CCM Module 31
Remote Access
Electronic Serials
(Online Serials)

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Module 31. Remote access electronic serials (online serials)

Remote access electronic serials are serials available via the Internet and other networks. They are also referred to as online serials, electronic serials and e-serials throughout this module.

With the exception of the "single-record approach" guidelines in 31.2.3A, the instructions in this module apply to the creation of separate records for remote access electronic serials. CONSER policies for record creation and modification are reflected in the text and include guidelines developed in 2003 for the provider-neutral record (January 1, 2013 revision). Many CONSER members have contributed to the current revision of this documentation.

This Module will discuss:

- Cataloging of electronic serials which are accessed remotely by computer
- Sources of information for descriptive cataloging
- Areas where the cataloging is similar and where it differs from that of print serials
- CONSER cataloging guidelines for online manifestations of printed serials including policies on the provider-neutral record.

References

Cataloging Electronic Resources: OCLC-MARC Coding Guidelines
http://www.oclc.org/support/services/worldcat/documentation/cataloging/electronicresources.en.html?urlm=19365

CONSER Cataloging Manual (CCM)

CONSER Editing Guide(CEG)

CONSER RDA Core elements and cataloging checklist:
http://www.loc.gov/aba/pcc/conser/issues/index.html Note: elements and practices in this document incorporated from *CONSER Standard Record (CSR)* are referred to in this text as: *(CSR)*

Krol, Ed. Adapted by Bruce Klopfenstein. *The Whole Internet User's Guide & Catalog*. Academic ed. Belmont, Calif. : Integra Media Group, c1996. (Cited as *Krol*)

LC-PCC Policy Statements (LC-PCC PS)

NetLingo Dictionary of Internet Words: A Glossary of Online Jargon with Definitions of Terminology & Acronyms. NetLingo, Inc., c1995-2000. URL: http://www.netlingo.com (Cited as *NetLingo*)

PCC Provider-Neutral E-Resource MARC Record Guide: P-N/RDA version

January 1, 2013 revision Update: Includes text of the Provider-Neutral Model for Serials and Integrating Resources http://www.loc.gov/aba/pcc/scs/documents/PN-RDA-Combined.docx

Resource Description and Access (RDA)

The Word Spy. Logophilia, Ltd., c1995-2003. URL: http://www.wordspy.com/

Definitions used in this module

Aggregator. A company that provides digitized access to the content of many different serials and other resources, often from a variety of different publishers. Aggregators may also be called by other terms, including but not limited to: distributors, vendors, or secondary publishers. Aggregators provide access to digitized material through a searchable database. Generally the collections that aggregators produce fall into two different categories: those that provide access to complete issues of serials and those that contain the text of selected articles from serial issues. *(CCM)*

Aggregator database. The searchable collection of digitized material produced by an aggregator. *(CCM)*

Aggregator-neutral record. See **Provider-neutral record.**

Anonymous FTP (File Transfer Protocol). Allows retrieval of electronic resources from a remote site without requiring a user ID or password. *(Netlingo)*

Bibliographic resource. A resource that forms the basis for bibliographic description.

Blog. A website (or section of a website) where users can post a chronological, up-to-date entry of their thoughts. Basically, it is an open forum communication tool that, depending on the website, is either very individualistic or performs a crucial function for a company. Also known as a weblog. *(Netlingo)*

Born-digital. An adjective describing a document that was originally created in digital format**.** (*The Word Spy*)

Browsers. A program used to view, download, upload, surf, or otherwise access documents (for example, Web pages) on the Internet. Internet Explorer and Firefox are well-known Web browsers that enable you to view and interact with Websites. *(Netlingo)*

Computer file. *See* Electronic resource.

Continuing resource. A bibliographic resource that is issued over time with no predetermined conclusion. Continuing resources include serials and ongoing integrating resources. (*ISBD 2011*)

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. *(CCM)*

Electronic mailing list. Internet software that automatically processes commands in an email forum environment. It provides for automatic mailing of electronic serial issues to subscribers and handles messages sent to and from discussion lists. *(CCM)*

Electronic resource. A resource designed for use with a computer. Includes media that are accessed remotely through file servers as well as direct-access media such as computer tapes and discs. (*RDA*)

Email (electronic mail). A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network utilizing a standardized protocol. Some electronic journals are available via electronic mail subscriptions, either through an electronic mailing list or by direct email from the distributor of the serial. *(CCM)*

Expression. The intellectual or artistic realization of a work in the form of alpha-numeric, musical or choreographic notation, sound, image, object, movement, etc., or any combination of such forms. (*RDA)*

File (Electronic resources). A basic unit in which electronic resources are organized and stored. Electronic resources can contain one or more files. *See also* Electronic resource.

FTP (File Transfer Protocol). A protocol that defines how to transfer files from one computer to another; also the access method used to move files from a remote location to a local site for use. To retrieve files, the user initiates an FTP session by logging into a remote host computer, changing to the desired directory, and retrieving the files. *(Netlingo)*

Home page (e-serials). The hypertext document that serves as the "preface" for a service or publication mounted on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site. *(CCM)*

Host. A computer that functions as the beginning and end point of data transfers. It is most commonly thought of as the place where your website resides. An Internet host has a unique Internet address (IP address) and a unique domain name or host name. A host can also refer to a Web hosting company. *(NetLingo)*

Host name. The unique name by which a computer is known on a network. It is used to identify the host in email, Usenet news, or other forms of electronic information interchange. *(NetLingo)*

HTML (Hypertext Markup Language). A subset of Standard Generalized Markup Language (SGML). The language in which World Wide Web documents are written. (*CCM*)

HTML header. Refers to the HEAD element of HTML source code specifications. The HEAD element contains information about the current document, such as the TITLE element and keywords that may be useful to search engines, and other data that is not considered document content. The TITLE element can be displayed separately from the document in the browser title bar. (*CCM*)

HTML header title. The title displayed in the title element of the HTML HEAD portion of an HTML document, sometimes used interchangeably with Source code title. See also Source code title. *(CCM)*

HTML source. The underlying source code for an HTML document. It includes HTML elements such as the HEAD, BODY, TITLE, and other coding which gives information about the document and/or determines how a document is displayed in a browser. (*CCM*)

Hypertext Transfer Protocol (http). Method of presenting information in which selected words or other document elements, when chosen, execute automatic links to related documents or files. The linked documents on the World Wide Web may contain graphics, sound, or even moving images. *(CCM)*

Integrating resource. A resource that is added to or changed by means of updates that do not remain discrete but are integrated into the whole (e.g., a loose-leaf manual that is updated by means of replacement pages, a website that is updated continuously). Integrating resources can be finite or continuing (*RDA*)

Internet. The world-wide "network of networks" that are connected to each other, using the IP protocol and other similar protocols. The Internet provides file transfer, remote login, electronic mail, news, and other services. (*Krol*)

IP (Internet Protocol). The most important of the protocols on which the Internet is based. It allows a packet to traverse multiple networks on the way to its final destination. Often, this is used in conjunction with TCP (Transmission Control Protocol), as in TCP/IP. (*Krol*)

IP address. The Internet Protocol or numeric address of a computer connected to the Internet. It consists of four sets or strings of numbers separated by periods. (*CCM*)

Link resolver. Server software that accepts citations to articles and other items (often formatted according to OpenURL standard) and uses a context sensitive link to connect users to designated target resources such as full-text repositories, A&I, and citation databases, online library catalogs, and other Web resources and services. *(CCM)*

Manifestation. The physical embodiment of an expression of a work. *(RDA)*. Often used interchangeably with the word *version* when referring to online manifestations. *(CCM)*

Mirror site. An alternative URI for accessing an electronic resource. A mirror site might provide users in a particular geographic location better access than other URIs associated with the resource.

PDF. Portable Document Format. The file format of documents viewed and created by the Adobe Acrobat Reader. This technology has succeeded in standardizing the format of documents used and transferred on the Internet. (*NetLingo*)

Provider. A general term used throughout this module to refer to any company, publisher, or aggregator enabling access to digitized text. *(CCM)*

Provider-neutral record. A bibliographic record representing all online manifestations of a resource made available by multiple online providers. Originally called the aggregator-neutral record. *(CCM)*

Remote access (electronic resources). The use of electronic resources via computer networks. (*CCM)*

Resource. A work, expression, manifestation or item. The term includes not only an individual entity but also aggregates and components of such entities (e.g., three sheet maps, a single slide issued as part of a set of twenty, an article in an issue of a scholarly journal). It may refer to a tangible entity (e.g., an audiocassette) or an intangible entity (e.g., a Web site). (*RDA*)

SGML (Standard Generalized Markup Language). A standard for formatting textual documents so that they can be read by different document processing tools. (*CCM*)

Server. Software that allows a computer to offer a service to another computer. Other computers contact the server program by means of matching client software. Also, the computer on which the server software runs is often called the "server." (*CCM*)

Source code. The form in which a computer program or website is written. On the Internet, for example, the source code for a Web page could contain any of the following languages: HTML, JavaScript, Java, or SGML. *(NetLingo)*

Source code title. Generally refers to the title element appearing in the underlying source code of a document. See also HTML header title. *(CCM)*

Title bar. The colored bar at the top of each window that displays the program and file names. (*NetLingo*)

Title screen (Electronic resources). An internal source in an electronic resource whose textual content formally presents the title. (*RDA*)

URI. Uniform Resource Identifier. Provides a standard syntax for locating files using existing Internet protocols as in a Uniform Resource Locator (URL) or by resolution of a Uniform Resource Name (URN). *(CCM)*

URL. Uniform Resource Locator. Location information of an electronic resource expressed in a standardized format, which allows for electronic resources to be sent and received

automatically. The World Wide Web uses the URL as the basis of linking to other files and documents around the Internet. A URL can be identified by a protocol such as "http." *(CCM)*

URN. Uniform Resource Name. A URI that has an institutional commitment to persistence, availability, etc. A particular scheme, identified by the initial string "urn:", that is intended to serve as a persistent, location-independent, resource identifier. *(CCM)*

Userid. Sometimes called "user name," userid is short for "user identification." This precedes the @ sign in an email address. (*CCM*)

World Wide Web (WWW). A hypertext-based system for locating and accessing Internet resources which presents materials to the user in the form of interlinked documents (which can include text, images, and digitized sound). *(CCM)*

Web hosting. The business of providing the equipment and services required to host and maintain files for one or more websites and to provide fast Internet connections to those sites. Most hosting is "shared," which means that websites of multiple companies are on the same server in order to share costs. Also known as website hosting. *(NetLingo)*

Work. A distinct intellectual or artistic creation (i.e., the intellectual or artistic content). *(RDA)*

XML. eXtensible Markup Language. XML is a pared-down version of SGML, designed especially for Web documents. It enables Web authors and Web developers to create their own customized tags to provide functionality not available with HTML. (*NetLingo*)

31.1. Introduction

31.1.1 What is a remote access electronic serial?

A remote access electronic serial is a continuing resource that is accessed "via computer networks." It is issued in a succession of discrete parts usually bearing numbering, and has no predetermined conclusion *(RDA)*. This is in contrast to a direct access electronic resource which is issued on a physical carrier such as CD-ROM, diskette or USB flash drive. The terms *electronic serial, e-serial*, *online serial*, and *remote access serial* are used in this text interchangeably for serials issued on the World Wide Web, via email, ftp, etc. (See also *CCM* 31.2.2 for distinguishing serials and integrating resources).

Typically, electronic serials are either 'born-digital' (the serial is originally published online) or are reproductions, republications, or simultaneous editions of print titles. A 'born digital' serial may also be issued in print. 'Born-digital' serials may not contain traditional volume and issue numbering and sometimes the only designation available is the numbering on individual articles.

Though many online serials are 'born digital,' most of the electronic serials cataloged by CONSER libraries are treated as online manifestations of print publications. Online manifestations are made available by many providers, including publishers, database aggregators, distributors, vendors, secondary publishers, and libraries involved in digitization

projects. The term *providers* will be used throughout this text to refer to the broad range of organizations that provide digitized text of print serials. In 2003, CONSER changed its policy on record creation for titles offered in multiple provider packages and developed the concept of the *provider-neutral record*. Guidelines for creating provider-neutral records are intended to be applicable to creating a record for any e-serial, including those that don't have a print equivalent and free serials that aren't part of a commercial aggregation (e.g., government documents).

A further discussion of the background and goals of the provider-neutral record appears in *CCM* 31.2.3B. Information to include or exclude in the provider-neutral record is specified throughout this module under field by field instructions. Guidelines for the provider-neutral record and *CCM* citations for specific fields are given in a table in 31.2.3B.

31.1.2. Why catalog online serials with *RDA* and MARC 21?

Institutions use several methods to provide access to electronic serials; one method is to create *RDA*/*MARC 21* records for online serials in the online public-access catalog (OPAC). Other methods include A-Z listings of electronic resources and links to article and citation databases through link resolvers. New products and tools are evolving and institutions often use a combination of these, including OPAC records, to provide access to digitized content.

