysis Practice

130 \_0 \$a How-to-do-it manuals for libraries  
**644 \_\_ \$a f \$5 DLC**

100 1\_ \$a Bach, Johann Sebastian, \$d 1685-1750. \$t Works. \$f 1954

**644 \_\_ \$a p \$d analyzable parts \$5 DLC**

*– Some volumes in the series do not have individual, analyzable titles*

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## Examples: 644 Series Analysis Practice

130 \_0 \$a Colorado history (Denver, Colo.)

**644 \_\_ \$a n \$b except no. 3-4 \$5 DLC**

**644 \_\_ \$a p \$5 OkS**

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## Tracing Practice: 645 Field

- “Traced” means that an authority controlled access point will be made
  - FYI: Terminology comes from the card catalog:  
“Traced” would get its own card; “Not Traced” would only be listed in the “tracing” at the bottom of the card
- \$a - Series tracing practice
  - t - Traced as a series added entry
  - n - Not traced as a series added entry

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## Examples: 645 Series Tracing Practice

130 \_0 \$a How-to-do-it manuals for libraries  
**645 \_\_ \$a t \$5 DLC**

130 \_0 \$a Annals of the International Institute of  
 Sociology. \$p New series  
**645 \_\_ \$a t \$5 DPCC \$5 DLC**

Subfield \$5 with code DPCC signifies that all the  
 Program for Cooperative Cataloging BIBCO libraries  
 should follow this practice.

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## Classification Practice: 646 Field

- **\$a** - Series classification practice
  - **c** - Volumes are classified as a collection. A classification number assigned to the whole series
  - **m** - Volumes are classified with main or other series.
  - **s** - Volumes are classified separately. No classification number is assigned to the series as a whole.

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## Examples: 646 Series Classification Practice

130 \_0 \$a How-to-do-it manuals for libraries

**646** \_\_ **\$a s** \$5 DLC

**050** \_\_ **\$a M3 \$b .B1133**

100 1\_ \$a Bach, Johann Sebastian, \$d 1685-1750. \$t Works. \$f 1954

**646** \_\_ **\$a c** \$5 DLC

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## Examples: 646 Series Classification Practice

050 \_\_ \$a RC544 \$b .A57

130 \_0 \$a Assessment of personality disorders

646 \_\_ \$a c

050 \_\_ \$a RC544 \$b .A57 subser.

130 \_0 \$a Assessment of personality disorders.

\$p Avoidant personality disorders

646 \_\_ \$a m

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## Notes Fields: 667, 670, 675

- **667 Nonpublic General Note**
  - General information about a 1XX heading; for catalogers & other librarians; not for the public
- **670 Source Data Found**
  - Document usage on which the 1XX heading and variants (4XX) are based; may also be used to indicate the reason for a see also reference (5XX).
- **675 Source Data Not Found**
  - Documents sources consulted where information specifically regarding the 1XX heading was NOT found

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## 667 Nonpublic General Note Example

130 \_0 \$a Donald Strachey mystery

**667 \_\_ \$a Give phrase as a quoted  
note if not already recorded in the  
body of the entry.**

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## 670 Source Data Found Example

100 1\_ \$a Powell, Anthony, \$d 1905-2000.  
\$t Dance to the music of time

**670 \_\_ \$a The military philosophers,  
1968: \$b ser. t.p. (A dance to the music  
of time)**

**670 \_\_ \$a An invitation to dance, 1977:  
\$b jkt. (Ninth volume of ... A dance to  
the music of time)**

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## 675 Source Data Not Found

130 \_0 \$a ASUC (Series)

**675 \_\_ \$a Rhombohedra, p1989: label (SCI)  
container (Society of Composers; SCI  
record series)**

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## 008/12: Type of Series

- **a** - Monographic series
  - Used for a series that does not have an expected end
- **b** - Multipart item
  - Used when the cataloger knows that the series does have an expected end or a finite number of volumes
- **c** - Series-like phrase
  - Used when a phrase will not be treated as a series; recording such a decision in an SAR saves time for other catalogers
- **z** – Other
  - Used when the 1XX field contains a heading for a publication that does not fit any of the other defined codes but for which series-type treatment is required

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## Examples: 008/12 – Type of Series

**008/12 a** ← monographic series  
130 \_0 \$a How-to-do-it manuals for libraries

**008/12 b** ← multipart item  
100 1\_ \$a Powell, Anthony, \$d 1905-2000.  
\$t Dance to the music of time

**008/12 c** ← series-like phrase  
130 \_0 \$a Donald Strachey mystery

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## 008/13: Numbered or Unnumbered Series

Indicates the numbering characteristics of the series (or series-like phrase) represented by the 1XX heading.

- **a** - Numbered
- **b** - Unnumbered
- **c** - Numbering varies

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## Summary Review: SAR for Unnumbered Series

### Series Authority Record:

008/12 a  
 008/13 b  
 130 \_0 \$a Oxford care manuals  
 643 \_\_ \$a Oxford \$a New York \$b  
     Oxford University Press  
 644 \_\_ \$a f \$5 DNLM  
 645 \_\_ \$a t \$5 DPCC \$5 DNLM  
 646 \_\_ \$a s \$5 DNLM  
 670 \_\_ \$a Harwood, Rowan. Stroke  
     care, 2005: \$b Cover p.1 (Oxford  
     care manuals)

### Field Content Review:

- 008/12: "a" = monographic series
- 008/13: "b" = unnumbered
- 130 = established title heading
- 643 = series place and publisher
- 644: "f" = analyzed in full
- 645: "t" = traced
- 646: "s" = classed separately
- 670 = source for series data

**See next page for large print version of this  
 information**

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## Summary Review: SAR for Numbered Series

### Series Authority Record:

008/12 a  
 008/13 a  
 050 \_4 \$a CB411 \$b .S8 \$5 NNU  
 130 \_0 \$a Studies in eighteenth-century  
     culture  
 430 \_0 \$a Studies in 18th-century culture  
 642 \_\_ \$a v. 1 \$5 NNU  
 643 \_\_ \$a Cleveland, Ohio \$b Press of Case  
     Western Reserve University  
 644 \_\_ \$a f \$5 NNU  
 645 \_\_ \$a t \$5 DPCC \$5 NNU  
 646 \_\_ \$a c \$5 NNU  
 670 \_\_ \$a The modernity of the eighteenth  
     century, 1971: \$b t.p. (Studies in  
     eighteenth-century culture)

### Field Content Review:

- 008/12: "a" = monographic series
- 008/13: "a" = numbered
- 050 = LC classification number  
(because classed as a set/collection)
- 130 = established title heading
- 430 = "see from" cross reference
- 642 = series numbering example
- 643 = series place and publisher
- 644: "f" = analyzed in full
- 645: code "t" = traced
- 646: code "c" = classed as a  
collection
- 670 = source for series data

**See next page for large print version of this  
 information**

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## Fundamentals of Series Authorities: Part 1, Module 2

**1. Review: SAR for Unnumbered Series**

<b>Series Authority Record:</b>	<b>Field Content Review:</b>
008/12 a	008/12: "a" = monographic series
008/13 b	008/13: "b" = unnumbered
130 _0 \$a Oxford care manuals	130 = authorized title heading
643 __ \$a Oxford \$a New York \$b Oxford University Press	643 = series place and publisher
644 __ \$a f \$5 DNLM	644: "f" = analyzed in full
645 __ \$a t \$5 DPCC \$5 DNLM	645: "t" = traced
646 __ \$a s \$5 DNLM	646: "s" = classed separately
670 __ \$a Harwood, Rowan. Stroke care, 2005: \$b Cover p.1 (Oxford care manuals)	670 = source for series data

**2. Review: SAR for Numbered Series**

<b>Series Authority Record:</b>	<b>Field Content Review:</b>
008/12 a	008/12: "a" = monographic series
008/13 a	008/13: "a" = numbered
050 _4 \$a CB411 \$b .S8 \$5 NNU	050 = LC classification number (because classed as a set/collection)
130 _0 \$a Studies in eighteenth-century culture	130 = authorized title heading
430 _0 \$a Studies in 18th-century culture	430 = "see from" cross reference
642 __ \$a v. 1 \$5 NNU	642 = series numbering example
643 __ \$a Cleveland, Ohio \$b Press of Case Western Reserve University	643 = series place and publisher
644 __ \$a f \$5 NNU	644: "f" = analyzed in full
645 __ \$a t \$5 DPCC \$5 NNU	645: code "t" = traced
646 __ \$a c \$5 NNU	646: code "c" = classed as a collection
670 __ \$a The modernity of the eighteenth century, 1971: \$b t.p. (Studies in eighteenth-century culture)	670 = source for series data

# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 1: Module 3: Series and the Bibliographic Record**

1

## **Objectives**

- Give an overview of:
  - Functions, sources, & components of series statements in bibliographic records
  - MARC fields for series in bibliographic records
  - Relationship between series authority records and bibliographic records

2

## Series Statements in Bibliographic Records

- Description / identification function
  - Series titles and numbering are transcribed from the resource as they appear there
- Access / collocation function
  - Series titles and numbering are presented in a standardized form of access point for retrieval and indexing

3

## Series Description / Identification

- Transcribe series statement from the resource following **AACR2 1.6 rules**
- See also **LCRI 1.6** for extensive guidance on series transcription
- Note: a resource may belong to more than one series, in which case two or more series statements are recorded

4

## Prescribed Sources of Information for Series Statements

- The prescribed sources for series statements are listed in priority order in each chapter of Part I of AACR2
  - For example, for printed monographs, Rule 2.0B2 lists: series title page, monograph title page, cover, rest of the publication
- LCRIs offer further guidance

5

## Series Title Page

- “An added title page bearing the series title proper and usually, though not necessarily, other information about the series (e.g., statement of responsibility, numeric designation, data relating to publication, title of the item within the series).”
  - AACR2 Glossary
- Common in books, atlases, printed music, and printed-text serials

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## Series Statements Components

Includes

- Title proper of series

May include one or more of the following

- Parallel title of series
- Other title information of series
- Statement of responsibility relating to series
- ISSN of series
- Numbering within series
- Subseries

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## Series Access / Collocation

- Create an authority-controlled access point (added entry) for the series title following the rules in AACR2, rule 21.30L
- The form of the series access point must match the 1XX field from the correct series authority record (SAR)

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## Series Fields In Bibliographic Records

- **440** field
  - used when series on item is identical to SAR
  - 440 then serves as both description and access functions at same time
- **490** field
  - **490 0\_**
    - Used when only a description of the item will be used and an established form will **not** be given as access point (i.e., not “traced”).
  - **490 1\_**
    - Used for the description of an item and then then established form from SAR **will** be given as access point in field 8XX (i.e., “traced”)

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## Series Fields In Bibliographic Records

- **490 1\_**
  - Description from the item in hand
  - Used when established form from SAR **will** be given as access point in field 8XX (i.e., “traced differently”)
- **8XX** field
  - Used to give established form of series as access point when series on item is different from SAR

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## Example 1: 440 Field

- Series title page has:
  - Oxford Care Manuals
- SAR has:
  - 130 \_0 \$a Oxford care manuals
  - 645 \_\_ \$a t \$5 DLC ← traced
- Bibliographic record will have:
  - 440 \_0 \$a Oxford care manuals**
- Series statement on item is identical to established heading in SAR, so 440 is used

11

## Example 2: 490 0\_ Field

- Series title page has:
  - Pelican Books
- SAR has:
  - 130 \_0 \$a Pelican books
  - 645 \_\_ \$a n \$5 DLC ← *not traced*
- Bibliographic record will have:
  - 490 0\_ \$a Pelican books**
- Decision has been made **not** to include a standardized access point for the series (i.e., not to “trace” it)

12

### Example 3: 490 1\_ Field

- Series title page has:
  - Hersch Lauterpacht Memorial Lecture Series
- SAR has:
  - 130 \_0 \$a Hersch Lauterpacht memorial lectures
  - 430 \_0 \$a Hersch Lauterpacht memorial lecture series
  - 645 \_\_ \$a t \$5 DLC ← traced
- Bibliographic record will have:
  - 490 1\_ \$a Hersch Lauterpacht memorial lecture series**
  - 830 \_0 \$a Hersch Lauterpacht memorial lectures.**
- Series statement on item is different from established heading in SAR, and decision has been made to include a standardized access point for the series (i.e., to “trace” it), so 490 1\_ and 830 are used

13

### Example 4: Series Title with Common Name

- Series title page on resource has:
  - Philosophy now
- Publication information on title page verso:
  - McGill-Queen’s University Press, Montreal, Ithaca
- Authority file search results:
  - Philosophy now (Chesham, England)
  - Philosophy now (Montréal, Québec)
  - Philosophy now (Princeton, N.J.)
  - Philosophy now (Teddington, London, England)

14

## Example 4: Series Title with Common Name

- Correct SAR has:  
130 \_0 \$a Philosophy now (Montréal, Québec)  
643 \_\_ \$a Montreal \$a Ithaca \$b McGill-Queen's University Press
- Bibliographic record will have:  
**490 1\_ \$a Philosophy now**  
**830 \_0 \$a Philosophy now (Montréal, Québec)**

15

## Example 5: Name-Title Series Access Point

- Series title and numbering on item appear as:  
– Complete Mozart Edition, Volume 12
- SAR:  
100 1\_ \$a Mozart, Wolfgang Amadeus, \$d 1756-1791. \$t Works. \$f 1990  
430 \_0 \$a Complete Mozart edition. \$f 1990
- Bibliographic record will have:  
**490 1\_ \$a Complete Mozart edition ; \$v v. 12**  
**800 1\_ \$a Mozart, Wolfgang Amadeus, \$d 1756-1791. \$t Works. \$f 1990 ; \$v v. 12.**

16

## Example 6: Numbered Series

- Series title and numbering on item appear as:
  - Prose Series 66
- SAR has:
  - 130 \_0 \$a Prose series
  - 642 \_\_ \$a v. 1 \$5 DPCC \$5 DLC ← *Series numbering example*
- Bibliographic record will have:
  - 490 1\_ \$a Prose series ; \$v 66**
  - 830 \_0 \$a Prose series ; \$v v. 66.**

17

## Example 7: Series-Like Phrase

- Information on resource:
  - A Donald Strachey Mystery
- SAR has:
  - 008/12 c ← *Series-like phrase*
  - 130 \_0 \$a Donald Strachey mystery
  - 667 \_\_ \$a Give phrase as a quoted note.
- Bibliographic record will have:
  - [no 4XX or 8XX series statement]
  - 500 \_\_ \$a “Donald Strachey mystery.”**

18

## Exercises

- Exercise 1: answer questions about the content of a series authority record
- Exercises 2-3: use the information provided about two resources and the appropriate SARs to correctly fill in bibliographic data and MARC coding of the series fields in the bibliographic record

19

## Part 1 Module 3

**Exercise 1**

*Look at the authority record represented below, and answer the questions that follow it:*

008/12 a  
008/13 a  
010 \_\_ \$a n 86714984  
040 \_\_ \$a DGPO \$b eng \$c DLC \$d DLC \$d ICU \$d OkU  
050 \_\_ \$a QA3 \$b .U5  
130 \_0 \$a Applied mathematics series (Washington, D.C.)  
430 \_0 \$a National Bureau of Standards applied mathematics series  
410 1\_ \$w nna \$a United States. \$b National Bureau of Standards. \$t Applied mathematics series  
642 \_\_ \$a 7 \$5 DLC  
643 \_\_ \$a Washington, D.C. \$b National Bureau of Standards  
643 \_\_ \$a Washington, D.C. \$b U.S. Govt. Print. Off.  
644 \_\_ \$a f \$5 DLC  
645 \_\_ \$a t \$5 DLC  
646 \_\_ \$a c \$5 DLC  
667 \_\_ \$a Document.  
670 \_\_ \$a Supt. of Docs. no.: C 13.32:55/2  
670 \_\_ \$a LC data base, 8-12-88 United States. Dept. of the Army. Tables of binomial probability distribution, 1949 [1950]  
670 \_\_ \$a Handbook of mathematical functions ..., 1972: \$b t.p. (National Bureau of Standards applied mathematics series)

**Questions:**

- a) What is the established form of this series access point?
- b) What non-established forms are given as cross-references to it?
- c) Which MARC field contains the series publisher information?
- d) What information is conveyed in the 642 field?
- e) What is the meaning of subfield \$5 in fields 642, 644, 645, and 646?
- f) What do the codes in fields 644, 645, and 646 tell you?
- g) What is the relationship between the 050 and 646 field?
- h) What type of information is given in the 670 fields?
- i) What do the codes in 008 positions 12 and 13 mean?
- j) What is the relationship between the 008/13 and the 642 fields?

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**Exercise 2**

*Below are representations of information found on the title page, title page verso, and series title page of a book, followed by the applicable authority record. Based on this information, fill in one or more of the blank series fields where indicated.*

Title page:

<p>The Kurdish Question and the 2003 Iraqi War Edited by Mohammed M.A. Ahmed and Michael M. Gunter</p>
--

Verso:

<p>Costa Mesa, California Mazda 2005</p>
--

Series title page:

<p>Kurdish Studies Series Number 5</p>
--

Authority record:

<p>008/12 a 008/13 a 010 __ \$a n 98004230 040 __ \$a DLC \$c DLC \$d DLC 130 _0 \$a Kurdish studies series 642 __ \$a no. 1 \$5 DLC 643 __ \$a Costa Mesa, Calif. \$b Mazda Publishers 644 __ \$a f \$5 DLC 645 __ \$a t \$5 DLC 646 __ \$a s \$5 DLC 670 __ \$a The Kurdish question and Turkish-Iranian relations, 1998: \$b ser. t.p. (Kurdish studies series)</p>
--

Bibliographic record:

*Fill in one or more of the blank series fields below with the correct bibliographic information, MARC tag, indicators, and subfield coding, as applicable:*

245		1		4		The Kurdish question and the 2003 Iraqi war / \$c edited by Mohammed M.A.
-----	--	---	--	---	--	---

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			Ahmed and Michael M. Gunter.
260			Costa Mesa, Calif. : \$b Mazda, \$c 2005.
4	___		
8	___		

---

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**Exercise 3**

*Below are representations of information found on the title page, title page verso, and series title page of a book, followed by the applicable authority record. Based on this information, fill in one or more of the blank series fields where indicated.*

What appears on the resource:

Title page:

Mathematical Triangulations  
by Robion Kirby

Verso:

National Bureau of Standards  
Washington, D.C.  
c2002

Series title page:

United States National Bureau of Standards  
Applied Mathematics Series 22

Authority file search retrieves the following results:

Applied mathematics series  
Applied mathematics series (John Wiley & Sons)  
Applied mathematics series (London, England)  
Applied mathematics series (Princeton, N.J.)  
Applied mathematics series (Washington, D.C.)  
Applied mathematics (Springer-Verlag) 1 record

Correct authority record:

*LC Control Number: n 86714984*  
008/12 a  
008/13 a  
010 \_\_ \$a n 86714984  
040 \_\_ \$a DGPO \$b eng \$c DLC \$d DLC \$d ICU \$d OkU  
050 \_\_ \$a QA3 \$b .U5 no.  
130 \_0 \$a Applied mathematics series (Washington, D.C.)

