COPY CATALOGING FOR PRINT SERIALS

NOTE: Refer serials on CD-ROMs, other media formats to LT responsible for processing media. If the serial title has the only location of the Internet, refer to procedure, SERIALS: COPY CATALOGING FOR ELECTRONIC JOURNAL AND INTEGRATING RESOURCES. If the print serial also has an electronic version, complete the instructions in this procedure, then continue to the procedure, SERIALS CATALOGING INTERNET RESOURCES: ADDED COPIES, and complete the cataloging in that procedure.

1. To determine that you have the correct InfoLinks full bibliographic record, compare the 245 field and 362 field to the item in hand and the bibliographic record attached to the serials search sheet (or shelflist, if recataloging). Differences? Give all the materials to the serials cataloger. If the title is correct, proceed to step 2.

2. Search for the bib record in MilCat. Check the EntryCnv code in the 008 fixed fields line; it must be 0 (zero). Check the BIB LVL in the III fixed field display at the top of the record; the code must be “s” (Journal/serial). If the codes do not match, search OCLC for the correct record or give the materials to the serials cataloger. If the codes match, proceed to step 3.

3. As you compare the piece in hand, remember that you may ask the serials cataloger about fields not on this checklist or that do not have clear examples and/or instructions in the OCLC serials format book. Proceed to steps 4-18 to edit the bibliographic record.

4. Check the MilCat fixed fields display at the top of the record:
   a. Enter x in BCODE3.
   b. Enter the current date in the CAT D: field.
   c. Enter the correct MilCat location in the LOCATION field. The codes are: main, chem, fal, md, phys, spco, ref, govrf, usdoc, and arkco. Use multi to indicate copies in more than one location.

   [NOTE: more specific location codes are used in the item record. Also, remember to enter the codes for pieces held by library at the time of cataloging. For new subscriptions, do not enter multi for Latest in REFERENCE or Latest in Govd; we may never receive the next volume or year.]

5. Check these fixed fields in the 008 line. Names in parenthesis are from OCLC serials format manual. CODE LISTS ARE AVAILABLE IN A WINDOW AFTER DOUBLE CLICKING ON THE CODE CURRENTLY IN THE RECORD.
a. Pub Stat (DtSt:) should be correct. Most common codes are:
   - c = currently published
   - d = ceased publication
   - u = status unknown

b. Date One (beginning) and Date Two (ending) (Dates:) should be correct; the dates match the 362 field dates when there are dates in the enumeration field. If there are no dates in the enumeration field, use the dates in subfield c of the 260 field. Use 9999 when the serial is currently published. When the year is unknown but the century is known, use 19uu or 1uuu or 20uu, etc. for either Date One or Date Two.

c. Country (Ctry:) should be correct. The country codes are available in a drop down menu in MilCat fixed field box at the top of the record.

d. Language (Lang:) should be correct.
   - eng = English
   - spa = Spanish

e. Freq (Freq:) should be correct.
   - a = annual
   - b = bimonthly
   - m = monthly
   - q= quarterly
   - w = weekly

f. Regular (Regl:) should be correct.
   - r = regular
   - n = normalized irregular (e.g. published during school year)
   - x = irregular
   - u = unknown

g. Ser Type (StTp:) should be correct.
   - blank = published Annually or less frequently
   - p = periodical, published more frequently than annually
   - n = newspaper

h. Orig alp (Alph:) should be correct.
   - a = Basic Roman
   - b = Extended Roman (has diacritics)
The displays of the fixed fields vary from system to system. It is sometimes helpful to compare an OCLC record display to a MilCat record display. This is a conversion chart for fixed fields.

OCLC codes display in a section at the top of the record; there is an alphabetic code name for each fixed field. The bulk of the MilCat fixed fields are in the 008 field which must be expanded in order to check the codes; Innovative has also assigned an alphabetic code to each fixed field.

