

**Obtaining the Keys to the Kingdom Handout**  
The Secrets of Serial Bibliographic Records Revealed  
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**Search and record selection tips:**

- ISSN is only a starting point. ISSN on a piece can be wrong or one ISSN can be in multiple bibliographic records. Always consult the rest of the record.
- Do not include elements that probably change on each issue, i.e. designator (numbering and/or dates), names of elected officials (governors or presidents), etc.
- Generally do not search for serials using personal names.
- Dates and Date Status are very important for selecting the correct record.
- Do not look for series volume information in serial records.
- Generic titles (report, annual report, digest, transactions, etc.) require combined corporate author and title searches.
- Records may have the exact same 245 title and maybe even the same 11X/245 combination and not be the correct record.
- Use title and or author fields in conjunction with other information in the record to identify if the record found matches the resource in hand.
- If the resource in hand contains **only** titles that match **variant title** 246 fields (type 1 and 2 246 fields as explained in the field guide below) it does **not** go on that record.

**Field Guide to Serial MARC Fields:**

**008 Serial Fixed Fields**

Clicking on the fixed fields in OCLC Connexion links you to [OCLC Bibliographic Formats and Standards](#). This provides all available codes for the field, with definitions.

**S/L:** Entry Convention

- **0** Successive entry. A new record is created each time there is a major change to a title or a corporate body used in the authorized access point or uniform title qualifier changes. The earlier or later title or author/title is recorded in a linking field (field 780 or 785) on each record.
- **1** Latest entry. A serial record is cataloged under its latest (most recent) title or issuing body. All former titles and/or issuing bodies are given in notes (fields 247, 547 and 550). The practice of latest entry cataloging for serials was abandoned with the introduction of AACR cataloging rules.
- **2** Integrated entry. Used for integrating resources and electronic serials that do not retain their earlier titles.

**SrTp:** Type of Continuing Resource

- See [OCLC Bibliographic Formats and Standards](#) for codes

**Freq:** Frequency

- See [OCLC Bibliographic Formats and Standards](#) for codes

**Regl:** Regularity

- See [OCLC Bibliographic Formats and Standards](#) for codes

**Alph:** Only used by ISSN centers

**DtSt:** Type of Date/Publication Status

- **c** Currently published
- **d** Dead/ceased
- **u** Unknown
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**Dates:** Date 1 and Date 2

The beginning and ending dates of a serial **based on the chronological designations or issue dates** appearing on the first and last issues.

- 1989/1990-2016/2017 would be: Dates 1990 , 2017
- Date 2 is 9999 if title is currently published
- Unknown years replaced with u, i.e. 19uu, 1uuu, uuuu, etc.

**Variable fields**

Right clicking on the field tag and selecting MARC Field Help in Connexion links you to *OCLC Bibliographic Formats and Standards*. This provides a description of the field and all subfields.

**022** International Standard Serial Number

Subfields:

**\$a** ISSN of this publication

**\$I** ISSN-L (linking ISSN)

**\$y** Incorrect ISSN

ISSN for a different format

ISSN for earlier of later title if found on pieces

Incorrectly printed on piece

Incorrectly cited by A&I publication or elsewhere

**\$z** Cancelled ISSN

Valid ISSN but has been cancelled

**1XX** fields

**130** Qualified title authorized access point. This field is found much more often than in monograph records

- Usually to distinguish different publications with the same title
- Sometimes used to collocate related publications, such as translations and language editions

**110/111** Corporate body/Conference name

- Most common fields used for creators in serial records

**100** Personal name

- Very rarely found in serial records

**2XX** fields

**210/222** Abbreviated title/Key title

- ISSN center inputs these fields

**240** Qualified title authorized access point

- Used in place of the 130 field if the record has a creator recorded in the 110, 111, or 100 field.

**245** Title proper

- Title from the chief source of information chosen for the authorized access point.
- Use in conjunction with other fields in the record to select the correct record

## 246 Varying Form of Title, i.e. added access point

There are three type of varying titles found in serial

- 1) A portion or variation of the title statement as recorded in field 245.
  - These titles may not be found on the piece. They are added for additional searching accessibility according to cataloging rules
  - Indicator values:
    - Current cataloging rules
      - 1<sup>st</sup> indicator of 1
      - 2<sup>nd</sup> indicator of blank
    - Previous cataloging rules
      - 1<sup>st</sup> indicator of 3
      - 2<sup>nd</sup> indicator value of blank or zero
  
- 2) Variant titles that appear on the resource in a prominent place other than the preferred source of information. These titles may not indicate that the record is a match for the resource in hand if the title is on the preferred source of information instead of another location within the resource.
  - ❖ Current cataloging rules
    - May or may not include a subfield \$i indicating where on the piece this variant title is found
    - Indicator values:
      - 1<sup>st</sup> indicator of 1
      - 2<sup>nd</sup> indicator of blank
  - ❖ Previous cataloging rules
    - Indicator values:
      - 1<sup>st</sup> indicator of 1
      - 2<sup>nd</sup> indicator values:
        - **3** Other title Includes variant forms of the title found on the piece in a location not covered by other second indicator values
        - **4** Cover title
        - **5** Additional title page title
        - **6** Caption title
        - **7** Running title
        - **8** Spine title
  
- 3) Variant titles that are minor title changes. If the title on the resource in hand has these titles on the preferred source of information the record could be a match.
  - ❖ Current and previous cataloging rules
    - Will always have a subfield \$i indicating which issues bear the variant title
    - Indicator values:
      - 1<sup>st</sup> indicator of 1
      - 2<sup>nd</sup> indicator of blank