Providing records for online manifestations of a resource in the OPAC is a way to allow users to find all related manifestations of the resource (e.g., print, CD-ROM, and online) in one place. OPAC users can find related records for a resource that has changed from print to online when both are cataloged. Resource discovery in the OPAC is enhanced with controlled vocabulary in name, series, and subject headings provided by catalogers and MARC 21 content designation for selected Internet resources. Links between OPAC records, serials management systems, citation databases and linking services enhance browsing of contents and delivery of journal articles. Since commercially packaged resources require subscription fees, it's appropriate to create bibliographic records associated with holdings and library acquisition records in order to track expenditures.

This module describes current CONSER policies for providing access to an online serial through a catalog record. Basic steps for providing access are:

- Determine if the resource is a serial, integrating resource, or monograph.
- Decide whether the single record approach or a separate catalog record approach will be used.
- If a separate record is used, determine and record the basic bibliographic information in order to accurately identify and describe the serial.
- Determine the access points needed for retrieval of the catalog record.
- Determine and record the means by which the serial itself can be accessed online.

31.1.3. Access to online manifestations

The question of whether or not one is cataloging a reproduction or a simultaneous version has been and still is complicated for online serials. *LCRI* 1.11A, issued in 2000, allowed a library to

use a record for the print manifestation to clone a new record for the reproduction, similar to the approach used for reproduction microforms. In case of doubt whether or not a resource is a reproduction, the *LCRI* instructed catalogers not to consider it a reproduction.

Under AACR2 CONSER considered most online serials to be simultaneous versions and created a description reflecting the online manifestation rather than a description reflecting the original.

The *RDA* glossary definitions of the terms reproduction and facsimile focus on the exactness of the copy made. The *RDA* instructions for selecting between recording elements that reflect the reproduction versus the original always favor selection of elements reflecting the reproduction.

LC-PCC PS 27.1 widens the definition of the word reproduction to include "all resources formerly identified as reproductions, republications, reprints, reissues, facsimiles, etc., that still represent equivalent content between an original resource and a reproduction of that original." The *LC-PCC PS* definition of reproduction conceivably does not make a distinction between simultaneous versions and reproductions.

Since the PCC has decided to retain provider neutral record practices under *RDA*, the resulting description is based on one provider manifestation selected by the cataloger and is intended to be used to represent all online manifestations issued by various providers. Exceptionally, provider-neutral guidelines also allow for creating a description of an online manifestation based on the record for the print version, reflecting aspects of the print version such as the beginning date of the print version, publisher, and other details. See *CCM* 31.2.3 B for a complete description of provider-neutral practices for online serials.

Until further guidelines are developed or a new framework for encoding metadata is implemented, CONSER continues to follow PCC guidelines for the provider-neutral record approach when creating a separate description for an online serial.

As vendor records and mass-digitization project records increase, many duplicate e-serial records are encountered. For example, Google Books Library Project records, HathiTrust records and OCLCE records are all records generated by OCLC E-content Synchronization Program staff for electronic manifestations (referred to below as OCLCE records). The records were created by an automated process that used a print record as the source for the online manifestation records. OCLCE records are intended to be provider−neutral serial records like any other e-serial records and are not a category of "allowed" duplicates. CONSER libraries can edit and authenticate them or report them as duplicates of other e-serial records. A CONSER FAQ on OCLCE records is available at http://www.loc.gov/acq/conser/FAQ-GoogleBooksRecords.pdf. See *CEG* C7.3 for instructions on selecting records to retain. See *CCM* 31.2.3B for guidelines on using the separate record approach to consolidate records into a provider-neutral record.

31.1.4. Multiple document formats and access methods

Electronic serials may be issued in different file or document formats in order to meet the needs of users. Many online serials provide an HTML format to enhance online viewing and a PDF format to provide high quality printouts of articles. Graphic, sound, and video files may also be

included as a part of an e-serial. A serial may be available in one, all, or a combination of these formats, and over time, the available formats may change.

According to CONSER policy, do not create separate records for a serial offered in different file formats. CONSER policy is to create one record and make notes on file format; for common formats (HTML, XML, PDF) omit format information from the bibliographic description. For unusual file formats, see *CCM* 31.13.3.

Some online serials are available through multiple access methods (e.g., email, ftp, multiple websites and/or mobile Web applications (apps)). These multiple access methods and locations are recorded on the same record using multiple 856 fields. See *CCM* 31.14 for further information on recording location information in the 856 field.

31.2. Decisions to make before providing access to online serials

31.2.1. What resource is being cataloged?

What resource is being cataloged? This question has two aspects. The first refers to part/whole focus (see *RDA* 1.1.2). A website may offer many different resources, including access to a variety of serials, monographs, and integrating resources. The cataloger should be clear on which resource has been selected for cataloging. Does the cataloger's institution require a record for the entire website or has the institution selected a serial residing on the website for cataloging? The second part refers to mode of issuance: monograph, serial, or integrating resource.

31.2.2. Serial or integrating resource?

The LC-PCC PS for *RDA* 0.0 gives guidance on determining mode of issuance (see *CCM* Module 0: Introduction to continuing resources for a detailed explanation). The term integrating resource was introduced with the 2002 revision of *AACR2* and is defined in the *RDA* glossary as a bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Instructions for integrating entry are used to record current forms of the title and other access points when they change. An updating loose-leaf publication is cataloged according to the instructions for integrating entry. In the world of online resources, many websites and databases are integrating resources rather than serials or monographs. Some examples include:

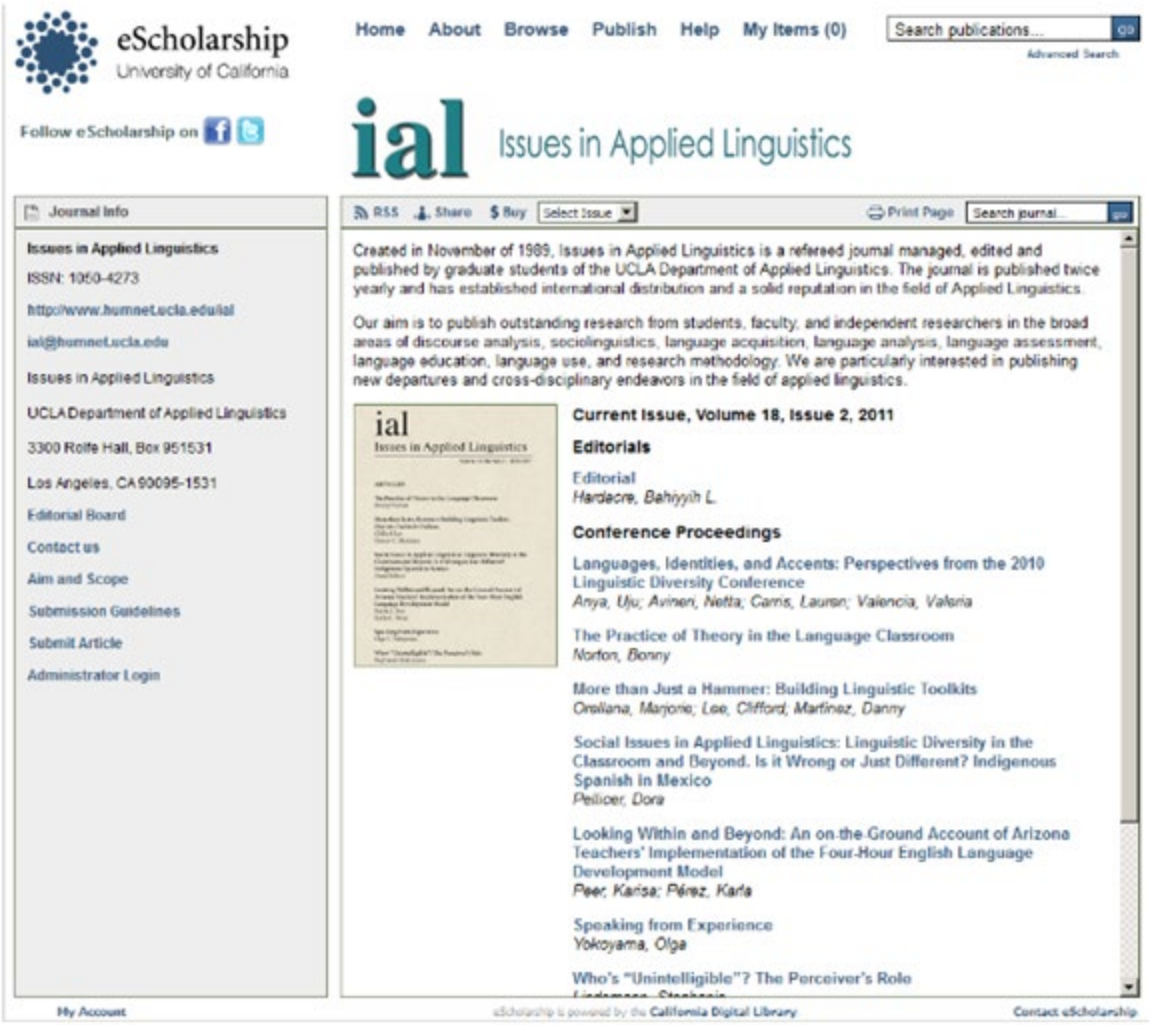
- Online public access catalogs or databases (e.g., OCLC WorldCat, ProQuest)
- Online services (e.g., Google Maps, AOL)
- World Wide Web home pages without designated parts (e.g., Serials in Cyberspace, LC Web site, W3C)
- Discussion lists (e.g., SERIALST, AUTOCAT) unless the content is reformatted into designated issues

Like online serials, online integrating resources are also continuing resources that change over time. These resources, however, are updated with new content continuously and do not publish separate designated issues with the new content. An online manifestation of a print serial or other physical format serial that does not retain separate discrete parts or issues in online format, would be cataloged as an integrating resource. Since the cataloging rules for integrating resources and serials differ, it is important for catalogers to make this distinction when first examining the resource for cataloging.

A resource issued as a serial in paper format may be issued as an integrating resource in online format. For example, a scientific society's membership directory may be issued in paper as an annually published serial with yearly designations. The online manifestation may be a database that allows members to update information continuously and does not display separate numbered issues. Because there are no successive parts to the online manifestation, it cannot be considered a serial; since updates are integrated into the whole resource without discrete parts, it is considered an integrating resource.

A. Example of an Electronic Serial

Figure 31.1 shows an online serial homepage with the cover of the print manifestation and the table of contents of the current issue. Access to individual issues is available through the "Select Issue" drop down menu. Designation for the issue, ISSN, and some bibliographic information can be seen on this page.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Current Issue, Volume 18, Issue 2, 2011
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Editorial
Hardacre, Bahiyyih L.
Conference Proceedings
Languages, Identities, and Accents: Perspectives from the 2010 Linguistic Diversity Conference
Anya, Uju; Avineri, Netta; Garris, Lauren; Valencia, Valeria
The Practice of Theory in the Language Classroom
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Social Issues in Applied Linguistics: Linguistic Diversity in the Classroom and Beyond. Is it Wrong or Just Different? Indigenous Spanish in Mexico
Pellicer, Dora
Looking Within and Beyond: An on-the-Ground Account of Arizona Teachers' Implementation of the Four-Hour English Language Development Model
Peer, Karisa; Pérez, Karla
Speaking from Experience
Yokoyama, Olga
Who's "Unintelligible"? The Perceiver's Role
My Account
eScholarship is powered by the California Digital Library
Contact eScholarship

Figure 31.1

Figure 31.2 This example shows the content screen of a "born digital" e-serial.

B. Examples of Electronic Integrating Resource

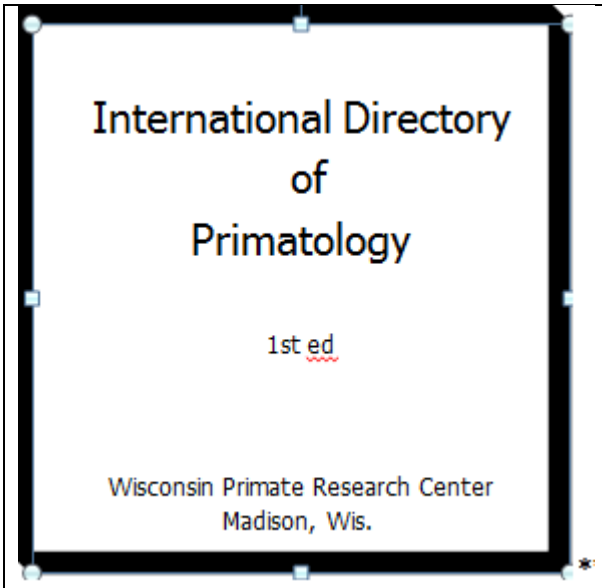

Figure 31.3

Figure 31.3 shows the title page of an annual directory in paper format. It is cataloged as a serial.

In the online format (see Figure 31.4), the directory is a database and cataloged as an integrating resource. It provides a search interface for two primatology related databases (people, organizations, field studies descriptions and more). It also provides a form for adding new entries to the database on a continuous basis.

Figure 31.4 In the online format the directory is a database and is cataloged as an integrating resource.

The W3C website (see Figure 31.5) is updated frequently with news and information about World Wide Web standards. It provides access to a growing number of resources produced by the World Wide Web Consortium (including serials or monographs that could conceivably be cataloged separately). The organization's website does not meet the definition of a serial and would be cataloged as an integrating resource.

