

University of Tennessee College of Law

## Legal Scholarship Repository: A Service of the Joel A. Katz Law Library

---

AALL Legal Website of the Month

Law Library

---

2010

### **Integrating Resources: A Cataloging Manual - Appendix A to the BIBCO Participants' Manual and Module 35 of the CONSER Cataloging Manual**

Program for Cooperative Cataloging

Follow this and additional works at: [https://ir.law.utk.edu/aall\\_websites](https://ir.law.utk.edu/aall_websites)

---

Integrating Resources:

A Cataloging Manual

Appendix A to the BIBCO Participants'  
Manual

and

Module 35 of the CONSER Cataloging  
Manual

2011 Revision

Program for Cooperative Cataloging

Washington, D.C. 2011

# Acknowledgements and publication history

*Integrating Resources: A Cataloging Manual* was first issued in 2003 and represented a significant milestone in the development of cataloging documentation. The original version was prepared by Diane L. Boehr and Alice E. Jacobs of the National Library of Medicine, with the assistance of Regina T. Wallen and Kathleen M. Winzer of the Robert Crown Law Library, Stanford University. The manual was later revised in 2005 and 2008 to incorporate new practices and changes in the technical services landscape.

The 2005 revisions were made by the Task Group to Update Integrating Resources Documentation and Training Materials under the auspices of the PCC Standing Committee on Training. The task group was made up of both BIBCO and CONSER catalogers. Members included: Renette Davis (University of Chicago), Alice Jacobs (National Library of Medicine), Luiz Mendes (UCLA), Jean Pajerek (Cornell University Law Library), Steve Shadle (University of Washington), and Adam Schiff (University of Washington). Judy Kuhagen (Library of Congress, CPSO) served as chair. Further review and assistance was provided by Ana Cristán (Library of Congress Coop Team), Carolyn Sturtevant (BIBCO coordinator), and other members of the LC Coop Team and CPSO staffs.

In 2008 a major revision was undertaken to reflect several recent developments. The PCC Task Force on Provider-Neutral Record for Electronic Integrating Resources completed its final report with guidelines and record elements (<http://www.loc.gov/acq/conser/ProvNeutforE-IRs-Sept-21-2007.pdf>). The merger of RLG and OCLC made it possible for BIBCO and CONSER members to authenticate and maintain records for integrating resources in one continuing resources file. The development of the CONSER standard record for serials resulted in practices appropriate for integrating resource records. Members of the 2008 revision team included: Robert Bremer (OCLC), Becky Culbertson (UCSD), Peter Fletcher (UCLA), Lisa Furubotten (Texas A&M), Les Hawkins (CONSER Coordinator), Allene Hayes (LC), Judy Kuhagen (PSD), Jim Latchney (Michigan State University), Rhonda Lawrence (UCLA), John Levy (LC), Renee Martonik (University of Chicago), Shana L. McDanold (University of Pennsylvania), Hien Nguyen (LC), George Prager (New York University Law Library), Dave Reser (PSD), Regina Reynolds (LC-US ISSN Center), Esther Simpson (LC-USPL/ISSN), Carolyn Sturtevant (BIBCO Coordinator), Iris L. Wolley (Columbia).

In 2010, guidelines for the repeatable 260 field were added to section 7.3.

In 2011, a revision was undertaken to update the manual and harmonize it with the SCCTP Integrating Resources Workshop materials. The text and examples were revised to reflect changes in PCC MARC 21 coding practices, most notably: new fields for “online” in fields 006 and 008 for Form of item, and Form of original item; introduction of \$3 for use with 490 and 8XX series fields, and introduction of field 588 for Description based on notes. Several sections in the manual were also substantially revised, most notably IR.11.1-2 on Linking entries.

## Acknowledgements and publication history

Members of the 2011 revision team included: George Prager (NYU Law, Co-chair), Valerie Bross (UCLA, Co-chair), Manisha Bhattacharyya (GPO), Renee Chin (UCSD), and David Reser (LC, ex-officio).

Sincere thanks to all who have contributed to the development, review, and revision of this manual over the years. The manual serves both as a working tool and a work in progress as it will continue to be modified to reflect changes in the cataloging environment.

Les Hawkins (CONSER Coordinator)  
Carolyn Sturtevant (BIBCO Coordinator)

# Integrating Resources

Introduction.....	5
Objectives .....	5
References.....	6
Definitions of Terms Used in This Module .....	8
IR.1 What is an integrating resource?.....	11
IR.2 Provider-neutral record for electronic integrating resources .....	23
IR.3 Sources of information.....	30
IR.4 Title and statement of responsibility area .....	34
IR.5 Edition area .....	45
IR.6 Type and extent of resource area .....	47
IR.7 Publication, distribution, etc., area.....	48
IR.8 Physical description area.....	52
IR.9 Series statements and series access points.....	54
IR.10 Notes and electronic location and access.....	56
IR.11 Relationships to other resources .....	73
IR.12 Determining main and added entries .....	81
IR.13 Uniform titles .....	83
IR.14 Fixed field coding .....	84
IR.15 Subject analysis and classification.....	92
IR.16 How many bibliographic records?.....	97
IR.17 Full record examples.....	104

## Introduction

### Introduction

An integrating resource is “a bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing” (AACR2). Integrating resources represent a mode of issuance different from that of monographs and serials.

For a long time, most integrating resources were in printed text form as updating publications in loose-leaf format. These resources had always been somewhat problematic to catalog with earlier versions of AACR2 because such resources exhibit characteristics of both monographs and serials. Prior to the 2002 revision of AACR2, catalogers used the manual *Cataloging Rules for the Description of Looseleaf Publications* by Adele Hallam.

With the dramatic increase in integrating resources available on the Internet, it became clear that more formal guidance on how to catalog resources with this mode of issuance was needed. Chapter 12 of AACR2, renamed “Continuing Resources” in the 2002 revision, was revised to incorporate rules for serials and integrating resources (both finite and continuing).

Additions to the *MARC 21 Format for Bibliographic Data* for integrating resources included a new bibliographic level and specific codes in the fixed fields. Several existing fields in the format formerly used only for serials began to be used in records for integrating resources when the 2002 revision of AACR2 was implemented.

This module represents LC/PCC practice. Any differing LC practices are noted; PCC libraries are not obligated to follow any LC-specific instructions.

### Objectives

This module will discuss:

- What constitutes an integrating resource
- Creation of a bibliographic record for an integrating resource, including MARC 21 fields
- Updating of the bibliographic record when the integrating resource changes
- Areas where integrating resource cataloging differs from monograph or serial cataloging
- Special considerations in the cataloging of integrating resources

## References

## References

*Anglo-American Cataloguing Rules*, 2<sup>nd</sup> edition, 2002 revision. Chicago, Ill.: American Library Association, 2002-

Barrett, Marcia. *Source of Title Note for Internet Resources*. Online Audiovisual Catalogers Association, Cataloging Policy Committee, 3<sup>rd</sup> revision 2005. Retrieved May 27, 2011 from: <http://www.olacinc.org/drupal/?q=node/20>

*BIBCO Participants' Manual*. Carol Hixson, David Banush, Ana Cristán, eds. Washington, D.C.: Program for Cooperative Cataloging, 2002-. Retrieved May 27, 2011 from: <http://www.loc.gov/catdir/pcc/bibco/bpm.pdf>

*CONSER Cataloging Manual*, 2002 ed. Les Hawkins, ed. Washington, D.C.: Library of Congress Cataloging Distribution Service, 2002- (update 4, 2010)

*CONSER Editing Guide*, C7.4 Duplicate Records. (update 20, 2011)

*Differences Between, Changes Within*. Chicago: ALCTS, 2007. Retrieved May 27, 2011 from: <http://www.ala.org/ala/mgrps/divs/alcts/resources/org/cat/differences.cfm>

Digital Library Federation, Electronic Resources Management Initiative (ERMI). *Electronic Resource Management: Report of the DLF ERM Initiative*. Washington, D.C.: Digital Library Federation, 2004. Retrieved May 27, 2011 from: <http://www.diglib.org/pubs/dlf102/>

Library of Congress. *Library of Congress Rule Interpretations*, 2<sup>nd</sup> ed. Washington, D.C.: Cataloging Distribution Service, Library of Congress, 1989-2010.

Library of Congress. “*Descriptive Cataloging Manual: Public Sections*” in *Cataloger's Desktop*. Washington, D.C.: Library of Congress Cataloging Distribution Service, 1994-

*MARC 21 Format for Authority Data: Including Guidelines for Content Designation*, 1999 ed. Prepared by Network Development and MARC Standards Office. Washington: Library of Congress, 1999-

*MARC 21 Format for Bibliographic Data: Including Guidelines for Content Designation*, 1999 ed. Prepared by Network Development and MARC Standards Office. Washington: Library of Congress, 1999-

*NACO Participants' Manual*, 3rd ed., rev. Washington, D.C.: Library of Congress Cataloging Distribution Service, 2005.

*OLAC Introduction to Cataloging Electronic Integrating Resources: An Online Training Presentation* Retrieved May 27, 2011 from: <http://www.olacinc.org/drupal/?q=node/21>

## References

*OLAC Summary Notes for Catalog Records*. Retrieved May 27, 2011 from:  
<http://www.olacinc.org/drupal/?q=node/21>

*SCCTP Integrating Resources Cataloging Workshop*. Retrieved May 27, 2011 from:  
<http://www.loc.gov/acq/conser/scctp/ir-trainmaterials.html>

*Subject Headings Manual*, 2008 ed. Washington, D.C.: Library of Congress, Cataloging Policy and Support Office, 2008-



## Definitions of terms used in this module

### Definitions of Terms Used in This Module

**Blog** (an abridgment of the term **web log**) a Web site, usually maintained by an individual, with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse chronological order. "Blog" can also be used as a verb, meaning *to maintain or add content to a blog*. (Wikipedia, April 20, 2008)

#### Continuation

A resource that continues a previously published or issued resource. (AACR2 12.7B8a)

#### Continuing resource

A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (AACR2)

#### Database

A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. (MARC 21)

#### Direct access (Electronic resources)

The use of electronic resources, via carriers (e.g., discs/disks, cassettes, cartridges) designed to be inserted into a computerized device or its auxiliary equipment. See also Remote access (Electronic resources). (AACR2)

#### Electronic resource

Material (data and/or program(s)) encoded for manipulation by a computerized device. This material may require the use of a peripheral directly connected to a computerized device (e.g., CD-ROM drive) or a connection to a computer network (e.g., the Internet). (AACR2)

#### Finite resource

A bibliographic resource issued once or over time with a predetermined conclusion (completed within a finite number of parts or iterations). Includes monographs and finite integrating resources. (Miller)

#### Integrating entry

A method of description in which an existing bibliographic record is changed to describe the current iteration of a resource. (Miller)

#### Integrating resource

A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole; can be finite or continuing. Examples include updating loose-leafs and updating Web sites. (AACR2)

## Definitions of terms used in this module

### Iteration

An instance of an integrating resource, either as first published or after it has been updated. (AACR2)

### Loose-leaf service

A publication issued in several component parts, often in a combination of updating loose-leaf and bound volumes, containing both primary and secondary source material. Sometimes a loose-leaf service is called a reporter. (LCRI 12.0)

### Merger

A resource that is the result of the merger of two or more other resources. (AACR2 12.7B8b)

### Provider

An agency that supplies access to an electronic resource, but which is not the original creator of the resource. There can be several such agencies providing access to the same resource.

### Remote access (Electronic resources)

The use of electronic resources via computer networks. See also Direct access (Electronic resources). (AACR2)

### Simultaneous edition

A resource that is one of two or more editions differing in partial content and/or in language. (AACR2 12.7B8f)

### Supplement

An item, usually issued separately, that complements one already published by bringing up-to-date or otherwise continuing the original or by containing special features not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original. (AACR2)

### Updating database

A collection of logically interrelated data stored together in one or more computerized files, updated in an integrating manner, usually created and managed by a database management system. (MARC 21)

### Updating loose-leaf

An integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed and/or substituted. (AACR2)

### Updating Web site

A Web site that is updated in an integrating manner but does not fit into one of the other types of continuing resource categories. (Miller)

## Definitions of terms used in this module

### Web archiving

Web archiving is the process of preserving portions of the World Wide Web. One of the largest Web archiving organizations or services is the Internet Archive, which strives to maintain an archive of the entire Web. (based on: Wikipedia, May 27, 2011)

## IR.1 What is an integrating resource?

## IR.1 What is an integrating resource?

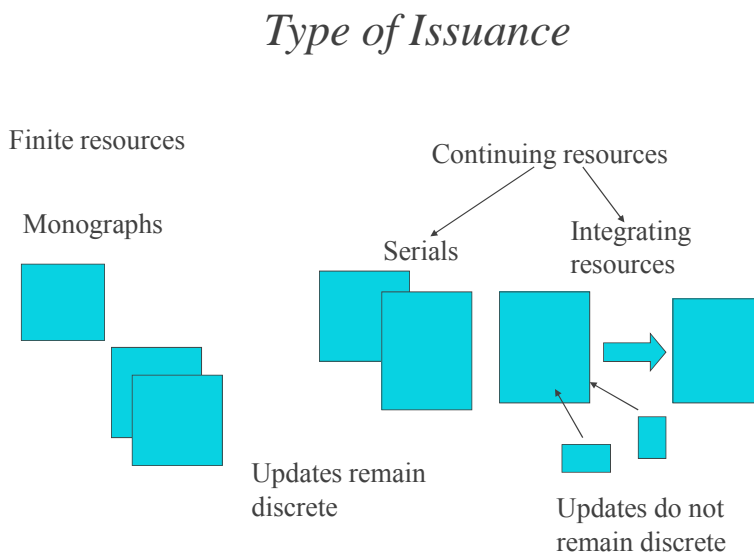
### IR.1.1. Concepts of continuing, finite, and integrating resources

The world of bibliographic resources can be divided into two main categories: finite resources and continuing resources. A finite resource is a bibliographic resource that is issued once, or, if issued over a period of time, has a predetermined conclusion (i.e., is completed within a finite number of parts or iterations.) By contrast, a continuing resource is a bibliographic resource that is issued over time with no predetermined conclusion.

An integrating resource may be either finite or continuing. This distinction is not essential because the cataloging rules are the same regardless of whether the resource is finite or continuing. The main characteristic of an integrating resource is that the updates are integrated into the resource as a whole and do not remain as discrete parts. This characteristic distinguishes them from serials, the other type of continuing resource, which are issued in a succession of discrete parts.

Each instance of an integrating resource, either as it is first published/released or subsequently updated, is referred to as an iteration.

Representation of mode of issuance in AACR2



## IR.1 What is an integrating resource?

### IR.1.2 Distinguishing integrating resources from monographs and serials (LCRI 1.0)

#### IR.1.2.1 Print resources

If a resource is issued in a single volume or over time but with a set conclusion (e.g., a resource to be completed in 10 volumes), the resource is a monograph. The single-part monograph or multipart item may be supplemented, but the supplements remain discrete.

A resource issued in one or more base volumes and updated over time with new pages that are incorporated into the main volume is an updating loose-leaf (i.e., an integrating resource). If the updates are intended to be continued indefinitely, the resource is a continuing integrating resource. If the updates have a predetermined conclusion, the resource is a finite integrating resource.

Not every resource published in loose-leaf format is intended for updating. Look for an indication from the publisher about updates before assuming the resource is an integrating resource. If the updates are added to a binder but remain as discrete entities, then it is a serial or a monograph rather than an integrating resource.

Monographs issued in loose-leaf format:

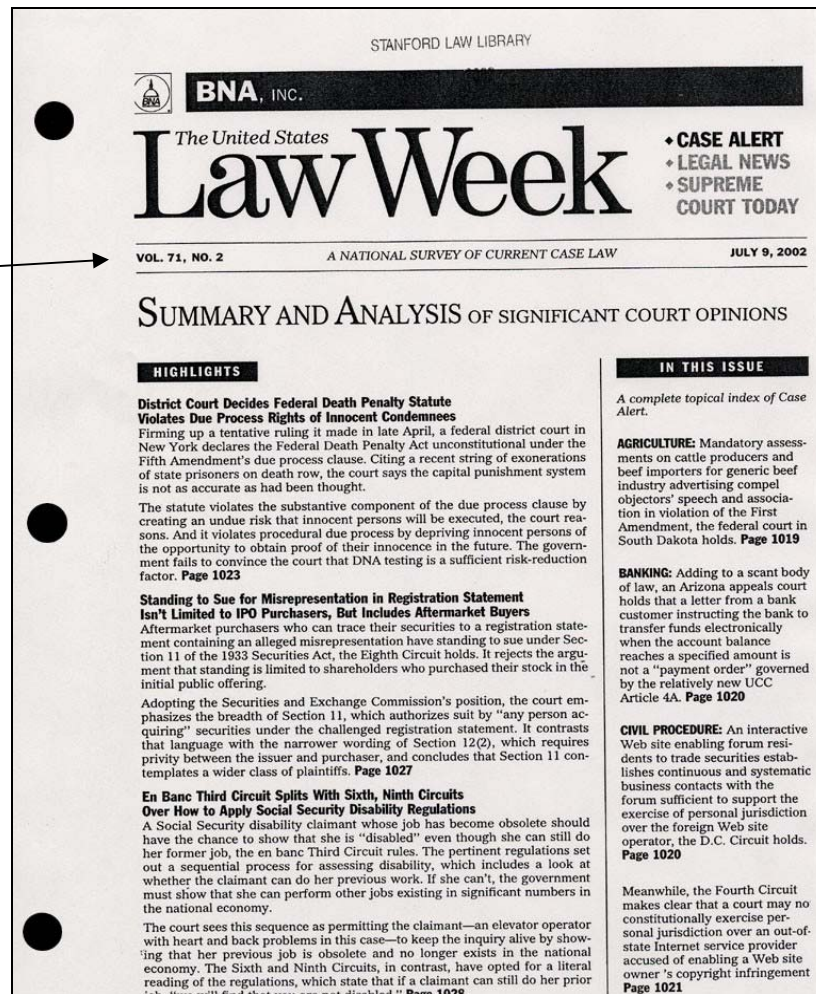
- Publications that are complete in one or more volumes but are issued in binders. For example, conference proceedings, course materials, or training manuals are often issued in binders for ease of use by participants.
- Publications that are issued in binders with updates or supplements that are filed together at the beginning or end of the binder.

Serials issued in loose-leaf format:

- Resources meeting the definition of serials issued in loose-leaf format to allow issues to be stored in a binder; the successive issues remain discrete.
- Resources which are issued successively even though the contents filed into each binder may be updated in integrating fashion until the next binder is issued.

## IR.1 What is an integrating resource?

Example: Resource issued in loose-leaf format: catalog as a serial because of presence of numbering and issues remain discrete



### IR.1.2.2 Electronic resources

Do not consider direct access electronic resources to be integrating resources.

Online electronic resources may be monographs, serials, or integrating resources. The cataloger must examine each resource to determine the mode of issuance.

Is the resource a fixed, static site, not likely to be updated? If so, then it is a monograph.

Possible, but not conclusive, clues that the site is a fixed, static one are the presence of only a single date of publication or copyright, a statement that there is a print counterpart to the site, the fact that the resource is a single PDF file, or the presence of a fixed edition statement that is associated with the resource.

## IR.1 What is an integrating resource?

Examples: Print monographs issued online in a “database” format: Catalog them as e-books because there is no evidence the content will be updated, they have single publication dates, edition statements that match the print versions, and/or e-ISBNs.

**Grove Encyclopedia of Islamic Art and Architecture**

HOME | BROWSE | PREFACE | CONTRIBUTORS | ABBREVIATIONS | ADMINISTRATOR AREA | HELP | CONTACT US | ABOUT OXFORD PRESS | LOG OUT

Edited by Jonathan M. Bloom and Sheila S. Blair

The *Grove Encyclopedia of Islamic Art and Architecture* is the most comprehensive in this complex and diverse area of art history. Built on the acclaimed scholarship *Dictionary of Art*, this work offers over 1,600 up-to-date entries on Islamic art and ranging from the Middle East to Central and South Asia, Africa, and Europe, and 1 thousand years of history. Recent changes in Islamic art in areas such as *Art and Architecture* are elucidated here by distinguished scholars. Entries provide in-depth art history information about dynasties, art forms, artists, architecture, rulers, monuments, and stylistic developments. In addition, over 500 illustrations of sculpture, mosaic, painting, ceramics, architecture, metalwork and calligraphy illuminate the rich artistic tradition of the Islamic world. With the fundamental understanding that Islamic art is not limited to a particular region, or to a defined period of time, the *Grove Encyclopedia of Islamic Art and Architecture* offers pathways into Islamic culture through its art.

Jonathan M. Bloom and Sheila S. Blair share the Norma Jean Calderwood University Professorship of Islamic and Asian Art at Boston College and the Hamad bin Khalifa Endowed Chair of Islamic Art at Virginia Commonwealth University. Drs. Bloom and Blair study all aspects of Islamic art from the seventh century to modern times. Bloom is particularly interested in the arts of the medieval Mediterranean region as well as the history of paper; Blair is particularly interested in the arts of Iran and Central Asia, the Mongols, and the history of the Islamic book. In addition to their hundreds of individual articles, reviews, and monographs, they have written or edited seven books jointly. They also served as consultants to the PBS documentary *Islam: Empire of Faith*, and are convenors of the Hamad bin Khalifa Biennial Symposium on Islamic Art. Bloom and Blair received their Ph.D.s in Middle Eastern Studies and Fine Arts from Harvard University.

**e-reference edition ISBN: 9780195373042**  
**Print edition ISBN: 9780195309911**  
**Print edition publication date: 2009**  
**Publishing history: First published 2009**  
**Copyright: © Oxford University Press 2009**

**e-reference edition ISBN: 9780195373042**  
**Print edition ISBN: 9780195309911**  
**Print edition publication date: 2009**  
**Publishing history: First published 2009**  
**Copyright: © Oxford University Press 2009**

**OXFORD Reference ONLINE PREMIUM**

HOME | ADVANCED SEARCH | SUBJECTS & BOOKS | TIMELINES | BROWSE | LINKS | LOGOUT | HELP

Book home page | How to cite this book | Abbreviations | Preface | Contributors

**New Oxford American Dictionary** > UC-eLinks

Quick search

Search this book | Search whole database

**Third Edition**  
**Print edition ISBN: 9780195392883**  
**Publishing history: First published 2001; second edition 2006; third edition 2010**  
**Copyright: © Oxford University Press 2001, 2006, 2010, 2011**

Third Edition

Edited by **Angus Stevenson and Christine A. Lindberg**

Over 350,000 words, phrases, and senses

**“More current than its closest rival in size.... This is a ‘buy’.” — *Booklist* STARRED REVIEW**

As Oxford’s flagship dictionary, the *New Oxford American Dictionary* sets the standard of excellence for lexicography in this country. With more than 350,000 words, phrases, and senses, and hundreds of explanatory notes, this dictionary provides the most comprehensive and accurate coverage of American English available.

The dictionary draws on the two-billion-word Oxford English Corpus and the unrivaled citation files of the world-renowned *Oxford English Dictionary* to provide the most accurate and richly descriptive picture of American English ever offered in any dictionary. The *Third Edition* offers a thoroughly updated text, with revisions throughout and approximately 2,000 new words, phrases, and meanings. Many new words relate to fast-moving areas such as computing, technology, current affairs, and ecology, while others have recently entered the popular lexicon. Usage notes have been updated in light of the most recent Corpus evidence, and a completely new in-text feature on Word Trends charts usage for rapidly changing words and phrases such as carbon, mobile, or tweet.

One of the hallmarks of the *New Oxford American Dictionary* is the way it reflects the living language. Unlike in more traditional dictionaries, where meanings are ordered chronologically according to the history of the language, each entry plainly shows the principal meaning or meanings of the word, organized by importance in today’s English. Thus readers can be confident that the first definition they see is the one most likely to be used by people today, and is not a sense that has been obsolete for two centuries.

Offering clear, authoritative, and precise information, with the in-depth and up-to-date coverage that users need and expect, the *New Oxford American Dictionary* is the benchmark by which all other American dictionaries are measured.

**Third Edition**  
**Print edition ISBN: 9780195392883**  
**Publishing history: First published 2001; second edition 2006; third edition 2010**  
**Copyright: © Oxford University Press 2001, 2006, 2010, 2011**

## IR.1 What is an integrating resource?

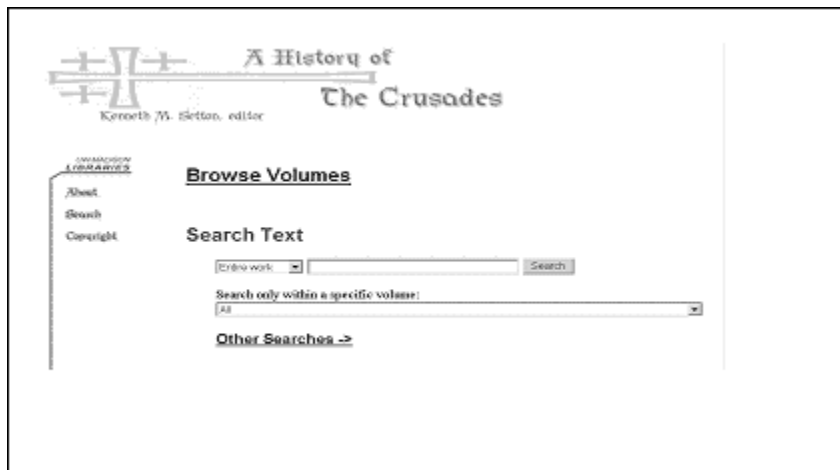
PCC members have agreed to follow a provider-neutral approach to cataloging electronic integrating resources.

The scope and guidelines for applying the provider-neutral approach is provided in more detail in section IR.2 of this manual. This policy is limited to remote access electronic resources that are available simultaneously from two or more different electronic service providers (one of which may or may not be the original publisher or society) but are essentially the same resource and consist of the same content.

Example: Digitized graphic – catalog as a monograph



Example: Digitized text History of the Crusades site—catalog as a monograph if there is no indication that the site will be updated

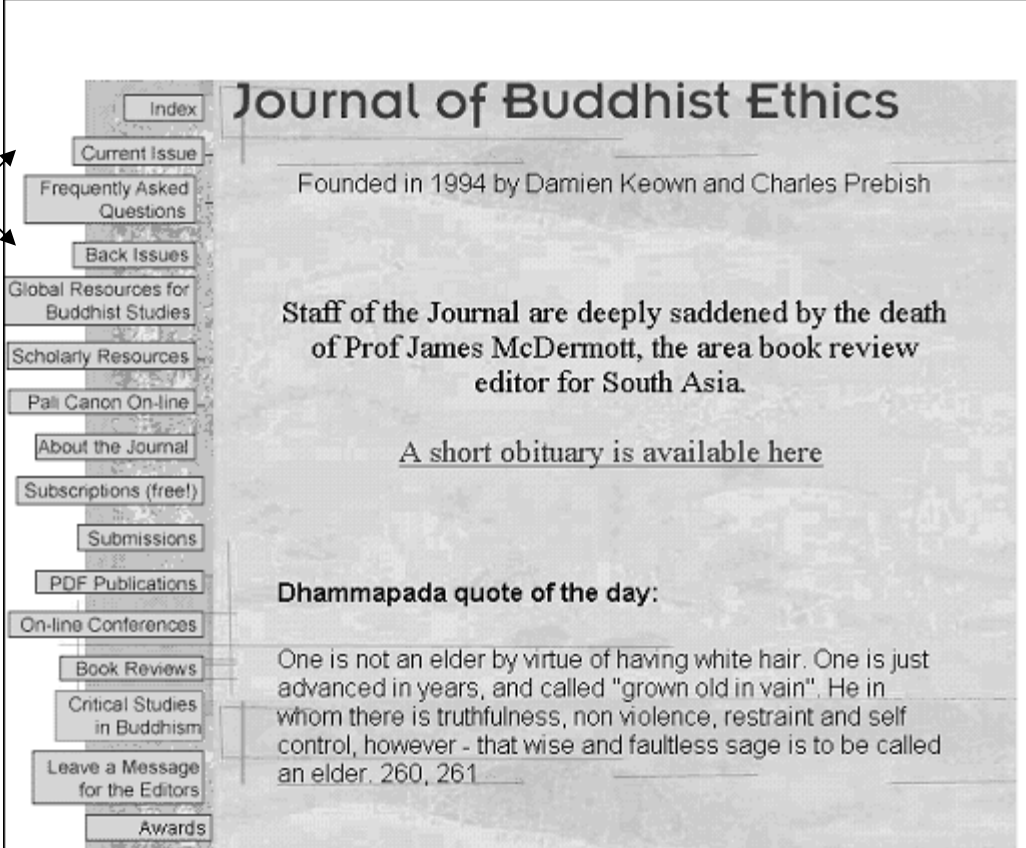




## IR.1 What is an integrating resource?

If the site is dynamic and is updated, is each update discrete? Can earlier issues or parts be accessed? If so, treat the resource as a serial or multipart item.

Example: A journal with current and back issues available on the site—catalog as a serial



The image shows a screenshot of the Journal of Buddhist Ethics website. On the left is a vertical navigation menu with the following items: Index, Current Issue, Frequently Asked Questions, Back Issues, Global Resources for Buddhist Studies, Scholarly Resources, Pali Canon On-line, About the Journal, Subscriptions (free!), Submissions, PDF Publications, On-line Conferences, Book Reviews, Critical Studies in Buddhism, Leave a Message for the Editors, and Awards. A double-headed arrow points to the 'Current Issue' and 'Frequently Asked Questions' items. The main content area features the title 'Journal of Buddhist Ethics' and the text 'Founded in 1994 by Damien Keown and Charles Prebish'. Below this is a notice: 'Staff of the Journal are deeply saddened by the death of Prof James McDermott, the area book review editor for South Asia. A short obituary is available here'. At the bottom, there is a 'Dhammapada quote of the day:' followed by a quote: 'One is not an elder by virtue of having white hair. One is just advanced in years, and called "grown old in vain". He in whom there is truthfulness, non violence, restraint and self control, however - that wise and faultless sage is to be called an elder. 260, 261'.

## IR.1 What is an integrating resource?

If the site is updated and the changes are integrated into the resource and the earlier iterations are no longer available, the resource is an integrating resource. Possible, but not conclusive, clues that a site is an updating resource are the presence of a range of publication or copyright dates, presence of a “what’s new” section on the page, or the appearance of latest update information.

Example: Web site. Note the presence of a “Hot topics” area and contents labeled “New.” Catalog as an integrating resource.

The image shows a screenshot of the Montgomery College website. At the top, the header reads "MONTGOMERY COLLEGE" and "MONTGOMERY COUNTY, MARYLAND". A "Website Survey" button is in the top right. A navigation bar contains links for "Site Map", "Directories", "News", "Calendar", "Libraries", "Employment", and "Search NEW". The "Search" link is circled, and a large "NEW" label with an arrow points to it. Below the navigation bar, there are three main sections: "Explore MC" with a list of links (Admissions, Academics, Continuing Education, Distance Learning, Student Services, Arts and Athletics, Uniquely MC); a central image of a campus scene with a "Change Image" button below it; and "Information for:" with a list of user groups (Current Students, Prospective Students, Alumni and Friends, Business and Industry, Visitors and Community). The "Prospective Students" link is circled. Below the "Information for:" section is a "snapshot student snapshot" graphic for "eRadio WMCR" with a "Click here to listen now!" link. A "Hot Topics" section is located below the "Explore MC" list, containing several news items with small icons.

## IR.1 What is an integrating resource?

Some serials in print format become integrating resources when issued online because they are continually or frequently updated and previous iterations no longer exist as discrete issues. (If the current issue is available online as a separate issue but back issues no longer exist as discrete issues, still catalog the resource as a serial.) When determining the mode of issuance of the electronic resource, base the decision on the resource being cataloged, not on another manifestation.

Example: Web site continually updated with previous iterations no longer available – catalog as an integrating resource



### IR.1.3 Types of integrating resources

The three most common types of integrating resources are updating loose-leaves, updating databases, and updating Web sites.

#### IR.1.3.1 Updating loose-leaf materials

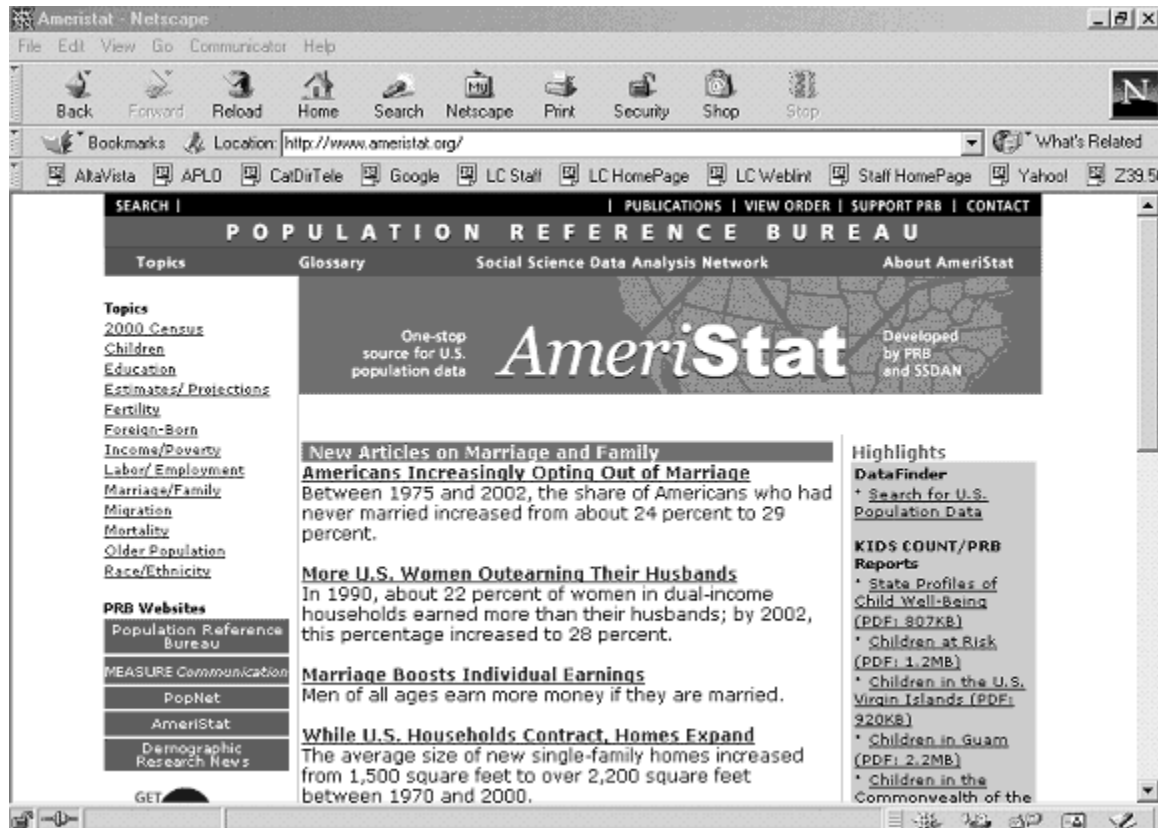
An updating loose-leaf is “an integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted.” (*AACR2, Glossary*). The loose-leaf service is a more complex bibliographic resource. The loose-leaf service is issued in several component parts, including updating loose-leaf materials, bound volumes, and newsletters, etc., containing both primary and secondary source material. This type of loose-leaf service may be called a “reporter.” Create a single bibliographic record for the service as a whole, with a note describing component parts (see LCRI 12.0).

