Serials Cataloging and Newspaper Processing (LTS Procedure #24)

Contact: Laura Daniels

Unit: Cataloging

Date last updated: August 4, 2023

Date of next review: August 2024

A. Pre-Cataloging

All serials should have an accompanying printout of a preliminary record, containing searching information, what issue(s) are in hand, and the searcher's initials. If there is no preliminary record, or if the title has been sent to LTS catalogers on a monograph record, send it to the problem shelf in the Serials Receiving shelves in LTS Olin.

B. Cataloging a Serial

Choice of Entry:

CUL catalogers are expected to follow national standards as found in the CONSER Editing Guide, the CONSER Cataloging Manual, and the latest CONSER standard record, found at http://www.loc.gov/aba/pcc/conser/issues/CSR.html.

Original cataloging should be done in OCLC following RDA. The CONSER Cataloging Manual and CONSER Editing Guide, along with the CONSER standard record, can be found in ClassWeb Plus or on the CONSER website.

Constant data in OCLC Connexion: Serial-Basic

Sample basic serial record

Fixed Fields

BLvl (Leader/07) (Bibliographic Level): must be *s*

S/L (008/34) (Entry Convention): must be *0*

Dates should correspond to 362 (not necessarily to 26x)

Variable Fields:

050: Add an 050: 4: to a serial record if no other LC-style call number is present. Use the entire call number.

510: 510 fields may be deleted, even though CONSER says it is all right to leave them.

588: If making updates, add or update the "Latest issue consulted" note. We may now use the first indicator "1" rather than spelling out "Latest issue consulted" in the field.

Web sites:
An 856 field for an electronic version of a print serial is included/kept only if that version has been selected for subscription by CUL. If a Web

site is cited in issues of a paper serial, check that it is a valid URL leading to an online version of the serial, supplementary or updating information, tables of contents or abstracts, etc.

The same policy applies to Holdings. Create a *serv,remo* location only when the online version has been selected.

If the print serial is cataloged originally, and the record will be entered into OCLC as a CONSER record, add the 856 with URL to the OCLC record.

URLs on member copy should be deleted in FOLIO (using quickMARC) unless the online version has been selected by Cornell.

9XX local fields: Retain 99X fields.

Bibliographic Records for CONSER:

Do original cataloging in OCLC Connexion. Save the record in the Online Save File and give the the save file # to Laura to review and add the 010.

In some circumstances, a cataloger may decide not to contribute a Cornell original record to CONSER; for example, when a title that is "really" a monographic series is cataloged as a serial. The cataloger should consult with Laura Daniels if there is any doubt about a particular item's suitability for CONSER.

Holdings:

Holdings statements must be punctuated in a very particular way. Please review the punctuation standards for holdings statements. See the Holdings Statements Punctuation Table.

The caption used in the item record must match the caption used on the item. Captions should be in the language of the publication and abbreviated accordingly.

If both enumeration and chronology exist, put the chronology in parentheses. If there is no enumeration, use no parentheses around the chronology.

Do not leave a space between year no. and issue designation (Example: ano 5:no.2-5 (1995:apr.-sept.))

Use lower case (Example: issue 1-2).

Fiscal years: For items involving a fiscal year, especially government documents, the two-year designation is put in the Holdings Statement, for example 1979/1980-1996/1997. In these cases the 362 field will still reflect what is on the piece (such as FY 1980- or Fiscal year 1997-). If the fiscal year cannot be determined, use the designation on the piece for holdings as well as the 362 field.

Finally, it's always a good idea to check the OPAC to see that things appear as you intend!

Item Record(s):

When creating an item record for a hardcover annual or less frequent issue, add the date to the enum/chron. using the following format:

Enum: v.12

Chron: 1994

C. Post-Cataloging Information

For the most part, follow instructions in Physical Marking of Periodicals and Serial Publications, LTS Procedure #54. *Please note the following exceptions:*

Periodicals (published at least twice a year): Put location and call number on upper left corner of front cover of periodicals for *all* locations. Do not include enum/chron, except for items published in vernacular languages. If the cover is of matte paper, mark directly on it; otherwise, apply and mark on an adhesive label.

Titles for Olin Current Periodicals Room: Write call number on special adhesive label and apply to upper left corner of front cover.

Take *all* completed serials--hard- and softcover, disks, microfilm--(except Asia vernacular materials originating in Kroch) to the designated shelf ("Cataloged Serials Ready for End Processing").

Always include the printout of the record or at least the instance hrid. If you have made substantial changes to the record, especially if you have changed the main entry or title proper (245 |a, |n or |p), make a clean printout to send along. Also send back the original printout that has the searching information.

Rush items or items for Reference collections should go directly to the End Processing workstation.

Any new issues received while the serial is in process are kept on an in-process shelf in the Serials Receiving shelves in LTS Olin. Check that shelf to see if the new issues will help with cataloging. You may take them and return all issues to the post-cataloging shelf after cataloging is completed.

New serials resulting from a title change: In addition to the above, return the title change flyer to the post-cataloging shelf with the issues and printout.

Serials formerly cataloged or received as monographs: In addition to the above, make sure that item records have been relinked to the serial record and that monograph records have been suppressed and marked for deletion.

