CCM Module 8
Numbering
(Fields 362/515/588)

Revised October 15, 2015

Contents

Module 8.   Numbering   (Fields 362/588)

Most serials bear numbers, letters, and/or dates that distinguish one issue from another.   The sequence of numerals, letters, and/or dates that appear on a serial is referred to collectively in *RDA* as "numbering."   Each sequence is referred to as a "system of numbering " and some serials have more than one system of numbering.   Numbering is one of the most unique and important features of serials because it provides an identification for each issue that allows for recording and retrieval of the issue.   With the exception of unnumbered series, every CONSER RDA serial description must have numbering given in two 588 fields, the "Description based on" note and the "Latest issue consulted" note.   If the first or last issue of the serial is in hand or known, numbering is also given in field 362 (1st indicator "1").

This module will discuss:

- The relationship between field 362 and the "Description based on" note (field 588)
- What constitutes numbering
- How to record information for the first or last issue when the issue is not in hand
- How to record numeric designations
- How to record chronological designations
- Special problems associated with numbering
- How to "close off" the numbering by recording the final designation
- The use of notes to explain numbering

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References

RDA/LC PCC Policy Statements
 Numbering of serials: *RDA* 2.6
 Notes on numbering of serials (including citing the first or last issue and complex/irregular
 numbering): RDA 2.17.5
 "Description based on" note: RDA 2.17.13.3
 "Latest issue consulted" note: RDA 2.17.13.3

CEG
 Fields 362, 515, 588

CCM
 Module 2. What is a Serial?
 Module 6. Title Statement
 Module 9. Edition Statement
 Module 13. Notes

Definitions for terms used in this module

Alternative numbers. A secondary sequence of numeric designation (e.g., Vol. 1, no. 1 = Whole No. 1) *(CCM)*

Alternative numeric and/or alphabetic designation of first issue or part of sequence: A second or subsequent system of numbering presented in numeric and/or alphabetic form on the first issue or part of a sequence of numbering for a serial. *(RDA)*

Alternative numeric and/or alphabetic designation of last issue or part of sequence: A second or subsequent system of numbering presented in numeric and/or alphabetic form on the last issue or part of a sequence of numbering for a serial. *(RDA)*

Chronological designation. A date, or combination of dates, numbers, or words that identifies an issue of a serial within a chronological sequence. (*CCM*)

Chronological Designation of First Issue or Part of Sequence: Numbering presented in the form of a date (e.g., a year; year and month; month, day, and year) on the first issue or part of a sequence of numbering for a serial. *(RDA)*

Chronological Designation of Last Issue or Part of Sequence: Numbering presented in the form of a date (e.g., a year; year and month; month, day, and year) on the last issue or part of a

sequence of numbering for a serial. *(RDA)*

Consecutive numbers.   Continuous numbers that do not repeat (i.e., go back to "1"). Examples are serials that have numbered issues (e.g., no. 1, no. 2, etc.) and most volume numbers. Consecutive numbering can occur at any level within the numeric designation (e.g., v. 3, no. 800) (*CCM*)

Copyright date: A date associated with a claim of protection under copyright or a similar regime. *(RDA)*

Cover: The outer protective material attached to a volume, consisting of both sides of the front and back panels and the spine to which they are joined. *(RDA)*

Coverage of the content: The chronological or geographic coverage of the content of a resource. *(RDA)*

Designation.   A numeral, letter, and/or date used to identify the issue of a serial (See also Numbering).   (*CCM*)

Internal numbers.   Numbers within a volume that repeat with each volume (e.g., vol. 3, *no. 2*). (*CCM*)

Numbering of Serials: The identification of each of the issues or parts of a serial. Numbering of serials may include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation. *(RDA)*

Numeric designation.   A numeral or combination of numbers, dates, letters, or words that identifies an issue of a serial within a numeric sequence.   (*CCM*)

Numeric and/or Alphabetic Designation of First Issue or Part of Sequence: Numbering presented in numeric and/or alphabetic form on the first issue or part of a sequence of numbering for a serial. *(RDA)*

Numeric and/or Alphabetic Designation of Last Issue or Part of Sequence: Numbering presented in numeric and/or alphabetic form on the last issue or part of a sequence of numbering for a serial. *(RDA)*

Publication date: A date associated with the publication, release, or issuing of a resource. *(RDA)* Note: for RDA (RDA 2.8.6.1), the release date is a sub-type of publication date.