<table>
<thead>
<tr>
<th>MARC21 name 008 field</th>
<th>MilCat code designator 008 field</th>
<th>OCLC code designator Fixed field section, top of record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date entered on file</td>
<td>Date Ent</td>
<td>Entered</td>
</tr>
<tr>
<td>Type of Date/Publication status</td>
<td>Pub Stat</td>
<td>DtSt</td>
</tr>
<tr>
<td>Date 1</td>
<td>Date One</td>
<td>Dates (first 4 numbers)</td>
</tr>
<tr>
<td>Date 2</td>
<td>Date Two</td>
<td>Dates (last 4 numbers)</td>
</tr>
<tr>
<td>Place of publication, production, or execution</td>
<td>Country</td>
<td>Ctry</td>
</tr>
<tr>
<td>Frequency</td>
<td>Freq</td>
<td>Freq</td>
</tr>
<tr>
<td>Regularity</td>
<td>Regular</td>
<td>Regl</td>
</tr>
<tr>
<td>Undefined</td>
<td>Undefined</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Type of continuing resource</td>
<td>Ser Type</td>
<td>SrTp</td>
</tr>
<tr>
<td>Form of original item</td>
<td>FormOrig</td>
<td>Orig</td>
</tr>
<tr>
<td>Form of item</td>
<td>FormItem</td>
<td>Form</td>
</tr>
<tr>
<td>Nature of entire work</td>
<td>NatEntWk</td>
<td>EntW</td>
</tr>
<tr>
<td>Nature of Contents</td>
<td>Content1</td>
<td>Cont</td>
</tr>
<tr>
<td></td>
<td>Content2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Content3</td>
<td></td>
</tr>
<tr>
<td>Government publication</td>
<td>Govt Pub</td>
<td>GPub</td>
</tr>
<tr>
<td>Conference publication</td>
<td>Conf Pub</td>
<td>Conf</td>
</tr>
<tr>
<td>Undefined</td>
<td>Undefined</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Original alphabet or script of title</td>
<td>OrigAlph</td>
<td>Alph</td>
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<tr>
<td>Entry convention</td>
<td>EntryConv</td>
<td>S/L</td>
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<tr>
<td>Language</td>
<td>Language</td>
<td>Lang</td>
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<tr>
<td>Modified record</td>
<td>Modified</td>
<td>MRec</td>
</tr>
<tr>
<td>Cataloging source</td>
<td>Cat Srce</td>
<td>Srce</td>
</tr>
</tbody>
</table>

Replaced (OCLC only)
MilCat field: Only fixed fields marked with a star are significant when performing cataloging.

<table>
<thead>
<tr>
<th>MARC21 name Leader (NR)</th>
<th>MilCat code designator</th>
<th>OCLC code designator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>005 field, MARC Leader</td>
<td>Fixed field section, top of record</td>
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<tr>
<td>Record length</td>
<td>REC LENGTH</td>
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<tr>
<td>Record status</td>
<td>REC STAT</td>
<td>Rec stat</td>
</tr>
<tr>
<td>Type of record</td>
<td>*REC TYPE</td>
<td>Type</td>
</tr>
<tr>
<td>Bibliographic level</td>
<td>*BIB LEVL</td>
<td>BLvl</td>
</tr>
<tr>
<td>Type of control</td>
<td>ARC CTRL</td>
<td>Ctrl</td>
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<tr>
<td>Character coding scheme</td>
<td>CHAR ENC</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Indicator count</td>
<td>IND CNT</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Subfield code count</td>
<td>SFLD CNT</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Base address of data</td>
<td>BASE ADDRESS</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Encoding level</td>
<td>*ENC LEVL</td>
<td>ELvl</td>
</tr>
<tr>
<td>Descriptive cataloging form</td>
<td>*CAT FORM</td>
<td>Desc</td>
</tr>
<tr>
<td>Multipart resource record level</td>
<td>LINKED REC</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Length of the length-of-field portion</td>
<td>LEN FIELD</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Length of the starting-character position</td>
<td>LEN START</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Length of the implementation-defined portion</td>
<td>LEN IMPL</td>
<td>Not displayed</td>
</tr>
<tr>
<td>Undefined</td>
<td>Undefine</td>
<td>Not displayed</td>
</tr>
</tbody>
</table>

6. Check the 0XX fields. Innovative has assigned one character codes to field and/or groups or fields to control the indexing and display of the MARC21 fields; a table is in step 20.

a. 022 (ISSN) - Check and edit, if necessary. Add, if necessary. Valid subfields are:
   | a - ISSN
   | y - Incorrect ISSN
   | z - Cancelled ISSN
   | l - ISSN-L
   | m – Cancelled ISSN-L
b. 030 (CODEN) - Check and edit, if necessary. Add, if necessary.
c. 035 –Accept this field.
d. 037 Accept this field.
e. 041 This field is used with the 546 note field and should contain the correct language
codes or codes.
f. 049 - Ignore or delete this field.
g. Delete the 055, 060, 061, 069, 070, 071, 080, 082, 092 and 096 fields.
h. 090 or 050 – The Library of Congress call number may be in either a 050 or 090 field. There should be only one call number field. If there is no call number, make a note for the serials cataloger to assign a call number.

After editing, perform a call number search on InfoLinks, the online catalog (public side) to be sure this call number has not been assigned to another title. Also check the surrounding titles; the first subject on your record and the surrounding titles should be very close, if not identical.