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430 \_0 \$a National Bureau of Standards applied mathematics series  
 410 1\_ \$w nna \$a United States. \$b National Bureau of Standards. \$t Applied mathematics series  
 642 \_\_ \$a 7 \$5 DLC  
 643 \_\_ \$a Washington, D.C. \$b National Bureau of Standards  
 643 \_\_ \$a Washington, D.C. \$b U.S. Govt. Print. Off.  
 644 \_\_ \$a f \$5 DLC  
 645 \_\_ \$a t \$5 DLC  
 646 \_\_ \$a c \$5 DLC  
 667 \_\_ \$a Document.  
 670 \_\_ \$a Supt. of Docs. no.: C 13.32:55/2  
 670 \_\_ \$a LC data base, 8-12-88 United States. Dept. of the Army. Tables of binomial probability distribution, 1949 [1950]  
 670 \_\_ \$a Handbook of mathematical functions ..., 1972: \$b t.p. (National Bureau of Standards applied mathematics series)

## Bibliographic record:

*Fill in one or more of the blank series fields below with the correct bibliographic information, MARC tag, indicators, and subfield coding, as applicable:*

100	1		\$a Kirby, Robion C., \$d 1938-
245	1	0	\$a Mathematical triangulations / \$c by Robion Kirby
260			\$a Washington, D.C. \$b National Bureau of Standards, \$c c2002.
4__			
8__			

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 1: Module 4: Process of Series Authority Control**

1

## **Objectives**

- Workflow Issues
  - What sorts of decisions lie behind series authority work
  - Who will do what
  - Who has a stake in how the process is carried out
- Searching series authority records
- Identifying the correct series authority records
- Local considerations

2

## Workflow Issues

3

### Who, What, When: Factors

- Selection/Acquisition
- Level of Access
- Change Over Time
- Workflow
- Catalog Records Available
- Bibliographic File Maintenance

4

## Stakeholders

- Patrons
  - Need the reference structure in the catalog
- Reference/subject librarians, Selectors, Collection managers
  - Classification, based on subject, expected use
  - Input may be reactive rather than proactive

5

## Stakeholders

- Acquisitions staff
  - Acquisitions status—standing order vs. volume-by-volume selection
  - Determine material stream based on treatment

6

## Stakeholders

- **Cataloging staff**
  - What level of analysis will be performed
  - Classification—PCC policy or not?
  - Reference structure—more or less than AACR2/national guidelines?
  - Access issues based on OPAC's indexing practices for authority records

7

## Stakeholders

- **Authority-control staff (Database Maintenance Unit, etc.)**
  - Creating, updating, importing SARs
  - Means of identifying need for bibliographic file maintenance

8

## Searching for Series Authority Records

9

## Why Search?

- Find a controlled access point
- Make a treatment decision
- Obtain a record
  - Does the file support export?
  - What will it cost?

10

## Where to Search

- Local authority file
- External files
  - OCLC Authority File
  - LC Authorities
  - ILS/Vendor files

11

## OCLC Authority File

- Includes most of the newest NACO-contributed series authority records
- Labeled 008/leader values
- Derived key, scan and Boolean searching
- Limited to members/customers of OCLC
- May incur charges

12

## LC Authorities

(<http://authorities.loc.gov/>)

- Contains NACO-created series authority records that have passed validation
- Also displays tracings from bibliographic records in the LC Online Catalog
- Some record elements in “pure MARC”
- No keyword/Boolean searching
- Free

13

## ILS- or Vendor-supplied Files

- Likely not as current as LC or OCLC files
- Searching/display “user-friendliness” varies
- Usually involve a cost

14

## General Searching Considerations

- Know what to expect in terms of consistency within the file
- Know the searching rules for the file you are in
- Be prepared to rethink your search
- Generic series titles will usually have a qualifier

15

## General Searching Considerations

- Advanced search features
- Is the heading already established as an NAR?

16

## General Searching Considerations

“Never search only one  
way”

—*Series Training for  
NACO Participants, Session 3*

17

## Searching National Files— Where to Go for More Help

- LC Authorities:  
<http://authorities.loc.gov/help/contents.htm>
- OCLC Authority File:  
<http://www.oclc.org/support/documentation/worldcat/authorities/userguide/default.htm>

18

## Identifying the Correct Series Authority Record

19

### Preconditions for a match

- Same character string except for initial articles
- Same publication (643 field; 667 or 670 field)
- Same numbering status (642 field and 008/13 fixed field)

20

## Matches

- Statement matches SAR 1XX
  - Use 1XX
- Statement matches SAR 4XX
  - Use 1XX unless variation represents a title change
- Statement matches SAR 5XX
  - Look for the record in which statement is in 1XX field

21

## Matches?

- Generic titles
  - “Report,” “Bulletin”
  - Deduce qualifier
- Variant titles not documented in the authority record
  - Title change or a variant?

22

## Checking for Correct Usage of Bibliographic-Record MARC21 Fields for Series Data

23

### 008/12 (Type of Series)

- a Monographic series
- b Multipart item
- c Series-like phrase
- n Not applicable
- z Other

24

## 008/12 (Type of Series)

values of “a” and “b” will usually map the SAR 1XX field to MARC series fields (440, 490, 800-830)

value of “c” will almost never map to MARC series fields

25

## 644 (Series analysis practice)

- f = fully analyzed
- p = partially analyzed
- n = not analyzed

26

## 645 (Series tracing practice)

- Value of “t” (traced) maps SAR 1XX field to 440 or 8XX field.
- Value of “n” (not traced) will map to 490, 1<sup>st</sup> indicator “0”

27

## 646 (Series classification practice)

- c = classified as a collection
- s = classified separately
- m = classified with main or other series

28

## 130 (Heading—Uniform title)

May not map to field 440; but must go in an 8XX field in bibliographic record if:

- Parenthetical qualifier present in 130 heading
- Parallel series statements present in the item that must be recorded

29

## 130 (Heading—Uniform title)

–May map to field 440 in bibliographic record if:

- transcription of the title from the bibliographic item does not differ in elements such as abbreviations, forms of numbers, spellings, etc.

30

## 130 (Heading—Uniform title)

–may map to field 440 in bibliographic record if:

- Only difference would be presence/absence of initial article
- Numbering elements are consistent with SAR 642 field

31

## 100/110/111 (Heading—Entry under person, corporate body, conference)

–Series entered under personal, corporate, or conference headings, if traced, will require 490, 1<sup>st</sup> indicator “1” with appropriate 8XX field.

32

## Other Things to Check

- Proper subfielding and punctuation in 4XX fields
- Appropriate number of 8XX fields, especially when subseries are involved.
- Abbreviating words—appropriate for \$v, not otherwise. (see AACR2 Appendix B for information)

33

## . Local Considerations for Series Authority Records

34

## ILS/OPAC Issues

- What searches retrieve series information?
- How are series search results displayed?
- What elements of the SAR display in the OPAC?

35

## Why Make and Record Treatment Decisions?

- Ensure consistency/predictability in:
  - presence/form of controlled access point (1XX, 645, 642, 667)
  - classification (646)
  - level of access to authors/titles of individual volumes (analysis)(644)
- Reflect decisions about future acquisitions and materials use

36

## Treatment issues

- Analyze?
- Trace?
- Class together or separately?
  - Is browsing the shelves important?
  - Do some items have broader use?
  - Will the series be scattered within a larger classed-together series?

37

## Summary

- What sorts of decisions lie behind series authority work?
- Who will do what?
- Who has a stake in how the process is carried out?
- How do you search series authority records?
- How do you identify the correct series authority records?
- What things should be considered locally?

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 5: Definitions**

1

## **Objectives**

- Review of key terms
- Review of characteristics

2

## Definitions

- Series
- Monographic series
- Multipart monograph
- Series-like phrase

3

## Definition: Series

- Group of items
- Each item has a collective title for the group as a whole
- Each has a distinctive title
- The collective title may be numbered or unnumbered

4

## Definition: Monographic Series

- Group of separate items
- Collective title for group
- Individual titles
- No planned end

5

## Examples of Monographic Series

- Focal hands-on guide series
- Wick poetry chapbook series

Focal hands-on guide  
series

**Hands-on guide to  
video blogging  
by Lionel Felix**

Focal/Elsevier  
Amsterdam, 2006

Wick poetry chapbook  
series - series 3, no. 12

***Cloud Tablets*  
F. Daniel Rzicznek**

Kent State University Press

## Definition: Multipart Monograph

- Issued in separate parts
- Finite
- May be numbered or unnumbered
- May or may not have distinctive titles

7

## Examples of Multipart Monographs

- Snicket, Lemony. Series of unfortunate events
- Cage, John. Complete edition

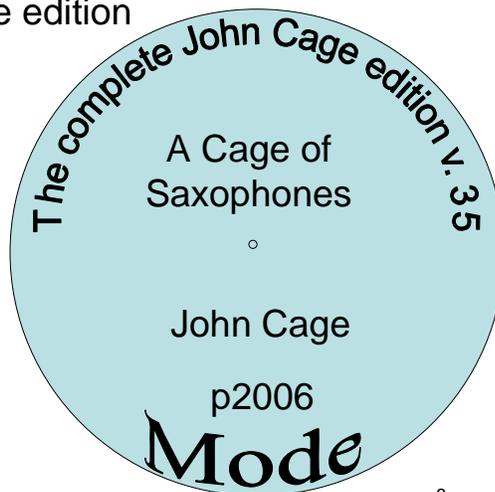
*A Series of Unfortunate  
Events \* Book the 11<sup>th</sup>*

**The Grim Grotto**

By Lemony Snicket

HarperCollins

New York \* 2004



8

## Series-like Phrase

Slogans	"The Best in Tests"
Publication Types	Mysteries
Commercial publications	ARCO "How to" Guides
Non-commercial pub.	ALA Books

9

## Summary

- What are some terms that describe series?
- What are the characteristics of different types of series?

10

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 6: Process of Series Authority Control**

1

## **Objectives**

- Process of Series Authority Control
  - Searching for series authority records
  - Identifying the correct series authority record
  - Creating new series authority records
  - Maintaining existing series authority records

2

## Searching for Series Authority Records

3

## Why Search?

- Make a cataloging decision?
- Obtain an SAR?
- Prepare to create an SAR?

4

## Factors in Choosing Where to Search

- Currency
- Support for the desired function
- Need for/Utility of other sorts of data

5

## Where to Search

- Local authority file
- External files (in order of currency)
  - OCLC Authority File
  - LC Authorities
  - ILS/Vendor files

6

## OCLC Authority File in Connexion

- Contains NACO-contributed records not yet in LC Authorities
- Labeled 008/leader values
- Boolean/keyword searching
- Limited to members/customers of OCLC
- No search charges, but may be a charge to export records

7

## LC Authorities

(<http://authorities.loc.gov/>)

- Contains NACO-created series authority records that have passed validation
- Also displays tracings from bibliographic records in the LC Online Catalog
- Some record elements in “pure MARC”
- No keyword/Boolean searching
- Free

8

## ILS- or Vendor-supplied Files

- Likely not as current as LC or OCLC files
- Searching/display “user-friendliness” varies
- Usually involve a cost

9

## General Searching Considerations

- Know what to expect in terms of consistency within the file
- Know the searching rules for the file you are in
- Be prepared to rethink your search
- Generic series titles will usually have a qualifier

10

## General Searching Considerations

- Advanced search features
- Is the heading already established as an NAR?

11

## General Searching Considerations

**“Never search only one  
way”**

*—Series Training for  
NACO Participants, Session 3*

12

## Searching National Files— Where to Go for More Help

- LC Authorities:  
<http://authorities.loc.gov/help/contents.htm>
- OCLC Authority File:  
<http://www.oclc.org/support/documentation/worldcat/authorities/userguide/default.htm>

13

## Identifying the Correct Series Authority Record

14

## Matches

- Statement matches SAR 1XX
  - Use 1XX
- Statement matches SAR 4XX
  - Use 1XX unless variation represents a title change
- Statement matches SAR 5XX
  - Look for the record in which statement is in 1XX field
- Statement matches field in NAR

15

## Not a Match, But ...

- Statement matches no 1XX for 4XX fields, but applies to the same publication as that in an existing SAR

16

## Matching—Generic Titles

- Report (ACT Law Reform Commission)
- Report (Florida. Legislature. Senate)
- Bulletin (Southeastern Archaeological Conference)
- Bulletin (Fishery Survey of India)
- Studies (Canadian Polish Research Institute)
- Studies (Pro Mundi Vita (Society))

17

## Matching—Common Titles

- Studies in anthropology (Academic Press)
- Studies in anthropology (Lexington, Ky.)
- Studies in anthropology (Mouton Publishers)
- Studies in anthropology (Prescott College)
- Literary classics (Amherst, N.Y.)
- Literary classics (Gramercy Books (Firm))
- Literary classics (Pensacola, Fla.)

18

## Matching—Name Changes

- Changes in names of corporate bodies or geographic locations
  - May require a new Series Authority Record
  - May require an updated Series Authority Record
- These changes can affect searching and the creation of new series authority records.

19

## Creating Series Authority Records

- ILS support
  - Templates
  - Validation for coding/tagging (or indifference)
  - OPAC display
  - Role in automated authority control processes
- Personnel/timing considerations
  - Who creates them?
  - When are they created?
  - Will they be re-evaluated?

20

## Maintenance/Update Issues

- How do we record local decisions in a non-local record?
- Will existing authority records be replaced by newer versions? How? If by overlay, can locally-added data be preserved?
- Provisions for reconsidering treatment?

21

## Maintenance/Update Issues

- Staffing issues
  - Resources (time, energy, expertise)
  - Retrospective cleanup
  - Worthwhile for older or ephemeral materials?

22

## Summary

- How do you search for series authority records?
- How do you identify the correct series authority record?
- What issues should be addressed when creating new series authority records?
- What issues should be addressed when maintaining existing series authority records?

23

# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2 Module 7, Part 1: Creating series citations and authority records**

### **Objectives**

- AACR2 choice of series access point
- AACR2 form of series access point
- When and how to include these SAR fields:
  - 4XX: see references
  - 670: citation of resource being cataloged
  - 643: place and publisher, etc.
  - 020, 022, 024: standard numbers
  - 667: nonpublic general note

2

## Choice of Series Access Point

3

## Choosing Series Access Point

- Same choices as for any other bibliographic resource
  - Name + title proper
  - Name + uniform title
  - Title proper
  - Uniform title

4

## Intent to Continue Affects Choice

- Monographic series: intended to continue (on and on ...)
- Multipart monographs: intended to be complete after a finite number of units or at a point in time
- If you don't know, the default is monographic series

5

## Monographic Series: Choice

- Most under title proper or uniform title because:
  - Same person not responsible for entire resource
  - Very few qualify for corporate body entry categories in AACR2 21.1B2

6

## Monographic Series: Examples

Research report of the Landahl Laboratory

Geopolitical studies

Impressionism today

Trends in psychoanalysis

Marco Polo Society monograph

7

## Monographic Series: Uniform Title

- If more than one resource with same title, add a parenthetical qualifier to create a unique access point (AACR2 25.5B)
  - More information in session 10

American historical studies  
[published in Boston]

American historical studies (Chicago, Ill.)

8

## Monographic Series: Corporate Name Entry

- Some of the possible AACR2 21.1B2 categories
  - Administrative reports of a government agency
  - Proceedings of an annual conference
  - Recommendations of an organization
  - Some cartographic resources

Reminder: doesn't occur often!

9

## Monographic Series: Corporate Name Entry Examples

Division budget reports  
[issued by the Iowa Dept. of Education]

Proceedings of the annual conferences  
[conference = Annual Geological Conference]

Certification standards  
[issued by the Professional Counseling Society]

10

## Multipart Monographs: Choice

- Many: personal name + title proper/uniform title (AACR2 21.1A2)
- Some: corporate name + title proper/uniform title (AACR2 21.1B2)
- Some: title proper/uniform title (AACR2 21.1C)

11

## Multipart Monographs: Personal Name + ...

- Some: name + title proper  
Six easy craft projects  
[all volumes by Lydia R. Moore & Marie Anderson]
- Some: name + uniform title; more information in session 10  
Cambridge edition of the works of Shakespeare

12

## Multipart Monographs: Corporate Name + Title Proper

Expanding literacy in 2006  
[two volumes of papers from the 2006 Literacy  
for America Conference]

Sources for women's studies  
[3-volume set of resources available in a  
college library]

13

## Multipart Monographs: Title Proper or Uniform Title

- Most multipart monograph titles are unique
  - If not, can decide to add parenthetical qualifier (more information in session 10)

14

## Other SAR Categories

- Integrating resources: the same four choices listed earlier
- Series-like phrase: usually “title proper” or “uniform title” (i.e., the phrase or the phrase plus a qualifier)

15

## Form of Series Access Point

16

## Form: Name

- Name portion of heading: use AACR2 form of that name including, in appropriate 1XX subfields:
  - Dates
  - Parenthetical qualifiers, etc.