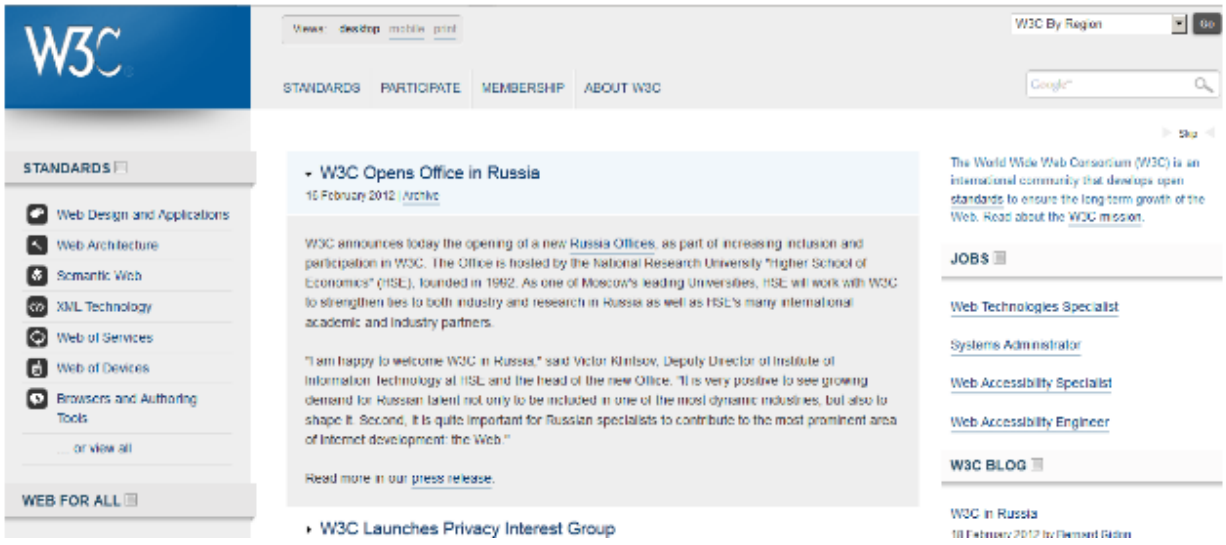

Figure 31.5

31.2.3. Access to online manifestations

This section documents CONSER policies for digitized manifestations of print and other format serials:

A. Non-cataloging approach: the CONSER single record option
B. Cataloging approach: the provider-neutral record

A. CONSER single record option (non-cataloging approach: giving access through the print/original record)

CONSER members may choose not to catalog an electronic serial separately, but instead note the existence and electronic location of the electronic serial in the record for the print serial (or, lacking that, in the record for another format, e.g., a CD-ROM serial). The guidelines for the single record approach presented in this section apply to manifestations of textual materials.

The following rules of thumb give advice on when the single-record approach is a viable choice, but do not prohibit application of the single record approach in any case. The decision must be made by individual libraries, since it is not possible to require a library to catalog a particular online manifestation and it is independently valid to note facts about an online manifestation in the record for a different manifestation.

The principles behind the rules of thumb are: If the bibliographic record for the original manifestation (print, CD-ROM, etc.) provides sufficient access for the online manifestation, no matter what the differences are between the two, the single-record approach is a good alternative. If the desired access points for the online and the original manifestation differ, separate records may be more useful. Separate records are always a permissible option.

The single-record approach is considered most valid when the online manifestation contains sufficient full-text to be a satisfactory substitute and has no significant additional content. That is, the single-record approach works best when the original and online can be considered equivalent manifestations. Also, in cases where the online site may not be worth cataloging separately (i.e., does not have significant content), the electronic manifestation's location and relationship to the original can be noted on the record for the original manifestation.

Separate records are preferred when the online manifestation has significant additional content not present in the original. The choice of a separate record approach in such cases means that the manifestations are not considered equivalent and the difference of the online manifestation from the original is significant to users.

Please note: CONSER members have agreed not to contribute single record approach records to the Registry of Digital Masters (RDM). When contributing records to the RDM, CONSER members will use a separate record approach, following the *Registry of Digital Masters Record Creation Guidelines:* http://www.diglib.org/collections/reg/DigRegGuide200705.htm

MARC 21 coding in the single record and separate record approaches compared:

Single record approach

- Code **008/22** ("form of original item") and **008/23** ("form of item") as correct for the original, not for the online manifestation
- Link to the online record with field **776** and note the availability of the online manifestation in subfield i (see also CCM 31.14.7)
- Add a name/title access point (**740** with 2nd indicator blank) or 7XX author/title added entry when the title of the online manifestation differs
- Provide the location of the online manifestation in field **856**. Use second indicator "1" since you are entering a URL for a version of the resource.
- If a separate ISSN has been assigned to the online serial but a separate record doesn't exist, add field **776** with subfields $i, $t, and $x (and/or subfields $i, $a, and $s if appropriate)
- CONSER members have agreed to not use **007** of other manifestations on the original record when using the single record approach for online serials
- Do not add an electronic resource **006** field for the online manifestation.
- Do not add **336, 337**, or **338** fields for the online version to the record for the print version.

(See *CCM* 31.19.3 for the record for *ARC News (Redlands, Calif.)*.)

Separate record approach

In the *record for the original*:

- Link to the online record with field **776** and note the availability of the online manifestation in subfield i (see also CCM 31.13.7)
- Add a **730** title access point or 7XX author/title added entry when the title of the online manifestation differs
- Optionally provide the location of the online manifestation in field **856** (if not already present in the record).

In the *record for the online* manifestation

- Describe the digital manifestation using all appropriate fields
- Add a **730** title access point or 7XX author/title added entry when the title of the original differs
- Link to the original manifestation record using field **776**
- Give appropriate **856** fields

Please note: When contributing records to the Registry of Digital Masters (RDM), CONSER members will use a separate record approach, following the requirements and elements in the *Registry of Digital Masters Record Creation Guidelines: http://www.diglib.org/collections/reg/DigRegGuide200705.htm*. Records contributed to the

RDM are mainly for locally digitized materials and some record elements required by RDM guidelines reflect characteristics of the local digitization that would normally not be included in the provider-neutral record. Examples include 533 fields specifying a particular range of issues digitized by a particular institution.

B. Separate records: the provider-neutral record

The provider-neutral model, which CONSER implemented in July 2003, was initially designed for use with AACR2. The initial guidelines have been supplemented for *RDA* in a document called *Provider-Neutral E-Resource MARC Record Guide: P-N/RDA Combined version*. The policy focuses on providing a bibliographic description of the serial as issued by the publisher or other original source of the content (such as a scholarly society). The record representing the online manifestation contains information applicable to all manifestations being distributed by all providers. The practices for the provider-neutral record were intended, as much as possible, to be applicable to all online serials, whether or not they are represented in e-serial packages, and whether or not they have a print counterpart. Certain elements may not be appropriate for some e-serials; for example, notes which refer to a print manifestation would not be applicable to a serial which does not have a print counterpart.

Although the policy calls for the creation of one record for an electronic serial issued by multiple providers, there may be exceptions that will require separate records. If the cataloger determines that the serials involved are really different works or expressions (e.g., content is significantly different), separate records should be created.

The provider-neutral record does not contain information specific to any one particular provider, with the exception of citing the package and format upon which the record description was based. Provider names are not added to preferred titles as qualifiers, given as authorized access points or mentioned in issuing body notes. Notes about access restrictions, format, or system requirements specific to particular providers also are not given.

The provider-neutral record was developed after surveying CONSER and non-CONSER librarians on the need for an OPAC record representing the online manifestation of a print title. Librarians told of problems with selecting and editing records from a shared database to customize for local OPACs. They needed a simpler record, adaptable to local access methods through use of record sets, serials management systems, and databases that provide full text or citations to serial content.

CONSER is using the provider-neutral record for cataloging titles in e-serial packages that present whole issues of digitized serials (rather than for databases that are focused on article delivery). Complete issue e-serial packages provide the best basis for creating a catalog record. The following table summarizes cataloging decisions made for the provider-neutral record and refers to the section of *CCM* Module 31 where more detailed information and field by field examples can be found. Record consolidation guidelines are presented at the end of the table.

Guidelines for Record Creation and Record Consolidation: Provider-Neutral Record		
Creating an original record		CCM
Which provider site is the description based on?	In order of preference: ● Publisher's site when it contains the full text ● Host or archiving site. Prefer this site over the publisher's site when it contains the first issue and publisher's site does not. ● In choosing between sites that present titles involved in a title change and those that don't, prefer the site that presents both titles (see CCM 31.17) ● Record for the print. ● Aggregations and databases which are article based and do not maintain issue integrity.	31.3.3, 31.17
006	Only first byte is required according to CONSER Standard Record (CSR) guidelines. Code: m	31.2.4
007	In CSR, only $a and $b are required. Code: $a c $b r	
008	Code as for any online serial. Use the beginning date of the print or original format as the beginning date of publication, if cited in the 362 field.	31.2.4
022	Give the ISSN of the electronic in $a; give the ISSN of the print in $y. If the cataloger has access to the ISSN portal, give the linking ISSN in a $l	31.18
040	$e rda $e pn	
130/240	Make additions to access points for works to distinguish them from different works with the same or similar authorized access points. A qualifier distinguishing identical online and print manifestations of the same serial should not be given. Do not use the name of the provider as a qualifier for the preferred title.	31.5
245	Record the title from the earliest available issue on the preferred source.	31.6
246	Indicator codes: parallel titles: 11; minor title changes: 1# $i [note] $a [variant title]; other variant titles: 1# $a [variant title] $f [associated notes, or dates] Make added entries for variants on other provider manifestations with the wording: 246 1# $i Issues from some providers have title: $a [Title]	31.7
264	Record the first named place and publisher in the first or earliest available issue online. The place/publisher should be applicable to all online manifestations and thus, should not reflect a particular digitizer or provider of an aggregation.	31.10

	$c. When first or last issue is recorded in 362, give first/last date of publication as found in that issue	
362	Record beginning and ending numbering or dates per rules and CONSER practice. Use indicators 1# only. Do not use a "Coverage as of" note. If providers vary in the range of issues they offer online, give the beginning numbering or date of the print or other original format, if available.	31.8
440, 490, 8XX	Some provider or aggregator names have been treated as series titles in series authority records. Do not record these as series statements in the provider-neutral record.	31.12
500/550	Do not note providers or aggregators as the digitizers.	31.13
506	Do not use, unless restrictions apply to all manifestations of the serial. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful in the CONSER record, give in $z of field 856.	31.13.1
515	Record as needed.	31.13.2
516	In general, do not use this note, particularly for notes such as "Text (electronic journal)."	31.13.3
530	Prefer field 776 $i rather than a 530 note, to describe any additional physical formats available.	31.13.7 31.15
538	Do not give system requirements notes unless the requirements are particularly unusual and would relate to all manifestations. For a resource that is part of the Registry of Digital Masters, retain information about digitization standards.	31.13.4
588 DBO, LIC	Record “description based on” notes, source of title proper and “latest issue consulted” notes as usual. However, also add the file format (if there are multiple formats), the provider manifestation used for description and the date viewed. See examples in *CCM* 31.3.4 and 31.8.	31.3 31.8
710/730	Do not provide access points for the name of aggregator or provider.	31.4
76X-78X	Record as needed. Use 776 $i to record additional physical format. Fields 773, 774 and 787 are not required in CSR.	31.13.7 31.15
856	Give the applicable URLs for serial packages that present issues of the serial (i.e., those that preserve issue integrity). Do not give URLs for databases that are article-based, unless that database served as the basis of the description. If contents are split among multiple sites, give the appropriate URL for each with the issue coverage data in $3.	31.14

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 CONSER authentication and others reported for deletion.

- Select one record to maintain: prefer a CONSER record if one is available. If there are multiple CONSER records, prefer a record authenticated by NSDP or ISSN Canada (see also CEG C7.3 for additional guidance on record selection).
- Add the URL of the aggregation 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. If the records you are reporting for deletion contain more than five URLs, e.g., Google Books Library Project records, you may leave them for OCLC to move when OCLC processes the duplicate delete request.
- Remove fields that are provider specific, e.g., 710/730 or 440/490/8XX for provider names, and notes which only apply to one provider.
- Do not delete fields associated with the Registry of Digital Masters on the national level record (e.g., 506, 533, 538, 583, 856). Leave elements associated with the Registry of Digital Masters on the record for OCLC to move them when OCLC processes the duplicate delete request.
- Authenticate the record if it is not a CONSER record. If authenticating HathiTrust records, CONSER libraries should add an additional $a with code “pcc” to field 042, i.e., 042 $a dlr $a pcc. Report the other records as duplicates.
- Catalogers may remove inappropriate 776 links to Google Books Library Project or HathiTrust records found on the print record used to clone the online records.

31.2.4. MARC 21 format and fixed field coding

Almost all electronic serials are textual in nature; therefore code “a” for “language material” in the leader/06 type of record code is used for most online e-serials. A continuing resource 008 field is used to code serial characteristics and an electronic resource 006 field is added to code electronic fixed field elements. The definition of type of record code “m” was changed in the late 1990s and some records coded “m” under the old definition may still exist on the utilities. CONSER catalogers convert them to type of record code “a” if appropriate. (See *CEG* Type of record (leader/06). Other leader/06 codes and 008 fields are used with non-textual online serials; for those, see the *CEG*.

