



# **CONSER Standard Record Cataloging Workshop**

## **Training Manual**

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for the

**Serials Cataloging Cooperative Training Program (SCCTP)**


under the auspices of the

**Cooperative Online Serials Program (CONSER)**

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FOR DOUBLE SIDED COPY*



Serials Cooperative Cataloging Training Program  
(SCCTP)

# The CONSER Standard Record for Serials

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Updated: Jan. 31, 2009


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Documents to accompany this presentation:

- PowerPoint handouts
- Cataloging exercises
- Cataloging work forms
- Cataloger's cheat sheet
- CONSER standard record documentation

All are available at: <http://www.loc.gov/acq/conser/scctp/csr-materials.html>

[Presenter: Please check validity of links in slides prior to a workshop.]



## Objectives


- Understand reasons for the CONSER Standard Record (CSR)
- Explore principles behind the CSR
- Be familiar with the basic editing guidelines for the CSR
- Know where to find current documentation

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This session covers the principles used to develop the guidelines for the CONSER standard record (CSR) and provides a detailed look at differences between traditional serials cataloging and the CSR. The session will also point to where you can find background documents for the development of the CONSER standard record.

What are not covered in this session:

- Extensive history and background of the CONSER standard record
- Arguing the merits (pro or con) of the CONSER standard record



## Current resources

[www.loc.gov/acq/conser/issues.html#standard-rec](http://www.loc.gov/acq/conser/issues.html#standard-rec)

- Documentation
  - Metadata Application Profile (MAP)
  - Appendices
    - Decision-making guidance
    - Working with copy/record maintenance
- Cataloger's Cheat Sheet
- LCRIs


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URL for CONSER standard record documentation:

<http://www.loc.gov/acq/conser/issues.html#standard-rec>. Background information, documentation and training materials are also available from this link.

The CONSER standard record documentation consists of:

- an introduction that summarizes the development, purpose, and structure of the guidelines
- a discussion of general principles
- field-by-field instructions (the Metadata Application Profile, or MAP)
- Appendix A, which discusses such difficult questions as how to create a corporate name heading; and how to decide if a word in a title is a “resource type” (in order to determine if a title change is minor)
- Appendix B, which shows examples of serial bib records created according to the MAP; and examples of numbering complexities
- a cataloger's cheat sheet and LCRIs that were approved in support of the CONSER standard record.



## General principles

- Metadata Application Profile (MAP) identifies mandatory data elements
- Additional data elements **may** be added
- Specialized resources = specialized treatment
- Existing copy **not** changed unless incorrect
- New records maintained to new standard


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Some of the general principles of the CONSER standard record:

There are certain data elements that are required in the CONSER standard record. They are identified and explained in the Metadata Application Profile (MAP). The MAP also explains how to apply all other optional data elements, which can also be added if required by the resource or the institution. For example, specialized materials (for example, newspapers or vernacular-language serials) may require additional data elements. Cataloging communities for specialized materials have already begun to discuss “best practices” for how to adequately provide access for these special kinds of resources.

Existing cataloging copy should not be changed to reflect the new standard. Only errors and outdated information should be changed. New records, however, should be edited according to the guidelines for the CONSER standard record.

CSR replaces full and core CONSER records; minimal records (ELvl 7) are still possible.




## **“CSR” and “AACR2”: Two Practice Labels**

- CONSER standard record cataloging is an application of AACR2 cataloging
- Examples labeled “CSR” show CONSER standard record application of AACR2
- Examples labeled “AACR2” show elements beyond the requirements of “CSR”

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CSR is an application of AACR2. It is the minimum set of requirements for a CONSER-authenticated record, but catalogers can go beyond basic CSR requirements when needed. In this workshop, for shorthand purposes, we have labeled the examples either as “AACR2” or “CSR” to distinguish the full range of AACR2 elements that could be added to a record and the elements that meet basic CSR requirements.

Note: The CONSER standard record is fully supported by LCRI, just as with other LC and PCC policies and practices.



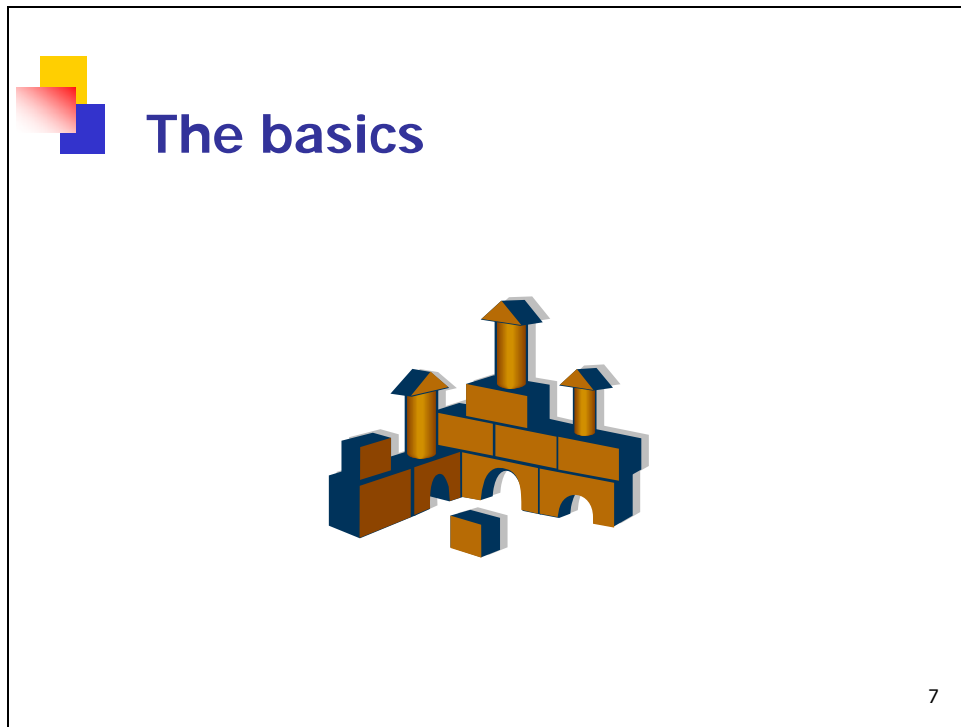
## If in doubt ...

- Follow the general principles
- Do what makes the most sense
- Do what you've always done (unless guidelines instruct otherwise)
- Exercise your cataloger's judgment!


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Here are some words of wisdom from Regina Reynolds, the co-Chair of the CONSER Working Group that developed this standard. Follow these simple steps whenever you find yourself wondering what to do next, and remember that one of things particularly emphasized by the CONSER standard record is the use of common sense and judgment in applying cataloging guidelines.





Let's do a quick overview of the basics of the CONSER standard record. We will go into more detail about specific areas and MARC fields immediately following this more general introduction.



## What's the same?


- Main entry
- Title proper
- Edition statement
- Place of publication
- Publisher
- Current frequency
- Numbering area (unformatted)
- Subject headings
- Most added entries
- Most linking fields

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Let's take a look at what's the same in the CONSER standard record.

