

Print Serials: Copy Cataloging: Fields to Check (RDA Records)

Audience: primarily copy cataloging staff

Scope: Assist copy catalogers to locate and identify good copy-cataloging bibliographic records in RDA for print serials. This procedure will apply to both gifts and purchases. This procedure does not cover integrating resources.

- 1. Search KentLINK:** to see if there is already a record for the serial. If there is already an existing KentLINK record available, view the check-in record to see if we already own this issue(s). If it is a duplicate, forward to Anita Martin in serials. If it is an added volume, forward to serials staff or serials cataloger for processing.
- 2. Search OCLC:** if no bibliographic record exists in KentLINK. The preference is to select cataloging records that are contributed to OCLC by the Library of Congress, National Serials Data Program, CONSER, or Program for Cooperative Cataloging (PCC) libraries. These can be identified by the presence of the DLC symbol in the 040, or the presence of the following authentication codes in the 042:
 - a. lc : Library of Congress
 - b. lcd : CONSER
 - c. nsdp : National Serials Data Program
 - d. pcc : Program for Cooperative CatalogingThe encoding level in the 008 fixed field for these records should be "blank". Other acceptable levels are 1, 4, 7, I, L. All others should be routed to serials cataloger.
- 3. RDA or AACR2:** Cataloger examines record to see if description is AACR2 or RDA. If record is RDA, follow these RDA procedures. If record is AACR2, follow the AACR2 procedures.

Clues on How to Identify RDA Records

1. Fixed field "Desc" = i (or 'c') dependent on ISBD punctuation
2. Publication information is now stored in MARC tag 264, instead of MARC tag 260.
3. The MARC tag 040 must contain subfield \$e rda.
4. The record will contain MARC tags 336 (Content Type), 337 (Media Type), and 338 (Carrier Type).
5. There should be no subfield \$h in the MARC 245 tag (general material designation or GMD).
6. Abbreviations can only be present in transcribed fields. Also, abbreviations listed in RDA Appendix 2 can be used for specified elements only. No Latin abbreviations permitted.
7. The rule of three is optional in RDA.
8. Relationship designators [subfield \$e] may be present in authorized access points (MARC tags 1XX and 7XX).

- 4. Descriptive rules:** Description is based on the first issue or part of the serial. If you do not have the first issue, base the description on the earliest issue in hand (RDA 2.20.13). See the Sample Record in the Appendix of this document for an example of a typical 008 (fixed field) in an OCLC record.

Briefly scan the 008 to verify that information appears correct for Desc (description), Elvl (encoding level), Freq (frequency), Dates, and Lang (language). Consult *OCLC Bibliographic*

Formats and Standards (<http://www.oclc.org/bibformats/default.htm>) or MARC 21 Format for Bibliographic Data (<http://www.loc.gov/marc/bibliographic/>) for complete values.

Check variable fields to see if information looks correct. Be vigilant with the 264 and 362 fields to make sure they represent accurately which issue the description is based on (see examples below):

Example if cataloging with first issue:

Date 1: 1983 Date 2: 9999

264 #1 Vienna, Virginia. :\$b National Wildlife Federation,\$c c1983-

362 1# Began with Volume 17, number 1 (January 1983)

Example if cataloging from a later issue or issues:

Date 1: 19uu Date 2: 9999

264 #1 New York : \$b Redbook Publishing Company \$c [1959]-

362 1 Began in 1959

588 ## Description based on: Volume 2, number. 1 (May 1961); title from cover.

588 ## Latest issue consulted: Volume 32, number. 1 (May 1981).

Example if cataloging from the last issue published:

Date type = d Date 1: 19uu Date 2: 2000

264 #1 [Place of publication not identified] : \$b [publisher not identified], \$c -2000.

362 0 -2000.

588 ## Description based on: 1999.

5. Decisions for routing to cataloger

Examine copy and if it falls into any of these categories, route to the serials cataloger. Remember to remove CATDATE for all pieces routed to the serials cataloger.

- a. No record found. Route for original cataloging
- b. Both serial and monographic records found
- c. If only record found is for a remote electronic resource (contains *\$h[electronic resource]* in the 245 (AACR2) or contains RDA 336-338 tags which identify the resource as electronic
- d. Record does not contain acceptable Encoding level (level 1, 4, 7, I, L)
- e. If it is a classified serial without a good LC call number in the 050 or 090
- f. Only non-English copy found (there is a subfield b in the 040 with a non-English language code)
- g. If record has English and another language
- h. If any accompanying materials (CD, DVD) are included
- i. If record appears to be RDA, but lacks any of the elements described in the section 3 chart above, "Clues on How to Identify RDA Records". Pay strict attention to the presence of AACR2 elements, such as the 260 tag.