## IR.1 What is an integrating resource?

### IR.1.3.2 Updating databases

An updating database is “a collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system that is updated in an integrating manner.” (*MARC 21 Format for Bibliographic Data*)

Example: An updating database: Ameristat



## IR.1 What is an integrating resource?

### IR.1.3.3 Updating Web sites

A site is considered an updating Web site when the updates are done in an integrating manner (newer content replacing or being added to existing content, etc.). Personal or organizational home pages are examples of updating Web sites.

Example: An ongoing, updating Web site: the LC Web site



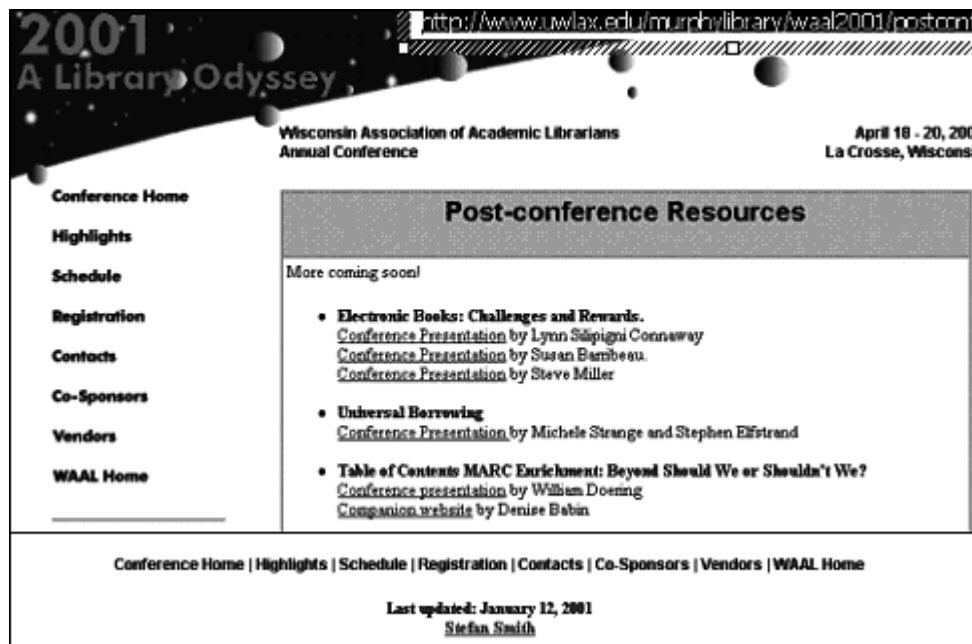
The screenshot displays the Library of Congress website interface. At the top, there is a navigation bar with the text "The LIBRARY of CONGRESS" and several menu items: "ASK A LIBRARIAN", "DIGITAL COLLECTIONS", "LIBRARY CATALOGS", and a search box with a "GO" button. Below the navigation bar, there are several sections:

- Resources for...**: A list of user categories including Kids, Families, Librarians, Publishers, Researchers, Teachers, and Visitors.
- General Information**: A list of links such as About the Library, Calendar of Events, Jobs/Fellowships, Support the Library, and Shop the Library.
- More Library Resources**: A list of specialized centers and offices like American Folklife Center, Braille, Audio Materials, Copyright Office, Copyright Royalty Board, Kluge Center, Law Library of Congress, Poetry, and Research Centers.
- Library Highlights**: A central section featuring a large banner for "AMERICAN MEMORY" with a portrait of a man and the text "American Memory provides free and open access to historic maps, photos, documents, audio and video." Below this are several smaller highlights with icons and titles: "Exploring the Early Americas", "Library Concerts on the Radio", "Wise Guide to loc.gov", "Webcasts from the Library", "Places in the News", and "Today in History | December 17".
- News from the Library**: A section with the heading "NEWS FROM THE LIBRARY" containing several news items with titles and brief descriptions, such as "Anousheh: Web search may be unavailable Dec. 16", "Future of Bibliographic Control", "New Digital Images of Library Available", "Poet Laureate on the Radio", "John Philip Sousa Online", and "World Digital Library".
- THE LIBRARY AT WORK**: A section at the bottom right with the heading "THE LIBRARY AT WORK".

## IR.1 What is an integrating resource?

Although integrating resources are most often continuing resources, some are issued over time but are intended to be completed in a finite number of iterations or after a period of time. Integrating resources that have ceased being updated are still cataloged as integrating resources. Also, there are no differences in the cataloging of finite and ongoing integrating resources.

Example: *A finite updating Web site: 2001 Library Odyssey meeting Web site (updated only until completion of conference)*



### IR.1.4 Changeable aspects of integrating resources: impact on cataloging

Cataloging a single-part monograph is a fairly straightforward procedure: the cataloger describes the item in hand and the record is considered complete. Cataloging continuing resources can be more challenging because with each issue or iteration, there is the possibility of changes that need to be accommodated in the bibliographic description. Integrating resources present the biggest challenge. Unlike a serial, where the cataloger can go back and look at the earlier issues, the earlier iterations of the integrating resource have vanished or been subsumed into the current iteration. Therefore, description can only be based on the current iteration and information about earlier iterations must be moved to notes and/or access points, if considered to be important or required by AACR2.

When a search of the catalog does not retrieve a record matching the resource being cataloged, a cataloger may think the resource is not represented in the catalog and create a new record. However, there may be a record for an earlier iteration of the resource not yet updated to reflect the current iteration.

## IR.1 What is an integrating resource?

For an updating loose-leaf, identification of changes in the current iteration requires that staff checking in the updates notice and act upon such changes. Unless check-in staff can view the bibliographic information easily during the check-in process and are trained to identify such changes, the changes may pass unnoticed until retrieval is affected or there is a new edition. Publishers may provide full replacement volumes in order to reflect a change of publisher name. These replacement volumes may or may not be considered a new edition. See IR.16.1 for guidance in determining if a new record is required.

For online integrating resources, the cataloger is unlikely to see later iterations. Catalogers may only become aware of changes when questioned or notified by users or other library staff.

## IR.2 Provider-neutral record for electronic integrating resources

### IR.2 Provider-neutral record for electronic integrating resources

#### IR.2.1 Scope

This policy is limited to remote access electronic resources that are available simultaneously from two or more different electronic service providers (one of which may or may not be the original publisher or society) but are essentially the same resource and consist of the same content (see also 16.3.1-16.3.3 for identifying duplicate records). When there is significant difference between the content of the e-IRs that would indicate they are actually different works, the provider-neutral policy should not be applied. Alternate language versions: these normally do not constitute a language edition but merely a search interface in another language or a Web page with “translated” content not equivalent to the main, original language page. (See IR.4.2.1)

The policy focuses on providing a bibliographic description of an integrating resource as issued by the publisher or other original source (such as a scholarly society) of the content. The record representing the online version contains information applicable to all versions being distributed by all electronic service providers. The provider-neutral record does not contain information specific to any one particular provider, with the exceptions of citing the source upon which the record was based and providing access points for variant titles that some providers use for the resource. Provider names are not added to uniform titles as qualifiers, given as name headings or mentioned in issuing body notes. Notes about access restrictions, format, or system requirements specific to particular providers also are not given. As CONSER/BIBCO catalogers consolidate existing multiple records for an online IR, the URL of all versions will be given on the remaining record.

#### IR.2.2 Guidelines for Record Creation and Record Consolidation: Provider-neutral Record

##### **Which provider site is the description based on?**

Preferred sources:

- Publisher's/Society's (creator of content) site
- Host (other provider version)

008	Code as for any online IR.
022	Give the ISSN of the electronic version in \$a; give the linking ISSN in \$ℓ; give the ISSN of the print in \$y
130/240	Assign as for any IR, per LCRI 25.5B
245	Record the title from the preferred source of the current iteration.
246	Make added entries for title variants as for any IR
246 1#	\$i Title from HTML header: \$a [Title]
246 11	\$a [German parallel title]



## IR.2 Provider-neutral record for electronic integrating resources

- 250 Record only edition statements originating from the original publisher/society; ignore statements that pertain specifically to provider versions.
- 256 Do not use in original cataloging. For copy cataloging, retain the information if it still characterizes the resource.
- 260 3# \$3, \$a, \$b, \$c Record the first named place and publisher in the current online iteration. The place/publisher should be applicable to all online versions and thus, should not reflect a particular digitizer or provider version or interface.
- Dates if given, as much as possible, should be based on content from the original publisher/society and be applicable to all provider versions
- 310 Generally include if the frequency of updates is dictated by the original publisher/society *and* is readily ascertainable
- 362 Record beginning and ending dates per rules and CONSER/BIBCO practice. This information should be based on content from the original publisher/society and be applicable to all provider versions (see also 260)
- 490, 8XX Do not treat provider names as series statements in the provider-neutral record.
- 500 General notes for the most part should be applicable to all providers.
- 500 Source of title Record source of title proper as usual. However, also add the provider version used for description, see IR.3.1.2.2 and IR.10.4. For example: Title from main search screen (Community of science, viewed Aug. 22, 2007)
- 500/550 Do not note providers as the digitizer
- 506 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 in the CONSER/BIBCO record, give in \$z of field 856.
- 538 *CONSER standard record practice:* 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.

## IR.2 Provider-neutral record for electronic integrating resources

- 588 Description based on note: if recording description based on (DBO) information, combine it with the source of title information
- 710/730 Do not make added entries for the name of service provider.
- 776 Add linking field for known versions in other formats when there is a record to link to. Include the corresponding ISSN when available.
- 856 Give the applicable URLs for current iterations. Optionally, provider names may be given in \$z, different coverage dates in \$3

### **Record Consolidation and Deleting Duplicates**

If multiple records exist for a title describing it as a part of several provider packages, one record should be selected for PCC authentication and the 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 (see also IR.16.3.2).
- If there is a CONSER serial record and a PCC authenticated record for the same resource treated as an integrating resource, consult with the authenticating library if necessary 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.16.3.1-IR.16.3.3)

IR.2.3. Some examples of original source creator (publisher, society, institution, etc.) v. service provider or host:

**AGRICOLA** (source: National Agriculture Library; also available via COS, EBSCO, etc.)

**Medline** (source: National Library of Medicine; also available via OCLC, EBSCO, OVID, Cambridge Scientific Abstracts, etc.)

## IR.2 Provider-neutral record for electronic integrating resources

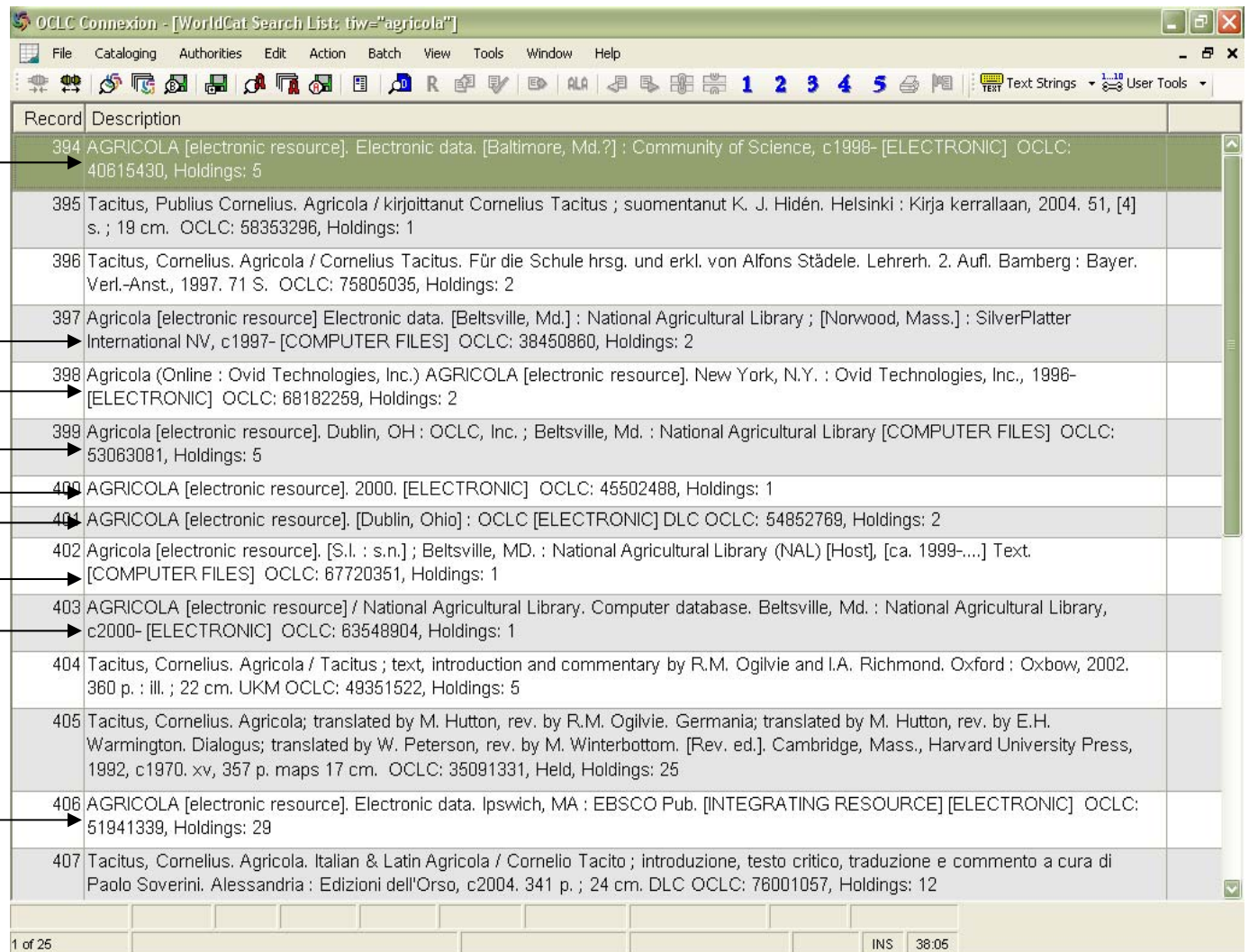
**PAIS international** (source Cambridge scientific abstracts; also available also via OCLC, OVID/Silverplatter, etc.?)

**Art index/fulltext/abstracts** (source Wilson; also available via OCLC FirstSearch, others?)

**Sociological abstracts** (source CSA; also available via OVID/Silverplatter, OCLC FirstSearch, etc.?)

**CINAHL** (source: CINAHL Information Systems; also available via OCLC FirstSearch, OVID/Silverplatter)

Browse results example for the title "Agricola" to illustrate the present situation (multiple records)



The screenshot shows a web browser window titled "OCLC Connexion - [WorldCat Search List: tiw='agricola']". The browser's address bar and menu bar are visible. Below the browser window is a table of search results. The table has two columns: "Record" and "Description". There are 13 rows of results, each with a record number and a description. The descriptions include details about the resource type (e.g., electronic, computer files), publisher, and OCLC number. The table is scrollable, and the bottom of the page shows "1 of 25" records and "INS 38.05".

Record	Description
394	AGRICOLA [electronic resource]. Electronic data. [Baltimore, Md.?] : Community of Science, c1998- [ELECTRONIC] OCLC: 40815430, Holdings: 5
395	Tacitus, Publius Cornelius. Agricola / kirjoittanut Cornelius Tacitus ; suomentanut K. J. Hidén. Helsinki : Kirja kerrallaan, 2004. 51, [4] s. ; 19 cm. OCLC: 58353296, Holdings: 1
396	Tacitus, Cornelius. Agricola / Cornelius Tacitus. Für die Schule hrsg. und erkl. von Alfons Städele. Lehrerh. 2. Aufl. Bamberg : Bayer. Verl.-Anst., 1997. 71 S. OCLC: 75805035, Holdings: 2
397	Agricola [electronic resource] Electronic data. [Beltsville, Md.] : National Agricultural Library ; [Norwood, Mass.] : SilverPlatter International NV, c1997- [COMPUTER FILES] OCLC: 38450860, Holdings: 2
398	Agricola (Online : Ovid Technologies, Inc.) AGRICOLA [electronic resource]. New York, N.Y. : Ovid Technologies, Inc., 1996- [ELECTRONIC] OCLC: 68182259, Holdings: 2
399	Agricola [electronic resource]. Dublin, OH : OCLC, Inc. ; Beltsville, Md. : National Agricultural Library [COMPUTER FILES] OCLC: 53063081, Holdings: 5
400	AGRICOLA [electronic resource]. 2000. [ELECTRONIC] OCLC: 45502488, Holdings: 1
401	AGRICOLA [electronic resource]. [Dublin, Ohio] : OCLC [ELECTRONIC] DLC OCLC: 54852769, Holdings: 2
402	Agricola [electronic resource]. [S.l. : s.n.] ; Beltsville, MD. : National Agricultural Library (NAL) [Host], [ca. 1999-....] Text. [COMPUTER FILES] OCLC: 67720351, Holdings: 1
403	AGRICOLA [electronic resource] / National Agricultural Library. Computer database. Beltsville, Md. : National Agricultural Library, c2000- [ELECTRONIC] OCLC: 63548904, Holdings: 1
404	Tacitus, Cornelius. Agricola / Tacitus ; text, introduction and commentary by R.M. Ogilvie and I.A. Richmond. Oxford : Oxbow, 2002. 360 p. : ill. ; 22 cm. UKM OCLC: 49351522, Holdings: 5
405	Tacitus, Cornelius. Agricola; translated by M. Hutton, rev. by R.M. Ogilvie. Germania; translated by M. Hutton, rev. by E.H. Warmington. Dialogus; translated by W. Peterson, rev. by M. Winterbottom. [Rev. ed.]. Cambridge, Mass., Harvard University Press, 1992, c1970. xv, 357 p. maps 17 cm. OCLC: 35091331, Held, Holdings: 25
406	AGRICOLA [electronic resource]. Electronic data. Ipswich, MA : EBSCO Pub. [INTEGRATING RESOURCE] [ELECTRONIC] OCLC: 51941339, Holdings: 29
407	Tacitus, Cornelius. Agricola. Italian & Latin Agricola / Cornelio Tacito ; introduzione, testo critico, traduzione e commento a cura di Paolo Soverini. Alessandria : Edizioni dell'Orso, c2004. 341 p. ; 24 cm. DLC OCLC: 76001057, Holdings: 12

1 of 25      INS 38.05

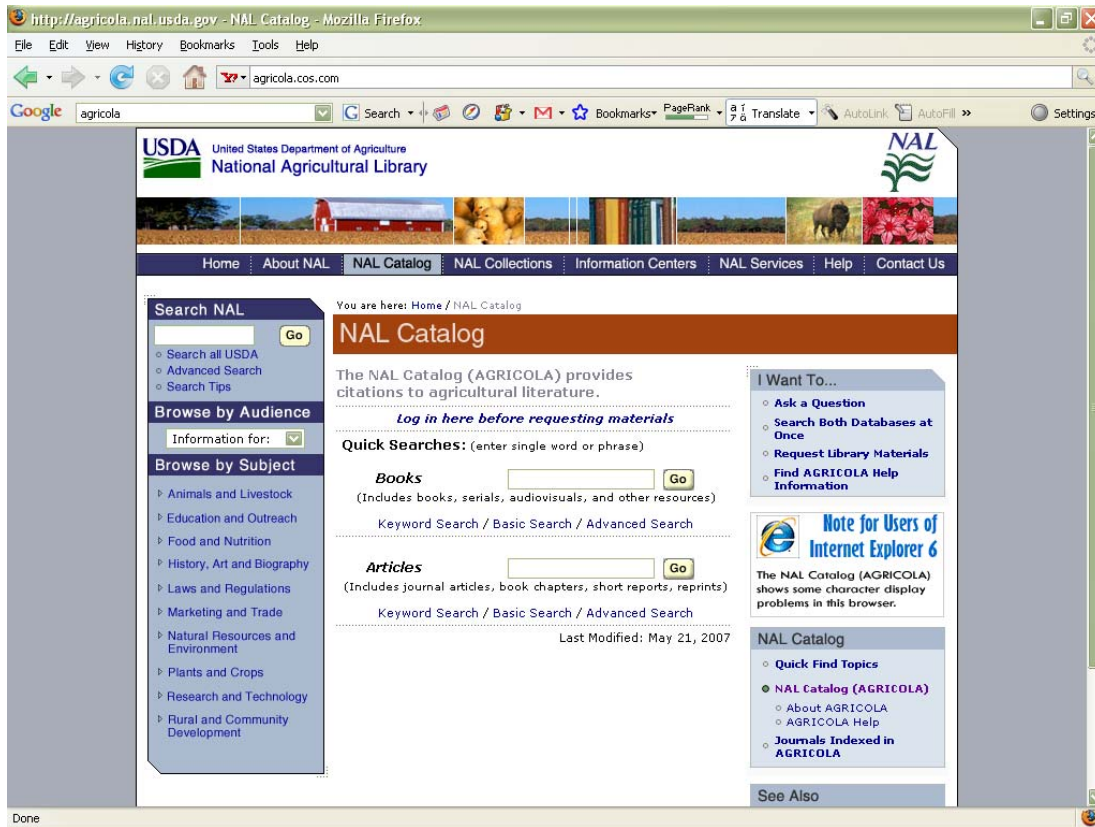
## IR.2 Provider-neutral record for electronic integrating resources

Mock up of merged record for the purpose of illustrating the hypothetical product of the implementation of a provider-neutral policy. Record is based on the provider version: Community of Science.

Continuing Resources		Rec stat	c	Entered	19971110	Replaced	20040403291731.0				
Type	a	ELvl		Src	c	GPub	f	Ctrl		Lang	eng
BLvl	i	Form	o	Conf	0	Freg	u	MRec		Ctrl	mdu
S/L	2	Orig	o	EntW		Repl	u	Alph			
Desc	a	SrTp	w	Cont		DtSt	c	Dates	199u	,	9999
006		m	e f								
▶ 007		c	#r								
010		200700000									
▶ 040		CLU	#c CLU								
042		pcc									
090		#b									
049		CLUM									
▶ 245	0 0	AGRICOLA : #h [electronic resource] / #c National Agricultural Library.									
▶ 246	1	Agricultural online access									
▶ 260	3	Beltsville, MD : #b National Agricultural Library									
▶ 362	1	Began in the 1990s?									
▶ 500		Title from main search screen (Community of Science, viewed Aug. 22, 2007).									
▶ 500		Many provider versions offer additional content.									
▶ 520		Provides citations to agricultural literature primarily from the catalog of the National Agricultural Library as far back as the 15th century.									
▶ 650	0	Agriculture #v Indexes.									
▶ 610	2 0	National Agricultural Library (U.S.) #v Catalogs.									
▶ 710	2	National Agricultural Library (U.S.)									
▶ 776	0 8	#i CD-ROM version: # AGRICOLA (CD-ROM) ...									
▶ 856	4 0	#u <a href="http://agricola.nal.usda.gov/">http://agricola.nal.usda.gov/</a>									
▶ 856	4 0	#u <a href="http://agricola.cos.com/">http://agricola.cos.com/</a>									
▶ 856	4 0	#u <a href="http://search.epnet.com/login.asp?profile=web&amp;defaultdb=agr">http://search.epnet.com/login.asp?profile=web&amp;defaultdb=agr</a>									
▶ 856	4 0	#u <a href="http://www.csa.com/ttbin/dbmq.cgi?username=dart728&amp;access=dart7272&amp;cat=agricola">http://www.csa.com/ttbin/dbmq.cgi?username=dart728&amp;access=dart7272&amp;cat=agricola</a>									

## IR.2 Provider-neutral record for electronic integrating resources

Original publisher/institution Source of information:



About Page

[Catalog Home](#) [About the Catalog](#) [New Search](#) [Databases](#) [Patron Info](#) [Login](#) [How to Request](#) [Help](#) [Contact Us](#)

### About the NAL Catalog (AGRICOLA)

**AGRICOLA (AGRICultural OnLine Access)** serves as the catalog and index to the collections of the National Agricultural Library, as well as a primary public source for world-wide access to agricultural information. The database covers materials in all formats and periods, including printed works from as far back as the 15th century.

The records describe publications and resources encompassing all aspects of agriculture and allied disciplines, including animal and veterinary sciences, entomology, plant sciences, forestry, aquaculture and fisheries, farming and farming systems, agricultural economics, extension and education, food and human nutrition, and earth and environmental sciences.

Although the NAL Catalog (AGRICOLA) does not contain the text of the materials it cites, thousands of its records are linked to full-text documents online, with new links added daily. For information on how to obtain library materials not provided via such a link, see the Help text on [Requesting Materials](#).

The NAL Catalog (AGRICOLA) is organized into two bibliographic data sets:

- ◆ The [NAL Online Public Access Catalog](#) contains citations to books, audiovisuals, serials, and other materials, most of which are in the Library's collection. (The Catalog *does* contain some records for items not held at NAL.)
- ◆ The [Article Citation Database](#) includes citations, many with abstracts, to journal articles (see [Journals Indexed in AGRICOLA](#)), book chapters, reports, and reprints, selected primarily from the materials found in the [NAL Catalog](#).

Both data sets are updated daily with newly cataloged and indexed materials. Each may be searched separately, or the two may be [searched together](#). The [NAL](#)

#### NAL Catalog

- [Common Questions](#)
- [AGRICOLA Specifications](#)
- [239.50 Access](#)

#### Search Options

- [Quick Search](#)
- [Keyword Search](#)
- [Basic Search](#)
- [Advanced Search](#)
- [Automatic \(Canned\) Search](#)
- [Simultaneous Search](#)
- [Search Limits](#)
- [Search History](#)
- [Subject Category Codes](#)

#### Search Results

- [Display Lists](#)

## IR.2 Provider-neutral record for electronic integrating resources

Version (in this case, Community of Science (COS)) upon which this mockup is based (Cataloger has access to this version, institution is paying for access, etc.):



**AGRICOLA**

COS Home About Instructions Subscribe Help Desk

COS Services  
Journal Index  
Author Index  
Keyword Index  
Query Track  
Legal Disclaimers  
Log in for Individual Users  
AGRICOLA Fact Sheet (PDF)

[Send Me Information](#)

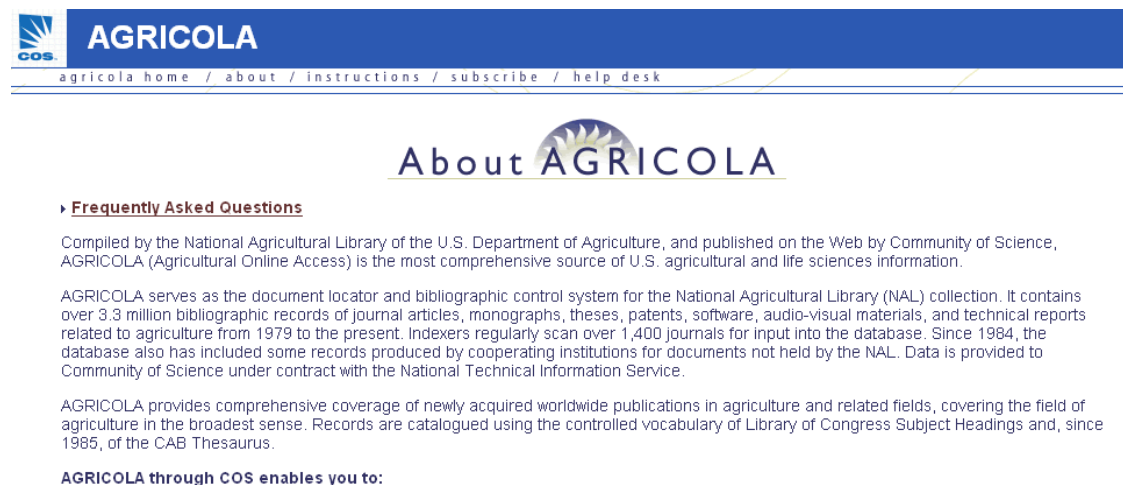
### Search AGRICOLA

Over 3.3 million bibliographic records of journal articles, theses, patents, software, and technical reports related to agriculture from 1979 to the present.

- [Main Search](#)
- [Subject Search](#)
- [Advanced Search](#)
- [Major U.S. MARC Field Search](#)

This database is updated monthly and was last updated on December 29, 2006.  
©2007, ProQuest LLC All rights reserved

About page



**AGRICOLA**

agricola home / about / instructions / subscribe / help desk

## About AGRICOLA

### ► Frequently Asked Questions

Compiled by the National Agricultural Library of the U.S. Department of Agriculture, and published on the Web by Community of Science, AGRICOLA (Agricultural Online Access) is the most comprehensive source of U.S. agricultural and life sciences information.

AGRICOLA serves as the document locator and bibliographic control system for the National Agricultural Library (NAL) collection. It contains over 3.3 million bibliographic records of journal articles, monographs, theses, patents, software, audio-visual materials, and technical reports related to agriculture from 1979 to the present. Indexers regularly scan over 1,400 journals for input into the database. Since 1984, the database also has included some records produced by cooperating institutions for documents not held by the NAL. Data is provided to Community of Science under contract with the National Technical Information Service.

AGRICOLA provides comprehensive coverage of newly acquired worldwide publications in agriculture and related fields, covering the field of agriculture in the broadest sense. Records are catalogued using the controlled vocabulary of Library of Congress Subject Headings and, since 1985, of the CAB Thesaurus.

**AGRICOLA through COS enables you to:**

## IR.3 Sources of information

### IR.3 Sources of information

#### IR.3.1 Overview

The rules for determining the basis of description, the chief source of information, and the prescribed sources of information are found in AACR2 1.0 and in AACR2 12.0. The basis of description for integrating resources is different than the basis of description for monographs and serials. The processes of choosing the chief source of information (the source of the title proper of the resource) and using the prescribed sources of information are no different than the same processes for monographs and serials.

##### IR.3.1.1 Basis of description (1.0A2b(iii); 12.0B1)

Base the description of an integrating resource on the *current* iteration of the resource for all areas of the description, with the following *exceptions*: the beginning and ending dates of the publication, notes, and standard numbers. The beginning date of publication is taken from the first iteration and the ending date from the last iteration.

<b>Area</b>	<b>Basis of description</b>
Title and statement of responsibility	Current iteration
Edition	Current iteration
Place and publisher	Current iteration
Dates	First and/or last iteration
Series	Current iteration
Notes	All iterations (and any other source)
Standard numbers	All iterations (and any other source)

The basis of the description must be the current iteration because the first iteration is no longer available once the integrating resource has been updated; the description is updated as the resource changes and notes are given in the record for earlier data elements considered to be important. In contrast, the basis of description for multipart monographs and serials is the first or earliest part or issue because the first/earliest part or issue is available as a discrete unit; notes are added as data elements change over time.

##### IR.3.1.1.1 Online integrating resources: multiple providers

In the case of multiple providers of an online integrating resource which version should be used for the description?

A digitized integrating resource offered in multiple provider packages requires another cataloging decision: which version will be used as the basis of description to represent all versions of the integrating resource in a provider-neutral record? The following list in preferred

## IR.3 Sources of information

order is offered as general guidance to making decisions. Individual catalogers may need to use a particular version because they do not have access to other sources in the list. Other factors such as institutional policies and variations in how the title is presented by various distributors, may also influence the source selected.

- Original publisher's/society site when it contains the full text
- Provider versions (electronic service providers and digitizers that are not the originators or creators of the content, but are licensed to provide access to the resource normally via their own interface)

Cite the provider version used as the basis of description as a part of the source of title note.

### IR.3.1.2 Chief source of information (12.0B2)

#### IR.3.1.2.1 Print

The chief source of information for updating loose-leaves is the latest title page or title page substitute. Specify the source used as a title page substitute in a note (see AACR2 12.7B3).

If the resource has more than one title page, choose one as the chief source according to the guidelines in AACR2 1.0A3a (main points of rule summarized below; see the rule for more details):

- If the title pages present the publication in different aspects (e.g., as the integrating resource and as part of a monographic series), prefer the one that corresponds to the aspect being described.
- If the resource has title pages in more than one language or script, choose the title page that is in the language or script of the main part of the resource.
- If the resource is in more than one volume, each of which has a title page, use the information (except date of publication) from the most recent title page.
- If information traditionally given on the title page is given on facing pages, with or without repetition, treat the two pages as the title page.

#### IR.3.1.2.2 Nonprint

Refer to the instructions in the .0B1 section of the appropriate AACR2 chapter for the particular class of material being cataloged.

For online integrating resources, the chief source of information is the resource itself (9.0B1). Prefer formally presented evidence such as title screens, home pages, etc., and encoded metadata. If the information varies in degree of fullness, select the source with the most complete information as the source of the title proper. If no information is available from the resource itself, then the following sources are used (in this order of preference):



### IR.3 Sources of information

- printed or online documentation or other accompanying material (e.g., “about” file, publisher’s Web page)
- other published descriptions of the resource
- other sources

For online integrating resources, add a note specifying the source<sup>1</sup> of the title proper (rule 9.7B3), plus the provider version on which the cataloging was based. Ensure that the source is consistent with the level of the resource selected for description as reflected by the choice of the title in the 245 field. Generally combine this note with the item described note required by rule 12.7B23 (which specifies that the date the resource was viewed should be given in a note). (See also IR.10.19.)