## 247 Former titles

- Found only in latest entry records, i.e. 008 fixed field s/l = 1
- All title variations found on earlier issues i.e. no new bibliographic records for major changes

## 250 Edition statement

- An edition statement is appropriate for a serial only when it relates to the whole serial. In such cases, use of the word "edition" refers to separate serial publications usually issued simultaneously for different audiences.
- A serial designation of edition generally consists of one or more words rather than numbers (e.g., Midwest edition rather than Second edition).
- Numbered designations of edition are not usually considered to be edition statements because they apply to individual issues rather than the serial as a whole (e.g., 1<sup>st</sup> edition 1978, 2<sup>nd</sup> edition 1979, 3<sup>rd</sup> edition 1980, etc.)
- Types of serial editions:
  - Geographic editions (e.g., Northwest edition, California edition)
  - Special format editions (e.g., Braille edition, Large print edition)
  - Language editions (e.g., French edition, English edition)
  - Special interest editions (e.g., IBM edition, Apple edition, Office edition, Hospital edition)
  - Different frequency editions (e.g., Annual edition, Monthly edition)
  - Reprint editions.

## 260/264 Publication information

- The 264 field is used in current cataloging whereas the 260 field was use prior to RDA cataloging rules
- Multiple fields are used when publication information changes over time

## 3XX fields

### 300 Description

Example: 300 ## \$a 10 volumes : \$b illustrations ; \$c 26-29 cm

- **\$a** Extent: The number of units are only recorded if the title has ceased and the cataloger knows for sure how many bibliographic units there were
- **\$b** Illustrative content: Same as monographs
- **\$c** Dimensions: May have a range of sizes if the dimension changes over time

### 310 Current frequency

### 321 Previous frequency(ies)

### 33X Same as monographs

### 362 Beginning and/or ending designations for the title

- Only included when information is known
- Many records do not include this field
- Very helpful in determining range of holdings covered by the record

## 440/490/810/811/830 Series statement

- Only includes a subfield \$v if **ALL** issues with that series statement have the same series number
- Multiple series statements may be found, either on a single piece or over time.
- The 4XX fields will have a range of issues that have that series statement if it doesn't apply to the whole serial.

## 5XX fields commonly used in serial records

### 500 General note

- Title/subtitle varies slightly
- At head of title notes
- Complex variant titles requiring a note
- Distinctive title notes
- Another serial is responsible for the publication
- Place of publication varies
- Quoted notes
- Many others

**515** Numbering peculiarities

- Irregularities in numbering or publishing pattern
- Issued in parts or revised editions
- Report year coverage

**530** Addition physical form available

**533** Reproduction note

**546** Language note

**547** Former title complexity note

- Used in latest entry records only

**550** Issuing body note

- Can refer to current or former issuing bodies
- Used when body is included in 710/711 field
- Does not include notes related to commercial publishers, distributors or places of publication (these go into 500 fields)

**580** Linking complexity note

- For relationships too complicated to be covered only by 78X fields

**588** Description based on/Latest issue consulted

- DBO and LIC are recorded in separate fields
- Useful for determining date range covered by the record when there is no 362 field

**6XX** field

**610-650** Subjects

- Usually more general than for monographs
- Must represent the entire run of the serial

**655** Genre terms

**7XX** fields

**700/710/711** Authorized access points for person, families, places, and corporate bodies (Same as monographs)

**730/740** Additional title access points (Same as monographs)

- Separately titled sections included within the serial
- Translations and language editions
- Supplements
- Other related works

**752** Hierarchical place name (used in records for newspapers and rare serials only)

**780** Preceding title

**785** Succeeding title

**787** Related title

**936** CONSER variable length field

- Uses include noting duplicate records and which record to use instead

**Major/Minor Title Changes (Current rules):**

**Major Title Changes (Changes that require a new bibliographic record)**

RDA 2.3.2.13.1 Languages and Scripts That Divide Text into Words

In general, consider the following to be major changes in a title proper:

- a) the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed as minor changes.
- b) the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter.
- c) a change of name for a corporate body included anywhere in the title if the changed name is for a different corporate body.

## **Minor Title Changes (Change that require maintenance of an existing record)**

### **RD A 2.3.2.13.2**

In general, consider the following to be minor changes in a title proper:

- a) a difference in the representation of a word, words, or other component (i.e., a character or group of characters) anywhere in the title such as change in the form of the character, i.e.
  - one spelling vs. another
  - abbreviated word or sign or symbol vs. spelled-out form
  - arabic numeral vs. roman numeral
  - number or date vs. spelled-out form
  - hyphenated word vs. unhyphenated word
  - one-word compound vs. two-word compound, whether hyphenated or not
  - acronym or initialism vs. full form
  - change in grammatical form (e.g., singular vs. plural)
- b) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title.
- c) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body, the substitution of a variant form)
- d) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title
- e) a different order of titles when the title is given in more than one language on the source of information, provided that the title chosen as a title proper still appears as a parallel title proper
- f) the addition, deletion, or change of a word, words, or other component (i.e., a character or group of characters) anywhere in the title that links the title to the numbering
- g) two or more titles proper used on different issues of a serial according to a regular pattern
- h) the addition to, deletion from, or change in the order of a word, words, or other component (i.e., a character or group of characters) in a list anywhere in the title, provided that there is no significant change in the subject matter
- i) the addition, deletion, or rearrangement anywhere in the title of a word, words, or other component (i.e., a character or group of characters) that indicates the type of resource, such as “magazine,” “journal,” or “newsletter” or their equivalent in other languages.