

# Cataloging Continuing Resources

## 1. NEW CONTINUING RESOURCES TITLES

**Searching.** Search title in Fondren's integrated library system (ILS). If no record is found, search OCLC for record to use for cataloging. Transfer to the ILS and update holdings on OCLC. If OCLC record indicates earlier titles, search ILS for those; if earlier record is found, you must process it as a title change (see below). If ILS record is minimal or provisional, search OCLC and, if better record is found, overlay ILS record and update OCLC.

**Latest Entry Cataloging:** Do not import latest entry records (BibLvl = 1 in the fixed field). If only latest entry records are found, create a provisional record in Sirsi and mark as "no copy." As of May 1999, Fondren uses successive entry for all incoming serials records. Conversion of earlier records done with latest entry is completed for print and electronic titles, and is still in process for microform records.

**Editing.** Make changes and corrections according to *RDA*, *LC-PCC PS*, CONSER Editing and CONSER Cataloging guides, and *Bibliographic Formats and Standards*, and assign call number. Verify that all entries are correct.

**Holdings and call numbers.** For bound items, microforms, CD-ROMs, and other physical items, record holdings in the holdings fields in ILS and create call number structures where appropriate. Record in the 852 field of the holdings record any instructions for shelving, receiving, marking, binding, and retention. Retention decisions on items not permanently kept are made by the Collection Development staff and noted along with their initials. Public notes are added in subfield z and staff notes in subfield x (see [MARC Holdings Records](#), Section III, Chapter M).

**Distribution.** If pieces go to the current shelves or stacks, Serials Receiving will mark all pieces with call number in ink. Titles published three or more times a year go to the Current Periodicals Room (Fondren, Brown, or BIC); and are given the item type "Serial". All other frequencies go to the stacks, and are given the item type "Book".

Make copies of the bib records for Serials Receiving with notes that title is ready to be checked in.

If a new title goes to the current shelves, make a note which reads: Create serials control ; Send to Periodicals Room (identify as 'Brown', 'BIC', etc.). Pieces for the stacks need the note: Create serials control ; Please send to the Stacks.

If binding will be needed for a title, send an email message to Preservation Services with all binding instructions; include the call number and journal title. Use either email (preferred) or place printout in designated basket in Preservation Services area.

**Final steps.** Complete cataloging as follows:

- Return pieces of new titles with necessary copies to designated basket in Acquisitions for processing/shelving.
- Send binding information, if any, to Preservation Services.
- Place copies for name authorities in Authority basket.
- Record OCLC number on update sheet if record has not already been updated.

## 2. SPECIAL PROCEDURES

### 2.1 Material types in Alma

**Issue** - Use for unbarcoded, loose issues

**Bound Issue** - Use for any barcoded issue/volume, whether or not bound at the bindery

### 2.2 Reference serials

All Reference serials are sent to the Reference stacks no matter what the frequency and are marked with a complete call number. They are collected by Preservation Services and bound as necessary. Reference serials may also be shelved at the Reference Desk or at another special location on request from the Reference staff.

### 2.3 Reserve serials

Some serials are shelved in Reserve by special request. A note to that effect is included in the holdings record, field 852, subfield z: Current issues at Reserve desk. They are collected by Preservation Services and bound as necessary.

### 2.4 Limited retention serials

Some serials are kept only for a specified period of time, then discarded. Collection Development makes the decision on which titles to treat in this manner and for how long they are to be retained. The Serials Cataloger includes a note for such serials in the MARC holdings record, field 852, subfield z (see examples below):

852 01 \$\$z Latest \_\_\_\_\_eds./vols. only

852 01 \$\$z Latest \_\_\_\_\_mos./yrs. only

852 01 \$\$z Latest \_\_\_\_\_ed. in Reference, previous ed. in Stacks.

A copy of the bib record should be forwarded to Serials Receiving and Preservation Services.

## 2.5 Newspapers

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Fondren Library uses the following classification for newspapers:

AN 2	American (U.S.) cuttered by place (city) then by title
AN 3	English dailies (mainly) cuttered by title
AN 4	English weekly papers cuttered by place (city) then by title (if title does not include place name) (e.g., .L8 = London)

Table III.G.1. Newspaper classifications

Note "English" newspapers include English language newspapers published outside Great Britain as well as within.

Other foreign newspapers are arranged alphabetically by language and cuttered for title.

AN 10	Chinese
AN 20	French
AN 30	German
AN 40	Greek
AN 60	Italian
AN 61	Japanese
AN 67	Polish
AN 70	Russian
AN 80	Spanish

Table III.G.2. Foreign language newspaper classification

Serials Receiving maintains a list of all newspapers in Fondren showing the storage rules for each. Refer to this list to establish a general pattern for retention of titles using frequency of publication. This list is updated from time to time, so be sure to consult Serials Receiving for the latest update. The amount retained for each title is determined on an individual basis; the newspaper list can be used for reference. Special requests are accommodated when possible.