17

## Name Entry Examples

100 1\_ \$a Moore, Lydia R. \$q (Lydia Ruth), \$d 1958-  
\$t Six easy craft projects

110 1\_ \$a Iowa. \$b Dept. of Education. \$t Division  
budget reports

110 2\_ \$a Professional Counseling Society (U.S.).  
\$t Certification standards

111 2\_ \$a Literacy for America Conference \$d (2006 : \$c  
New York, N.Y.). \$t Expanding literacy in 2006

18

## Series Access Points in Bibliographic Records

SAR 100 = Bibliographic record 800

SAR 110 = Bibliographic record 810

SAR 111 = Bibliographic record 811

19

## Examples: Series Name Access Points in Bibl. Records

490 1\_ \$a Six easy craft projects

800 1\_ \$a Moore, Lydia R. \$q (Lydia Ruth), \$d 1958-  
\$t Six easy craft projects

490 1\_ \$a Certification standards

810 2\_ \$a Professional Counseling Society (U.S.).  
\$t Certification standards

20

## Title in Access Point: When?

- As part of name + title access point
- As the access point
- As basis of uniform title access point (title + qualifier)
- Two exceptions:
  - Translation
  - Collective uniform title

21

## Title in Access Point: Form?

- Title proper of series from the priority-order source in the resource being cataloged

It is the title proper in the 4XX field of the bibliographic record if you are making the SAR at the same time.

22

## Choice of Title Proper: Example

series t.p.	t.p.
Patterns of Swedish Emigration	Swedish Emigration Patterns  [Volume title]  Publisher

23

## Choice of Title Proper: Example

Bibl. record 4XX:

4XX \$a Patterns of Swedish emigration

SAR 1XX:

1XX \$a Patterns of Swedish emigration

What about “Swedish emigration patterns”?

Answer: Will be reference in SAR (more later)

24

## Adjustments to the Series Title?

- Omit initial article in subfields \$a, \$t, and \$p (AACR2 25.2C1)
- Add parenthetical qualifier if need to make access point unique (AACR2 25.5B)

25

## Title Proper Adjustments: Examples

Bibl. 4XX \$a The American West in film

SAR = 130 \$a American West in film

Bibl. 4XX \$a The continents

SAR = 100 \$a Name. \$t Continents

Bibl. 4XX \$a Research report

SAR = 130 \$a Research report (ABC Institute)

26

## Series Title Not in Access Point

- If the entire series is a translation, follow AACR2 25.5C1: title of original with the name of the language in subfield \$l

Bibl. 490 = \$a Title translated into English  
Bibl. 830 = \$a German original title. \$l English.  
SAR 130 = \$a German original title. \$l English

- If main entry requires collective uniform title (e.g., Works, Selections, Piano music) - information in session 10

27

## Series Title: More Than One Language on Same Source

- Access point: generally, choose the title presented first on the priority-order source of the first volume
- Different from a bibliographic record series statement: series title proper is the title in language matching content of volume being cataloged

28

## More Than One Language: Example

Series t.p.: French series title tome 1  
English series title volume 1  
Vol. being cataloged: text in English; publisher  
is an international organization

Bibl. record: 490 \$a English series title ; \$v v. 1  
= \$a French series title ; \$v t. 1  
830 \$a French series title ; \$v t. 1.  
SAR: 130 \$a French series title

29

## Title or Uniform Title Access Point in Bibliographic Records

SAR 130  
= Bibliographic record 440  
or:  
= Bibliographic record 830

Depends ...

30

## Questions: Choice and Form of Controlled Series Access Point?

31

## Exercise 1

- For resources #A-#C, fill out the following on each answer sheet:
  - Multipart monograph or monographic series?
  - Bibliographic record:
    - 4\_\_ field
    - 8\_\_ field
  - Series authority record:
    - 1\_\_ field

32

## Other Series Data Elements

33

## Other Series Data Elements

- Other forms of series title on resource not recorded in the bibliographic record series statement (4XX field)
- Data elements other than series title in the bibliographic record series statement
- Other information about the series

34

## Those Data Elements in SARs

- Some included as see references
- Others included in other fields
  - Some of those fields same as in NARs
  - Some of those fields unique to SARs

35

## SAR See References: Purpose

- Direct user from form not used as access point to the form used as access point
- Include information helpful for identifying the series, e.g.,
  - Issuing body
  - Variant forms
  - Minor title changes of monographic series (information in session 11)

36

## 4XX Categories (LCRI 26.5A)

- Alternate approaches: what not chosen as main entry
- Variant forms of series title information when creating the SAR
- Alternate forms for searching
- Changes in/Addition of data elements over time (information in session 11)
- Any other reference important for access

37

## Alternate Approaches: SAR 130

- Name/title proper for corporate issuing body

130 \_0 \$a Geopolitical studies  
410 2\_ \$a International Political Science Association.  
\$t Geopolitical studies

- Title proper in language not used in 130

130 \_0 \$a Langue et littérature  
430 \_0 \$a Language and literature

38

## Alternate Approaches: SAR 1XX Name/Title Proper (1)

- Title proper

110 2\_ \$a Professional Counseling Society (U.S.).  
    \$t Certification standards  
430 \_0 \$a Certification standards

39

## Alternate Approaches: SAR 1XX Name/Title Proper (2)

- Name/title proper for another person or corporate body

100 1\_ \$a Moore, Lydia R. \$q (Lydia Ruth), \$d 1958-  
    \$t Six easy craft projects  
400 1\_ \$a Anderson, Marie, \$d 1950- \$t Six easy  
    craft projects

40

## Alternate Approaches: SAR 1XX Name/Uniform title (1)

- Title proper if distinctive

```
100 1_ $a Shakespeare, William, $d 1564-1616.  
    $t Works. $f 2006  
430 _0 $a Cambridge edition of Shakespeare's works
```

41

## Alternate Approaches: SAR 1XX Name/Uniform Title (2)

- Name/title proper

```
100 1_ $a Shakespeare, William, $d 1564-1616.  
    $t Works. $f 2006  
400 1_ $a Shakespeare, William. $d 1564-1616.  
    $t Cambridge edition of Shakespeare's works.  
    $f 2006
```

42

## Variant Title Info: New SAR

- Parallel series title(s)
- Series other title information sometimes
- Series title on other than priority-order source

Why? Important for identification  
and to avoid duplicate records!

43

## Parallel Series Titles

- Parallel titles in series statement in bibliographic record
- Other language/script forms on resource not included in bibliographic record series statement

44

## Parallel Series Title Example

- Map with series title in English, French, German, and Russian

Bibl. record:

490 1\_ \$a English title = \$a French title

SAR:

130 \_0 \$a English title

430 \_0 \$a French title

430 \_0 \$a German title

430 \_0 \$a Russian title

45

## References: Series Other Title Information

- If someone might think it is really a separate series title
- If someone might think it is part of the series title

46

## Other Title Info: Example (1)

- If presentation is confusing: do words represent a separate series?

On resource:

Theological Perspectives

⌘⌘⌘

Studies in Comparative Religion

SAR:

130 \_0 \$a Theological perspectives

430 \_0 \$a Studies in comparative religion

47

## Other Title Info: Example (2)

- Especially if series title is short: are words part of series title proper?

130 \_0 \$a Linguistics

430 \_0 \$a Linguistics, methods and procedures

48

## Series Title on Other Sources: New SAR

- Reminder: importance of using form on priority-order source for heading
  - For consistency
  - To avoid duplicate SARs for same resource
- Giving references from variant forms of the series title in other sources on the resource: important for finding SAR!

49

## Variant Series Titles: Example

Series t.p. = Patterns of Swedish emigration  
Title page = Swedish emigration patterns

130 \_0 \$a Patterns of Swedish emigration  
430 \_0 \$a Swedish emigration patterns

50

## Alternate Forms for Searching

- Dependent on needs of users of your local system/shared database
- Similar to giving 246 fields in bibliographic records for alternate forms of 245 title proper
  - Substituting word for symbol, abbreviation, etc.
  - Giving alternate spelling
  - Removing internal spacing or punctuation

51

## Alternate Searching Forms: Examples

130 \_0 \$a Biking & hiking adventures  
430 \_0 \$a Biking and hiking adventures

130 \_0 \$a Colour photography made simple  
430 \_0 \$a Color photography made simple

130 \_0 \$a J.K.L. Society monographs  
430 \_0 \$a JKL Society monographs

52

## Changes Over Time

- To be covered in session 11:
  - Changes in issuing body
  - Addition or change of variant forms of title in non-priority order sources
  - Minor title changes of monographic series
  - Title changes of multipart monographs and integrating resources

53

## Cataloger's Judgment

- Any other reference you think is important for someone -- including you -- to find the SAR!

54

## Form of References

- Give reference in form it would be if it were the controlled access point (AACR2 26.1F1) - no “variants of variants”
- If name/title or name/uniform title reference, give name in its AACR2 form
- Omit initial article in subfields \$a, \$t, and \$p
- Do you want unique headings in SARs? If so, add a qualifier to a reference if it is the same as the heading in the same or another SAR

55

## No “Variants of Variants”

130 \$a Title in English

430 \$a Title in French

430 \$a Title in German

410 \$a Body. \$t Title in English ← [alternate approach]

~~410 \$a Body. \$t Title in French~~

~~410 \$a Body. \$t Title in German~~

56

## Recording Access Point and References in SARs

- Access point in 1XX field
- Reference(s) in 4XX field(s)
- Usage supporting access point and references in 670 field (“source data found”)

57

## SAR 670: Required Information

- In subfield \$a:
  - Title of analytic
  - Date or chronological designation
- In subfield \$b: location(s) of usage and usage itself
  - For form of title in SAR 1XX
  - For form of title in SAR 4XX field(s)

58

## SAR 670: Not “Justifying” Some 4XX

- Usage not needed in 670 field for these see references:
  - Name portion of name/title references
  - References required by AACR2 rules
  - References for different romanizations
  - References for alternate searching forms

59

## SAR 670: Optional Information

- In subfield \$a:
  - Main entry of analytic if not title
  - GMD
- In subfield \$b:
  - Name of issuing body
  - Numbering
- Some of this information may be supplied if the SAR is generated from the bibliographic record

60

## SAR 670: Reminders

- No standardized style/punctuation: just be concise and clear
- “Series title page” is not a generic term for source of series title; give specific location
- SARs in LC/NAF created before June 1989 usually lack usage in subfield \$b of the first 670

61

## SAR 670: Examples (1)

130 \_0 \$a Chemical applications  
670 \_\_ \$a Hydrogen fuel cells, 2006: \$b t.p.  
(Chemical applications)

130 \_0 \$a Snakke norsk  
430 \_0 \$a Speak Norwegian  
670 \_\_ \$a Huset, 2004: \$b label (Snakke norsk  
= Speak Norwegian)

62

## SAR 670: Examples (2)

130 \_0 \$a Mathematics in the classroom

430 \_0 \$a Classroom mathematics

430 \_0 \$a Math in the classroom

670 \_\_ \$a Multiplication drills, c2005: \$b ser. t.p.  
(Mathematics in the classroom) spine  
(Classroom mathematics) cover p. 4 (Math  
in the classroom)

63

## SAR 670: Examples (3a)

130 \_0 \$a Do-it-yourself documents

410 2\_ \$a MWS Institute. \$t Do-it-yourself documents

430 \_0 \$a Do it yourself documents

670 \_\_ \$a Writing your own will, c2007 \$b title screen  
(Do-it-yourself documents)

64

## SAR 670: Examples (3b)

130 \_0 \$a Do-it-yourself documents

410 2\_ \$a MWS Institute. \$t Do-it-yourself documents

430 \_0 \$a Do it yourself documents

670 \_\_ \$a Nilsson, Ole. Writing your own will [ER],  
c2007 \$b title screen (Do-it-yourself documents  
/ MWS Institute ; no. 2)

[Note: this 670 has optional elements.]

65

## Multiple 670 Fields in One SAR

- When another volume has additional title information
- When another volume has different title information

To be covered in session 11

66

## Questions About 670?

- Note: “See also” references (5XX fields) and 675 field (to support those 5XX references) will be covered in session 11

67

## Exercise 2

- For resources #A-#C, fill out the following on the same answer sheets used in Exercise 1:
  - Series authority record:
    - 4\_\_ field(s) as appropriate
    - 670 field

68

## Back to: Other Series Data Elements

- Other forms of series title on resource not recorded in bibliographic record series statement (4XX field)
- Data elements other than title proper in bibliographic record series statement
  - title information and the issuing body
- Other information about series

69

## Data Elements in Bibl. 4XX

- Title proper = SAR 1XX
- Parallel titles = SAR 4XX
- Other title information = SAR 4XX maybe
- Statement of responsibility = in SAR 41X

ISSN = SAR 022

Numbering = SAR 642

70

## Other Information About Series

- ISBN = 020 field
- ISSN = 022 field
- Other standard identifier = 024 field
- Place of publication and publisher = 643 field
- Additional numbering information = 640, 641 fields (to be covered in session 9)
- Note for information not given elsewhere = 667 field

71

## SAR 020: ISBN

- International Standard Book Number: a 10- or 13-digit number for a multipart monograph as a whole
- Subfield \$a: valid number with no hyphens or spaces; include qualifier
- Subfield \$z: cancelled/invalid number
- Does not appear in the bibliographic series statement

72

## SAR 022 = ISSN

- International Standard Serial Number: an 8-digit number for monographic series and other serials
- Subfield \$a = valid number, including the hyphen
- Give an invalid number in 667 field
- Can be in the bibliographic series statement

73

## SAR 024: Other Standard Identifier

- A standard identifier other than an ISBN or ISSN
- Subfield \$a = valid number
- Subfield \$2 = source of number or code
- Subfield \$z = cancelled/invalid number

74

## SAR 643: Place and Publisher

- “Publisher” = publisher, manufacturer, producer, releasing agent, etc.
- Very important data element for identification when series titles are the same or similar
- Both a publisher and an issuing body? Publisher in 643 field and issuing body in name/title 41X field

75

## 643: Identification Example

Existing SAR:

130 \_0 \$a History of sport  
643 \_\_ \$a Buffalo \$b Niagara Pub. Co.  
670 \_\_ \$a Athletics in Communist China, 1984:  
\$b t.p. (History of sport)

Resource to be cataloged; investigate if need another SAR:

Series t.p. = History of Sport  
Title page = The Steroid Era  
HGH, Inc. -- San Francisco -- 2006

76

## SAR 643: Form

- Use 260 subfields \$a and \$b from analytic bibliographic record

Bibl. record:

260 \_\_ \$a Boise : \$b Western Pub. Co., \$c 2006.

SAR:

643 \_\_ \$a Boise \$b Western Pub. Co.

77

## More Than One Place or Publisher

- Can be multiple places and/or publishers at the same time

643 \_\_ \$a Denver \$b University of Denver \$a Boulder  
\$b University of Colorado

- Can be different places and/or publishers for different time periods (in session 11)

78

## SAR 667: “Nonpublic General Note”

- Whatever information you think would be important to include for your own use later or for use by another cataloger
  - Information about series (e.g., “Not same as \_\_\_\_\_”)
  - Local information (e.g., your library’s change of its acquisition or retention decision)

79

## Questions?

- 020: ISBN
- 022: ISSN
- 024: Other standard identifier
- 643: Place and publisher
- 667: Nonpublic general note

80

## Exercise 3

- For resources #A-#C, fill out the following on the same answer sheets as used in Exercise 1:
  - Bibliographic record:
    - 260 field
  - Series authority record:
    - 020 field as appropriate
    - 022 field as appropriate
    - 643 field

81

## Summary

- Does a resource's intent to continue publishing affect the choice of the access point?
- What form of name is used in a name/title series access point?
- Name three kinds of see references in an SAR.
- What two fields other than the 1XX must be in any SAR and what information do they contain?

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Part 2 Module 7  
Exercises**Instructions for exercises 1-3**

Note: Not all the headings given in the NAR information are needed in the SAR. Not all fields for bibliographic record and for SAR are needed in each exercise.

## Exercise 1:

For resources #A-#C, fill out the following on each answer sheet:

Multipart monograph or monographic series?

Bibliographic record:

4\_\_ field

8\_\_ field if necessary

Series authority record:

1\_\_ field

## Exercise 2:

For resources #A-#C, fill out the following on the same answer sheets:

Series authority record:

4\_\_ field(s) as appropriate

670 field

## Exercise 3:

For resources #A-#C, fill out the following on the same answer sheets:

Bibliographic record:

260 field

Series authority record:

020 field as appropriate

022 field as appropriate

643 field

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Exercise resource #A

CD label: Aaron Copland's music

jewel box: Library of American composers

Aaron Copland's music

Detroit --- American Music Corporation  
c2005

NARs:

110 2# \$a American Music Corporation

100 1# \$a Copland, Aaron, \$d 1900-1990

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Exercise resource #B

book series t.p.:

The 10 Greatest Explorers

by Carole Allensby

Volume 1 --- Marco Polo

Volume 2 --- Leif Ericsson

book monograph t.p.:

Leif Ericsson

His Voyage to North America

by Carole Allensby

Chicago: Dominski Publishing Company

Richmond, VA: JD Publishers

2006

book t.p. verso:

ISBN 0-201-89683-4 (v. 1)

ISBN 0-201-89684-2 (v. 2)

ISBN 0-201-85392-2 (set)

book cover page 1:

Great explorers: volume two

NARs:

100 1# \$a Allensby, Carole, \$d 1950-

110 2# \$a Dominski Publishing Company

110 2# \$a JD Publishers

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Exercise resource #C

book monograph t.p.:

Research paper  
Cuaderno

International Institute for Peace  
Instituto Internacional de la Paz

The Role of Volunteer Organizations

Pablo Martinez

Century Publishing Company  
Miami – c2006

book t.p. verso:

ISSN 2424-4848

book cover page 4:

IIP research paper v. 1  
Cuaderno del IIP no. 1

NARs:

110 2# \$a International Institute for Peace  
410 2# \$a Instituto Internacional de la Paz  
100 1# \$a Martinez, Pablo, #d 1972-  
110 2# \$a Century Publishing Company

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Answer sheet for resource #A

Multipart monograph or monographic series? \_\_\_\_\_

Bibliographic record:

260

4\_\_

8\_\_

Series authority record:

020

022

1\_\_

4\_\_

4\_\_

4\_\_

4\_\_

643

670

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Answer sheet for resource #B

Multipart monograph or monographic series? \_\_\_\_\_

Bibliographic record:

260

4\_\_

8\_\_

Series authority record:

020

022

1\_\_

4\_\_

4\_\_

4\_\_

4\_\_

643

670

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Answer sheet for resource #C

Multipart monograph or monographic series? \_\_\_\_\_

Bibliographic record:

260

4\_\_

8\_\_

Series authority record:

020

022

1\_\_

4\_\_

4\_\_

4\_\_

4\_\_

643

670

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 7, Part 2: Qualifiers and Conflict Resolution**

1

## **Objectives**

- How qualifiers are utilized to resolve conflicts

2

## Importance of Qualifiers

- When a new title is the same as another title, as a reference in a name or series authority record, or as a name heading, they are “in conflict” and it is necessary to “qualify” the newer one with a term that “distinguishes” it from the other(s).
- Qualifiers also help by bringing together access points in records that relate to the resource being searched for. This is called “collocation”.

