

## **Print Serials: Copy Cataloging: Fields to Check (AACR and Hybrid Records)**

**Audience:** Primarily copy cataloging staff at Kent Campus, though applicable to any library

**Scope:** Assist copy catalogers to locate and identify good copy-cataloging bibliographic records that are either AACR or Hybrid records for print serials. This procedure will apply to both gifts and purchases. This procedure does not cover integrating resources.

There are records created under various cataloging standards in our databases, the main standards being RDA and AACR2. Hybrid records are non-RDA records that have had some RDA features added to them. This document pertains to non-RDA records, that is, to AACR and Hybrid records.

All RDA records contain \$e rda in the 040 field, and either 'i' or 'c' in the Desc fixed field. If these are lacking, you do not have a full RDA record. If it is an AACR record with some or all of the following RDA features, it is called a Hybrid record:

- Relationship designators after access points (examples: \$e author; \$e editor of compilation)
- Spelled-out words rather than abbreviations (examples: pages; color illustrations)
- English words instead of Latin abbreviations (example: "Place of publication not identified" instead of "S.I.")
- Complete statements of responsibility in 245 field (instead of "[et al.]")
- Inclusion of 336, 337, 338 fields

1. **Search KentLINK:** to see if there is already a record for the serial. If there is already an existing KentLINK record available, view the check-in record to see if we already own this issue(s). If it is a duplicate, forward to Anita Martin in serials. If it is an added volume, forward to serials staff for processing.
2. **Search OCLC:** if no bibliographic record exists in KentLINK. The preference is to select cataloging records that are contributed to OCLC by the Library of Congress, National Serials Data Program, CONSER, or Program for Cooperative Cataloging (PCC) libraries. These can be identified by the presence of the DLC symbol in the 040, or the presence of the following authentication codes in the 042:
  - a. lc : Library of Congress
  - b. lcd : CONSER
  - c. nsdp : National Serials Data Program
  - d. pcc : Program for Cooperative Cataloging

The encoding level in the 008 fixed field for these records should be "blank". Other acceptable levels are 1, 4, 7, I, L. All others should be routed to serials cataloger.

3. **RDA, AACR or Hybrid:** Cataloger examines record to see if description is AACR, Hybrid or RDA. If record is full RDA, follow the RDA procedures. If record is AACR or Hybrid, follow these procedures.

## Identifying RDA, Hybrid or AACR Records

### **Full RDA records will meet the following criteria:**

1. Have fixed field “Desc” = i (or ‘c’) dependent on presence or lack of ISBD punctuation\* (AACR and hybrids will still have “Desc” = ‘a’)
2. The MARC tag 040 will contain subfield \$b eng and \$e rda.\*
3. Publication information is stored in MARC tag 264, instead of MARC tag 260.
4. The record contains MARC tags 336 (Content Type), 337 (Media Type), and 338 (Carrier Type).
5. There will be no subfield \$h in the MARC 245 tag (general material designation or GMD) for non-print materials.
6. Abbreviations are present only in transcribed fields, or taken from the list of approved abbreviations listed in RDA Appendix B. Latin abbreviations are no longer permitted.
7. The rule of three is no longer used in RDA.
8. Relationship designators [subfield \$e] may be present in authorized access points (MARC tags 1XX and 7XX).

*\*Criteria 1 & 2 must be present in all full RDA records. If either one of these is not present in the record, but any criteria from 3 to 8 are present, you have a Hybrid record. If none of these criteria is present, you have an AACR record. Hybrid records are acceptable as long as the information in them is correct.*

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

Briefly scan the 008 to verify that information appears correct for Desc (description), Elvl (encoding level), Freq (frequency), Dates, and Lang (language). If Desc = ‘i’ or ‘c’ and there is an 040\$e rda, treat as RDA copy. Consult *OCLC Bibliographic Formats and Standards* (<http://www.oclc.org/bibformats/default.htm>) or *MARC 21 Format for Bibliographic Data* (<http://www.loc.gov/marc/bibliographic/>) for complete values.

Check variable fields to see if information looks correct. Be vigilant with the 260 or 264 fields, and the 362 fields to make sure they represent accurately which issue the description is based on (see examples below).

*Example if cataloging with first issue:*

Date 1: 1983 Date 2: 9999

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

260 ## Vienna, Va. : \$b National Wildlife Federation,\$c c1983-

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

362 1# Began with v.17, no. 1 (Jan.1983)

*Example if cataloging from a later issue or issues:*

Date 1: 19uu Date 2: 9999

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

362 1 Began in 1959

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

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

*Example if cataloging from the last issue published:*

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

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

260 ## [S.l. :\$bs.n.], \$c -2000. (***Latin abbreviations can still appear in hybrid records***)

362 0 -2000.

588 ## Description based on: 1999.