Examples:

500 ## \$a Title from home page (publisher’s Web site, viewed on May 15, 2002).

500 ## \$a Title from HTML header (EBSCOhost, viewed Aug. 3, 1998).

#### IR.3.1.3 Prescribed sources of information (12.0B3)

For each area of the description, use the prescribed source(s) of information listed in AACR2 12.0B3. Enclose information taken from outside the prescribed source(s) in square brackets. Take notes and standard numbers from any iteration and any other source.

##### IR.3.1.3.1 Updating loose-leafs

The prescribed sources of information for updating loose-leafs are given below (AACR2 12.0B3a adjusted to apply to integrating resources).

<b>Area</b>	<b>Prescribed sources of information</b>
Title and statement of responsibility	Title page
Edition	Title page, other preliminaries, colophon
Publication, distribution, etc.	The whole resource
Physical description	The whole resource
Series	Series title page, analytical title page, cover, caption, editorial pages, colophon, rest of the resource

<sup>1</sup> For guidance on suggested terminology for the various locations found on a Web resource, see the OLAC/CAPC publication: *Source of Title Note for Internet Resources*, <http://www.olacinc.org/drupal/?q=node/20>. Terms there are not prescriptive.

### IR.3 Sources of information

Note	Any source
Standard number and terms of availability	Any source

#### IR.3.1.3.2 Non-print

Refer to the instructions in section .0B2 of the appropriate AACR2 chapter for the particular class of material being cataloged.

For online integrating resources, take the areas listed below from the chief source. Because the entire resource is defined as the chief source, very little information will be bracketed in a record for an online integrating resource.

- Title and statement of responsibility
- Edition
- Publication, distribution, etc.
- Series

For online integrating resources, take the following areas from any source:

- Physical description (if option in 9.5B1 for remote resources is applied)
- Note
- Standard number and terms of availability

Prior to the 2004 Update to AACR2, the physical description area was not used in the cataloging of online integrating resources. There is no overall PCC practice for the option in AACR2 9.5B3; each PCC library should make its own decision. LC will apply the option on a case-by-case basis. (See IR.8.2.2.)

*CONSER standard record practice*: Not required to provide the physical description area for online integrating resources.

## IR.4 Title and statement of responsibility

### IR.4 Title and statement of responsibility area

#### IR.4.1 Overview

General rules for transcription of the title and statement of responsibility area for all types of integrating resources are in AACR2 rules 12.1B-12.1F.

*CONSER standard record practices documented in LCRI*s: LCRI 12.1E specifies that it is not required to record, in the title and statement of responsibility area, the other title information appearing on the serial issue used as the basis of description. Always record an acronym or initialism of the title proper in a 246 field. Other title information which is not an acronym or initialism may be recorded in the 246 field if considered important for access. Per LCRI 12.1F, it is not required to record a statement of responsibility appearing on the serial issue used as the basis of the description in the title and statement of responsibility area or in a note. Give the responsible person/corporate body(ies) as access point(s) in field(s) 7XX.

For integrating resources issued online, catalogers will need to refer also to the applicable chapter(s) that cover the relevant aspects of the resource being described, e.g., its content, carrier, type of publication. All chapters in Part I of AACR2 also refer back to the basic rules in AACR2 1.1B-1.1F.

If information is added, deleted, or changed on a subsequent iteration, change the title and statement of responsibility area to reflect the current iteration. Make a note for a change in title proper and make a note for other changes if considered important. (See separate data elements below and IR.10.6-IR.10.9).

#### IR.4.2 Title proper

Transcribe the title proper from the current iteration in the 245 field. Give variant titles in field 246; also see IR.10.5.

##### IR.4.2.1 Online integrating resource in multiple languages

Deciding when to create separate records for language editions or translations involves several questions:

Have separate ISSN been assigned to the separate language versions? Does the publisher formally present the language versions with statements such as German Edition, etc.?

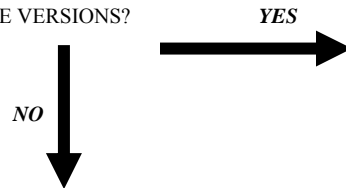
Is the entire Web site with different language interfaces at a particular hosting Web site or domain name (e.g. <http://documents.un.org/> being cataloged or are records for the individual complete equivalent language versions hosted at one domain name desirable? (According to

## IR.4 Title and statement of responsibility

LCRI 1.0, a record “could represent the "smaller" or the "larger" resource”; this is something to determine before creating the record).

Is the text of the content primarily in one particular language with incomplete content offered in other languages?

DOES THE WEB SITE CARRY SEPARATE ISSNS FOR SEPARATE LANGUAGE VERSIONS?  
WHAT IS THE INTENTION OF THE PUBLISHER?  
ARE THERE SEPARATE FORMAL STATEMENTS IDENTIFYING LANGUAGE VERSIONS?



**CONSIDER SEPARATE RECORDS**

HAVE SEPARATE LANGUAGE VERSIONS WITH THE SAME DOMAIN NAME (the main address of the hosting organization e.g., en.wikipedia.org) BEEN SELECTED FOR CATALOGING?



**CONSIDER SEPARATE RECORDS**

IS THE COMPLETE EQUIVALENT CONTENT OF EACH LANGUAGE VERSION AVAILABLE FROM THE SAME HOSTING SITE?



**CONSIDER SEPARATE RECORDS**

**PREFER ONE RECORD, MAKE NOTES FOR AVAILABLE LANGUAGE INTERFACES**

## IR.4 Title and statement of responsibility

### IR.4.2.2 Introductory words not considered part of the title proper (AACR2 1.1B1 and its LCRI)

Omit from the title proper those words that serve as an introduction and are not intended to be part of the title. However, give the introductory words plus the title proper in a note (246 field for access).

Example: Introductory words not considered part of the title proper

**Our Chance to Turn the Tide**  
Whakakōhukihukitia Te Tai Roroku Ki Te Tai Oranga

AND WATER    OUR SEAS    BIODIVERSITY REFERENCES    GET INVOLVED    NEWS & EVENTS

Naumai haere mai. Welcome to Biodiversity Information Online - BIO

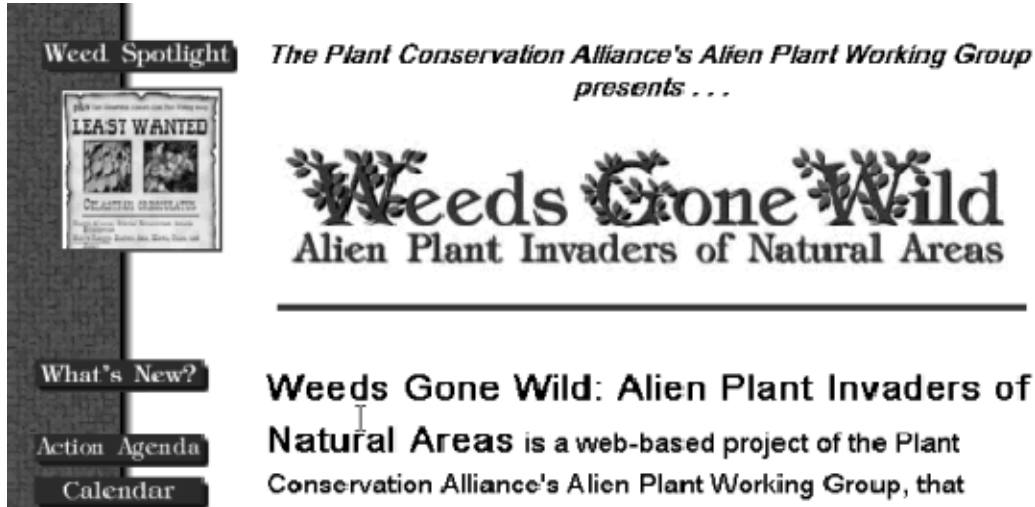
This site provides information about Aotearoa New Zealand's native biodiversity, what is being done to help conserve and manage it, and who is involved. The information and work programmes covered in this site are part of New Zealand's long-term commitment to conserve its natural heritage under the [New Zealand Biodiversity Strategy](#).

Example:

245 00 \$a Biodiversity information online \$h [electronic resource].

246 1# \$i Title appears on Web page as: \$a Welcome to Biodiversity information online

## IR.4 Title and statement of responsibility



The image shows a website layout. On the left is a vertical sidebar with four buttons: 'Weed Spotlight', 'What's New?', 'Action Agenda', and 'Calendar'. The main content area features the text 'The Plant Conservation Alliance's Alien Plant Working Group presents ...' followed by a large title 'Weeds Gone Wild' with decorative leaf motifs around the words 'Gone' and 'Wild'. Below this is the subtitle 'Alien Plant Invaders of Natural Areas'. A horizontal line separates this from the text 'Weeds Gone Wild: Alien Plant Invaders of Natural Areas is a web-based project of the Plant Conservation Alliance's Alien Plant Working Group, that'.

Example:

- 245 00 \$a Weeds gone wild \$h [electronic resource] : \$b alien plant invaders of natural areas
- 246 1# \$i Title appears on home page as: \$a Plant Conservation Alliance's Alien Plant Working Group presents-- Weeds gone wild : \$b alien plant invaders of natural areas

Use judgment in applying this rule: look at other sources in the resource and consider presentation, typography, etc. In case of doubt, give the title with introductory wording in the 245 field and include a 246 field for the shorter form of the title, omitting introductory words.

### IR.4.2.3 Typographical errors (AACR2 12.1B1)

Correct obvious typographical errors on a resource when transcribing the title. Give the incorrect title in a note (246 field). In case of doubt as to whether the spelling of the word is an error, transcribe the spelling as found on the resource.

#### IR.4 Title and statement of responsibility

Examples:

245 00 \$ a Housing starts \$h [electronic resource].

246 1# \$ i Title on home page: \$a Housing sarts \$f <Dec. 15, 2002>

but

245 00 \$a Band connexion \$h [electronic resource].

246 1# \$a Band connection

(Optional title added entry may be supplied if cataloger believes users might reasonably search for this spelling)

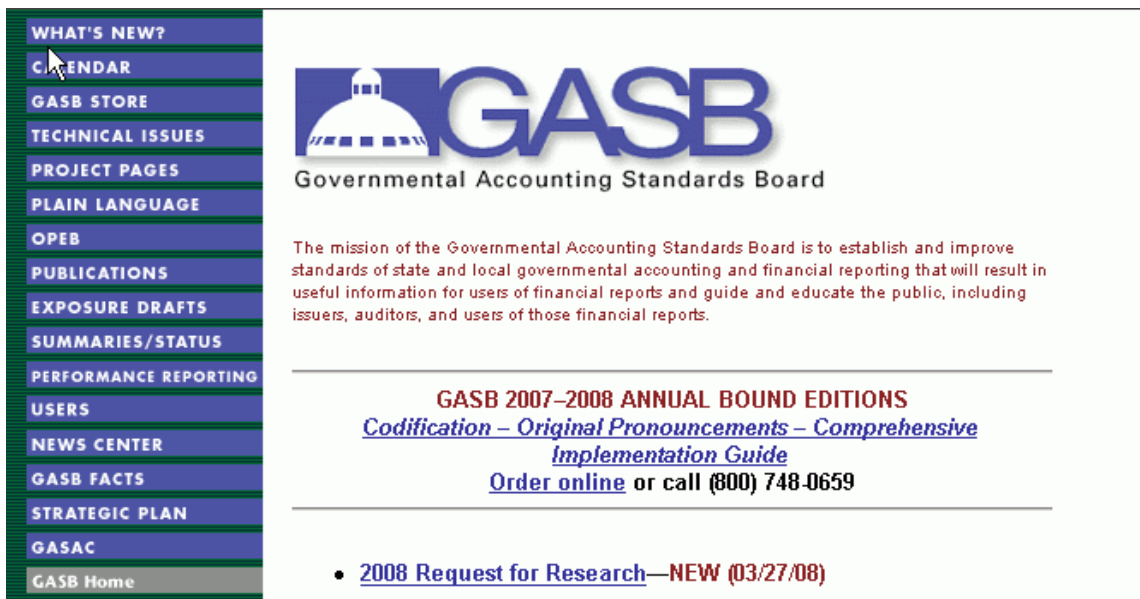
## IR.4 Title and statement of responsibility

### IR.4.2.4 Full forms vs. acronyms or initialisms (AACR2 12.1B2, 12.1E1)

When the title appears in a full form and as an acronym or initialism on the chief source, choose the full form as the title proper. Include the acronym or initialism as other title information and give it in a 246 field for access.

*CONSER standard record practice:* Recording the acronym or initialism as other title information in the 245 \$b is not required, these elements are recorded in field 246 (rather than 245 \$b), using the coding 246 1#.

Example: Full form chosen as title proper



WHAT'S NEW?  
CALENDAR  
GASB STORE  
TECHNICAL ISSUES  
PROJECT PAGES  
PLAIN LANGUAGE  
OPEB  
PUBLICATIONS  
EXPOSURE DRAFTS  
SUMMARIES/STATUS  
PERFORMANCE REPORTING  
USERS  
NEWS CENTER  
GASB FACTS  
STRATEGIC PLAN  
GASAC  
GASB Home

**GASB**  
Governmental Accounting Standards Board

The mission of the Governmental Accounting Standards Board is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

**GASB 2007-2008 ANNUAL BOUND EDITIONS**  
Codification – Original Pronouncements – Comprehensive Implementation Guide  
Order online or call (800) 748-0659

- 2008 Request for Research—NEW (03/27/08)

Example per CSR guidelines, initialism is recorded only in the 246, however since the nature of the resource is not clear from the title a statement a clarifying statement is added in \$b per AACR2 1.1E6:

245 00 \$a Governmental Accounting Standards Board \$h [electronic resource] :  
\$b[Web site].

246 1# \$a GASB



## IR.4 Title and statement of responsibility

### IR.4.2.5 Common titles and section titles (AACR2 12.1B4-12.1B6; LCRI 12.1B4)

When cataloging an online integrating resource, determine if what at first appears to be a common title is instead a different data element. If it is represented by a series authority record, give it as a series. If it is the body's name, is it a statement of responsibility or does it appear on the site as a "brand" for the site? Is the "section title" dependent and so needs a common title to be meaningful?

Example:

```
245 00 $a WWW virtual library. $p Forestry $h [electronic resource].  
246 1# $a Forestry
```

If the words are not given in the title and statement of responsibility area, give them in a 246 field to provide access.

Example:

```
110 2# $a Geological Survey (U.S.). $b Water Resources Division.  
245 10 $a Water resources of the United States $h [electronic resource].  
246 1# $a At head of title: $a USGS, science for a changing world
```

### IR.4.2.6 Change in title proper (AACR2 12.1B8b)

If the title proper changes on a subsequent iteration, change the 245 field to reflect the current iteration, and give the earlier title in a 247 field.

The 247 field is both a note and an access point. In \$f of the 247 field, indicate the range of dates of the former title proper if that information is available. When that information isn't available (the most common situation), use the date or designation in the item described note for the earlier iteration and enclose it in angle brackets (i.e., < >). If the title proper changes again, update the 245 field and give the former title proper in a second 247 field. See also IR.10.6.

## IR.4 Title and statement of responsibility

Example: Change in title proper on later iteration. Note the resource is one that is not distributed by multiple providers so the provider-neutral record approach is not reflected in the record example:

Bibliographic record when first cataloged

110 2# \$a Association of American Economics.

245 10 \$a Membership directory of the Association of American Economics \$h [electronic resource].

500 ## \$a Title from HTML header (viewed on June 16, 1998).

Record after notification of changes seen on August 30, 2000

110 2# \$a Association of American Economics.

245 10 \$a Association of American Economics online directory of members \$h [electronic resource].

247 10 \$a Membership directory of the Association of American Economics \$f <June 16, 1998>

500 ## \$a Title from HTML header (viewed on Aug. 30, 2000).

If information about former titles proper cannot be given succinctly in multiple 247 fields, add a 547 field to give a complex former title note. Do not give a 547 field just because there are multiple 247 fields (LCRI 12.7B4.2).

### IR.4.3 General material designation (AACR2 12.1C)

Do not give a GMD for an updating loose-leaf. For an online integrating resource, give the GMD “electronic resource” in 245 \$h immediately after the title proper.

### IR.4.4 Parallel titles (AACR2 12.1D)

*CONSER standard record practice:* It is not required to record parallel titles in 245 \$b. They may be recorded in 246 and coded 246 11.

Record parallel title(s) on the current iteration. If a parallel title is added, deleted, or changed on a subsequent iteration and an existing record contains a parallel title in the 245 (because it was deemed necessary to record it in \$b of the 245 when the record was created, rather than optionally omitted per the CONSER standard record) change the 245 field to reflect the current iteration; if considered to be important, give any earlier parallel titles in a 246 field for access. See also IR.10.7.

### IR.4.5 Other title information (AACR2 12.1E)

*CONSER standard record practice:* Generally it is not required to transcribe other title information unless it provides clarification or support to a title proper that would be unclear or

## IR.4 Title and statement of responsibility

otherwise misleading without the other title information. Other title information on the current iteration may be omitted according to this practice, or recorded in 245 \$b if it falls in either of these categories:

- an acronym or initialism if it appears in the chief source of information with the full form of the title recorded as the title proper (see example in IR.4.2.2)
- if the statement of responsibility or the name of the publisher, distributor, etc., is an integral part of the other title information.
- if the [title proper](#) needs explanation

Example of choosing to record other title information in the 245:

245 00 \$a Colorado chess informant \$h [electronic resource] : \$b the official Web site of the Colorado State Chess Association.

If the title proper consists solely of the name of a corporate body, etc., supply other title information by adding in square brackets a brief explanation. In the example below, the words "Web site" are recorded to help explain the title.

Examples:

245 00 \$a Native Freshwater Fish Society of New Zealand \$h [electronic resource] : \$b [Web site].

245 00 \$a Los Angeles County Museum of Art \$h [electronic resource] : \$b [Web site].  
246 1# \$a LACMA

Transcribe other instances of other title information if considered to be important. Because of the dynamic nature of integrating resources, consider when it may be helpful not to transcribe other title information to avoid the need for numerous changes to the cataloging record. Always omit other title information that consists solely of words relating to the currency of the content or frequency of updating.

Example: Updating loose-leaf

245 10 \$a Managing environmental liability : \$b business transactions and Brownfield redevelopment / \$c Lawrence P. Schnapf.

## IR.4 Title and statement of responsibility

For online integrating resources, consider transcribing other title information in the following situations:

- other title information contains terms that help clarify or amplify the scope of an unclear or “generic” title
- other title information contains terms that might prove useful in keyword searches

Example:

245 10 \$a Animal info \$h [electronic resource] : \$b information on endangered mammals / \$c by Paul Massicot.

If other title information is recorded in the 245 field and that information changes on a later iteration, decide if the other title information is important enough to be recorded in the 245 field. If it is, change the 245 field to reflect the current iteration; if it isn't, delete the existing other title information in the 245 field. If considered to be important, give a specific note about earlier other title information in a 246 field or a general note in a 500 field (12.7B62b). See also IR.10.8.

Example: Updating loose-leaf Note: this record example does not reflect CONSER standard record options because it may be necessary to provide additional information according to established record requirements for legal resources

100 1# \$a Schnapf, Lawrence P.

245 10 \$a Managing environmental liability : \$b business transactions and Brownfield redevelopment / \$c Lawrence P. Schnapf.

246 1# \$i Subtitle: \$a Law & strategy for businesses and corporations \$f 1996-1997

246 1# \$i Subtitle: \$a Managing environmental risks in corporate/real estate transactions and Brownfield redevelopment \$f 1998-2001

247 10 \$a Environmental liability \$f 1990-2001

### IR.4.6 Statement of responsibility (AACR2 12.1F)

*CONSER standard record practice:* It is not required to record a statement of responsibility appearing on the iteration used as the basis of the description in the title and statement of responsibility area or in a note. Give the responsible person/corporate body(ies) as access point(s) in field(s) 7XX. If an existing record or data supplied by external sources has a statement of responsibility in the title and statement of responsibility area or in a note, don't delete it.

#### IR.4 Title and statement of responsibility

If it is decided that the data in the statement is required for the type of resource being described, transcribe a statement of responsibility appearing prominently on the current iteration in 245 \$. If the statement of responsibility is already transcribed as part of the title proper or other title information, don't include a further statement of responsibility unless such a statement also appears separately on the chief source of information.

For online integrating resource do not transcribe statements that represent only the electronic/digital service provider of a resource.

Give information about editors if considered to be important. The editor is generally considered to be important for print integrating resources. Consult LCRI 1.1F1 for guidance on editorial functions that are not considered bibliographically significant.

If a statement of responsibility is added, deleted, or changed on a subsequent iteration, change the 245 field to reflect the current iteration; if considered to be important, give any earlier statement of responsibility in a note and provide an access point. See also IR.10.9

.

## IR.5 Edition area

## IR.5 Edition area

### IR.5.1 Overview

Transcribe an edition statement on the current iteration if considered important (AACR2 12.2B1b). Do not transcribe parallel statements for edition information appearing in multiple languages (LCRI 12.2B3). Transcribe a statement relating to an edition of an online integrating resource if that resource contains differences from other editions of that resource or relating to a named reissue of that resource (AACR2 9.2B1), but do not transcribe edition statements unique to one digital provider's version of a resource.

If edition information is added, deleted, or changed on a subsequent iteration and this change does not require a new record according to LCRI 21.3B, change the edition area to reflect the current iteration (AACR2 12.2F1b). Make a note to record the earlier edition information if considered to be important (see IR.10.10).

### IR.5.2 Updating loose-leafs

If the edition statement changes often, or if the information is not considered to be important, omit the edition statement and give a general note (see IR.10.10).

Some updating loose-leafs are published as gradual replacement editions. At some point the author or publisher considers the work to constitute a new edition, although a new base volume is not issued. Instead, a replacement title page carrying the new edition statement is received with a shipment of updates. Do not create a new bibliographic record. Instead, update the edition statement in the existing record and add a note to explain the change in the edition statement.

Example:

250 ## \$a 4th ed.

500 ## \$a Updated to 4th ed., July 2002.

For situations when the issuance of a new edition requires the creation of a new bibliographic record, see IR.16.1.

### IR.5.3 Electronic resources

Do not always consider "version" information that commonly appears on Web sites to be equivalent to a formal edition statement. Use judgment in determining where to record version information. This type of data may change frequently and should not necessarily be transcribed

## IR.5 Edition area

in the edition area. In cases where frequent updates are made, consider giving version information in conjunction with the item described note (see IR.10.19).

Examples:

588 ## \$a Description based on: Version 3.5; title from home page (viewed on Nov. 4, 2003).

588 ## \$a Description based on: Version 8.11.2003; title from title screen (viewed Dec. 2, 2003).

Some resources are issued simultaneously in different editions. In these cases, give the edition statements in the 250 field of the bibliographic record for each integrating resource.

Example: True edition statement present on electronic integrating resource

**WebElements™ Periodic table (professional edition)**

See also: WebElements [Scholar Edition](#) - for chemistry and other students at universities and schools.

Example:

245 00 \$a WebElements periodic table \$h [electronic resource].  
250 ## \$a Professional ed.

If the “scholar edition” were selected for cataloging in the library, a separate bibliographic record would be created.

Make a new bibliographic record based on a change in the edition statement only if the resource described in the existing record continues to exist as a resource separate from the new resource to be cataloged (AACR2 21.3B and its LCRI). (Also see IR.16.1.)

## IR.6 Type and extent of resource area

### IR.6 Type and extent of resource area

This obsolete area (field 256) appeared only in records for electronic resources. The area was eliminated from the rules with the deletion of rule 9.3 in the 2004 Update to *AACR2*. Generally retain the terms formerly used for this area (electronic data; electronic program(s); and, electronic data and program(s)) and any details about files, statements, bytes, etc., when using existing records for copy cataloging if the information still characterizes the resource.

Such information now can be given in a Type of computer file or data note (516 field; see IR.10.20), combined with other notes (e.g., a Summary note; see IR.10.18), or given in the 300 field if the option in *AACR2* 9.5B3 is applied (see IR.8.2.2).



## IR.7 Publication, distribution, etc. area

### IR.7 Publication, distribution, etc., area

#### IR.7.1 Overview

Give information about the place and name of publisher, distributor, manufacturer, etc., based on the current iteration (AACR2 12.4 and 1.4; LCRI 1.4). Use field 260 with first indicator value 3 (Current/latest publisher), or apply the alternative for integrating resources in LCRI 1.4 Appendix. If the name of the publisher, etc., is already given in the title proper and statement of responsibility area, repeat the name in the 260 field (older records may have a shortened form of name based on a now-cancelled rule). Transcribe publication information applicable to all online versions of a resource and not reflective of one digitizer or provider.

If a place or name is added, deleted, or changed on a subsequent iteration, change the publication, distribution, etc., area to reflect the current iteration (AACR2 12.4C2 and 12.4D2). The 260 field is repeatable, LC/PCC guidelines for coding the repeated 260 fields are available from LCRI 1.4 Appendix.

#### IR.7.2 Dates of publication, distribution, manufacturing, etc.

Record the beginning and ending dates of publication, distribution, etc., based on the first and last iteration. AACR2 1.4F8 is the specific rule for dates for integrating resources; an option in the rule allows a beginning and/or ending date to be supplied in square brackets if readily ascertained even if not cataloging from the first and/or last iteration. The type of date to be recorded is based on the earlier rules in AACR2 1.4F. Separate the dates with a hyphen.

If the bibliographic record is based on the first iteration, give the beginning date (publishing, copyright, etc.) followed by a hyphen. If no date appears in the first iteration, supply an approximate date of publication in square brackets.

Cataloging	<i>260 3# \$a New York : \$b Harper, \$c 1994-</i>
based on first iteration	<i>260 3# \$a Chicago : \$b Holt, \$c [2003?]-</i>

If the first and/or last iteration is not available for cataloging, on a case-by-case basis apply the option to give the beginning and/or ending date when the bibliographic resource includes an explicit statement, such as “*Began in 1998;*” “*First posted on Mar. 13, 2003*” (LCRI 1.4F8). Give the date(s) in square brackets. Generally, do not investigate beyond the resource to find such a date. Do not give a questioned date when applying the option.

First / last iteration	<i>260 3# ...\$c [1998]-</i>
is not available for cataloging	<i>260 3# ...\$c [2003]-</i>

IR.7 Publication, distribution, etc. area

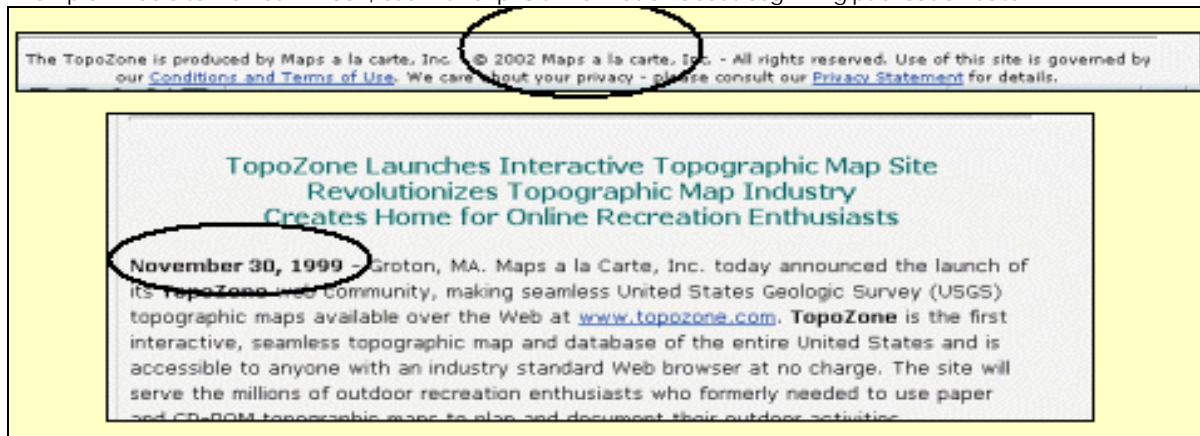
When multiple 260 fields are used, the date(s) of publication reside(s) in the current publishing statement (260 3#).

*CONSER standard record practice:* recording publication dates in 260 \$c is not required, the information is provided in the 362 1 if available.

362 1# \$a Began in 1998.

362 1# \$a First posted on Mar. 13, 2003.

Example: Web site viewed in 2002, but with explicit information about beginning publication date



260 3# \$a Groton, MA : \$b Maps a la Carte, \$c [1999]-

If the bibliographic record is not based on the first iteration and the option is not being applied, do not give a date in the 260 \$c. Do not supply the comma at end of the 260 \$b if there is no \$c. If there is general or specific information available about the beginning or ending date, give a note in a 362 1 field (12.7B11.1). (Also see IR.10.11)

First iteration not available  
but possible beginning  
information available

260 3# \$a New York : \$b Harper

362 1# \$a Began in 1999?

First iteration not available  
and no information about  
date of publication  
available

260 3# \$a Charlottesville, Va. : \$b LEXIS Pub.

[no 362 field]

When using an existing bibliographic record for copy cataloging, generally accept a date in the 260 \$c. If the date is obviously incorrect, either change it to the correct date if known or delete it. (See IR.7.4 for 008 fixed field coding).

## IR.7 Publication, distribution, etc. area

### IR.7.2.1. Recording date information for updating loose-leafs

An updating loose-leaf may have a range of copyright dates. It may not be clear if the range includes dates of previous editions/iterations and it may not be clear if the latest date refers to the current edition/iteration. Use cataloger's judgment in deciding if research is necessary.

### IR.7.2.2 Recording date information for electronic resources

In most cases it is unlikely that you are viewing the first iteration.

As far as possible, give dates applicable to the original publisher's content and not reflective of one digital service provider.

*CONSER standard record practice:* Publication dates may be recorded in the unformatted 362 1 field rather than 260 \$c.

Explicit publication date information may appear on the home page, login screen, menu, splash screen, etc., of a remote access electronic resource or in communications with the publisher/producer/supplier of the resource.

Examples of phrases that are considered explicit statements of publication	<i>Created in/on (date)</i> <i>Institute mounted this page in (date)</i> <i>Site no longer maintained after (date)</i> <i>First posted on (date)</i>
---	---

Web sites often include many pieces of intellectual content that have different copyright dates. Therefore, it is not clear when a range of copyright dates or multiple copyright dates appear whether the first date reflects the date of the site or the copyright date for the content. The first date in a range of dates (e.g., c1999-2002) is not an explicit statement of the date of publication; it may be used to infer a possible beginning date given in a 362 1 field (LCRI 1.4F8).

Do not take the final copyright date in a range as an ending date for the resource. That date just indicates that copyright continues to be held; the date may be updated annually to reflect the latest year.

Examples: No publication information about first iteration but copyright dates are available

*362 1# \$a Began in 1996?*  
**(no 260 \$c)**

Copyright (c) 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003 by Simon & Schuster, Inc.  
All rights reserved, including the right of reproduction in whole or in part in any form.

*362 1# \$a Began in  
1997?*  
**(no 260 \$c)**

---

---

© 1997-2002 History Guide, SUB Göttingen. URL: <http://www.historyguide.de/>  
© 2002 InformationsWeiser Geschichte, BSB München. URL: <http://ndz2.bib-bvb.de/hist/>

---

## IR.7 Publication, distribution, etc. area

Note that a single copyright date that appears on a later iteration of a resource cannot be considered the beginning date, because it usually indicates the current year. If no other information is available, a single copyright date may be used as information for a questioned date in a note in a 362 1 field.

Example: "©2000" on a later iteration

*362 1# \$a Began in 2000?*  
(no 260 \$c)

### IR.7.3 Use of the repeatable 260 field to record changes

The *MARC 21 Format for Bibliographic Data* defines the 260 field as repeatable and lists specific indicator values for changes in publication information. PCC implemented this practice on Sept. 1, 2009. Previously, earlier place and publisher name information were recorded in a 500 note.

When recording publication information changes that include dates, use angle brackets when exact dates are unknown (see IR.10.1.1). Do not do research to determine exact dates; use an update designation or a viewed date to locate the change in time.

Multiple 260s      *260 ## \$3 1990-1994: \$a Salem, N.H. : \$b Butterworth Legal Publishers*  
*260 2# \$3 1995-<1996>: \$a Charlottesville, VA : \$b Michie*  
*260 2# \$3 <1998>-1999: \$a Charlottesville, VA : \$b LEXIS Law Pub.*  
*260 3# \$3 2000- : \$a Huntington, NY : \$b Juris Pub., \$c 1990-*

If the publisher is also the issuing body, update the publication statement and make an added entry for the new issuing body in a 710 field if considered to be important (see also IR.10.9).

*260 3# \$a Morrisville : \$b American Economics Society*  
*710 2# \$a American Economics Society.*

*260 ## \$a Morrisville : \$b American Economics Society*  
*260 3# \$3 <Aug. 30, 2000->: \$a Morrisville : \$b Association of American Economics*  
*710 2# \$a American Economics Society.*  
*710 2# \$a Association of American Economics.*

### IR.7.4 Relationship of imprint information to fixed field 008

The current publication information recorded in the 260 \$c (or the date in field 362) is the basis of coding the dates in fixed field 008, bytes 7-10 and the place of publication in fixed field 008, bytes 15-17 (see IR.14). When the place of publication changes on later iterations, update the place of publication in the 008. When the integrating resource is complete, update the date information in the 008.

## IR.8 Physical description area

## IR.8 Physical description area

### IR.8.1 Overview

Give the physical description of the current iteration of an integrating resource according to the general rules in AACR2 12.5 and in subrule .5B in the chapter dealing with the type of material to which the resource belongs. AACR 9.5 has an option for giving this area for remote access electronic resources.

*CONSER standard record practice:* Providing this information is optional, except for tangible non-print resources. The cataloger will need to decide when the physical description is appropriate to the type of resource being cataloged. For example, for many types of remote electronic resources, this area may not be needed, but may be appropriate for resources like print legal materials, loose-leaves, etc.

If the physical details change between iterations, change the physical description area to reflect the current iteration (rule 12.7B12.2). If information about physical details of an earlier iteration is considered important, give that information in a note. (See IR.10.13)

### IR.8.2 Updating loose-leaves

Add the qualifier “(loose-leaf)” to the extent of item in field 300 \$a. If the updating loose-leaf includes transfer volumes, describe the extent in terms of “loose-leaf” and “transfer” (AACR2 12.5B1 and its LCRI).