3

## Terms Used for Qualifiers

- There is no list of “best” qualifiers to choose from. Instead, catalogers need to consider using a qualifier that “fits” into the context of the database or local catalog.
- Some guidance can be found in LCRI 25.5B1:
  - LCRI 25.5B1: “Add in parentheses an **appropriate** explanatory word, brief phrase, or other designation to distinguish a uniform title used as a heading from an identical or similar heading for a person or corporate body, or from an identical or similar uniform title used as a heading or reference.”

4

## Resolving Conflict

- Concerns for conflict are related for titles proper; serials/SARS; multipart items; series like phrases.
- There are some guidance for use of qualifiers in the LCRIs:
  - LCRI 25.5B can be consulted for headings.
  - LCRI 26.5A can be consulted for references.
- Consider the use of qualifiers and which ones to use carefully.

5

## Resolving Conflict: Searching

- Solving conflict begins with a search of available databases. These include the local authority database and can extend out to the LC authority file and to a utility authority database such as OCLC. Use all the appropriate search mechanisms in each database
- In addition, search in bibliographic files. There may be access fields not established in the authority file and reference fields can be easily found in some integrated systems. Close attention should be given for same titles in the title field of a serial collected set.

6

## Solving Conflict

- It is best not to assume that there will be conflicts. Follow a pattern for searching that insures there isn't a conflict. Predicting a conflict is not the best use of cataloger time.
- Qualifiers are usually added only to the heading being established. But:
  - In case of a conflict with a reference they can be added to it.
  - If a SAR heading for an unnumbered title matches a new numbered title issued by the same body, add the qualifier "unnumbered" to the established unnumbered SAR heading.
  - If the item is in a different physical medium add the qualifier.

7

## Choice of Qualifiers

- For generic titles use a corporate body.
- Use cataloger judgment to assign qualifiers to other titles. This is usually a brief phrase or word. These can include:
  - Place; publisher, date, GMD, other descriptive element.
- If a conflict remains, use additional qualifiers, separated by space-colon-space.

8

## Form of Qualifier

- When using corporate bodies and places as qualifiers be sure to use the established heading.
  - If there is no established form for them, create an authority record
- When using other types of qualifiers, use the form found. No need to create an authority record.
- Qualifiers are placed in parentheses after the title. No MARC 21 subfield element is used.

9

## Form of qualifier: Examples

Corporate bodies:

130 \_0 \$a Literature series (National University of  
Singapore. Dept. of Malay Studies)

130 \_0 \$a Literary lives (Palgrave Macmillan (Firm))

Geographic place:

130 \_0 \$a Poetry Europe series (Dublin, Ireland)

130 \_0 \$a Architectural treasures of early America (New  
York, N.Y.)

10

## Conflict: Qualifiers in Special Cases

- Unnumbered/numbered titles from same corporate body
- Series/subseries
- Supplements
- Title same as name for personal or corporate body
- Changes for qualifiers

11

## Conflict: Unnumbered/Numbered Titles from the Same Body

### Example

#### New SAR

130 \_0 \$a Classic car collection

642 \_\_ \$a v. 1

643 \_\_ \$a Denver \$b Society of Antique Cars

670 \_\_ \$a [title of resource], 2002:\$b t.p. (Classic car collection)

#### Existing SAR

130 \_0 \$a Classic car collection (Unnumbered)

643 \_\_ \$a Denver \$b Society of Antique Cars

670 \_\_ \$a [title of resource], 1994:\$b t.p. (Classic car collection)

12

## Conflict: Series/Subseries

- For unnumbered main series and subseries (numbered or not) and no SAR for main series:

Trucking industry  
Commercial Vans, Book 3

- Test for conflict together:  
Trucking industry. Commercial Vans
- If there is a conflict add qualifier to subseries.

13

## Conflict: Series/Subseries

For numbered main series:

- Test the main series first in database.
  - If there is a conflict for main series, add a qualifier to it in parentheses.
- Then test heading for main and subseries title together in database.
  - If test for heading and subseries shows conflict, add another qualifier after subseries.

14

## Conflict: Series/Subseries

Numbered Main series: Biochemistry

Subseries: Part C, Neurons

Main series in conflict with another  
established heading: using place as qualifier

130 \_0 \$a Biochemistry (Seattle, Wash.). \$n  
Part C, \$p Neuron

If the subseries conflicts with another, it would be  
qualified as well.

15

## Title is Same as Name Heading or Initialism

Series authority record headings:

130 \_0 \$a New England Loyal Publication Society (Series)

– Distinguishes series from corporate body heading.

130 \_0 \$a United States (Series)

– Distinguishes the series from the geographic heading.

130 \_0 \$a BBC (Series)

– Distinguishes series from corporate body heading that is an  
initialism.

16

## Qualifier Changes Its Name: New Series Authority Record Needed

When a corporate body is used as a qualifier in a series authority and it changes **or** when another corporate body becomes responsible for the series:

- A new series authority record is needed because the series heading needs to be qualified with the newest established corporate heading.

When there is a permanent change in the physical medium:

- A new series authority record needs to be created.

17

## Non-Corporate Qualifier Changes: Use Same Series Authority Record

Certain changes do not require a new series authority record. Changes are recorded directly on the existing series authority record.

- Add a 4XX for a later place of publication.
- Place of publication changes its name.
  - add a 4XX for a new local jurisdiction. However if the higher jurisdiction changes, a new SAR is needed.
- Use the 667 note field for other changes in other qualifiers. Do not use a 4XX unless determined to be an aid to other catalogers.

18

## Qualifier Changes Name: Examples

When an association changes its name:  
New series authority record needed:

130 \_0 \$a Handbook of paper series (Crafter's  
Society) [older name]

130 \_0 \$a Handbook of paper series (Crafter's  
Guild Society) [newer name]

19

## Qualifier Changes Name: Examples

When the place of publication changes:  
Add new place in a 4xx reference—

130 \_0 \$a Physics monographs (Tulsa, Okla.)  
[original publisher]

430 \_0 \$a Physics monographs (Omaha, Neb.)  
[new publisher]

20

## Summary

- How do adding qualifiers aid in identifying and in collocating?
- How is cataloger judgment, when used along with guidelines, crucial to successfully establishing how qualifiers are used?

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 8: Series Treatment**

1

## **Objectives**

- Determine what series treatment is
- How treatment decisions affect:
  - Analysis
  - Display
  - Classification
- Alternative treatment for series-like phrases

2

## What is treatment?

Series treatment includes

- how many records will be created for items in a series (analysis);
- how the series will be indexed and displayed in an integrated library system (tracing);
- what kind of call numbers will be assigned (classification).

3

## Determining Analysis

- When making the decision for a series, ask these questions:
  - 1) What is being cataloged?
  - 2) What is the focus?
  - 3) How will the resource be used?

4

## Options for Analysis

Series can be cataloged in a variety of ways:

- 1) The series as a whole on one record with the series title in a 245 title field
- 2) Each item of the series has its own record with the analytic title in the 245 field and the series title in a 4XX/8XX field
- 3) A combination of the first two options

5

## What is Being Cataloged?

- Serial: issued in successive parts, has numerical or chronological designations, is intended to be continued indefinitely
  - One analyzable category is Monographic series: each item bears an individual title as well as a collective title
- Multipart monograph: monograph complete, or intended to be complete, in a finite number of separate parts, numbered or unnumbered – parts may or may not have distinctive titles

6

## Non-Analyzable Serial

- Usually cataloged only on one record with the title in the 245 field

245 00 \$a American libraries  
362 0\_ \$a Vol. 1 (Jan. 1970)-

[Can have exceptions to create separate records for individual issues (festschrift, conference proceedings, issue edited by faculty member)]

7

## Non-Analyzable Multipart Monograph

- Cataloged on one record with the title in the 245 field

111 2\_ \$a Conference "Linguistics and Phonetics"  
    \$n (1st : \$d 1990 : \$c Prague, Czechoslovakia)  
245 10 \$a Proceedings of LP'90  
300 \_\_ \$a 2 v.

8

## Multipart Monographs: Distinctive Titles?

- Cataloger's judgment if part titles are not distinctive enough to have own records

245 10 \$a International handbook of education  
systems /\$c editor, J. Cameron.

505 1\_ \$a v. 1. Europe and Canada – v. 2. Sub-Saharan  
Africa – v. 3. North Africa and the Middle East

9

## Monographic Series

- Monographic series: more likely to have a record for each item of the series with the analytic title in the 245 field and the series title in a 4XX/8XX field.

245 10 \$a Elementary studies in botany /\$c by  
John M. Coulter.

440 \_0 \$a Life sciences text-books

10

## Record for Whole + Analytic Records

- Can have both a record for whole series and analytic records if:
  - Classifying as a collection
  - Need a record for whole series for acquisitions purposes
  - Some parts of a multipart monograph have distinctive titles and other parts don't
  - Library decides not to analyze all items in a monographic series

11

## Whole + Analytic Records: Example

245 00 \$a University of California publications  
in geological sciences.

**AND**

245 10 \$a Biostratigraphy and vertebrate  
paleontology of the San Timoteo Badlands,  
southern California / \$c L. Barry Albright III.  
440 \_0 \$a University of California publications  
in geological sciences ; \$v v. 144

12

## What is the Focus?

- Do the items in the series cover a general topic area or a specific one?
  - More general topic coverage -- more likely to have each item of the series with its own record (analytic title in the 245 field and the series title in 4XX/8XX field(s))
  - More specific coverage -- more likely to be cataloged on one record with the series title in a 245 field.

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## How Will the Resource be Used?

- Will the items be used independently or as a set (i.e. will patrons need to refer to other items in the set due to a common index, etc.)?
  - Independently -- more likely to have each item of the series with its own record (the analytic title in the 245 field and the series title in 4XX/8XX field(s))
  - Set -- more likely to be cataloged on one record with the series title in a 245 field.

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## Recording Analysis Decision

- 644 field of the authority record has values:

**n** = **not** analyzing: series is cataloged only as a whole on one record

**f** = analyzing in **full**: each item in the series has its own record

**p** = analyzing in **part**: record for the series as a whole and analytic records for some items

15

## Not Analyzing

Series authority record:

130 0\_\$a International handbook of education systems

644 \_\_\$a n

Bibliographic record:

245 00 \$a International handbook of education systems

/\$c editor, J. Cameron.

505 1\_ \$a v. 1. Europe and Canada – v. 2. Sub-

Saharan Africa – v. 3. North Africa and the

Middle East

16

## Analyzing in Full

Series authority record:

130 \_0 \$a Life sciences text-books

644 \_\_ \$a f

Bibliographic record:

245 10 \$a Elementary studies in botany /\$c by John  
M. Coulter.

440 \_0 \$a Life sciences text-books

17

## Analyzing in Part: Situations

- Two situations when this decision is appropriate:
  - When every item in a series has a distinctive title but a library chooses to analyze only some
  - When some items in a multipart monograph don't have a distinctive title and some items do

18

## Analyzing in Part

- Series authority record: 644 \_\_ \$a p
  - Bibliographic record for the series as a whole
- AND
- Analytic records for items in the series that library chooses to analyze or items that can be analyzed

19

## Options for Display

- Two options for how a series will display in an integrated library system:
  - 1) Traced series (controlled access points) can be indexed and displayed in alphabetical/browse searches as well as be searchable in keyword indexes.
  - 2) Not-traced series (only transcribed information) are usually not indexed as headings and are only searchable in keyword indexes.

20

## Options for Display

- These options are dependent upon what local integrated library system you use and how that system has been configured.
  - Check with your vendor and local systems administrators to determine how your system works and what options are available.

21

## Recording Tracing Decision

- 645 field of the authority record has values:
  - t** = traced – controlled access points in 440 or 8XX field in bibliographic record; those fields would be indexed as headings (and probably also as keywords)
  - n** = not traced – no controlled access points but 490 field in bibliographic record may be indexed for keyword searches

22

## Tracing

### Series authority record

130 \_0 \$a Studies in modern Greek

645 \_\_ \$a (t)

### Bibliographic record

245 10 \$a Dionysios Solomos / \$c Peter  
Mackridge.

440 \_0 \$a Studies in modern Greek

23

## Searching Traced Series: Example

Browse search for “Studies in modern Greek”:

Partial results (with no. of bibliographic records):

	Studies in modern German literature	7
	Studies in modern Greek	9
	Studies in modern Hebrew literature	4

24

## Not Tracing

### Series authority record

130 \_0 \$a Coleção Mestrado

645 \_\_ \$a(n)

### Bibliographic record

245 10 \$a Conceito de literatura brasileira / \$c  
Afrânio Coutinho.

490 0\_ \$a Coleção Mestrado

25

## Searching Not Traced Series: Example

Search using a keyword index (either general or limited to titles or even to series titles): results will depend on how often the word or phrase appears in indexed fields

Partial results on search: Coleção Mestrado

Rector, Mônica. A linguagem da juventude ...

Dias Neto, João. Estudo do grau de ...

Claudino, Luiz. Cadastro de servidores ... \*

\*[in a different series]

26

## Review: Impact of Tracing Decision

645 \$a = n

490 0\_ : Series title given as it is on the resource;  
no series access point

645 \$a = t

440 \_ <0-9> : Series title given as it is on the resource;  
the same form is the series access point

or:

490 1\_ : Series given as it is on the resource; series  
access point in a different form is given in an  
8XX field

8XX : Series access point

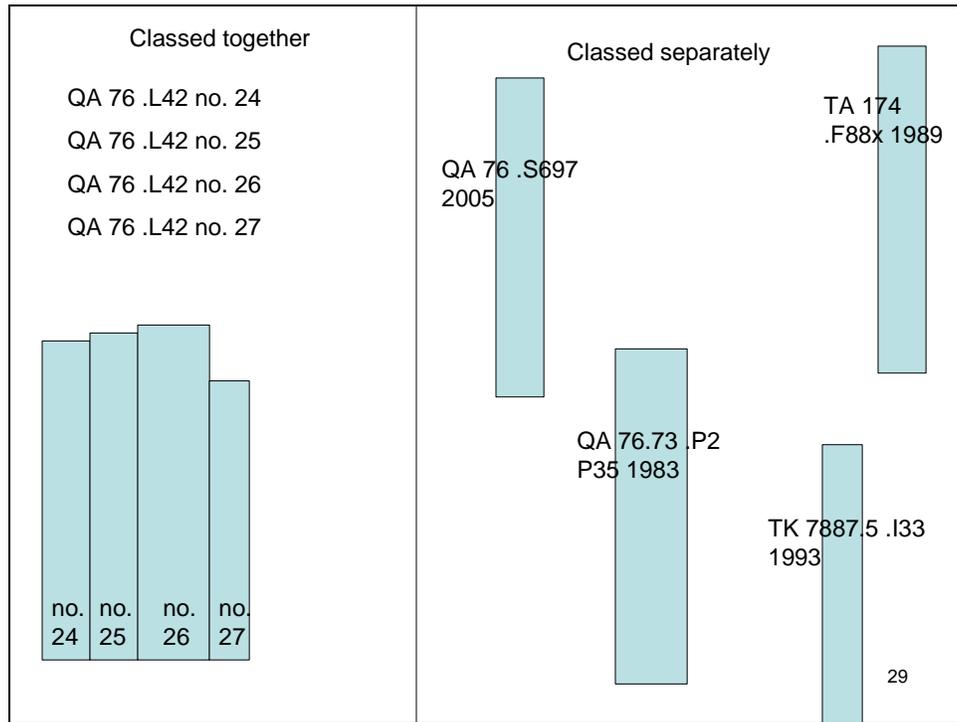
27

## Options for Classification

Items in a series can

- share the same general call number
- have different more specific call numbers

28



## Recording Classification Decision

- The 646 field of the authority record has values:
  - c** = classified as a collection; call number given in an 050 or other call number field
  - m** = classified with main or other series; call number given in an 050 or other call number field
  - s** = classified separately; no classification number is assigned to the whole series

## Classifying as a Collection

050 \_4 \$a QA3 \$ b .L28

130 \_0 \$a Lecture notes in mathematics  
(Springer-Verlag)

642 \_\_ \$a no. 839

646 \_\_ \$a(c)

Usually add series numbering to the call number in each analytic record to create unique call number for each item: QA3 .L28 no. 982

31

## Classifying with Main Series

SAR #1:

050 \_4 \$a RC544 \$b .A57

130 \_0 \$a Assessment of personality disorders

646 \_\_ \$a(c)

---

SAR #2:

050 \_4 \$a RC544 \$b .A57 subser.

130 \_0 \$a Assessment of personality disorders. \$p  
Avoidant personality disorders

646 \_\_ \$a(m)

32

## Classifying Separately

### Series authority record

[no 050 or other call number field]

130 \_0 \$a Studies in history and culture

646 \_\_ \$a(s)

### Bibliographic records

050 04 \$a HV866 \$b .E85 Q56 1989

245 10 \$a Better than the sons of kings ...