6. Check if OCLC copy for serial record has the following components

- a. B1v1 = s
- b. Type = a (Mat Type in KentLINK would be "s")
- c. Desc = i or c
- d. Language in fixed field matches the predominant language of text
- e. Record contains LC call number in 050 or 090 if it is a classified serial
- f. 1XX fields: corporate bodies, authors, and any associated relationship designators that make sense

- g. Title is transcribed correctly in field 245 \$a, or relevant parts of it are traced as a variant title in the 246 \$a
- h. Frequency in fixed field matches frequency in 310 field
- i. 362 is formatted and transcribed correctly as an unformatted note
- j. Appropriate notes appear in the 5XX fields and are listed in the correct order. Two 588 tags should be present, description based on note, and the latest issue consulted note.
- k. There is at least one valid LC Subject heading "6XX X0"
- l. Linkage fields to Continues (780), Continued by (785) or Additional physical forms (776) are properly constructed

Examples:

Preceding

780 00 American Hospital Association. \$t Bulletin of the American Hospital Association \$w (OCoLC)1777831

Succeeding

785 00 \$t TEIC quarterly seismological bulletin \$x 0741-1898 \$w (DLC)sc 83007721

Alternate version of resource

776 08 \$i CD-ROM ed. also available: \$t Gale global access. Associations \$x 1065-5050 \$w (DLC) 92644578 \$w (OCoLC)26621486

If anything seems off base with these fields, route to the cataloger.

7. Remote access 856

Remove all 856 fields unless KSU pays for online access. If KSU pays for online access, route to serials staff.

8. Completion

Once acceptable copy is found, validate record on OCLC, control headings, set holdings, download record to KentLINK, and send items to serials department for check-in and processing.

CHECKING ACCEPTABLE COPY

Call number

1. Copy the call number, then perform a call number search in KentLINK using that call number
 - A. Make sure the call number of the piece you're checking isn't in use for a different serial. However, if the periodical that you have in hand is a continuation of an earlier title, continue to use the same call number as before.
 - B. Look at the subject headings of the bib records before and after the call number in question and make sure they generally match the item in hand.

Subject headings

Retain all 6xx fields, even those that aren't LC (e.g., 6xx _4 fields, 650 _2 fields (MeSH headings). Just make sure there is at least one LCSH (6XX X0)

490- 830 Series

1. In the rare event that the periodical has a series statement, check the series in the KentLINK Authority File for instructions. (For how to read Series Authority Records (SARs), see Intranet document, Series Checking for Catalogers: https://www.library.kent.edu/files/Series_for_Copy_Cataloging_TECHPRO.doc)

2. If there is no Series Authority Record in KentLINK, check OCLC's Authority File.

3. If there is no Series Authority Record in KentLINK or OCLC, accept the series as recorded on the bib record.

If there is any question about the series being classified together (e.g., the call number in the bib record includes a numbering designation such as "v."), send to the serials cataloging librarian for review.

Fields to Check to Determine if a Serial is Acceptable as-is; or is Routed to Catalog Librarian