As we can see from this checklist, the CONSER standard record, in essentials, contains the elements that users have come to expect in a CONSER record.

Before we go on to talk about what's different, remember that elements that are not required in the CONSER standard record can still be added depending upon the needs of the particular resource or the cataloging institution.



## What's different?

- Simplification
  - Fixed field, 006, 007, other MARC fields
  - Coding of indicators for 246 field
  - Authorized access points vs. transcription and/or notes
  - Limited use of differentiating uniform titles

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The CONSER standard record simplifies the coding of some rather esoteric elements in the MARC 21 format, including selected parts of the fixed field, the 006 and the 007. Coding for variant titles in the 246 is also simplified.

The CONSER standard record emphasizes controlled access rather than extensive, and sometimes redundant, transcription of descriptive elements. For example, as long as the added entries for corporate bodies are backed by name authority records in the LC/NACO Authority File, statements of responsibility and issuing body notes are not required.

Without name authority work, however, a cataloger can't take advantage of some of the simplification, and therefore must transcribe statements of responsibility or add issuing body notes. In this way, transcription takes the place of an authority record, and so ensures that the catalog record, either alone or in combination with an authority record, will still contain what users need.

Guidelines for the CONSER standard record also simplify the situations in which differentiating uniform titles will need to be applied.

Note: LCRI for 25.5B has been revised – this is the RI that established the usage of the differentiating uniform title for serials.



## What's different?

- Numbering
  - Numbering statement in note format (362)
  - Always a "Description based on" note
  - Always a source of title note (even if t.p.)
  - Always a "Latest issue consulted" note
  - Standard abbreviations not required


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In a CONSER standard record, whenever the cataloger has information regarding the first and/or last issue of a serial, it is entered in a 362 unformatted note (first indicator "1"). [Per: CSR MAP: unformatted 362 is mandatory if applicable in CSR]

Because another cataloger interpreting the record will not know whether the original cataloger had the first/last issue in hand, a "description based on"/ "latest issue consulted"/ note is always required. In effect, the formulation of cataloger's notes is no longer dependent on having the first and/or last issue in hand.

The source of title note is also always required, even if the title is taken from a title page.

The CONSER standard record will always have the same types of notes regardless of the issue being cataloged and the chief source of information used on that issue. In addition, the cataloging guidelines for the CONSER standard record allow the cataloger the option to transcribe all numbering statements just as they appear on the piece.



## Why change numbering?

- Clarity
- Consistency
- Efficiency
- Ease of training


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Here are some good reasons to simplify the transcription of numbering, and these reasons reflect the Working Group's analysis (within the FRBR context) of this area of the description, together with anecdotal evidence and feedback from both catalogers and reviewers. The redesign of the numbering area also reflects the basic objective of the CONSER standard record, which is to save time and trouble for serials catalogers and other users of serial records.

Depending on how the formatted 362 is displayed in various OPACs, users can often confuse it with a holdings statement about what the library actually owns.

Always providing the catalogers' notes in the same way eliminates steps in the cataloging decision tree and contributes to a more uniform-looking serial record. Other catalogers editing a record for changes don't have to wonder things like "was there truly a title page or did they just forget to put the source of title note?" Consistency of notes in turn allows for easier training of new serials catalogers.

Looking up standard abbreviations for dates and numbers was reported by catalogers as one of the most time-consuming activities that resulted in one of the least useful results.



## “Under development”

- MARBI proposals
  - Define separate 5xx field for cataloger notes
  - Maximize use of indicators/subfields


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Although the CONSER standard record does not require any changes to the MARC 21 format to be implemented, some changes to MARC would enhance the ability of libraries to have better control over displays. MARBI\* proposals that CSR-MARC Group members are currently developing include:

-- Designating a separate MARC tag (588) for cataloging data notes (e.g., DBO and LIC notes) so that they do not need to display with other public notes

-- Use of relator terms & codes in \$4 or \$e in 7XX (maybe better fit with FRBR & RDA); examples for the use of \$3, already defined in 7XX

\*MARBI is the shortened name for the ALA Machine-Readable Bibliographic Information Committee, a joint committee of ALCTS, LITA and RUSA. For the Committee's charge and other information, go to <http://www.ala.org/ala/alcts/divisiongroups/marbi/marbi.htm>.

A graphic consisting of three overlapping squares: a yellow one at the top left, a red one at the bottom left, and a blue one at the bottom right.

## Identification


- Encoding level = “blank”
  - 042 for CONSER records
- Authorized access points
- Subject headings

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The CONSER standard record can be identified by the same encoding level and authentication codes as those used in the traditional CONSER full records, which contain an encoding level of “blank” and an 042 authentication code such as “lc”, “lcd” or “nlc.” Encoding level refers to the completeness of the record. Authentication code refers to the authoritativeness of the headings found in the record. (For details refer to the *CONSER Editing Guide, 042 field.*)

Note: The PCC Working Group on Authentication Codes and Encoding Levels recommended in fall 2006 that 042 codes “lc” and “lcd” be replaced by “pcc.” This change has not yet been implemented; something to watch for.

As mentioned in slides 9 and 22, the CONSER standard record must contain access points that are backed by authority records in the LC/NACO Authority File. Subject headings are required for those resources that would normally have subject headings assigned to them. If a CONSER record is coded “7,” it is a minimal-level record and is not considered a CONSER standard record. For more information on how to distinguish between a CONSER record and a CONSER standard record see *CONSER Standard Record Documentation, General Principles.*



## Working with copy

- Do **not** edit records to conform to new standard
- Do **not** delete data unless incorrect
- Records may contain a mix of old and new practices (as always)

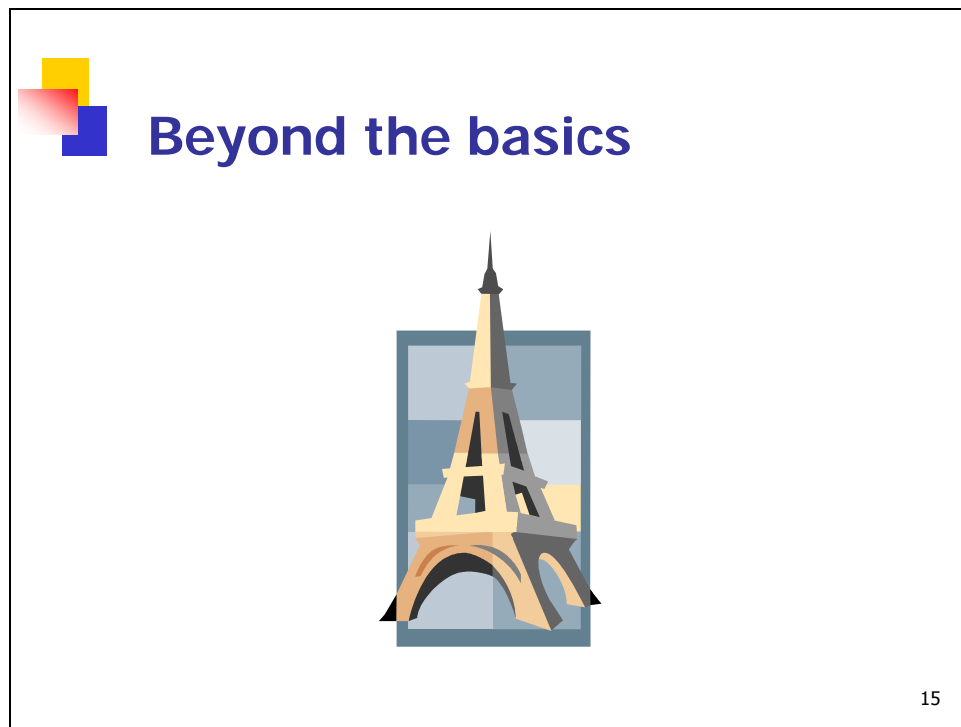
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Existing records created before implementation of the CONSER standard record do not need to be edited just to conform to the new standard. Catalogers are urged not to remove any fields from existing records unless the data in those fields is determined to be incorrect or is already outdated and would not be maintained because the information is no longer required under the new guidelines.