If there is a title change, that is, a 780 and/or 785 field is in the record, search that title. If that title is in InfoLinks, the library catalog, the call number must be exactly the same as the title in the record being cataloged. This is to ensure that the volumes are shelved together. There is one exception to this cataloging policy: if the new title has been renumbered, then the cutter of the new title will be adjusted to shelve behind the earlier title(s). Most often this occurs when the publisher decided to restart the numbering with Vol. 1.

i. The 086 field is a classification number assigned by the United States Government Printing Office. 086 and location GOVD - The 086 should be in the InfoLinks “g” GOV DOC # index and the call number should be a 050 or 090 which will index in the call number “c” index. Both fields should be present in the bib record.

j. 086 and location USDOC – When all of the holdings are in the usdoc location, there should be two 086 fields; one in the “g” GOV DOC # index and one in the InfoLinks “c” call # index. NOTE: Serials for the locations govd and usdoc are rarely cataloged; consult with the serials cataloger as necessary.

k. To check 086 fields, from the drop down search menu, choose g GOV DOC # and search the document number to verify that the 086 field is indexed in the GOV DOC # index. If the title is located in usdoc then the gov doc number will also function as the call number. To verify that the call number is indexed correctly, from the drop down search menu, choose j SU DOC CALL # and perform a search on that number.

NOTE: If no LC call number or usdoc call number is present, give to the serials cataloger.

7. Check 1XX fields, main entry fields:

a. 110, Main entry-corporate name, or 111, Main entry, meeting name, (Innovative tag a) Accept these fields, unless the heading does not match the author on the item in hand.
b. 130, Main entry, uniform title, (Innovative tag u)- Accept a serials uniform title, which is a generic title, such as Annual report, Proceedings, Report, Bulletin, etc., and a qualifier, such as a corporate name or a geographic qualifier. For example:

u 130 0 Science (New York, N.Y.)
u 130 0 Technical report (University of Arkansas, Fayetteville)

The purpose of a serials uniform title is to distinguish serials with exactly the same title from one another.

b. Ask the cataloger to create a 130 field if the title is generic and the bibliographic record does not have a 110 field. According to the CONSER manual, a generic title is one which was a title consisting solely of words that "indicated the kind and/or periodicity of a publication." Report, annual report, technical report are good examples of generic titles.

8. Check the 2XX fields, title fields:

a. 222 (Innovative tag u)- Add a 222 field if not present.

A separate, special journal title index was created for our library catalog, InfoLinks. Therefore, it is important that all serial titles have at least one 222 field. This is a local cataloging practice and not a part of the national standards.

The 222 field should match the 130 if present and/or the 245 field. Use the copy and paste editing feature to ensure accuracy when adding 222 fields. Enter more than one 222 in the following circumstances:

i. English articles are present, a, an, the: create one 222 with the article and one 222 without the article.
ii. A parallel title is present: create a 222 for each language version of the title.
iii. A 130 field has a geographic qualifier: create a 222 without the qualifier and create one with the qualifier, if not already present.
iv. When the 245 title is an initialism only: add or create 222 for initialisms with and without spaces, if it seems necessary.
v. When a 210 field is present: add a 222 field.
   vi. When a 246 field is present: add a 222 field if the title variation is distinctly different than the 245 title.

b. 245, Title, (Innovative tag t)- The title should be the title from the item in hand. The chief source of the title is the title page; however most serials or journals do not have a title page. Title page substitutes are; in this order, an analytical title page (also rare), cover, caption, masthead, editorial pages, colophon, and other pages.

1st indicator-- 0 (zero) except when a 100, 110 or 111 field is present and the title is a distinctive title. 1 (one) when there is a 1XX field present and the title is distinctive.
For example:

t 245 1 0 ASAE distinguished lecture series. [NOTE: There is a 110 field present; therefore, the first indicator is 1.]
t 245 0 0 Temperature : bits measurement and control in science and industry  [NOTE: There is no 1XX field in this record; therefore, the first indicator is 0 (zero)]

Subfield b (as in the second example) is a subtitle. Accept the subtitle unless the subtitle is not present on the item in hand. Accept subfield c (Statement of responsibility) if it matches the item in hand.

2nd indicator - 0-9 to indicate the non-filing characters. This number should match the number in the InfoLinks SKIP fixed field displayed in the MilCat fixed fields at the top of the record. The following is an example of a 245 title field and the first and second indicators.

245 14 |a The Bookman.