Additionally, serial format records for textual electronic serials are identified and distinguished by a code indicating that the item cataloged is in online electronic form. Codes "o" for “Online” and “q” for “Direct” in the serial 008 are used to code "form of item" (008/23) and "form of original item” (008/22). Use code “o” in 008/23 for a remote access serials. The CSR does not require coding of 008/22 except for original microforms. Note while the general code “s” “Electronic” is still valid in MARC, CONSER uses the more specific codes “o” and “q.”

For the most part, CONSER considers an electronic manifestation of a print publication to be a simultaneous manifestation. In the limited situations where it can be determined that the electronic manifestation is a reproduction of the original, it is coded accordingly:

Form of item= Electronic	008/23 (Form of item):	o
Original form= Print	008/22 (Form of original):	#

For all other e-serial records, code 008/22 with a fill character (no attempt to code) and 008/23 for the form of material:

Form of item= Electronic	008/23 (Form of item):	o
Original form=Unknown	008/22 (Form of original):	■

For further details on fixed field construction, see the *CEG.* Note that prior to the 2010 implementation of code "o" CONSER catalogers used "s" as the values in both 008/22 and 008/23.

Code the fixed field beginning date and ending date based on data recorded in the 362 field. For provider-neutral records, this may mean that the beginning and ending dates of the print manifestation are given rather than the beginning and ending dates of issues available from any specific provider.

31.3. Basis for identification and preferred sources of information

To determine the source of transcription in cataloging a serial, the cataloger must identify both the specific issue (*basis for identification*) as well as the individual sources on that issue (*preferred source of information*) to be used as transcription sources. *RDA* 2.1.2.3 instructs the cataloger on choosing the specific issue and *RDA* 2.2 provides guidance on what source to select from an individual issue. Deciding which version to use for the description in a provider-neutral record is done according to a preferred list given in *CCM* 31.3.3 below.

Commercial websites for scholarly serials often have a recognizable structure for presenting serial content. It is common to find a subset of pages in these sites devoted to individual serials where the title, publisher, and available issues are listed clearly and in a straight forward manner. In other types of online serials the sources of bibliographic information may not be as standardized and the cataloger needs to examine the site carefully to find appropriate sources for transcription.

31.3.1 Basis for identification

According to *RDA* 2.1.2.3, for any sequentially numbered multi-part resource (including serials), the description is based on the lowest numbered issue or part. The cataloger should prefer to use a source associated with the lowest numbered issue over a source associated with the whole serial (e.g. home page or other associated pages) or with a range of issues. Other issues of the

serial may be consulted for other areas of the description if needed. Online serials sometimes do not give all of the necessary information in the first issue. For example, sometimes full publication information is given on pages other than the actual issues, therefore a page such as a home page or "about" file may be the source for this area of the description.

Often a digitized version of a serial does not have the same issues available as the original print serial. Digitized versions of long published print titles are typically made available beginning with a recent span of issues rather than the earliest; so in these cases the basis of description is of necessity the earliest issue available online (see also 31.8). The description on an existing e-serial record can be backed up to the first issue when it is available or can be backed up to a newly available earlier issue when there are variations to record, but isn't required. (See *CEG* B4.3.4).

31.3.2. Determining the preferred source of information

RDA 2.2.2.2 states that for a resource consisting of one or more pages, leaves, sheets, or cards (or imagines of one or more pages, leaves, sheets, or card), use the title page, title sheet, or title card as the preferred source. If the resource lacks a title page, title sheet, or title card (or an image of it), use as the preferred source of information, the first of the following sources that has a title:

a) a cover or jacket issued with the resource (or an image of a cover or jacket)
b) a caption (or an image of a caption)
c) a masthead (or an image of a masthead)
d) a colophon (or an image of a colophon)

This instruction is applied easiest to online serials that are fully digitized versions of print serials or are following the same publication model as a print serial (such as a newsletter which is only published online but consists of a PDF that looks like a print newsletter). This instruction is applied less easily to partial digitizations. A typical example is when articles are available as PDF files but other sources typically used in cataloging (e.g., covers) are not digitized. The definition of leaf and page specifically refers to a "sheet of paper" so a web page is not considered a "page" for identifying a cataloging source.

If an online resource does not consist of moving images or if the page images do not contain a title, then *RDA* 2.2.2.4.2 instructs the cataloger to use the first of the following with a title as the preferred source:

a) textual content
b) embedded metadata in textual form that contains a title (e.g., metadata embedded in an MPEG video file).

So to break this down:

- If the online serial consists of page images that include a title page, cover, caption, masthead or colophon with a title, use that source as your preferred source.
- If there are none of the previous types of page images with a title, then select a source of textual content from the online serial (giving preference to sources in which information is formally presented).
- Always prefer a source associated with the lowest numbered issue rather than a source associated with the journal as a whole or a set of issues

For most online serials, these rules result in the following ordered list of sources to use as the preferred source:

- The image of an issue title page, cover, caption or colophon
- Any textual source associated with the lowest numbered issue (e.g., HTML or PDF table of contents, PDF article running titles, web page for lowest numbered issue)
- Any embedded metadata associated with the lowest numbered issue (e.g, HTML header title for an issue)
- Other textual sources within the resource (e.g., journal home pages)
- Any other embedded metadata (e.g., journal home page HTML header title)
- Any other sources external to the resource (e.g., navigational menu bars, screens, links pointing to the online serial)

Also be aware that each *RDA* manifestation element has specific sources associated with that element. For example *RDA* 2.3.1.2 lists sources of information for titles, *RDA* 2.3.2.2 lists sources of information for title proper, *RDA* 2.3.3.2 lists sources of information for parallel title proper, etc. It is a good idea to review these instructions when first working with *RDA* as there are some changes here from *AACR2*. For example, parallel titles proper may be taken from any source within the resource unlike the *AACR2* requirement that it appear on the chief source.

For electronic serials that have print manifestation equivalents, providing records that align with records for print manifestations is desirable due to the benefits this approach affords library users. Such alignment facilitates discovery when users rely on bibliographic data found in citations referring to print manifestations when formulating search terms. Record alignment also greatly enhances the usability of data (such as ISSNs and URLs) in knowledge bases and link resolvers. Title changes in the print manifestation of a serial are not always clearly identified when issues are mounted on the Web. Although the content of earlier (or later) titles is available on the website, it may be prominently identified by a different title, often the most recent. Where changes in the print title are not displayed prominently, it is preferable that a less prominent source be selected as the source of title. A running title appearing on a PDF or scanned image of an article can be used as a source of title in these cases.

There are cases where the content of the earlier serial appears on the website, but the title does not appear at all. In such cases, prefer to create successive entry records for the electronic manifestations following the pattern for the print records. Base the description on records for the print manifestations if necessary (see *CCM* 31.17).

When creating an original description, only bracket information that is taken from a source external to the resource, such as a directory on a server. Record designations, publishers, etc. without brackets, regardless of the file structure or the location of the information within the resource. Do not bracket information from the record for the print manifestation if basing the description on the print version record (see *CCM* 31.17).

The description of remote access electronic serials begs for both flexibility and the exercise of cataloger judgment in determining the appropriate sources of information. When in doubt, record what seems reasonable, remembering that the most important thing is to accurately identify and provide access to the resource. The more non-traditional the description, the more necessary it becomes to make explicit notes that explain the sources of information used.

31.3.3. Multiple providers of an online serial: which version should be used for the description?

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

- Publisher's site when it contains the full text
- Host or archiving site. Prefer this site over the publisher's site when it contains the first issue and the publisher's site does not. A host site usually preserves the original publisher's content (e.g., publisher logos and statements are preserved); examples include Ingenta and Highwire Press. An archive site (such as JSTOR) often preserves the original publisher's content
- In choosing between sites that present titles involved in a title change and those that don’t, prefer the site that presents both titles (see CCM 31.17)
- Record for the print manifestation
- Aggregations and databases which are article based and do not maintain issue integrity

Cite the provider version used as the basis for identification as a part of the source of title note. Also cite the provider in the latest issue consulted note if it is different from the provider cited in the source of title note (see below).

31.3.4. Citing the issue used as the basis for identification

Always give in a note the issue used as the basis for identification an online serial (*RDA* 2.17.13). The wording of phrases in this rule is not intended to be prescriptive, so CONSER practice is to continue to use the phrase *Description based on:* as standard introductory wording. Additionally, it is CONSER practice to always cite the source of title. In doing so, use a term that is as specific as possible to describe the source, e.g. “title from table of contents screen,” “title from HTML header,” etc. in preference to a more general term such as the phrase “title

from title screen." In the absence of a formal title presentation on the earliest available issue, be as detailed as necessary in order to make clear how the title was constructed, using language from the publication or other standard or common terms. If cataloging from a printout of the online file, indicate this in the source of title note.

Give also the date viewed in parentheses following the source of title per *RDA* 2.17.13.5, because the title may not appear on individual issues and the information may be susceptible to change.[1] Generally, the date viewed given in the 588 note is not changed unless the serial is redescribed for purposes of backing up the description to the first issue or for some other reason. (See also, *CCM* 31.6, Title statement.)

Add the provider version selected for description to the title source statement and give the particular file format used for the description if the serial was available in several formats at the site. Apply this to titles available from multiple distributors as well as born-digital serials. Combine the "Description based on" and source of title notes in the 588 field (see *CCM* 8.1.1).

```
588  ##  $a Description based on: July 1994; title from caption
         (publisher's Web site, viewed July 14, 2003).
588  ##  $a Description based on: Vol. 2, no. 2 (Apr. 1995); title from
         table of contents (Ingenta, viewed Nov. 29, 2003).
588  ##  $a Description based on: Vol. 1, no. 1; title from volume
         contents page (Ingenta Select, viewed July 15, 2003).
588  ##  $a Description based on: Vol. 1, no. 1 (Sept. 2004); title from
         PDF caption (journal archive page, viewed Jan. 27, 2011).
588  ##  $a Description based on print version record.
```

31.4. Authorized access points

31.4.1. Authorized access point representing the work or expression

The authorized access point representing an electronic serial can be a combination of creator and preferred title, or just preferred title, as outlined in *CCM* Module 4. Although most electronic serials are represented by preferred title, many annual reports, directories and other serials that qualify for having corporate bodies as creators are also available in electronic form. Similarly, a growing number of individuals are distributing personal author newsletters via the Internet. In rare cases, a family may also be the creator of a serial. For guidance, see *RDA* 19.2.1.1.1, *RDA* 19.2.1.1.3, relevant LC PCC PSs, and *CCM* Module 4.6.

31.4.2. Additional authorized access points

Make additional access points for any personal authors or corporate bodies associated with the creation and issuance of the online serial if they are named prominently or if there is evidence in the serial that indicates responsibility for the intellectual content of the work.

[1] In general, do not add the date viewed to the source of title note in existing records.

31.4.3. Provider names

Do not give added additional authorized access points for provider names in the provider-neutral record.

31.5. Additions to authorized access points representing works (was Uniform titles)

Make additions to the preferred title of an online serial as you would for a print serial: to distinguish it from different works with the same preferred title. See *CCM* Module 5 for guidance.

Since qualifiers are added to distinguish one work from another, do not qualify the preferred title on the record for an online manifestation with "Online." Also, if a print manifestation record exists and the authorized access point is qualified, use the same qualifier in the record for the online manifestation. Do not further qualify by "(Online)"

Do not delete existing series authority records for online series.

31.6. Title Statement (field 245)

31.6.1. Title proper

Transcribe the title according to the instruction found in *RDA* 2.3.2 and the directions in *CCM* Module 6. Determine the title proper based on information taken from the preferred source of information (see *RDA* 2.2.2-2.2.3 and *CCM* 31.3.2). Prefer a source associated with the first or earliest issue, focusing on formally presented statements. Use other sources such as the home page, menu listings, etc. if no formal source associated with the first or earliest issue can be found. The running title on a PDF article can be used when earlier titles are not displayed prominently on the website. This enables the creation of a record for the online manifestation that corresponds to records for print title changes (see *CCM* 31.3.3). Sometimes the cataloger will need to supply a title and indicate that it was supplied from a source outside the resource by following the instructions in *RDA* and *LC-PCC PS* 2.2.4.

Per *RDA* 2.3.1.4 and *RDA* 2.3.1.6, transcribe a title as it appears on the source of information but do not transcribe words that serve as an introduction and that are not intended to be part of the title, such as "Welcome to." If considered important for identification or access, record the form in which the title appears on the source of information as a variant title (*RDA* 2.3.6).

```
245  00  $a Python journal.
246  1#  $i Title on homepage appears as: $a Welcome to the python
         journal
588  ##  $a Description based on: Volume 1; title from home page
         (publisher's website, viewed Apr. 9, 2002)
```

31.6.2 Statement of responsibility

Statement of responsibility is a core element in *RDA*, but CONSER has decided not to consider it core CONSER RDA Core Elements. For CONSER, a statement of responsibility is not required if name authorities are established. Catalogers creating *RDA* records without NARs should transcribe names, whether in a statement of responsibility or a note (550 for issuing body). Catalogers are also encouraged to add a statement of responsibility or note whenever the name is important for identification. See CONSER RDA Cataloging Checklist no. 14 and CONSER RDA Core Elements documents.
Provide a statement of responsibility if important for identification. If there is no formal statement of responsibility, do not attempt to construct one; instead, make appropriate notes for any other persons, families or bodies that appear in the text of the online file and are deemed important for identification and access or to help document usage. See **CCM** Module 6 for more guidance.