RMC Exception: After being cataloged in RMC, serials are sent to the RMC Technical Services Specialist for housing. The RMC Technical Services Specialist boxes them and labels each box with the collection (Human Sexuality or Rare), serial's title, call number, and (if it takes up more than one box) the date range of the issues in that box. Serials having fewer than five issues are housed together in "Condensed shelving" boxes.

D. Special cases

Serials for Music

- Periodicals (008: Type of Continuing Resource=p) for Music have a call number suffix: Periodical Room.
- Dance serials classed in GV for Music have a call number suffix: Dance Periodical

Current phone books for Olin,Ref. are not cataloged. If one comes to your desk, ~~you are probably hallucinating~~ send it to Reference.

E. Title Changes

Title changes come with a status change report flyer, a printout of the record for the old title, and a preliminary record for the new title. If available, the last issue of the old title will accompany issue(s) of the new title. Otherwise, there should be a surrogate of the title page (and other preliminaries if needed) of the old title. When cataloging copy is found for old title that has been updated with the title change information, and/or LC cataloged record is found for the new title, surrogates are generally not requested from unit libraries by the serials searchers unless the searcher suspects a problem. If no surrogate is provided, the cataloger may request one from the serials searchers or directly from a unit library.

Follow CONSER guidelines as to what constitutes a major change (CCM 16.2.2), what is considered a minor change (CCM 16.2.3), and how to apply linking fields (CCM Module 14; CEG under Linking Entry Fields and fields 76X to 78X).

1. Review the status change flyer carefully. Sometimes changes need to be made. It is returned after cataloging with the new title issue(s).

2. Old title:

   - Bibliographic record: Close the fixed field dates.
   - Close the dates in 362 field (use RDA, AACR2 or pre-AACR2 format, depending on presence or absence of DCF: a or i). Examples: AACR2: Vol. 1, no. 1 (Jan. 1961)-v. 36, no. 12 (Dec. 1996). Pre-AACR2: v. 1-36; 1961-1996.
   - Review bib. record and make additional changes if necessary for clarity.
   - Add linking field (usually 785) for new title.
   - Add a statistical code to the instance for recataloging (,,b)
   - Holdings record: Make sure the holdings statement is complete and accurate

3. New title:

   - Bibliographic record: Catalog as you would any other new title, adding link (usually 780) to earlier title.
   - Use the subject headings from the old title if appropriate.
   - Holdings record: If numbering continues with the new title, assign the same call number as on the old title unless the scope has altered significantly. If numbering starts over, assign a new cutter appropriate to the new title. If size changes, keep the size designation of the old title unless you are changing the call number.

4. Final steps: Follow the post-cataloging steps for new serials. Return the status change flyer (all copies) with issue(s) along with a printout of the new title containing its call number. If the call number has changed, put the new call number on the status change flyer as well as on the printout.

F. Newspaper Processing

The vast majority of new titles that come to LTS Olin looking like newspapers are cataloged as regular periodicals, with the fixed field **Original item: e** indicating that they are in the "newspaper format." LTS catalogers treat a title as a newspaper only when the selector or library specifically requests this treatment.

Read CONSER Cataloging Manual, Module 33, before cataloging a newspaper. This document mentions only the most prominent highlights of the newspaper bib.

Fixed Fields:
Type of serial: n
Regularity: n (normalized irregular) and other exotic codes are more frequently appropriate in newspapers than in periodicals.
Original item: e

Variable Fields :
651: See CCM Module 33.17 and SCM H1920. Expect to use a subject heading of *Place |v Newspapers* to give access to the newspaper's area of coverage.
655: 7: Old records gave access to the newspaper's area of coverage with this field. It is now seldom used.
710: Before tracing a body responsible for issuing a newspaper, read CCM 33.13.1. Newspapers rarely require a corporate body added entry.
752: Use this field to give access to the newspaper's place of publication. The usual form outside the United States is *|a [Country] |d [City]*.

Holdings records:
Do not use a sublocation.
Call number type: Other scheme / Call number prefix: Newspaper / Call number: No call number

Call number type	Call number prefix	Call number	Call number suffix
Other scheme	Newspaper	No call number	-

No Holdings statement

Annex Exception: At the discretion of the Annex staff, explicit holdings for newspapers may be captured and added to Annex Holdings records. This work is done by Annex staff, not LTS, for titles that are already held at the Annex, not for new titles.

Post-Cataloging:
Mrk **nsp** on the upper left corner of the front page. Place them on the usual serial shelf with the word "DONE" written on the accompanying printout.

Newspapers get no title change fliers.

Asia Newspaper-Format Retrospective Exception:

Newly-received periodicals in newspaper format and newly-received genuine newspapers for the Asia collections are cataloged according to the above procedures. A finite number of Asian periodicals in newspaper format, however, have been retrospectively identified for expeditious handling.

When first cataloged, the newspaper-format periodical's MFHD looked like this:

Location: ech

Call number (including prefix and suffix: Oversize | AP95.V6 T5518 | ++

Holdings statement: 2009:so 1-53

The Holdings record is now "frozen" and its related holdings sent to the Annex:

Location: ech,anx

Call number: Oversize | AP95.V6 T5518 | ++

Holdings note: DO NOT CHK-IN HERE, SEND TO NEWSPAPER

Holdings statement: 2009:so 1-53

Create a new Holdings record without a call number, as if the title were a genuine newspaper (as described above):

Call number prefix: Newspapers Call number: No call number

No holdings statement