Release date.   A date, consisting of the month and year, that reflects the date of release for publication.   (*CCM*)

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Successive numbering.   A numeric designation that begins again with number "1" (or its equivalent).   (*CCM*)

Whole numbers.   The term "whole" numbering is used for serials that have single-level enumeration (e.g., no. 1, no. 2) and for single-level systems of enumeration that accompany volume numbers and internal numbers.   (*CCM*)

Examples of numbering on serials

Numeric designation only (Fig. 8.1.)


```
362   1    $a Began with: Volume 1,
                number 1.
588   ##   $a Description based on:
                Volume 1, number 1, published
                2010; title from title page.
588   ##   $a Latest issue consulted:
                Volume 1, number 1, published
                2010.
```
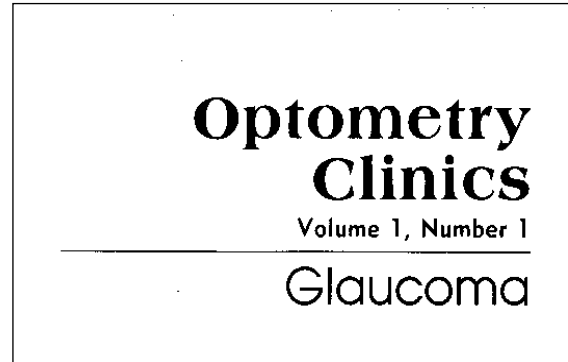
Figure 8.1.

Chronological designation only (Fig. 8.2.)
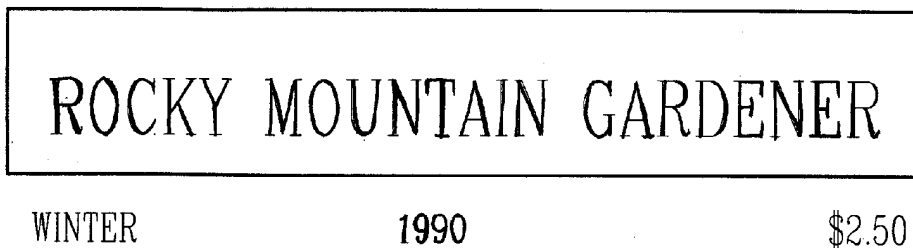
Figure 8.2

```
362   1#   $a Began with: Winter 1990.
588   ##   $a Description based on: Winter 1990; title from caption.
588   ##   $a Latest issue consulted: Winter 1990.
```

Numeric and chronological designation (Fig. 8.3.)

Death Valley Telescope

Death Valley Natural History Association   Volume 1 Number 1   December 1990

Figure 8.3

```
362  1#   $a Began with: Volume 1, number 1 (December 1990).
588  ##   $a Description based on: Volume 1, number 1 (December 1990); title
          from caption.
588  ##   $a Latest issue consulted: Volume 1, number 1 (December 1990).
```

8.1. How numbering is used in *RDA* MARC 21 records

Sections 8.2-8.4. describe what numbering is, where it can be taken from, and how to record it. For the most part, these instructions apply to any numbering, regardless of <u>where</u> it is recorded--in field 362, field 588, or other note fields.   Since the appropriate placement of the numbering is an essential aspect of an *RDA* record, this module will begin by explaining the placement of the numbering then discuss sources and form.

8.1.1. Relationship between field 362 "Description based on" note (field 588) and "Latest issue consulted" (588) notes.

To understand the appropriate use of numbering in *RDA* MARC 21 records, the functions of field 362 and field 588 must be understood.

a) Field 362 carries information about the first and/or last issue or part of a serial.

The MARC 21 definition of the 362 field includes coding to indicate whether the 362 field conveys a "formatted" numbering statement (362 0#) or an "unformatted" note about numbering (362 1#). CCM Module 22 provides information on interpreting pre-RDA records including how "formatted" numbering statements in field 362 0# were used prior to the development of the CONSER Standard Record (CSR). The CSR practice is to always use an unformatted 362 1# note to cite the first or last issue whether that information comes from the issue in hand, or has been confirmed by the cataloger from another source.

362 1 (Unformatted) = ISBD Area 7 (Note)

- Contains beginning and/or ending numbering when information is known
- The issues cited may come from the piece, the publisher, or other sources (e.g., publisher web sites, union lists, etc.)
- Questionable dates and non-identifying designations are allowed
- When in doubt as to whether the issue in hand is the first (e.g., the issue has a date only), prefer to give "Description based on" and "Latest issue consulted" notes only and omit the 362 field.