As a general guideline, consider any change that affects access to the record or the performance of other serials functions (such as receiving, claiming, or binding) as a candidate for maintenance.

For instructions on editing pre-AACR2 records, see *CCM* Modules 21 and 22 and *CEG* Section B, Policies for guidance in editing pre-AACR2 records. For example, from *CEG* B.4.2.4: “With the exception of updating headings to currently valid forms, changes to pre-AACR2 records should be made only in the context of the cataloging code under which the record was created.”






The following slides show various elements of the serials catalog record as created under the guidelines for the CONSER standard record. Examples and exercises discuss original cataloging as well as maintenance of existing cataloging copy.

All examples and exercises are created in the OCLC MARC 21 format and display. Instructions are taken from the Metadata Application Profile (MAP) and Appendices contained in the CONSER standard record documentation.

Please note that the wording of the MAP is in terms of “it is not required” and emphasizes cataloger’s judgment. As with all new practices, not every cataloging intricacy can be anticipated, and catalogers should focus on doing what they feel best meets the needs of the resource.

Please also note that the cataloging examples that follow will contain only those MARC fields needed to highlight a particular point; the exclusion of any given field does not necessarily indicate that it would be excluded from the CONSER standard record.



## Fixed field

<b>Type</b>	a	<b>ELvl</b>		Src	c	<b>GPub</b>		Ctrl		<b>Lang</b>	eng
<b>BLvl</b>	s	<b>Form</b>		Conf	■	Freq	■	MRec		<b>Ctry</b>	rm
<b>S/L</b>	0	<i>Orig</i>	■	EntW		Regl	■	Alph			
<b>Desc</b>	a	<b>SrTp</b>	p	Cont		<b>DtSt</b>	c	<b>Dates</b>		2005,	9999

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Here we see the fixed field for a CONSER standard record.


The bytes for Conference Publication, Frequency, and Regularity have default values of “fill character.”

ISSN Center staff has to code Freq & Regl in any records they authenticate; catalogers should update these codes to reflect current frequency info when necessary. ISSN Center staff also has to code Alph when necessary.

The bolded data elements continue to be required.

Note that “Form of Original Item” (Orig) is italicized. That is because this element is mandatory only for serials originally published as microforms. [However, the fill character has not yet been set in OCLC (at least as of 1/29/09)– so continue to code e-only resources as “s” for now!]

The content elements “EntW” (Nature of the entire work) and “Cont” (Nature of contents) are not bolded; that’s because they are now optional.



## 006 and 007 fields

- Mandatory: only first byte of 006
  - Form of material
- Mandatory: only first two bytes of 007
  - Category of material
  - Specific material designation

006	m
007	\$a c \$b r


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Coding for the 006 and 007 fields has been simplified. In this example, coding for a remote-access electronic serial would only have to contain the following:

006 code “m” computer file/electronic resource (=first byte)

007 \$a “c” for electronic resource and \$b r for remote access

Note: Additional subfields may be required for preservation microforms (as of May 2007, subfield \$e “Dimensions” is needed for microforms to pass OCLC record validation).



## Title and uniform title

- Transcribe title proper as usual: \$a, \$n, \$p
- Only create a distinguishing uniform title to resolve conflicts (LCRI 25.5B) for:
  - Monographic series
  - Serial title = Generic termor
  - Serial title = Generic term plus frequency word

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According to the revised RI for 25.5B, catalogers are not required to create or add a uniform title in order to resolve conflicts. This is true both for title main entry and for titles entered under personal or corporate main entry.

There are two exceptions:

- 1) Create distinguishing uniform titles when cataloging a monographic series\* as a serial
- 2) Create a distinguishing uniform title when a serial consists of a generic term (i.e., resource type, e.g., bulletin) or a generic term plus a frequency word (e.g., monthly newsletter)

\*Do not create a uniform title solely to express differences in format, e.g., “(Online)”

Note: Continue to create uniform titles as required for legal materials and other cases of collocating (as opposed to distinguishing) uniform titles that are not translations or language editions.



## Translations/language editions

- No uniform title
- Collocating title added entry
- Linking entry field


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According to the CRS guidelines, catalogers are not required to create or add uniform titles for translations or language editions. (This is true both for serials entered under title and those entered under personal or corporate main entry).

Instead, create a linking entry field as usual (765/767 for translations; 775 for language editions). Then also create a title added entry to collocate the serial in hand with the original language edition. Put a subfield \$l in the 730 title added entry field to indicate the language of the resource being cataloged.

Note: This is an exception to the general policy which states that title added entries (730s and 740s) are not required if they duplicate linking fields.

The next two slides will show some examples of the application of this new guideline.



**Example 1: Language edition**

Title: Education policy analysis

Also issued in French edition with title:  
Analyse des politiques éducatives

In record for French edition:

245 00 Analyse des politiques éducatives.  
730 0\_ \$a Education policy analysis. \$l French.  
775 08 \$i Issued also in English: \$t Education policy  
analysis \$x [ISSN] \$w (DLC) ... \$w (OCoLC) ...


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In this example, the work is issued simultaneously in both English and French. You are cataloging the French edition.

Previously, we would have applied AACR2 25.3C and chosen English as the predominant language, constructing a 130 uniform title with the English title. Instead, this title is standing on its own, but the 730 added entry for the English edition provides collocation (and is in fact constructed just as the 130 would have been).

The 775 linking field is constructed just as it would have been in previous practice.

Note: this is also a good example of using the existing MARC capabilities to generate a note – more on that later.



**Example 2: Translation**

Title: Guía para los servicios del condado

Translation of:  
Citizens' guide to county services

In record for translation:


245 00 Guía para los servicios del condado.  
730 0\_ \$a Citizens' guide to county services. \$l Spanish.  
765 08 \$i Spanish translation of: \$t Citizens' guide to county  
services \$x [ISSN] \$w (DLC) ... \$w (OCoLC) ...

