Appendix B: Online integrating resources RDA MARC record cheat sheet

MARC tag	Instructions
006 (add. material characteristics)	Required only to code the first byte (e.g., 006 __m). Additional 006s can be provided if the material characteristics are not already supplied in the 008 fixed fields (e.g., add 006 for seriality if cataloging a resource that is mostly numeric data)
007 (physical characteristics)	Required only to code $a "Category of material" and $b "Specific material designation" (e.g., 007__$a c $b r) per CONSER practice.
010 (LCCN)	Add if authenticating for CONSER. BIBCO participants do not add a LCCN.
008/22 Form of Original item (Orig)	Required only for original microforms. Not required to code for newspapers, eresources, etc. per CONSER practice.
Fixed fields **Common codes:** **Type:** a (text) or m (numeric data) **BLvl:** i (integrating resource) **SrTP:** d or w (If neither applies, use "blank") **DtSt:** c or d (current or dead) **Desc**: i (RDA)	Type a ELvl l Srce d GPub s Ctrl Lang eng BLvl i Form o Conf l Freq m MRec Ctry cau S/L 2 Orig EntW Regl r Alph Desc i SrTp d Cont DtSt c Dates 2012 , 9999
008/23 Form of item (Form)	Use "o" for online.
008/18-19 Freq/Regularity	Required in nsdp authenticated records. The fill character is the default but if updating copy, replace with updated code.
008/29 Conference pub	Not required to code.
022 (ISSN)	If applicable, record the e-ISSN in $a; record the print ISSN in $y.
040 (Cataloging source)	Add $e rda following $a or $b. Add $e pn following $e rda if also a provider-neutral record.
042 pcc	Add if authenticating for CONSER or BIBCO.
050 (LC classification number)	Providing classification numbers for online integrating resources is optional, though for CONSER authenticated records, it is encouraged.
130/240 (Preferred title) **CORE**	The preferred title of the work may consist of other elements such as the form of work (RDA 6.3), date of work (RDA 6.4), place or origin of the work (RDA 6.5), content type (RDA 6.9), date of expression (RDA 6.10), language of expression (RDA 6.11) and/or other distinguishing characteristics (RDA 6.6). If 2 or more works would otherwise be represented by the same authorized access point, assign a parenthetical qualifier (see IR 5.3.2) to the resource being cataloged.

245 $a (Title proper) **CORE**	The title proper should reflect the current iteration. If the title proper appears on the preferred source in full and in the form of an acronym or initialism, choose the full form as the title proper. Record the acronym or initialism as other title information. If the title proper changes on a subsequent iteration, change the title proper to reflect the current iteration, and give the earlier title proper in a 247 field.
245 $c (Statement of responsibility) **CORE**	The first statement of responsibility is a core element. If a statement of responsibility is added, deleted, or changed on a subsequent iteration, change the 245 $c to reflect the current iteration. If considered important, give any earlier statement of responsibility in a note.
246 1_ (Variant title, other title)	Record variant titles if considered important for identification or access. Parallel title: 246 11 $a [title for German part of website].
247 10 (Earlier title proper) $f **CONSER CORE (if applicable)**	If the title proper changes on a subsequent iteration, change the title proper to reflect the current iteration, and give the earlier title proper in a 247 field. Use $f to designate the date that the former title proper was viewed.
250 (Edition) **CORE (if applicable)**	Record only edition statements originating from the original publisher/society; ignore statements that pertain to specific provider versions.
264 (Place of publication, publisher, and date) Repeatable, but intervening publication statements are optional for IRs **CORE**	Record the first named place and publisher in the current iteration. The place/publisher should be applicable to all online versions and thus, should not reflect a particular digitizer, provider version, or interface. The publication date(s) if given, as much as possible, should be based on content from the original publisher/society and be applicable to all provider versions. If the publisher changes on a subsequent iteration of an integrating resource, change the place of publication and publisher to reflect the current iteration (264 31) and move the earlier publishing information to an intervening publishing statement (e.g., 264 #1 or 264 21), if considered to be important for identification or access. Also update the Ctry code in the fixed field to reflect the current place of publication.
300 (Extent) **CORE (if the resource is complete and total extent is known)**	300 ## $a 1 online resource May also record other characteristics of the carrier, if considered important for identification or selection. 300 ## $a 1 online resource (200 streaming videofiles) …
310 (Frequency) **CONSER CORE (if known)**	Record the current frequency in a 310 field. If the frequency of updates changes, move the earlier frequency information to a 321 field.
321 (Earlier frequency)	If the frequency of updates changes, move the earlier frequency information to a 321 field. Record the current frequency in a 310 field. Also, update the Freq/Regl codes in the fixed field to reflect the current frequency.
336 (Content Type) **CORE**	336 ## $a text $b txt $2 rdacontent
337 (Media Type) **CONSER CORE**	337 ## $a computer $b c $2 rdamedia
338 (Carrier Type) **CORE**	338 ## $a online resource $b cr $2 rdacarrier
362 (Dates of publication)	Record publication dates in 264 $c whenever possible. Use the 362 field to record beginning and ending dates if the