MARC 21 record:

```
245    00  $a Forecast dry bulk carrier profitability.
246    1#  $a Dry bulk carrier profitability
264    #1  $a London : $b Drewry Shipping Consultants
300    ##  $a volumes : $b illustrations ; $c 30 cm.
310    ##  $a Annual
```

```
362    1#  $a Began with 1986/1990?
490    1#  $a Seaborne trade and transport, $x 0951-4716
588    ##  $a Description based on: 1988/1992; title from title page.
588    ##  $a Latest issue consulted: 1988/1992.
650    #0  $a Bulk carrier cargo ships $x Economic aspects $v Periodicals.
650    #0  $a Bulk carrier cargo ships $v Statistics $v Periodicals.
710    2#  $a Drewry Shipping Consultants.
830    #0  $a Seaborne trade and transport. $x 0951-4716
```

Possible OPAC display:
Brief description:

>Forecast dry bulk carrier profitability.
>London : Drewry Shipping Consultants
>volumes : illustrations ; 30 cm.
>Annual
>Began with 1986/1990?

Note: Give an unformatted 362 field only when first or last issue is in hand, when the information is available, or when the beginning/ending date can be determined from the issues in hand (e.g., vol. 1, no. 2 is in hand and the cataloger is sure of the designation on the first issue). Do not, as a rule, guess at the beginning date of publication.   For instance, if the preface says that this is the 5th report of an annual, do not count back five years and give that year as the probable beginning date of publication.   Even though the publication may have begun in that year, there is no assurance that the title has remained the same and that this would be the beginning date of the record being created for the title in hand.

b) **"Description based on" note (field 588).**

Always give the numbering for the earliest available issue in field 588, preceded by the words "Description based on:" This field must be given for all descriptions of serials even if it is the issue cited in the 362 1# and the "Latest issue consulted" note. The MARC 21 588 field was defined to contain and flag information that is of interest and use to other catalogers. It is therefore sometimes suppressed from brief OPAC displays because for most serials the information is of more use to catalogers than to the general public. The 588 fields however are usually available in full and MARC 21 OPAC displays.

"Description based on" note (588)

- Include numbering of the earliest issue in hand.
- If there is no chronological designation, give the publishing date in addition to the numerical designation in order to supply some indication of the time frame.
- Combine with the source of title note.
- May not be combined with "Latest issue consulted" note.

MARC 21 record:

```
245    00   $a Newsletter of the Print and Drawing Council of Canada.
264    #1   $a Toronto, Ontario, Canada : $b Print and Drawing Council of
                Canada
300    ##   $a volumes : $b illustrations ; $c 28 cm
588    ##   $a Description based on: Volume 2, no. 5 (November/December
                1989); title from cover.
588    ##   $a Latest issue consulted: Volume 3, no. 2 (March/April 1990).
710    2#   $a Print and Drawing Council of Canada.
```

Possible OPAC display (588 content has not been suppressed from the brief display):
Brief description:
> Newsletter of the Print and Drawing Council of Canada.
> Toronto, Ontario, Canada : Print and Drawing Council of Canada
> volumes : illustrations ; 28 cm
> Description based on: Volume 2, no. 5 (November/December 1989); title from cover.
> Latest issue consulted: Volume 3, no. 2 (March/April 1990).

RDA records for serials should contain a date if possible, so that the user of the record has an idea of the time span covered by the serial.   This is particularly helpful to another cataloger in determining whether the record represents an earlier or later title in the case of a title change. When a numeric designation alone is given in a "Description based on" note, add the date of publishing or copyright if possible.[1]

```
588    ##   $a Description based on: No. 8, published in 1990; title from
                title page.
588    ##   $a Description based on: No. 2, copyright 1989; title from
                caption.
588    ##   $a Description based on: 3, published 1989; title from cover?
```

The "Description based on" and source of title notes are combined because they both refer to the same issue.

```
588    ##    $a Description based on: 1965; title from cover.
```

  c) **"Latest issue consulted" note** (*RDA 2.17.13.2*; field 588).

---

[1]   This is helpful, because the publication date is not given in field 264 when the first issue is not in hand. CONSER catalogers do not apply the last phrase of the next-to-last sentence of 2.8.6.2: "For multipart monographs and serials, take the beginning and/or ending date of publication from the first and/or last released issue or part, or from another source."

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While the initial description is based on the first or earliest available issue, serial records that are updated over time reflect information from later issues.   In order for the record to reflect the *work*, rather than an *issue*, and to alert other catalogers to the currency of data in the record, a "Latest issue consulted" note is given.   CONSER practice is to always provide the "Latest issue consulted note" when creating a new record, even if it is the same issue cited in the "Description based on" note. The practice of always providing the two notes when creating a new record simplifies training and sets up the record with the note in place so that other catalogers can easily update it based on later issues.