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In this example, the work was originally issued in English and then translated into Spanish. You are cataloging the Spanish translation.

Previously, we would construct a 130 uniform title using the original English title. Instead, this title is standing on its own, but the 730 added entry for the English edition provides collocation (and is in fact constructed just as the 130 would have been).

The 765 linking field is constructed just as it would have been in previous practice. The reciprocal 767 should still be added to the record for the original, using the form of entry in the record for the translation.



## Statement of responsibility

- Have authority record → **Not** required  
(LCRI 12.1F)
- No authority record → **MUST** transcribe  
(LCRI 12.7B7.1)
- Applies to 245 \$b and \$c


22

By definition, a CONSER standard record is one in which all headings are represented by authority records in the LC/NACO Authority File. For all other records (e.g., non-CONSER records; CONSER minimal-level records), the statement of responsibility, whether contained in other title information (245 \$b) or in a stand-alone statement (245 \$c), should always be transcribed if no authority record exists or will be created.

Note 1: In order to qualify as a CONSER standard record, all controllable headings must be represented by authority records in the LC/NACO Authority File. That is, usage of a heading must be documented by authority records. For this reason, catalogers are not required to transcribe a statement of responsibility when creating a CONSER standard record.

Note 2: If a cataloger is adding a heading that is NOT backed by an authority record (and for which no authority record is to be created), then the statement of responsibility is required. In such a case, the statement of responsibility serves to document usage. This is true both for CONSER records with headings not backed by authority records and for non-CONSER records with headings not backed by authority work.





On cover:

**Horizons**

\*\* The Agency for International Development \*\*

Published in Washington, D.C. by the Agency for International Development.

Which data elements are OPTIONAL in record?

130 0\_ \$a Horizons (Washington, D.C.)

245 10 \$a Horizons / \$c Agency for International Development.

260 \_\_ \$a Washington, D.C. : \$b Agency for International Development


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Here's an example to help summarize several important points related to the CONSER standard record covered so far.

Horizons is a magazine published by the Agency for International Development, along with a traditional AACR2 description. Assume that the LC/NACO Authority File has an authority record for the Agency for International Development. Based on the information covered and what you know of the CONSER standard record, which data elements are OPTIONAL?

*[Answer: 130 field, 245 \$c, also 260 \$c (which we haven't gotten to yet)]*

Note: There are over 160 OCLC records for serials with the title "Horizon." In some library settings, where entries in the indexes already include clarifying information (e.g., publisher and dates), then the option of NOT having a uniform title with a qualifier consisting of place of publication may be welcome. In other situations, catalogers entering an original record may decide to apply the option of continuing to create a distinguishing uniform title.



On cover:

**Monthly Bulletin**  
\*\* Aquaculture Association of Canada \*\*

Published in Saint Andrews by the Aquaculture Association of Canada.

Which data elements OPTIONAL in record?

130 0\_ \$a Monthly bulletin (Aquaculture Association of Canada)

245 10 \$a Monthly bulletin / \$c Aquaculture Association of Canada.


260 \_\_ \$a Saint Andrews, N. B. : \$b Aquaculture Association of Canada

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Here is another example. In this case, the Aquaculture Association of Canada issues a Monthly bulletin. Assume that Library and Archives Canada (LAC) has an authority record in the LC/NACO Authority File. Which parts of the record are OPTIONAL?

*[Answer: only 245 \$c and 260 \$c (which we haven't gotten to yet)]*

That's right. This is a case of a title consisting of a generic term plus frequency word. So in this case, the uniform title would still be required for the CONSER standard record. However, the statement of responsibility (245 \$c) is optional.



## Other title information


- Not required to transcribe unless it provides clarification to title proper
- Record in 246 rather than 245 \$b:
  - Parallel titles (246 11)
  - Initialisms or acronyms not chosen as the title proper (246 13)

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We've looked at the title proper and the statement of responsibility. Now, we'll spend a few minutes on other title information and variant titles.

Generally, catalogers are not required to transcribe other title information. The exception is the situation where other title information is deemed important for clarification, or as support for a title proper that otherwise could be misleading.

In particular, parallel titles and initialisms/acronyms found on the chief source of information need not be recorded in the 245 \$b. Instead, catalogers may record parallel titles and initialisms/acronyms in field 246 along with other variant titles.



On title page:

Rain Clouds  
Journal of Poetry and Pessimism

Options for recording other title information?

\_\_\_ 1: 245 00 \$a Rain clouds.

\_\_\_ 2: 245 00 \$a Rain clouds : \$b journal of  
poetry and pessimism.

\_\_\_ 3: 245 00 \$a Rain clouds.  
246 13 \$a Journal of poetry and pessimism


\_\_\_ 4: 245 00 \$a Rain clouds.  
500 \_\_\_ \$a "Journal of poetry and  
pessimism."

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In the case of "Rain Clouds" which options would be valid within the guidelines of the CONSER standard record?

*[Answer: all four options are correct.]*

That's correct -- all might be valid ways to treat this other title information.



On title page:

**Wild, Wild West**  
Journal of the Western Outdoor Enthusiasts Association

Which data elements are OPTIONAL?

245 00 \$a Wild, wild west : \$b journal of the Western Outdoor Enthusiasts Association.

260 \_\_ \$a Denver, CO : \$b Western Outdoor Enthusiasts Association

710 2\_ \$a Western Outdoor Enthusiasts Association.

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Let's look at another example:

In this example the other title information contains a statement of responsibility. Both the 260 \$b and the 710 added entry make clear the corporate body's relationship to this title.

Which elements are OPTIONAL, assuming that "Western Outdoor Enthusiasts Association" is in the LC/NACO Authority File?

*[Answer: 245 \$b is not required under the guidelines.]*

Reminder: When editing existing copy, do not delete other title information or otherwise edit the catalog record to conform to the new standard.



## Variant titles

- Record all variant titles as usual
- Parallel titles/acronyms = "variant titles"


Parallel titles from chief source	246 11
Other variant titles (including initialisms/acronyms)	246 13
Minor title changes (including parallel titles found on later issues)	246 1_ \$i ... : \$a

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This slide summarizes the 246 coding for variant titles. Record parallel titles with indicators 11 and initialisms/acronyms not chosen as the title proper with indicators 13. Record minor title changes as 246 1\_ with a subfield \$i Issues for [dates] have title: \$a [minor title change]. (Also use this convention whenever you need to generate a note regarding the variant title.) All other variant titles may be coded 246 13.

Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title. Do not spend a lot of time looking for information buried in the text of the item that could possibly be considered a variant.

For online serials, generally consider recording as variant titles only those titles appearing in readily accessible sources (for example, those that can be accessed within one or two pages from the earliest issue's title page or title screen by clicking on a prominently displayed icon or menu choice on a home page or a main menu page). Many e-serials catalogers have already been following this practice; the guidelines affirm it as a best practice.



