Cheat sheet for RDA serials cataloging (CSR)
(NOTE: UCSD policy for serials dictates that manifestations of the same expression are cataloged using a single record.
MARC fields below are marked as **M**anifestation or **E**xpression attributes to aid with cataloging reproductions. Refer to CONSER RDA core elements for more information.

MARC field	Instructions	Type of attribute (manifestation or expression)
Fixed fields		
Type: a (text), m (numeric data), etc.	Type a ELvl I Srce d GPub Ctrl Lang jpn	E
BLvl: s (serial)	BLvl s Form o Conf 0 Freq a MRec Ctry ja	E
S/L: 0 (successive entry)	S/L 0 Orig EntW Regl r Alph	n/a
Desc: i (RDA)	Desc i SrTp p Cont DtSt c Dates 1966 , 9999	n/a
Form: blank (print), o (electronic), etc.		M
Orig (Form of original)	Per CSR, required only for original microforms. Not required to code for newspapers, eresources, etc.	E
SrTp (Type of serial): p (issued more frequently than annually) or blank (issued annually)		E
Freq/Regl	Required in nsdp authenticated records. The fill character is the default but coding is recommended.	E
Conf (Conference pub)	Not required but easy to code.	E
DtSt: c or d (current or dead)		M
Dates (1-2)	Dates derived from the 362 field.	M
Lang		E
Ctry		M
Variable fields		
006 (add. material characteristics)	Add if applicable for additional material characteristics not already supplied in the 008 fixed fields. 006 __m o d (e.g., add 006 for seriality if cataloging a resource that is mostly numeric data)	M
007 (add. physical characteristics)	Add if applicable. Required only to code $a "Category of material" and $b "Specific material designation" (e.g., 007__ $a c $b r) per CSR.	M

010 (LCCN)	Add if authenticating for CONSER.	M
022 ($a ISSN)	Add if available.	M
022 ($l Linking ISSN)	Add if available.	E
040 (cataloging source)	Add $b eng $e rda following $a.	n/a
042 (authentication code)	Add "pcc" if authenticating.	n/a
050 (LC call number)	Add 050 _4 (if not authenticating), 050 14 (if authenticating)	W
1XX (Authorized access point)	Must be RDA-compatible. Add relationship designators as appropriate for all 1xx fields except 111 (see RDA Appendix I). The relationship designator is always preceded by a comma unless the preceding subfield ends with a hyphen.	M
130/240 (Preferred title)	Add if needed to distinguish a title. Check against all sources (monos, serials, IRs, etc.), not just against other serial titles.	W
245 ($a Title proper)	Follow RDA Appendix A for recording title proper (WorldCat prefers this option rather than transcribing what you see). Give title source in 588.	M
245 ($c Statement of responsibility)	Not required for serials (will be amended in RDA)	M
246 1_ (Title added entries)	Make added entries for title variants as needed. $i not required. $f date(s) okay. Do not need to justify source. For parallel titles, use indicators 11: 246 11 $a [German title].	M
250 (Edition)	Transcribe edition statement as it appears on resource.	M
264 (Place of publication, publisher, and publication date) For serials, always use the publication date, not copyright date. Therefore, the 264 field will always have 2nd indicator "1": 264 _1 …	Use the 264 for all new original or newly authenticated RDA records. For pre-RDA records, prefer not to change an existing 260 field to 264. It is permissible to update pre-RDA records with changes in production, publication, distribution, and manufacture elements using either the 260 field or the 264 field at the cataloger's discretion. **First indicator** = Sequence of statements blank # Not applicable/No information provided/Earliest available publisher 2 Intervening publisher 3 Current/latest publisher. **Second indicator** = Function of entity 0 Production, 1 Publication, 2 Distribution, 3 Manufacture Statements and 4 Copyright notice date **CSR**: For 264 $c, record publication date of first or last issue if the dates are known and the first or last issues are in hand. If there is no publication date, use the chronological date as the publication date. **RDA**: If a publication date is inferred from a copyright date, use brackets. If the date is inferred from other sources, bracket the date and add a question mark. If a publisher and/or an approximate date of publication cannot reasonably be determined, record: 264 _1 $a [Place of publication not identified] : $b [publisher not identified]	M