## 3. CHANGES

A major change to a serial is one that requires a new bibliographic record; a minor change is one that does not require a new record. Examples of major changes are: title changes involving the first five words, changes in the main entry, changes to the corporate body used as a qualifier in the uniform title, changes in physical format, changes to the original language title for a translated version, and changes in an edition statement indicating a change in subject or format. Examples of minor changes are: minor changes to the title, changes in numbering, changes to the publication information, and frequency changes. More detailed instructions for distinguishing major/minor changes can be found at the following links:

Yale University Library. Major/Minor Changes in Serial Records and Series Statements.  
<http://www.library.yale.edu/cataloging/Orbis2Manual/majorminor.htm>

SCCTP Basic Serials Cataloging Workshop. Session 7: When Do I Need a New Record?  
[http://www.loc.gov/acq/conser/scctp/Basic\\_Workshop/Session\\_7.ppt](http://www.loc.gov/acq/conser/scctp/Basic_Workshop/Session_7.ppt)

### 3.1 Major changes

When a serial title change requires a new record, the record for the old title in the ILS is overlaid with a record for the newer one whenever possible; the record for the older title is re-imported and the items for that title are transferred to it in the ILS (this is at the request of Serials Receiving, so that they don't have to move all the order records and re-create the serials control record). It is a good idea to make a printout of the ILS record before doing this, to avoid losing any notes or holdings information. If overlaying the old record would involve extensive editing in the ILS, leave it as it is and just import the newer record.

1. Search OCLC for the old title and see if there is a 785 field for the new title. If there is, copy the OCLC record number or ISSN from the 785 field. Then re-import that record into the ILS.

2. Search OCLC for the new title, using the information from the 785 field or the older title (when available). If this is not available, use information sent by Acquisitions or found in statements on the journal or publisher's notices. Import this record into the ILS, overlaying the older title by changing the Title Control Number on the ILS record to match the OCLC number of the record for the new title and changing the **DATE CATALOGED** field to: NEVER.
3. In the ILS, use the **Transfer** wizard to move any volumes associated with the old title.
4. Edit the record for the former title as needed. Create a MARC holdings record and re-input all the holdings information from the original record that belongs with the older title (you can use cut-and-paste to do this if it involves a lot of fields). Code the **Item Cat1** field: RECON. Update the **DATE CATALOGED** field to: TODAY, and **Save** the record.
5. Edit the record for the new title as needed. Edit the MARC holdings record to remove any information related to the earlier title, and adding any new retention or binding notes if needed. Edit the Item Record as needed, and finish updating the record as usual.
6. Make a copy of both the new and old records for Serials Receiving and/or Preservation Services and add all necessary information.

A name change is processed as with new title. All the pieces are taken along with copy and deposited in Serials Receiving basket; send any necessary notes to Preservation Services. In more complicated cases of changes, e.g., when serials are combined or split, it may be necessary to close the old serials record (see **Serials cessations** below) and input new records in the ILS, being sure to make all appropriate references on old and new records. Materials are reprocessed as above for Preservation Services and Serials Receiving.

### 3.2 Minor changes

For changes that do not require a new record, search OCLC to see if there is an updated record for that title; otherwise, use the information provided by Acquisitions, publisher correspondence, or the journal itself. Edit the record in the ILS to reflect any changes. Notify Serials Receiving and/or Preservation Services as needed.

### 3.3 Cessations

When titles cease, Serials Cataloging is usually notified by Serials Receiving, who may be notified by vendors and publishers. Information is not always dependable.

- An attempt is made to verify cessation on OCLC.
- The record in the ILS is closed using the best information available. The fixed field is updated: date statement = d, and the second date is filled with the year of cessation. The variable fields 260, 300, and 362 are edited, as well as any 5XX fields needed. Add 7XX linking fields as necessary to reflect later titles or other formats.
- When the last piece is not in hand, a note is made in the Comments well on the serial control record to say: When last issue received, give to Serials Cataloger.
- If serial is bound, notify Preservation Services that the title is ceased and to bind the remaining issues. Include the call number and title in this message, and if the last issue has not yet been received, include a note to that effect.

### 3.3 Cancellations

These are titles cancelled either by Collection Development or by Serials Receiving when they have received no answer to claims. Serials Cataloging is usually notified by Serials Receiving.