On t.p. of first issue:  
**Universal GLOBE – Globo Universal**

On t.p. of Jan. 2007 issue:  
**National Geographic Society Universal GLOBE**

[All issued by the National Geographic Society.]

How could the titles be entered under the new guidelines?

245 00 \$a


246 11 \$a

246 1\_ \$i  
\$a

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Here we have an example of a serial with a parallel title in Spanish. This serial is issued by the National Geographic Society. You have in front of you the first issue, with the title in English and in Spanish. You also have the Jan. 2007 issue, which has the title: National Geographic Society Universal Globe (which is a minor title change).

There is a record in the LC/NACO Authority File for the National Geographic Society, but no bibliographic record in OCLC. How would you enter the 245 and 246 fields, based on guidelines from the CONSER Standard Record Metadata Application Profile? Take a minute to think about your answer, and then we will look at one possibility on the next slide.



On t.p. of first issue:  
**Universal GLOBE – Globo Universal**

On t.p. of Jan. 2007 issue:  
**National Geographic Society Universal GLOBE**  
[All issued by the National Geographic Society.]

How could the titles be entered under the new guidelines?

245 00 \$a Universal globe.

246 11 \$a Globo universal


246 1\_ \$i Issues for <Jan. 2007-> have title:  
\$a National Geographic Society universal globe

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Here is one answer. Does this look like what you had in mind? Any questions or comments?

Reminder: When editing existing copy, do not delete parallel titles or otherwise edit the catalog record to conform to the new standard.





On issue:  
Title page: **SAFE -- Social Activism for Everyone**  
Spine: Journal of Social Activism for Everyone


How could the titles be entered under the new guidelines?

245 00 \$a  
246 13 \$a  
246 13 \$a

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Here is another example. In this case, you are entering an original record for a serial whose chief source has: **SAFE -- Social Activism for Everyone**. You also notice that the issue has a spine title: **Journal of Social Activism for Everyone**.

How would you enter the 245 and 246 fields, based on guidelines from the CONSER Standard Record Metadata Application Profile? Take a minute to think about your response, and then we will look at the answer on the next slide.



On issue:  
Title page: **SAFE -- Social Activism for Everyone**  
Spine: Journal of Social Activism for Everyone

How could the titles be entered under the new guidelines?

245 00 \$a Social activism for everyone.

246 13 \$a SAFE

246 13 \$a Journal of social activism for everyone

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245: Even though SAFE appears before Social activism for everyone, the full form of title is preferred as the title proper (AACR2 12.1B2)

246 13: SAFE is an acronym found on the chief source

246 13: In the past, the spine title would have been coded “246 18”; the guidelines simplify coding for many types of variant titles (cover titles, added title page titles, running titles, caption titles, and spine titles)

Catalogers can always choose to make notes on variant titles and their sources when they think the situation calls for it

Reminder: When editing existing copy, do not delete parallel titles or otherwise edit the catalog record to conform to the new standard.



## Publication information


- Place:
  - First-named place required (LCRI 12.4C)
  - Online resources: [S.I.] if not readily available
    - If country known (or reasonably guessed):  
[United States] or [United States?]
- Dates: 260 \$c not required

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The guidelines require catalogers to supply the first-named place of publication as found on the item (LCRI for 12.4C). However, catalogers are not required to supply any additional places, regardless of the home country of the cataloging agency.

For e-serial catalogers, the principle is “don’t agonize.” If the place of publication is readily available (for example, found by scrolling within a few pages of the home page or first issue page), record that place in 260 \$a. Otherwise, supply [S.I.] in field 260 \$a. Code the fixed field country code as appropriately as possible. For example, a U.S. Web site lacking location could be coded 260 \$a [United States] and the FF element “Ctry” could be coded “xxu.”

Catalogers may omit date of publication from the publication area (260 \$c); however, if you are editing existing copy for a ceased title and you elect to close off a formatted 362, also close off the 260 \$c to be consistent with the cataloging practices you have chosen to apply.



On chief source of first issue, called February 2006:

**Harwood**  
Amsterdam, Beijing, Canberra, New York  
2006

**AACR2:**

260 \_\_ \$a Amsterdam ; \$a New York : \$b Harwood, \$c 2006-

**CSR:**

260 \_\_ \$a


34

Situation: You have received the first issue of a serial published in 2006 by Harwood in four locations.

In the past, if you were cataloging this serial in the U.S., you would enter both the first location and “New York.” In addition, the Publication Area would include a beginning date. Which parts of the Publication Area are REQUIRED by the guidelines for the CONSER standard record?

*[Answer: 260 \_\_ \$a Amsterdam : \$b Harwood]*

Of course, if you have existing copy, you should not change 260 \$a information or otherwise edit the catalog record to conform to the new standard.




## Physical description

- Generally not required
- Required: Tangible, non-print resources
  - 300 \_\_ \$a CD-ROMs
  - 300 \_\_ \$a 12 microfilm reels
  - 300 \_\_ \$a sound discs

35

Physical description, coded in the 300 field, is generally not required in the CONSER standard record. The exception is for tangible non-print resources, and the subfield \$a (extent of item) is the only element required, as shown in the examples on this slide.



## Numbering

- Use unformatted 362 note
- Mandatory notes
  - DBO
  - Source of title
  - LIC
- Optional: Abbreviations, capitalization, Arabic numerals (for spelled out numbers)

36

As noted earlier, numbering (and related notes) is one area which represents a very visible change from previous practice. The next few slides will go into more detail and give examples for the general points shown here on this first slide.


For new records entered according to the guidelines:

-- Code information in an unformatted note whenever the information is available, regardless of whether the first or last issue is actually in hand.

-- Always enter a “Description based on” note to make clear which issue was used as the basis for description. Also always enter a “Source of title” note even if the title is taken from the title page. Always enter a “Latest issue consulted” note even if only one issue is available.

-- The cataloger may transcribe captions and dates as found (including abbreviations and capitalization) or use standard AACR2 abbreviations. Numbers (including ordinal numbers) may be transcribed as found or they may be recorded using Arabic numerals, whichever is easiest.

Later, we’ll cover the options for maintenance of numbering data. For now, let’s go into more detail about each of the points listed on this slide ...



## Numbering


- Use unformatted 362 note
  - Began with Volume 1, Number 1 (Spring 2004).
  - Began with neue Folge, Nummer 1 (1997); ceased with neue Folge, Nr. 11, published 2006.
  - Began with número 1 (abril 2001); first series ceased with número 12 (marzo 2003); nuevo serie began with número 1 (abril 2003).

37

Code information in an unformatted note whenever the information is available, regardless of whether the first or last issue is actually in hand. When the serial includes both numbering and date, follow the existing convention of putting the date in parentheses.

Record information about the first issue and the last issue in one 362 note, separated by a semi-colon (also existing convention).

Include new series numbering, changes in designation, etc. in this field or in a 515, whichever is clearer.



## Numbering

- **Mandatory notes**
  - Description based on julio 2004; title from t.p.
  - Description based on January/February 1988 issue; title from caption.
  - Latest issue consulted: v. 17, no. 6 (Sept. 1954).
  - Description based on 1976; title from cover.  
Latest issue consulted: 1976.