31.7. Variant titles (field 246)

Online serials may contain variant titles on the home page or other locations. Such variants include "at head of title" phrases, running titles, or abbreviated titles in header information or at the end of the file. File or directory names constitute other legitimate variant titles if it may be reasonably assumed that a user would search for the serial using those names. The title bar in the Web browser displays the HTML title element as coded in the document. Such a title can be recorded as a title variant or can help clarify the form of the title proper when presentation in the chief source creates doubts.

Record all variant titles as specifically as possible, using field 246 subfield $i to generate an accurate note, if considered necessary.

```
245    00   $a Emerging infectious diseases : $b EID.
246    1#   $a EID

245    00   $a Journal of extension.
246    1#   $i Also known as $a JOE

245    00   $a Effector online.
246    1#   $i File name: $a EFFON

245    00   $a Word virtual.
246    1#   $i Title in source code: $a WordVirtual.com
```

Multiple providers sometimes present the title of a digitized serial differently from one another. For the provider-neutral record, give access points for different forms of the title with the following introductory text:

```
246    1#   $i Issues from some providers have title: $a [Title]
```

The example below is a record for the first title in a string of title changes; records have been created for each title, based on the running title that appears on each article. All the successive titles, a, b, and c are carried on the same website which carries the most recent title, c.

```
245    00   $a [Title a]
246    1#   $i Some providers make available as part of the website for the
            later title $a [title c]
785    00   $t [title b]
```

31.8. Numbering (fields 362, 588)

Transcribe numbering (field 362) from the first and last issues of a remote access serial when these issues are in hand or the information is known. Prefer the first and last issue as the source of numbering. If numbering does not appear on the first or last issues, the numbering may be recorded from other locations on the web site or files associated with the issues. If a source contains only part of the numbering (e.g., volume but not issue number), piece together the most complete numbering from anywhere in the resource. If the first or last issues are not in hand, but the numbering or publication dates of the first or last issue are known record this data in the 362 field.

The unformatted 362 (1st indicator 1) is used to record the numbering of the first and last issue or to supply numbering/dates of publication whenever this information is available.

The CSR requires “description based on” information and the source of title on all CSR records even if cataloging is based on the first issue. This information should be combined into one 588 note. Exception: Source of title is not required on derived records (i.e., records for which the bibliographic description is created by cloning a record (commonly through the use of a macro) rather than transcribing elements from the resource). See *CCM* 31.17.1 for examples.
The CSR also requires “latest issue consulted” information on all CSR records even when the issue is already cited in a “description based on” note, as in the first example below.

Give the “latest issue consulted” information in a separate 588 note. If the issue cited in the “latest issue consulted” note is from a different provider than the issue cited in the “description based on” note, provide it, as in the second example, below.

```
588  ##  Description based on: Volume 1, number 1 (2010); title from journal
         home page (ACS website, viewed Feb. 4, 2010).

588  ##  Latest issue consulted: Volume 1, number 1 (2010) (viewed Feb. 4,
         2010).
```

```
588  ##  Description based on: Apr. 2008; title from home page (publisher's
         website, viewed June 22, 2008).
```

```
588  ##  Latest issue consulted: Aug. 2013 (ScienceDirect, viewed Sept. 26,
         2013).
```

```
588  ##  Description based on: May 14, 2010; title from caption (publisher's
         website, viewed May 14, 2013).

588  ##  Latest issue consulted: September 15, 2012 (viewed May 14, 2013).
```

Take the numbering from the title source if it appears there; otherwise, take it from anywhere within the file or files. Transcribe captions and numbers as found on the piece, with adjustments as instructed in *RDA*. For capitalization, adjust according to *RDA* Appendix A or take what you see. For an emailed file, take the designation from the date of transmission from the original sender (i.e., the publisher or distributor), if no other source is available. If numbering is very difficult to locate or construct, add a "numbering peculiarities" note explaining the source for the designation (see also *CCM* 31.13.2).

```
515  ##  Numbering taken from text.
588  ##  Description based on: 1994; title from homepage index listing
         (viewed June 8, 2000).
```

Since providers vary in the range of issues they offer online, the beginning dates of the print manifestation may be given in a 362 1# field to provide justification for the fixed field beginning date:

```
Dates    1984,9999
362  1   $a Print began with: Vol. 3, no. 1 (Jan. 1984).

Dates    1999,9999
362  1   $a Print began in 1999.
```

“Coverage as of” notes were an earlier CONSER practice and may still be found on existing records. These notes can be replaced with the beginning date of the print if catalogers are editing the e-serial record to make other changes.

31.9. Edition statement (field 250)

Like serials in print, electronic serials are issued in language, geographic, or special interest editions. Treat such editions like all other serial editions (see *CCM* Module 9). A common edition statement recorded in the 250 field on a record for an e-serial is “Web edition” that distinguishes the print and online editions.

```
250  ##   $a Web edition
```

Sometimes it is not clear whether one or multiple bibliographic descriptions should be used for language and other types of editions appearing on a website. The following are some questions and considerations for decision making.

- Do versions differ in content?
- Are the resources intended to be used together or otherwise have a collective purpose?
- Are the editions separately numbered and presented as separate publications within the website?
- The structure of the website may help determine if they are separate resources or if they are intended to be used together as one resource.
- Separate Web pages devoted to each edition at separate URLs provide separate sources of information that could be used as the basis of multiple records.
- If the content is only available from one Web page and URL, one bibliographic description for the site may be more appropriate.
- It is sometimes useful to consult records for print manifestations of the editions to determine if these were issued as separate publications.

When a single description for multiple language versions is created, the availability of the text in different languages is given in a 546 note.

```
546  ##   $a Text available in English, French, and German.
```

In the example below, separate records were created because the larger website contained discrete URLs for the editions, displayed separate edition statements, and provided separate chief sources of information for the editions:

```
245  00   $a Time for kids online.
250  ##   $a World report edition

245  00   $a Time for kids online (News scoop edition)
250  ##   $a News scoop edition
```

Record only edition statements originating from the original publisher or organization. Do not consider different document formats (e.g. PDF, HTML, etc.) to constitute editions; one record is used to represent all online formats. Also, do not consider a version statement that reflects an upgrade of an existing file to be an edition statement.

31.10. Publication, distribution, etc. area (field 264)

Treat all electronic serials as "published" material. Take information regarding the publishing of a remote access serial from anywhere in the publication, but prefer the source associated with the title proper. Lacking a formal presentation on the first or earliest issue, review all other sources for a formal publishing statement. If the serial lacks a formal statement of publication but it is clear from either internal or external evidence that it emanates from a particular institution or organization, consider the institution or organization to be the publisher and the location of the institution or organization to be the place of publication. Use brackets when information is taken

from an external source. Provide [Place of publication not identified] if no publication place can be supplied; provide [publisher not identified] if no publisher name can be supplied.

Following the principles of the provider-neutral record, provider names are not given in the publishing statement. Information about the publisher generally would be applicable to all online manifestations of the title. Record changes in place of publication if considered to be important for identification or access. Record changes in publisher name if considered to be important for identification or access.

Repeatable 264

The repeatable 264 fields are used in place of a note in a 500 or 550 field to more clearly explain publication history.

If multiple publishers are known, list each publisher in a new 264 field. List the 264 fields in chronological order from earliest to latest publisher. Use a first indicator of 2 for intervening publishers and first indicator of 3 for the current publisher. Add a subfield 3 to the original 264 if needed to illustrate dates as in the example below:

```
264  #1   $3 1999-<2002>: $a [Dordrecht] : $b Kluwer Academic Publishers
264  31   $3 2003- : $a Schoten (Antwerp), Belgium : $b Intersentia
```

When the designation from the first and/or last issue in hand is recorded in the 362 field, record the corresponding date of publication in the 264 #1 $c. Supply a date if there is no explicit one.

31.11. Describing content and carriers

Field 300: Physical description
A carrier term for ceased serials in all formats is a core element.

```
300  ##   $a 1 online resource
300  ##   $a 1 online resource (12 volumes)
```

Optionally, this may be applied to currently-published online serials. Physical characteristics such as sound or graphics may be included in a note, and coded in field 007.

Field 336: Content type
Supply the appropriate term from *RDA* table 6.1. If no term applies, record “other.” If the content type is not ascertainable, record “unspecified.”

Most e-serials will be textual. Give:

```
336  ##   $a text $b txt $2 rdacontent
```

If there are other important aspects of the content, add additional 336 fields:

```
336  ##   $a still image $b sti $2 rdacontent
```

Field 337: Media type

The type of intermediation device required is a computer, from the terms in *RDA* table 3.1:

```
337  ##   $a computer $b c $2 rdamedia
```

Field 338: Carrier type

The applicable term for remote access e-serials from *RDA* 3.3.1.3 is “online resource”

```
338  ##   $a online resource $b cr $2 rdacarrier
```

31.12. Series statement and series authorized access points (fields 4XX/8XX)

If a remote access serial is issued as part of a series, transcribe the series statement and construct the access point for the series according to *RDA*. (see *CCM* Module 12). Make a distinction between the location of a serial on a larger website and a true series statement appearing on issues of the serial. The larger website should not necessarily be recorded as a series. The names of aggregators or distributors should not be recorded as series titles.

31.13. Notes

The notes area for electronic serials includes information appropriate both to the serial and to the electronic resource aspects of the publication. Notes on a record for an online manifestation appearing in multiple e-serial packages should contain information that is applicable to all online manifestations. Input notes in numeric tag order. The most relevant notes for remote access serials are:

Source of title proper (fields 500, 588) -- see 31.3.4
Varia tions in title (fields 246) -- see 31.7
Beginning and/or ending dates of publication (field 362, indicator 1) -- see 31.9
Numbering peculiarities (field 515) -- see 31.9
Mode of access (field 538) -- see 31.14.5
Other physical formats (fields 530, 776) -- see 31.14.7
Description based on (field 588) -- see 31.9; 31.3
Latest issue consulted (588) -- see 31.9

Less frequently used notes for remote access serials are:
Restrictions on access (field 506)
Type of electronic resource or data (field 516)
System requirements (field 538)
Information about documentation (field 556)

31.13.1. Restrictions on access (field 506)

Do not use this note unless restrictions apply to all versions and formats of the serial. An example is a "classified" government document for which access is always restricted. If specific access restrictions are considered useful in the CONSER record, give in $z of field 856.

31.13.2. Numbering peculiarities (field 515)

Make notes on any numbering or issuing peculiarities. Electronic serials may have unusual numbering patterns (cf. *CCM* 31.8).

```
515  ##   $a Successive articles are uniquely identified by a manuscript
          number and date.
515  ##   $a Articles for 1996 are only available as individual articles,
          organized topically.
515  ##   Articles are added to issues on a continuous basis; issues are
          complete after six months.
```

31.13.3. Type of electronic resource or data (field 516)

Field 516 has been used to make brief notes on the nature and type of remote access electronic serial (*RDA* 3.20.1.3, 3.19.1.4). Current CONSER usage of the field is limited to situations where unusual information about file formats is needed. In a description of a resource offered by multiple providers, file formats should be applicable to all provider versions. Refer to the *CONSER Editing Guide* for instructions on the display constant and use of indicators with this field.

```
516  8#   $a Articles are available in PostScript, TeX, and dvi formats.
```

31.13.4. System requirements (field 538, System details)

Make "system requirements" notes for *special* software, equipment or operating systems required to capture and/or print the electronic file (*RDA* 3.20.1.3). Do not use the note unless the requirements are particularly unusual and apply to all versions offered by multiple providers.

31.13.5. Mode of access (field 538)

For remote access electronic resources, make a note on mode of access only if the resource is accessed other than through the World Wide Web.

```
538  ##   $a Mode of access: Email via electronic mailing list subscription.
538  ##   $a Mode of access: FTP via the Internet.
```

In addition to field 538, give an 856 field (cf. *CCM* 31.15) for each of the primary modes of access, when this information is readily available. Since field 856 is not a note field, some

catalogers give information about access in field 538. For example, GPO often records the original URL in the 538 field when it adds a PURL to a record (see example below). Alternatively, depending on local needs and system capabilities, this type of information can be given in subfield $z of the 856 field.

```
538  ##   $a Mode of access: Internet. Address as of 06/08/01:
          http://www.ibb.gov/bbg/report.html; current access is available
          via PURL.
856  40   $u http://purl.access.gpo.gov/GPO/LPS4612
```

31.13.6. Information about documentation (field 556)

Make notes regarding documentation that can be accessed together with the electronic serial. (Refer to the *CONSER Editing Guide* for instructions on the display constant and use of indicators with this field.)

```
556  8#   $a Instructions for accessing related graphics in separate README
          file.
556  8#   $a User's guide available online via Internet email and FTP
          access.
```

31.13.7. Other physical medium (field 530 or 776 $i)

Prefer field 776 $i rather than a 530 note, to describe any additional physical formats available. (See also *CCM* 31.16.)

```
245  00   $a Emerging infectious diseases : $b EID.
776  08   $i Print version: $t Emerging infectious diseases $x 1080-6040 $w
          (DLC)   96648093 $w (OCoLC)31848353
```

31.14. Electronic location and access (field 856)

31.14.1. Description

Field 856 is used to record information needed to locate and access an electronic resource. The first indicator value identifies the access method (e.g., HTTP, FTP, email). Information in the field should be sufficient to connect to a service, transfer files electronically, subscribe, or access issues of an electronic journal or newsletter. For detailed instructions on how to construct the 856 field, see the *CONSER Editing Guide*. Also helpful are the *Guidelines for the use of field 856*, http://www.loc.gov/marc/856guide.html, prepared by the Network Development and MARC Standards Office of the Library of Congress.