The "Latest issue consulted" note is used when there is more than one issue in hand when the serial is first described or when changes are later made to a record because of changes on later issues that have an impact on the identification the serial.

While the "Description based on" and source of title notes are combined because they both refer to the same issue, The "Latest issue consulted" note is never combined with source of title because they relate to different issues. Instead, give the "Latest issue consulted" as a separate note (*RDA 2.17.13.3.1*).

When recording the "Latest issue consulted" note, for the sake of consistency, apply the same rules that would be applied to the numbering given in an unformatted 362 field and in a "Description based on" note. As with the "Description based on" note, when a numeric designation alone is given, add the date of publishing or copyright if possible.

Using the 362 and 588 fields

First issue and a later issue in hand:

```
362  1#  $a Began with: Volume 1, no. 1 (May 2011).
588  ##  $a Description based on: Volume 1, no. 1 (May 2011); title
         from caption.
588  ##  $a Latest issue consulted: Volume 3, no. 1 (May 2013).
```

First issue not in hand, information about when the serial began is unknown (no 362 1#):

```
264  #1  $a New York : $b Anchor Books
588  ##  $a Description based on: Number 3 (July 2013); title from
         cover.
588  ##  $a Latest issue consulted: Number 3 (July 2013).
```

First issue not in hand but information about when the serial began is known:

```
362  1#  $a Began in 2001.
588  ##  $a Description based on: Vol. 4 (2004); title from cover.
588  ##  $a Latest issue consulted: Vol. 13 (2013).
```

Last issue known but not in hand, information about the first issue is unknown:

```
362  1#  $a Ceased with no. 12, published in 2013.
588  ##  $a Description based on: No. 2, published in 2003; title
         from cover.
588  ##  $a Latest issue consulted: No. 10, published in 2011.
```

Last issue known but not in hand, closing out an existing CONSER AACR2 record:

```
362  0#  $a Mar. 1979-
362  1#  $a Ceased in 2011.
```

First and last issue known but not in hand:

```
362  1#  $a Began with volume 1, no. 1 (January 2004); ceased with
         volume 10, no. 2 (February 2013).
588  ##  $a Description based on: Volume 3, no. 1 (January 2006);
         title from cover.
588  ##  $a Latest issue consulted: Volume 3, no. 1(January 2006).
```

First issue is not in hand but the last issue is:

```
362  1#  $a Ceased with: Vol. 4 no. 5 (May 1990).
588  ##  $a Description based on: Vol. 3, no. 10 (October 1989);
         title from cover.
588  ##  $a Latest issue consulted: Vol. 4, no. 5 (May 1990).
```

Last issue is the only issue in hand:

```
362  1#  $a Ceased with 1988.
588  ##  $a Description based on: 1988; title from cover.
588  ##  $a Latest issue consulted: 1988.
```

A surrogate is a substitute for the issue on which the description of a resource is based.   The purpose of a surrogate is to provide documentation for use in authenticating and modifying CONSER records and should, therefore, include pages that support the bibliographic description of the item and that show the presentation of names used as headings in the description.   The use of a surrogate is noted in the 588 description based on and latest issue consulted notes.

Situation #1: Photocopies and scanned images of print used as a surrogate:

```
588   ##   $a Description based on: Volume 1, no. 1 (January 2014)
          (surrogate); title from cover.
588   ##   $a Latest issue consulted: Volume 1, no. 1 (January 2014)
          (surrogate).
```

Situation #2: Facsimile online versions, e.g. a PDF image is used to update a record for the print version*

```
588   ##   $a Description based on: Vol. 1, no. 1 (Sept. 2013) (online
                surrogate); title from PDF caption (journal archive page,
                viewed Jan. 27, 2014).
588   ##   $a Latest issue consulted: Vol. 1, no. 1 (Sept. 2013) (online
                surrogate); (journal archive page, viewed Jan. 27, 2014).
```

*The use of such notes on a print version record assumes that the cataloger is certain that the issue being cited was in fact issued in print.

8.2.   What constitutes numbering?

8.2.1.   Definitions.   Serials may carry a variety of numbers and dates, but only those which meet certain criteria are considered to be numeric or chronological designations.

Numeric and/or Alphabetic Designation of First (or Last) Issue or Part of Sequence. Numbering presented in numeric and/or alphabetic form on the first (or last) issue or part of a sequence of numbering for a serial.

Chronological Designation of First (or Last) Issue or Part of Sequence. Numbering presented in the form of a date (e.g., a year; year and month; month, day, and year) on the first (or last) issue or part of a sequence of numbering for a serial.

