

# Series

Overview .....	1
Changes from Original RDA and PCC practice.....	1
Terminology .....	4
Examples .....	5
Workflow for describing a series in a MARC bibliographic record .....	6
Workflow for creation of a description of a series (as an instance of the Work entity) in a MARC authority record .....	7
Workflow for creation of a description of a series (as an instance of the Expression entity) in a MARC authority record .....	9
Update History.....	10

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## Overview

This is a Metadata Guidance Document (MGD) for Series. Series practice in RDA is governed by the domains [Work](#) and [Expression](#), and related LC-PCC policy statements and metadata guidance documentation.

Series is defined in the RDA glossary as “A set of manifestations that embody the parts of a work, the issues of a serial work, or the units of a manifestation.” This MGD covers the first two defined type of series, “a set of manifestations that embody the parts of a work” and “the issues of a serial work.”

A series is an aggregating work.

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## Changes from Original RDA and PCC practice

Original RDA and PCC Practice	Official RDA and PCC Practice
Gives instructions on record syntaxes for access point control.	<p>Does not include instructions on coding of access points.</p> <p>The LC-NACO Authority File (NAF) is an example of a <a href="#">Vocabulary Encoding Scheme</a> (VES). Vocabulary Encoding Schemes that are not based on RDA Reference Value Vocabularies are left to community practice.</p> <p>See <a href="#">MG: Vocabulary Encoding Schemes</a></p>
Speaks in terms of “record” syntaxes.	<p>Speaks in terms of “metadata description sets.”</p> <p>An LC/NACO authority record (NAR) is an example of a <a href="#">metadata description set</a>, “A metadata work that is an aggregating work that ... arrange[s] ... one or more metadata statements that describe one or more individual instances of RDA entities ...” A <a href="#">metadata statement</a> is “... a piece of metadata that assigns a value to an RDA element that describes an individual instance of an RDA entity.”</p>
Series are divided between monographic series and multipart monographs	The term monographic series no longer appears in RDA. Multipart monograph is referred to as multiple unit. PCC practice retains the distinction between the two types of series, however.
Series follow the FRBR model for aggregates.	Series follow the LRM model for aggregates.
Monographic series are works that can exist in more than one expression and manifestation.	Monographic series, as serials, conform to the “WEM-lock”, i.e., a given monographic series can have only one expression and one manifestation. (Multipart monographs will continue to be able to have multiple expressions and manifestations per PCC decision.)
RDA 6.27.1.9 provides for recording of Other distinguishing characteristic of work (RDA	There is no specific provision for recording other distinguishing characteristic. However,

<p>6.6, MARC 381 subfield \$a) if other elements are insufficient or inappropriate for distinguishing between two or more works that would otherwise have the same authorized access point.</p>	<p>the <a href="#">option</a> under <a href="#">Effective description</a> of Work allows agencies to record elements that are specified by an application profile, and the <a href="#">LC/PCC practice</a> is to apply the option. Catalogers may continue to add other distinguishing characteristic to access points and record this element in MARC 381 subfield \$a.</p>
<p>RDA 6.27.3 provides for recording of Other distinguishing characteristic of expression (RDA 6.12, MARC 381 subfield \$a) if other elements are insufficient or inappropriate for distinguishing between two or more expressions that would otherwise have the same authorized access point.</p>	<p>There is no specific provision for recording other distinguishing characteristic. However, the <a href="#">option</a> under <a href="#">Effective description</a> of Expression allows agencies to record elements that are specified by an application profile, and the <a href="#">LC/PCC practice</a> is to apply the option. Catalogers may continue to add other distinguishing characteristic to access points and record this element in MARC 381 \$a.</p>
<p>No formal elements for recording associated corporate bodies in descriptions of works or expressions. Bodies associated with works are recorded as other distinguishing characteristic of work or expression in MARC 381.</p>	<p>Numerous elements for recording associated corporate bodies in descriptions of works or expressions. In addition to recording relationships in 5XX, 373 may be used to record associated bodies.</p>
<p>A subseries is treated separately from the main series.</p>	<p>All instructions about subseries are combined with instructions for the main series or more general instructions for work. There are no elements specifically for subseries aside from the relationship elements <a href="#">subseries</a> and <a href="#">subseries of</a>.</p>

PCC is continuing most of its practices for series after implementation of official RDA.

Recording series statements in bibliographic records remains core both for LC and PCC.

LC will continue not to create or update series authority records (SARs) and will not trace (index) series in bibliographic records, although they will accept copy from other agencies that trace series in bibliographic records.

PCC catalogers may at their discretion continue to trace series in bibliographic records and create/update series authority records.