## **5. Decisions for routing to cataloger**

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

- a. No record found. Route for original cataloging
- b. Both serial and monographic records found
- c. If only record found is for a remote electronic resource (contains \$h[*electronic resource*] in the 245 (AACR2) or contains RDA 336-338 tags which identify the resource as electronic
- d. Record does not contain acceptable Encoding level (level 1, 4, 7, I, L)
- e. If it is a classified serial without a good LC call number in the 050 or 090
- f. Only non-English copy found (there is a subfield b in the 040 with a non-English language code
- g. If record has English and another language
- h. If any accompanying materials (CD, DVD) are included
- i. If the record is coded as a full RDA record, but lacks any of the elements identified in criteria #3-8 in the RDA identification chart above in Section 3: "Identifying RDA, Hybrid or AACR Records". (*Full RDA records should not have a 245 \$h, a 260, Latin abbreviations, or any non-transcribed abbreviations in transcribed fields. The 336-337-338 fields must be present.*)

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

- a. Blvl = s
- b. Type = a (Mat Type in KentLINK would be "s")
- c. Desc = a
- d. Language in fixed field matches the predominant language of text
- e. Record contains LC call number in 050 or 090 if it is a classified serial
- f. 1XX/7XX fields: corporate bodies or authors (*if necessary*). Associated relationship designators may be present in hybrid records. Verify that they make sense.
- g. Title is transcribed correctly in field 245 \$a, or relevant parts of it are traced as a variant title in the 246 \$a
- h. Frequency in fixed field matches frequency in 310 field
- i. 362 is formatted and transcribed correctly as an unformatted note (first indicator "1"). Abbreviations may or may not be present in Hybrid records. (*In a full RDA record, this is a transcribed field*)
- j. Appropriate notes appear in the 5XX fields and are listed in the correct order. Two 588 tags should be present, description based on note, and the latest issue consulted note.
- k. There is at least one valid LC Subject heading "6XX X0"

- I. Linkage fields to Continues (780), Continued by (785) or Additional physical forms (776) are properly constructed

**Examples:**

Preceding

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

Succeeding

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

Alternate version of resource

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

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

**7. Remote access 856**

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

**8. Completion**

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

**CHECKING ACCEPTABLE COPY**

**Call number**

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

**Subject headings**

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

**490- 830 Series**

1. In the rare event that the periodical has a series statement, check the series in the KentLINK Authority File for instructions. (For how to read Series Authority Records (SARs), see Intranet document, [Series Checking for Catalogers: https://www.library.kent.edu/files/Series\\_for\\_Copy\\_Cataloging\\_TECHPRO.doc](https://www.library.kent.edu/files/Series_for_Copy_Cataloging_TECHPRO.doc)) The 490 is a transcribed field in RDA, so Hybrid records may have wording, \$a, and enumeration, \$v, written exactly as it appears on the piece in the 490.

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

3. If there is no Series Authority Record in KentLINK or OCLC, accept the series as recorded on the bib record. Make a printout of these records, noting the lack of a Series Authority Record, and leave it in a box in the cataloging department.

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

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

<b><u>Field or Step to Check</u></b>	<b><u>Route if :</u></b>	<b><u>Editing Action to Take</u></b>
Search OCLC for copy	<ul style="list-style-type: none"> <li>No matching record</li> <li>Two matching records: one serial bib and one monograph bib</li> <li>The \$b of the 040 is a language other than English</li> <li>Record is for electronic resource (presence of 006 or 007)</li> <li>Record has accompanying materials</li> <li>Record is coded as full RDA (Desc = 'i' or 'c', but other RDA fields are missing)</li> </ul>	
Call number	<ul style="list-style-type: none"> <li>No correct LC call # in 050 or 090 if it is a classified serial. Unclassified serials do not need LC number</li> </ul>	<ul style="list-style-type: none"> <li>Check against catalog for "fit" – route to Catalog Librarian if it's odd, or is a classified serial without a call number</li> <li>OK if it follows previous serial title or is a merged title</li> </ul>
040	<ul style="list-style-type: none"> <li>contains \$b with a non English language code</li> </ul>	
6xx fields	<ul style="list-style-type: none"> <li>no 6XX X0 fields</li> </ul>	<ul style="list-style-type: none"> <li>Retain all fields</li> </ul>
Encoding level	<ul style="list-style-type: none"> <li>K, M, E, 2, 3, 5, or 8. (Use your best judgment for "4" and "7". Some of them may be fine.)</li> </ul>	
Type = a	<ul style="list-style-type: none"> <li>Any code that's not "a"</li> </ul>	
BLvl = s	<ul style="list-style-type: none"> <li>Any code that's not "s"</li> </ul>	
Desc = a	<ul style="list-style-type: none"> <li>If "i" (or "c"), verify if full RDA record. If "blank" or "u", route to cataloger.</li> </ul>	<ul style="list-style-type: none"> <li>If full RDA record, follow the RDA procedures</li> </ul>
LANG in fixed field, and 008 field, position 29	<ul style="list-style-type: none"> <li>Doesn't match the main language of the book</li> </ul>	
1xx field or 7XX fields	<ul style="list-style-type: none"> <li>Doesn't match</li> </ul>	<ul style="list-style-type: none"> <li>Check to see that relationship designators in \$e make sense. They are permissible in Hybrid records</li> </ul>
245-246 fields	<ul style="list-style-type: none"> <li>title or subtitle doesn't match</li> <li>there are misspellings</li> </ul>	
260 or 264 field (s)	<ul style="list-style-type: none"> <li>Doesn't match</li> </ul>	
310 field	<ul style="list-style-type: none"> <li>Does not match Freq field in 008</li> </ul>	
336, 337, 338 fields	<ul style="list-style-type: none"> <li>Route if the content of these fields for print serials is not: 336 \$a text \$2 rdacontent 337 \$a unmediated \$2 rdamedia 338 \$a volume \$2 rdacarrier</li> </ul>	<ul style="list-style-type: none"> <li>These fields may not be present. The 245 \$h is still acceptable for AACR and Hybrid records, but 245 \$h should not appear in a print record.</li> </ul>
362 1#	<ul style="list-style-type: none"> <li>All 362 tags should be unformatted. Route if 362 indicators are 0#</li> </ul>	
490-830	<ul style="list-style-type: none"> <li>Series doesn't match 4xx or 8xx field</li> </ul>	<ul style="list-style-type: none"> <li>Abbreviations still acceptable in</li> </ul>