Example:

300 ## \$a v. (loose-leaf), v. (transfer)

Do not record the number of volumes until the resource is complete. When the updating loose-leaf has ceased publication, record the total number of numbered and unnumbered volumes in the extent statement. If it is important to give details about unnumbered volumes, give the information in a note per LCRI 12.7B12 (see IR.10.13).

(Note: Prior to December 1, 2002, the number of volumes was given for updating loose-leaves still in progress. Also, only numbered volumes were recorded.)

Example:

500 ## \$a Includes unnumbered volume: European Union law update.

## IR.8 Physical description area

Apply AACR2 12.5D2 to give a span of dimensions only when there are multiple parts in the same iteration that differ in size. If the dimensions change on a subsequent iteration, update the information in MARC 21 300 \$c based on the current iteration (LCRI 12.5D2).

Give details of accompanying material in this area or in a note (AACR2 1.5E and 12.5E1b).

Example:

300 ## \$a v. (loose-leaf) : \$b forms ; \$c 26 cm. + \$e 2 computer disks (3 ½ in.)

### IR.8.2.2 Electronic resources

AACR2 9.5B3 has an option to give the physical description area for remote electronic resources. There is no overall PCC decision for this option; each library should make its own decision. LC will apply the option on a case-by-case basis (LCRI 9.5B3).

If the option is applied, follow the rules in 9.5B and the .5B rules in other chapters as appropriate. Catalogers may also find the PCC provider neutral metadata application profiles useful for constructing extent statements for electronic resources.

Example:

300 ## \$a 1 online resource

## IR.9 Series statements and series access points

## IR.9 Series statements and series access points

### IR.9.1 Overview

Record series information on the current iteration in the series statement (AACR2 1.6 and its LCRI).

*CONSER standard record practice:* Record a traced series only in the 8XX fields, subsequent changes in series statements are recorded in the 490 field.

If a series is added, deleted, or changed on a subsequent iteration of an integrating resource, change the series area to reflect the current iteration (rule 12.6B2b). If the series on an earlier iteration is a traced series, consider that series to be important and retain it in a 490 field with \$3 to indicate when it was applicable. When \$3 is required to indicate that a series does not apply to all iterations covered by a record, it may be added to field 490 only, field 8XX only, or to both a 490 field and its corresponding 8XX, depending on the practices followed by the cataloging agency. Because practices may differ, catalogers should be mindful when working in a shared environment to maintain, but not to remove, valid data.

Make series added entries according to AACR2 21.30L and its LCRI if choosing to trace series. Give the series heading and form of numbering for each series as established in its series authority record.

Example: change in the series title on a later iteration

Earlier iteration:

490 1# \$a Federal practice series

830 #0 \$a Federal practice series.

Later iteration:

490 1# \$3 1991- \$a Court rules series

490 1# \$3 1980-1990: \$a Federal practice series

830 #0 \$3 1991- \$a Court rules series.

830 #0 \$3 1980-1990: \$a Federal practice series.

## IR.9 Series statements and series access points

Example: series no longer appearing on the resource

Earlier iteration:

490 1# \$a Research in library acquisitions

830 #0 \$a Research in library acquisitions.

Later iteration:

490 1# \$3 1991-1998: \$a Research in library acquisitions

830 #0 \$3 1991-1998: \$a Research in library acquisitions.

(Note: older records may contain obsolete field 440, used previously to indicate the series statements *and* series access points when they were the same; when adding a series statement for the current iteration it may be necessary to re-tag earlier 440 fields to 490/830.)



## IR.10 Notes and electronic location and access

### IR.10.1 Overview

Give notes to:

- Record information on changes in the bibliographic details of the integrating resource over time;
- Provide other information related to the content of the integrating resource (e.g., data relevant to the content aspect of the integrating resource as opposed to its physical carrier);
- Provide information on the physical carrier or physical medium of the resource;
- Provide information about relationships to other resources. (see IR.11)

*CONSER standard record practice:* notes are not required to justify an access point when an authority record already exists but are given to provide applicable date information about changed or new access points.

Possible notes are indicated in AACR2 12.7 and in the relevant chapter in AACR2 for the content being cataloged. Although most notes are optional, some are required due to the changeable nature of integrating resources. The discussion in this section outlines the use of notes without regard to the level of cataloging that is being provided. Take into consideration the level of cataloging being provided in order to determine which notes should be provided (AACR2 1.0D and by agreed upon policies of the cooperative cataloging programs).

Take information given in notes from any source and from any iteration of an integrating resource (AACR2 1.7A2). Give succinct, useful notes. The style of notes generally is not prescriptive; do not rewrite notes found in records being used for copy cataloging unless the information is inaccurate or no longer correctly describes the resource. Because all sources are prescribed sources for notes, do not use square brackets. Use angle brackets (< >) for uncertain dates or uncertain update information.

Some notes serve as descriptive elements (e.g., notes related to changes in responsibility, changes in publisher); other notes serve both as descriptive elements and access points for the integrating resource (e.g., notes on changes in title). Not all notes are given in the 5XX range of MARC fields; see specific sections below for information about appropriate MARC fields. Prior to December 2002, some of these fields were used only in the cataloging of serials.

Construct notes according to the *Chicago Manual of Style* (AACR2 0.11). For example, do not begin a note with a date. In constructing notes, generally follow the predominant pattern in AACR2:

[Introductory word(s)]: [information], [dates].

## IR.10 Notes and electronic location and access

If the information does not lend itself to this wording, do not follow that pattern. Also, when doing copy cataloging or updating an existing record, do not alter a note solely for stylistic reasons.

See section IR.11 for notes on bibliographic relationships provided according to AACR2 12.7B8.

### IR.10.1.1 Scope of applicability (AACR2 12.7A2)

If it is known that a note does not apply to all iterations of a resource, add appropriate update or designation dates. Generally, don't do research to determine exact dates of applicability or the exact date of a change. Use the update designation or date in an item described note (see IR.10.20) to locate in time the information given in the note; record such a designation or date in angle brackets (< >).

Example: change in editor

Earlier iteration:

245 00 \$a \_\_\_\_\_ / \$c edited by Susan Thoreson.  
588 ## \$a Description based on: Jan. 2002 update.

Later iteration:

245 00 \$a \_\_\_\_\_ / \$c edited by Mary Bellson.  
500 ## \$a Edited by Susan Thoreson <Jan. 2002>.  
588 ## \$a Description based on: Sept. 2004 update.

### IR.10.1.2 Language of notes

Give notes supplied by the cataloger in English. However, give the update number or the release date in the language in which it appears on the resource (LCRI 12.7A2); for example, give "juin 2002" for a release date of a French-language resource.

### IR.10.1.3 Order of 5XX notes

LCRI 1.7B gives institutions the flexibility of providing notes in either AACR2 prescribed order or MARC 21 field order. CONSER and BIBCO participants should follow the practice that is institutionally most expedient. That is to say, if the majority of integrating resources are cataloged by serials staff, an institution may give preference to the prescribed CONSER MARC 21 field order for notes. Alternatively, if the cataloging of integrating resources is primarily the work of monograph catalogers, then AACR2 prescribed order may prevail as the preferred order.

## IR.10 Notes and electronic location and access

When doing copy cataloging or updating existing records for integrating resources, add or modify notes in the most expeditious manner. Do not expend time and effort in rearranging notes to fit a certain style or convention.

### IR.10.2 Frequency of updates (AACR2 12.7B1 and its LCRI) (310, 321 fields; 006/008)

Give notes about frequency of updates to an integrating resource if the information is provided by the original publisher/society, if it is readily ascertainable, and even if the frequency is apparent from the content of the title proper and statement of responsibility area. Give notes about both the current frequency and earlier frequencies. Give the current frequency in a 310 field and earlier frequencies, from earliest to latest, in multiple 321 fields.

#### IR.10.2.1 Determining and recording frequency

Determining frequency of updates for online integrating resources can be difficult. Use the frequency “Continuously updated” only for online integrating resources updated more frequently than daily.

Some updating loose-leaves provide the frequency of updates on the filing instruction sheet for those updates.

Give the current frequency in a 310 field. Include the word “updated” or “updates” to clarify that the frequency applies to the updates, not to the resource itself. If the frequency is unknown, do not include a 310 field in the bibliographic record.

Examples:

310 ## \$a Updated quarterly

310 ## \$a Monthly updates

When a 310 field is present, coordinate the information with the coding in the Frequency and Regularity elements in the fixed field 006 (bytes 01 and 02) or fixed field 008 (bytes 18 and 19).

*CONSER standard record practice*: Coding of 006/008 bytes for frequency and regularity is optional; a fill character may be used for these elements.

## IR.10 Notes and electronic location and access

### IR.10.2.2 Changes in frequency

When the frequency of updates changes, move the older information in the 310 field to a 321 field. Add a \$b to each frequency field for the applicable dates of that frequency. In most cases, the exact beginning of the frequency will not be known; use the designation or date of the current iteration in angle brackets in the 310 field. Use the designation or date in the item described note of the previous iteration in the 321 field being added to the record. Note: \$b is used in a 310 field only if there is also a 321 field in the record; a 321 field can only be in a record when there is also a 310 field present.

Example: As viewed initially Sept. 9, 1999

310 ## \$a Updated quarterly

Same resource viewed on May 15, 2001

310 ## \$a Updated monthly, \$b <May 15, 2001>

321 ## \$a Updated quarterly, \$b <Sept. 9, 1999>

The 321 field is repeatable. If the frequency changes again, give multiple former frequencies in separate 321 fields, each with a \$b. Prior to 2007, CONSER practice was to use the phrase “frequency varies” in a single 321 field if more than three past frequencies were known, other 321 fields were deleted. CONSER practice changed in 2007; all 321 fields will be maintained and not replaced with the “frequency varies” note. In working with copy, if there is a former frequency in field 310, move the former frequency to field 321, and add the current frequency in field 310. Prefer to leave existing 321 fields on an existing record, even if there are more than three. Remember to change outdated fixed field information for frequency and regularity when adding a new frequency in the 310 field. Fixed field information can be replaced with fill characters or the new current frequency information.

The use of a note “Updated irregularly” or “Frequently updated” serves little purpose in the bibliographic record created for the first iteration of a resource. However, it may be useful when the frequency changes from a totally irregular or unknown pattern to a regular one, or vice-versa.

Examples:

310 ## \$a Updated biannually, \$b <Nov. 23, 2002>

321 ## \$a Updated irregularly, \$b <Jan. 3, 2001>

310 ## \$a Updated irregularly, \$b <release 2002-1>

321 ## \$a Updated twice a month, \$b 1999-<2001-12>

Whenever a 310 field is changed, update the fixed field elements of the record to match the current frequency and regularity (see IR.14). Per CSR, fixed field date information can be replaced with fill characters or updated with current frequency information.

## IR.10 Notes and electronic location and access

### IR.10.3 Language of text (AACR2 12.7B2; LCRI 1.7B2) (008, 041, and 546 fields)

Give information on the language(s) and/or script(s) of the text, summaries, etc., in a 546 field if the language is not clear from the rest of the description. Also give language codes in fixed field 008 (character positions 35-37); give codes in field 041 when appropriate according to *MARC 21* and CONSER standard record guidelines.

Example:

```
008 bytes 35-37: eng
041 0# $a eng $a fre
546 ## $a Text in English and French.
```

### IR.10.4 Source of title proper (AACR2 12.7B3) (500 field)

Updating loose-leaves: For updating loose-leaves, make a note on the source of the title proper when it is taken from a title page substitute.

Example:

```
500 ## $a Title from binder.
```

Online resources: For online integrating resources, always provide a note documenting the source of the title proper (AACR2 9.7B3), the version (digitizer/provider or original publisher version) on which the cataloging is based, and information on when the resource was last viewed. (See also IR.10.19). In citing the source of the title proper for electronic resources, it may be helpful to refer to the document *Source of Title Note for Internet Resources*.<sup>2</sup>

Example of a record for a Web site, not handled by a provider neutral approach:

```
500 ## $a Title from title screen (viewed Feb. 2, 1999).
```

**MARC 21 coding:** Use field 500 for a Source of title note, as well as a Source of title note combined with date viewed information, with or without the specific provider name (for online IRs). These “simple” 500 notes are quite common for online integrating resources.

---

<sup>2</sup> *Source of Title Note for Internet Resources*. Online Audiovisual Catalogers Association, Cataloging Policy Committee, 3<sup>rd</sup> revision 2005. Retrieved May 25, 2011 from: <http://www.olacinc.org/drupal/?q=node/20>

## IR.10 Notes and electronic location and access

### IR.10.5 Titles other than title proper (AACR2 12.7B4.1 and its LCRI, 12.7B5.1) (246 field)

Make notes on titles other than the title proper appearing on the resource and any changes to those titles if considered important. Do not apply the option to give a romanization of the title proper in the 246 field.

*CONSER standard record practice:* Record in field 246 (rather than 245 \$b) acronyms/initialisms of the title proper, and parallel titles found on the chief source. Use indicators 11 for parallel titles. Use indicators 1 [blank] for all other variant titles, including acronyms/initialisms. Use indicators 1 [blank] and \$i for specific introductory wording any time a note is needed for a variant title including the need to provide applicable date ranges for additional parallel titles that appear on later issues. In general, it is not required to provide information on the source of the variant title.

*BIBCO standard record practice:* Code the 246 for parallel title as 246 31; all other varying titles may be coded as 246 1#.

Example: CONSER standard record coding used for acronyms/initialisms

245 00 \$a Social activism for everyone.  
246 1# \$a SAFE  
246 1# \$a Journal of social activism for everyone

Example: CONSER standard record coding used for parallel title and minor title change

245 00 \$a Universal globe.  
246 11 \$a Globo universal  
246 1# \$i Issues for <Jan. 2007-> have title: \$a National Geographic Society universal globe

Example: note for cover title on a legal resource (CONSER standard options were not used)

245 00 \$a Current OSHA regulations.  
246 14 \$a OSHA regulations

Example: change in other title information thought to be important by library updating the record. Note that CONSER standard options were not used in this record, the coding is accepted as is without changing it.

245 00 \$a Checklist of amphibian species and identification guide \$h [electronic resource] : \$b  
an online guide for the identification of amphibians in North America north of Mexico  
/ \$c North American Reporting Center for Amphibian Malformations  
246 0# \$i Former subtitle: \$a Online guide for amphibians in the United States and Canada \$f  
<Aug. 11, 1998>

## IR.10 Notes and electronic location and access

### IR.10.6 Changes in title proper (AACR2 12.1B8b; 12.7B4.2b; LCRI 12.7B4.2) (247 field)

When the current iteration has a different title, change the title proper and statement of responsibility area in the bibliographic record to reflect that iteration. It is important to retain the information regarding the title proper of the earlier iteration. Give the former title in a 247 field; this field generates both a note and an added entry. Give the update designation or date of earlier iteration in \$f; if there was an ISSN for the earlier iteration, move it from the 022 field to \$x of the 247 field. The 247 field is repeatable; if the title proper changes again on a subsequent iteration, update the 245 field again and move the previous title proper to an additional 247 field. Give the 247 fields in order from earliest to most recent.

Example: Existing record

245 00 \$a Taxation of intangible assets.  
588 ## \$a Description based on: release 2, published 1997.

Example: After the record is changed to reflect a later iteration:

245 00 \$a Federal income taxation of intellectual properties and intangible assets.  
247 10 \$a Taxation of intangible assets \$f <release 2, published 1997>  
588 ## \$a Description based on: release 12, published 2002.

Do not use the 247 field for changes in title other than changes in the title proper (i.e., do not use for changes in parallel title or other title information). Use the 246 field for those types of changes (see IR.10.5).

#### IR.10.6.1 Minor changes in title proper (500 field)

If the change in the title proper is only slight (e.g., the difference appears at the end of a long title) and access to the previous title isn't affected, make a general note in a 500 field instead of giving the former title proper in a 247 field.

Example: Existing record

245 00 \$a Federal income taxation of intellectual properties and commercial assets.  
588 ## \$a Description based on release 11, published 1999.

Example: After the record is changed to reflect a later iteration:

245 00 \$a Federal income taxation of intellectual properties and commercial assets in  
comparison to other assets.  
500 ## \$a Title varies slightly.  
588 ## \$a Description based on: release 14, published 2003.

## IR.10 Notes and electronic location and access

### IR.10.6.2 Complex changes to title proper (LCRI 12.7B4.2) (547 field)

If the changes in title proper are more complex than can be explained by the information in the multiple 247 fields, give an explanation in a 547 note field in addition to those 247 fields. Do not use the 547 note field routinely. When including a 547 field in the bibliographic record, use a second indicator of “1” in the 247 fields to suppress the generation of a display note.

### IR.10.7 Parallel titles and changes to parallel titles (AACR2 12.7B5; LCRI 12.7B5.2) (246 field)

Makes notes on parallel titles (i.e., titles in other languages or scripts) not already recorded in 245 field, including parallel titles given with variant titles, if considered to be important.

*CONSER standard record practice:* Recording parallel titles in the 245 is not required. When not recorded in the 245, the parallel title is recorded in the 246 with the coding 246 11.

Also make notes on parallel titles no longer present on the iteration being cataloged, if considered important. Give the update designation or date of earlier iteration either in \$f or in the explanation in \$i. If the changes are numerous or complex, a general statement can be made in a 500 note.

Example:

245 00 \$a Geographical names of Canada \$h [electronic resource] / \$c Centre for Topographic Information = Toponymie du Canada / Centre d'information topographique.

246 31 \$a Toponymie du Canada

246 1# \$i Title in HTML header: \$a Canadian geographical names = \$b Noms géographiques du Canada

246 1# \$a Noms géographiques du Canada

### IR.10.8 Other title information and changes in other title information (AACR2 12.7B6) (246 field)

Make notes on other title information not already recorded in the title and statement of responsibility area if considered to be important.

If other title information was recorded in the 245 \$b and it disappears from or is different on the current iteration, change the other title information to reflect the current iteration and give the earlier other title information in field 246 if considered to be important. Give the update designation or date of earlier iteration either in \$f or in the explanation in \$i. Some guidelines on when to retain other title information in a note include:



## IR.10 Notes and electronic location and access

- The earlier other title information includes descriptive terms useful in keyword searches.
- The earlier other title information includes words clarifying a title proper.

Example:

245 00 \$a Managing environmental liability : \$b business transactions and Brownfield redevelopment.  
246 1# \$i Subtitled: \$a Law & strategy for businesses and corporations \$f 1990-1997  
246 1# \$i Subtitled: \$a Managing environmental risks in corporate /real estate transactions and Brownfield redevelopment \$f 1998-2001  
588 ## \$a Description based on: update 25, 2002.

### IR.10.9 Statements of responsibility or issuing bodies and changes in that information (AACR2 12.7B7) (500, 550 fields)

Make notes on statements of responsibility not already recorded in the title and statement of responsibility area if considered to be important. Use the 550 field for information about issuing bodies; use the 500 field for information about persons.

Example:

500 ## \$a Compiler varies.

## IR.10 Notes and electronic location and access

Also make notes on statements of responsibility no longer present on the current iteration, or that appeared in a different form on earlier iterations, if considered to be important. If the changes are numerous or complex, a general statement can be made in a 500 note.

Example: Record as first cataloged

110 2# \$a Association of American Economics.  
245 10 \$a Membership directory of the Association of American Economics \$h  
[electronic resource].  
500 ## \$a Title from HTML header (viewed June 16, 1998).

Record after being updated Aug. 30, 2000

110 2# \$a Association of American Economists.  
245 10 \$a Association of American Economists online directory of members \$h  
[electronic resource].  
247 10 \$a Membership directory of the Association of American Economics \$f <June  
16, 1998>  
500 ## \$a Title from HTML header (viewed on Aug. 30, 2000).  
550 ## \$a Issued by: Association of American Economics, <June 16, 1998>  
710 2# \$a Association of American Economics.

Record after being updated Jan. 15, 2003

110 2# \$a American Economists Association.  
245 10 \$a American Economists Association online directory of members \$h [electronic  
resource].  
247 10 \$a Membership directory of the Association of American Economics \$f <June  
16, 1998>  
247 10 \$a Association of American Economics online directory of members \$f <Aug.  
30, 2000>  
500 ## \$a Title from HTML header (viewed on Jan. 15, 2003).  
550 ## \$a Issued by Association of American Economics <June 16, 1998>; Association  
of American Economics <Aug. 30, 2000>.  
710 2# \$a Association of American Economics.  
710 2# \$a Association of American Economists.

## IR.10 Notes and electronic location and access

### IR.10.10 Edition statement (AACR2 12.7B9) (500 field)

For online integrating resources, make a note on the source of the edition statement if it is different from the source of the title proper (9.7B7). In citing the source of the edition statement, it may also be useful to refer to the terms defined in the document, *Source of Title Note for Internet Resources*.

For a gradual replacement edition of an updating loose-leaf (see LCRI 12.2F1), make a note about the new edition statement.

Examples:

500 ## \$a Updated to 2nd ed., June 2001.

500 ## \$a Replacement title pages carry successive edition statements, e.g., replacement title page received with fall 1999 supplementation carries the statement "Twenty-fifth edition."

Also make notes on changes in edition information no longer present in the current iteration, or on edition information that appeared in a different form on earlier iterations, if considered to be important. If the changes over time have been numerous, a general statement describing the edition changes over several iterations may be made.

### IR.10.11 Dates of publication (AACR2 12.7B11.1; 1.4F8; LCRI 1.4F8) (362 1 field)

If the first and last iterations are not available for cataloging and the option to supply a date in the 260 field is not applied (see IR.7.2), make notes about the beginning and ending dates of publication. A single 362 1 field may be used for both dates. Do not use a 362 1 field if there is a 260 \$c for the same date in the record. Both a 260 \$c for one date and a 362 1 field for the other date may be in the same record. (Do not use a 362 0 field.)

*CONSER standard record practice:* Recording publication dates in 260 \$c is not required, the information is provided in the 362 1.

Examples of notes:

362 1# \$a Began in 1997? (*possible/probable date inferred from copyright statement*)

362 1# \$a Began in 1990s.

362 1# \$a Began between 1998 and 2001.

362 1# \$a Began publication in 1998 or 1999.

362 1# \$a Completed publication in 2002?

362 1# \$a Began ca. 2000.

## IR.10 Notes and electronic location and access

Example: On Web site at time of initial cataloging: c1997-2001.

260 3# \$a New York : \$b Corona  
362 1# \$a Began in 1997?

Site later ceases with an explicit statement: No updates made to this site after Sept. 15, 2002. The record reflects CONSER standard record practice: the 362 1 is updated with the date the resource ceased, the fixed field end date has been updated with the ceased date.

260 3# \$a New York : \$b Corona  
362 1# \$a Began in 1997? Ceased in 2002.

### IR.10.12 Publication, distribution, etc., information (AACR2 12.7B11) (500 field)

If it is known that a resource has suspended publication with the intention of resuming at a later date, make a note.

Example:

500 ## \$a No updates issued from 1999 to 2001.

If the place of publication and/or publisher on the current iteration differs from the place or publisher in the bibliographic record, update the current/latest 260 field (1<sup>st</sup> indicator=3) with the new information. If it is important for identification or access, retain the earlier information in a 260 field with first indicator [blank] (earliest available publisher) or 2 (intervening publisher) as appropriate.

See LCRI 1.4 Appendix which documents LC/PCC guidelines for *MARC 21* repeatable 260 field. Examples of repeated 260s are also provided in IR.7.3.

If the changes have been numerous, make a general statement.

Example:

500 ## \$a Publisher varies.

Minor changes in the presentation of the publisher's name are not considered important and therefore do not need to be recorded (e.g., West Group vs. Thomson/West where West is part of Thomson).

## IR.10 Notes and electronic location and access

### IR.10.13 Physical description (AACR2 12.7B12) (500 field)

Make notes on physical details that are not already included in the physical description area if considered important.

Also make notes on physical details no longer present on the current iteration, if considered to be important. If the changes have been numerous, make a general statement.

Example:

300 ## \$a v. : \$b ill. ; \$c 24 cm.  
500 ## \$a Forms vol. replaced by CD-ROM, 2002-

If the updating loose-leaf contains both numbered and unnumbered volumes and the total number of volumes is recorded in the physical description area, make a note to record the details of unnumbered volume(s) if that information is considered important.

Example:

500 ## \$a Includes unnumbered volume: European Union law update.

If the option for online integrating resources in AACR2 9.5 is not applied, provide a note describing physical details (e.g., presence of sound or color, etc.) if they are readily available and considered important.

Example:

500 ## \$a Stereo sd.

### IR.10.14 Accompanying material (AACR2 12.7B13) (500 field)

Make notes on the location of accompanying material as appropriate. Give details of accompanying material when it is not mentioned in the physical description area or given a separate description.

## IR.10 Notes and electronic location and access

Examples:

500 ## \$a CD-ROM with last update for the year.

500 ## \$a Erratum in back pocket.

500 ## \$a Accompanied by supplementary pamphlets and by unnumbered newsletter vol.

500 ## \$a Accompanied by Reference file (loose-leaf) containing related federal and state laws and acts.

### IR.10.15 Audience (12.7B15) (521 field)

Make a brief note of the targeted audience or intellectual level of a resource if this information is stated in the resource. Sometimes audience information and summary information will be combined in a single note.

Examples:

521 ## \$a This search engine is designed for piano teachers and students, as well as performing students.

521 ## \$a Web site designed for the general community, with special interest features for seventh-grade students. Features stories illustrated with graphics that include historic photos, video clips, and audio clips. Includes an interactive game for kids and lesson plans for seventh-grade teachers.

### IR.10.16 Other formats (AACR2 12.7B16) (530, 580 or 776 field)

Prefer to use a 776 linking field with a \$i to provide notes about other formats when a linking field is being added to the record for the other resource, do not include the 530 field in these cases.

Example:

(no 530 field needed)

776 08 \$i Issued also as an online database: \$t USDA national nutrient database for standard reference \$w ...

## IR.10 Notes and electronic location and access

A 530 field can be provided if no linking entry is being made or further clarification is needed (Also see IR.11.)

Examples:

530 ## \$a Latest tables of contents available online.  
530 ## \$a Issued also on CD-ROM.

If the situation is complex (i.e., involves more than one relationship and \$i in linking fields cannot be used to express the relationships), use the 580 field for this note.

Example:

580 ## \$a Merged with ... to form ...

### IR.10.17 Indexes (AACR2 12.7B17b) (500 field)

Make specific or general notes on the presence and nature of indexes if considered to be important.

Examples:

500 ## \$a Indexes supplied with every 10<sup>th</sup> update.  
500 ## \$a Includes indexes.

### IR.10.18 Summary (AACR2 12.7B18) (520 field)

Make a note to provide a brief description of the content of the resource, unless it is apparent from the rest of the description. If the scope or content of the resource changes, consider changing the summary note to reflect the current iteration.

Example:

520 ## \$a Contains text of Canadian federal, provincial, and territorial environmental and occupational safety and health laws and implementing regulations; also contains guidelines, objectives, and codes of practice.

## IR.10 Notes and electronic location and access

### IR.10.19 Description based on (AACR2 12.7B23) (588 field)

**MARC 21 coding:** Use field 588 for a note beginning with the phrase “Description based on” (DBO note). DBO notes are used whenever a specific release, update, iteration, etc., is cited upon which the description of the entire resource is based.

**Updating loose-leaves:** If the description is not based on the first iteration, make a “Description based on” note.

Example: DBO note; the record is for a paper loose-leaf

588 ## \$a Description based on: release 3, 2002.

**Online resources:** If an online resource has a “Description based on note,” combine this note with the “Source of title” note (see IR.10.4). Always give the date the resource was viewed for description. For provider-neutral records, also give the provider or publisher version on which the cataloging is based. When an online resource includes a specific date of update, consider including this update date in the note as well as the date viewed.

When the bibliographic record has been updated to reflect the current iteration, replace the "viewed on" date in the record with the current date.

Example: DBO note; not provider-neutral

588 ## \$a Description based on: July 26, 2007 update; title from caption (viewed Sept. 25, 2007).  
588 ## \$a Description based on: Ver. 2.1; title from home page caption (viewed May 11, 2010).

### IR.10.20 Type of computer file or data (AACR2 9.7B8) (516 field)

For online integrating resources, make a note characterizing the type of resource if considered important. CONSER practice limits this field for the really unusual type of computer file or data.

Examples:

516 ## \$a Numeric (Summary statistics)

516 ## \$a Numeric (Spatial data: Point)

516 ## \$a Text (HTML and PDF) and sound files (MP3).



## IR.10 Notes and electronic location and access

### IR.10.21 Electronic location and access (856 field)

A resource may have more than one electronic address and/or access method and, therefore, may have more than one 856 field in the bibliographic record. In recording the 856 field, ensure that the URL being transcribed matches the granular level of the resource being cataloged to the extent that this is possible. Do not include institution-specific URLs in bibliographic records contributed as shared cataloging.

Include URLs for all available or known provider versions of a resource.

Examples:

856 40 \$u <http://www.loc.gov/catdir/pcc>

856 40 \$u <http://info.lib.edu/sepb/sepb.html>

If appropriate to the resource being cataloged and library policy:

- include \$z to give information important to convey to public catalog users;
- use 2nd indicator of “0” and \$3 if the URL applies to only part of the resource;
- use 2nd indicator of “2” and \$3 for the URL of a related resource.

Examples:

856 40 \$u <http://www.ref.oclc.org:2000> \$z Requires authorization and password

856 42 \$3 French version \$u <http://www.cgiar.org/IFPRI/reports/0297rpt/0297-fr.htm>

If the electronic location of the resource changes, update the 856 field in the bibliographic record to reflect the current electronic location.

For a free online integrating resource, PCC institutions cataloging in OCLC are encouraged to create a PURL (Persistent Uniform Resource Locator) and add it to the OCLC record. Then, if the actual URL changes, it will only need to be changed on the PURL server; institutions who have used the PURL will not need to do maintenance in their local catalogs. Any OCLC PCC participant can register on the PURL server; the institution’s OCLC authorization number is used for logging on. For more information, see the OCLC/PCC PURL Service documentation at <http://www.loc.gov/acq/conser/purl/documentation.htm>.

If the electronic address remains active but now links to a completely different resource than the one described in the bibliographic record, create a new bibliographic record if it is decided that the new resource should be cataloged for the library. (See also IR.16.1).

## IR.11 Relationships to other resources

### IR.11 Relationships to other resources

#### IR.11.1 Overview

Relationships to other resources can be made using added entries and/or linking entry fields.

##### **Added entries:**

Related work added entries are made for some closely related works outlined in AACR2 21.8-21.28 (AACR2 21.30G). Like serials, there are limited situations where added entries are required when cataloging integrating resources, including the following:

- Supplements (21.28)
- Indexes (21.28)
- Adaptations (AACR2 21.10), and
- Major revisions (AACR2 21.12B1)

It is only required to make the added entries on the record for the resource being cataloged and not on the record for the original resource being supplemented, indexed, adapted, revised, etc. When cataloging integrating resources with any of these relationships, however, *also* make the appropriate reciprocal linking entries in addition to the added entry (LCRI 21.28B1).

##### **Linking entries:**

Linking entry fields may be much more commonly used than added entries to relate integrating resources to other resources, whether they are monographs, serials, or other integrating resources (AACR2 12.7B). The type of relationships appropriate for linking entry fields include:

- Continuations (immediately preceding, immediately succeeding; also includes revised editions for integrating resources)
- Mergers
- Splits
- Absorptions
- Translations
- Simultaneous editions, and
- Supplements

These linking entry fields should be reciprocal; a linking entry complexity note may also be useful in some situations.

## IR.11 Relationships to other resources

Important reminder: if changes are made to the main entry on a record for an integrating resource, remember to update linking fields in any related records!

### IR.11.2 Fields for linking entries

Most MARC 21 reciprocal linking entry fields (760-787) have display constants, based on choice of second indicator, which are generated with the content of the fields if the first indicator is set to “0.” In most cases, catalogers will want the text of these notes to display. If the relationship cannot be made clear with just linking entry fields, give an explanation of the relationship in a 580 field (Linking entry complexity note). This field must be used for merger relationships.

*CONSER standard record practice:* Prefer use of \$i where it is available in linking entry fields, rather than providing this information in other note fields.

E.g., use 776 08 \$i rather than a 530 note, to describe any additional physical formats available. Additionally, the Standing Committee On Automation Task Group On Linking Entries Final Report, Feb. 2005 <http://www.loc.gov/catdir/pcc/archive/tglnkentr-rpt05.pdf> recommends that PCC catalogers set the first indicator in linking entry fields to 0 whether or not a 580 note is being added. This practice will allow the links to display in the OPACs that make use of the indicator, and provide hot links directly on the linking entry.

See the tables below for an indication of the most common relationships and the corresponding MARC fields. See the *MARC 21 Format for Bibliographic Data* for a complete discussion of the use of these linking fields and for information about relationships not included in the table (e.g., splits, absorptions).

If the type of relationship cannot be determined or cannot be expressed with any other linking entry field tag, use the 787 field (Nonspecific relationship). In case of doubt about possible relationships between resources, omit notes from the records.