- A note is added to the 852 field of the holdings record: (\$\$z) No longer received after [vol. #/date] (\$\$x) date per CD/ACQ.
- If title is bound, notify Preservation Services that the title has been cancelled and to bind all remaining issues and update the holdings. If only current issues are kept, contact Collection Development to find out whether they want the older issues or volumes withdrawn or moved.

### 3.4 Withdrawals

Collection Development makes the decision to withdraw serials and either notifies the Serials Cataloger directly or via Serials Receiving. The Serials Cataloger will also notify Collection Development staff when a limited retention serial has ceased publication to see if they wish to retain older issues or not. The Serials Cataloger usually updates the holdings record and discards unbound issues (or notifies Serials Receiving to do so). Barcoded volumes are sent to Database Management for withdrawal.

To withdraw a call number, simply Withdraw the item(s). If all items on a title are withdrawn and no more are expected in the future, choose the option to remove the Holdings Record as well.

### 3.5 Publisher changes

Publisher changes do not require a new record, as noted above, unless the issuing body is used in a 1XX main entry field. Changes to the publication information have been recorded in a 500 field (for publishers) or a 550 field (for issuing bodies). Recent cataloging rule changes have allowed repeatable 260 fields in which all publishers can be recorded. The first indicator in the 260 field distinguishes earlier and later publishers, with blank indicating the first (or only) publisher, 2 indicating intervening publishers, and 3 indicating that latest or last publisher. The dates associated with later publishers are given in subfield 3:

264 \_ 1 Houston, Tex. : \$\$b Rice University, \$\$c 2001-

264 21 \$\$3 2004-2008: \$\$a Dallas, Tex. : \$\$b Texas Women's University

264 31 \$\$3 2011- : \$\$a Waco, Tex. : \$\$b Baylor University

### 3.6 Frequency changes

When a serial changes frequency, the former frequency is moved from the 310 field to a 321 field and dates are added in subfield b, if known. The new frequency is recorded in the 310 field and the frequency in the fixed field is corrected. Notify Serials Receiving if the frequency change will change the shelving location items are sent to (that is, titles published 3 or more times a year go to the Current Periodicals shelving in Reference; title published 2 or less times a year go to their regular shelving location in STACKS (or wherever)).

### 3.7 Changing from monograph to serial

Sometimes a title that has previously been published and catalogued as separate monographs, or as a monographic series, changes to a serial. Also, sometimes monographic records are imported into the ILS by mistake for a title that is already catalogued as a serial in Fondren. In those cases, all volumes and records are processed. If the change involves a change in ordering status (for example, a change from class sep to serial), Acquisitions is notified so that their records can be changed to reflect the change.

- Make copy from title search screen to have a list to work from or print holdings screens for each record.
- Retrieve all volumes from the stacks.
- Search and overlay serial record onto one of the monographic records. This is the record to which all volumes will be added.
- Link each item record from its monographic record to the serial record.
- Make a list of OCLC record numbers as monographic records are deleted so holdings can be deleted from OCLC.
- Delete holdings from all records in OCLC once those records have been deleted or shadowed in ILS.
- Delete monographic record from the ILS or shadow record if it has an order link, adding a note that all vols. have been added to 00000000 (ILS control number for serial)
- Verify or assign serial call number and change call number in each vol. to serial call number.
- Insert change flag in each vol. and send to Marking Table.
- Make copy of completed bib or serial control record. Send to Acquisitions so they can make any needed changes. If applicable, add a note that the title was previously classed separately but is now a serial.

## 4. SPECIAL CASES AND PROJECTS

### 4.1 Government Publications Holdings

For titles which have holdings both in Gov Pubs (with a SUDOCs call number) and a Fondren location (with an LC call number), include holdings for both locations on one record. Correct duplicate bibliographic records created by MARCIVE loads as these are discovered. Leave any 856 fields with PURL links as they are on the MARCIVE load records.

### 4.2 Trade Shelf

**Individual titles** to be added to the Trade Shelf are catalogued in the usual manner. Their location code is REF-TRADE. Pieces are marked with "Ref. Trade Shelf" at the head of the call number and have a flag inserted with the note "Send to the TRADE SHELF." Pieces are barcoded and sent to the Marking Table.

**Buyer's guides and catalogs** which are received along with a main publication are added to the Trade Shelf. They are treated as supplements; they have the same call number as the main publication but the location REF-TRADE. They are marked with the call number, barcoded, and have a "Send to the TRADE SHELF" flag inserted.

Notes about buyer's guides and catalogs to be shelved on the Trade Shelf are added to the bibliographic record in a Supplement (525) field. (An Undefined Title is added also. Put in 246 12 (for distinctive issue title)). Instructions for marking, retention, etc. are added to the holdings record.

Serials Receiving is notified of any new title added to the Trade Shelf.

All volumes are shelved as is and the latest issue only is retained.