8.2.2.   The numbering must uniquely "identify" the issue.   The aspect of identification is essential.   For example, if the serial is issued monthly and there is only a chronological designation, it must contain at least the name of the month and the year so that each monthly issue can be distinguished from other issues.   If a serial carries both a numeric and a chronological designation, at least one must identify the issue, in which case, both should be recorded.

Serial is issued monthly:
       1st issue = Volume 1, June 2000
       2nd issue = Volume 1, July 2000
       3rd issue = Volume 1, August 2000

Cataloged as:

```
362   1#   $a Began with: Volume 1,(June 2000).
588   ##   $a Description based on: Volume 1, (June 2000); title from
                caption.
588   ##   Latest issue consulted: Volume 1, (August 2000).
```

In Fig. 8.4., both the numeric and the chronological designation may be given because the numeric is sufficient to identify the issue. This serial is also an example of a successive designation.   The numbering began with numbers only (e.g., "1") but with this issue changes to volume numbers and internal numbers (see *CCM* 8.7.2.).

Figure 8.4

```
362    1#    $a Began with 1.
515    ##    $a Consecutive numbering ceased with 4 and was continued by:
             Volume 1, number 1 (1990)-
```

8.3.   Selecting the numbering

Numbering of serials. The identification of each of the issues or parts of a serial. Numbering of serials may include a numeral, a letter, any other character, or the combination of these with or without an accompanying caption (volume, number, etc.) and/or a chronological designation. (*RDA glossary*)

8.3.1.   Sources

a. Sources of information for numbering *(RDA 2.6.1.2 and sub references)*

The sources of numbering are in preferred order:

    a) the source from which the title proper was recorded

    b) another source within the issue

    c) one of the other sources of information specified at *RDA 2.2.4.*

The numbering may or may not appear on the same source as the title proper.   In many periodicals, part of the numbering appears on the cover while the full designation appears only on the editorial page or in the masthead.

Fig. 8.5. is a typical periodical in that only the chronological designation appears on the cover while the numeric designation is found on the contents page.   If cataloged from this issue, the designation would be:

```
588    ##   $a Description based on: Vol. 62, no. 1 (January 1992); title
            from cover.
```


Figure 8.5a: Cover

Figure 8.5b: Contents page

b.   Completeness of numbering presentation.   The preferred order of sources of numbering is specified in RDA, if needed, the numbering may be taken from any source. However, CONSER catalogers generally prefer a source with the most complete presentation of the numbering provided it appears prominently or is stated formally.   "Most complete" does not necessarily mean that the components of the numbering are spelled out, only that they are present.   For example "1:1" would be preferred over "vol. 1, no. 1" if this form were given more prominently in the issue. When choosing among multiple sources that are equally
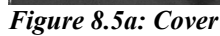
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prominent and each bear the numbering, consider the check-in of future issues and the ability for the numbering to be easily located in the issue.

c.   Sources of numbering that contain a numeric and a chronological designation.   When the serial has both a numeric and a chronological designation, each part of the designation may be taken from different sources.   Each part of the numbering is selected as a separate entity then joined with the appropriate punctuation.

November/December 2013

$Mattapoisett\ Times$

Serving the communities of Mattapoisett, Marion, and Fairhaven, Massachusetts

Mattapoisett Times

Vol. 4, No. 6

December 2013

Contents

Figure 8.6a: Cover   *Figure 8.6b: Table of contents*

In Fig. 8.6., there is a numeric designation given on the contents page that does not appear on the cover.   However, the date given on the cover is more complete than that given on the contents page.   In this case, the numeric designation from the contents page may be pieced together with the chronological designation from the cover and recorded as:

```
588    ##    $a Description based on: Vol. 4, no. 6 (November/December
              2013); title from cover.
```

d.   Piecing together the numeric designation and the chronological designation.   The numeric designation may be pieced together from various sources when it is clear that the publisher intended both parts to constitute the numeric designation. When this is not clear, do not piece together the numeric designation from more than one source.   For example, "volume 1" appears on the cover and "issue 1" appears on the editorial page.   Is "issue 1" another way of saying "volume 1" or is it a part of the volume (i.e., vol. 1, issue 1)?   If a later issue is also in hand showing volume 1, issue 2, then the publisher's intent is clear and both may be transcribed as the numeric designation.

Chronological designations may also be pieced together from more than one source as they are generally less ambiguous than numbers.

e.   When to take the numbering from a source that is not prominent or a statement that is

not formal.   Record a designation from an informal statement, such as a statement found in the preface, if there is no other number or date that can serve as a designation and the publication is definitely a serial.   If the choice is between type of date versus prominence, in most cases, prefer prominence.   Prefer a coverage date found in the preface, however, to a copyright date.