IR.11 Relationships to other resources

<b>Most common relationships for integrating resources</b>	<b>Field(s)</b>	<b>Related work added entry?</b>
Continuations, including: a) Continues: b) Continued by: c) Revision of (Original author considered responsible): d) Revision of (Original author no longer considered responsible):	780 00 785 00 (reciprocal)	Not required, except for category d) Revision of (Original author no longer considered responsible), then make an added entry for the earlier resource on the record for the continuation (not reciprocal)
Merged with ___ to form: ___ Merger of: ___ and: ___	785 07 and 580 780 04 and 580 (reciprocal)	Not required
Translation of: Translated as:	765 0# 767 0# (reciprocal)	Not required
Has supplement: Supplement to:	770 0# 772 0# (reciprocal)	Yes, for the main resource on the record for the supplement (not reciprocal)
Other edition available:	775 0# <b><u>or 775 08 with \$i</u></b>  (reciprocal)	Not required
Additional physical form:	776 0# and 530 <b><u>or</u></b> 776 08 with \$i (reciprocal)  If combining information that would normally be given in the 580 field with that appropriate to a 530 field, use the 580 field.	Not required
[Non-specific relationship]	787 0# (reciprocal)	Not required
Revision of: (see Continuations above)		
Adaptation of:	787 08 with \$i (reciprocal)	Yes, for the original resource on the record for the adaptation (not reciprocal)

## IR.11 Relationships to other resources

### IR.11.3 Form of note in linking entry field (AACR2 12.7A2 and its LCRI; LCRI 12.7B8)

Cite the related resource by using the entry under which the resource is found in the catalog against which the searching and cataloging is done. If cataloging in the OCLC environment, it is recommended to use OCLC's "insert from cited record" technique. Also apply these guidelines:

- Include edition information in \$b if the information in the linking note would otherwise be the same as the main entry of the bibliographic record.
- For legal resources, include the title proper in addition to the main entry name heading/uniform title or the main entry uniform title heading.
- *CONSER standard record practice*: It is not required to create or add a uniform title either as a main entry heading or in conjunction with a personal or corporate name main entry heading for translations or language editions. Instead, use an added entry (in addition to any 775 linking field) to provide collocation with the original language edition. Include the name of the language of the resource being cataloged in \$l of the 730 field.
- For a "Continued by" situation, do not apply the option to supply the date of the change (LCRI 12.7B8a).
- Give an ISSN in \$x and an ISBN in \$z.
- Supply the LCCN and OCLC record control numbers in \$w of the linking fields following MARC 21 guidelines, when available (do not include local record numbers).
- All main entries must be given in AACR2 form. If the form of main entry on the record for the related resource is not in AACR2 form, change it to the AACR2 form; don't reconsider the choice of entry.
- See the table below for content and subfields for different main entry situations.

Main entry of related resource	Field(s) from record of related resource	Subfields in linking field
Title proper, and edition if needed	245 245/250	\$t \$t \$b
Main entry name heading/title proper, and edition if needed	1XX/245 1XX/245/250	\$a \$t \$a \$t \$b
Main entry name heading/uniform title	1XX/240	\$a \$s
Main entry name heading/uniform title/title proper (legal, translations)	1XX/240/245	\$a \$s \$t
Main entry uniform title	130	\$t

## IR.11 Relationships to other resources

Follow these conventions when giving linking notes:

- Initial article: omit unless filing on it
- Punctuation: give ending periods only in \$a and in \$s; also give in \$t if it is followed by \$b.
- Subfielding: do not give internal subfielding in \$a or in \$t.

\$a Surname, Forename, Date- \$t Title  
\$a Parent body. Subordinate body \$t Title  
\$t Common title. Section title

Example of "Continues" and "Continued by" with \$b

Record created for new resource

100 1# \$a Bittker, Boris I.

245 10 \$a Federal income taxation of individuals....

250 ## \$a 3rd ed.

780 00 \$a Bittker, Boris I. \$t Federal income taxation of individuals. \$b 2nd ed. \$z  
0791324036 \$w (DLC) 95061349 \$w (OCoLC)33270954

Existing record updated with linking note

100 1# \$a Bittker, Boris I.

245 10 \$a Federal income taxation of individuals ....

250 ## \$a 2nd ed.

785 00 \$a Bittker, Boris I. \$t Federal income taxation of individuals. \$b 3rd ed. \$z  
0791345424 \$w (DLC) 2002104288 \$w (OCoLC)50445836

Example of "Translation of" and "Translated as"

Record created for English language translation of Spanish-language resource per CONSER standard record guidelines for translations and language editions, 730 field is used to collocate with the original language.

041 1# \$a eng \$h spa

245 10 \$a Paramedic's manual.

730 0# \$a Manuali del paramedico. \$l English.

765 08 \$i English translation of: \$t Manuali del paramedico

Record for Spanish-language resource

245 00 \$a Manuali del paramedico.

767 08 \$i English translation: \$t Paramedic's manual

## IR.11 Relationships to other resources

Example of resource in simultaneous editions

Record for Professional edition

245 00 \$a WebElements periodic table \$h [electronic resource].

250 ## \$a Professional ed.

775 0# \$a WebElements periodic table. \$b Student ed.

Record for Student edition

245 00 \$a WebElements periodic table \$h [electronic resource].

250 ## \$a Student ed.

775 0# \$a WebElements periodic table. \$b Professional ed.

Example of merger (complex relationship requiring 580 note)

Record created for new resource

245 00 \$a Regulations for commercial and residential property.

580 ## \$a Merger of: Regulations for commercial property, and: Regulations for residential property

780 04 \$t Regulations for commercial property \$w (DLC) 95012012

780 04 \$t Regulations for residential property \$w (DLC) 96214789

Existing record for one of earlier resources updated

245 00 \$a Regulations for commercial property.

580 ## \$a Merged with: Regulations for residential property, to form: Regulations for commercial and residential property.

785 07 \$a Regulations for residential property \$w (DLC) 96214789

785 07 \$a Regulations for commercial and residential property \$w (DLC) 97587963

Existing record for other earlier resource updated

245 00 \$a Regulations for residential property.

580 ## \$a Merged with: Regulations for commercial property, to form: Regulations for commercial and residential property.

785 07 \$a Regulations for commercial property \$w (DLC) 95012012

785 07 \$a Regulations for commercial and residential property \$w (DLC) 97587963

## IR.11 Relationships to other resources

### IR.11.4 Guidelines about certain situations

One online integrating resource in two or more languages.

When cataloging an online integrating resource having links from one language version to the other, do not use the translation linking field for the language version(s) not being cataloged. Instead, give language information in a 546 field (see IR.10.3) and give a 246 field(s) for the title in the language(s) not given in the 245 field (see IR.10.5).

Example:

```
100 1# $a Clamen, Stewart M.  
245 10 $a Canadiana $h [electronic resource] : $b the Canadian resource page.  
246 1# $a Canadian resource page  
246 11 $a Canadiana : $b la page des ressources canadiennes  
246 1# $a Page des ressources canadiennes  
546 ## $a Site also in French.
```

Online supplements vs. whole/part relationship.

Hierarchical elements in a given domain do not represent supplementary relationships; use the 770/772 linking fields only if there is a stated supplementary relationship.

Example: Web site says "supplements the 20-volume Encyclopedia of world history"

```
772 0# $a Encyclopedia of world history  
730 0# $a Encyclopedia of world history.
```

If cataloging a part of an online resource, follow your library's policy on including a 773 field linking note in the bibliographic record

Example: "Tagalog tools" is a part of the Web site: SEASite

```
245 00 $a Tagalog tools $h [electronic resource].  
773 08 $i Part of Web site: $t SEASite
```



## IR.11 Relationships to other resources

### **More than one physical medium.**

If a work is issued in more than one physical medium, such as CD-ROM and online, give information about the other available format(s) in the 776 field. When possible, give an explanation of the additional format in 776 \$i to avoid the need for including an explanatory 530 field in the record. If the situation is complex, use the 580 field without \$i in the 776 field(s). If combining information that would normally be given in the 580 field with that appropriate to a 530 field, use the 580 field.

Example of use of \$i in 776 field:

(no 530 field)

776 08 \$i Issued also as an online database: \$t USDA nutrient database for  
standard reference \$w (OCoLC) 44340484

## IR.12 Determining main and added entries

## IR.12 Determining main and added entries

### IR.12.1 Overview

AACR2 Chapter 21 governs the determination of main and added entries.

- Basic rules for main entry: 21.0A1 and 21.0B
  - Personal authorship: 21.1A
  - Entry under corporate body: 21.1B
  - Entry under title: 21.1C
- Added entries: 21.29 and 21.30
  - Added entries for editors if they are considered important (often true for updating loose-leafs): 21.30D
  - Title added entries for earlier titles proper and for variant titles: 21.30J (See also IR.10.5 and IR.10.6)
- Series added entries: 21.30L
- Related works: 21.28B1. For information on notes and added entries for related works, see IR.11.

### IR.12.2 Authority records for main and added entries

All main and added access points should be represented by authority records in the LC/NACO Authority File with two exceptions:

1. Uniform title headings (title or name/title) used on bibliographic records do not always need to be supported by an authority record (i.e., when there is no cross reference needed, or no research has been performed that needs to be recorded in an authority record)
2. Uncontrolled analytical title entries (740 field)

Consult the *MARC 21 Format for Authority Data*, the corresponding *LC Guidelines Supplement* (“blue pages”) and Section Z1 (“yellow pages”) of the *LC Descriptive Cataloging Manual*, and the *NACO Participants’ Manual*.

### IR.12.3 Recording changes in access points

When there are changes in the persons or bodies responsible for the same integrating resource or to the title proper of the same integrating resource, do not make a new record; change the

## IR.12 Determining main and added entries

description to reflect the current iteration and give the earlier information in a note if considered to be important. If there are changes in other data elements, also change the description to reflect the current iteration and give the earlier information in a note if considered important. Give additional access points if appropriate.

Example: Updating loose-leaf (change in the title proper)

Existing record:

245 00 \$a Health profession opportunities.

588 ## \$a Description based on: update 5, published 2000.

Record updated for current iteration:

245 00 \$a Healthcare profession opportunities.

247 10 \$a Health profession opportunities \$f update 5, published 2000

588 ## \$a Description based on: update 6, published 2000.

Record updated again for current iteration:

245 00 \$a Opportunities in the healthcare profession.

247 10 \$a Health profession opportunities \$f update 5, published 2000

247 10 \$a Healthcare profession opportunities \$f update 6, published 2000

588 ## \$a Description based on: update 7, published 2001.

Example: Electronic resource (change in statement of responsibility and resulting change in main entry)

Existing record:

100 1# \$a Thomas, Ellen.

245 10 \$a Early music resources on the Web \$h [electronic resource] / \$c  
compiled by Ellen Thomas.

500 ## \$a Title from HTML header (viewed Jan. 5, 1999).

Record updated for current iteration:

245 00 \$a Resources for early music \$h [electronic resource] / \$c compiled by  
the staff of Smith College.

247 10 \$a Early music resources on the Web \$f <Jan. 5, 1999>

500 ## \$a Title from HTML header (viewed Apr. 15, 2001).

500 ## \$a Compiled by Ellen Thomas <Jan. 5, 1999>.

700 1# \$a Thomas, Ellen.

710 2# \$a Smith College.

## IR.13 Uniform titles

## IR.13 Uniform titles

### IR.13.1 Overview

The following are the chapter 25 rules (and LCRI) most often consulted when considering uniform titles for integrating resources:

- Use of uniform titles and general guidelines: 25.1A
- Formulation of a uniform title: 25.2 and its LCRI
- Uniform title for conflict situations: 25.5B and its LCRI
- Uniform titles for different language versions: 25.5C and its LCRI
- Uniform titles for translations: 25.5D and its LCRI
- Uniform titles for laws: 25.15
- Uniform titles for treaties: 25.16

*CONSER standard record practice:* It is not required to create or add a uniform title either as a main entry heading or in conjunction with a personal or corporate name main entry heading for translations or language editions. Instead, use an added entry (in addition to any 775 linking field) to provide collocation with the original language edition. Include the name of the language of the resource being cataloged in \$1 of the 730 field.

### IR.13.2 Uniform titles in conflict situations (LCRI 25.5B)

Do not assign a uniform title simply to resolve a conflict in the database when the main entry for the resource being cataloged is the same as the main entry of another work (e.g., when a title main entry is the same as another title main entry, when a name/title main entry is the same as another name/title main entry).

However, when a heading for an integrating resource is needed as a subject or related work added entry and the main entry is the same as the main entry of another work, create a uniform title and resolve the conflict by adding a qualifier at the end of the title proper.

A uniform title is also assigned when a serial changes to an integrating resource and vice versa.

Choose an appropriate qualifier. Possible choices for a qualifier include those listed below. The list is not exhaustive and is not given in a prescribed order.

- Corporate body [if main entry is title proper]
- Date of publication
- Descriptive data elements (e.g., edition statement, GMD, etc.)
- Place of publication
- Multiple qualifiers consisting of two or more of the above, as needed

## IR.14 Fixed field coding

### IR.14 Fixed field coding

This section covers some aspects of the following:

Leader:

Type of record (008/06)  
Bibliographic level (008/07)

006 Additional material characteristics: electronic resource/computer file  
006 Additional material characteristics: continuing resource/serial

007 Physical description

008:

Publication status (008/06)  
Dates (008/07-14)  
Place of publication, etc. (008/15-17)  
Type of continuing resource (008/21 or 006/04)  
Form of original item (008/22 or 006/05)  
Form of item (008/23 or 006/06; 008/29 or 006/12)  
Entry convention (008/34 or 006/17)  
Cataloging source (008/39)

Other aspects are the same as for monographs and serials. See *MARC 21 Format for Bibliographic Data* for complete information about fixed field coding.

#### IR.14.1 Leader: Type of record (008/06)

From 2002 to 2007 PCC records for integrating resources that were predominantly language material were coded type of record code = a, bibliographic level = m. This was an “interim” practice until all of the mechanisms for distributing records in a single continuing resources file to Cataloging Distribution Services subscribers were in place. Current instructions for coding new records for these resources are given below.

Non-LC records for integrating resources coded bibliographic level “m” under the interim practice can be converted to bibliographic level “i” in OCLC and authenticated by BIBCO and CONSER members. This may involve a two-step process, first replacing the record with bibliographic level “i” and any necessary validation coding. If successfully replaced, additional edits can be made in a second replace, including elements for authentication (042, 010) and coding of 008/39 source code “c”. If there are difficulties, OCLC staff can make the conversion.

## IR.14 Fixed field coding

LC integrating resource records coded in the monographic format. When you need to make use of an LC record for an integrating resource that is coded bibliographic record “m” using the interim practice, create or derive a new record in the continuing resources format. The continuing resource record you create and authenticate will become the PCC record for the resource. Report the LC monograph record through the online form: <http://www.loc.gov/acq/conser/IR-form.html>. LC staff will delete the monograph record from its distribution and will report it for deletion to OCLC.

Examine online integrating resources carefully to determine the correct value for Type of record. This byte should reflect the predominant content of the resource rather than the carrier (see MARC 21 bibliographic data in table below for Type codes compatible with Bibliographic level (BLvl): i).

(NOTE: Books and Mixed materials formats cannot be combined with Bibliographic level: i)

OCLC Format	Type Code	Description
Continuing resources	a	Language material
Visual materials	g	Projected medium
	k	Two-dimensional nonprojectable graphic
	r	Three-dimensional artifact or naturally occurring object
	o	Kit
Maps	e	Cartographic material
	f	Manuscript cartographic material
Music	c	Notated music
	d	Manuscript notated music
	i	Nonmusical sound recording
	j	Musical sound recording
Computer files	m	Computer file

The most common types are “a” (language material) and “m” (computer file). Use value “a” (language material) for the following categories of online integrating resources, in which the content is predominantly textual:

- Online texts, even when they include search software and hyperlinks
- Aggregator services
- Portal pages that are text only links to other resources
- Online catalogs
- Numeric data presented solely in tabular form, that cannot be manipulated by a computer

Use value “m” (computer file) when the predominant content belongs to the following categories:

- Computer software (including programs, games, fonts)
- Numeric data that can be manipulated by a computer

## IR.14 Fixed field coding

- Computer-oriented multimedia
- Online systems or services

If no one type of content predominates, if the predominant content cannot be determined, or in case of doubt, use value “m.”

Even within these categories, if there is a significant aspect of the resource that causes it to fall into another Leader byte 06 value (e.g., vector data that is cartographic is not coded as numeric, but as cartographic), code the Type of record based on that aspect.

### IR.14.2 Leader: Bibliographic level (008/07)

Code this value “i” for integrating resource.

### IR.14.3 006 – Additional material characteristics: computer file

When cataloging an online integrating resource not coded “m” in Leader byte 06, always add an Electronic resource 006 with form of material code “m”.

### IR.14.4 006 – Additional material characteristics: continuing resource

When cataloging an online integrating resource not coded “a” in Leader/06, always add an Continuing resource 006 with form of material code “s”.

### IR.14.5 007 – Physical description

When cataloging an online integrating resource, always include an Electronic resource 007 to describe the physical characteristics of the resource. Code at least the following positions:

007/00 (Category of material)	Always code “c” (computer file)
007/01 (Specific material descriptor)	Always code “r” (remote)

The field is optional for recording the physical characteristics of accompanying material (e.g., a computer disk accompanying an updating loose-leaf, a print manual accompanying an online integrating resource).

### IR.14.6 008 – Type of date/Publication status (008/06)

Code with appropriate publication status value: “c” currently published, “d” ceased, “u” unknown.

## IR.14 Fixed field coding

### IR.14.7 008 – Dates (008/07-14)

Give the date of the first iteration of the resource, taken from 260 \$c or from a 362 field, in bytes 07-10 (Date 1). If the resource is still ongoing, give “9999” in bytes 11-14 (Date 2). If the resource has ceased, give the date of the last iteration taken from 260 \$c or from a 362 field.

If the date of the first iteration and/or last iteration isn’t in the bibliographic record in a 260 \$c or a 362 1 field, make a best guess as to the appropriate date. Use “u” as needed to indicate estimates (e.g., “199u” for sometime between 1990 and 1999). An estimated date can be given based on the latest update information or the viewing date.

Examples:

260 ## ... \$c 1999-                    008/7-10 and 11-14: 1999,9999  
No 362 1#

260 ## ... \$c [2002?]-                008/7-10 and 11-14: 2002,9999  
No 362 1#

260 ## ... \$c -2004.                  008/7-10 and 11-14: uuuu,2004  
No 362 1#

260 ## ... \$c -[2003]                008/7-10 and 11-14: 1998,2003  
362 1# \$a Began in 1998?

No 260 \$c                                008/7-10 and 11-14: 2001,9999  
362 1# \$a Began in 2001?

No 260 \$c                                008/7-10 and 11-14: 199u,9999  
362 1# \$a Began in 1990s.

No 260 \$c                                008/7-10 and 11-14: 200u,9999  
362 1# \$a Began between 2002 and 2004.

No 260 \$c                                008/7-10 and 11-14: uuuu,9999  
No 362 1#  
No information even to make a guess at date

### IR.14.8 008: Place of publication, etc. (008/15-17)

Remember to update this information when the 260 \$a is changed or when an additional 260 field is used to represent the current iteration.



## IR.14 Fixed field coding

### IR.14.9 008: Type of continuing resource (008/21 or 006/04)

Generally code print integrating resources as "l" (updating loose-leaf) and electronic integrating resources as either "d" (updating database) or "w" (updating Web site). If none of these codes apply, code type of continuing resource as "blank" (not specified by one of the other codes).

### IR.14.10 008: Form of original item (008/22 or 006/05)

If the resource was originally published in print, leave this byte blank. If the resource was originally published online, use code "o" or leave this byte blank. In cases where the item is published simultaneously in more than one form, or when it is difficult to determine the originally published form, optionally code for the first item received or entered in the database.

*CONSER standard record practice:* Not required to code for e-resources, newspapers, etc. Code only for original microforms.

### IR.14.11 008: Form of item (008/23 or 006/06 for Continuing Resources & Music; 008/29 or 006/12 for Maps and Visual Materials)

Use value "o" (online) for all online integrating resources.

### IR14.12 008: Entry convention (008/34 or 006/17)

This code byte should be coded "2" to reflect integrated entry cataloging conventions.

### IR.14.13 008: Cataloging source (008/39)

This code byte must be coded "c" under current OCLC validation rules.

## IR.14 Fixed field coding

### Examples

#### Example 1: *Cataloger's Reference Shelf*

*Cataloger's Reference Shelf* is an updating Web site, a portal site that provides primarily textual links to other sites (Type: a).

When cataloging an online integrating resource not coded "m" in Leader byte 06, always add an Electronic resource 006 with form of material code "m".

006 (computer file):

Type:	<input type="checkbox"/>
Audn:	<input type="checkbox"/>
File:	<input type="checkbox"/>
GPub:	<input type="checkbox"/>



Use 007 to describe the physical characteristics (i.e., the physical carrier).

Type:	a	ELvl:		Srce:	c	GPub:		Ctrl:		Lang:	eng
BLvl:	i	Form:	o	Conf:	0	Freq:		MRec:		Ctry:	dcu
S/L:	2	Orig:	o	EntW:		Regl:	x	Alph:			
Desc:	a	SrTp:	d	Cont:		DtSt:	c	Dates:	2002 , 9999		

006 ## m d  
007 ## \$a c \$b r \$d m \$e n

Or, per the CONSER standard record coding options for fixed fields:

Type:	a	ELvl:		Srce:	c	GPub:		Ctrl:		Lang:	eng
BLvl:	i	Form:	o	Conf:	■	Freq:	■	MRec:		Ctry:	dcu
S/L:	2	Orig:	■	EntW:		Regl:	■	Alph:			
Desc:	a	SrTp:	d	Cont:		DtSt:	c	Dates:	2002 , 9999		

006 ## m (only required to code first byte)  
007 ## \$a c \$b r (only required to code \$a and \$b)

**Example 2: Everquest**



Everquest is an online game site, so the primary aspect is considered to be computer material (Type: m). Use 006 for Continuing Resources to bring out characteristics not covered in the fixed field (008) (Type: s).

006 (continuing resource):

Type:	<input type="text" value="s"/>	EntW:	<input type="checkbox"/>
Freq:	<input type="text" value="u"/>	Cont:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Real:	<input type="text" value="u"/>	GPub:	<input type="checkbox"/>
SrTp:	<input type="text" value="w"/>	Conf:	<input type="text" value="0"/>
Orig:	<input type="text" value="o"/>	Alph:	<input type="checkbox"/>
Form:	<input type="text" value="o"/>	S/L:	<input type="text" value="2"/>

Use 007 to describe the physical characteristics (i.e., the physical carrier).

Type:	m	ELvl:		Srce:	c	Audn:		Ctrl:		Lang:	eng
BLvl:	i	File:	g	GPub:				MRec:		Ctry:	cau
Desc:	a					DtSt:	m	Dates:	1999 , 9999		
006 ## suu woo 0 2											
007 ## \$a c \$b r \$d m \$e n											

## IR.14 Fixed field coding

### Example 3: *Speech Archives*

**HISTORY CHANNEL**  
THE BEST SEARCH IN HISTORY

Click here. It's easy.

HOME STORE THIS DAY IN HISTORY SPEECHES DISCUSSIONS CLASSROOM EXHIBITS ON TV TRAVEL

**SPEECH ARCHIVES**

**Hear the Words that Changed the World**

| A-E | F-L | M-P | Q-Z |

- Hank Aaron, baseball player, [Addresses Congress](#).
- Bella Abzug, American feminist and politician, [On opposition to the movement for sexual equality](#).
- Spiro Agnew, U.S. vice president, [Attacks television news coverage](#).
- Spiro Agnew, U.S. vice president, [Denounces student political movements](#).
- Spiro Agnew, U.S. vice president, [Announces resignation](#).
- Salvador Allende, president-elect of Chile, [Denies threat of communist domination in his government](#).
- Svetlana Alliluyeva, daughter of Joseph Stalin, [Discusses defection to the West](#).
- Hervé Alphand, French ambassador to the U.S., [On France's bombing of a Tunisian village](#).
- George W. Anderson, U.S. admiral, [Confirms death of Thresher crew](#).
- Kofi Annan, U.N. secretary-general, [Endorses NATO's bombing of Yugoslavia](#).
- Yasir Arafat, chairman of the Palestine Liberation Organization, [On the first Israel-Palestinian peace agreement](#).
- Argentine propaganda, [Targets British soldiers and sailors during Falklands War](#).
- Neil A. Armstrong, U.S. astronaut, [Walks on the moon](#).
- Clement Attlee, British prime minister, [Addresses the United Nations on atomic energy](#).
- Warren Austin, U.S. ambassador to the U.N., [Reports on the situation in Korea](#).

*Speech Archives* is an updating Web site that is primarily a sound resource (Type: i). When cataloging an online integrating resource not coded “m” in Leader byte 06, always add an Electronic resource 006 with form of material code “m”. Also code an additional 006 for the continuing resource characteristics.

006 (computer file):

Type:	<input type="checkbox"/> m
Audn:	<input type="checkbox"/>
File:	<input type="checkbox"/> h
GPub:	<input type="checkbox"/>

006 (continuing resource):

Type:	<input type="checkbox"/> s	EntW:	<input type="checkbox"/>
Freq:	<input type="checkbox"/> u	Cont:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reql:	<input type="checkbox"/> u	GPub:	<input type="checkbox"/>
SrTp:	<input type="checkbox"/> w	Conf:	<input type="checkbox"/> 0
Orig:	<input type="checkbox"/>	Alph:	<input type="checkbox"/>
Form:	<input type="checkbox"/> o	S/L:	<input type="checkbox"/> 2

Use 007 to describe the physical characteristics (e.g., the physical carrier).

Type:	i	ELvl:	Src:	c	Audn:	Ctrl:	Lang:	eng
BLvl:	i	Form:	o	Comp:	AccM:	MRec:	Ctry:	cau
		Part:	TrAr:					
Desc:	a	FMus:	LTxt:		DtSt:	s	Dates:	1999 , 9999

006 ## m h

006 ## suu w o 0 2

007 ## \$a c \$b r \$d m \$e n \$f a

## IR.15 Subject analysis and classification

### IR.15 Subject analysis and classification

#### IR.15.1 Overview

Catalogers are expected to perform appropriate content analysis and to assign subject headings that accurately describe the content of the title being cataloged. See IR.15.3 below for further guidance on subject analysis.

A library may use any subject heading scheme assigned a code in *MARC 21 Format for Bibliographic Data*.

For more information regarding the tools used and further guidance on subject analysis and classification, see the information below and refer to the appropriate sections of the *BIBCO Participants' Manual*, the *CONSER Cataloging Manual*<sup>5</sup>, and the *Subject Headings Manual*.<sup>6</sup>

Names used as subjects must be represented by authority records in the LC/NACO Authority File. Newly-proposed LC subject headings that have been submitted as SACO proposals may be entered on bibliographic records even if they have not yet been approved by the Policy and Standards Division or do not yet appear in the LC/SACO Authority File.<sup>7</sup>

#### IR.15.2 Classification

Provide a classification number for updating loose-leaves. Providing classification numbers for other types of integrating resources is optional, though for CONSER authenticated records, it is encouraged. A library may use any classification scheme assigned a code in *MARC 21 Format for Bibliographic Data*.

#### IR.15.3 Subject heading assignment

Assign headings that are both specific and broad enough to encompass future changes. However, assign subject headings primarily based on the current iteration because that is what is being cataloged. If the subject content changes later, change the subject headings to reflect the current iteration (see IR.15.4).

---

<sup>5</sup> *BIBCO Participants' Manual*, B. Record Content, p. 28-30; *CONSER Cataloging Manual*, Module 15, by John Reimer.

<sup>6</sup> Library of Congress. Cataloging Policy and Support Office. *Subject Headings Manual*. 2008 ed. Washington, D.C. : Library of Congress, Cataloging Policy and Support Office, 2008- (H 1520 and H 2070)

<sup>7</sup> N.B. If a heading is used provisionally on a bibliographic record and the SACO proposal isn't accepted or the proposed term is modified by LC, it is the responsibility of the cataloging agency proposing the heading to correct the existing bibliographic record(s) in OCLC to match the approved subject term, ensuring that all subject headings are under authority control.

## IR.15 Subject analysis and classification

### IR.15.3.1 Form and topical subdivisions; Genre/form terms

Include subject heading subdivisions as appropriate to the integrating resource being cataloged. For example, use the form subdivision **\$v Directories** for resources that serve as directory listings.

**Example:** The form subdivision **\$v Directories** is appropriate in the record for the site below.

The screenshot shows the ASA website's Membership Directory page. At the top, there is a navigation menu with links for Accreditation, Community, Members Only, Chapters, Committees, Outreach Groups, Sections, ASA Store, and Home. A search bar is located in the top right corner. Below the navigation menu is a banner image with a quote by John Tukey: "Far better an approximate answer to the right question, which is often vague, than the exact answer to the wrong question, which can always be made precise." Below the banner is a navigation menu with links for ABOUT ASA, MEMBERSHIP, CAREER CENTER, EDUCATION, PUBLICATIONS, MEETINGS & EVENTS, OUTREACH & INITIATIVES, and HOME. The main content area is titled "Membership > Membership Directory". On the left side, there is a sidebar menu with links for Become a Member, Renew Your Membership, ASA Members Only, Membership Campaigns, Membership Directory, and Membership Home. In the center, there is a button for "Enhanced Members Only Directory". Below this is the "Open Access Directory" section, which contains a search form with fields for Name (last, first), State (a dropdown menu with "Choose State" selected), ZIP, and Country (with a note "(Leave blank for USA)"). A "Submit" button is located below the form. Below the form, there is a note: "Members may elect to be excluded from this directory. Enter a partial or whole name to search. Update your directory information in Members Only. The use of the ASA membership directory for commercial purposes is strictly prohibited." At the bottom of the page, there is a link for "Rent the ASA Mailing List" and a social media sharing bar with buttons for Tweet (0), Share (0), Email (3), and Share (6).

There are a few form subdivisions that are used only for electronic resources to bring out the form of the resource:

- \$v Blogs
- \$v Computer games
- \$v Databases (see below for more info)
- \$v Electronic discussion groups
- \$v Interactive multimedia
- \$v Juvenile software
- \$v Online chat groups
- \$v Software (see SHM H 2070)

## IR.15 Subject analysis and classification

The following subdivisions are authorized for use only as a topic, not as a form:

- \$x Computer network resources
- \$x Computer programs
- \$x Electronic information resources

Do not assign headings for the form of the resource (e.g., Online databases, Web sites) as topical subject headings. Such headings are used only for resources about these topics. Field 655 may be used for genre/form headings as follows:

- Authorized terms from the *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT): Use 655 with second indicator "7" and \$2 lcgft (e.g., 655 #7 Internet videos. \$2 lcgft)
- Authorized terms from LCSH for disciplines that LCGFT has not yet incorporated (e.g., literature) and the LCSH scope indicates that it for works **of** a given type: Use 655 with second indicator "0" (e.g., 655 #0 Comic books, strips, etc.)
- Authorized terms from LCSH and the LCSH scope says that it is a heading used for works **about** (or **on**) a given topic: If a 655 is desired, use second indicator "7" with \$2 local (e.g., 655 #7 Web sites. \$2 local)

Assign the free-floating form subdivision \$v **Databases** only when the resource meets the following definition:

A database is a collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system. The data are encoded, and each file is designed with a high-level structure for accepting, storing, and providing information on demand. Typically, there is a set of definitions for the database that describe its various data elements and a set of codes to identify each element. The database may include the database management software that created the file, or it may include only the data.<sup>8</sup>

Do not assign the subdivision \$v Databases under subjects for electronic resources that are essentially textual in nature and are not formatted as databases, such as articles, conference proceedings, literary works, form letters.<sup>9</sup>

---

<sup>8</sup> Library of Congress. Cataloging Policy and Support Office. *Subject Headings Manual*. 2008 ed. Washington, D.C. : Library of Congress, Cataloging Policy and Support Office, 2008- (H 1520).

<sup>9</sup> Ibid.



## IR.15 Subject analysis and classification

Example: The form subdivision \$v Databases is appropriate in the record for the site below. Even though the site is textual in nature, it is formatted like a database.

The screenshot shows the homepage of the Internet Broadway Database (IBDB). The header is dark blue with the IBDB logo and navigation tabs for Home, Shows, People, Theatres, Characters, Awards, and Songs. Below the header is a search bar with a 'Quick Search For:' field, an 'In This Category:' dropdown menu set to 'All', and a 'SEARCH' button. The main content area is orange and features a 'welcome to Internet Broadway Database' message, a description of the database, and a 'Current Shows' section listing various Broadway productions. A sidebar on the left contains a 'Local Coupons' advertisement and a 'Broadway fan club' logo.

**IBDB** Internet Broadway Database®

Home Shows People Theatres Characters Awards Songs

Quick Search For:  In This Category: All

welcome to  
**Internet Broadway Database**®

IBDB (Internet Broadway Database) archive is the official database for Broadway theatre information. IBDB provides records of productions from the beginnings of New York theatre until today.

**Current Shows**

Click onto a link below to get the opening night credits for a production currently playing on Broadway.

- [Anything Goes](#)
- [Arcadia](#)
- [Baby It's You!](#)
- [Bengal Tiger at the Baghdad Zoo](#)
- [Billy Elliot: The Musical](#)
- [Born Yesterday](#)
- [Catch Me If You Can](#)
- [Chicago](#)
- [Ghetto Klown](#)
- [How to Succeed in Business Without Really Trying](#)
- [Jersey Boys](#)
- [Jerusalem](#)
- [Mamma Mia!](#)
- [Mary Poppins](#)
- [Memphis](#)
- [Million Dollar Quartet](#)
- [Priscilla Queen of the Desert](#)
- [Rain](#)
- [Rock of Ages](#)
- [Sister Act](#)
- [Spider-Man](#)
- [The Addams Family](#)
- [The Book of Mormon](#)
- [The House of Blue Leaves](#)
- [The Importance of Being Earnest](#)
- [The Lion King](#)
- [The Motherf\\*\\*ker with the Hat](#)
- [The Normal Heart](#)
- [The People in the Picture](#)
- [The Phantom of the Opera](#)
- [War Horse](#)
- [Wicked](#)

© 2001-2011, The Broadway League, All Rights Reserved. (Copyright and Disclaimer)

Additionally:

Do not use the subdivision --Databases for the following types of works: Computer files that have the structure of and present themselves as reference-type works, such as directories, bibliographies, catalogs, dictionaries, encyclopedias, indexes, or other similar types. Assign instead the pertinent form headings or form subdivisions under subjects.<sup>10</sup>

<sup>10</sup> Ibid.



## IR.15 Subject analysis and classification

Example: The form subdivision \$v Databases is not appropriate in the record for the site below because it is an encyclopedia



The image shows the homepage of the Encyclopædia Britannica Online. The header features the Britannica logo with the tagline "Sharing knowledge since 1768" and a search bar with a "GO" button. Below the header, there is a navigation menu with "Home" and "About Us" links. The main content area is divided into two columns. The left column contains a "Main Categories" list with items such as "Arts & Literature", "The Earth & Geography", "Health & Medicine", "Philosophy & Religion", "Sports & Recreation", "Science & Mathematics", "Life", "Society", and "Technology". The right column features a large promotional banner for a "FREE 30-day trial to Britannica Online". The banner includes several bullet points: "Trusted by millions of students, researchers and knowledge seekers worldwide", "Written by more than 4,000 recognized experts around the world", "Presents correct facts in a world of unreliable and time-consuming online research", "Supports the school curriculum", "Research safely and securely from home", and "Establishes research skills that". A video player is embedded in the banner, showing a play button and the text "Explore thousands of articles and images on a wide range of subjects".