050 04 \$a DA578 \$b .L45 1990

245 12 \$a A climate for appeasement ... .

33

## Indicating Treatment in SAR

- 644, 645, and 646 fields:
  - Values indicate what decisions have been made
  - Can indicate which library made those treatment decisions: that library's MARC 21 identification code in subfield \$5
  - If treatment decisions not the same for all libraries, repeat the treatment fields

34

## Identifying Whose Treatment

050 \_0 \$a TD224.M65 \$b A3

130 \_0 \$a Bulletin (Mississippi Board of Water  
Commissioners)

644 \_\_ \$a p \$5 DLC

644 \_\_ \$a f \$5 UPB

645 \_\_ \$a t \$5 DPCC \$5 DLC \$5 UPB

646 \_\_ \$a c \$5 DLC

646 \_\_ \$a s \$5 UPB

35

## Change in Treatment Decisions

- Most treatment decisions are straightforward, simple to record, and do not change over time
- May be important in a library to change the decisions or to make some exceptions: can record those in the authority record, too

36

## Subfield \$d for Changes

- Subfield \$d is used in the 050 and 642-646 fields
  - To indicate the volumes and/or dates to which the decision in that field applies
  - Used only when the data contained in subfield \$a of the 642-646 fields does not apply to all items in the series
  - Need to repeat at least some of the treatment fields

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## Change in Treatment Decisions

Change in analysis and classification decisions:

050 \_\_ \$a F1219.A98 \$d Nr. 1-52  
 130 \_0 \$a Series Chimalpahin  
 644 \_\_ \$a f \$d Nr. 53- \$5 DLC  
 644 \_\_ \$a n \$d Nr. 1-52 \$5 DLC  
 645 \_\_ \$a t \$5 DPCC \$5 DLC  
 646 \_\_ \$a s \$d Nr. 53- \$5 DLC  
 646 \_\_ \$a c \$d Nr. 1-52 \$5 DLC

38

## Alternative Treatment for Series-Like Phrases

- Series-like phrase: A character string (words, letters, combination of letters and numbers) not considered to be a series
  - If not a series, the decisions for treatment in 644-646 fields are not appropriate -- don't include these fields in an SAR
  - Instead, use a 667 note field to give guidance about what to do with the series-like phrase in a bibliographic record

39

## 667: Include Phrase

### Series authority record

130 \_0 \$a Complete science publication

667 \_\_ \$a Not to be considered a series; give as a quoted note.

### Bibliographic record

245 10 \$a The concepts of organic chemistry /\$c Milton Orchin

260 \_\_ \$a Hoboken, N.J. : \$b Wiley, \$cc2005

500 \_\_ \$a "Complete science publication."

40

## 667: Ignore Phrase

### Series authority record

130 \_0 \$a Paperback (Ares Publishers)

667 \_\_ \$a Not considered a series. To be ignored.

### Bibliographic records

No 4XX/8XX fields

No 500 field

41

## Making Treatment Decisions

- When should I follow existing treatment?
  - Program for Cooperative Cataloging  
“default” decisions: analyze in full, trace,  
classify separately
  - It may seem “easier” to follow the existing  
treatment in the LC/NAF.
  - However, it is best to weigh the pros and  
cons of this decision for a local library.

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## Follow Existing Treatment?

- Pros
  - Faster copy cataloging
  - Fewer changes to records
  - Less local upkeep
  - Less chance of errors being made
- Cons
  - Lose ability to customize locally
  - Lose the ability to treat series as your local patrons would use them

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## Making Treatment Decisions

- Do not feel that you are locked into any existing treatment decisions given in authority records in the LC/NAF.
- **Local practices should determine how a series is treated**
  - How will your patrons (including your library staff) want to use the series?
  - How does your integrated library system index series and what changes can be made in that indexing to meet your patrons' needs?

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## Summary

- What is series treatment?
- How do we determine how a series is treated?
- How do different treatment decisions affect analysis, display, and classification?
- How do we indicate treatment of series-like phrases?
- What decisions should my library make?

45

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 9: Series Numbering**

1

## **Objectives**

- How series numbering is transcribed into series authority records and the bibliographic record
- When numbering changes require a new series authority record
- The MARC fields 642, 640, and 641

2

## Series Numbering

- Series numbering is transcribed from the item being cataloged.
  - (AACR2 1.6G Give the numbering of the item within the series in the terms given in the item.)
- You can abbreviate some designations as instructed in AACR2 appendix B and numerals as instructed in appendix C.

3

## Series Numbering

On item -- #44

Series transcription -- #44

On item – Band 5

Series transcription – Bd. 5

4

## Series Numbering

- Series numbering is recorded in both the bibliographic and authority records.
- In the bibliographic record numbering appears in the \$v of the 4XX or 8XX field

440 \_0 \$a Series de historia nacional y  
americana. \$p Educación ;\$v 1

5

## Series Numbering

- In the authority record numbering appears in the 642 field with a \$5 indicating to which library the numbering form applies

130 \_0 \$a Series de historia nacional y  
americana

642 \_\_ \$a 1 \$5 DPCC

6

## Series Numbering

- The 008/13 fixed field in the authority record will also indicate if the series is numbered.
- a - Numbered  
b - Unnumbered  
c - Numbering varies  
n - Not applicable

7

## Series Numbering

- The 642 of the authority record governs what form will appear in the \$v of the bibliographic record

642 \_\_ \$a v. 1 \$5 DLC

440 \_0 \$a ... ; \$v v. 6

**Or**

642 \_\_ \$a Bd. 2 \$5 DLC

490 1\_ \$a ... ; \$v 4

830 \_0 \$a ... ; \$v Bd. 4.

8

## Series Numbering

- Consistency in the numbering example is necessary because some systems use the \$v as a part of the indexing for alphabetical / browse displays

9

## Series Numbering

Lecture Notes in Mathematics	
Lecture Notes in Mathematics	Vol 945
Lecture Notes in Mathematics	Vol 946
Lecture Notes in Mathematics	Vol 947
Lecture Notes in Mathematics	Vol 948
Lecture Notes in Mathematics	915
Lecture Notes in Medical Informatics	
Lecture Notes in Medical Informatics	1
Lecture Notes in Medical Informatics	10
Lecture Notes in Medical Informatics	11
Lecture Notes in Medical Informatics	12
Lecture Notes in Medical Informatics	13
Lecture Notes in Medical Informatics	14

10

## Series Numbering

- Subfield \$d can be used in the 642 field to indicate the volumes and/or dates to which form of numbering applies.
- This is a statement that is used only when the data contained in subfield \$a does not apply to all items in the series.
- Use the \$d when the numbering format of the series has assumed a new sequence of numbering

11

## Series Numbering

130 \_0 \$a Geography of world agriculture  
642 \_\_ \$a Heft 2 \$d <1980- > \$5 DPCC  
642 \_\_ \$a 1 \$d <1964-1979> \$5 DPCC

12

## Series Numbering

- For monographic series two types of numbering changes require separate authority records:
  - 1) When a numbered series becomes unnumbered
  - 2) When an unnumbered series becomes numbered and starts with number 1

13

## Series Numbering

- When a numbered series becomes unnumbered

130 \_0 \$a Development in the third world

530 \_0 \$w b \$a Development in the third world  
(Unnumbered)

642 \_\_ \$a 3 \$5 DPCC

130 \_0 \$a Development in the third world  
(Unnumbered)

530 \_0 \$w a \$a Development in the third world

14

## Series Numbering

- When an unnumbered series becomes numbered and starts with number 1

130 \_0 \$a Science for everyday life (**Unnumbered**)

**530 \_0 \$a Science for everyday life**

130 \_0 \$a Science for everyday life

530 \_0 \$a Science for everyday life (Unnumbered)

642 \_\_ \$a 1 \$5 DPCC

15

## Series Numbering

- In all other instances use the 008/13 fixed field “c” to indicate the series numbering changes

130 \_0 \$a Research applications in neurochemistry

- 10 issues published unnumbered, numbered beginning with 11

- On the existing record change the 008/13 to “c” and add:

642 \_\_ \$a 11 \$5 DPCC

16

## Series Numbering

- When determining series numbering it is important to:
  - 1) Determine if the series is really numbered – some publishers number publishers lists so don't assume that numbering in one place applies to a series

17

## Series Numbering

- 2) Remember that sometimes words associated with numbering go with the title of the series sometimes they go into the \$v/642

130 \_0 \$a Youth substance abuse project series

642 \_\_ \$a monograph no. 7 \$5DPCC

130 \_0 \$a World nomads monograph

642 \_\_ \$a no. 3 \$5 DPCC

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## Series Numbering

- If the series is a main series and a sub-series it is important to determine to which series the numbering belongs:

Main Series: Lecture notes in business economics

Subseries: Digital economics

Numbering: 135

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## Other Numbering Fields

- 640 - Series dates of publication and/or sequential designation
- Provides the beginning/ending date(s) of publication and/or sequential designations used on items in a series

640 0\_ \$a 1972-1995

640 1\_ \$a Complete in 15 v.

20

## Other Numbering Fields

- 641 - Series numbering peculiarities
- This note describes irregularities in the report year coverage and/or numbering of a series

641 \_\_ \$a Numbering begins with no. 3

641 \_\_ \$a No. 7 never published \$z no. 11,  
t.p. verso

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## Summary

- How is series numbering transcribed into series authority records and the bibliographic record?
- In what situations do series numbering changes require a new series authority record?
- How are the MARC fields 642, 640, and 641 used?

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 10: Additional Series Situations**

1

## **Objectives**

- What are additional series situations?
- How do you determine presence of additional situations?
- How are headings established and used in bibliographic records?

2

## Additional Series Situations

- Series/subseries
- Supplement to serials
- Multipart monographs

3

## Series/Subseries

4

## Subseries: Definition

- “A subseries is a series within a series (e.g., a series that always appears in conjunction with another, usually more comprehensive, series of which it forms a section). Its title may or may not be dependent on the title of the main series” AACR2, Glossary
- A series within a series requires two series titles and a title for the item being cataloged.

5

## Is there a Series/Subseries?

- The titles on the source may already be established.
- Search a name authority file for these titles.
- AACR2 and LCRI 1.6H gives further guidance
- If there are no records for the titles, consider the following situations before establishing them.

6

## Is there a Series/Subseries?

- The main and subseries will always be on the same source, but not necessarily next to one another.
- They are related:
  - Main series will have a generic term or general topic.
  - Subseries will be subject subdivision or subdivision of the topic.

7

## Is there a Series/Subseries?

If both titles have numbering:

- The main series will have a larger number than the subseries.

8

## Is there a Series/Subseries?

Might not be a subseries—

- Two separate monographic series.
- 2 multipart items.
- Presence of “new series”, “second series” with numbering.
- Single series with subtitle information.
- Supplement.

9

## Is there a Series/Subseries?

If a decision cannot be made, the default is:

***Two separate series***

10

## Authority Heading

When the subseries has a designation, the subfields in the authorized heading are in this prescribed order even if not in this order in the source:

130\_0 \$a [main series title]. \$n [subseries designation], \$p [subseries title]

\$n is preceded by a period-space.

\$p is preceded by a comma-space if there is numbering. If no numbering by period-space.

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## Bibliographic Transcription

Numbered main/subseries or numbered main and unnumbered subseries: transcription

490 1\_ \$a [main series title] ; \$v [numbering]. \$a [subseries title] ; \$v [subseries numbering]

- Neither \$n or \$p can be used in a 490 field.
- Subseries title transcribed in additional \$a.
- 490 field used whether the subseries is numbered or not.
- AACR2, 1.6H

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## Bibliographic Transcription/Access Points

Numbered main series and numbered or unnumbered subseries: access points

830 \_0 \$a [main series title] ; \$v [numbering].

830 \_0 \$a [main series title]. \$p [subseries title] ;  
\$v [subseries numbering].

- Two 8XX access points are used whether or not the subseries is numbered.
- Refer to LCRI 21.30L

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## Bibliographic Transcription/Access Points

Main series unnumbered: transcription and access

440 \_0 \$a Historic structure report. \$p  
Architectural data section

- Series transcription matches the authority heading so a 440 is used—whether the subseries is numbered or unnumbered.
- Refer to LCRI 21.30L

14

## Headings and Transcription

- Don't abbreviate words in subseries titles unless they are abbreviated on the source.
  - AACR2 App. B.4A
- Don't change roman numerals in subseries designation to Arabic numbers.
  - AACR2 App. C.2B1e
- Capitalize first letter of subseries designations and subseries titles.
  - AACR2 App. A.3C1
- Numbered main series: establish if not already.
- Unnumbered main series: usually not established.

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### Example 1: Unnumbered Main and Subseries

On source:

Historic structure report  
Administrative data section

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## Example 1: Unnumbered Main and Subseries

### Authority heading

130 \_0 \$a Historic structure report. \$p  
Administrative data section

### Bibliographic record

440 \_0 \$a Historic structure report. \$p  
Administrative data section

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## Example 2: Numbered Main Series/ Unnumbered Subseries

### Source:

Physics and chemistry in space  
Volume 19  
Planetology

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## Example 2: Numbered Main Series/ Unnumbered Subseries

Authority heading

130 \_0 \$a Physics and chemistry in space. \$p  
Planetology

Bibliographic record

490 1\_ \$a Physics and chemistry in space ; \$v v. 19. \$a  
Planetology

830 \_0 \$a Physics and chemistry in space. \$p  
Planetology.

830 \_0 \$a Physics and chemistry in space ; \$v v. 19.

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## Example 3: Numbered Main and Numbered Subseries

On source

Modern architecture

Volume 15

Bauhaus 3

- Numbering for main series is larger than that for the subseries.

20

### Example 3: Numbered Main and Numbered Subseries

#### Authority heading

130 \_0 \$a Modern architecture. \$p Bauhaus

#### Bibliographic record

490 1\_ \$a Modern architecture ; \$v v. 15. \$a Bauhaus ; \$v  
3

830 \_0 \$a Modern architecture ; \$v v. 15.

830 \_0 \$a Modern architecture. \$p Bauhaus ; \$v 3.

21

### Example 4: Subseries Without Distinctive Title

If the subseries “title” is a section or part designation, it is given in a \$n

#### Source:

Columbia University oral history collection

Part IV

no. 30

22

## Example 4: Subseries Without Distinctive Title

### Authority heading

130 \_0 \$a Columbia University oral history collection.  
\$n Part IV

### Bibliographic record

440 \_0 \$a Columbia University oral history collection.  
\$n Part IV ; \$v no. 30

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## Example 5: Subseries with Designation

### Source:

Physics and chemistry of materials with  
low-dimensional structures.  
Series A, Layered structures

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## Example 5: Subseries with Designation

### Authority heading

130 \_0 \$a Physics and chemistry of materials  
with low-dimensional structures. \$n Series A,  
\$p Layered structures

### Bibliographic record

440 \_0 \$a Physics and chemistry of materials  
with low-dimensional structures. \$n Series A,  
\$p Layered structures

25

## Very Generic Terms as Subseries

Terms such as “new series”, “second series”, etc. can be problematic.

- If the phrase is present and numbering is anywhere on the piece, give as numbering in \$v on bibliographic record.
- If there is no numbering present on the piece, give the phrase as subseries designation.
- LCRI 1.6H3

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## Example 1: Numbering

On resource

Progress in medical genetics ... new series  
No. 6

Bibliographic record:

440 \_0 \$a Progress in medical genetics ; \$v new  
ser., no. 6

27

## Example 2: Unnumbered

On resource

Enchantment of the world  
Second series  
(No numbering on the resource)

Bibliographic record

440 \_0 \$a Enchantment of the world. \$n Second  
series

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## Supplement to Serials

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## Special Numbers and Supplements to Serials

The words “special number”, “supplement” or the phrase “supplement to ...” on a resource may seem to indicate the presence of a subseries or series.

However:

- Special numbers are not subseries or series.
- Unnumbered supplements should not be considered subseries or series.
- Numbered supplements are considered to be series.
- (LCRI 1.6 and 21.30G)

30

## Unnumbered Supplements

T.p. verso:

Supplement to art and archaeology

- Give in a quoted note.
- Provide a 730 field for the AACR2 form for the parent resource.

500 \_\_ \$a “Supplement to Art and  
archaeology”—T.p. verso.

730 0\_ \$a Art and archaeology. \$p  
Supplement.

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## Numbered Supplements

- Be sure that the numbering relates to the supplement and not the parent resource itself (usually a serial)

Example on parent resource:

Supplement 1 to volume 10, no. 3

- The numbering is considered to be part of the parent resource numbering so the supplement is unnumbered.

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## Numbered Supplements

Once it is determined that the supplement to the parent resource is numbered:

- Is the wording of the supplement grammatically connected to the parent resource or is there a separate phrase that contains it?
- Headings for both types are established differently and their representation in the bibliographic record are different.

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## Numbered Supplements

Grammatically connected: example

In parent resource:

Supplement **to** Optical Information Systems

2

In bibliographic record:

Transcribe title including the word “to”. The transcription is through the grammatical connection.

34

## Numbered Supplements

Grammatically connected: example

Authority record:

130 \_0 \$a Supplement to Optical information systems

430 \_0 \$a Optical information systems. \$p Supplement to  
Optical information systems

- Transcribe title through grammatical connection.
- Make a reference to parent resource.

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## Numbered Supplements

Grammatically connected: example

Bibliographic record:

440 \_0 \$a Supplement to Optical information  
systems ; \$v 2

- Transcribe title through grammatical connection.
- Numbering is put in \$v.

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## Numbered Supplements

Not grammatically connected: example 1

In parent resource:

Supplement issue, Statistics & Decisions  
No. 5

- Notice that there is no connecting word in the title.

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## Numbered Supplements

Not grammatically connected: example 1

In authority heading

130 \_0 \$a Statistics & decisions. \$p Supplement  
issue

- Establish the title in the \$a and give supplement details in \$p.