No date or number prominently stated
In preface: This is our first annual report covering the period January-December 1990.
In record:

```
362   1#   $a Began with: January/December 1990.
588   ##   $a Description based on: January/December 1990; title from
           title page.
588   ##   $a Latest issue consulted: January/December 1990.
```

On chief source: 1991 (appears with the title)
In preface: This report covers 1989/90
In record:

```
362   1#   $a Began with: 1991.
515   ##   $a Reports for 1991- cover the fiscal years 1989/90-
```

On verso of title page: c1991
In introduction: The FY90 annual report covers the period March 1989 to February 1990.
In record:

```
362   1#   $a Began with FY90.
588   ##   $a Description based on: FY90; title from title page.
588   ##   $a Latest issue consulted: FY90
```

Annual Report on Development Assistance Other Than That Provided by UNDP   Office of the United Nations Development Programme in the Somali Democratic Republic   Mogadiscio February 1970

INTRODUCTION
The information included in this report does not, unfortunately, present a complete picture of essential aid to the Somali Democratic Republic during 1969. It merely lists information which has been voluntarily provided at the request of the Office of the United Nations Development Programme.

Figure 8.7a. Title page   *Figure 8.7b. Introduction*

In Fig. 8.7. a release date, February 1970, appears on the title page and a coverage date, 1969, is given in the introduction.   While a coverage date is preferable to a release date when both appear prominently, in this case the release date is used because it appears prominently and the coverage date does not.

```
362    1#    $a Began with: February 1970.
588    ##    $a Description based on: February 1970; title from title page.
588    ##    $a Latest issue consulted: February 1970.
```


Figure 8.8a. Cover

Publisher's Page

The enclosed 1990 Indianapolis Black Business & Professional Directory is provided to you free of charge as a service to business and professionals. Published annually, it provides over 2,000 listings and is the city's only complete guide to Black businesses and professionals in the Indianapolis community.

Figure 8.8b. Publishers page

In Fig. 8.8., there is no numeric or chronological designation on the cover (chief source) and only the copyright date appears on the table of contents page.   The coverage date "1990" is given with the title in the letter from the publisher and this date is used as the designation.   A date indicating coverage appearing in a non-prominent position is always preferable to a copyright date.

```
362    1#    $a Began with: 1990.
588    ##    $a Description based on: 1990; title from cover.
588    ##    $a Latest issue consulted: 1990.
```

f.   Supplying information from sources other than the serial.   If beginning or ending designations are found in other sources, give the numbering in a 362 unformatted note (see *CCM* 8.1.1.).

8.3.2.   Types of numeric designations.   There are two basic types of numbering schemes: 1) consecutive or "whole" numbering (see *CCM* 8, Definitions for terms), and 2) volume numbers and internal numbers.

a.   Consecutive   numbering: a single sequence of numbers that does not repeat.[2]   This may occur at any level in the hierarchy. For examples of consecutive numbering at lower levels, see 8.3.2c. below.

---

[2] Some consecutive numbers are also referred to as "whole" numbers (see *CCM* 8.5.4.).

On pieces:
    No. 1 May 1989, No. 2 Dec. 1989, No. 3 May 1990

In record:
```
 362   1#   $a Began with: No. 1 (May 1989).
```

On pieces:
    Vol. 1 (1999), vol. 2 (1999)

In record:
```
 362   1#   $a Began with: Vol. 1 (1999).
```

b. Volume numbers and internal numbers: two or more part numbering schemes that consist of a consecutive volume number that changes on a regular basis (in most cases yearly) and an "internal" number that represents the individual issue and repeats with each new volume number.

On pieces:
    Vol 1, no. 1, 2, 3, etc.; Vol 2, no. 1, 2, 3, etc.

In record:
```
 362   1#   $a Began with: Vol 1, no. 1.
```

In some cases, a year may serve as the volume number (see also *CCM* 8.5.5.).

On pieces:
    1988, no. 1, 2, 3, etc.; 1989, no. 1, 2, 3, etc.

In record:
```
 362   1#   $a Began with: 1988, no. 1.
```

On pieces:
    88-1, 88-2, 88-3; 89-1, 89-2, 89-3

In record:
```
 362   1#   $a Began with: 88/1.
```

In some publications the word "year" or its equivalent in another language (e.g., anno, año, or Jahrgang) substitutes as a caption for the volume number or is given in addition to the caption and volume number.