### IR.15.4 Change in content of an integrating resource

When an integrating resource changes and the bibliographic record is being modified to reflect changes to the description, also check if the subject scope and content of the resource have changed.

If there are significant changes in the subject content, consider adding new subject headings to reflect the latest iteration, deleting headings no longer applicable to the current contents of the resource, and updating any contents or summary note.

## IR.16 How many bibliographic records

### IR.16 How many bibliographic records?

IR.16.1 What changes in an integrating resource require a new bibliographic record? What changes are handled by updating the existing record?

Most changes in subsequent iteration(s) of an integrating resource do not require the creation of a new bibliographic record. Instead, change the bibliographic description to reflect the current iteration and move the information in the bibliographic record about the earlier iteration to notes with access points as appropriate if considered to be important.

A new bibliographic record is not required when the same resource is subsequently or simultaneously offered by different digital service providers or publishers. If a bibliographic record for an online integrating resource is subsequently updated with information from a different provider version, add this information to the source of title note (see IR.10.4). Give the most recent “date viewed” data along with the name of the most recent provider version viewed (e.g., 500 ## \$a Title from title screen (EbscoHOST, viewed May 18, 2011)).

A new bibliographic record is required in the following situations:

- A merger of existing bibliographic resources (AACR2 12.7B8b)
- A split into other resources (AACR2 12.7B8c)
- Online integrating resources when an edition statement on a resource changes and the resource described on the original bibliographic record continues to exist as a separate resource (LCRI 21.3B)
- Online integrating resources when the original URI remains active but now links to a completely different resource than that described in the bibliographic record (LCRI 21.3B)
- When a bibliographic resource changes its mode of issuance from monograph or serial to integrating or vice-versa (LCRI 1.0) [see examples below]
- Some updating loose-leaves when the edition statement changes and/or the publisher issues a new base volume or volumes with an *in toto* replacement of the contents (guidelines in LCRI 21.3B; also see IR.14.1.1) [see examples below]
- The physical medium changes (e.g., from updating loose-leaf to updating database)

After creating the new record, give reciprocal linking fields in both the existing and the new records (see IR.11). Remember to update the linking field in the earlier record if the main entry (1XX/24X or 245) changes for the later resource due to changes in a subsequent iteration.

Examples of change in mode of issuance

- The second edition of a volume, issued with pocket part supplementation, was cataloged as a monograph. The publisher has decided to reissue the volume, still called the “2nd ed.,” as an updating loose-leaf.

## IR.16 How many bibliographic records

- A directory was issued annually as a print-on-paper serial. When published online, it became an updating database with updates not remaining discrete. [also a change in physical medium]
- Updating loose-leaf was published through 2003. In 2004, publisher began issuing complete replacement volumes annually as a serial.

Examples of change in edition statement or issuance of new base volume or volumes

LCRI 21.3B has guidelines about the following situations: a gradual replacement edition; a new base volume with a new date in the header/footer, etc., consistent throughout the base volume; a new base volume having a new date in the header/footer, etc., that is consistent throughout the base volume; a new base volume with various dates in the header/footer; and a new base volume with no revision dates but the pages in the original base volume had revision dates. In case of doubt, make a new record.

Examples of new base volume received:

100 1# \$a Sinclair, Kent.  
245 10 \$a Trial handbook / \$c Kent Sinclair.  
250 ## \$a 2nd ed.  
785 00 \$a Sinclair, Kent. \$t Trial handbook. \$b 3rd ed.

100 1# \$a Sinclair, Kent.  
245 10 \$a Trial handbook / \$c Kent Sinclair.  
250 ## \$a 3rd ed.  
780 00 \$a Sinclair, Kent. \$t Trial handbook. \$b 2nd ed.

245 00 \$a Statutes of Alberta judicially considered, plus selected earlier cases.  
250 ## \$a R.S.A. 1980 ed.  
785 00 \$t Statutes of Alberta judicially considered. \$b R.S.A. 2000 ed.

245 00 \$a Statutes of Alberta judicially considered.  
250 ## \$a R.S.A. 2000 ed.  
780 00 \$t Statues of Alberta judicially considered, plus selected earlier cases. \$b R.S.A. 1980 ed.

Remember that a gradual replacement edition does not require a new record. This type of edition change occurs when the publisher issues a new title page with a new edition statement as part of an update, with no *in toto* replacement of the contents or issuance of a new base volume. In such a case, do not create a new record; change the edition statement to reflect the information on the current iteration and give a note about the change in edition information (see *IR.10.10*).

## IR.16 How many bibliographic records

Example of a gradual replacement edition

250 ## \$a 4th ed.

500 ## \$a Updated to 4th ed., <July 2002>.

### IR.16.2 How are loose-leaf services handled? (LCRI 12.0)

A loose-leaf service is issued in several component parts, often in a combination of updating loose-leaf and bound volumes containing both primary and secondary source material (LCRI 12.0). Sometimes a loose-leaf service is called a reporter.

**Generally, consider the loose-leaf service as a whole to be an integrating resource and create only one bibliographic record for the service as a whole. Provide notes about the component parts in enough detail to identify them.**

Examples:

500 ## \$a Service contains binders: Finding aids, Master index; Statutes, treaties; FCC rules & NPRMs; Cases; Digest.

500 ## \$a The service includes: Decisions (later published in bound volumes as International trade reporter decisions); and BNA's international trade reporter (previously issued as International trade reporter and Current reports). In July 1984, International trade reporter's U.S. import weekly and International trade reporter's U.S. export weekly (earlier title: International trade reporter's survey and analysis of current developments) merged to form Current reports.

The following often comprise component parts of loose-leaf services:

#### 1. Pamphlets/paperbacks

Pamphlets and paperbacks received as part of a loose-leaf service subscription generally contain current information of temporary or permanent value. Such publications are keyed to a section or a service or to several services. In addition to individual, distinctive titles, they carry also the title of the service and the numbering of a section of the service (usually a supplementary bulletin, to which is added a further distinguishing characteristic such as the words "Extra," "Section 2," etc. (e.g., "Bulletin 35, Extra" or "Report bulletin 24, Volume LIII (Section 2)").

Although these publications are often indexed in the service, they are unsuitable for filing into the service. If such a publication is considered of permanent value, create a separate record for it. Because a pamphlet or paperback may be distributed to more than one

## IR.16 How many bibliographic records

service, do not include a note and added entry in the bibliographic record for the pamphlet/paperback indicating a relationship to the service.

### 2. Sections with independent numeric or chronological designations

Latest developments in a particular field are often reported and analyzed in special sections of a loose-leaf service. These sections are typically called Bulletin, Newsletter, Report bulletin, Report, etc., and are for the most part indexed in the service. They carry a numeric or chronological designation of their own. Information of permanent value from these sections is often later included in the main text and old issues can be periodically discarded or transferred.

Examples:

500 ## \$a Includes separately numbered section: Hospitals and health care organizations. Bulletin.

740 02 \$a Hospitals and health care organizations. \$p Bulletin.

500 ## \$a Includes master binder (1 v.) which contains indexes and separately numbered bulletin: Multistate tax report.

740 02 \$a Multistate tax report.

### 3. Transfer volumes

A transfer volume is a bibliographic unit containing material of a permanent nature originally issued as a section or binder of a loose-leaf service. The material is transferred from the loose-leaf mode by one of the following methods: the material is reissued by the publisher in bound form and sent to the subscriber as part of a subscription or made available for separate purchase; the material is transferred from the original loose-leaf mode to permanent binders (sometimes supplied by the publisher); or the material is bound separately by the subscriber.

Generally, do not create a separate bibliographic record for the transfer material. Instead, on the bibliographic record for the service, give a note explaining the inclusion of transfer material of permanent value. If the transfer section has a title of its own or acquires a title of its own in its transferred/bound stage, cite the title in the note and give an added entry.

## IR.16 How many bibliographic records

Examples:

500 ## \$a Material of permanent value is removed periodically and bound in separate volumes.

500 ## \$a Material of permanent value is transferred from time to time to storage binders.

500 ## \$a Decisions from state and federal courts are removed periodically and issued in bound volumes with title: Copyright law decisions.

740 02 \$a Copyright law decisions.

If a separate bibliographic record is created for the transfer material, include a note explaining the relationship to the updating loose-leaf. Give an appropriate added entry.

Example:

245 00 \$a Employment practices decisions.

500 ## \$a The court decisions in these bound volumes are reprinted from the loose-leaf publication: Labor law reports: employment practices.

730 0# \$a Labor law reports. \$p Employment practices.

## IR.16 How many bibliographic records

### 16.3 Duplicate records

#### 16.3.1 Definition

Duplicate records are two or more bibliographic records describing the same bibliographic item, ostensibly in the same manner. See section IR.2.2 “Record Consolidation and Deleting Duplicates” for specific guidelines on selecting an appropriate provider neutral record to authenticate and reporting duplicates for deletion.

When duplicate records of a type not permitted are discovered, PCC members should select which record to retain and take steps to report the duplicates for deletion.

Some types of multiple records for a resource are permitted in OCLC. Do not report as a duplicate:

- A single part of an item cataloged separately (e.g., one sub-page of a larger Web site) as a duplicate of a record describing the item as a whole
- Records cataloged in different languages for the same manifestation. These are considered parallel records.

The steps for replacing LC monograph records for integrating resources by PCC-authenticated continuing resource records involve a short period of overlap/duplication in OCLC. PCC catalogers are asked to create or clone a separate, authenticated continuing resource record (BLvl i) and report the LC monograph record (BLvl m) for the same resource to LC using the online form at: <http://www.loc.gov/acq/conser/IR-form.html>. LC will perform work necessary to remove the monograph record from the Cataloging Distribution Service (CDS) MDS-BOOKS file and will send a delete record transaction to OCLC. The deleted LC monograph record will appear as ELvl J in OCLC.

If the duplicate record is an authenticated record in the continuing resource format, catalogers should follow the steps in 16.3.3 to delete the duplicate from the continuing resources file distributed by CDS and report the duplicate to OCLC for deletion from WorldCat. If there is doubt about whether or which authenticated record should be deleted, the cataloger can consult with the PCC library that input the record in question.

If the duplicate record is unauthenticated, report it and the corresponding preferred record directly to the OCLC Online Data Quality Control Section, whose staff will evaluate the report, delete any duplicate records, and merge the holdings of the duplicate record to the preferred record. Records may be reported to OCLC through the WorldCat Duplicate Record Merge Request Webpage: <https://www3.oclc.org/app/bibdup/>, via email to [bibchange@oclc.org](mailto:bibchange@oclc.org) (with subject line: IR duplicates), and via the OCLC Connexion Report Error function. No accompanying documentation is necessary.

## IR.16 How many bibliographic records

### 16.3.2 Selecting the record to retain:

- For textual integrating resources, prefer to choose records that are in the continuing resources format (*Type* code *a*, *BLvl* code *i*).
- For nontextual continuing resources (e.g., a serial sound recording), choose a record that is appropriate to the type of material (*Type* codes *c*, *e*, *g*, *i*, *j*, *k*, *m*, *o*, *r*).
- Choose an authenticated record: 042 = pcc
- Choose the record that adheres most closely to AACR2 choice and form of entry.
- Choose the record that reflects the most current iteration.
- Choose the record with the most information.

### 16.3.3 Deleting and reporting duplicate authenticated continuing resource records

Once it is clear that the record should be deleted, the duplicate record must be deleted from the CONSER file distributed by the CDS. All CONSER serial records and PCC integrating resource records are distributed through CDS and duplicates must be deleted through the following steps:

- 1.Lock the record in OCLC. (Optional)
- 2.Add field 012 \$z d.<sup>9</sup>
- 3.Replace the record.
- 4.Relock the record. (Optional)
- 5.Remove field 042.
- 6.Add field 936 "RECORD REPORTED FOR DELETION--USE # ..."
- 7.Replace record and delete holdings.
- 8.Report the record to OCLC for deletion.
- 9.Record canceled LCCN in 010 \$z of the record being retained.

---

<sup>9</sup> If field 012 is already present, add only \$z d. This overrides the record status on output to LC whenever LC deletes a record from the LC distribution data base. For more information, see CEG, Section E.



IR.17 Full record examples

IR.17 Full record examples

In the cataloging records provided here, when changes have been made to the bibliographic record, they appear in **boldface**.

Figure 1: Online integrating resource 1—initial viewing (April 19, 2003)



Bibliographic record created for Figure 1

Type: m	ELvl:	Srce: c	Audn:	Ctrl:	Lang: eng	
BLvl: i	File: m	GPub:		MRec:	Ctry: oru	
Desc: a			DtSt: c	Dates: 1998, 9999		
006	Type: s	Freq: u	Regl: u	ISSN:	SrTp: d	Orig: o
	Form: o	EntW:	Cont: s	GPub: Conf:	Alph:	S/L: 2
007 ##	\$a c \$b r \$d m \$e n					
010 ##	\$a 20091234567					
040 ##	\$a XXX \$c XXX					
042 ##	\$a pcc					
043 ##	\$a n-us---					
050 #4	\$a HN60					
245 00	\$a Sperling's bestplaces \$h [electronic resource].					
246 1#	\$a Sperling's best places					
246 1#	\$a BestPlaces					
246 10	\$a Best places					
246 1#	\$i Title on title bar: \$a BestPlaces.net					
260 3#	\$a Portland, Or. : \$b Fast Forward					
362 1#	\$a Began in 1998?					
500 ##	\$a Updated version of Places U.S.A. software developed by Bert Sterling.					
500 ##	\$a Title from home page based on version modified Mar. 30, 2001(viewed Apr. 19, 2003).					
650 #0	\$a Cities and towns \$x Ratings \$z United States \$v Databases.					
651 #0	\$a Quality of life \$z United States \$v Databases.					
700 1#	\$a Sperling, Bert.					
710 2#	\$a Fast Forward, Inc.					
856 40	\$u <a href="http://www.bestplaces.net">http://www.bestplaces.net</a>					

Comments:

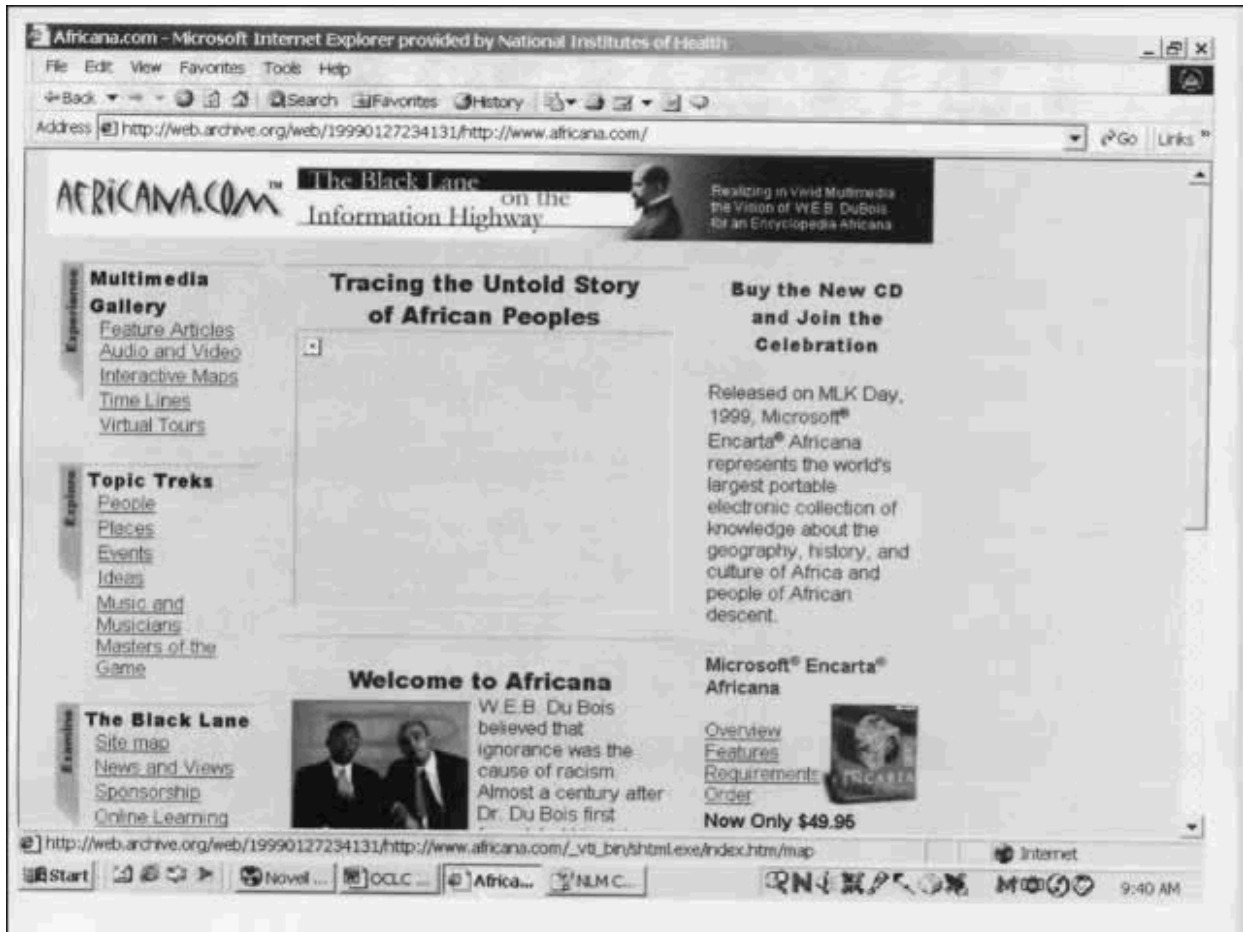
Because there are specific data elements within this site that can be specified and searched, it appears that the content is primarily manipulable numeric data (Leader/06 value “m”). An 006 is added for the continuing aspects of the integrating resource. If the decision had been that the content is primarily textual, the Leader/06 value would have been “a;” in that case, two 006’s would have been needed, one for the electronic aspects and one for the integrating/continuing aspects. In case of doubt, use value “m.” In either case, the \$v Databases can be used with the subject headings.

Sperling’s name is clearly associated with the site. However, when the “Inside story” page on the site is checked, he is described as the “driving force;” the site is said to be produced by a “small group of experts” (i.e., the staff of Fast Forward). Therefore, title main entry was

## IR.17 Full record examples

selected, and added entries are made for Sperring and for Fast Forward, Inc. This site has only been viewed once, so no changes are yet needed on the record.

Figure 2: Online integrating resource 2-initial viewing (Feb. 2, 1999)



Bibliographic record created for Figure 2

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: xxu
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 1999,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
010 ##	\$a 20071234567				
040 ##	\$a XXX \$c XXX				
042 ##	\$a pcc				
043 ##	\$a n-us---				
050 #4	\$a E185				
245 00	\$a Africana.com \$h [electronic resource] : \$b the Black lane on the information highway.				
246 1#	\$a Black lane on the information highway				
260 1#	\$a [United States] : \$b Africana.com				
500 ##	\$a Title from home page (viewed Feb. 2, 1999).				
520 ##	\$a Electronic collection of knowledge about the geography, history, and culture of Africa and people of African descent.				
650 #0	\$a African Americans.				
651 #0	\$a United States \$x Civilization \$x African American influences.				
710 2#	\$a Africana.com Inc.				
856 40	\$u <a href="http://www.africana.com">http://www.africana.com</a>				

Comments:

Proper choice of Leader 06 (Record type) is a judgment issue. There are links to interactive maps, and audio and video material, but the primary content appears to be textual (language material). Thus the language material workform was selected, bibliographic level “i” and one 006 added to convey the electronic aspects.

Figure 3: Online integrating resource 2-- second viewing (Aug. 15, 2002)



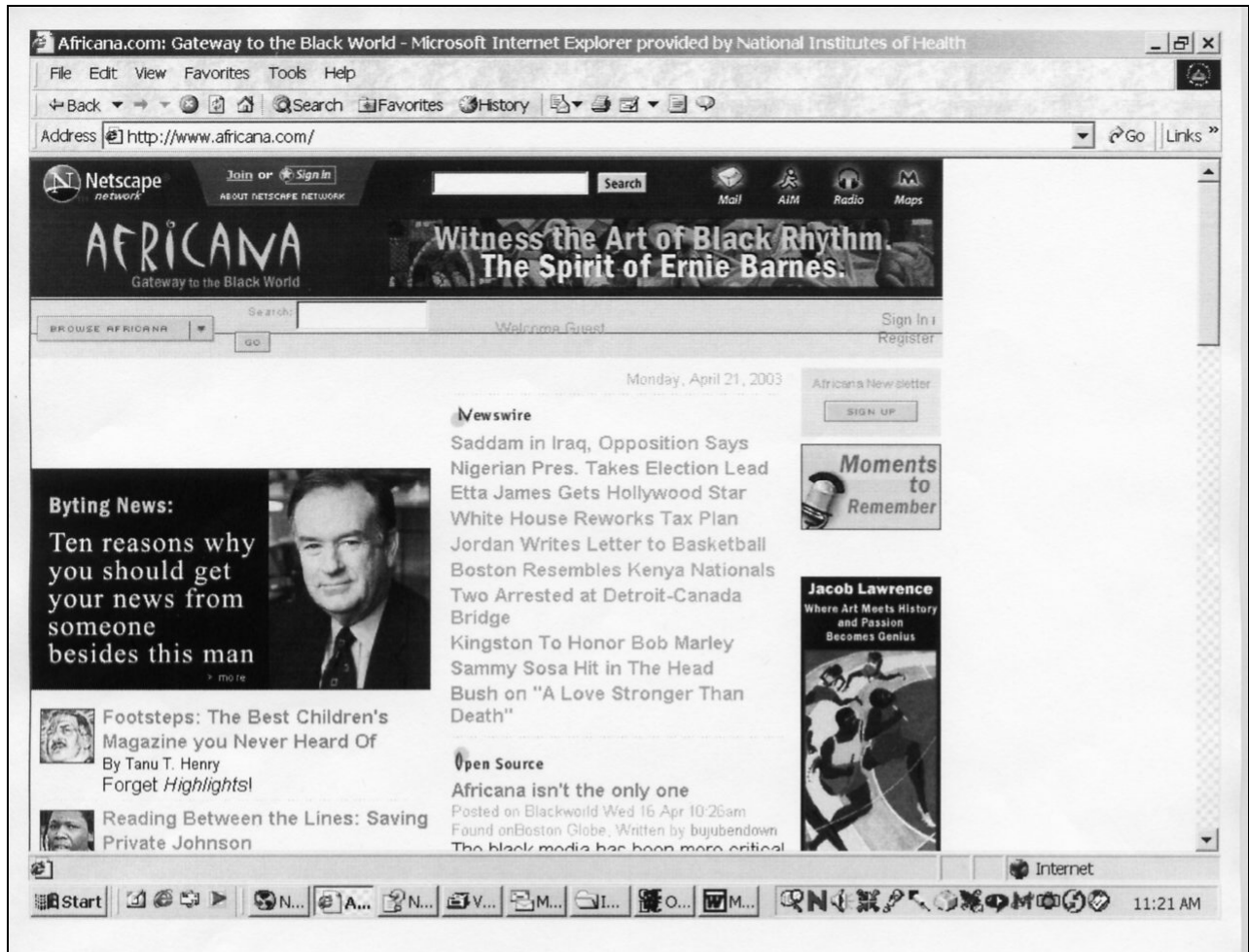
## Bibliographic record updated to reflect Figure 3

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: xxu
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 1999,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
040 ##	\$a XXX \$c XXX \$d XXX				
010 ##	\$a 20071234567				
042 ##	\$a pcc				
043 ##	\$a n-us---				
050 #4	\$a E185				
245 00	\$a Africana.com \$h [electronic resource] : \$b <b>the gateway to the Black world.</b>				
<b>246 1#</b>	<b>\$i Title from HTML header: \$a Africana.com home</b>				
<b>246 1#</b>	<b>\$i Subtitled: \$a Black lane on the information highway \$f &lt;Feb. 2, 1999&gt;</b>				
260 3#	\$a [United States] : \$b Africana.com				
<b>310 ##</b>	<b>\$a Updated daily, \$b &lt;Aug. 15, 2002&gt;</b>				
<b>321 ##</b>	<b>\$a Frequency varies, \$b &lt;Feb. 2, 1999&gt;</b>				
500 ##	\$a Title from home page ( <b>viewed Aug. 15, 2002</b> ).				
520 ##	\$a Electronic collection of knowledge about the geography, history, and culture of Africa and people of African descent.				
650 #0	\$a African Americans \$x Social life and customs.				
650 #0	\$a African Americans \$x Intellectual life.				
651 #0	\$a United States \$x Civilization \$x African American influences.				
710 2#	\$a Africana.com Inc.				
856 40	\$u <a href="http://www.africana.com">http://www.africana.com</a>				

## Comments:

In viewing the site later, we see that the subtitle and title bar title (preferred CAPC term: HTML header) of this site have changed, and the frequency has become more regular, with daily updates, so the existing record is updated to reflect these changes. Keeping the old subtitle as an access point is a cataloger judgment issue. Since the original record provided access to that portion of the title, it was felt worthwhile to keep it as an access point.

Figure 4: Online integrating resource 2--third viewing (April 21, 2003)



## Bibliographic record updated to reflect Figure 4

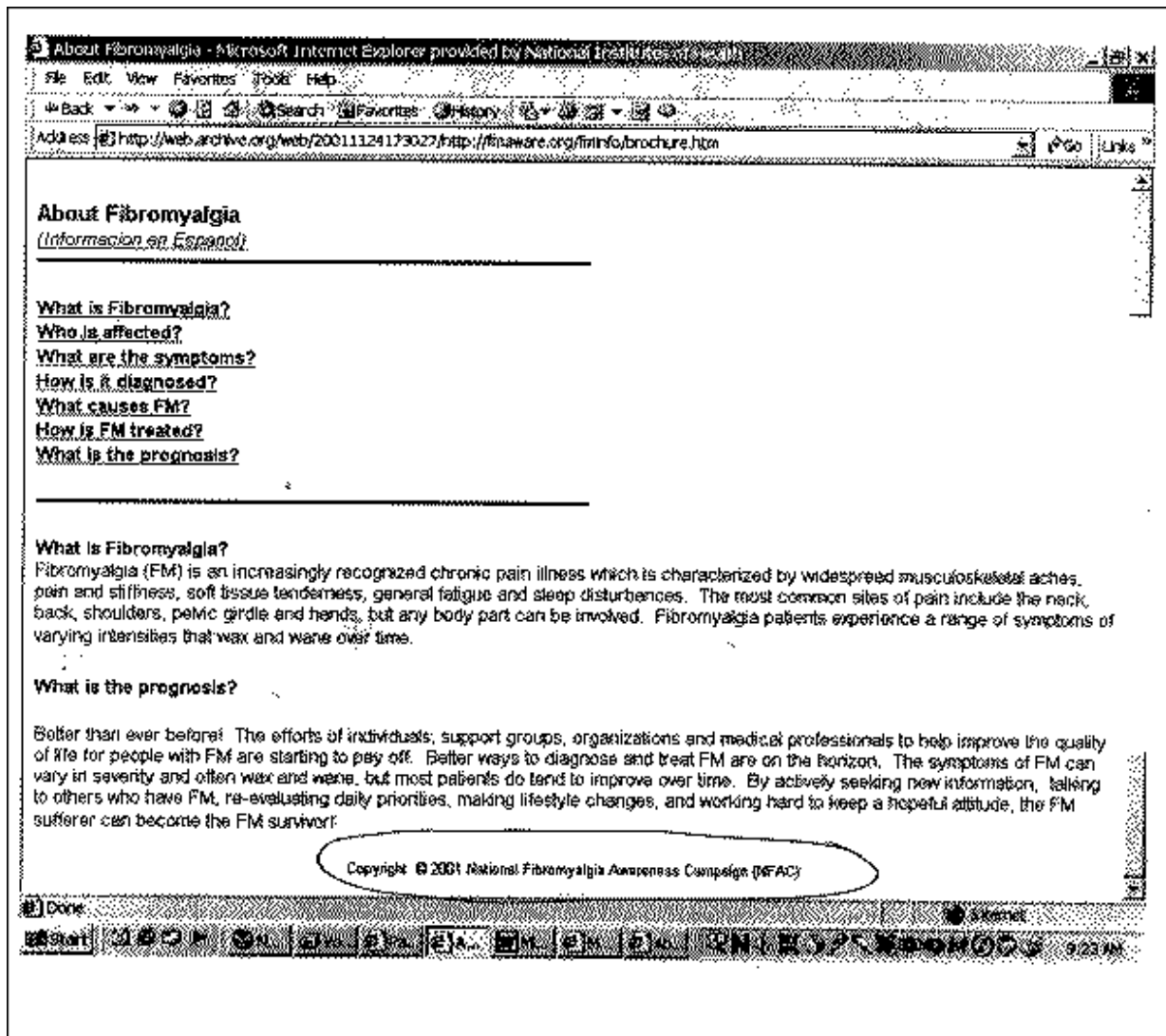
Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: xxu
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 1999,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
010 ##	\$a 20071234567				
040 ##	\$a XXX \$c XXX \$d XXX				
042 ##	\$a pcc				
043 ##	\$a n-us---				
050 #4	\$a E185				
245 00	<b>\$a Africana \$h [electronic resource] : \$b gateway to the Black world.</b>				
246 1#	\$i Title from HTML header: \$a Africana.com				
246 1#	\$i Subtitle: \$a Black lane on the information highway \$f <Feb. 2, 1999>				
247 10	<b>\$a Africana.com \$f &lt;Aug. 15, 2002&gt;</b>				
260 3#	\$a [United States] : \$b Africana.com, \$c 1999.				
310 ##	\$a Updated daily, \$b <Aug. 15, 2002>				
321 ##	\$a Frequency varies, \$b <Feb. 2, 1999>				
500 ##	\$a Title from home page ( <b>viewed Apr. 21, 2003</b> ).				
650 #0	\$a African Americans \$x Social life and customs.				
650 #0	\$a African Americans \$x Intellectual life.				
651 #0	\$a United States. \$x Civilization \$x African American influences.				
710 2#	\$a Africana.com Inc.				
856 40	\$u <a href="http://www.africana.com">http://www.africana.com</a>				

## Comments:

When viewed again, this site has a new title on the homepage, so the previous title is moved to a 247 field, with the date it was viewed supplied in the 247 \$f, and the current title is given in the 245. The source of title note is updated to reflect the most current viewing date. The subtitle was modified to show absence of initial "The" and the 246 was modified to reflect the change in the HTML header title.



Figure 5: Online integrating resource 3--initial viewing (Nov. 24, 2001)



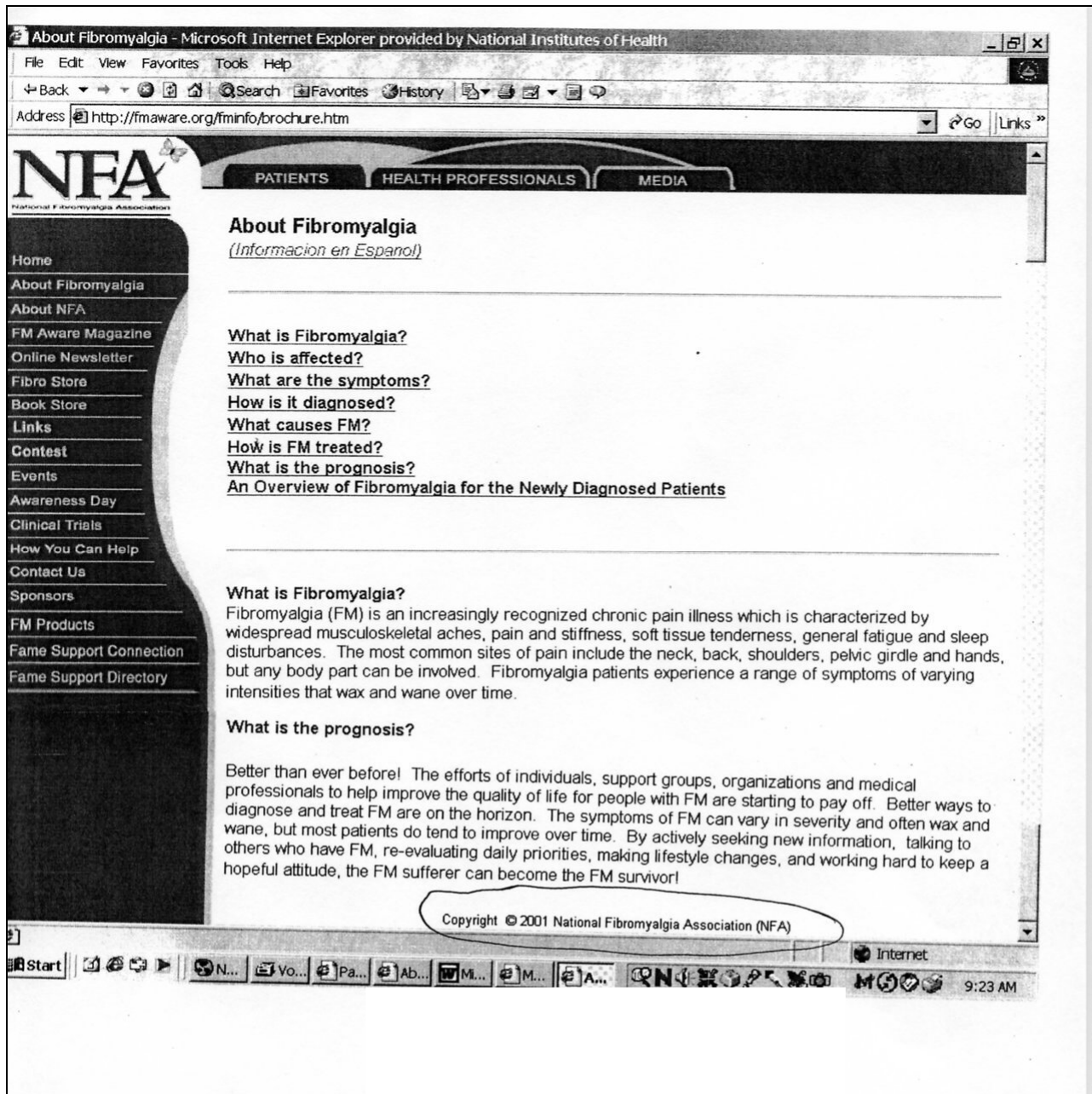
## Bibliographic record for Figure 5

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: cau
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 200u,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
010 ##	\$a 2007123467				
040 ##	\$a XXX \$c XXX				
041 0#	\$a eng \$a spa				
042 ##	\$a pcc				
050 #4	\$a RC927.3				
060 #4	\$a WE 544				
245 ##	\$a About fibromyalgia \$h [electronic resource].				
260 3#	\$a Orange, CA : \$b National Fibromyalgia Awareness Campaign				
546 ##	\$a Text in English and Spanish.				
500 ##	\$a Title from caption (viewed Nov. 24, 2001).				
650 #2	\$a Fibromyalgia \$v Popular Works.				
710 2#	\$a National Fibromyalgia Awareness Campaign.				
856 40	\$u <a href="http://fmaware.org/fminfo/brochure.htm">http://fmaware.org/fminfo/brochure.htm</a>				

## Comments:

This updating Web site has no explicit publication date, so no 260 \$c is given. The only date on the resource is a single copyright date which matches the current year of viewing, so at this point it cannot be determined if this is a date that is likely to change every year or actually reflects the true beginning date for the resource. A 546 note is made to indicate that the user can view the text in either English or Spanish and that information is also coded in the 041 field.