Local use of this field varies depending on the local catalog system. Some systems use the field as a "hot link" to connect the user with the online resource through the bibliographic or holdings record. Other systems generate OPAC displays to enable users to better understand information presented in the field.

Deciding which and how many 856 fields to record for an online serial can be a difficult decision and depends on several factors. These include the number and types of URIs or other access methods available to the cataloger at the time of cataloging, local policies regarding the provision of 856 fields, and the need for widely accessible 856 fields on shared OCLC and CONSER records.

A. Generic and institution-specific URIs

Frequently, a cataloger will need to record a different access method on the local version of a record from what is recorded in the CONSER/OCLC version, since their institution may access licensed resources through the use of unique URIs (with an embedded institutional ID, for example), which prevent non-institutional users from accessing the resource. URIs that cannot be used by other institutions are inappropriate for use on the OCLC/CONSER record.

In local record:

```
856    40   $u http://lib-ezproxy.univ.edu:2048/login?url=http:
            //polychrest.univ.edu:8331/V?func=native-
            link&resource=UNI05641
```

In OCLC/CONSER record:

```
856    40   $u http://www.tandf.co.uk/journals/WJLA
```

B. Multiple locations

Pages that present the user with a password and user id logon form probably are less convenient for users than pages that provide direct access to the serial, but sometimes these are the only access methods available to be recorded in field 856. If the content of a serial is spread over several locations, e.g. early volumes have one URI, later volumes have a different URI, it might be necessary to add several 856 fields to cover the entire content of the serial. The range of issues available from each site can be given in $3 of the 856 field (see examples below in *CCM* 31.15.2).

When there are multiple providers, URIs for each may be given on the provider-neutral record.

C. Multiple locations within a site

Often, the problem is having too many access methods from which to choose. Should the cataloger use a URI which points to a provider's home page, a specific journal's home page, or table of contents for all issues of the serial or for particular issues of a serial? The site's structure and the access available on various pages give the cataloger clues in making this decision. Consider providing the URI of the page which gives the user access to all the issues either through a table of contents or search interface . If access to some or all of these pages in publisher or distributor sites is restricted to subscribers only, it is preferable to point to a higher

level page (a journal home page, for example) which at least provides an unregistered viewer with information about the serial, subscription information, a password prompt, and perhaps sample issues or portions of the serial that are made available to non-subscribers. It is important to consider the function of pages in the site design as well. Many publishers provide journal home pages that are intended as a direct portal to the serial content, clearly identify the title, and may provide longer term stability than pages at other levels.

D. Mirror sites

Some serials are located on multiple 'mirror' sites--alternative locations for accessing a website. Selecting how many of these to record depends on how practical and time consuming it might be to record all of them and the needs of the cataloging agency for providing access to its constituency. Providing several sites on a record helps assure an institution's access when one server is busy or where agreements between distributors, publishers, etc., make it preferable to provide users with multiple mirror locations. Remember that URIs should be maintained and the more URIs, the more maintenance. Ultimately, the decision on how many mirror sites to add to a record should balance the needs or policies of the cataloging agency with the desire to provide widely available access methods on the CONSER record. A cataloging agency, for example, could decide to record mirror sites in its home country and other mirror sites it deems necessary to assure its users access. When added to the CONSER record, multiple mirror sites which give identical access from different locations could be labeled as such:

```
856    40   $z Access from the U.S.: $u http://www.us...
856    40   $z Access from Europe: $u http://www.europe...
```

E. Field 856 subfields and indicators

Field 856 has subfields defined to record a variety of data and instructions. Commonly used subfields of field 856 are listed below (there is no preferred order of these subfields):

- $u Uniform Resource Identifier (URI), such as a URL or URN;
- $3 information that specifies the part of the bibliographic item to which the field applies, when there is not a fully one-to-one relationship between the 856 and the resource described in the record
- $z public note which may be used for any additional notes about the electronic resource at the specified location. Examples include subscription information or access restrictions.

The first indicator of field 856 defines the access method; for example, first indicator "4" shows that access is via HTTP. Separate 856 fields may be needed for each access method (e.g., World Wide Web, email, etc.) by which the serial is available. A serial may be available via multiple file formats with different file names or groups of files. Separate 856 fields for document formats may not be needed because more than one document format is often available from the same access method.

The second indicator identifies the relationship between the resource that the bibliographic record represents and the electronic resource at the web location or identifier in the 856 field. For example, second indicator “0" means the electronic resource represented in the 856 field is the same resource described by the record, while second indicator “1" means that the 856 represents an electronic manifestation of the item (usually a print item) described in the record. Providing the URI of the electronic manifestation on the record for the print manifestation is needed by institutions using the PCC single record approach but is also useful for indicating to the user who finds a print record, the URI where the electronic manifestation may be found. Second indicator “2” means the 856 provides access information to a resource related in some other way to the resource described in the record.

31.14.2. Uses of field 856 in CONSER records

Field 856 is given in CONSER records in the following circumstances:

1) On the record for a remote access serial to cite the location of that serial. Use second indicator “0.” In the provider-neutral record, URIs of all the providers distributing the serial are given. If the contents of the serial are split among multiple sites (whether for multiple providers or for several locations at one provider site), subfield $3 is used to cite issues found at a particular location:

```
856    40   $3 Current issues available from the Publications Page of
            the ASA Web site $u http://www.asanet.org/pubs/pubs.html
856    40   $3 Archived issues $u
            http://www.asanet.org/footnotes/previous.html
856    40   $3 1994 $u
            http://www.computer.org/conferences/sc94/sc94home.html
856    40   $3 1995 $u http://www.supercomp.org/sc95/proceedings/
856    40   $3 1989-1991, 1993-1994 $u
            http://www.acm.org/pubs/contents/proceedings/series/sc/
856    40   $3 Abstracts: v.3(1998)-v.4(1999). Full text: v.5(2000)- $u
            http://...
```

2) On the record for a print (or other format) serial to cite the location of partial contents or related information, such as summaries, abstracts, tables of contents, or subscription information. Subfield $3 should be used to note the part that is online. Use second indicator “1” whenever the URI points to any part of the electronic manifestation. This includes websites which give access to some parts of the print material, even if the content is repackaged in a substantial way. For example, indicator 1 would be used for a website which gives only the table of contents of a journal or only abstracts because the site's content is essentially a version of the printed material.

```
856    41   $3 Summaries and index $u http:// ...
```

3) On the record for a print or other format serial when there is an online manifestation, regardless of whether the online manifestation is separately cataloged or not. Use second indicator “1.”

4) For related resources that do *not* represent the serial cataloged, its online manifestation, or a part of the serial. Common examples would be an organizational home page or publisher's website. If an organizational home page contained a 10-year index to a journal or the tables of contents of several titles, this would be a related website. Use second indicator "2."

```
856    42   $z Home page of the Health Physics Society: $u
            http://www.health-physics.com
```

31.14.3. Construction and coding

Depending on the mode of access, different subfields may be necessary in the 856 field. Subfield $u may be used instead of or in addition to other subfields.

```
856    00   $z Email subscription $u mailto:listserv@loc.gov $i
            subscribe $f CONSRLIN
```

For additional guidelines on coding the 856 field see *Guidelines for the Use of Field 856* from Network Development and MARC Standards Office, Library of Congress: http://www.loc.gov/marc/856guide.html

31.14.4. Volatility of access information

Without the regular review of serial records which is a common function of print serial check-in and inventory control, it may be difficult to monitor the accuracy or currency of URIs. The URI for an electronic resource on a catalog record will become inaccurate if the publisher of the online serial moves the serial. Locally run link checking software can provide information about broken links but requires regular processing and follow-up work to determine if changes are needed. Serials management companies also provide maintenance for URIs as a part of their services for maintaining subscription information for online serials. Use of persistent identifiers or handle systems is another method to provide a mechanism for URI maintenance. An example of a persistent identifier is the PURL (persistent uniform resource locator), which allows libraries to update changes in URIs on a PURL server without needing to change URLs in catalog records.

What should a cataloger do when encountering a record that has institution-specific access methods recorded in the 856 fields, links that are no longer valid, or links that point to a less than ideal location? For obvious errors in the access method (for example, if a typo prevents a URI from working correctly), the cataloger should make corrections. Where it is difficult to determine the usefulness of an existing access method because of access restrictions, lack of a password needed to log on, uncertainty of whether links are broken temporarily or permanently, etc., it is best to leave the 856 field on the record and add additional 856 fields. Even for access methods that appear to be invalid, there may be an advantage to leaving them on the record. The 856 field in many systems, including OCLC, is a searchable field. It is possible for an inactive address to give searchers clues about title changes, content changes, and former resource providers. If the only link appearing on the CONSER record is an invalid link, it can be left on

the record and labeled as invalid in the subfield $z of the 856 field. Note that the second indicator is blank and that the non-working URL is maintained in subfield $u of the 856. This coding differs from LC practice documented in *LC-PCC PS* 4.6.1.4 where the non-working URL is moved to a subfield z so that it does not appear on LC's link checking reports repeatedly. The example below is based on a recommendation from OCLC and is derived from current system indexing needs and OCLC's electronic address checking software (see OCLC's recommendation at: http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/).

```
856    4#   $z Link no longer valid as of Dec. 4, 2000 $u http://www...
```

31.14.5. PURLs in CONSER records

A **PURL** is a persistent uniform resource locator (URL) or identifier (URI) that is used to redirect to the location of the requested Web resource. Some PCC institutions are using PURLs in records for free online serials and other online resources. The successful maintenance of access information for these resources depends on the fact that the PURL is added to the record and never (except in rare instances where a mistake has been made or a duplicate PURL assigned) changed or deleted. Therefore CONSER members have agreed not to delete PURLs found on records.

GPO has been adding PURLs to records for government documents for several years (since 1998) and many CONSER-authenticated records contain them. Currently, GPO records a PURL in the first 856 using indicators 40. A second 856 coded 4 blank contains the original URL and is recorded below the 856 40 with the PURL in it. The original URL is given for historical purposes, and is never changed. These fields give the original URL and the date on which a PURL was established for the title.

The PCC PURL Project allows participants to cooperatively maintain URLs for freely available Web resources. A PURL server, hosted by OCLC, is used to enter and maintain URLs. Participants receive weekly error reports of changed or broken URLs and make changes to the URL stored on the PURL server without needing to change the record; the PURL in the record will point to the correct changed URL in the PURL server.

PCC institutions are not required to use the PURL server or to be part of the PCC PURL project. However, those who are cataloging in OCLC are encouraged to create a PURL and add it to the OCLC record. Any PCC participant can register on the PURL server; the participant's OCLC authorization number is used for logging on. Documentation and guidelines for the participants are posted on the project website at http://www.loc.gov/acq/conser/purl/main.html. However, this documentation is not recent and currently, GPO recommends not adding both the PURL and the URL to a single 856 because users have tended to find this approach confusing.

31.14.6. Version specific notes in 856 fields

CONSER provider neutral records represent all provider versions of a digitized serial, therefore notes specific to one provider's version are not appropriate in the body of the bibliographic

record. Such notes can be entered in the $z Public note subfield or a $q Electronic format type in the 856 field designating that version.

```
856    40   $3 v.62 (2000)- $z Full-text access restricted to
            subscribing institutions $u http://www.provider1

856    40   $3 v.1-61(1934-1999) $z Free public access to backfiles $u
            http://www.provider2

856    40   $z Digitized from microfilm with full text and images in
            downloadable PDF $u http://www.provider1

856    40   $z HTML version with abstracts also in German and French $u
            http://www.provider2

856    40   $u http://dogwoodliterary.com $q EPUB $z available for
            iPhone, iPad, iPod Touch, via LitRagger, a free iTunes App

856    40   $z Files for the Kindle e-reader or a PC with Kindle e-
            reader software $u http://amazon.com/dp/b005mddc6e $q AZW
            or KF8
```

31.15. Linking relationships

Identify and treat linking relationships for electronic serials as documented in *CCM* Module 14. Provide the appropriate linking fields (and related notes, if necessary) for Preceding/Succeeding Entry (MARC 780/785), Additional Physical Form (MARC 776), supplements, and other related works.