This MGD assumes differing LC and PCC practice and will not repeat the distinction. It assumes all catalogers will be recording series statements in bibliographic records, and guidance for creation and maintenance of SARs is written with the assumption that a non-LC cataloger has chosen to work with SARs.

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## Terminology

Most terminology relating to series disappeared from official RDA. For clarity and continuity of practice, this MGD will continue to refer to multipart monographs and monographic series, and will follow original RDA's definition of series. These terms are defined as follows:

### **Series**

A group of separate manifestations related to one another by the fact that each manifestation bears, in addition to its own title proper, a collective title applying to the group as a whole, with or without numbering.

### **Multipart monograph**

A mode of issuance of a manifestation issued in two or more parts, either simultaneously or successively, that is complete or intended to be completed within a finite number of parts.

*Note:* not all multipart monographs are series (e.g., *Encyclopaedia Britannica* is a multipart monograph under this definition, but is not a series). A multipart monograph series conforms to both the characteristics of the definition of series and that of multipart monograph.

### **Monographic series**

Monographic series was never defined in RDA. PCC has adopted a working definition:

A group of monographs that does not have a predetermined conclusion, each of which bears, in addition to its own title proper, a collective title applying to the group as a whole.

*Note:* all monographic series are serials.

The chief distinction between multipart monograph and monographic series is that a multipart monograph has a predetermined conclusion (it has a finite number of parts); a monographic series does not have a predetermined conclusion. This means that a monographic series is a type of serial; a multipart monograph is not a serial.

*Note:* All series created by single personal agents are assumed to be multipart monographs because the (human) agent will eventually die, bringing the series to a conclusion. Monographic series, since there is more than one agent involved, could theoretically continue indefinitely.

## Examples

### **Monographic series** (no predetermined conclusion)

The Criterion collection

A series of classic films including:

Pan's labyrinth  
His girl Friday  
Eraserhead

Let's-read-and-find-out science stage 2

A series of children's books explaining various science topics including:

The international space station  
Gravity is a mystery  
Germs make me sick!

Wild Nevada

A television series including these episodes:

Winnemucca to Denio  
Fallon/Sheldon N.W.R./Wells

### **Multipart monograph** (predetermined conclusion/finite number of parts)

The lord of the rings

Trilogy of novels by J.R.R. Tolkien including:

The fellowship of the ring  
The two towers  
The return of the king

Behind the silver screen: a modern history of filmmaking

Series of nonfiction works about a variety of filmmaking topics. Series title page reads: "When complete, the series will comprise 10 volumes, one each on ten significant tasks." Series includes:

Editing and special/visual effects  
Producing  
Acting

The distinction between monographic series and multipart monograph is important because:

### **Monographic series**

1. Because they are serials, if the title changes we create a new description (authority record (AR)) (it's considered a new work)
2. Because they are serials, if any other aspect changes (e.g. it is translated into another language, or it moves from text to an audio format) we create a new description (AR) (it's considered a new work). This is new with official RDA.

### **Multipart monographs** (under PCC policy)

1. If the title changes, we use the same description (AR) (it is not considered a new work)
2. If other aspects change (e.g. it is translated into another language, or it a spoken word version is created for a multipart monograph that was originally text) we create a new *expression* description (AR) (it isn't considered a new work; rather it's considered an expression of the same work). This continues original RDA practice, by PCC policy.

For more information on the treatment of aggregates in RDA, see Guidance > [Aggregates](#). Series are "collection aggregates".

Most monographic series are diachronic works. For more information on the treatment of diachronic works in RDA, see Guidance > [Diachronic works](#), where the "WEM lock" is explained.

Note that under [Cardinality restrictions for specific kinds of work](#) the following restriction applies: "A *static work* that is an *aggregating work* must be realized by one and only one expression." This is informally known as the WE lock. PCC considers multipart monographs to be static works, but PCC will not apply this restriction to them. Multipart monographs will continue to be able to exist in multiple expressions.

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## **Workflow for describing a series in a MARC bibliographic record**

The series statements found in manifestations of component parts of a series are stored as part of PCC-BIBCO bibliographic records, i.e. PCC metadata description sets, in databases such as OCLC or the LC catalog following RDA and LC-PCC Policy Statements (PSs) and Metadata Guidance Documents (MGDs). A standardized form of the series statement, used for indexing and collocation, may also be recorded in the bibliographic record.