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## Numbered Supplements

Not grammatically connected: example 1

In bibliographic record:

440 \_0 \$a Statistics & decisions. \$p Supplement  
issue ; \$v no. 5

- Title of parent resource as found on the volume is placed in the 440 \$a

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## Numbered Supplements

Not grammatically connected: example 2

In parent resource:

Horticulture  
Supplement  
2

40

## Numbered Supplements

Not grammatically connected: example 2

In authority record:

130 \_0 \$a Horticulture. \$p Supplement

- Title of parent resource in AACR2 form is given in the \$a (may include qualifier)

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## Numbered Supplements

Not grammatically connected: example 2

In bibliographic record:

440 \_0 \$a Horticulture. \$p Supplement ; \$v 2

- Heading from 130 on authority record placed in a 440 with the supplement in a \$p subfield and numbering in subfield \$v.

42

## Multipart Monographs

43

## Multipart Monographs

### Definition:

- “A monograph, complete, or intended to be completed, in a finite number of separate parts.” (AACR2, App. D)
- In some rules they are sometimes referred to as multipart items.
- Consult LCRI 1.6 for guidelines.

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## Multipart Monographs

Decisions for multipart monographs and monographic series are the same, but

*Do not confuse them with each other*

- Unlike a monographic series, multipart items have an intended end (even though some titles are published over many years).
- Not all parts of a multipart item have an analyzable title in addition to the resource title.

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## Multipart Monograph: General Guidelines

- Does it:
  - Contain information about a planned end?
  - Have an ISBN for the set?
  - Indicate a narrow scope?
  - Have parts that represent a share of the topic and are complete in their own right?
- If no decision can be made that the resource is a multipart item consider the resource to be a monographic series.
- Consult LCRI 1.0 for more specific situations.

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## Will the multipart be analyzed?

- Analyze if the title of individual part is a more prominent than the title of the multipart item.
- Are there words present that represent a non-distinctive title?:
  - Alphabetic or numeric division such as v. 1 or pt. 3, etc.?
  - Chronological subdivision (years or centuries)?
  - Geographic subdivision (continents, regions)?
  - A statement omitting essential piece of information found in the multipart item title?
  - General term such as atlas, glossary?

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## Multipart Monograph: Analyzed

Catalogers determine the need to analyze

- Records are created for each volume.
- A record can also be created for the collected set if the decision is to classify all the volumes in the same call number.
- A series authority record is created.
- These decisions are usually made in a very local context.

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## Multipart Monograph: Analyzed

Example:

Title page of resource:

Manual of Chinese Herbs

Part 1: Soil conditions for perennials

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## Multipart Monograph: Analyzed

Example: there are three records

SAR: 130 \_0 \$a Manual of Chinese herbs

644 \_\_ \$a f

646 \_\_ \$a c

Analytic: 245 00 \$a Soil conditions for perennials ...

440 \_0 \$a Manual of Chinese herbs ; \$v pt. 1

Collected set: 245 00 \$a Manual of Chinese herbs

505 1\_ \$a Soil conditions for perennials

50

## Multipart Monographs: Entered Under Name

Multipart items can be entered under name.

Example of established heading in the SAR and the transcription in the bibliographic record.

SAR:

100:1\_ : \$a Salvatore, R. A., \$d 1959- \$t Crimson shadow

Bibliographic record:

490:1\_ : \$a Crimson shadow

800:1\_ : \$a Salvatore, R. A., \$d 1959- \$t Crimson shadow

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## Multipart Monographs: Entered Under Name

Corporate body (AACR2 21.1B)

When multipart items are entered under corporate body, the subject of the work is either about the activity of the body or collective thought of the body.

Examples:

110 2\_ \$a South Dakota Mining Association. \$t Timber applications

111 2\_ \$a Executive Management Conference \$d (2002 : \$c Los Angeles, Calif.). \$t Proceedings of the 2002 Executive Management Conference

52

## Multipart Monographs: Two Titles

If there are two titles on a multipart item

- Are they dependent on one another?
- Do they need to be established separately?
  - If they are established separately there will be two 4XXs in the analytic record.
  - If the two titles cannot be determined to be related always treat as two separate titles.
- Consult LCRI 25.6a and 1.6H.
- Never consider them to be a series/subseries.

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## Multipart Monographs: Works and Selections

Multipart items may be entered under the uniform titles for works and selections (AACR2/LCRI 25.8, 25.9)

- Subfield \$f containing publication date of first part ensures no conflict will arise.
  - If first part isn't available, use date of available part All references will have the date.
  - \$s is added if there is still a conflict. It contains another qualifier in parentheses after the \$f.

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## Multipart Monographs: Works and Selections

“Works” multipart monograph:

Example:

100 1 \_ \$a Johnson, Blair. \$t Works. \$f 2001

430 \_0 \$a Complete works of Blair Johnson. \$f 2001

643 \_\_ \$a New York \$b New York University Press

670\_\_ \$a Lights in the harbor, 2001:\$b ser. t.p.

(Complete works of Blair Johnson)

- If there is further conflict the name of the publisher can be put in the \$s field.

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## Multipart Monograph: Not Analyzed

Cataloger determines not to analyze the multipart item:

- A series authority record is optional.
- The bibliographic record may or may not have a contents note.
  - Items within the set that have only volume numbers, etc. usually do not have a contents note.
- There won't be analytic records.

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## Multipart Monograph: Not Analyzed

Example:

Title page of resource:

Studies in Accounting  
Volume 25

Comparison of Large Accounting Firms  
Part 3  
Ledgers and Forms

Mark Wooten

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## Multipart Monograph: Not Analyzed

Example:

Bibliographic record

100 1\_ \$a Wooten, Mark.

245 10 \$a Comparison of large accounting firms ...

440 \_0 \$a Studies in accounting ; \$v v. 25

505 1\_ \$a pt. 3. Ledgers and forms

- A 505 contents is added as each part will have a distinctive title

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## Multipart Monographs: Changes

Only one series authority record is created for a multipart item. If there is any change (title; publisher (or responsible person/body, numbering):

- Record these in references in the series authority record.
- Supply sources of new information in 670 fields.

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## Multipart Monographs: Other Information

For multipart items:

- The fixed field 008/12 Type of Series is coded “b” for “multipart item”.
- It can be helpful to use a 640 to record information regarding the intended number of parts. Example:

640 \_1 \$a Completed in 10 no. \$z no. 1 t.p. verso  
– The \$z is used to record where the information was found in the resource.

60

## Multipart Monographs: Other Information

For multipart items:

- If only some parts of a multipart item classed as a collection are analyzable, the 644 \$d can be used to indicate this information--  
644 \_\_ \$a f \$d analyzable parts
- Determining conflict for multipart items is made easier as there are fewer created and the lengthy titles keep number of matches low.

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## Summary

- How can identifying series situations aid in determining the heading?
- How can understanding definitions help to sort out headings that may seem similar but are not?
- When in establishing headings is it required to make some additional comparisons?

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# **Fundamentals of Series Authorities: An ALCTS/PCC Workshop**

## **Part 2: Module 11: Changes to Series**

1

## **Objectives**

- What to do when series change
- How multipart monographs change
- How Monographic Series, Other Serials, and Series-Like Phrases change
- Guidance on when a new series authority record is needed

2

## Series DO Change!

- Resources represented by SARs are “living entities” – data elements change, appear, and disappear:
  - Series title proper and other titles
  - Responsible person or body
  - Publisher/manufacturer
  - Numbering
  - Physical medium

3

## How Many SARs?

- Multipart monograph (21.2A1, 21.3A)
  - Only one: update existing SAR regardless of type of change or how often change happens
- Other resources: monographic series, other serial (21.2C, 21.3B1a), series-like phrase
  - It depends upon type of change

4

## Multipart Monographs (MPM)

5

### MPM: Titles

- Change in title proper of the resource on a later part
  - Remember priority order of sources!
- Addition or change of variant title of the resource on a later part
  - Parallel title(s)
  - Title(s) on other sources

6

## MPM: 4XX Field

- Give changed title proper in same form as heading:
  - If 1XX is entered under name heading, give 41X name/title reference under the name heading appropriate to the part
  - If heading is a 130, give reference as a 430 field
  - Justify the 4XX with usage in 670 field

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## MPM: 670 for 4XX

- If title proper has changed, give 670 showing usage on the priority order source
- If other forms of title proper are added or changed, give 670 showing **both**
  - usage of the title proper of the resource on the priority order source;
  - usage of the other titles on other sources

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## Multipart: Change in Title Proper

100 1\_ \$a Rye, Marye. \$t Your amazing body

430 \_0 \$a Your amazing body

⇒ 400 1\_ \$a Rye, Marye. \$t Understanding your amazing body

670 \_\_ \$a Where does your blood go? 2004: \$b ser. t.p. (Your amazing body)

⇒ 670 \_\_ \$a Digesting your meals, 2005: \$b cover (Understanding your amazing body)

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## Multipart: Addition of Other Title

130 \_0 \$a History of colonial Africa

⇒ 430 \_0 \$a Colonial Africa's history

670 \_\_ \$a The founding of Liberia, 2002: \$b ser. t.p. (History of colonial Africa)

⇒ 670 \_\_ \$a Cecil Rhodes and Rhodesia, 2004: \$b t.p. (History of colonial Africa) cover (Colonial Africa's history)

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## MPM: Change of Responsible Person or Body

- If responsible person or body has changed or body has changed its name
  - Give person/body and title proper of resource as 4XX field
  - Justify the 4XX with a 670 field

11

## Multipart: Different Person/Body

100 1\_ \$a Fox, Gavin. \$t World religions

430 \_0 \$a World religions

⇒ 400 1\_ \$a Ede, Iris. \$t World religions

670 \_\_ \$a Fox, G. History of Buddhism, 2005 \$b  
t.p. (World religions)

⇒ 670 \_\_ \$a Ede, I. Looking at Confucianism, 2006 \$b  
t.p. (World religions)

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## MPM: Different Publisher/Manufacturer

- If subsequent parts published or manufactured by different body
  - Ensure that it is same resource and not a different resource
  - If the same resource, give information in 643 and/or 667 field(s)
  - Justification in a 670 field not required

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## SAR 643 Fields: Scope

- Different publishers or manufacturers for different periods:
  - Separate 643 fields with latest first (for convenience)
  - In 643 subfield \$d, give information (don't do research) to "locate in time"

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## SAR 643 Fields: Scope

- Content of subfield \$d:
  - Numbered resource: numbering from 642 field already in SAR and from part being cataloged
  - Unnumbered resource: publication date from first 670 in SAR and from part being cataloged
  - If information is not from sequential parts, use angle brackets

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## Numbered Multipart: Publisher Change

642 \_\_ \$a v. 1 \$5 DLC

643 \_\_ \$a Chicago \$b QRS Pub. Co.

Vol. 2 published in Detroit by TUV Publishers.

Revise SAR:

642 \_\_ \$a v. 1 \$5 DLC

⇒ 643 \_\_ \$a Detroit \$b TUV Publishers \$d v. 2-

643 \_\_ \$a Chicago \$b QRS Pub. Co. \$d v. 1

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## Unnumbered Multipart: Publisher Change

643 \_\_ \$a Seattle \$b Geology Association

670 \_\_ \$a \_\_\_\_\_, 1999 \$b \_\_\_\_\_

2004 volume published in Toledo by GA Press.

Revise SAR:

⇒ 643 \_\_ \$a Toledo \$b GA Press \$d <2004>

643 \_\_ \$a Seattle \$b Geology Association \$d <1999>

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## MPM: Many Publisher/Manufacturer Changes

- If more than three 643 fields:
  - Information isn't as helpful for identification
  - Give information about further changes in a 667 note field

667 \_\_ \$a Published by different offices in the ministry.

667 \_\_ \$a Manufactured by various companies on contract to the association.

667 \_\_ \$a Imprint varies.

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## Other Resources:

### Monographic Series, Other Serials, Series-Like Phrases

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## Other Resources: Changes

- Create a **new SAR** (four most common situations):
  - Major title change
  - Different responsible body in heading
  - Some numbering changes
  - Permanent change in physical medium

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## Other Resources: Changes

- **Update** the **existing** SAR:
  - Minor title change
  - Addition or change of variant titles
  - Different responsible body if that body not in the SAR 1XX field
  - Different publisher if not used as qualifier
  - Some numbering changes
  - Variation in physical medium

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## Creating New SARs

- New SAR based on first/earliest issue **in hand** with condition requiring new SAR
- Link two SARs:
  - 5XX field for heading on other SAR
  - 675 field to justify 5XX field

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## Citations for 675 Fields

- Purpose of 675 field: to give the usage supporting the 5XX field
  - **Not** to give history of last issue under one heading and first issue of other heading
- Easiest method: give first 670 on one SAR as 675 on other SAR

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## Coding the 5XX References

- Numbered resource
  - Always code subfield \$w as earlier or later

5XX \$w a \$a _____ = the earlier heading
5XX \$w b \$a _____ = the later heading

- Unnumbered resource
  - Code subfield \$w as earlier or later only if information is readily available

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## 670/675 Example

130 \_0 \$a Geriatric research  
530 \_0 \$w b \$a Today's geriatric research  
670 \_\_ \$a Exercise, 1998 \$b t.p. (Geriatric research)  
675 \_\_ \$a Eat well, 2005: t.p. (Today's geriatric research)

130 \_0 \$a Today's geriatric research  
530 \_0 \$w a \$ Geriatric research  
670 \_\_ \$a Eat well, 2005 \$b t.p. (Today's geriatric research)  
675 \_\_ \$a Exercise, 1998: t.p. (Geriatric research)

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## 670 as Justification for 5XX

- Two situations when 675 unnecessary:
  - When the resource being cataloged has credible information about earlier or later resource
  - When the 670 for a serial cites multiple issues: one with usage for earlier and one for later

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## 670 Examples in Lieu of 675

670 \_\_ \$a \_\_\_\_\_ \$b ser. t.p. (Series in the information sciences (formerly Series in the computer sciences))

670 \_\_ \$a Annual scholarship directory, 1999: \$b t.p. (College search series); 2001 ser. t.p. (Searching for college series)

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## Linking SAR Not Available

- If creating an SAR and have information about earlier or later resource/heading:
  - Generally, don't make another SAR just to give 5XX/675 fields.
  - Instead, document the bibliographic history in a 667 field in the SAR being created.

667 \_\_ \$a Continues: \_\_\_\_\_  
or 667 \_\_ \$a Continued by: \_\_\_\_\_

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## Other Resources: New SAR\*

- Major title change – most common
- Change in corporate body qualifier – next most common
- Some numbering changes – less common
- Permanent change in physical medium – least common for now

\*also called “successive entry”

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## Other Resources: Changes in Title Proper

- Based on form of series title in priority order source
  - Compare it to form in SAR heading – **not** to a form in a 4XX reference – and ignore qualifiers
- AACR2 rule 21.2C:
  - Major change: create new SAR
  - Minor change: update existing SAR

30

## Major Change: 21.2C2a

- Summary of three conditions (some qualifications) requiring a new SAR:

#1: Change in first 5 words of title

#2: Change in meaning of title after first 5 words

#3: Change in body's name anywhere in title

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## Major Change in Title: #1

- Addition, deletion, change, or reordering of any of first 5 words (6 if initial article), **unless** change fits one of the categories of minor change in 21.2C2b
  - **Cannot decide** without looking at possibility that change is a minor one

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## “First 5 Words” Examples: Major

Art history studies → Renaissance art history studies

Current theological questions → Theological concepts

Creative hobbies and crafts

→ Creative crafts and hobbies

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## Major Change in Title: #2

- Addition, deletion, or change of any word after the first 5 words (6 if initial article) that changes the meaning or indicates a different scope
  - Depends on **cataloger judgment**
  - Search to confirm that not given as minor change on an existing SAR or CONSER serial record

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## “After 5 Words” Examples: Major

Recent research papers in physics

→ Recent research papers in physics & chemistry

How to care for your parents

→ How to care for your children

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## Major Change in Title: #3

- Change in the name of the corporate body (not just the issuing body) anywhere in the title **if** it is a different corporate body
  - **Cannot decide** without determining if the change in name requires a new NAR; a new NAR = a new SAR

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## “Different Corporate Name” Example

Dept. of Education bulletin  
→ Education Dept. bulletin

Separate NARs:

110 1\_ \$a \_\_\_\_ . \$b Dept. of Education  
110 1\_ \$a \_\_\_\_ . \$b Education Dept.

Decision: major change; make new SAR.

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## “Different Corporate Name” Example

Report of the Commerce Department  
→ Dept. of Commerce report

One NAR:

110 1\_ \$a \_\_\_\_ . \$b Commerce Dept.  
410 1\_ \$a \_\_\_\_ . \$b Dept. of Commerce

Decision: not a major change; update existing SAR.

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## Minor Change Category i)

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

Research paper  
vs. Research papers

Politics & labor unions  
vs. Politics and labour unions

Dept. study  
vs. Department study

RLP Society's report  
vs. RLP Society report

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## Minor Change Category ii)

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

Studies in government  
vs. Studies on government

Reports from colleges  
vs. Reports from the colleges

40

## Minor Change Category iii)

- Difference involving name of the **same** corporate body/hierarchy **anywhere** in the title (e.g., addition, deletion, rearrangement, substitution)
  - Do necessary research and updating of NAR

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## Category iii) Examples

AMA pediatric series  
vs. Pediatric series of the American Medical Association

Chess Society bulletin  
vs. Bulletin of the Chess Society

Study from the Dept. of Labor  
vs. Study  
[still issued by the Dept. of Labor]

42

## Minor Change Category iv)

- Addition, deletion, or change of punctuation anywhere in the title
  - AACR2 rule 1.1B1 already allows cataloger to adjust punctuation when transcribing title

S.E.A. publication series  
vs. SEA publication series

43

## Minor Change Category v)

- Different order of titles when **both**:
  - Title is given in more than one language or script in the chief source, **and**
  - Title chosen as title proper would still appear as a parallel title

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## Category v) Examples

On ser. t.p. of v. 1 (content in English):

same series title in English  
same series title in French  
same series title in German

On ser. t.p. of v. 2 (content in French):

same series title in French  
same series title in English  
same series title in German

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## Minor Change Category vii)

- Two or more titles used on different issues of a serial according to a regular pattern
  - Includes situation when language of the the single series title varies according to the language of the text (per LCRI) – common occurrence for monographic series

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## Category vii) Examples

- v. 1 in French – series title only in French
- v. 2 in German – series title only in German
- v. 3 in German – series title only in German
- v. 4 in English – series title only in English
- v. 5 in French – series title only in French
- v. 6 in English – series title only in English

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## Minor Change Category ix)

- Addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource (e.g, “series,” “study,” “bulletin”)
  - VERY common for monographic series
  - Cautions:
    - word denoting frequency not “type of resource” word
    - change in the word itself is a major change (e.g., “series” to “journal”)

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## Category ix) Examples

American culture  
vs. American culture series

Studies in geology  
vs. Geology studies

Collection Histoire et tradition  
vs. Histoire et tradition

49

## Major or Minor?

- If cannot decide if difference in title is major or minor, default decision = minor!
  - Hints:
    - Because AACR2 rule changed in 2002, consult records for similar titles created later than 2002;
    - Also check if CONSER has handled the change with successive entry serial bibliographic records

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## Other Resources: Responsible Body in Heading Different?