Records showing two linked electronic resources:

```
245    00   $a I hate computers
780    00   $t Bits & bytes (Gainesville, Fla.) $x 1077-5838 $w (DLC)sn
            94002764 $w (OCoLC)30838811

245    00   $a Internet journal of health promotion
785    00   $t Reviews of health promotion and education online $w(DLC)
            2003243196 $w (OCoLC)51875381
```

In general, the links for earlier/later titles should be made to the related electronic manifestation records. The example below illustrates a situation where the cataloger is not linking to a specific record (so the linking field lacks record control numbers) but is using the linking field to generate an informational note about the previous title.

```
245    10   $a European journal of medicinal chemistry
780    00   $t Chimica therapeutic
```

Use a 776 field to indicate that the title is available in an additional format. CONSER policy is to prefer the use of the 776 $i to record the format of the record being referenced rather than using a 530 field for this purpose.

```
245    00   $a International journal of inorganic chemistry
776    08   $i Print version: $t International journal of inorganic
            chemistry $x 2090-2026
```

When describing the relationship between a print and online manifestation, generally prefer describing this relationship using a 776 rather than using a 780/785. Even if the print ceases publication at the time the online manifestation begins, there is the possibility that the print manifestation could later be digitized and the online manifestation would exist simultaneously with the print. Also use 776 $i to explain relationships between different formats of a title (although 580 field remains an option to describe a complex situation). For example, if a print title ceases, but the online manifestation continues, the cataloger may note this relationship as

```
776    08   $i Continued online: … [on the record for the print title]
776    08   $i Print version, - 2008:  [on the record for the online
            title]
```

Below is an example for use of the 776 where the print ceases and the publication continues online only.

Record for the print manifestation:

```
110    2#   $a Library and Information Technology Association (U.S.) $e
            author
245    10   $a LITA newsletter.
362    0#   $a No. 1 (winter 1980)-v. 18, no. 4 (fall 1997).
776    08   $i Continued online: $a Library and Information Technology
            Association (U.S.). $t LITA newsletter $x 1079-123X $w
            (DLC)sn 94004077 $x (OCoLC)31406418
```

Record for the online manifestation:

```
110    2#   $a Library and Information Technology Association (U.S.) $e
            author
245    10   $a LITA newsletter
588    ##   $a Description based on: Vol. 16, no. 2 (spring 1995);
            title from journal home page (LITA home page, viewed Jan.
            13, 1999).
776    08   $i Print version: $a Library and Information Technology
            Association (U.S.). $t LITA newsletter $x 0196-1799 $w
            (DLC)   84647365 $w (OCoLC)5757570
```

Use 780/785 fields along with a 776 only when a title change accompanies a format change.

Record for the print manifestation, earlier title:

```
245    04   $a The Japan Foundation newsletter.
362    1#   $a Began in Aug. 1973; ceased with v. 31, no. 4 (April/May
            2006).
776    08   $i Online version: $t Japan Foundation newsletter $x 0385-
            2318 $w (OCoLC)626408149
```

```
785    04   $a Kokusai Kōryū Kikin. $t Japan Foundation email magazine
            $w (DLC) 2010254029 $w (OCoLC)665072395
```

Record for the online manifestation, earlier title:

```
245    04   $a The Japan Foundation newsletter.
362    1#   $a Ceased with v. 31, no. 4 (Apr./May 2006).
776    08   $i Print version: $t Japan Foundation newsletter $w
            (OCoLC)4102509
785    04   $a Kokusai Kōryū Kikin. $t Japan Foundation email magazine
            $w (DLC) 2010254029 $w (OCoLC)665072395
```

Record for the new work which is issued only online:

```
110    2#   $a Kokusai Kōryū Kikin $e author.
245    14   $a The Japan Foundation email magazine.
362    1#   $a Began with v. 1 (Oct. 1, 2004).
580    ##   $a Absorbed the print and online formats of The Japan
            Foundation newsletter.
780    00   $a Kokusai Kōryū Kikin. $t What's new mail service $w (DLC)
            2010254030 $w (OCoLC)665072119
780    05   $t Japan Foundation newsletter $w (OCoLC)626408149
780    05   $t Japan Foundation newsletter $w (OCoLC)4102509
```

31.16. Subject headings and classification

Provide the appropriate subject headings, using a standardized list (e.g., *LCSH* or *MeSH*), following the same principles as for print publications as described in *CCM* Module 15. There is no form subdivision such as "electronic journals" for remote access electronic resources in *LCSH*. From 1999-2001 the term Electronic journals was used in MeSH as a form subdivision. For *LCSH* headings, use appropriate subdivisions, as instructed in the *Subject Cataloging Manual (*i.e., H1520 (Databases), H1580.5 (Electronic serials)).

While classification is not required in CONSER records, libraries that normally classify their serials are encouraged to also classify electronic serials. Though not needed as a location device, classification provides a useful tool for assessing the types of serials that are online and for many other purposes.

31.17. Changes that require the creation of new records: Special situations

When major changes in the authorized access point occur, create a new record in accordance with *RDA*, *LC-PCC Policy Statements* and *CCM* Module 16. If the mode of issuance changes, e.g. from a serial to an integrating resource or vice versa, create a new description according to *RDA* 1.6.2.1. If the media type in which the serial is issued changes (e.g., from unmediated to computer), create a separate record for the new manifestation in accordance with *RDA* 1.6.2.2. Note that a change from a tangible to an intangible computer carrier type (e.g., from CD to online) or vice versa also requires a new description according to *RDA* 1.6.2.2.

If there is a change in carrier characteristics requiring a new description according to *RDA* 1.6.2.2, but not a title change, follow the guidance in *CCM* Module 31.15 for linking entry fields, i.e. connect each manifestation using 776 linking relationships rather than 780/785.

Title changes in the digital environment present some particular difficulties. Ideally, publishers of e-serials or digitized print serials will retain titles under which earlier content was published, whether that content was originally published in print or online. Keeping print and online version titles and their corresponding records aligned aids researchers in following citations, aids libraries that use a single record approach and facilitates ISSN use. Even in cases where previous titles are removed from web sites when titles change, the earlier titles might be restored when another publisher takes over, or when the publisher is made aware of best practices such as those being advocated in the NISO PIE-J (http://www.niso.org/workrooms/piej/) recommended practices published in spring 2013.

For all of the reasons mentioned above, CONSER catalogers should make every effort to maintain successive records whenever possible for e-resources so that title changes shown on print and online version records are aligned. Digitized print issues should be viewed for evidence of earlier titles on covers, in running titles and on masthead and contents pages. Use of the print record as the basis for the description is often the solution that makes aligning separate manifestations possible.

Instructions for creating successive entry records are covered in *CCM* 31.17.1. The instructions and examples include situations where earlier titles are reformatted under a new title.

There are some cases where it is not preferable to maintain a one to one correspondence between print version and online version records. When multiple records for print versions were correctly created under earlier rules and multiple ISSN assignments were correctly made under earlier rules, it is generally not preferable to try to maintain a one to one correspondence. See the special instructions in *CCM* 31.17.2 for linking between multiple records for the print created under earlier rules and the record for the online version created under current rules.

31.17.1. Creating successive entry records

This section provides guidance in cases where the online version of a print serial includes content issued under earlier titles, but there is little evidence of the earlier title in the online version. This can happen when a publisher digitizes articles only (and not additional material such as front matter or cover) or when a publisher provides an HTML version and re-labels all of the earlier content with the current title. The cataloger will typically know this is the situation because there are successive records for the print title that correspond to the online holdings. In general, prefer to create successive entry records for the electronic version following the pattern of the print records. Base the description on print version records if necessary:

```
245    10   $a China national journal of new gastroenterology = $b
            Chung-kuo hsin hsiao hua ping hsüeh tsa chih.
588    ##   $a Description based on print version record.
```

If the cataloger has access to multiple providers and some show the earlier or later titles and some do not, prefer the successively presented version as the basis of description and follow provider-neutral guidelines to describe only the successively presented version while including any appropriate URLs for the other versions.

When a cataloger encounters an online serial in which all the issues of an earlier title have been reformatted and issued under a later title, do not catalog it as an integrated entry as instructed in *LC-PCC PS* 2.3.7.3. Catalog the titles as successive entries based on any information available, including external sources such as the ISSN portal and abstracting and indexing services, the Internet Archive and other possible sources. In cases where the title existed in both print and online forms, the description of the online could be based on the print with notes about reformatting.

A. Updating existing records

Example:

A cataloger encounters a record for an online serial, clicks on the URL in the 856 field, and discovers that the link resolves to a journal with a later title and all traces of the earlier title are gone. The earlier title split into two new titles. The content of the earlier title still exists but the title has been changed and the content is issued under one of the new titles.

Even though this title no longer exists, the record should be closed out and a new successive record created to accommodate the title change. Add a 500 or 580 note to explain the reformatting of the titles. This example assumes that the reformatting applies across all provider versions.

Original title: BMC biochemistry and structural biology

```
Biblvl= s
Entry convention = 0
Type of continuing resource= p
Pub status = d
Dates: 2000, 2000

022    ##   $a 1471-2237 $l 1471-2237
245    00   $a BMC biochemistry and structural biology
264    #1   $a London : $b BioMed Central, $c 2000-
362    1#   $a Began with: Vol. 1 (2000); ceased in 2000.
500    ##   $a All issues originally published with the title: BMC
            biochemistry and structural biology, have been reformatted
            and issued under the later title: BMC biochemistry.
580    ##   $a Split into: BMC biochemistry; and: BMC structural
            biology.
588    ##   $a Description based on: Vol. 1 (2000); title from archive
            volume screen (BioMed Central, viewed January 4, 2001).
588    ##   $a Latest issue consulted: Vol. 1 (2000) (viewed January 4,
            2001).
785    06   $t BMC biochemistry $x 1471-2091 $w (OCoLC)644158893
785    06   $t BMC structural biology $x 1472-6807 $w (DLC)  2001227316
            $w (OCoLC)47666349
856    40   $u http://bibpurl.oclc.org/web/213 $u
            http://www.biomedcentral.com/bmcbiochem/
856    40   $u
            http://www.pubmedcentral.nih.gov/tocrender.fcgi?journal=12
```

New title: BMC biochemistry
Add a 580 note to explain the reformatting of the titles.

```
Biblvl= s
Entry convention = 0
Type of continuing resource= p
Pub status = c
Dates: 2000, 9999
```

```
022    ##   $a 1471-2091 $l 1471-2091
245    00   $a BMC biochemistry.
264    #1   $a London : $b BioMed Central, $c 2000-
362    1#   $a Began with: Vol. 1 (2000).
580    ##   $a All issues originally published with the title: BMC
            biochemistry and structural biology, have been reformatted
            and issued under the later title: BMC biochemistry.
588    ##   $a Description based on: Vol. 1 (2000); title from archive
            volume screen (BioMed Central, viewed December 6, 2002).
588    ##   $a Latest issue consulted: Vol. 2 (2001) (viewed December
            6, 2002).
780    06   $t BMC biochemistry and structural biology $x 1471-2237
856    40   $u http://bibpurl.oclc.org/web/213 $u
            http://www.biomedcentral.com/bmcbiochem/
```

New title: BMC structural biology

```
Biblvl= s
Entry convention = 0
Type of continuing resource= p
Pub status = c
Dates: 2001, 9999

022    ##   $a 1471-6807 $l 1471-6807
245    00   $a BMC structural biology.
264    #1   $a London : $b BioMed Central, $c 2001-
362    1#   $a Began with: Vol. 1 (January 2001).
588    ##   $a Description based on: Vol. 1 (January 2001); title from
            archive volume screen (BioMed Central, viewed January 9,
            2004).
588    ##   $a Latest issue consulted: Vol. 13 (October 2013) (viewed
            November 6, 2013).
780    06   $t BMC biochemistry and structural biology $x 1471-2237
865    40   $u http://bibpurl.oclc.org/web/256 $u
            http://www.biomedcentral.com/bmcstructbiol/
```

B. Creating a new record

Example:

The cataloger is creating an original record for an online serial in which an earlier title is known to have existed. At the time of cataloging, there is no existing record for the earlier title but the span of time covering issues of the serial with the earlier title is known or can be inferred from available sources. This example does not assume that the reformatting applies to all providers.

```
Biblvl= s
Entry convention = 0
Type of continuing resource= p
Pub status = c
Dates: 1997, 9999

245    00   $a RFE/RL newsline.
264    #1   $a Prague : $b RFE/RL, Inc., $c c1997-
```

```
362    0#   $a Began in 1997.
500    ##   $a For some providers, issues originally published with the
            title: Newsline on the Web, were reformatted with the
            title: RFE/RL Newsline.
588    ##   $a Description based on: Vol. 6, no. 57 (26 Mar. 2002);
            title from caption (publisher's Web site, viewed March 26,
            2002).
588    ##   $a Latest issue consulted: Vol. 6, no. 57 (26 Mar. 2002)
            (viewed March 26, 2002).
780    00   $t Newsline on the Web $g 1 Apr. 1997-<1 Oct. 1997>
865    40   $u http://www.rferl.org/info/newsline_archive/494.html
```

31.17.2. Multiple successive records for the print version created under earlier rules

Cataloging rules for creating new descriptions have evolved over the years. Sometimes a title has undergone multiple title changes in the print manifestation and those title changes would be considered minor under current cataloging conventions. There are often authenticated CONSER records for the print titles that were created according to the cataloging code in effect at the time. Similarly the print version titles may have ISSN associated with them that were correctly assigned under existing ISSN rules at the time.

