

Preferred sources of information for online serials

This document provides guidance on selecting preferred sources of information for cataloging online serials. Once you have determined the basis for identification (the earliest issue) for describing the online serial, use this document to help you choose the preferred source of information.

Preferred sources of information for online serials (summarized from CCM 3.3.3.3 and CCM 31.3.2)

The title proper, later title proper, and other title info may be taken only from the preferred source. Other transcribed elements (statement of responsibility, numbering, publication statement, etc.) may be taken from the same source as the title proper (preferable) or from anywhere within the resource itself (consult CCM 3.3.3 for more details).

Information for transcribed elements taken from outside the resource (e.g., ISSN portal, inferred info, info not known, navigational menu bars, etc.) should be enclosed in brackets (see CCM 3.3.2.). Note that the journal homepage is considered part of the resource. Do not bracket information from the record for the print manifestation if basing the description on the print version record (see CCM 31.17).

Choose the preferred source of information from this list, the first of the following sources that has a title:

1. Title page (PDF or other scanned image)
2. Cover or jacket issued with the resource (PDF or other scanned image)
3. Caption (PDF or scanned image)
4. Masthead (PDF or scanned image)
5. Colophon (PDF or scanned image)
6. Table of contents page (PDF or HTML)
7. Running title (PDF)
8. Webpage for the earliest issue (sometimes you find title changes here)
9. HTML header (or other embedded metadata) for the earliest issue
10. Journal homepage (HTML)
11. HTML header (or other embedded metadata) for the journal homepage
12. External sources (e.g., navigational menu bars, screens, links, ISSN portal, etc.)

The description of remote access electronic serials begs for both flexibility and the exercise of cataloger judgment in determining the appropriate sources of information. When in doubt, record what seems reasonable, remembering that the most important thing is to accurately identify and provide access to the resource. The more non-traditional the description, the more necessary it becomes to make explicit notes that explain the sources of information used. Where changes in the print title are not displayed prominently, it is preferable that a less prominent source be selected as the source of title. A running title appearing on a PDF or scanned image of an article can be used as a source of title in these cases.

Examples of DBO "title from" notes:

- ... title from PDF title page ...
- ... title from scanned image of cover ...
- ... title from PDF caption ...
- ... title from PDF masthead ...
- ... title from PDF colophon ...
- ... title from PDF table of contents page ...
- ... title from HTML table of contents page ...
- ... title from PDF running title ...
- ... title from issue homepage ...
- ... title from HTML header ...
- ... title from journal homepage ...
- ... title from HTML header of journal homepage ...
- ... title from ISSN portal ...
- ... title from navigational menu bar on journal homepage ...