- Consult NAR and/or do research to determine:
  - If different form is a variant of the same corporate body's name
  - If different corporate body is now responsible (may or may not be result of name change of the body)

51

## If Separate NAR, New SAR

- Create/update NARs as necessary
- Create new SAR even if no change in title proper of series
  - Link two SARs with 5XX/675 fields

52

## “Different Corporate Body” Examples

130 \_0 \$a Research paper (Society of Architects)  
530 \_0 \$w b \$a Research paper (Architects Society)

130 \_0 \$a Research paper (Architects Society)  
530 \_0 \$w a \$a Research paper (Society of Architects)

Later NAR:

110 2\_ \$a Architects Society  
510 2\_ \$w a \$a Society of Architects

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## Other Resources: Change in Numbering (LCRI 1.6)?

- Create new SAR if unnumbered series becomes numbered and numbering begins with “1” (even if no change in title proper of series):

6 unnumbered issues published 2003-2004;  
next issue called “volume 1”

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## Other Resources: Physical Medium Different (LCRI 1.6)?

- Create new SAR:
  - If there are separate editions: do not link with 5XX/675 fields
  - If future volumes will only be in this different physical medium: link with 5XX/675 fields

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## Questions about when to create new SAR?

56

## Changes: Not a New SAR

- Minor title change
- Addition or change of variant title
- Different responsible body if that body not in SAR 1XX field
- Change in non-corporate body qualifier
- Different publisher
- Some numbering changes
- Variation in physical medium

57

## Different Title is a Minor Change

- Difference is one of those included in minor change categories in *AACR2* rule 21.2C2b
- Change occurs after the first 5 words (6 if initial article) and doesn't change the meaning or indicate a different scope
- Difference involves a variant form of the same body's name

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## Other Resources: Minor Title Change

- Actions: update the existing SAR
  - Add 4XX for title proper from priority order source
  - Add 670 or give 667 note to justify usage in new 4XX

59

## “Minor Title Change” Examples

- 130 \_0 \$a Studies in government
- ⇒ 430 \_0 \$a Studies on government
- 670 \_\_ \$a \_\_\_\_\_, 1998 \$b ser. t.p. (Studies in government)
- ⇒ 670 \_\_ \$a \_\_\_\_\_, 2005 \$b ser. t.p. (Studies on government)

Alternative to second 670 above:  
667 \_\_ \$a Some issues have title: Studies on government.

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## Impact: Minor Change in Bibliographic Record

- Give the new form of series title in the bibliographic record 4XX field
- If that series is traced, give the form from the SAR heading as the 8XX access point

490 1_ \$a Studies on government 830 _0 \$a Studies in government
--

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## Other Resources: Addition or Change of Variant Title

- Addition of or change in variant form of series title on non-priority order source
- Actions:
  - Add 4XX for variant form if important for identification
  - Add 670 to justify usage in 4XX – remember to give priority-order source usage, too (otherwise, it appears that the title has changed)

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## “Variant Title” Example

- 130 \_0 \$a Mathematical concepts
- ⇒ 430 \_0 \$a Concepts in mathematics
- 670 \_\_ \$a \_\_\_\_\_, 2002 \$b t.p. (Mathematical concepts)
- ⇒ 670 \_\_ \$a \_\_\_\_\_, 2005 \$b ser. t.p. (Mathematical concepts) t.p. (Concepts in mathematics)

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## Other Resources: Difference in Responsible Body

- If heading is a 130 and different name is for a different body
  - add a new 41X name/title reference in SAR

130 \_0 \$a Famous composers

410 2\_ \$a Music Education Association. \$t Famous composers

410 2\_ \$a Music Lovers Society. \$t Famous composers

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## Other Resources: Difference in Responsible Body

- If the SAR has a 11X name/title or a 130 heading and the resource has a variant form of the name of that same responsible body,
  - Don't create a new SAR and don't update the existing SAR
  - Ensure that NAR has 41X field for the variant form

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## Other Resources: Change in Qualifier

- Any difference in a non-corporate body qualifier:
  - Add 4XX with current form of qualifier if it aids identification (e.g., place of publication)
  - Addition of 670 or 667 field to note change in qualifier is possible but not required

66

## Example: 4XX for Different Qualifier

- 130 \_0 \$a Psychology research reports (Boston, Mass.)
- ⇒ 430 \_0 \$a Psychology research reports (Denver, Colo.)
- ⇒ 643 \_\_ \$a Denver \$b May Pub. Co. \$d 2005-  
643 \_\_ \$a Boston \$b Heyer Publishers \$d 2001-2004

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## Other Resources: Different Publisher/Manufacturer

- If subsequent issues have different publisher or manufacturer
  - Ensure that it is the same resource and not a different resource
  - If the same resource, give information in 643 and/or 667 field(s)
  - Justification in a 670 field not required

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### Other Resources: Common Numbering Change (LCRI 1.6)

- Some scattered issues in numbered series lack numbering (publishing error)
  - Change 008 position 13 from “a” (numbered) to “c” (numbering varies)
  - Add 670 with “[lacks numbering]” in subfield \$b at the first occurrence

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### Other Resources: Less Common Numbering Changes (LCRI 1.6)

- Numbered series renumbers with “1”
  - Add another 642 field
- Unnumbered series becomes numbered and starts next number after total number of issues already published
  - Change 008 position 13 from “b” (unnumbered) to “c” (numbering varies) & add 642 field

70

## Other Resources: Variation in Physical Medium

- Physical medium will vary from issue to issue within the series or there isn't enough information to know what is likely to happen
  - Add explanation in a 667 field

667 \_\_ \$a Physical medium varies: some issues published only on CD-ROM, others only in microfiche.

71

## Remember:

- Updating SARs and creating new SARs as needed are VERY important tasks to enable identification of the resource as it changes over time

Otherwise: multiple SARs for one resource!

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## “Change in Series” Exercise

For each situation in the exercise, assume it is the same resource. Decide if you would:

- a) create a new SAR; or
- b) update the existing SAR.

Follow the instructions in the exercise about specific fields.

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## Exercises

74

## Summary

- How many SARs are made:
  - For changes in a multipart monograph over time?
  - For changes in a monographic series over time?
- What two fields usually link two SARs together?
- Name three types of minor title changes.
- Can the publisher/manufacturer of a series change? What happens to the SAR?
- What is the most common numbering change?

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## Exercise 1: Changes in series

The label of the CD-ROM you're cataloging reads:

SOLAR SYSTEM  
[complete in 9 volumes]

Volume 3

The container has this publishing information:

Denver  
University of Denver Press

In your national bibliographic utility you find:

A multipart monograph SAR:

130 \_0 \$a Our solar system

642 \_\_ \$a v. 1 \$5 \_\_\_\_\_

643 \_\_ \$a Denver \$b University of Denver Press

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 2: Changes in series

The series title page of the book you're cataloging reads:

Trends and Practices in Elementary Education

A series published by the Educators of America Society

In your national bibliographic utility you find:

An unnumbered monographic series SAR:

130 \_ 0 \$a Trends in elementary education

410 2\_ \$a Educators of America Society. \$t Trends in elementary  
education

643 \_\_\_ \$a Des Moines \$b Educators of America Society

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 3: Changes in series

The title page of the book you're cataloging reads:

Mathematical Biology Studies  
Number 4

The title page of your book has this publishing information:

CLK Publishing Company  
Madison, Wisconsin

In your national bibliographic utility you find:

A numbered monographic series SAR:

130 \_0 \$a Mathematical biology study  
642 \_\_ \$a no. 2 \$5 \_\_\_\_\_  
643 \_\_ \$a Madison, Wis. \$b CLK Pub. Co.

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 4: Changes in series

The cover of the book you're cataloging reads:

ABC Society Research Report  
Number 28

The title page of your book has this publishing information:

Seattle  
ABC Society Press

In your national bibliographic utility you find:

A numbered monographic series SAR:

130 \_ 0 \$a Research report of the ABC Society  
410 2\_ \$a ABC Society. \$t Research report of the ABC Society  
642 \_\_ \$a no. 1 \$5 \_\_\_\_\_  
643 \_\_ \$a Seattle \$b ABS Society Press

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 5: Changes in series

The series t.p. of the book you're cataloging reads:

Another volume of "Plantagenet Kings"  
by Andrew James

The title page of your book has this information:

[analytic title]  
by Andrew James

London 2005  
ESL Publishers

In your national bibliographic utility you find:

An multipart monographic SAR:

```
100 1_ $a Philip, Allan. $t Plantagenet kings of England
643 __ $a London $b ESL Publishers
670 __ $a _____, 2005 $b _____
```

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 6: Changes in series

The series t.p. of the book you're cataloging reads:

Anthropological Discoveries in Africa  
A series of the International Anthropology Society

The title page of your book has this publishing information:

New York  
EA Press -- 2005

In your national bibliographic utility you find:

A numbered monographic series SAR:

130 \_0 \$a Anthropological discoveries in Africa  
410 2\_ \$a International Anthropology Society. \$t Anthropological  
discoveries in Africa  
642 \_\_ \$a v. 1 \$5 \_\_\_\_  
643 \_\_ \$a Stockholm \$b Isaksson Press  
670 \_\_ \$a \_\_\_\_\_, 2001 \$b \_\_\_\_\_

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 7: Changes in series

The cover of the book you're cataloging reads:

TECHNICAL REPORT No. 77  
Ross and Lowell Laboratory

The title page of your book has this publishing information:

Minneapolis  
Ross and Lowell Laboratory

In your national bibliographic utility you find:

A numbered monographic series SAR:

130 \_0 \$a Technical report (Ross Laboratory)  
410 2\_ \$a Ross Laboratory. \$t Technical report  
642 \_\_ \$a no. 14  
643 \_\_ \$a Minneapolis \$b Ross Laboratory

An NAR:

110 2\_ \$a Ross and Lowell Laboratory  
510 2\_ \$w a \$a Ross Laboratory

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 8 Changes in series

The series t.p. of the book you're cataloging reads:

Elementary Linguistics

The title page of your book has this series information:

Elementary Linguistics Series For Beginners

The title page of your book has this publishing information:

L & L Press  
Atlanta -- 2005

In your national bibliographic utility you find:

An unnumbered monographic series SAR:

130 \_0 \$a Elementary linguistics series  
643 \_\_ \$a Atlanta \$b L & L Press

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 9: Changes in series

The series t.p. of the book you're cataloging reads:

Essays and Studies in French  
and Italian Literature

The title page of your book has this publishing information:

Los Angeles  
University Press  
2005

In your national bibliographic utility you find:

An unnumbered monographic series SAR:

130 \_0 \$a Essays and studies in French literature  
643 \_\_ \$a Los Angeles \$b University Press

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## Exercise 10: Changes in series

The map you're cataloging reads:

Lakes & rivers in North America

The map has this publishing information:

Chicago  
Hanson Map Publishers

In your national bibliographic utility you find:

A numbered monographic series SAR:

130 \_0 \$a Lakes and rivers of North America  
643 \_\_ \$a Chicago \$b Hanson Map Publishers

Do you create a new SAR? If so, what is the heading and 5XX reference?

Or, do you update the existing SAR? If so, what do you add/change? (If giving a 670 field, just give subfield \$b information.)

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## APPENDIX A

### Selected MARC 21 Content Designation for Series Authority Records

#### **008 – Fixed-length data elements**

##### **008/06 : Direct or Indirect Geographic Subdivision**

n Not applicable

##### **008/09 : Kind of Record**

a Established heading  
g Reference record

##### **008/10 : Descriptive Cataloging Rules**

c AACR2

##### **008/11 : Subject Heading System / Thesaurus**

a Library of Congress Subject Headings (code “a” if the name can be used as a subject)  
n Not applicable (code “n” if the name cannot be used as a subject, as with some names of jurisdictions)

##### **008/12 : Type of Series**

a Monographic series  
b Multipart item  
c Series-like phrase

##### **008/13 : Numbered or Unnumbered Series**

a Numbered  
b Unnumbered  
c Numbering varies

##### **008/14 : Heading Use—Main or Added Entry**

a Appropriate for use as a main or added entry in a bibliographic record

##### **008/15 : Heading Use—Subject Added Entry**

a Appropriate (if the name can be used as a subject)  
b Not appropriate (used if the name cannot be used as a subject)

##### **008/16 : Heading Use—Series Added Entry**

a Appropriate

##### **008/17 : Type of Subject Subdivision**

n Not applicable

##### **008/28 : Type of Government Agency**

| No attempt to code (this is not coded in NACO practice)

**008/29 : Reference Evaluation**

- a Tracings are consistent with the heading
- n Not applicable (if there are no 4XX or 5XX reference tracings)

**008/32 : Undifferentiated Personal Name**

- a Differentiated personal name
- b Undifferentiated personal name
- n Not applicable

**008/33 : Level of Establishment**

- a Fully established
- c Provisional

**008/39 : Cataloging Source**

- \_ National bibliographic agency (e.g., Library of Congress)
- c Cooperative cataloging program
- d Other

**Variable data fields****010 : Library of Congress Control Number**

- First indicator: blank
- Second indicator: blank
- \$a LC/NACO control number
- \$z Canceled/invalid LC control number

**040 : Cataloging Source**

- First indicator: blank
- Second indicator: blank
- \$a MARC 21 symbol/code of original cataloging agency
- \$b language of the catalog for which the record is intended (use code from MARC code list, e.g., “eng” for English)
- \$c MARC 21 symbol/code of transcribing agency
- \$d MARC 21 symbol/code of modifying agency

**050 : LC Classification**

- First indicator: blank
- Second indicator: Source of call number: 0 = Assigned by LC; 4 = Assigned by agency other than LC
- \$a Classification number element—single number or beginning of a span
- \$b Classification number element—ending number of a span
- \$c Explanatory term

**082 : Dewey Decimal Call Number**

First indicator: Type of edition: 0 = Full; 1 = Abridged

Second indicator: Source of call number: 0 = Assigned by LC; 4 = Assigned by agency other than LC

\$a Classification number

\$2 Edition number of DDC

**1XX : Established Heading**

100 : Heading—Personal Name (and uniform title with associated personal name)

First indicator: 0 – forename; 1 – surname.

Second indicator: blank

110 : Heading—Corporate Name (and uniform title with associated corporate name)

First indicator: 1 – jurisdiction name; 2 – other name in direct order

Second indicator: blank

111 : Heading—Meeting Name (and uniform title with associated meeting name)

First indicator: 2 – name in direct order

Second indicator: blank

130 : Heading—Uniform Title (without associated personal or corporate name)

First indicator: blank

Second indicator: 0-9 (nonfiling characters)

*See below 5XX for subfield definitions*

**4XX : See From / UF (Used For) Tracings**

400 : See From Tracing—Personal Name (and uniform title with associated personal name)

First indicator: 0 – forename; 1 – surname.

Second indicator: blank

410 : See From Tracing—Corporate Name (and uniform title with associated corporate name)

First indicator: 1 – jurisdiction name; 2 – other name in direct order

Second indicator: blank

411 : See From Tracing—Meeting Name (and uniform title with associated meeting name)

First indicator: 2 – name in direct order

Second indicator: blank

430 : See From Tracing—Uniform Title (without associated personal or corporate name)

First indicator: blank

Second indicator: 0-9 (nonfiling characters)

*See below 5XX for subfield definitions*

**5XX : See Also From Tracings**

500 : See Also From Tracing—Personal Name (and uniform title with associated personal name)

First indicator: 0 – forename; 1 – surname.