Generally, do not collapse authenticated records for the print versions, even when the title changes would now be considered minor. Although CONSER usually tries to preserve a one-to-one relationship between records for the print and for the online versions, in the case of multiple print records created under earlier rules, use of multiple 776s in the record for the online version is preferable.

The following example shows a case where multiple print records were originally created for what now are considered minor changes and one online version record was created.

Earlier print title:

```
Dates 1991, 1994
245    00   $a ABA journal of affordable housing & community
            development law.
785    00   $t Journal of affordable housing & community development
            law $x 1084-2268 $w (DLC)   95642480 $w (OCoLC)32070288
```

Later print title:

```
Dates 1995, 9999
245    00   $a Journal of affordable housing & community development
            law.
780    00   $t ABA journal of affordable housing & community
            development law $x 1061-4354 $w (DLC)   92643408 $w
            (OCoLC)25308952
```

Under current cataloging conventions, the addition/subtraction of the same corporate body or its initials is considered a minor change.

Online record:

```
Dates 1991, 9999
022    ##   $a 2163-0305
245    00   $a ABA journal of affordable housing & community
            development law.
776    08   $i Print version, 1991-1994: $t ABA journal of affordable
            housing & community development law $x 1061-4354 $w (DLC)
            92643408 $w (OCoLC)25308952
776    08   $i Print version, 1995- $t Journal of affordable housing &
            community development law $x 1084-2268 $w (DLC)   95642480
            $w (OCoLC)32070288
```

Also add a 776 to the earlier and later print titles:

```
776    08   $i Electronic version: $t ABA journal of affordable housing
            & community development law $x 2163-0305 $w (DLC)
            2010250830 $w (OCoLC)299167014
```

31.18. ISSN for online serials

ISSN Network policy is to assign separate ISSN for each medium version of a continuing resource with one ISSN-L that applies to all versions. With the June 2012 update of the ISSN Manual, new rule 2.2.3 was introduced. The rule states, "A single ISSN is assigned to identify all online versions made available under the same title including: versions digitized from print, born digital versions, versions available simultaneously in different encoding formats such as PDF or HTML, and versions for devices such as mobile phones, e-readers etc. However, separate ISSN are assigned to any of the online versions which belong to different content types (spoken words vs text for example)." Thus, all remote access versions of a continuing resource consisting of the same content type, published under the same title will have a single ISSN assigned. provided that they are essentially the same publication. The ISSN record will describe one of the versions, usually the online.

CONSER participants may request ISSN for e-versions of print serials by using the CONSER request password-protected Web form.

Recording the ISSN for e-serials in CONSER records is useful for searching and record matching on local systems, citation indexes, and full text databases. When multiple versions exist, publishers are instructed to display the ISSN of all versions on each version. Therefore, the cataloger may encounter one or more ISSN displayed on e-serials.

Record all ISSN found on the resource or in the ISSN Portal in the appropriate subfields of field 022. When print and online format ISSN are on the resource or otherwise known, (sometimes labeled "print" and "e-ISSN" on the resource), record the ISSN for online version in $a of field 022 of the record for the online resource and record the ISSN for the print in $y of field 022. If the publisher is printing the ISSN of the print instead of the ISSN for the online version, record the ISSN of the print in $y of field 022. If you are unsure which version any ISSN displayed on the resource pertains to, record the ISSN in $y.

If you encounter ISSN problems in records authenticated by or under the jurisdiction of the U.S. ISSN Center (center code 1 in 022 $2 or U.S. imprints), contact the U.S. ISSN Center. If you encounter ISSN problems in records that are not under the jurisdiction of the U.S. ISSN Center, you may edit the ISSN in existing records to conform to records in the ISSN Portal. Use caution if you do not have access to the ISSN Portal and you find discrepancies between ISSN displayed on an e-resource and ISSN recorded in non-U.S. records in the OCLC database.

31.19. Record examples

The practice represented in these examples may not match the current OCLC record.

31.19.1. Born digital e-serial (there is no print version)

American journal of neurodegenerative disease

```
OCLC:  736149223
Type:  a    ELvl:  #    Srce:  #    GPub:       Ctrl:       Lang:  eng
BLvl:  s    Form:  o    Conf:  |    Freq:  b    MRec:       Ctry:  wiu
S/L:   0    Orig:       EntW:       Regl:  r    Alph:   a
Desc:  i    SrTp:  p    Cont:       DtSt:  c    Dates:      2012,  9999


006    ##   [m     o   d        ]
007    ##   $a c $b r
010    ##   $a 2012200043
040    ##   $a DLC $b eng $e rda $e pn $c DLC $d OCLCQ $d NLM $d PFM
022    ##   $a 2165-591X $2 1
037    ##   $b e-Century Publishing Corporation, 40 White Oaks Lane,
            Madison, WI 53711
042    ##   $a pcc $a nsdp
050    00   $a RC365
210    0#   $a Am. j. neurodegener. dis.
210    10   $a Am J Neurodegener Dis $2 dnlm
222    #0   $a American journal of neurodegenerative disease
245    00   $a American journal of neurodegenerative disease.
246    3#   $a AJND
264    #1   $a Madison, WI : $b E-Century Publishing Corporation, $c
            [2012]-
300    ##   $a 1 online resource
310    ##   $a Bimonthly
336    ##   $a text $b txt $2 rdacontent
337    ##   $a computer $b c $2 rdamedia
338    ##   $a online resource $b cr $2 rdacarrier
362    1#   $a Began with Volume 1, number 1 (2012).
588    ##   $a Description based on: Volume 1, number 1 (2012); title
            from banner (www.ajnd.us Web site, viewed November 30,
            2012).
588    ##   $a Latest issue consulted: Volume 1, number 3 (2012)
            (viewed January 2, 2013).
650    #0   $a Nervous system $x Degeneration $v Periodicals.
650    #2   $a Nerve Degeneration $v  .
650    #2   $a Nervous System $v Periodicals.
856    40   $u http://www.ajnd.us/index.html
```

31.19.2. Provider-neutral record

The lancet respiratory medicine

```
OCLC:  837391443
Type:  a   ELvl:   #   Srce:   c   GPub:       Ctrl:       Lang:   eng
BLvl:  s   Form:   o   Conf:   0   Freq:   m   MRec:       Ctry:   ne
S/L:   0   Orig:       EntW:       Regl:   r   Alph:
Desc:  i   SrTp:   p   Cont:       DtSt:   c   Dates:      2013,   9999

006    ##  [m     o   d        ]
007    ##  $a c $b r
010    ##  $a 2013247758
040    ##  $a OPELS $b eng $e rda $e pn $c OPELS $d PFM $d DLC $d OCLCQ
           $d BUF
022    ##  $y 2213-2600
042    ##  $a pcc
245    00  $a The lancet respiratory medicine.
264    #1  $a [Amsterdam] : $b Elsevier B.V., $c [2013]-
300    ##  $a 1 online resource
310    ##  $a Monthly
336    ##  $a text $b txt $2 rdacontent
337    ##  $a computer $b c $2 rdamedia
338    ##  $a online resource $b cr $2 rdacarrier
362    1#  $a Began with Volume 1, Issue 1 (March 2013).
588    ##  $a Description based on: Volume 1, Issue 1 (March 2013);
           title from journal home page (ScienceDirect Web site, viewed
           Apr. 23, 2013).
588    ##  $a Latest issue consulted: Volume 1, Issue 2 (April 2013)
           (viewed Apr. 23, 2013).
650    #0  $a Respiratory organs $x Diseases $v Periodicals.
650    #2  $a Respiratory Tract Diseases $v Periodicals.
776    08  $i Print version: $t Lancet. Respiratory medicine $x 2213-
           2600 $w (DLC)  2013243240 $w (OCoLC)840546990
856    40  $u http://www.thelancet.com/respiratory
856    40  $u
           http://www.clinicalkey.com/dura/browse/journalIssue/22132600
856    40  $u http://www.sciencedirect.com/science/journal/22132600/
```

31.19.3. Single-record approach

ARC News (Redlands, Calif.)

```
OCLC:  20316854
Type:  a        ELvl:   #  Srce:   c  GPub:      Ctrl:       Lang:   eng
BLvl:  s        Form:      Conf:   0  Freq:   q  MRec:       Ctry:   cau
S/L:   0        Orig:      EntW:      Regl:   r  Alph:    a
Desc:  i        SrTp:   p  Cont:      DtSt:   c  Dates:      19uu,   9999


010    ##       $a sn 91017504
040    ##       $a SMI $b eng $e rda $e pn $c SMI $d CLU $d NSD $d WAU
                $d NSD $d NST $d NYG $d CUS $d IUL $d CUS $d DLC $d OCL
                $d IUL $d CLU $d DLC $d OCL $d OCLCQ $d LVB $d NYDWH $d
                CZL $d OCLCQ
012    ##       $i 9106 $l 1
022    ##       $a 1064-6108 $l 1064-6108 $2 1
037    ##       $b Environmental Systems Research Institute, Inc., 380
                New York Street, Redlands, CA 92373
042    ##       $a pcc $a nsdp
050    00       $a G70.2 $b .A73
082    10       $a 363 $2 12
130    0#       $a ARC news (Redlands, Calif.)
210    0#       $a ARC news $b (Redlands Calif.)
222    #0       $a ARC news $b (Redlands, Calif.)
245    10       $a ARC news / $c Environmental Systems Research
                Institute.
246    1#       $i At head of title: $a ESRI $f <winter 1997/1998->
246    17       $a ESRI ARC news
264    #1       $a Redlands, Calif. : $b Environmental Systems Research
                Institute
300    ##       $a volumes  : $b illustrations ; $c 43 cm
310    ##       $a Quarterly, $b <spring 1989->
321    ##       $a Two issues a year, $b <summer/fall 1987->
336    ##       $a text $b txt $2 rdacontent
337    ##       $a unmediated $b n $2 rdamedia
338    ##       $a volume $b nc $2 rdacarrier
515    ##       $a Volumes for <summer/fall 1987-winter/spring 1988>
                lack numbering designation; <fall 1989-> called <volume
                11, number  2->
525    ##       $a Some issues include section: GIS trends.
588    ##       $a Description based on: Summer/fall 1987; title from
                caption.
588    ##       $a Latest issue consulted: Volume 23, number 4 (winter
                2001/2002).
650    #0       $a Geographic information systems $v Periodicals.
650    #0       $a Geography $x Data processing $v Periodicals.
710    2#       $a Environmental Systems Research Institute (Redlands,
                Calif.)
740    02       $a GIS trends.
776    08       $i Some issues available online: $t ARC news {no record
                control  numbers because there is no bibliographic
                record for online version}
856    41       $u http://bibpurl.oclc.org/web/2645 $u
                http://www.esri.com/news/arcnews/arcnews.html
```

31.19.4. Online version preceded by an earlier title

BMC sports science, medicine & rehabilitation

```
OCLC:  840683083
Type:  a   ELvl:   #   Srce:   c   GPub:       Ctrl:       Lang:   eng
BLvl:  s   Form:   o   Conf:   0   Freq:   a   MRec:       Ctry:   enk
S/L:   0   Orig:       EntW:       Regl:   r   Alph:
Desc:  i   SrTp:       Cont:       DtSt:   c   Dates:      2013,   9999


006    ##  [m     o   d        ]
007    ##  $a c $b r
010    ##  $a 2013247759
040    ##  $a PFM $b eng $e rda $e pn $c PFM $d OCLCO $d OCLCQ $d PFM
022    ##  $a 2052-1847
042    ##  $a pcc
245    00  $a BMC sports science, medicine & rehabilitation.
246    1#  $a BioMed Central sports science, medicine & rehabilitation
246    3#  $a BMC sports science, medicine and rehabilitation
246    30  $a Sports science, medicine and rehabilitation
264    #1  $a [London] : $b BioMed Central, $c [2013]-
300    ##  $a 1 online resource
310    ##  $a Annual
336    ##  $a text $b txt $2 rdacontent
337    ##  $a computer $b c $2 rdamedia
338    ##  $a online resource $b cr $2 rdacarrier
362    1#  $a Began with 5:1 (28 March 2013).
           $a Articles added consecutively to current annual volume.
588    ##  $a Description based on: 5:1 (28 March 2013); title from
           journal home page (BioMed Central Web site, viewed Apr. 24,
           2013).
588    ##  $a Latest issue consulted: 5:7 (15 April 2013) (viewed Apr.
           24, 2013).
650    #0  $a Sports medicine $v Periodicals.
650    #0  $a Sports injuries $x Patients $x Rehabilitation $v
           Periodicals.
650    12  $a Sports Medicine $v Periodicals.
650    22  $a Athletic Injuries $x rehabilitation $v Periodicals.
780    00  $t Sports medicine, arthroscopy, rehabilitation, therapy &
           technology $x 1758-2555 $w (DLC)  2009247806 $w
           (OCoLC)318861438
856    40  $u http://www.biomedcentral.com/bmcsportsscimedrehabil
```