38


Always enter a “Description based on” note to make clear which issue was used as the basis for description.

Always enter a “Source of title” note even if the title is taken from the title page.

Always enter a “Latest issue consulted” note even if it’s the issue cited in DBO or is the final issue.

Some questions may arise regarding the redundancy of these notes. There are some good reasons for consistently adding them: it makes it easier to train new serials catalogers; when interpreting existing records catalogers always know that a note was intentionally added rather than just forgotten (for example, source of title); serials cataloging notes are no longer dependent upon a variety of conditions including what issues are available and where the title comes from.






## Numbering

- Optional: Abbreviations, capitalization, Arabic numerals (for spelled out numbers)
  - Volume 1, number 1 *or:* Vol. 1, no. 1
  - Vol. IV, no. 4 *or:* Vol. 4, no. 4
  - Second series *or:* 2nd ser.
  - Nouvelle série *or:* Nouv. sér.

39

As mentioned earlier, the cataloger may transcribe captions and dates as found (including abbreviations and capitalization) or use standard AACR2 abbreviations. Numbers (including ordinal numbers) may be transcribed as found or they may be recorded using Arabic numerals, whichever is easiest.

Here are some examples of how numbering and dates may be recorded in the CONSER standard record, either in the 362, 500, 515 or any other note where the numbering is used.



On chief source of first issue, called February 2006:

**Harwood**  
Amsterdam, Beijing, Canberra, New York  
2006


**AACR2:**  
260 \_\_ \$a Amsterdam ; \$a New York : \$b Harwood, \$c 2006-  
362 0\_ \$a Feb. 2006-

**CSR:**  
260 \_\_ \$a Amsterdam : \$b Harwood  
362 1\_ \$a Began  
500 \_\_ \$a Description based on

40

Let's return to our serial from Amsterdam.

If you were entering a new record for this serial according to the guidelines for the CONSER standard record, how would the 362 and 500 "Description based on" notes look? Take a few moments to think, and then we will look at the answer on the next slide.



On chief source of first issue, called February 2006:

**Harwood**  
Amsterdam, Beijing, Canberra, New York  
2006


**CSR:**

260 \_\_ \$a Amsterdam : \$b Harwood  
362 1\_ \$a Began with February 2006.  
*OR:* \$a Began with Feb. 2006.  
500 \_\_ \$a Description based on Feb. 2006; title from t.p.

41

Remember that the cataloger has the option to transcribe the months as found or to use the abbreviations found in AACR2 (i.e., Feb. 2006).

Also, re: 500 field: In the spirit of the relaxed guidelines for abbreviations, the cataloger can either spell out “title page” or use the standard abbreviation of “t.p.” It is the long-term goal that all cataloger’s notes will be recorded in a separate 5xx field that can be suppressed from public display.



First issue: Number One August/September 1970  
Last issue: #6 Spring 1972  
[Newsletter ceased with #6; Title is from cover.]

**CSR:**

362 1\_ \$a Began

500 \_\_ \$a Description based on


500 \_\_ \$a

42

Here is another situation: A donor gives your library a complete run of a local newsletter that has no copy in OCLC. The first issue is called Number One and it has a date of August/September 1970. The last issue is called #6 and has a date of Spring 1972.

(Remember: The cataloger has the option to transcribe the numbering and dates as found (in this case spelled out) or to use standard abbreviations as found in AACR2.)

Take a minute to create this segment of the CONSER standard record, and then we will look at the answer on the next slide.



First issue: Number One August/September 1970  
Last issue: #6 Spring 1972  
[Newsletter ceased with #6; Title is from cover.]

**CSR:**

362 1\_ \$a Began with Number One (August/September 1970); ceased with #6 (Spring 1972).

500 \_\_ \$a Description based on Number One (August/September 1970); title from cover.


500 \_\_ \$a Latest issue consulted: #6 (Spring 1972).

43

Here is one possible option.

Another option: 362 1\_ \$a Began with no. 1 (Aug./Sept. 1970); ceased with #6 (spring 1972).

Of course, some judgment is expected when applying the guidelines. If, for example, all of the words related to numbering appeared in caps (NUMBER ONE AUGUST & SEPTEMBER 1970), the cataloger would most likely avoid exact transcription in favor of readability.



## Numbering (maintenance)

- Ceased title (have last issue)
  - Add to existing 362 0\_  
*or*
  - Add a separate unformatted note (362 1\_)
- New series
  - Add to existing 362 0\_  
*or*
  - Convert to unformatted note (362 1\_)

44


Turning to maintenance of existing records (cataloged prior to implementation of the CONSER standard record), let's look at two common situations:

**Ceased title:** To add an ending designation, the cataloger can add to an existing formatted 362 according to previous practice or add a separate unformatted 362.

**New series:** To indicate new series, changes in numbering, etc., the cataloger may add to an existing formatted 362 according to the previous practice. Or, the cataloger may convert the information into an unformatted note that includes new series information.

Let's see how this might work in practice ...

Note: This information is in Appendix A "Working with Copy and Record Maintenance"



In OCLC record:  
362 0\_ \$a Vol. 1, no. 1-  
500 \_\_ \$a Latest issue consulted: Vol. 4, no. 3.

Ceased with: Volume 4, number 4, with publication date of 2005 (last issue in hand).

**CSR:**

\_\_\_\_ 362 0\_ \$a Vol. 1, no. 1-v. 4, no. 4.  
\_\_\_\_ 362 0\_ \$a Vol. 1, no. 1-  
362 1\_ \$a Ceased with v. 4, no. 4, published in 2005.  
500 \_\_ \$a Latest issue consulted: v. 4, no. 4.


45

Situation: You receive the last issue of a journal. The numbering information is volume 4, number 4. The issue lacks a coverage date, but has a publication date of 2005. In OCLC, you find a CONSER record with a formatted 362 entered under previous AACR2 conventions.

Which of these options *could* you use to update the record?

That's right! Both options are correct.

Note: If you choose the first option, that is, to close off a formatted 362, there are a few more points to make about that ...



**Remember for both options:**  
 Fixed Field:  
     DtSt: d  
     Supply ending date

**Option 1 (AACR2):**  
 260 \_\_ \$a Los Angeles, CA : \$b Westwood Pub.,  
     \$c 2001-2005.  
 362 0\_ \$a Vol. 1, no. 1-v. 4, no. 4.

**Option 2 (CSR):**  
 260 \_\_ \$a Los Angeles, CA : \$b Westwood Pub.  
 362 0\_ \$a Vol. 1, no. 1-  
 362 1\_ \$a Ceased with v. 4, no. 4, published in 2005.  
 500 \_\_ \$a Latest issue consulted: v. 4, no. 4.