- Second indicator: blank
- 510 : See Also From Tracing—Corporate Name (and uniform title with associated corporate name)  
 First indicator: 1 – jurisdiction name; 2 – other name in direct order  
 Second indicator: blank
- 511 : See Also From Tracing—Meeting Name (and uniform title with associated meeting name)  
 First indicator: 2 – name in direct order  
 Second indicator: blank
- 530 : See Also From Tracing—Uniform Title (without associated personal or corporate name)  
 First indicator: blank  
 Second indicator: 0-9 (nonfiling characters)

### **1XX, 4XX, 5XX subfields**

#### **X00 : Subfields**

- \$a – personal name (including surname and/or forename)
- \$d – dates associated with name
- \$q – fuller form of name
- The following subfields are used with name/title uniform titles*
- \$f – date of work
- \$k – form (used for “Selections” as part of a UT for an individual work)
- \$l – language (of translation)
- \$n – number of part or section of a work
- \$p – name of part or section of a work
- \$t – title

#### **X10 : Subfields**

- \$a – Corporate name
- \$b – Subordinate unit
- The following subfields are used with meeting names entered subordinately*
- \$c – Location of meeting
- \$d – Date of meeting
- \$n – Number of meeting
- The following subfields are used with name/title uniform titles*
- \$f – date of work
- \$k – form (used for “Selections” as part of a UT for an individual work)
- \$l – language (of translation)
- \$n – number of part or section of a work
- \$p – name of part or section of a work
- \$t – title

#### **X11 : Subfields**

- \$a – Meeting name
- \$c – Location of meeting

\$d – Date of meeting

\$e – Subordinate unit

\$n – Number of meeting

*The following subfields are used with name/title uniform titles*

\$f – date of work

\$k – form (used for “Selections” as part of a UT for an individual work)

\$l – language (of translation)

\$n – number of part or section of a work

\$p – name of part or section of a work

\$t – title

### **X30 : Subfields**

\$a – uniform title

\$f – date of work

\$k – form (used for “Selections” as part of a UT for an individual work)

\$l – language (of translation)

\$n – number of part or section of a work

\$p – name of part or section of a work

### **5XX subfields : in addition to the above,**

\$w – control subfield

Position 1 (also called byte 0) – Special relationship to the entity represented in the 1XX field:

a – earlier heading

b – later heading

### **640 : Dates of Publication and/or Sequential Designation**

First indicator: 0 = formatted style; 1 = unformatted style

Second indicator: blank

\$a - Dates of publication and/or sequential designation

\$z – Source of information

### **641 : Series Numbering Peculiarities**

First indicator: blank

Second indicator: blank

\$a - Dates of publication and/or sequential designation

\$z – Source of information

### **642 : Series Numbering Example**

First indicator: 0 blank

Second indicator: blank

\$a - Dates of publication and/or sequential designation

\$d - Volumes/dates to which series numbering example applies

\$5 – Institution to which field applies

**643 : Series Place and Publisher/Issuing Body**

First indicator: 0 blank

Second indicator: blank

\$a – Place

\$b - Publisher/issuing body

\$d - Volumes/dates to which place and publisher/issuing body apply

**644 : Series Analysis Practice**

First indicator: 0 blank

Second indicator: blank

\$a - Series analysis practice

f - Analyzed in full

p - Analyzed in part

n – Not Analyzed

\$b - Exceptions to analysis practice

\$d - Volumes/dates to which series numbering example applies

\$5 – Institution to which field applies

**645 : Series Tracing Practice**

First indicator: 0 blank

Second indicator: blank

\$a - Series tracing practice

t - Traced as a series added entry

n – Not Traced as a series added entry

\$d - Volumes/dates to which series numbering example applies

\$5 – Institution to which field applies

**646 : Series Classification Practice**

First indicator: 0 blank

Second indicator: blank

\$a - Series classification practice

c - Volumes are classified as a collection

m – Volumes are classified with main or other series

s - Volumes are classified separately

\$d - Volumes/dates to which series numbering example applies

\$5 – Institution to which field applies

**667 : Nonpublic General Note**

First indicator: blank

Second indicator: blank

\$a - note

**670 : Source Data Found**

First indicator: blank

Second indicator: blank

\$a – Source citation

\$b – Information found

**675 : Source Data Not Found**

First indicator: blank

Second indicator: blank

\$a – source citation

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## APPENDIX B

### Bibliography

#### Books and Periodicals: General

*Anglo-American Cataloging Rules*. 2nd ed., 2002 revision. Chicago: American Library Association, 2002.

*Cataloging Service Bulletin*. Washington, D.C.: Library of Congress, 1978- Quarterly. ISSN 0160-8029

Furrie, Betty. *Understanding MARC Bibliographic: Machine-Readable Cataloging*. 7<sup>th</sup> ed. Washington, D.C.: Cataloging Distribution Service, 2003.

*Library of Congress Rule Interpretations*. 2nd ed. Washington, D.C.: Cataloging Distribution Service, 1989. 2v. (loose-leaf).

*MARC 21 Concise Formats*. 2003 ed. Washington, D.C.: Cataloging Distribution Service, 2003.

*MARC 21 Format for Authority Data*. 1999 ed. Washington, D.C.: Cataloging Distribution Service, 1999. 2v. (loose-leaf)

*MARC 21 Format for Bibliographic Data*. 1999 ed. Washington, D.C.: Cataloging Distribution Service, 1999. 2v. (loose-leaf)

Maxwell, Robert L. *Maxwell's Guide to Authority Work*. Chicago, Ill. : American Library Association, 2002.

Taylor, Arlene G. *The Organization of Information*. 2nd ed. Westport, Conn.: Libraries Unlimited, 2004.

*Understanding MARC Authority Records: Machine-Readable Cataloging*. Washington, D.C.: Cataloging distribution Service, 2004.

#### Online Resources

*Cataloger's Desktop*. Washington, D.C.: Cataloging Distribution Service, 1994. Available by subscription, CD-ROM or Web version. Updated quarterly. ISSN 1073-4929.

Also available as CD-ROM.

Includes several tools used in this workshop: *AACR2*, *LCRIs*, *MARC Formats*, *NACO Participants' Manual*

*Classification Web*. Available by subscription. See <http://classweb.loc.gov>

*Library of Congress Authorities.* <http://authorities.loc.gov>

*Library of Congress Online Catalog.* <http://catalog.loc.gov>

MARC Standards. <http://lcweb.loc.gov/marc>

NACO (from the PCC home page). <http://www.loc.gov/catdir/pcc/naco/naco.html>

NACO Participants' Manual. <http://www.loc.gov/catdir/pcc/naco/npm2ed.pdf>

## APPENDIX C

### Exercise Answers

#### Module 3:

#### Exercise 1 Answers: a

- a) What is the established form of this series access point?
- Applied mathematics series (Washington, D.C.)

#### Module 3:

#### Exercise 1 Answers: b

- b) What non-established forms are given as cross-references to it?
- National Bureau of Standards applied mathematics series
  - United States. \$b National Bureau of Standards. \$t Applied mathematics series

### Module 3:

#### Exercise 1 Answers: c

c) Which MARC field contains the series publisher information?

- 643

### Module 3:

#### Exercise 1 Answers: d

d) What information is conveyed in the 642 field?

- A series numbering example

## Module 3: Exercise 1 Answers: e

e) What is the meaning of subfield \$5 in fields 642, 644, 645, and 646?

- The subfield contains the code for the institution to which the practice decision applies;
- DLC is the code for the Library of Congress (DPCC, not present in this example, is the code for the Program for Cooperative Cataloging)

## Module 3: Exercise 1 Answers: f

f) What do the codes in fields 644, 645, and 646 tell you?

- 644 = analysis decision: “f” indicates that this series is analyzed in full
- 645 = tracing decision: “t” indicates that this series is traced
- 646 = classification decision: “c” indicates that this series is classified as a collection

### Module 3:

#### Exercise 1 Answers: g

g) What is the relationship between the 050 and 646 field?

- The 646 field conveys that LC's practice is to classify the volumes in this series as a collection, and the 050 provides the classification number for the collected set

### Module 3:

#### Exercise 1 Answers: h

h) What type of information is given in the 670 fields?

- The source and form(s) of the series authority data

## Module 3:

### Exercise 1 Answers: i

i) What do the codes in 008 positions 12 and 13 mean?

- 008/12 indicates the type of series (“a” = monographic series)
- 008/13 indicates whether the series is numbered, unnumbered, or numbering varies (“a” = numbered)

## Module 3:

### Exercise 1 Answers: j

j) What is the relationship between the 008/13 and the 642 fields?

- 008/13 “a” indicates that the series is numbered, and 642 provides an example of the numbering designation

## Module 3: Exercise 2 Answer

245 04 \$a The Kurdish question and the 2003  
Iraqi war / \$c edited by Mohammed M.A.  
Ahmed and Michael M. Gunter.

260 \_\_ \$a Costa Mesa, Calif. : \$b Mazda,  
\$c 2005.

**440 \_0 \$a Kurdish studies series ; \$v no. 5**

## Module 3: Exercise 3 Answer

100 1\_ \$a Kirby, Robion C., \$d 1938-

245 10 \$a Mathematical triangulations /  
\$c by Robion Kirby.

260 \_\_ \$a Washington, D.C. \$b National Bureau of Standards, \$c  
c2002.

**490 1\_ \$a Applied mathematics series ; \$v 22**

**830 \_0 \$a Applied mathematics series (Washington, D.C.) ; \$v  
22.**

## Module 7.1: Exercise 1 Answers

- For resources #A-#C, fill out the following on each answer sheet:
  - Multipart monograph or monographic series?
  - Bibliographic record:
    - 4\_\_ field
    - 8\_\_ field
  - Series authority record:
    - 1\_\_ field

## Module 7.1: Resource #A Answers

Monographic series

Bibliographic record:

440 \_0 \$a Library of American composers

Series authority record:

130 \_0 \$a Library of American composers

## Module 7.1: Resource #B Answers

Multipart monograph

Bibliographic record:

490 1\_ \$a The 10 greatest explorers ; \$v v. 2

800 1\_ \$a Allensby, Carole, \$d 1950- \$t 10  
greatest explorers; \$v v. 2.

Series authority record:

100 1\_ \$a Allensby, Carole, \$d 1950- \$t 10  
greatest explorers

## Module 7.1: Resource #C (1) Answers

Monographic series

Bibliographic record:

490 1\_ \$a Research paper / International Institute  
for Peace, \$x 2424-4848 ; \$v v. 1 = \$a  
Cuaderno / Instituto Internacional de la Paz  
; \$v no. 1

830 \_0 \$a Research paper (\_\_\_\_\_) ; \$v v. 1.

*Note:* Statements of responsibility not required

## Module 7.1: Resource #C (2) Answers

Series authority record:

130 \_0 \$a Research paper (\_\_\_\_\_)

## Module 7.1: Exercise 2 Answers

- For resources #A-#C, fill out the following on the same answer sheets used in Exercise 1:
  - Series authority record:
    - 4\_\_ field(s) as appropriate
    - 670 field

## Module 7.1: Resource #A Answers

670 \_\_ \$a Aaron Copland's music, c2005: \$b jewel box (Library of American composers)

*Note:* SAR 670 may have additional data elements and different punctuation, e.g.:

670 \_\_ \$a Copland, Aaron, 1900-1990. Aaron Copland's music [SR], c2005 \$b jewel box (Library of American composers)

## Module 7.1: Resource #B (1) Answers

430 \_0 \$a 10 greatest explorers

400 1\_ \$a Allensby, Carole, \$d 1950- \$t Great explorers

400 1\_ \$a Allensby, Carole, \$d 1950- \$t Ten greatest explorers

670 \_\_ \$a Leif Ericsson, 2006: \$b ser. t.p. (The 10 greatest explorers) cover (Great explorers)

## Module 7.1: Resource #B (2) Answers

*Note:* SAR 670 may have additional data elements and a different style, e.g.:

670 \_\_ \$a Allensby, Carole, 1950- Leif Ericsson,  
2006 \$b series t.p. (The 10 greatest  
explorers ; v. 2) cover p. 1 (Great explorers ;  
v. 2)

## Module 7.1: Resource #C (1) Answers

430 \_0 \$a Cuaderno (\_\_\_\_\_)

410 2\_ \$a International Institute for Peace. \$t Research  
paper

430 \_0 \$a IIP research paper

430 \_0 \$a Cuaderno del IIP

## Module 7.1: Resource #C (2) Answers

670 \_\_ \$a The role of volunteer organizations, c2006: \$b t.p. (Research paper = Cuaderno) cover p. 4 (IIP research paper; Cuaderno del IIP)

*Note:* SAR 670 may have additional data elements and a different style, e.g.:

670 \_\_ \$a Martinez, Pablo, 1972- The role of volunteer organizations, c2006 \$b title p. (Research paper / International Institute for Peace = Cuaderno / Instituto Internacional de la Paz) cover p. 4 (IIP research paper; v. 1 = Cuaderno del IIP ; no. 1) t.p. verso (ISSN 2424-4848)

## Module 7.1: Exercise 3 Answers

- For resources #A-#C, fill out the following on the same answer sheets as used in Exercise 1:
  - Bibliographic record:
    - 260 field
  - Series authority record:
    - 020 field as appropriate
    - 022 field as appropriate
    - 643 field

## Module 7.1: Resource #A Answers

Bibliographic record:

260 \_\_ \$a Detroit : \$b American Music Corp.,  
\$c c2005.

Series authority record:

643 \_\_ \$a Detroit \$b American Music Corp.

## Module 7.1: Resource #B Answers

Bibliographic record:

260 \_\_ \$a Chicago : \$b Dominski Pub. Co. ; \$a  
Richmond, VA : \$b JD Publishers, \$c 2006.

Series authority record:

020 \_\_ \$a 0201853922 (set)

643 \_\_ \$a Chicago \$b Dominski Pub. Co. \$a  
Richmond, VA \$b JD Publishers

## Module 7.1: Resource #C Answers

Bibliographic record:

260 \_\_ \$a Miami : \$b Century Pub. Co., \$c c2006.

Series authority record:

022 \_\_ \$a 2424-4848

643 \_\_ \$a Miami \$b Century Pub. Co.

## Module 11: Exercise #1 Answers

Numbered multipart monograph SAR:

130 \_0 \$a Our solar system

Action: update existing SAR.

Add: 430 \_0 \$a Solar system

670 \_0 \$a \_\_\_\_\_ \$b label (Solar system)

## Module 11: Exercise #2 Answers

Unnumbered monographic series SAR:

130 \_0 \$a Trends in elementary education

Actions: create new SAR.

130 \_0 \$a Trends and practices in elementary  
education

530 \_0 \$a Trends in elementary education

675 \_\_ \$a . . .

Also: add 530/675 to existing SAR.

## Module 11: Exercise #3 Answers

Numbered monographic series SAR:

130 \_0 \$a Mathematical biology study

Action: update existing SAR.

Add: 430 \_0 \$a Mathematical biology studies

670 \_\_ \$a \_\_\_\_\_ \$b t.p. (Mathematical  
biology studies)

**Module 11:  
Exercise #4 Answers**

Numbered monographic series SAR:

130 \_0 \$a Research report of the ABC Society

Action: update existing SAR.

Add: 430 \_0 \$a ABC Society research report

670 \_\_ \$a \_\_\_\_\_ \$b cover (ABC Society  
research report)

**Module 11:  
Exercise #5 Answers**

Unnumbered multipart monograph SAR:

100 1\_ \$a Philip, Allan. \$t Plantagenet kings  
of England

Action: update existing SAR.

Add: 400 1\_ \$a James, Andrew. \$t Plantagenet  
kings of England

670 \_\_ \$a James, A. \_\_\_\_\_ \$b ser. t.p.  
(Plantagenet kings of England)

**Module 11:  
Exercise #6 Answers**

**Numbered monographic series SAR:**

130 \_0 \$a Anthropological discoveries in Africa

**Action: update existing SAR.**

Add: 643 \_\_ \$a New York \$b EA Press \$d <2005>

Change: 643 \_\_ \$a Stockholm \$b Isaksson Press \$d  
<2001>

Change 008/13 from “a” to “c”

**Module 11:  
Exercise #7 Answers**

**Numbered monographic series SAR:**

130 \_0 \$a Technical report (Ross Laboratory)

**Actions: create new SAR.**

130 \_0 \$a Technical report (Ross and Lowell  
Laboratory)

530 \_0 \$w a \$a Technical report (Ross Laboratory)

675 \_\_ \$a . . .

**Also, add 530/675 to existing SAR.**

**Module 11:  
Exercise #8 Answers**

Unnumbered monographic series SAR:

130 \_0 \$a Elementary linguistics series

**Action: update existing SAR.**

Add: 430 \_0 \$a Elementary linguistics

430 \_0 \$a Elementary linguistics series for  
beginners

670 \_\_ \$a \_\_\_\_\_ \$b ser. t.p. (Elementary  
linguistics) t.p. (Elementary linguistics  
series for beginners)

**Module 11:  
Exercise #9 Answers**

Unnumbered monographic series SAR:

130 \_0 \$a Essays and studies in French literature

**Actions: (a) create new SAR:**

130 \_0 \$a Essays and studies in French and Italian  
literature

530 \_0 \$a Essays and studies in French literature

675 \_\_ \$a . . .

**(b) add 530/675 to existing SAR.**

**Module 11:  
Exercise #10 Answers**

Unnumbered monographic series SAR:

130 \_0 \$a Lakes and rivers of North America

Action: update existing SAR.

Add: 430 \_0 \$a Lakes & rivers in North America

670 \_\_ \$a \_\_\_\_\_ \$b panel (Lakes & rivers  
in North America)

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## Appendix D: Evaluation Form Fundamentals of Series Authorities

Your evaluation of this workshop is very important to the future development of this course and other similar courses. Your honest, candid answers to the following questions will assist us in providing quality programs.

Please rate the following aspects of today's workshop by checking the box that best reflects your evaluation:

1. The overall content of the workshop:

	5	4	3	2	1	
a. was extremely valuable						was of little value
b. provided enough detail						was too general
c. was current & relevant						was outdated
d. was cohesive & logical						was fragmented/difficult to follow
e. was appropriate to my needs						was not at all appropriate
f. met its stated objectives						did not meet objectives

2. Presenter:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

3. Presenter:

	5	4	3	2	1	
a. was knowledgeable						was unsure of the material
b. had good presentation skills						had poor presentation
c. encouraged participation						discouraged participation
d. addressed my level of understanding						did not consider my level
e. answered questions directly						did not answer questions
f. was prepared						was not prepared
g. understood the audience dynamics						ignored audience dynamics

4. The handouts:

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	5	4	3	2	1	
a. are excellent						are poor
b. followed course content sequence						are disjointed/out of
c. are valuable for future reference						are of no value

5. The PowerPoint slides:

	5	4	3	2	1	
a. were clear and easy to read						were hard to read
b. were well organized						were poorly organized
c. illustrated concepts clearly						were confusing
d. covered an appropriate amount of information						contained too much or not enough information
e. were visually effective						were not effective
f. were enhanced by and supported the presenter's remarks						were poorly related to the presenter's remarks

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**Please give the following information about yourself:**

6. Your level of knowledge in the subject of this workshop before today: expert 5 4 3 2  
1 novice
7. Your level of experience in the subject of this workshop before today: very experienced 5 4 3 2  
1 beginner
8. Other comments:

**Comments on specific sessions:**

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THANK YOU!