

## **CCM Update 3 Replacement Pages**

This file contains replacement pages for the CCM update 3. These pages reflect changes in the CCM that do not appear in the Fall 2006 printed version of the update. You can download them in pdf by clicking on the link listed below.

Module 1, p. 4

Module 4, p. 30

Module 6, p. 22

Module 7, p. 9

Appendix C, pp. 1-4

**[Download the pdf update \(112K\)](#)**

Thank you for your patience and understanding in making the adjustments to this update.

**October 2006**

**Library of Congress  
Cataloging Distribution Service  
Customer Services Section  
Telephone: 202-707-6100  
1-800-255-3666  
Fax: 202-707-1334  
Email: [cdsinfo@loc.gov](mailto:cdsinfo@loc.gov)**

| *MARC 21 Format for Holdings Data*. 2005 Concise ed. Web site  
| <http://www.loc.gov/marc/holdings/echdhome.html>

| CONSER Publication Pattern Web site: <http://www.loc.gov/acq/conser/patthold.html>

### Definitions used in this module:

**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. Integrating resources may be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites. (*AACR2*)

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

**Monograph.** A bibliographic resource that is complete in one part or intended to be completed within a finite number of parts. (*AACR2*)

**Multipart item.** A monograph, complete, or intended to be completed, in a finite number of separate parts. The separate parts may or may not be numbered. (*AACR2*)

**Serial.** A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series. (*AACR2*)

for the main entry."

**21.30D1. Editors.** "Make an added entry under the heading for a prominently named editor or compiler. For serials and integrating resources, make an added entry under the heading for an editor if considered to be important."

**21.30E1. Corporate bodies.** "Make an added entry under the heading for a prominently named corporate body, unless it functions solely as distributor or manufacturer. Make an added entry under a prominently named publisher if the responsibility for the work extends beyond that of merely publishing the item being catalogued. In case of doubt, make an added entry."

**21.30H1. Other relationships.** "Make an added entry under the heading for any other name that would provide an important access point unless the relationship between the name and the work is purely that of a subject."

While the rules provide freedom to give as many added entries as desired, in practice, serials catalogers apply certain limitations. These are discussed below under the various types of added entries.

Added entries may or may not need to be "justified" depending on the level of the record (see core record standards).

For full level records, a person or corporate body must be given in the body of the entry or in a note in order to be given an added entry. This is not the case in core level records, however.

**4.8.2. Persons.** (Field 700; AACR2 21.30D.) **Do not routinely give added entries for editors or compilers of serials.** In general, limit added entries for persons to those who are identified as "authors" of the serial (AACR2 21.1A1), but have been rejected as main entry according to *LCRI* 21.1A2, and to editors or compilers who are particularly well known, provided that they have been associated with the serial for a significant period of time. Give an added entry also to persons who both compile and publish the serial but have not been chosen as the main entry (e.g., the compiler of a genealogical newsletter).

**4.8.3. Corporate bodies** (fields 710, 711; AACR2 21.29C, 21.30E, 21.30F). For serials, added entries are most frequently given for corporate bodies. This includes most prominently named corporate bodies (per AACR2 21.30E) and any other name that would provide an important access point (AACR2 21.30H). Situations in which a corporate body is given as added entry include the following:

The decision to include or not include the name of the body in the title is not as critical as it once was since a change on a later issue in the placement of the body is considered to be a minor title change and does not require a new record (*AACR2* 21.2C2b).<sup>3</sup> In the past catalogers avoided putting the corporate body in the title (see also Module 16).

In Fig. 6.20., the title could be transcribed as "Annual report" or "Prince Edward Island Energy Corporation annual report" since the title is typographically indistinguishable from the corporate body.

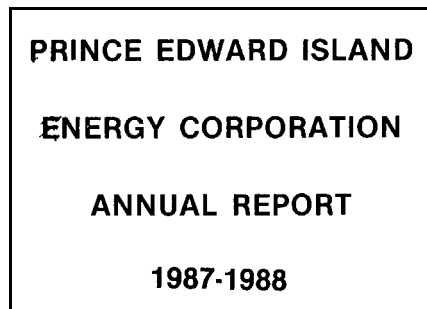


Fig. 6.20.

```
110 2# $a Prince Edward Island Energy Corporation.
245 10 $a Annual report / $c Prince Edward Island Energy Corporation.
246 3# $a Prince Edward Island Energy Corporation annual report
```

*or*

```
110 2# $a Prince Edward Island Energy Corporation.
245 10 $a Prince Edward Island Energy Corporation annual report.
246 30 $a Annual report
```

When cataloging conference publications, remember that the name of the conference constitutes the statement of responsibility in most cases when there is a title proper. In Fig. 6.21., the title is "Proceedings."

