GUIDELINES FOR CATALOGING TITLE CHANGES

1. Select two or three setups from the shelf, if possible. It is more efficient if to do several titles of the same type. Pull the shelflist card(s) for the past titles, for reference. File a red flag to mark the place unless the title can be completely converted.

2. Print the Infolinks bibliographic records, noticing the linking fields. There should be a full bibliographic records with MARC tags and all number and at least one subject field. [NOTE: If full record(s) is not available in Infolinks, return title change to LAT III.] Retrieve from the stacks the first volume of the old title.

3. Verify that there is at least one LC subject heading a 650 or 651 field with an indicator of 0 (zero). If there is not, place in serial cataloger’s basket to add a subject heading.

4. Search 780 and 785 fields if you do not already have all the records for all the title changes.

5. The new title will retain the same call number unless the new title has renumbered beginning with v. 1 again or the title has split. In these cases the call number will need to be adjusted, usually only the cutter.

6. Search 780 and 785 fields on OCLC or Infolinks and make printouts to verify the accuracy of those fields.

7. Check all other appropriate fields. (See COPY CATALOGING FOR SERIALS). If you cannot determine the beginning/ending volumes and/or dates from the issues in hand, a student can retrieve volumes from the stacks.

8. Logon to Infolinks. Edit the record including the 860 field. (See LIB HAS NOTE FORMAT). Printout the edited bibliographic records.


10. Logon to OCLC union list system. Create a local data records. (See LOCAL DATA RECORDS IN THE ARKANSAS UNION LIST). Printout the completed local data records.

11. Count each new title in the appropriate branch box under OCLC Copy for Serials. Count the old title under the appropriate branch box under recataloging serials.

12. Place all work and the volumes on the appropriate shelf to be proofread.

13. Refile the shelflist card if it has not been completely converted.

14. Place the title change form, new volume(s), and Infolinks printouts in the Serials Dept. basket.

10/12/94 - clc
7/97/rev - clc
8/2003/rev - clc