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About choosing Option 1:

Keep in mind that you have chosen to edit the record according to a particular set of cataloging standards that were in place before the implementation of the CONSER standard record; therefore, you need to be prepared to edit any other fields that relate to this one according to that same standard. For example, you should add an ending date in the 260 \$c, since this indicates you had the last issue in hand (per former practice); but you should *not* add an LIC note because it would not have been used on this record since the last issue is cited in the formatted 362.

In terms of maintenance of records, it is going to take a little bit of patience at first to be able to apply the new standard and yet respect former cataloging practices. Remember that since the guidelines for the CONSER standard record allow you to choose which standard to apply when maintaining 362 information, the rest of your record will need to reflect the choice you've made.





In catalog record:  
362 0\_ \$a No. 1-no. 6 ; [new ser.], no. 1-

You have two issues:  
-- No. 3, published in 2004 (last issue of "new ser.")  
-- 3rd series, No. 1, published in 2006

How would *you* update the catalog record for the 3rd series?

- Add to formatted 362
- Convert formatted 362 to unformatted note
- Leave existing 362; add separate unformatted 362


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This situation is somewhat more complex. In this case, you have TWO issues: one issue represents the last issue of the "new series"; the other issue represents the first issue of the subsequent series, series 3. All three of these options are valid under the guidelines:

- You could add to the existing formatted 362 (following AACR2)
- You could convert the existing 362 to unformatted note and add the new information
- You could leave the existing note and add an unformatted note

Which option do you prefer? Which option may require edits to other parts of the existing catalog record? Why or why not?

Having considered our options, let's see how one of the options would actually look ...



In catalog record:  
362 0\_ \$a No. 1-no. 6 ; [new ser.], no. 1-

You have two issues:  
-- No. 3, published in 2004 (last issue of "new ser.")  
-- 3rd series, No. 1, published in 2006

362 0\_ \$a No. 1-no. 6 ; [new ser.], no. 1-


362 1\_ \$a [New series] ended with No. 3, published in 2004; 3rd series began with No. 1, published in 2006.

500 \_\_ \$a Latest issue consulted: 3rd series, No. 1, published in 2006.

48

This illustrates one of the options a cataloger could follow when maintaining an existing record. In this case, the cataloger chose to leave the existing formatted 362 and enter a separate unformatted note to describe the two newer issues.

Reminder: The cataloger may transcribe captions and dates as found (including abbreviations and capitalization) or use standard AACR2 abbreviations. Numbers (including ordinal numbers) may be transcribed as found or they may be recorded using Arabic numerals, whichever is easiest.



## Frequency

- Required: Current frequency (310)
  - Fixed field = fill characters
- Optional: Former frequency (321)
- Maintenance (existing records):
  - Update 310 with current frequency
  - Move previous frequency to 321 field
  - Leave all existing 321 fields

49

We also have some options in the guidelines regarding frequency notes.


As discussed earlier, the cataloger may leave the default fill characters for both Frequency and Regularity.

Original cataloging: When entering an original record according to the guidelines, ALWAYS record the current publication frequency in the 310 field if known. This is required.

Original cataloging: Former frequency notes (that is, 321 fields) are optional in original cataloging.

Maintenance: To update a record created earlier under AACR2 that has an existing 310 field, move the former frequency to a 321 field and enter the current frequency in the 310 field (this is already established practice). Do NOT delete former frequencies just to conform to the new standard.

Note: the guidelines do NOT recommend the option of converting Freq/Regl and deleting the former frequency.



Item(s) described:

Monthly, 1999-2000; three times a year, 2000-2003;  
quarterly, 2004-

Creating an original record:

Fixed field:            Freq:

                                      Regl:

310 \_\_ \$a

321 \_\_ \$a

321 \_\_ \$a

50

Situation: You have received a complete run of a serial that began in 1999 and that has no existing record in OCLC.

The publication changed from a monthly schedule to publication three times a year. Then it changed again to quarterly publication.

If you are entering an original catalog record according to the new guidelines, how many 3XX fields would you have? Take a few moments to think and then we will look at the answer on the next slide ...

As discussed earlier, the cataloger may leave the default fill characters for both Frequency and Regularity.

**Item(s) described:**

Monthly, 1999-2000; three times a year, 2000-2003;  
quarterly, 2004-

**If creating an original record:**

310 \_\_ \$a Quarterly

**If editing existing copy:**

310 \_\_ \$a Quarterly, \$b 2004-


321 \_\_ \$a Monthly, \$b 1999-2000

321 \_\_ \$a Three times a year, \$b 2000-2003

Notice the difference between what you would do if creating an original record and what you would do if maintaining an existing record.

When editing an existing record, move previous frequencies to 321 fields. The order of the 321 fields is chronological.

Do NOT remove former frequencies to conform to the new standard.



## Series

- Series statement (490):
  - If series added entry made →  
**Not** required
  - If no series added entry made →  
**MUST** transcribe
- Series added entry (8xx):
  - Record authorized form here – no 440!

52

For *traced* series:


In a CSR, it is not required to transcribe a series statement appearing on the piece as long as the authorized form of the series is provided in the 8xx field. A series authority record required for the series heading in the 8xx field.

ISSN and materials specified information about the series can be recorded in subfield \$x and \$3 of field 490 or 830.

Reminder: Field 440 was made obsolete in late 2008.

In cases where no series authority record exists or will be created, the cataloger must transcribe the series statement so that usage can be documented.

The following slides show examples of the new series treatment ...




On item described:  
**Reports of the Mono Lake Committee**

In LC/NACO Authority File:  
130 \_0 \$a Report (Mono Lake Committee)

In catalog record:  
245 00 \$a This month at Mono Lake.  
260 \_\_ \$a Lee Vining, CA : \$b Mono Lake  
Committee  
830 \_0 \$a Report (Mono Lake Committee)

53

In this example, there is a series authority record in the LC/NACO Authority File for the Reports of the Mono Lake Committee. No 4xx is required; only the authorized form (830) is recorded in the bibliographic record.



On item described:  
**National parks occasional news brief**  
(No LC/NACO Authority File record)

In catalog record:  
245 00 \$a Yosemite this month.  
260 \_\_ \$a Lee Vining, CA : \$b Eastern Sierra  
Mountain Climbers Association  
490 0\_ \$a National parks occasional news brief


54

In this example, there is no LC/NACO series authority record for the National parks occasional news brief, and none is being created. The cataloger is therefore required to transcribe the series statement as found to record usage.

The cataloger would record the series in a 490 or 830; 440 made obsolete in 2008.

Note: One of the recent MARBI changes was the re-definition of the indicator “1” in the 490, from the currently defined “Series traced differently” to: “Series traced” – this allows all series to be transcribed in 490 fields, whether traced or not traced (first indicator “0”), and whether they are in the series entry form or not.





## Issuing body notes (LCRI 12.7B7.1)


- Optional: If authority record exists
- Required: If authority work does not exist and will not be created
- Also required: If issuing responsibility for the work changes

55

Catalogers are not required to use 550 or other notes simply to justify added entries providing that a heading for the body has been established in the LC/NACO Authority File.