MILCAT fixed fields displayed at the top of the record:

LANG  eng  CAT DATE  06-03-1993  BCODE3
SKIP  4  BIB LVL  s  COUNTRY  mdu
LOCATION  multi  MAT TYPE  a

NOTE: The SKIP number should always match the second indicator.

c. 246, Varying form of title, (Innovative tag u)- Check these titles against the item in hand. The 2nd indicator will be a numerical code for the type of added title entry given. Check the MARC21 format to verify the indicator.

NOTE: Subfield “i” may be used with 246 to display the source of the title. For example: 246 1 |i Title from container: |a [Title as it appears on the item in hand]

d. 247, Former title. Ask the serials cataloger.

e. 260, Imprint, (Innovative tag p)--Check the place, publisher, and date from the first issue you have in hand. If you do not have the first issue published, delete the date. NOTE: edit if necessary. For example:
9. Check the 3XX fields:

a. 300 (Innovative tag r)—Physical description:

Subfield a: Use v. or no. in subfield a. If the title has ceased, enter the correct number of volumes published, if available.
Subfield b: If the title has illustrations, enter "ill." in subfield b.
Subfield c: Enter the correct centimeters in subfield c. NOTE: When it is 31 cm. and up, check the Othersize Table (under Materials Processing, General section) with the location and height. If the location is an ov code, use the correct ov location code in the item record and inside the front cover, if the volume will not be returned to the Serials Department for labeling.
For example:
\[ r \ 300 \ v. : | b i l l . ; | c 26-32 \ \text{cm.} \]

b. 310 –(Innovative tag r)—Current publication frequency: Add if not present. The frequency note is required and should match the fixed field "Freq".
For example:
\[ r \ 310 \ \text{Weekly (except last week in Dec.)} \]

c. 362, Dates of publication.—(Innovative tag r)—Dates of publication and/or sequential designation: If the beginning/ending enumeration is completely unknown, this field will not be entered.

362 0 - Use this field and first indicator zero when the first published issue is the item in hand, and/or the last published issue in hand.
For example:
\[ r \ 362 \ 0 \ | a V o l. \ 1, \ no. \ 1 \ (A p r. \ 1981)- \]
\[ r \ 362 \ 0 \ | a V o l. \ 1, \ no. \ 1 \ (A p r. \ 1983)-v. \ 1, \ no. \ 3 \ (J u n e \ 1983) \]
362 1 - Use the Began with ... note when you do not have the first and/or last published issue but have the information from another source.
For example:
\[ r \ 362 \ 1 \ \text{Began with Vol. 1 (Apr. 1981)} \]
\[ r \ 362 \ 1 \ \text{Began with Vol. 1, no. 1 (Apr. 1983). Ceased with Vol. 5, no. 2 (May 1988).} \]

NOTE: When you use the 362 field, first indicator 1, you must add a 500 Description based...
on: ... note. Refer to step 9a.

362 field not present in the record: If there neither the beginning or ending volumes is known, the 362 field is omitted. In this case, a 500 Description based on: ... note is required. Usually, the Dates in Date One will also not be known and may be represented by 19uu, for example.

10. 490 field, Series statement.– (Innovative tag s) The first indicator should be 1 (one) and an 8xx field should be present in the record.
NOTE: 440 field is obsolete.

11. Check the 5XX fields, note fields: (Innovative tag n for all 5xx fields)

a. 500, General note field. -
Description based on: This note must be added when you do not have the first issue published; use the 362 1 field with this note.
For example:

n 500 Description based on: Vol. 2, no. 5 (May 2001).

b. 500 - Title from cover. or Title from caption. Use this note when the serial does not have a title page.
For example:

n 500 Title from cover.

If there is a Description based on note, the title from ... note may be combined with it. For example:

n 500 Description based on: 1990; title from caption.

c. 500 - All other general notes, accept them unless an error is obvious, such as, a typo or other misspelling.

d. 515, Numbering peculiarities note.--Use to describe numbering irregularities. Accept the note unless the items in hand prove that the note is not correct.

e. 530, Additional physical forms available.--Accept this field. For example:

n 530 Also available on microfiche.

f. 546 - Language note. Use if the title is a translation or is in several languages. NOTE: You must also have a 041 field when a 546 field is present.
For example:

n 546 English, French, or German.
g. 550 - Issuing body note. Use when more than one corporate body has issued a serial. For example:
n 550 Vols. for 1974- published in cooperation with the Kansas State Board of Agriculture.
NOTE: The corporate body in this note may be entered in a 710 or 711 field, that is, indexed and searchable.

h. 555 - Index note, accept if present.

i. 570 - Editor note, accept if present.

j. Delete a 590 note (local) when the note has been downloaded from OCLC; this note will not apply to University of Arkansas Libraries copy.

