Cheat sheet for RDA serials cataloging (CSR)

(NOTE: UCSD policy for serials dictates that manifestations of the same expression are cataloged on the record for that manifestation)

This cheat sheet is intended as a reference for original and copy cataloging of serials in all formats. It is a compilation of RDA and CSR best practices organized in MARC tag order. It is NOT a guide for how to edit copy. MARC fields below are marked as **M**anifestation or **E**xpression attributes to aid with cataloging reproductions. Refer to CSR RDA MAP for more information.

MARC field	Instructions	Type of attribute (manifestation or expression)
Fixed fields		
Type: a (text), m (numeric data), etc. **BLvl:** s (serial) **S/L:** 0 (successive entry) **Desc:** i (RDA) **Form:** blank (print), o	Type a ELvl I Srce d GPub Ctrl Lang spa BLvl s Form o Conf 0 Freq q MRec Ctry sp S/L 0 Orig EntW Regl r Alph	E E n/a n/a 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. (e.g., 006 __m o d for online resources)	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 $b r for online resources) per CSR.	M
010 (LCCN)	Add if authenticating for CONSER.	M
022 ($a ISSN)	Add if available.	M
022 ($l Linking ISSN)	Add if available.	E
040 (cataloging source)	Add $b eng $e rda following $a. Also add $e pn if following provider-neutral guidelines.	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. described in English) in OCLC, not just against other serial titles. Test title against the 245 $a only. 245 $b does not make the title unique but the presence of 1XX does.	W
245 ($a Title proper)	Even though the title proper is a transcription field under RDA, follow RDA Appendix A rules for capitalization for recording title proper (e.g., capitalize words according to the guidelines for the language involved) rather than transcribing what you see. Give title source in 588. 588 __ Description based on: Volume, number 1 (2017); title from cover.	M
245 ($c Statement of responsibility)	Per LC-PCC PS 2.4.2, not required for serials.	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]. For minor title changes, prefer $i because it's clearer: 246 1_ $i Issues for 2010- have title: $a [minor title change]	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 If a place of publication and/or publisher is not known, record: 264 _1 $a [Place of publication not identified] : $b [publisher not identified] 264 $c (CSR): Per CSR, the publication date is not transcribed, PCC core, or PCC recommended. Record the 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, a copyright or release date may be used to infer a publication date. Dates used for the publishing date: preferred order (inferred dates should be bracketed): Publication date Release date (inferred) Copyright date (inferred) Chronological designation (inferred) 264 $c (RDA): The publication date is a RDA transcribed core element. 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. Per LC-PCC PS for 2.8.6.6, supply a date of publication rather than give $c [date of publication not identified] for serials. If the date or dates cannot be approximated, do not record a date of publication (per RDA 2.8.6.5).	M

300 (Physical description area and extent)	RDA core element, follow CSR/LC-PCC PS 3.4 for serials. Recording the type of resource is mandatory for currently published non-print tangible resources. For all other resources, type of resource is not mandatory but recommended even if the resource is not complete or the total extent is not known. $c is especially useful for identification of manifestation. For completed or "dead" resources, both the number of units and the type of resource are required if the information is known. 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 (Content)	336 $a RDA term for content type (see RDA 6.9) and $2 source code are required per PCC policy. $b MARC code for the content type is optional but easily added using an OCLC macro or constant data. Example: 336 __ $a text $b txt $2 rdacontent	E
337 (Media)	337 $a RDA term for media type and $2 source code are required per PCC policy. $b MARC code for the media type is optional but easily added using an OCLC macro or constant data. Examples: Print: 337 __ $a unmediated $b n $2 rdamedia CD-ROM: 337 __ $a computer $b c $2 rdamedia Microfilm: 337 __ $a microform $b h $2 rdamedia Online: 337 __ $a computer $b c $2 rdamedia	M
338 (Carrier)	338 $a RDA term for carrier and $2 source code are required per PCC policy. $b MARC code for the carrier type is optional but easily added using an OCLC macro or constant data. Examples: Print: 338 __ $a volume $b nc $2 rdacarrier CD-ROM: 338 __ $a computer disc $b cd $2 rdacarrier Microfilm: 338 __ $a microfilm reel $b hd $2 rdacarrier Online: 338 __ $a online resource $b cr $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 2.17.5.2: "Take information for use in a note on numbering of a serial from any source." • 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 Since we are using unformatted 362 notes, follow RDA 2.17.5.3. To avoid conflict with RDA A.6, use the colon and treat it as a full stop (which means capitalize the first word following the colon): 362 1_ Began with: Vol. 1, no. 1 (2000); ceased with: Volume 10, number 12 (December 2010). or record without colons using sentence case: 362 1_ Began with vol. 1, no. 1 (2000); ceased with volume 10, number 12 (December 2010).	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. Do not delete if already in the record.	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. 580 __ Merged with: Indiagram. Week's news, and: India economic newsletter, to form: India news (Washington, D.C. : 1962), issued April 27, 1962- with new volume numbering.	E

588 (Description based on: and title source notes) (use indicators blank for CONSER records)	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. 588 __ Description based on: Volume 1, number 1 (1999) (online surrogate); title from PDF cover (JSTOR, viewed December 13, 2016).	M
588 (Latest issue consulted) (use indicators blank for CONSER records)	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). 588 __ Latest issue consulted: Vol. 10, issue 30 (2012) (online surrogate) (publisher's website, viewed December 13, 2016).	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. Always code 1st indicator "0" for OPAC displays.	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 per CSR best practices. Do not use RDA defined relationship designators here. 776 08 $i Online version: … 776 08 $i Microfiche version: … 776 08 $i Continued online: … 776 08 $i Print version, 1989-2012: … 776 08 $i Continued in print: … See: Multiple Format Linking guidelines	M
856 (Electronic access & location)	Optional. Use indicators 41 (version of resource) or 40 (resource itself). Give the applicable (universal) URLs for current iterations. Optionally, provider names and different coverage dates may be given in $3.	M