1. Note that the manifestation you are cataloging is a component part of a series. This information may come from a statement or statements in the manifestation itself, or, optionally, from another source such as a publisher's website.
2. If found in the manifestation, record the [series statement](#) (see overall guidance in the [MG: Series: Series statement](#) including information on transcription and string encoding scheme). If a series statement is recorded from a source outside the resource being cataloged (including CIP data), enclose the series statement in square brackets. If considered important for identification, explain in a note the source of the series statement.  
Caution: consider whether or not a statement found in the manifestation is simply a "series-like phrase", i.e., not a series statement at all (see [MG: Series: Series-like phrases](#)). If not:
  - a. Record the [title of series](#) (see [MG: Series: Title of series](#)). This is a core (required) element. The [title of series](#) element includes subseries. If the resource (including multiple-volume resources) is in more than one series, see [MG: Series: Series statement: Multiple series](#).
  - b. If applicable and you think it will be helpful to users of the database or is necessary to identify the series, record
    - i. [parallel title of series](#) (see [MG: Series: Parallel title of series](#))
    - ii. [other title information of series](#) (see [MG: Series: Other title information of series](#))
    - iii. [parallel other title information of series](#) (see [MG: Parallel other title information of series](#))
    - iv. [statement of responsibility relating to series](#) (see [MG: Series: Statement of responsibility relating to series](#))
    - v. [parallel statement of responsibility relating to series](#) (see [MG: Series: Parallel statement of responsibility relating to series](#))
  - c. Record [ISSN](#) if present in the manifestation (see [MG: Series: ISSN](#))
  - d. Record [numbering within sequence](#) if applicable (see [MG: Series: Numbering within sequence](#))
3. Index the series if your agency indexes series and the authority record for the series calls for it (see [MG: Series: Issue of](#) and, for information about tracing (indexing) practice as recorded in the authority record, [MG: Series: Non-RDA elements](#)).

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## Workflow for creation of a description of a series (as an instance of the Work entity) in a MARC authority record

Program for Cooperative Cataloging metadata description sets for the RDA Work entity are stored as Name Authority Records (NARs) in the LC-NACO Authority File (NAF) following RDA and LC-PCC Policy Statements (PSs) and Metadata Guidance Documents (MGDs)

1. A series is an (aggregating) work. Consider what type of series you are dealing with (see discussion earlier in this MGD).
  - a. Multipart monograph

- b. Monographic series
2. Consider the entity boundaries of the series work. You may be dealing with a different series work from a similar series named on another manifestation. Ask yourself questions such as: Has the title changed? Is it a major change? Is the physical format different? Is the content type different? Is this part of a new publication of the same component parts issued earlier in a different manifestation? Is it a translation of a series, in whole or in part? (see [MG: Series: Entity boundary](#))
3. Is the statement a series-like phrase, i.e. not a series statement at all? If so, consider creating a series-like phrase record if you think future catalogers might be confused by the statement (see [MG: Series: Series-like phrases](#)).
4. Check the NAF to make sure the series work has not already been established. If it has, use the authorized access point form found there unless there is clearly an error. Consider enhancing the NAR with RDA elements not already there.
5. If no NAR is found, create one.
6. Find information about the series work, at a minimum using the resource in hand. Other sources of information may also be consulted. Useful sources of information include the publisher's or author's website.
7. Record the information you find using [Source consulted](#) elements. ([MG: Series: Source consulted](#))
8. Record RDA attribute and relationship elements for the series work. A few elements are core (see details in MGDs listed below). Record other elements if they would help identify or clarify the series or relationships to other entities, or distinguish the series from other entities with the same name.
  - a. [category of work](#) (see [MG: Series: Category of work](#)) [formerly form of work]
  - b. [date of work](#) (see [MG: Series: Date of work](#))
  - c. [place of origin of work](#) (see [MG: Series: Place of origin of work](#))
  - d. [related corporate body of work](#) (see [MG: Series: Related corporate body of work](#))
  - e. other distinguishing characteristic of work (see [MG: Series: Other distinguishing characteristic of work](#))
  - f. [history of work](#) (see [MG: Series: History of work](#))
9. Record identifier for work. The LCCN is the basic identifier for the work in the NAF, and will be recorded automatically. If desired you may record other identifiers such as ISSN. See [MG: Series: Identifier for work](#) and [NACO 024 Best Practices Guidelines](#).
10. Record non-RDA elements. See the [MG: Series: Non-RDA elements](#).
  - a. Series treatment elements
    - i. Numbering pattern (required if applicable)
    - ii. Series numbering peculiarities
    - iii. Place and publisher/issuing body (required)
    - iv. Local treatment
      1. Analysis practice
      2. Tracing practice (required)
      3. Classification practice
  - b. Call numbers
  - c. Audience characteristics
  - d. Creator/contribution characteristics
  - e. MARC fixed-field elements
11. Considering all the evidence, choose a preferred title for the series. See discussion in [MG: Series: Preferred title of work](#). Record it as part of a [source consulted](#) element [MG: Series: Source consulted](#). Note other names or forms of names to consider recording as variant names (see below). See discussion in [MG: Series: Variant title of work](#).