If a corporate body's name has changed over time, update the authority record in the LC/NACO Authority File to reflect these changes. In addition, if a corporate body changes its name, or a new body becomes responsible for the work, add an appropriate 550 note and a make access points on the bibliographic record as necessary.

Reminder: A CONSER standard record is one in which all headings are represented by authority records in the LC/NACO Authority File. For all other records (both non-CONSER records and CONSER records), the issuing body note should always be transcribed if no authority records exist nor will be created.



On item described:

**Behavior therapy**  
*Official journal of the Association for Advancement of  
Behavior Therapy*


[Published by Elsevier]  
[LC/NACO Authority File record exists for the  
Association]

In catalog record:

245 00 \$a Behavior therapy.  
260 \_\_ \$a New York : \$b Elsevier  
710 2\_ \$a Association for Advancement of Behavior  
Therapy.

56

In this example, the 550 field is not required, because the issuing body is represented by a national level name authority record. The 710, an authorized access point, is the “justification” for the body.



On (later) issue for Jan. 2006:  
*Official journal of the Association for Behavioral  
and Cognitive Therapies*  
[Authority record exists for later name of the  
Association]

In catalog record:

260 \_\_ \$a New York : \$b Elsevier


550 \_\_ \$a Issued by: Association for Behavioral and  
Cognitive Therapies, <2006->

710 2\_ \$a Association for Advancement of Behavior  
Therapy.

710 2\_ \$a Association for Behavioral and Cognitive  
Therapies. \$3 <2006->

57

In this example, the 550 field is required, because the issuing body has changed and an additional 710 has been added to the catalog record.



## Miscellaneous ...

- Prefer linking fields if feasible:
  - 776 08 \$i, not 530
  - 7xx note generation, not 580
  - 730, 740 not required if linking field exists
- Optional fields/subfields:
  - 041 0\_ use only \$a (record details in 546)
  - 538 not required except ...
- Refer to MAP and Cataloger's Cheat Sheet

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This is a summary slide for some miscellaneous areas of the CONSER standard record.

*Where feasible*, prefer to use linking fields and their existing note-generating capabilities (this will not always be possible depending on your local system). For example:

530: Prefer to use a 776 \$i rather than a 530 note to describe any additional formats available.

580: Prefer to use the note-generating capabilities in indicators and subfields of 7xx fields.


041: If the main content of the serial is in more than one language, record all those languages in repeatable \$a's in field 041. It is not required to code the other subfields; instead, record all information about languages in an eye-readable 546 note. This includes multiple languages, translations, different languages of summaries, tables of contents, or accompanying material.

538: For direct access electronic resources, catalogers are not required to make a 538 note except in cases when it is necessary to indicate the type of operating system or the make and model of the computer(s) on which the resource is designed to run. For remote access electronic resources, make a note on the mode of access only if the resource is accessed other than through the World Wide Web.



Let's look at the answers to our cataloging exercises [three slides to follow]:

Note that the Fixed Fields and 0XX fields have generally been omitted from these records for reasons of space. The only thing to really note about the fixed field is that Conf, Freq, and Regl are optional, and that the default fill characters do pass OCLC validation.



## Exercise A


245 00 \$a TDM review.  
246 13 \$a Transportation demand  
management review  
260 \_\_ \$a Washington, D.C. : \$b UrbanTrans  
Consultants, Inc.  
310 \_\_ \$a Quarterly

60

Notice that there is no 362 field at all, because the cataloger did not have information about the beginning or ending dates of publication.

In this example, the cataloger opted to transcribe the numbering exactly as it appeared on the piece. Did anyone do this differently? Yes! It's still correct. You can always opt to use the standard abbreviations as found in AACR2, and you can also choose to substitute Arabic numerals for roman numerals.

Let's continue with the next exercise ...



### Exercise A, cont'd.

500 \_\_ \$a Description based on Volume IX, Number II (spring 2001); title from cover.

500 \_\_ \$a Latest issue consulted: Volume IV [i.e., XIV], Number I (2006) = 2006, Issue 1.

515 \_\_ \$a Issues for 2002- also called: 2002, Issue 3-

710 2\_ \$a Association for Commuter Transportation.

61

Notice that there is no 362 field at all, because the cataloger did not have information about the beginning or ending dates of publication.

In this example, the cataloger opted to transcribe the numbering exactly as it appeared on the piece. Did anyone do this differently? Yes! It's still correct. You can always opt to use the standard abbreviations as found in AACR2, and you can also choose to substitute Arabic numerals for roman numerals.

Anybody have anything different or that they would add/take away from this? Please raise your hand and let us know!

Let's continue with the next exercise ...



## Exercise B

245 00 \$a Journal of Turkish literature.

246 13 \$a JTL

260 \_\_ \$a Ankara : \$b Bilkent University Center for  
Turkish Literature

310 \_\_ \$a Annual

362 1\_ \$a Began with Issue I (2004).

500 \_\_ \$a Description based on Issue I (2004); title  
from title page.

500 \_\_ \$a Latest issue consulted: Issue I (2004).


710 2\_ \$a Bilkent Universitesi. \$b Turk Edebiyati  
Merkezi.

[diacritics not supplied]

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How about this one? Anybody have anything different or that they would add/take away from this?





## Exercise C


006 m  
007 \$a c \$b r  
245 00 \$a Bayesian analysis \$h [electronic resource].  
260 \_\_ \$a Pittsburgh, PA : \$b Dept. of Statistics,  
Carnegie Mellon University  
310 \_\_ \$a Quarterly  
362 1\_ \$a Began with Volume 1, Number 1 (2006).  
500 \_\_ \$a Description based on Volume 1, Number 1  
(2006); title from HTML contents page  
(publisher's Web site, viewed Feb. 4, 2009).

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This last example is for a remote-access electronic journal.

Note the simplified 006 and 007. Remember that the 006 is technically part of the fixed field and you would enter it using a pull-down menu in OCLC Connexion.

How about this one? Anybody have anything different or that they would add/take away from this?



### Exercise C, cont'd.

500 \_\_ \$a Latest issue consulted: Volume 2,  
Number 1 (2007) (viewed Feb. 4, 2009).

710 2\_ \$a International Society for Bayesian  
Analysis.

710 2\_ \$a Carnegie-Mellon University. \$b Dept. of  
Statistics.

856 40 \$u <http://ba.stat.cmu.edu/>

64

This last example is for a remote-access electronic journal.

Note the simplified 006 and 007. Remember that the 006 is technically part of the fixed field and you would enter it using a pull-down menu in OCLC Connexion.

How about this one? Anybody have anything different or that they would add/take away from this?



In the few minutes remaining, we will go over the following questions that will help us as we continue to develop training materials. Your comments and ideas are appreciated.



## For Discussion

1. Which of these changes affect search/display of records in your local catalog?
2. Do any of these changes have an impact on your work? Which ones?
3. Has your library developed any policies or cue sheets based on the guidelines?
4. What are the next steps for you, in using the information covered in this session?



## Questions? Comments?



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Thank You! Please be sure to fill out an evaluation form.