	It is not recommended to use $c [date of publication not identified] for serials. If the date or dates cannot be approximated, do not record a date of publication.	
300 (Physical description area)	Not a core element but recommend adding even if the resource is not complete or the total extent is not known. $c is especially useful for identification of manifestation. For print: 300 __ $a volumes ; $c XX cm. LC-PCC PS 1.7.1. Field 300 may end in no punctuation, may end in a right parenthesis when the last element of the field is a parenthetical qualifier, or may end in a period when the last element is an abbreviation. When a record has a 490 field, insure that field 300 ends in a period.	M
310 (Frequency)	Generally include if the frequency is readily ascertainable.	E
321 (Former frequency)	Update FF: Freq/regl when adding a 321 field.	
336 (Extent)	Example: 336 __ $a text $2 rdacontent	E
337 (Media)	Examples: Print: 337 __ $a unmediated $2 rdamedia CD-ROM: 337 __ $a computer $2 rdamedia Microfilm: 337 __ $a microform $2 rdamedia	M
338 (Carrier)	Examples: Print: 338 __ $a volume $2 rdacarrier CD-ROM: 338 __ $a computer disc $2 rdacarrier Microfilm: 338 __ $a microfilm reel $2 rdacarrier	M

362 (Numbering)	The CONSER RDA CORE Elements table instructs catalogers to use a note to describe numbering (RDA 2.20.5). The 362 1_ unformatted note allows catalogers to use and piece together the most complete numbering from anywhere in the resource. The same form of numbering that is recorded in the 362 note should also be recorded in the 588 fields. Record beginning and ending dates per rules and CONSER/BIBCO practice. Transcribe sequencing (e.g., Vol., Volume, Issue, no., etc.) as it appears on resource. Transcribe chronology as it appears but qualify it per CONSER standards as needed (e.g., Volume 1, number 1 (December 2011)). • RDA A.6 states "Capitalize the first word … of the numeric and/or alphabetic designation of the first issue or part of a sequence of numbering …" Note that there is no mention about capitalizing the last issue or part of the sequence 362 1_ Began with Vol. 1, no. 1; ceased with volume 10, number 12 • Record numerals in the form in which they appear on the source of information (e.g., tome III = tome III) See: RDA 1.8.2 • Record numbers expressed as words as numerals (e.g., Volume one = Volume 1, First report = 1st report) See: RDA 1.8. • When recording inclusive dates and other inclusive numbers, record both the first and last number in full (e.g., 1967-72 = 1967-1972) See: RDA 1.8.4	M (numbering) E (sequencing)
490/8xx (Series)	Core if a series added entry is not being made. Use 490 for series that are not established. Otherwise, provide 830 only for serials.	M
500/550 (Provider notes)	For issuing bodies, may use relationship designators in 1xx/7xx $e without 550 notes.	M
530 (Additional physical form)	Prefer 776 $i if other format(s) exists.	M
538 (System details note)	Give system requirements notes only when special software or technical conditions apply.	M
580 (Linking entry complexity note)	Use to explain complex linking relationships that cannot be expressed with 7xx $i.	E
588 (Description based on: and title source notes)	Always provide a DBO note. Transcribe enumeration as it appears on resource (use most complete numbering available). Record chronology inside parentheses. 588 __ Description based on: Volume 1, number 1 (1999); title from cover.	M
588 (Latest issue consulted)	Always provide. Transcribe enumeration as it appears on resource (use most complete numbering available). Record chronology inside parentheses. 588 __ Latest issue consulted: Vol. 10, issue 30 (2012).	M
650 (LCSH and MeSH)	Add as applicable.	W

710/730 (Added entries)	700/710/711 headings must be RDA-compatible. Add $e relationship designators as applicable (see RDA Appendix I, J, or K).	M
76X-78X (Linking entries)	Use for expressing relationships between the serial being cataloged and immediate preceding, succeeding, or simultaneously issued resources, regardless of mode of issuance of the related resource.	M
776 (Additional physical form linking entry)	Use 776 fields to link records of the same title issued in various formats, simultaneously published or continuations in a different format. For format changes that also accompany title changes, use 780/785 fields. Use 776 $i to record the format of the record being referenced and to explain relationships between different formats of a title, (although 580 field remains an option to describe a complex situation) per the Multiple linking format guidelines. Add for known versions in other formats when there is a record to link to, or even if you only have a known title. Include the corresponding ISSN, LC, and/or OCLC numbers when available. Use $i to specify relationship. 776 08 $i Online version: … 776 08 $i Microfiche version: … 776 08 $i Continued online: … 776 08 $i Print version, 1989-2012: …	M
856 (Electronic access & location)	Optional. Use indicators 41. Give the applicable URLs for current iterations. Optionally, provider names and different coverage dates may be given in $3.	M