On pieces:
    Anno 1, v. 1, n. 1, Anno 2, v. 2, n. 1, etc.

In record:
```
362    1#   $a Began with: Anno 1, v. 1, n. 1.
```

On piece:
  Año 2, no. 1

In record:
```
588    ##   $a Description based on: Año 2, no. 1; title from cover.
588    ##   $a Latest issue consulted: Año 2, no. 2.
```

On piece:
  Jahrg. 1, Bd. 1, Heft 1

In record:
```
362    1#   $a Began with: Jahrg. 1, Bd. 1, Heft 1.
```

On piece:
  1ˢᵗ year 2001, 2ⁿᵈ year 2002, 3ʳᵈ year 2003, etc.

In record:
```
362    1#   $a Began with: 1st year (2001).
588    ##   $a Description based on: 1st year (2001); title from cover.
588    ##   $a Latest issue consulted: 3rd year (2003).
```

c. Volume numbers and consecutive numbers appear in the same source.   When the second or subordinate level of numeric designation is consecutive, record both together as in 8.3.2b above.

On pieces:
  volume 2, number 85, volume 2, number 86, volume 3, number 87

In record:
```
588    ##   $a Description based on: Volume 2, number 85; title from cover.
588    ##   $a Latest issue consulted: Volume 3, number 87.
```

d. Alphabetic designations.   Occasionally, a publisher will use letters in place of, or in addition to, numbers.

> *On pieces:*
>   *A, B, C, D, etc.*

> *In record:*
> ```
>   362    1#   $a Began with: A, published in 2010.
>   588    ##   $a Description based on: A, published in 2010; title from title
>                  page.
>   588    ##   $a Latest issue consulted: D, published in 2013.
> ```

> *On pieces:*
>   *volume 68 number A1*; volume 68 number B1

> *In record:*
> ```
>   588    ##   $a Description based on: Volume 68, number A1; title from cover.
>   588    ##   $a Latest issue consulted: Volume 68, number B1.
> ```

e. Numbered editions.   Numbered editions almost never constitute an edition statement for a serial (see Module 9).   They either constitute the numbering or, in some cases, are ignored. Many serials, particularly directories, use the word "edition" (or its equivalent in other languages) in the numbering.   When "1st edition" appears on a publication, determine first if it is the first issue of a serial, if the publication is a monograph that may be revised occasionally in subsequent editions (see Module 2), or if it is the first printing of that issue of a serial[3]. If the publication is cataloged as a serial, the word "edition" is given as part of the numbering.

Note: Do not confuse the use of the word "edition" with numbers or dates with an edition statement (field 250) that distinguishes publications that differ in contents, format, or scope, such as the "Northeast edition" and the "Southwest edition." In Fig. 8.9., "Tenth edition" constitutes the numeric designation.



```
  588    ##   $a Description based on: 10th edition (1990/1991); title from
                 cover.
  588    ##   $a Latest issue consulted: 10th edition (1990/1991).
```
Figure 8.9

---

[3]The presence of "1st edition" on a serial doesn't always mean that this is the first issue. On publications such as directories and special issues of popular magazines, the words "1st edition" may relate to the first printing of the issue, in which case they are not recorded in the record (see also *CCM* 9.2.2e.).

f.   Parts.   When an issue of a serial is published in parts that are covered by the same bibliographic record, do not give the part in the designation, regardless of whether or not all of the parts are in hand at the time of cataloging.