- a. Has the series changed its title, format, content type, etc.? If so, a separate NAR may be needed. See discussion in [MG: Series: Entity boundary](#).
12. Create an authorized access point for the series work. Record it in the 1XX field of the NAR. See discussion in [MG: Series: Authorized access point for work](#).
13. Considering all the evidence, record variant titles. Record them as part of [source consulted](#) elements [MG: Series: Source consulted](#). See discussion in [MG: Series: Variant title of work](#).
14. Create variant access points for the series work if considered helpful to users of the database. Record them in 4XX fields of the NAR. See discussion in [MG: Series: Variant access point for work](#).
15. Record relationships to other entities related to the series work. Record them in 5XX fields of the NAR. See discussion in [MG: Series: Related RDA entity of work](#).
16. Add the NAR to the database, or, if updating an NAR, replace the existing NAR.
17. Use the authorized access point as needed in bibliographic records.

## Workflow for creation of a description of a series (as an instance of the Expression entity) in a MARC authority record

Program for Cooperative Cataloging metadata description sets for the RDA Expression entity are stored as Name Authority Records (NARs) in the LC-NACO Authority File (NAF) following RDA and LC-PCC Policy Statements (PSs) and Metadata Guidance Documents (MGDs)

This workflow applies *only* to expressions of *multipart monograph* series.

1. Considering the definitions under terminology in this MGD, determine that the series is a multipart monograph.
2. Considering [MG: Series: Entity boundary](#), determine that you are dealing with a different expression of the multipart monograph series work (e.g. a translation, a different format such as an audio version, etc.)
3. Check the NAF to make sure the expression of the multipart monograph series work has not already been established. If it has, use the authorized access point form found there unless there is clearly an error. Consider enhancing the NAR with RDA elements not already there.
4. If no NAR is found, create one.
5. Find information about the expression, at a minimum using the resource in hand. Other sources of information may also be consulted. Useful sources of information include the publisher's or author's website.
6. Record the information you find using [source consulted](#) elements. ([MG: Series: Source consulted](#)). Be sure to record expression-related information (such as the names of translators, narrators, etc.) as appropriate.
7. Record RDA attribute and relationship elements for the expression of the multipart monograph series work. A few elements are core (see details in MGDs listed below). Record other elements if they would help identify or clarify the series or relationships to other entities, or distinguish the series from other entities with the same name.

- a. [date of expression](#) (see [MG: Series: Date of expression](#))
  - b. [language of expression](#) (core) (see [MG: Series: Language of expression](#))
  - c. [content type](#) (core) (see [MG: Series: Content type](#))
  - d. [designation of version](#) (see [MG: Series: Designation of version](#))
  - e. other distinguishing characteristic of expression (see [MG: Series: Other distinguishing characteristic of expression](#))
8. Record identifier for expression. The LCCN is the basic identifier for the expression in the NAF, and will be recorded automatically. If desired you may record other identifiers. See [MG: Series: Identifier for expression](#) and [NACO 024 Best Practices Guidelines](#).
  9. Record non-RDA elements. See the [MG: Series: Non-RDA elements](#).
    - a. Series treatment elements
      - i. Numbering pattern (required if applicable)
      - ii. Series numbering peculiarities
      - iii. Place and publisher/issuing body (required)
      - iv. Local treatment
        1. Analysis practice
        2. Tracing practice (required)
        3. Classification practice
    - b. Call numbers
    - c. Audience characteristics
    - d. Creator/contribution characteristics
    - e. MARC fixed-field elements
  10. Create an authorized access point for the expression of the series work. Record it in the 1XX field of the NAR. See discussion in [MG: Series: Authorized access point for expression](#).
  11. Considering all the evidence, record variant titles. Record them as part of [source consulted](#) elements [MG: Series: Source consulted](#). See discussion in [MG: Series: Variant title of expression](#).
  12. Create variant access points for the expression of the series work if considered helpful to users of the database. Record them in 4XX fields of the NAR. See discussion in [MG: Series: Variant access point for expression](#).
  13. Record relationships to other entities related to the expression of the series work. Record them in 5XX fields of the NAR. See discussion in [MG: Series: Related RDA entity of expression](#).
  14. Add the NAR to the database, or, if updating an NAR, replace the existing NAR.
  15. Use the authorized access point as needed in bibliographic records.

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## Update History

Date	Action
2022-04-30	Updated to reflect WE lock exception for multipart and to check links

2022-01-31	Initial release
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