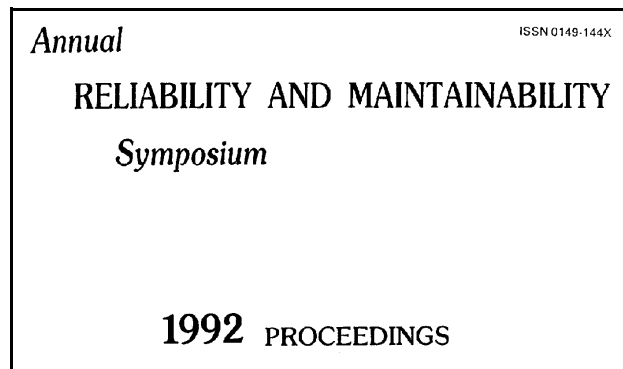


Fig. 6.21.

```
111 2# $a Reliability and Maintainability Symposium.
245 10 $a Proceedings / $c Annual Reliability and Maintainability Symposium.
```

<sup>3</sup> This is a change in the 2002 revision of *AACR2*.

chief source appears in different forms elsewhere in the serial. Since it is possible that the serial might be known or cited by the variant form, a note and added entry are generally given (AACR2 21.30J2).

Variant titles for printed serials are generally those for: cover title, caption title, spine title, running title, added title page title, and "other" title. In MARC 21 records, these are expressed by setting the appropriate second indicator value in field 246. For non-print serials, other sources are specified such as: title on label, and so forth. In these cases, the desired terminology must be explicitly input, followed by the title, using 246 1# and subfield \$i.

```
245 00 $a Journal of visual literacy.  
246 17 $a JVL
```

*{field 246 generates an added entry and the note: Running title: JVL}*

```
245 00 $a Serial publications in the British Museum (Natural History)  
library, on microfiche $h [microform].
```

```
246 1# $i Title on eye-readable header: $a BMNH serials
```

*{field 246 generates an added entry and the note: Title on eye-readable header: BMNH serials.}*

It is not necessary to provide a 246 field for every variant title that appears on the piece. Note the following guidelines given in *LCRI* 21.30J (italics supplied):

Make added entries more or less automatically for cover titles, parallel titles, and added title page titles when they are *significantly different from the title proper* (cf. 21.2C). Be more restrictive about caption titles, half titles, running titles, and other title information; added entries for these are generally made only if the following is true ... the title is given such prominence by typography or by other means that it is reasonable to assume that the publication may be known by it or that persons examining the item might think that it is the main title of the publication.

In general, give a variant title when:

- 1) it differs substantially from the title proper
- 2) it contributes to the identification of the serial
- 3) it provides meaningful access (e.g., it provides a useful search in the online database)
- 4) it is located prominently and likely to be searched as the title

## Appendix C.

### Select Bibliography of Works and Sources of Information Useful to Serials Catalogers

#### I. Primary cataloging tools<sup>1</sup>

##### **Descriptive cataloging and MARC format**

*Anglo-American Cataloguing Rules (AACR2)*. 2nd ed., rev. Chicago : American Library Association, 1988-

*CONSER Editing Guide (CEG)*. 1994 ed. Washington, D.C. : Serial Record Division, Library of Congress; distributed by the Cataloging Distribution Service, 1994-

*Descriptive Cataloging Manual (DCM)*.

The *DCM* is an in-house manual containing the procedures followed by catalogers at the Library of Congress. The chapters that relate to the establishment of name and series authority records, however, are used by CONSER members and others participating in cooperative programs.

*Library of Congress Rule Interpretations (LCRIs)*. 2nd ed. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

*MARC 21 Format for Authority Data*. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

*MARC 21 Format for Bibliographic Data*. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

*MARC 21 Format for Holdings Data*. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

##### **Subject Headings and Classification**

###### Library of Congress

*Free-Floating Subdivisions: an Alphabetical Index*. 18th edition (2006). Lists all subdivisions designated as free-floating, approved through December 2005. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

*Classification Web*. Full-text schedule display of all Library of Congress classification schedules. Available from the Cataloging Distribution Service, Library of Congress. Web site: <http://classificationweb.net/>

*Library of Congress Subject Headings (LCSH)*. 29th edition (2006). The big red books.

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<sup>1</sup> Many of the primary tools in this list are also included in the Cataloger's Desktop, available as a Web-based resource from the Library of Congress Cataloging Distribution Service.

Provides an alphabetical list of all subject headings, cross-references and subdivisions in verified status in the LC subject authority file. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

*Subject Cataloging Manual : Subject Headings*. 2004 Cumulation: fifth edition (1996) with all updates through 2004 interfiled. Four-volume binder set. ISBN 0-8444-0906-5. Washington, D.C. : Cataloging Distribution Service, Library of Congress.

### Others

*Canadian Subject Headings (CSH)*. Ottawa : Library and Libraries Canada. A list of subject headings in the English language, using controlled vocabulary, to access and express the subject content of documents on Canada and Canadian topics. Available on the Web at <http://www.collectionscanada.ca/csh/index-e.html>

*Medical Subject Headings (black and white MeSH)*. Bethesda, MD : National Library of Medicine; for sale by the Supt. of Docs., U.S. G.P.O. Alphabetical and categorized list of subject descriptors used to analyze the biomedical literature in NLM. Also available online at: <http://www.nlm.nih.gov/mesh/meshhome.html>.