CORE	first and/or latest iteration is not available and when the date information is better expressed in a note. 362 1# $a First posted on January 1, 2010.
490/800/810/811/830 (Series) **CONSER CORE** **(if applicable)**	Do not treat provider names as series statements. If a series statement is added, deleted, or changed on a subsequent iteration of an integrating resource, change the series statement to reflect the current iteration. Make a note if the change is considered important. CONSER practice: Do not give a series statement in the 490 field, unless the series information has changed in later iterations of the resource. Instead, if tracing the series, give only an authorized access point (AAP) for the series in the appropriate 8XX field.
500 (General note)	General notes for the most part should be applicable to all providers.
500/550 (Note on publication statement)	Do not note providers as the digitizer.
506 (Restrictions on access note)	Do not use, unless restrictions apply to all versions and formats of the IR. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful, give in 856 $z.
530 (Related manifestations)	Prefer 776 $i for recording related manifestations.
538 (Equipment or system requirements note)	Provide a mode of access note only for access methods other than through the World Wide Web. Give system requirements notes only when all provider versions require special software or technical conditions.
546 (Language of the content) **CONSER CORE** **(if applicable)**	Record for some languages (see LC-PCC PS 7.13.2.3).
580 (Notes about related works and expressions)	Use to explain complex work, expression, and manifestation relationships that cannot be readily expressed with 7xx $i.
588 (Description based on:, title source) **CONSER CORE**	Always give these notes in a CONSER record for online IRs (LC-PCC PS 2.20.2; 2.20.13): • Notes on title source (RDA 2.20.2)* • Note on the issue, part, or iteration used as the basis for identification (RDA 2.20.13; 2.20.13.4) • Note identifying the date on which the resource was viewed (RDA 2.20.13.5). e.g., 588 ## $a Description based on contents viewed on November 4, 2003 (Community of Science website); title from main search screen. *Catalogers not following CONSER practice will use a title source note only when the title proper is not taken from one of the sources given in RDA 2.20.2.3; LC-PCC PS 2.20.2).
650 (LCSH and MeSH)	Assign LCSH and/or MeSH based on the current iteration.
655 (Genre/Form)	Add if applicable.
710/711/730 (Authorized access points)	Do not add access points for names of providers or digitizers. Add $e relationship designators as appropriate. May leave authorized access points in records for earlier iterations if considered important for access and identification.

76X-78X (Related works and expressions) **CONSER CORE (if applicable)**	Use for expressing relationships between the IR being cataloged and immediately preceding, succeeding, or simultaneously issued resources, regardless of mode of issuance of the related resource.
775 (Related manifestation: same carrier as the original) **CONSER CORE (if applicable)**	Use for related manifestations when the carrier of the manifestation is the same as the carrier of the original. Include the corresponding ISSN, LC, and/or OCLC numbers when available.
776 (Related manifestation: different carrier than the original) **CONSER CORE (if applicable)**	Use for related manifestations when the carrier of the manifestation is different from the carrier of the original. Include the corresponding ISSN, LC, and/or OCLC numbers when available. Also use for format changes $i Continued on CD-ROM …
856 (Electronic access & location) **CONSER CORE (if applicable)**	Give the applicable URLs for current iterations. The URL should be universal and match the granular level of the resource being cataloged to the extent that this is possible. Do not include an institution/consortia-specific or passworded URL in a bibliographic record contributed as shared cataloging unless it is the only URL you have and it serves as the basis of the description. Optionally, provider names may be given in $z.

Record Consolidation and Deleting Duplicates (see also IR.9.3)

If multiple records exist for an online integrating resource, one record should be selected for PCC authentication and others reported for deletion.

* Select one record to maintain: prefer a PCC record if one is available. If there are multiple PCC records, prefer a record authenticated by NSDP or ISSN Canada. Do not enhance DC (Dublin core 042 dc) records.

*If there is a CONSER serial record and a PCC authenticated integrating resource record for the same resource, check the URLs to verify whether the content is presented as a serial with discrete issues and/or an integrating resource before reporting these as possible duplicates. If in doubt, consult with the authenticating library to determine if the resource meets the definition of a serial or an integrating resource.

* Add the URL of the provider version for which you are providing access and/or copy 856 fields from the records you are reporting for deletion and record them on the record you are keeping.

* Remove fields that are provider specific, e.g. 710/730 or 440 for provider names; notes which only apply to one provider.

* Authenticate the record if it is not a CONSER/BIBCO record; report the other records as duplicates (see IR.9.3).