	<ul style="list-style-type: none"> <li>• Series appears in bib, but doesn't exist on piece.</li> <li>• Series treatment doesn't match instructions in KentLINK Authority Record.</li> </ul>	AACR and Hybrid records
5XX Notes	<ul style="list-style-type: none"> <li>• Notes missing that should be present. Route if lacking 588 "description based on" or "latest issue consulted" notes.</li> </ul>	<ul style="list-style-type: none"> <li>• Delete any existing 506 notes for access restrictions</li> </ul>
856 \$u	<ul style="list-style-type: none"> <li>• Ask if it is a serial that we also pay for online access</li> </ul>	<ul style="list-style-type: none"> <li>• Delete if we do not pay for online access</li> </ul>
Transfer to KentLINK	<ul style="list-style-type: none"> <li>• Remove CATDATE if going to Catalog Librarian</li> </ul>	

## APPENDIX: AACR/HYBRID SAMPLE SERIAL RECORD

### Fixed field (008)

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

### Variable fields

- 006 Additional material characteristics [use to code computer file elements of an electronic serial]  
007 Physical characteristics [use for electronic serials or microforms]  
010 Library of Congress control number  
022 # ISSN (International Standard Serial Number)  
040 \$a Cataloging agency \$b language (*\$e rda should not be present*)  
041 # Language codes  
042 lcd  
043 Geographic area code  
050 00 Library of Congress classification  
086 Government document classification  
09x # Local classification  
1xx # Name/Corporate body/Uniform title as preferred access point (*\$e relationship designator, or \$4 relator terms or codes, may or may not be present*)  
245 # # Title : \$b subtitle / \$c Author(s). (*\$h should not be present for print serials*)  
246 # # Alternate title(s)  
247 # # Former title  
250 Edition statement.  
260 ## or 264 #1 Place of publication : \$b Publisher, \$c date (*2<sup>nd</sup> indicator defines function in 264. Either is allowed in a Hybrid record*)  
300 v. : \$b other physical details ; \$c height in cm. [non-print formats only; for print serials use the 300 field only when extent of resource is known and complete]. (*both abbreviations and spelled out terms are allowed in hybrid records*)  
310 Current publication frequency  
321 Former publication frequency  
336 \$a text \$2 rdacontent (*allowed in hybrid records*)  
337 \$a unmediated \$2 rdamedia (*allowed in hybrid records*)  
338 \$a volume \$2 rdacarrier (*allowed in hybrid records*)  
362 1# Beginning/ending dates of publication and/or numbering (unformatted notes only) (*transcribed RDA field*)  
490 # # Series statement ; \$v volume # (or v. #) (*transcribed RDA field*)  
5xx Notes: Place notes in order of importance, then numerical order.  
588 Description based on note and title source note (REQUIRED)  
588 Latest issued consulted (REQUIRED)  
500 General note.  
506 Restrictions on access note (delete)  
515 Numbering peculiarities note.  
530 Additional physical form note. (Use 776 \$i)  
546 Language note.  
550 Issuing body note.  
580 Linking entry complexity note.  
6xx # # Subject fields for content, generally with form subdivision \$v Periodicals.



655 # # Genre/Form headings.  
700 # # Authorized access points for author(s), editor(s) (*\$e relationship designator may or may not be present*)  
710 # # Authorized access points for corporate bodies (*\$e relationship designator may or may not be present*)  
730 # # Authorized access point for Uniform title  
740 # # Analytical entry titles  
76x-78x Linking entry fields. Most common are: 776 # # Additional physical form 780 # # Preceding title  
785 # # Succeeding title  
830 # # Series statement ; \$v volume #  
856 ## \$u Location/access to electronic resource, electronic version of a resource, or related materials