Figure 6: Online integrating resource 3--second viewing (Mar. 30, 2003)




## Bibliographic Record updated to reflect Figure 6

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: s	Conf: ■	Freq: ■	MRec:	Ctry: cau
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 2001,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
010 ##	\$a 20071234567				
040 ##	\$a XXX \$c XXX \$d XXX				
041 0#	\$a eng \$a spa				
042 ##	\$a pcc				
050 #4	\$a RC927.3				
060 #4	\$a WE 544				
245 00	About fibromyalgia \$h [electronic resource].				
<b>260 3#</b>	\$a Orange, CA : \$b <b>National Fibromyalgia Association</b>				
362 1#	\$a <b>Began in 2001?</b>				
546 ##	\$a Text in English and Spanish.				
<b>500 ##</b>	\$a Title from caption ( <b>viewed Mar. 30, 2003</b> ).				
<b>550 ##</b>	\$a <b>Issued by the National Fibromyalgia Awareness Campaign, &lt;Nov. 24, 2001&gt;</b>				
650 #2	\$a Fibromyalgia \$v Popular Works.				
<b>710 2#</b>	\$a <b>National Fibromyalgia Association.</b>				
710 2#	\$a National Fibromyalgia Awareness Campaign.				
856 40	\$u <a href="http://fmaware.org/fminfo/brochure.htm">http://fmaware.org/fminfo/brochure.htm</a>				

## Comments:

When site is viewed again, the publisher has changed, so the 260 field must be updated to reflect the current publisher (also the issuing body), along with an access point (710) for the current publisher. If it is considered important to retain the former issuing body in the record, that information is moved to the 550 field as shown, and the earlier 710 may be retained in the record. In lieu of using the 550/710 combination, the CSR option may be followed to use field 710 alone, with a \$3 to indicate the applicable dates. Since at this point the cataloger can see that the copyright 2001 statement remains on the page, it is now reasonable to assume that actually may reflect the original date of publication, so a 362 note may be added to the record and the first date in the fixed field is made more specific.

Figure 7a: Online integrating resource 4, home page--initial viewing (Oct. 19, 1995)



**WKBW NewsChannel 7**  
Buffalo, New York

**Welcome to WKBW's Home Page**


WKBW has entered the cyberspace age to give you easier access to NewsChannel 7, *AM Buffalo*, your favorite personality, and WWW areas around Western New York and the WORLD. Write E-Mail to Irv, check the latest forecast from Tom, ask Murph! how that latest trade will affect the team, get those mouth-watering recipes you've seen on AM Buffalo.

These pages are enhanced for Netscape Browsers. If you have any questions about or suggestions to improve/add to our home page, e-mail [Kevin Stuart](#), Web Site Coordinator. We look forward to hearing from you.

***Congrats Bills on a Great Season!!!***

---

What is happening in and around Western New York? Just click on the icon or titles below and they will lead you to information on what's happening at WKBW and in the area.



- [Your Hometown Team: WKBW People](#)
- [WKBW Eyewitness News](#)
- [WKBW Eyewitness Sports](#)
- [WKBW Eyewitness Weather](#)
- [WKBW Program Schedule with Show Links](#)

Figure 7b: Online integrating resource 4--initial viewing con'td (page source)

```
Albert 1.3.0 (UF web browser for CMS)                               Screen 1 of 5 (more screens)
Viewing=http://www.wkbw.com/
Title=WKBW Home Page
< Unseen Image >
WKBW NewsChannel 7
Buffalo, New York

Welcome to WKBW's Home Page

WKBW has entered the cyberspace age to give you easier access to NewsChannel 7, AM
Buffalo, your favorite personality, and WWW areas around Western New York and the
WORLD. Write E-Mail to Irv, check the latest forecast from Tom, ask Murph how that latest
trade will affect the team, get those mouth-watering recipes you've seen on AM Buffalo.

These pages are enhanced for Netscape Browsers. If you have any questions about or
suggestions to improve/add to our home page, e-mail Kevin Stuart, Web Site Coordinator. We
look forward to hearing from you.

Congrats Bills on a Great Season!!!

< Unseen Image >
```

## Bibliographic record for Figure 7 (a and b)

Type: m	ELvl:	Srce: c	Audn:	Ctrl:	Lang: eng	
BLvl: i	File: m	GPub:		MRec:	Ctry: nyu	
Desc: a			DtSt: c	Dates:1995, 9999		
006	Type: s	Freq: k	Regl: r	ISSN:	SrTp: w	Orig: o
	Form: o	EntW:	Cont: s	GPub:	Conf: Alph:	S/L: 2
007 ##	\$a c \$b r \$d m \$e n					
010 ##	\$a 20071234567					
040 ##	\$a XXX \$c XXX					
042 ##	\$a pcc					
043 ##	\$a n-us-ny					
050 #4	\$a HE8700.8					
245 00	\$a News channel 7, WKBW-TV \$h [electronic resource].					
246 1#	\$a WKBW NewsChannel 7					
246 1#	\$a News channel seven, WKBW-TV					
246 1#	\$i Title on source code: \$a WKBW home page					
260 3#	\$a Buffalo, N.Y. : \$b WKBW-TV					
310 ##	\$a Continuously updated					
362 1#	\$a Began in 1995?					
500 ##	\$a Title from home page banner graphic (viewed Oct. 19, 1995).					
650 #0	\$a Television stations \$z New York (State) \$z Buffalo.					
710 2#	\$a WKBW (Television station : Buffalo, N.Y.)					
856 40	\$u <a href="http://www.wkbw.com">http://www.wkbw.com</a>					

## Comments:

Choice of title proper is somewhat problematic for this site as there are several reasonable choices a cataloger could make for the source of the title proper, all appearing on the home page. Since the banner title appears to be the most complete, it is selected as the 245, and all the other possibilities are recorded in 246 fields.


Once again, the choice of workform depends on cataloger judgment as to whether the site is primarily textual or more mixed or multimedia in nature. In this example, the cataloger has decided the various links reflected a combination of computer-oriented multimedia and selected the computer workform.

Because the Web site makes a reference to entering the cyberspace age, it may be reasonable to guess that it began publication near the time of viewing, thus the 362 field with questionable date is added.

The site is updated more frequently than daily, it is coded as “continuously updated” in the 008 and a corresponding 310 field for that frequency is added to the record. Note that when the 006 Frequency is coded “k,” MARC 21 does not allow value “x” in 006 Regularity.

Figure 8: Online integrating resource 4, second viewing (Apr. 9, 2001)


EYEWITNESS NEWS  
LIVE ON THE NET



**WBWB-TV**

**EYEWITNESS NEWS**

WBWB.COM



**WBWB HOME**

- News
- Top Stories
- Weather
- Sports
- Live on the Net
- Classmates
- Traffic
- AM Buffalo
- School Closings

**FEATURES**

- White Western NY Color Models
- Talking Pharaohs
- Healthbeat
- Marketbeat
- Career Center
- WBWB Jobs
- Recipes
- AM Food
- Homework Help
- Offbeat Cinema

**WBWB INFO**

- TV Schedule
- Personals
- Advertise With Us
- Contact Info


**SERVICES**

- Free Email
- ENews
- Accion 7
- Lottery
- Yahoo! Buffalo

Monday, April 09, 2001

**TOP LOCAL NEWS**


### KAYAK CLOSE CALL



Erie County Sheriffs' helicopters took to the air over the weekend to scan local creeks for two kayakers in trouble. The rain swelled waterways posed a problem for a southern fire woman and her nephew. They ran into trouble while kayaking on Cattaraugus Creek. The woman's kayak was smashed by debris but she swam to land, and called for help on her cell-phone, before hiking to a nearby house. Her nephew also made it to shore, but because he swam to a tricky area - the copter had to be brought in to pull him safely.

**TOP NATIONAL NEWS**

### DIPLOMACY CONTINUES IN CHINESE PLANE INCIDENT



(CNN) U.S. diplomats have left their hotel on the Chinese island of Hainan for an expected fourth meeting with the crew of a U.S. Navy surveillance plane detained by the Chinese. The 24-member crew have been held on the island since their Navy spy plane made an emergency landing at an airbase there eight days ago following a collision with a Chinese fighter. Defense attaché Brig. Gen. Neal Sealock and Ted Gorg, a U.S. consular official based in the southern Chinese city of Guangzhou left their hotel for the meeting Monday evening. It was not immediately clear how many members of the crew they expected to see, but Sealock said they don't anticipate having to meet with Chinese officials before meeting the crew. A break with past practice earlier Sealock expressed the hope that U.S. diplomats might soon be granted regular access to the crew. "Our purpose for that is to continue to monitor the treatment of the crew... and to continue to observe what has taken place," Sealock said. "We're hopeful for that to take place today and every day."

**AccuWeather Forecast**

**MONDAY:** Morning sunshine then afternoon rain, possible frost. High 57.

**MONDAY NIGHT:** Mainly cloudy with rain showers. Low 44.

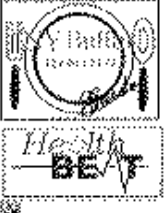
**TUESDAY:** Mostly cloudy with a few showers. High 56.

**YAHOO! WBWB NEWS NAVIGATOR**

**Spy Plane Incident:** U.S. diplomats meet with crew again

**Middle East:** Warnings over escalating violence

**Campaign Finance:** Debate staves to U.S. House



1 of 2

4/9/01 1:53 PM



## Bibliographic record updated to reflect Figure 8

Type: m	ELvl:	Srce: c	Audn:	Ctrl:	Lang: eng	
BLvl: i	File: m	GPub:		MRec:	Ctry: nyu	
Desc: a			DtSt: c	Dates:1995, 9999		
006	Type: s	Freq: k	Regl: r	ISSN:	SrTp: w	Orig: o
	Form: o	EntW:	Cont: s	GPub:	Conf: Alph:	S/L: 2
007 ##	\$a c \$b r \$d m \$e n					
010 ##	\$a 2007123467					
040 ##	\$a XXX \$c XXX \$d XXX					
042 ##	\$a pcc					
043 ##	\$a n-us-ny					
050 #4	\$a HE8700.8					
<b>245 00</b>	<b>\$a Eyewitness news, WKBW.com \$h [electronic resource].</b>					
<b>246 1#</b>	<b>\$i At head of title: \$a Eyewitness news live on the net</b>					
<b>246 1#</b>	<b>\$i Title on source code: \$a WKBW-TV</b>					
<b>246 1#</b>	\$a WKBW NewsChannel 7 \$f <Oct. 19, 1995>					
<b>246 1#</b>	\$i Title from HTML header: \$a WKBW home page \$f <Oct. 19, 1995>					
<b>247 10</b>	<b>\$a News channel 7, WKBW-TV \$f &lt;Oct. 19, 1995&gt;</b>					
260 3#	\$a Buffalo, N.Y. : \$b WKBW-TV					
310 ##	\$a Continuously updated					
362 1#	\$a Began in 1995?					
500 ##	\$a Title from home page banner graphic ( <b>viewed Apr. 9, 2001</b> ).					
650 #0	\$a Television stations \$z New York (State) \$z Buffalo.					
710 2#	\$a WKBW (Television station : Buffalo, N.Y.)					
856 40	\$u <a href="http://www.wkbw.com">http://www.wkbw.com</a>					


## Comments:

When this site is viewed again, the title on both the webpage which is displayed and the title in the source code have both changed. The banner graphic is still selected as the source of the title proper and the new title is put in the 245. The former 245 field is moved to a 247 field, and new 246 fields are added for the title in the source code and the information at head of title. The former variant titles were determined by the cataloger to be important enough to retain in the record, but dates are added in the 246 \$f to show these titles no longer appear on the resource. The source of title note is updated to give the most current viewing date.

Figure 9: Online integrating resource—third viewing (June 16, 2003)

WKBW.com. Live. Local. Late Breaking Page 1 of 1

---



**LIVE LOCAL LATE BREAKING**


NEWS

Features

Programs


WKBW Info

Keep your kids safe! Join the...




**Fatal Cheektowaga fire**

One person is dead and two others are hurt following an overnight apartment fire in Cheektowaga. [Read More »](#)




**Freedom likely for 13 convicted in Texas drug sting**

Thirteen people convicted by the testimony of an ethics tiler involved on perjury charges are expected to be freed as soon as Monday while their cases are reviewed. [Read More »](#)



**CDC: 1 in 3 kids may get diabetes**

One in three children will become diabetic unless habits change. [Read More »](#)



Phone service interruption in Cuyahoga County »

Corpus Christi Church saved for six months »

Business First: Monday's report »

Convention Center to house casino »

More Local News »

U.S. forces raid Iraq town »

Father's Day: Globe has between the Presidents Bush »

Balbek and McCoy sign treaty »

Bush devotes radio address to Flag Day tribute »

More National & World News »

Buffalo Institute to research SARS »

New hope for MS »

More Health News »

**WOW! FREE 2-room Satellite TV System**

© 2003 WKBW-TV, a Granite Broadcasting Station. Privacy Policy. Contact Us. Portions may also be copyrighted by the Associated Press and/or ABC. WKBW is an Equal Employment Opportunity Company.

http://www.wkbw.com/

6/16/2003

## Bibliographic record updated to reflect Figure 9

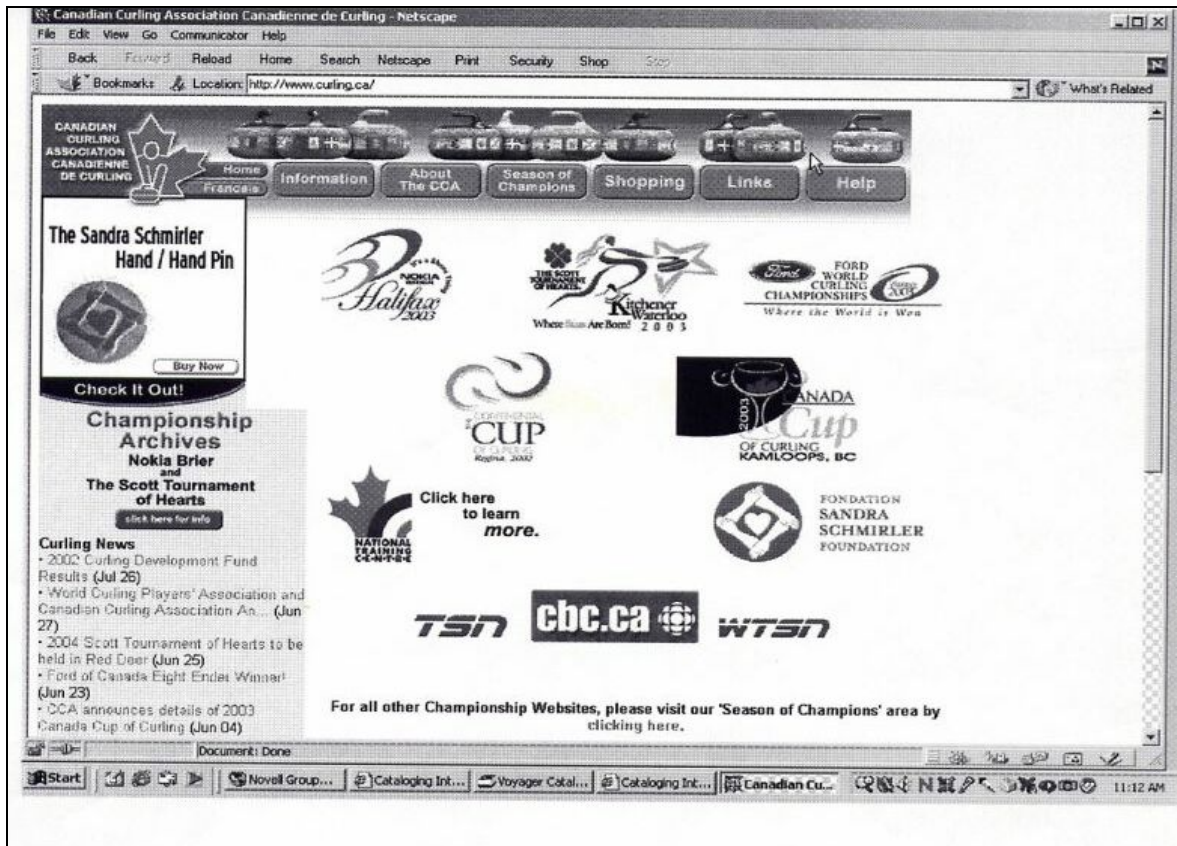
Type: m	ELvl:	Srce: c	Audn:	Ctrl:	Lang: eng	
BLvl: i	File: m	GPub:		MRec:	Ctry: nyu	
Desc: a			DtSt: c	Dates: 1995, 9999		
006	Type: s	Freq: k	Regl: r	ISSN:	SrTp: w	Orig: o
	Form: o	EntW:	Cont: s	GPub:	Conf: Alph:	S/L: 2
007 ##	\$a c \$b r \$d m \$e n					
010 ##	\$a 20071234567					
040 ##	\$a XXX \$c XXX \$d XXX					
042 ##	\$a pcc					
043 ##	\$a n-us-ny					
050 #4	\$a HE8700.8					
<b>245 00</b>	<b>\$a WKBW.com \$h [electronic resource].</b>					
246 1#	\$i At head of title: \$a Eyewitness news live on the net \$f <Apr. 9, 2001>					
<b>246 1#</b>	<b>\$i Title from HTML header: \$a WKBW-TV \$f &lt;Apr. 9, 2001&gt;</b>					
246 1#	\$a WKBW NewsChannel 7 \$f <Oct. 19, 1995>					
246 1#	\$i Title on source code: \$a WKBW home page \$f <Oct. 19, 1995>					
247 10	\$a News channel 7, WKBW-TV \$f <Oct. 19, 1995>					
<b>247 10</b>	<b>\$a Eyewitness news, WKBW.com \$f &lt;Apr. 9, 2001&gt;</b>					
260 3#	\$a Buffalo, N.Y. : \$b WKBW-TV					
310 ##	\$a Continuously updated					
362 1#	\$a Began in 1995?					
<b>500 ##</b>	<b>\$a Title from source code (viewed June 16, 2003).</b>					
650 #0	\$a Television stations \$z New York (State) \$z Buffalo.					
710 2#	\$a WKBW (Television station : Buffalo, N.Y.)					
856 40	\$u <a href="http://www.wkbw.com">http://www.wkbw.com</a>					

## Comments:

Another viewing of the site reveals that the title has changed yet again. The banner graphic no longer contains information that could be regarded as a title, so the title is taken from the source code (which is the same as the information seen in the HTML header (title bar). The former 245 is moved to a 247 field, with the date it had been viewed added as a \$f in angle brackets. The current title is put in the 245 field and the source of title note and date viewed is updated to reflect the current iteration. The other title information provided in the source code (i.e., live, local, late breaking) is not considered important enough to transcribe or note in the record.

IR.17 Full record examples

Figure 10: Online integrating resource 5-- initial viewing (June 15, 2002)



## Bibliographic record created for Figure 10

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: onc
S/L: 2	Orig: ■	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 1999,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
010 ##	\$a 2007123467				
040 ##	\$a XXX \$c XXX				
041 0#	\$a eng \$a fre				
042 ##	\$a pcc				
043 ##	\$a n-cn---				
050 #4	\$a GV845				
245 00	\$a Canadian Curling Association \$h [electronic resource] = \$b Association canadienne de curling.				
246 31	\$a Association canadienne de curling				
260 3#	\$a Cumberland, Ont. : \$b Canadian Curling Association				
362 1#	\$a Began in 1999?				
546 ##	\$a May be viewed in English or French.				
500 ##	\$a Title from home page (viewed June 15, 2002).				
650 #0	\$a Curling \$z Canada.				
710 #2	\$a Canadian Curling Association.				
856 40	\$u <a href="http://www.curling.ca">http://www.curling.ca</a>				

## Comments:

This updating Web site is an example of the use of a parallel title in an integrating resource record. Per Rule 1.1B5, even though the word “Association” only appears once on the homepage and title bar, it is clearly meant to be read in both the English and French forms and thus is repeated without brackets in the 245 field.

Because the site includes much more than administrative details of the Association, title main entry was selected for this resource. Beginning date is estimated from a range of copyright dates given at the bottom of the screen (not viewable in this printout).

If the Web site had been cataloged after the 2002 Revision of AACR2, other title information “[Web site]” in \$b would have been required; prior to that revision, decision was cataloger’s judgment (rule 12.1E1b refers to 1.1E; rule 1.1E6 could have been applied).



Figure 11: Online integrating resource5--second viewing (Apr. 19, 2003)

Canadian Curling Association / Association Canadienne de Curling Page 1 of 2



Canadian Curling Association  
L'Association Canadienne de curling

[HOME](#) [en français](#) [View Shopping Cart - Checkout](#) [INSIDE THE CCA](#) [ONLINE STORE](#) [CONTACT US](#)

Programs and Services  
Administration and Members  
News and Information  
Season of Champions  
National Training Centre  
International Tours  
The Sport of Curling  
Shop Online @ Curling.ca  
Guy Hemmings  
Curling Link Index  
Curling Hall of Fame  
Grants, Awards, Scholarships  
Photo Galleries and Clipart  
The Business of Curling™  
Industry Contacts  
Historical Statistics  
Curling Classifieds  
Curling Games

**Canadian men win second straight Ford Worlds title (4/13/2003)**



For the first time in more than 30 years, a team has won back-to-back world men's curling championships. ...more

Search our site:



**Click her Champions**

**Other Curling News**

- ▶ U.S. women claim Ford Worlds gold (4/12/2003)
- ▶ Canada-Switzerland men's final set at Ford Worlds (4/12/2003)
- ▶ Canada, U.S. to play for Ford Worlds women's gold medal (4/11/2003)
- ▶ Final four men's showdowns set at Ford Worlds (4/10/2003)
- ▶ Women's semifinalists set at Ford Worlds (4/10/2003)
- ▶ more headlines, press releases, and event information

**== Curling.ca Chat Events**

COMING SOON!!!



WORLD CURLING FEDERATION

**Become a CCA E-member and WIN**

a FREE copy 

Your e-mail address



FONDATION SANDRA SCHMIRLER FOUNDATION  
sandra.schmirler.org



Copyright © 1999-2003 Canadian Curling Association. All Rights Reserved.  
[Legal Terms](#) | [Privacy Policy](#)

<http://www.curling.ca/home.asp> 4/19/03

## Bibliographic record updated to reflect Figure 11

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form: o	Conf: ■	Freq: ■	MRec:	Ctry: onc
S/L: 2	Orig: ■	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: w	Cont:	DtSt: c	Dates: 1999,9999	
006	Type: m	Audn:	File: d	GPub:	
007 ##	\$a c \$b r \$d m \$e n				
010 ##	\$a 2007123467				
040 ##	\$a XXX \$c XXX \$d XXX				
041 0#	\$a eng \$a fre				
042 ##	\$a pcc				
043 ##	\$a n-cn---				
050 #4	\$a GV845				
245 00	<b>\$a Curling.ca</b> \$h [electronic resource] / <b>\$c Canadian Curling Association.</b>				
246 11	\$a Association canadienne de curling \$f <June 15, 2002>				
247 10	<b>\$a Canadian Curling Association</b> \$f <June 15, 2002>				
260 3#	\$a Cumberland, Ont. : \$b Canadian Curling Association				
362 1#	\$a Began in 1999?				
546 ##	\$a May be viewed in English or French.				
500 ##	\$a Title from home page ( <b>viewed Apr. 19, 2003</b> ).				
650 #0	\$a Curling \$z Canada.				
710 2#	\$a Canadian Curling Association.				
856 40	\$u <a href="http://www.curling.ca">http://www.curling.ca</a>				

## Comments:

When the site is viewed again, the title has changed, so the earlier title is moved to a 247 field, and the existing 246 field for the parallel title is adjusted to reflect the fact that the parallel title is associated with an earlier iteration. The first indicator in the 246 field is changed from “3” to “1” so that a note reflecting the date associated with this earlier parallel title will be generated, as well as an added entry. The date viewed in the source of title note is updated. Note that in the 245 \$c, the parallel statement of responsibility is not given per LCRI 1.1F11.

The 246 field with \$i could also be used to give information about the parallel title on an earlier iteration:

246 1# \$i Former parallel title: \$a Association canadienne de curling \$f <June 15, 2002>

Figure 12a: Updating loose-leaf 1--with accompanying material

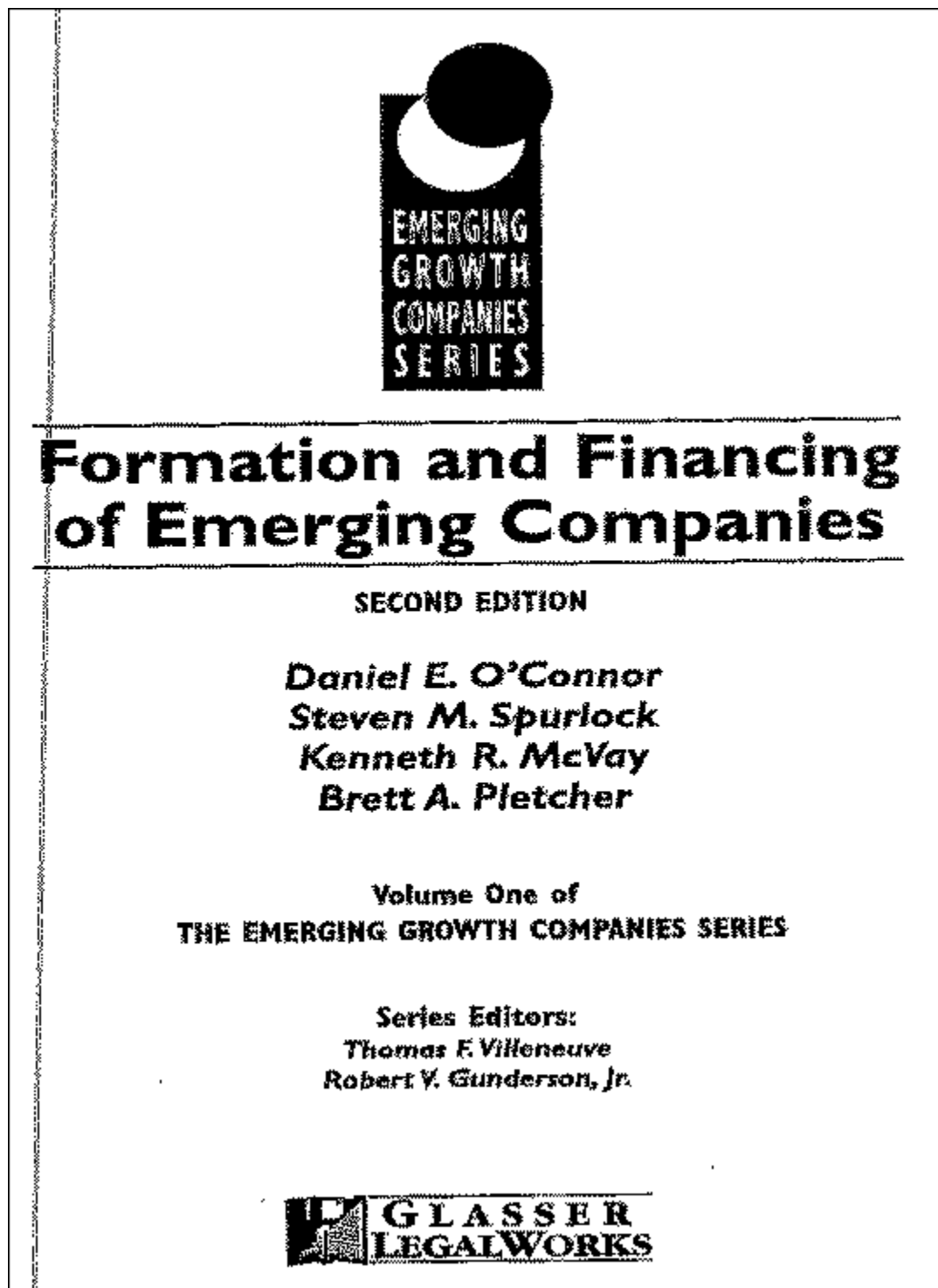




Figure 12b: Updating loose-leaf 1--with accompanying material cont'd

**© 2003, 1998 by Glasser LegalWorks**

**All rights reserved. Printed in the United States of America**

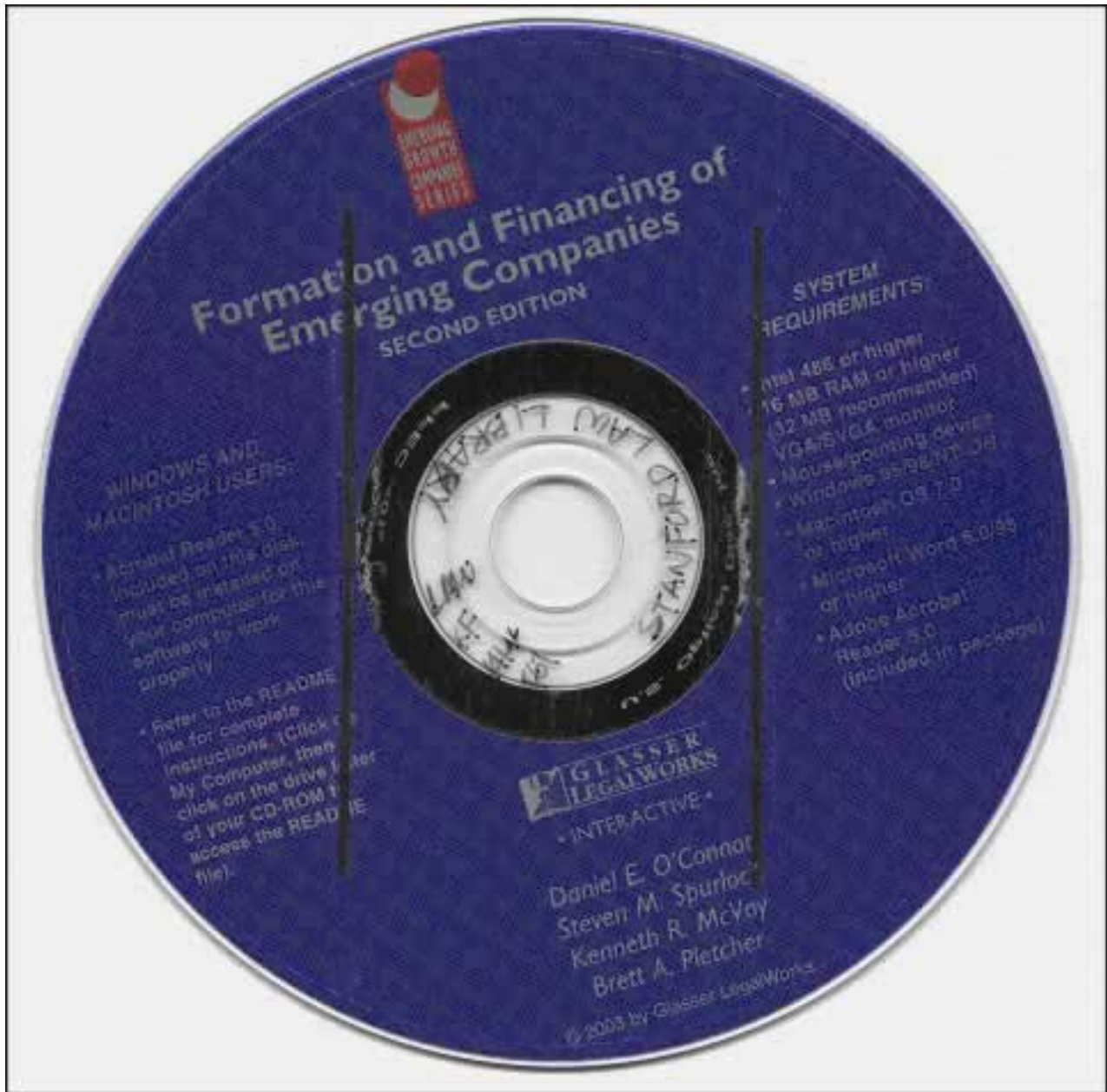
**ISBN 1-888075-C5-8, 1-888075-76-7**

**No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording or any information storage or retrieval system without permission in writing from the publisher.**

**Requests for permission to make copies of any part of this work should be submitted via email, facsimile or regular mail to:**

**Permissions, Glasser LegalWorks  
150 Clove Road  
Little Falls, New Jersey 07424  
telephone: (800) 308-1700  
facsimile: (973) 890-0042  
email: [books@glasserlegalworks.com](mailto:books@glasserlegalworks.com)  
web: [www.glasserlegalworks.com](http://www.glasserlegalworks.com)**

Figure 12c: Updating loose-leaf 1--with accompanying material cont'd



## IR.17 Full record examples

### Bibliographic record created for Figure 12 (a, b, and c)

```
Type: a      ELvl:      Srce: c      GPub:      Ctrl:      Lang: eng
BLvl: i      Form:      Conf: ■     Freq: ■     MRec:      Ctry: nju
S/L:  2      Orig:      EntW:      Regl: ■     Alph:
Desc: a      SrTp: 1    Cont:      DtSt: c     Dates: 2003,9999

010 ## $z 2004271578
020 ## $a 1888075767 $z 1888075C58
040 ## $a ZWF $b eng $c ZWF $d DLC $d BTCTA $d OCLCQ
042 ## $a pcc
043 ## $a n-us---
050 #4 $a KF1414 $b .F67
245 00 $a Formation and financing of emerging companies / $c Daniel E. O'Connor
    ... [et al.].
250 ## $a 2nd ed.
260 3# $a Little Falls, N.J. : $b Glasser Legal Works, $c 2003-
300 ## $a v. (loose-leaf) : $b forms ; $c 26 cm. + $e CD-ROM (4 ¾ in.).
490 1# $a Emerging growth companies series ; $v v.1
538 ## $a System requirements for accompanying CD-ROM: Intel 486 or higher; 16
    MB RAM or higher (32 MB recommended); Windows 95/98/NT or Macintosh OS
    70 or higher; Microsoft Word 6.0/95 or higher, Adobe Acrobat reader
    5.0(included).
500 ## $a Includes index.
650 #0 $a New business enterprises $x Law and legislation $z United States.
650 #0 $a New business enterprises $x Finance $x Law and legislation $z United
    States.
700 1# $a O'Connor, Daniel E., $d 1961-
780 00 $a O'Connor, Daniel E., $d 1943- $t Formation and financing of emerging
    companies. $b 1st ed. $z 1888075767
830 #0 $a Emerging growth companies series ; $v v.1.
```

#### Comments:

This record illustrates an updating loose-leaf with accompanying material.