*Répertoire des Vedette-Matières (RVM)*. A fee-based service provides access to more than 200 000 French subject headings and their English equivalents, as well as some 30 lists of subdivisions applicable to these headings. Subscriptions are managed by the Bibliothèque de l'Université Laval. Web site: <http://www.collectionscanada.ca/rvm/>

### II. Other books and manuals

Chan, Lois Mai. *Library of Congress Subject Headings: Principles of Structure and Policies for Application*. 3<sup>rd</sup> ed. Washington, D.C. : Cataloging Distribution Service, Library of Congress, 1995.

Liheng, Carol L. H. *Serials Cataloging Handbook*. 2<sup>nd</sup> ed. Chicago, American Library Association, 1998.

Puccio, Joseph A. *Serials Reference Work*. Englewood, Colo. : Libraries Unlimited, 1989.

Saye, Jerry D. *Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations*. Chicago : American Library Association, 1989.

Geer, Beverley and Bea Caraway. *Notes for Serials Cataloging*. 2<sup>nd</sup> ed. Littleton, Colo. : Libraries Unlimited, 1998.

### III. Journals and newsletters

*ALCTS Newsletter*. ISSN 1047-949X. Vol. 1, no. 1- Chicago : Association for Library Collections & Services, American Library Association, 1990-

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*Australian & New Zealand Journal of Serials Librarianship*. ISSN 0898-3293. Vol. 1, no. 1- Binghamton, N.Y. : Haworth Press, 1990-

*Cataloging & Classification Quarterly*. ISSN 0163-9374. Vol. 1, no. 1 (fall 1980)- New York : Haworth Press, 1981-

*Cataloging Service Bulletin*. ISSN 0160-8029. No. 1 (summer 1978)- Washington, D.C. : Library of Congress, Collections Services; available from the Cataloging Distribution Service, 1978-

*CONSER*. ISSN 0163-8610. No. 1 (Oct. 1978)-no. 25 (June 1993) Dublin, OH : OCLC, 1978-1993.

*CONSERline*. ISSN 1072-611X. No. 1 (Jan. 1994)- Washington, DC : Library of Congress. Available online at: <http://www.loc.gov/acq/conser/consrln.html>.

*Information Technology and Libraries*. ISSN 0730-9295. Vol. 1, no. 1 (Mar. 1982)- Chicago : Library and Information Technology Association, 1982-

*International Cataloguing & Bibliographic Control*. ISSN 1011-8829. Vol. 17, no. 1 (Jan./Mar. 1988)- London : IFLA, UBCIM Programme, 1988-

*Library Resources & Technical Services*. ISSN 0024-2527. Vol. 1, no. 1 (winter 1957)- Chicago : American Library Association, 1957-

*NASIG Newsletter*. ISSN 0892-1733. Vol. 1, no. 1 (Jan. 1986)- Media, PA : Northern American Serials Interest Group, 1986-

*Serials*. ISSN 0953-0460. Vol. 1, no. 1 (Mar. 1988)- Oxford, Eng. : United Kingdom Serials Group, 1988-

*The Serials Librarian*. ISSN 0361-526X. Vol. 1, no. 1 (fall 1976)- New York : Haworth Press, 1976-

*Serials Review*. ISSN 0098-7913. Vol. 1, no. 1 (Jan./June 1975)- Ann Arbor, MI : Pieran Press, 1975-

*SISAC News*. ISSN 0885-3959. Vol. 1, no. 1 (Oct. 1985)- New York : Book Industry Study Group, 1988-

*Technicalities*. ISSN 0272-0884. Vol. 1, no. 1 (Dec. 1980)- Phoenix, AZ : Oryx Press, 1980-

*Technical Services Quarterly*. ISSN 0731-7131. Vol. 1, nos. 1/2 (fall/winter 1983)- New York : Haworth Press, 1983-

#### IV. Online sources

Since the original compilation of this bibliography, the Web has grown significantly and has become a primary tool for catalogers. The CONSER Web site is a major resource and it also



contains a page with many resources of interest to catalogers, including the site, Tools for Serial Catalogers.

CONSER Web site: <http://www.loc.gov/acq/conser.html>.

Other resources: <http://www.loc.gov/acq/conser/resource.html#catalog>

The following listservs provide a forum for the exchange of questions, answers, and information concerning serials and cataloging in general.

AUTOCAT ([AUTOCAT@ubvm.cc.buffalo.edu](mailto:AUTOCAT@ubvm.cc.buffalo.edu))

PACSL ([listserv@uhupvm1.uh.edu](mailto:listserv@uhupvm1.uh.edu))

SERIALST ([listserv@uvmvm.uvm.edu](mailto:listserv@uvmvm.uvm.edu))