<u>Field or Step</u>	<u>Route if :</u>	<u>Editing Action to Take</u>
Search OCLC for copy	<ul style="list-style-type: none"> No matching record Two matching records: one serial bib and one monograph bib Record not in English, or in English and another language Record is for electronic resource (presence of 006 or 007) Record has accompanying materials 	
Call number	<ul style="list-style-type: none"> No correct LC call # in 050 or 090 if it is a classified serial. Unclassified serials do not need LC number 	<ul style="list-style-type: none"> Check against catalog for "fit" – route to Catalog Librarian if it's odd, or is a classified serial without a call number OK if it follows previous serial title or is a merged title
040	<ul style="list-style-type: none"> contains \$b with a non English language code Looks to be an RDA record but does not contain \$e rda 	
6xx fields	<ul style="list-style-type: none"> no 6XX X0 fields 	<ul style="list-style-type: none"> Retain all fields
Encoding level	<ul style="list-style-type: none"> K, M, E, 2, 3, 5, or 8. (Use your best judgment for "4" and "7". Some of them may be fine.) 	
Type = a	<ul style="list-style-type: none"> Any code that's not "a" 	
BLvl = s	<ul style="list-style-type: none"> Any code that's not "s" 	
Desc = i (or c)	<ul style="list-style-type: none"> Any code that's not "i" (or "c") 	
LANG in fixed field, and 008 field, position 29	<ul style="list-style-type: none"> Doesn't match the main language of the book 	
1xx field	<ul style="list-style-type: none"> Doesn't match 	<ul style="list-style-type: none"> Check that it makes sense
245-246 fields	<ul style="list-style-type: none"> title or subtitle doesn't match there are misspellings 	
264 field (s)	<ul style="list-style-type: none"> Doesn't match 	
310 field	<ul style="list-style-type: none"> Does not match Freq field in 008 	
336, 337, 338 fields	<ul style="list-style-type: none"> Route if the content of these fields is not: 336 \$a text \$2 rdacontent 337 \$a unmediated \$2 rdamedia 338 \$a volume \$2 rdacarrier 	
362 1#	<ul style="list-style-type: none"> All 362 tags should be unformatted. Route if 362 indicators are 0# 	
490-830	<ul style="list-style-type: none"> Series doesn't match 4xx or 8xx field Series appears in bib, but doesn't exist on piece. Series treatment doesn't match instructions in KentLINK Authority Record. 	

5XX Notes	<ul style="list-style-type: none"> Notes missing that should be present. Route if lacking 588 “description based on” or “latest issue consulted” notes. 	<ul style="list-style-type: none"> Delete any existing 506 notes for access restrictions
856 \$u	<ul style="list-style-type: none"> Ask if it is a serial that we also pay for online access 	<ul style="list-style-type: none"> Delete if we do not pay for online access
Transfer to KentLINK	<ul style="list-style-type: none"> Remove CATDATE if going to Catalog Librarian 	

APPENDIX: RDA SAMPLE RECORD

Fixed field (008)

Type: a ELvl: l Srce: d GPub: Ctrl: Lang: eng
BLvl: s Form: Conf: 0 Freq: m MRec: Ctry: ohu
S/L: 0 Orig: EntW: Regl: r Alph: a
Desc: i SrTp: p Cont: DtSt: c Dates: 2005, 9999

Variable fields

006 Additional material characteristics [use to code computer file elements of an electronic serial]
007 Physical characteristics [use for electronic serials or microforms]
010 Library of Congress control number
022 # ISSN (International Standard Serial Number)
040 \$a Cataloging agency \$b language \$e rda
041 # Language codes
042 lcd
043 Geographic area code
050 00 Library of Congress classification
086 Government document classification
09x # Local classification
1xx # Name/Uniform title as preferred access point \$e relator term
 110 # Corporate author. \$e relator term
 130 # Uniform title
245 ## Title : \$b subtitle / \$c Author(s).
246 ## Alternate title(s)
247 ## Former title
250 Edition statement.
264 #1 Place of publication : \$b Publisher, \$c date (2nd indicator defines function)
300 v. : \$b other physical details ; \$c height in cm. [non-print formats only; for print serials use only
when extent of resource is known and complete].
310 Current publication frequency
321 Former publication frequency
336 \$a text \$2 rdacontent
337 \$a unmediated \$2 rdamedia
338 \$a volume \$2 rdacarrier
362 1# Beginning/ending dates of publication and/or numbering (unformatted notes only)
490 ## Series statement ; \$v volume #
5xx Notes: Place notes in order of importance, then numerical order.
 588 Description based on note and title source note (REQUIRED)
 588 Latest issued consulted (REQUIRED)
 500 General note.
 506 Restrictions on access note (delete)
 515 Numbering peculiarities note.
 530 Additional physical form note. (Use 776 \$i)
 546 Language note.
 550 Issuing body note.
 580 Linking entry complexity note.
6xx ## Subject fields for content, generally with form subdivision \$v Periodicals.
655 ## Genre/Form headings.
700 ## Authorized access points for author(s), editor(s) \$e relator terms

710 ## Authorized access points for corporate bodies \$e relator terms
730 ## Authorized access point for Uniform title
740 ## Analytical entry titles
76x-78x Linking entry fields. Most common are: 776 ## Additional physical form 780 ##
Preceding title 785 ## Succeeding title
830 ## Series statement ; \$v volume #
856 ## \$u Location/access to electronic resource, electronic version of a resource, or related
materials