Figure 13a: Updating loose-leaf—with transfer binder

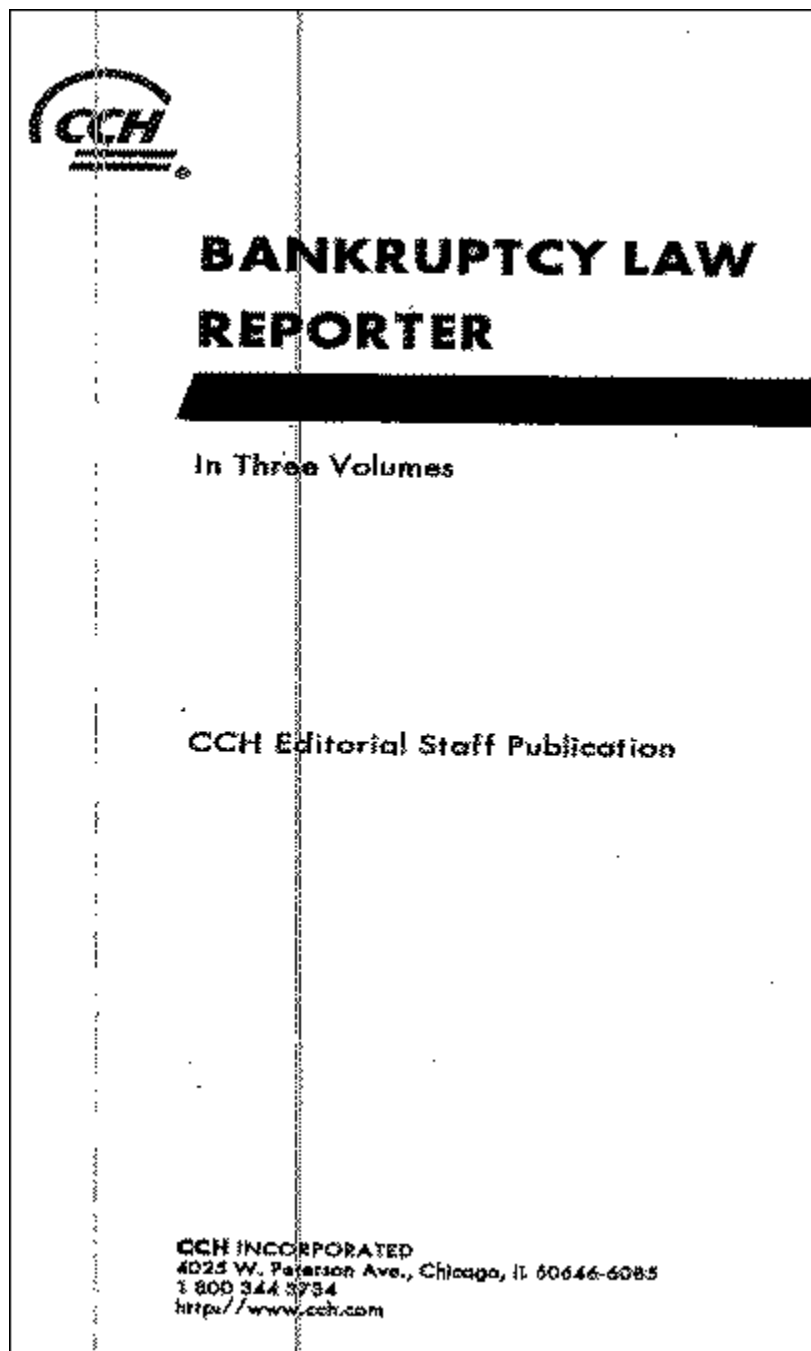
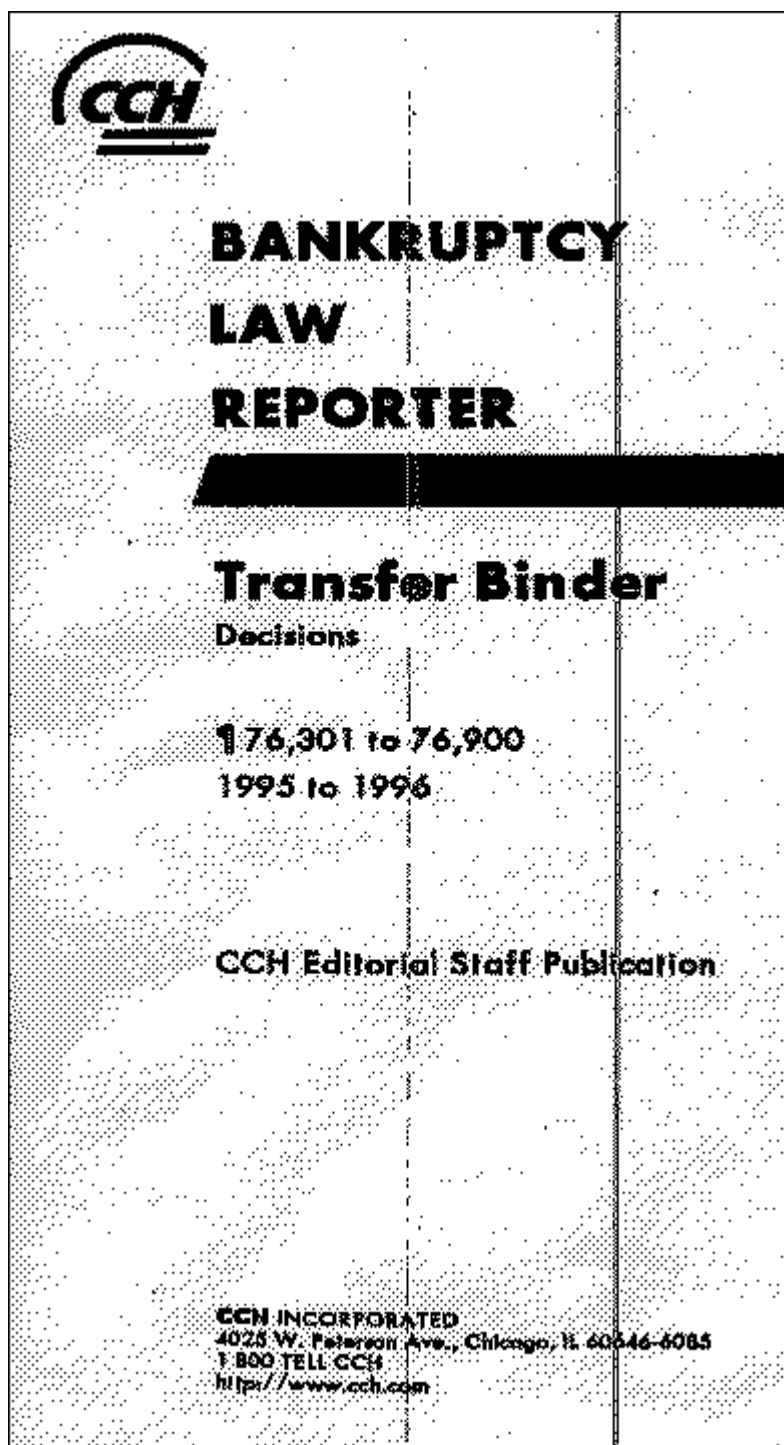


Figure 13b: Updating loose-leaf—with transfer binder cont'd



## IR.17 Full record examples

### Bibliographic record created for Figure 13 (a and b)

```
Type: a      ELvl:      Srce: c      GPub:      Ctrl:      Lang: eng
BLvl: i      Form:      Conf: ■      Freq: s      MRec:      Ctry: ilu
S/L:  2      Orig:      EntW:      Regl: r      Alph:
Desc: a      SrTp: 1     Cont:      DtSt: c      Dates: 1979,9999

010 ## $z    79122269
040 ## $a DLC $b eng $c DLC $d BTCTA $d OCLCQ
042 ## $a pcc
043 ## $a n-us---
050 #4 $a KF1520 $b .C65
245 00 $a Bankruptcy law reporter.
260 3# $a Chicago, Ill. : $b Commerce Clearing House, $c c1979-
300 ## $a v. (loose-leaf), v. (transfer) ; $c 25 cm.
310 ## $a Updated semimonthly
490 1# $a Topical law reports
500 ## $a "CCH editorial staff publication."
500 ## $a Includes indexes.
500 ## $a Kept up to date by current reports.
500 ## $a Material of a permanent nature is removed from main set and filed in
      transfer binders with title: Decisions.
650 #0 $a Bankruptcy $z United States.
710 2# $a Commerce Clearing House.
830 #0 $a Topical law reports (Commerce Clearing House)
```

#### Comments:

This record illustrates the use of the 300 field for indicating that there are transfer binders associated with the resource.

The 310 on this record is also coded in the fixed field. An alternate wording for the 310 would be "Semimonthly updates".

Figure 14a: Updating loose-leaf

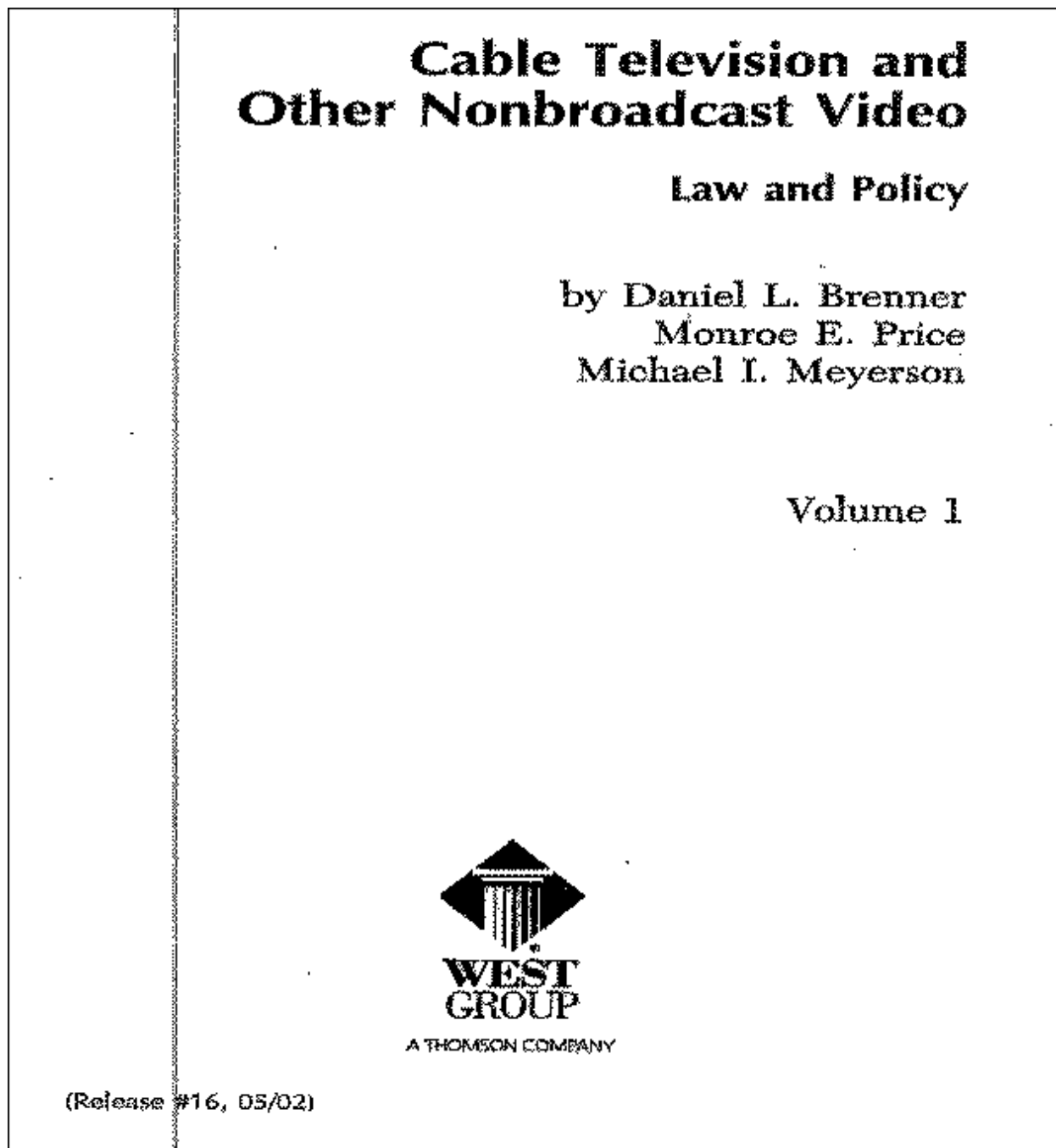
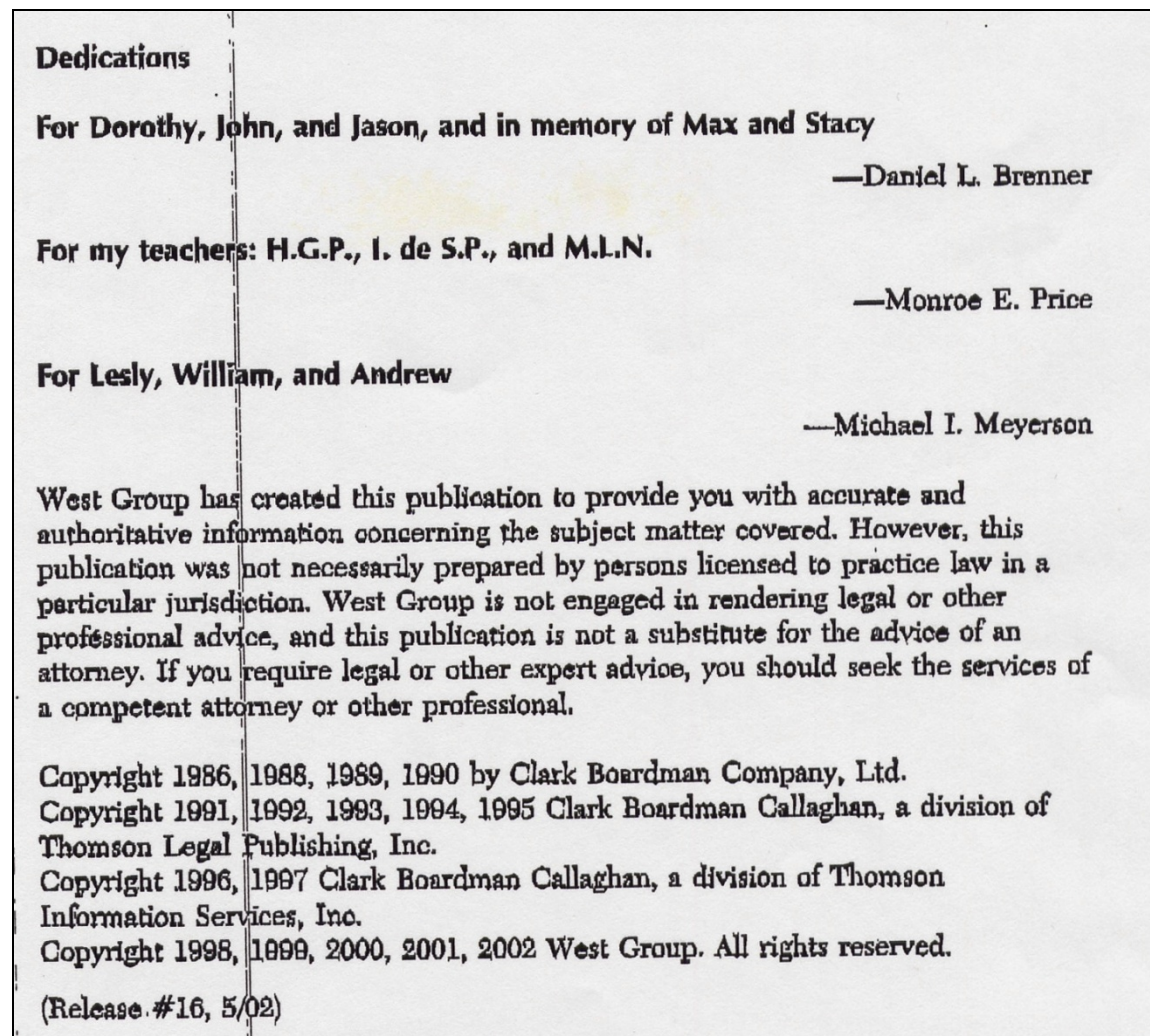


Figure 14b: Updating loose-leaf cont'd





IR.17 Full record examples

Bibliographic record created for Figure 14 (a and b)

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form:	Conf: ■	Freq: ■	MRec:	Ctry: mnu
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: 1	Cont:	DtSt: d	Dates: 1986,2002	

010 ## \$a 8530946

020 ## \$a 0876324898 (loose-leaf)

040 ## \$a DLC \$c DLC \$d DLC \$d CStRLIN

043 ## \$a n-us---

050 00 \$a KF2844 \$b .B74

082 00 \$a 343.73/09946 \$a 347.3039946 \$2 19

100 1# \$a Brenner, Daniel L., \$d 1951-

245 10 \$a Cable television and other nonbroadcast video : \$b law and policy / \$c by Daniel L. Brenner, Monroe E. Price, **Michael I. Meyerson.**

260 3# \$a **St. Paul, Minn. : \$b West Group, \$c 1986-2002.**

300 ## \$a 2 v. (loose-leaf) ; \$c 26 cm.

490 1# \$a Entertainment & communications law library

500 ## \$a **Authors: Daniel L. Brenner and Monroe E. Price (1986- )**

500 ## \$a Published: New York : C. Boardman, 1986-1990 ; Deerfield, IL : Clark Boardman Callaghan, 1991-1997 ; **St. Paul, Minn. : West Group, 1998-2002.**

**500 ## \$a Series title: Clark Boardman Callaghan entertainment & communications law library, <1986-1998>**

500 ## \$a Includes index.

**588 ## \$a Description based on: v. 1, t.p., rel. #16, 05/02.**

650 #0 \$a Cable television \$x Law and legislation \$z United States.

650 #0 \$a Direct broadcast satellite television \$x Law and legislation \$z United States.

700 1# \$a Price, Monroe Edwin, \$d 1938-

700 1# \$a Meyerson, Michael.

**785 00 \$a Brenner, Daniel L., \$d 1951- \$t Cable television and other nonbroadcast video. \$b 2003 ed.**

830 #0 \$a Entertainment & communications law library.

830 #0 \$a **Clark Boardman Callaghan entertainment & communications law library.**

Comments:

This record is the original edition of an updating loose-leaf title updated to reflect release #16 (Figure 14a); it lacks any edition statement. The next example shows the new edition of this title; the 785 field in record above provides a link to the new record.

Note that the basic cataloging reflects previous punctuation practice and need not be changed to reflect new rules. This record contains examples of notes for changes in author, title, imprint information, and series, as well as a note indicating the release (iteration) upon which the description is based. Information regarding the prior series given in fields 500 and 830 on this record may be given in series fields 490 and 8XX instead, with \$3 in either or both fields, containing the applicable dates that the series was published. Or, following the CSR option, the information on the former series may be given in a series 8XX field with \$3, without a 490 or

IR.17 Full record examples

500 field. Similarly, publication history information given in the 500 field may now be given in multiple 260 fields.

Figure 15a: Updating loose-leaf —new base volume

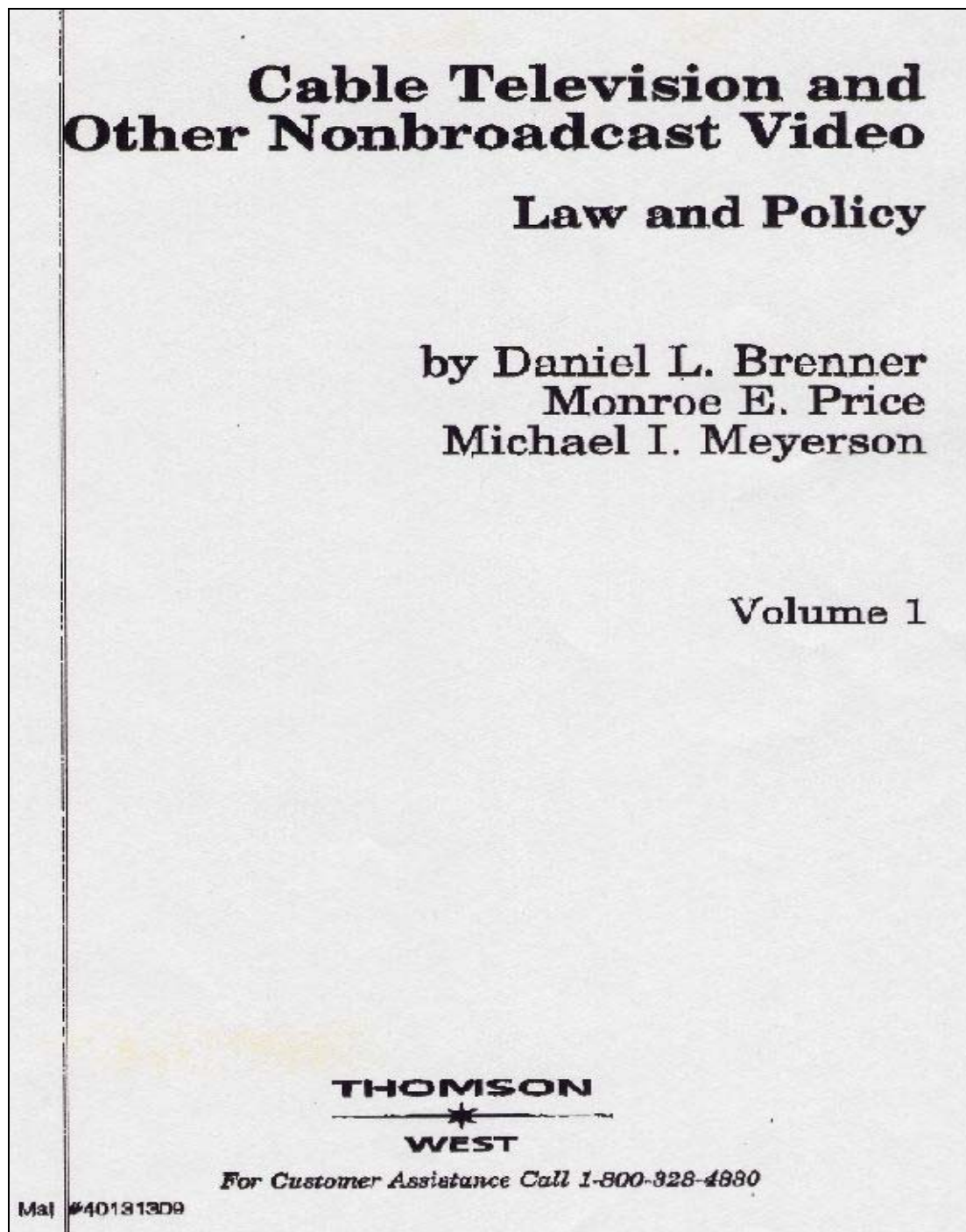


Figure 15b: Updating loose-leaf 2—new base volume cont'd

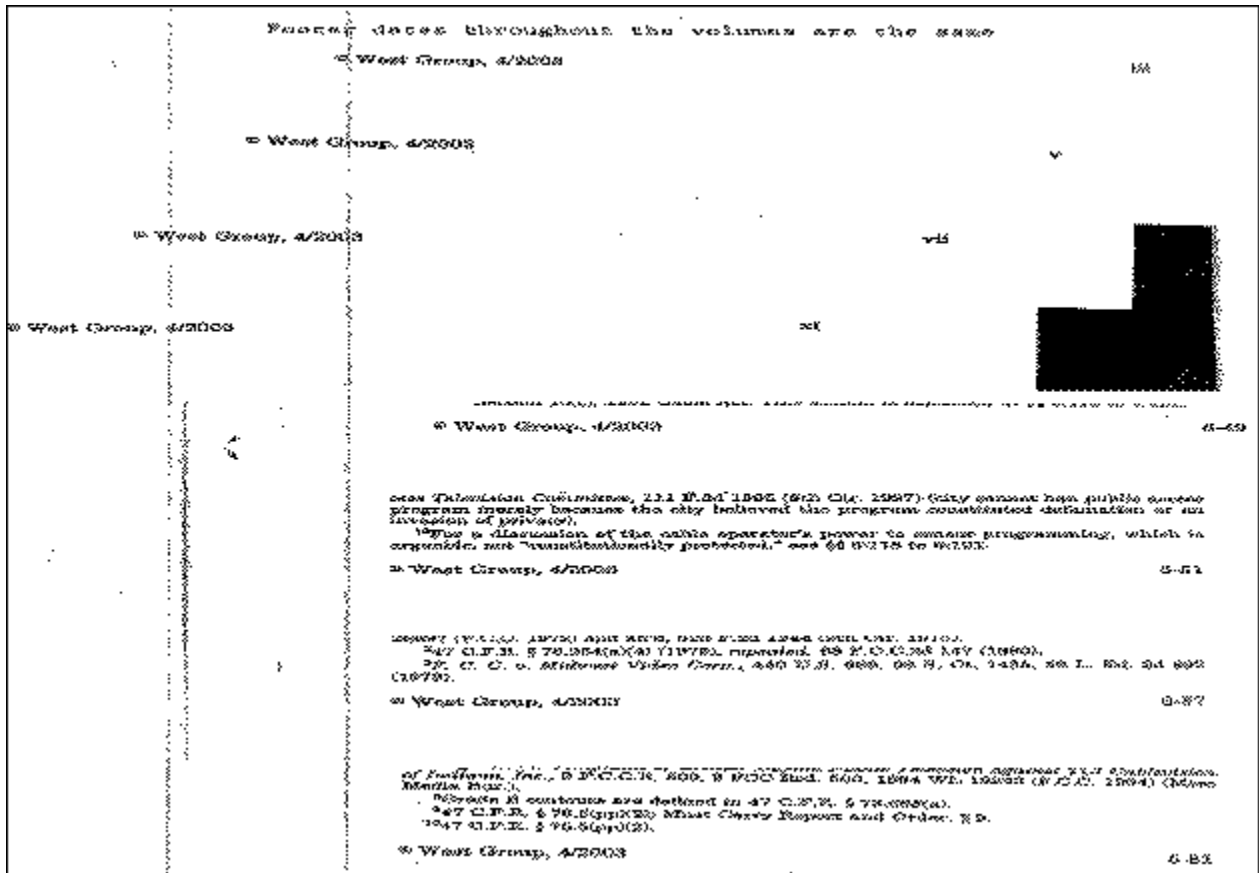
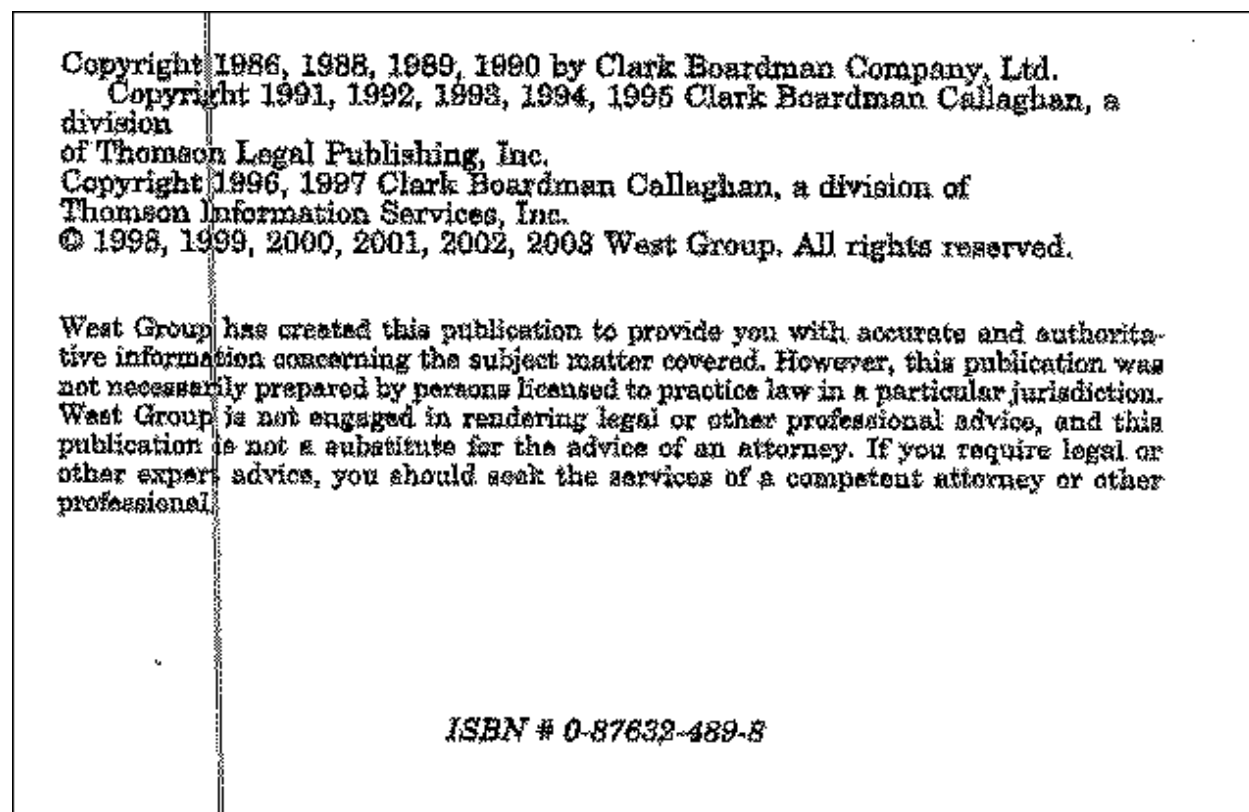


Figure 15c: Updating loose-leaf 2—new base volume cont'd



.Figure 15d: Updating loose-leaf 1—new base volume cont'd

**Important: Filing Instructions**

**Cable Television and other  
Nonbroadcast Video**

Daniel L. Brenner  
Monroe E. Price  
Michael I. Meyerson

Enclosed is the April 2003 release of *Cable Television and Other Nonbroadcast Video*. This release contains up-to-date coverage of recent case law and legislation.

**Filing Instructions**

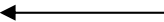
This 2003 release of Cable Television and other Non-Broadcast Video comes to you in a complete-contents replacement as a two-volume set with new ring binders. There is no release number as this is a new baseline for this product. The material has been placed in a new format that will bring more uniformity among West Group products and facilitate the development of online material. We hope you find the format changes help make this a more accessible and manageable product.

**Highlights**

Recent developments in this update include:

The court upheld a requirement that access programmers notify the entity operating the access channel before broadcasting a program which contains material that is "potentially offensive." *Demarest v.*

OVER  
Insert SAP #40131309si



## IR.17 Full record examples

### Bibliographic record created for Figure 15 (a, b, c and d)

Type: a	ELvl:	Srce: c	GPub:	Ctrl:	Lang: eng
BLvl: i	Form:	Conf: ■	Freq: ■	MRec:	Ctry: mnu
S/L: 2	Orig:	EntW:	Regl: ■	Alph:	
Desc: a	SrTp: 1	Cont:	DtSt: c	Dates: 2003,9999	

```
020 ## $z 0876324898
040 ## $a MBS $c MBS
043 ## $a n-us---
050 #4 $a KF2844 $b .B743
100 1# $a Brenner, Daniel L., $d 1951-
245 10 $a Cable television and other nonbroadcast video : $b law and policy /
      $c by Daniel L. Brenner, Monroe E. Price, Michael I. Meyerson.
250 ## $a [2003 ed.].
260 ## $a [St. Paul, Minn.] : $b Thomson West, $c c2003-
300 ## $a v. (loose-leaf) ; $c 25 cm.
504 ## $a Includes bibliographical references and index.
650 #0 $a Cable television $x Law and legislation $z United States.
650 #0 $a Direct broadcast satellite television $x Law and legislation $z
      United States.
700 1# $a Price, Monroe Edwin, $d 1938-
700 1# $a Meyerson, Michael.
780 00 $a Brenner, Daniel L., $d 1951- $t Cable television and other
      nonbroadcast video $w (DLC) 8530946 $z 0876324898
```

#### Comments:

This record is an example of a title that was released with a new base volume, having a new date in the header/footer, etc., that is consistent throughout the base volume, but that does not have a new edition statement. According to LCRI 21.3B, this new iteration should be treated as a new resource and a new bibliographic record is required. Because both the earlier iteration and this current one lack edition statements and the main entry/title proper is the same, an edition statement is supplied in brackets on the bibliographic record for the new iteration, using the beginning year of publication, distribution, etc.

Because the ISBN appearing in the resource is the same as the ISBN of the resource in Figure 14, it is coded as 020 \$z on the new bibliographic record. (The publisher considers the release to be an update, rather than a new edition, and continues to use the same ISBN).

The 780 field provides a link to the previous edition of the resource.