12. 580 notes, Linking complexity note field, and linking fields:

a. 760-777, 787 linking fields: If a 580 note is present with linking entry fields 760-777 and 787, you can ACCEPT the note. These fields do not display in the OPAC and do not create a problem of repeating the same note.

b. 780 and 785 linking fields: The 780 and 785 fields do display in the OPAC and, for most of the combinations of these fields and indications, special labels are displayed in the OPAC, creating a note; therefore,

i. DELETE a 580 note which corresponds to the content of a 780 field. (A 580 note may also contain information about a supplement or other special issues.

ii. DELETE the 580 note, if present, in records with a 785 field which has a second indicator of 0, 1, 2, 3, 4, or 5.

iii. ACCEPT or ADD the 580 note with a 785 field which has a second indicator of 6 or 7.

These are:
785 06 Split into____________and____________________
785 07 Merged with______________to form____________
(See your OCLC serials format or MARC21 format for more information.)

13. Check the 6XX fields, Subject access fields. (Innovative tag d)

a. There should be at least one 650 or 651 subject field with a second indicator of 0 (zero). However, annual reports most often require a 610 (corporate name subject). If one of these fields is not present, give it to the serials cataloger to add a subject heading.
b. Accept 655 fields.

c. If a 69X field created by another library’s holdings is present, delete it.

d. 690 Local subject field for UA Libraries: There are two types, the Bookplate heading and the collection heading. The Serials Search Form should have a note which requests the subject heading.

For example: d690 Bookplate: Asa Hutchinson papers
or, d690 Bookplate: Darene Bingham
For full details, see procedure: Bookplates.

For example: d690 Jerry Russell collection

After adding a 690 bookplate or collection subject field, also add a local note to list the volumes donated unless all volumes have been donated by the same donor or are from the same collection. For example,

v947 1969 (c.2)=1x added vol. & gift of Darene Bingham.

14. Check the 7XX fields: 700-740 fields are added entry fields. Accept these fields, unless the heading does not match the author on the item in hand. 770-787 are linking entry fields. The most common are the 780, Preceding entry, and the 785, Succeeding entry; follow directions below for the 780 and 785. For other fields, consult the MARC21 format or your supervisor.

a. 780 (Innovative tag x)- This field links your record to the preceding title. Compare the printout of the previous title to this field. Edit if the field is not correct.

b. 785 –(Innovative tag z) This field links your record to the succeeding title. Compare the printout of the succeeding title to this field. Edit if the field is not correct.

15. 800-830, Series added entry.–(Innovative tag s)
Consult the procedure, Series Authority Procedures for Copy Cataloging.

16. 860, Local holdings field (Innovative tag h)- Follow procedures in LIB HAS NOTE FORMAT. If there is an 866 field, change it to an 860 field.
17. 880-886 fields contain non-Roman language scripts and Foreign MARC Information fields. Accept the fields; these do not currently display in InfoLinks, the library catalog.

18. 945, Local note field. (Innovative tag v) - add your initials to the record. 947, Local note field. (Innovative tag v) - add processing instructions, such as, 1x Add, Add vol., analytics decision, as needed.

19. All printed titles must have a local holdings record in the OCLC Union List module. Refer to the procedure: GUIDELINES FOR CREATING LOCAL HOLDINGS RECORDS IN THE OCLC UNION LIST.

20. Innovative Tag Table

a  AUTHOR 100,110-111
b  ADDL. AUTHOR 700-715
d  SUBJECT 600-611,630,650-652,655-657,690-699,752,755
e  EDITION 250
f  STANDARD NUMBER 028,030
g  GOVT DOC NUMBER 074,086
h  LIB HAS NOTE 948
i  ISBN/ISSN NUMBER 022-024
l  LCCN NUMBER 010,011
m  REPORT NUMBER 027,088
n  NOTES 500-599,754
o  OCLC NUMBER 001,019
p  IMPRINT 260-265
q  LINK 760-777
r  DESCRIPTION 254-256,300-399,753
s  SERIES 400-490,800-811,830,840
t  TITLE 240,245
u  ALT TITLE 130,210-214,222,242-243,246-247,730,740
v  LOCAL NOTE 945-947
w  RELATED TO 787
x  CONTINUES 780
y  MARC 002-009,015-017,025,033-049,052,066,069,072,082,241,257,856,880,886
z  CONTINUED BY 785

EXCEPTION IN MARCIVE export table: O35 is entered in f (standard number) to serve as a matching point for overlaying records.