Figure 8.10a

Figure 8.10b
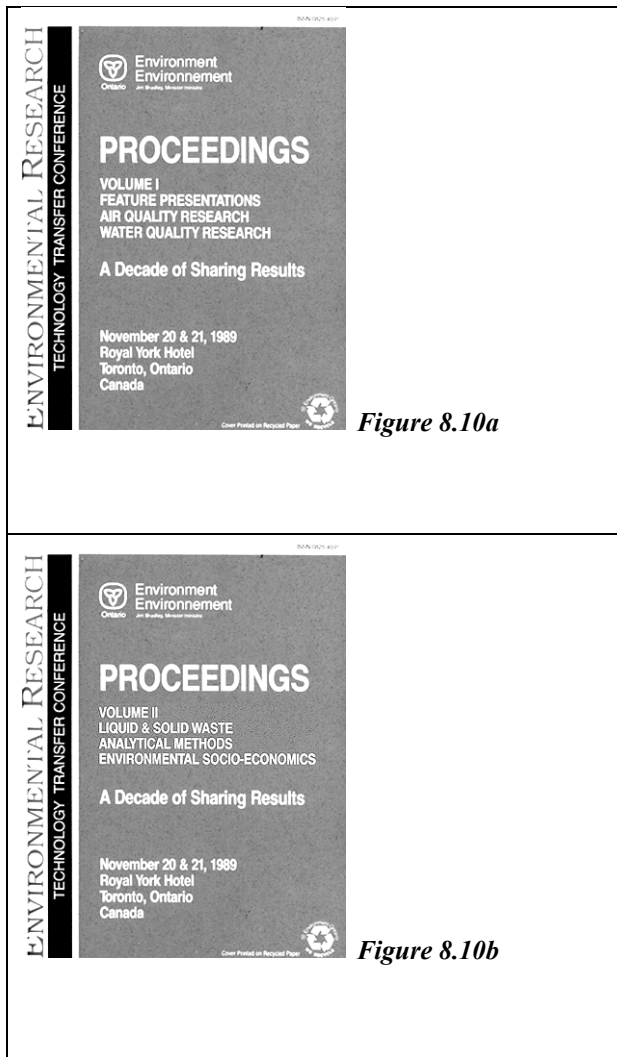
In Fig. 8.10., the numbering would be:

```
362    1#   $a Began with: November 20 & 21, 1989.
515    ##   $a Issued in parts.
588    ##   $a Description based on: November 20 & 21, 1989; title from
            cover.
588    ##   $a Latest issue consulted: November 20 & 21, 1989.
```

8.3.3. Types of dates that may be chronological designations. While the numeric designation is sufficient to identify the serial, a chronological designation is also desirable and is given when present. Consider this statement from the "NISO standard for a serial identifier."[4]

> Chronology identifies a specific date for one specific issue of a serial title. Although it may not be needed for unique identification of a serial issue, it provides a check on the enumeration and also provides an alternative for access for serial issues requested by date only.

Many serials have only a chronological designation.

    a. Coverage dates. A coverage date reflects the coverage of the contents and, when presented prominently and formally, is generally preferred over other dates appearing on the piece. Coverage dates are often given with the title, such as *Court Technology Reports, 1989* (Fig. 8.11.). They are most likely to be found on annual reports, directories, and other serials issued annually or less frequently.
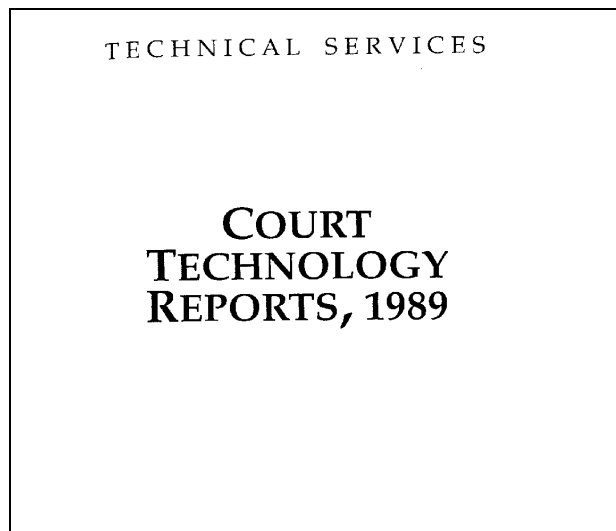
TECHNICAL SERVICES

**COURT
TECHNOLOGY
REPORTS, 1989**

Figure 8.11

---

⁴   National Information Standards Organization [Z39]. NISO Standards for Libraries/Information Sciences/Publishing; proposed standard Z39.56-199X.

b.   Dated editions.   A word such as "edition" (or its equivalent) is sometimes given as part of the chronological designation, such as "1990 edition"

c.   "Cover dates."   These are the dates that are found on the covers of periodicals, such as the January 1989 issue of *Ebony*.   Cover dates are usually given alone on the cover and can serve as a "pull date" for stores that carry the current issues. Frequently there is also a numeric designation found inside but the chronological designation is more meaningful to those looking for the current issue.   (See Fig. 8.5a. and 8.6a.)

d.   Dates of conferences, sessions, or meetings.   Such dates will normally include the month, days, and year.   (See Fig. 8.10a. & b.)

> *On piece:*
>   *"... held October 3, 4, 5, 1990"*

> *In record:*
> ```
>  588    ##    $a Description based on: October 3, 4, 5, 1990; title from
>               cover.
>  588    ##    $a Latest issue consulted: October 3, 4, 5, 1990.
> ```

While a conference date(s) may be used as a chronological designation, prefer to give a coverage date when there is one.   In Fig. 8.12., "88" is a coverage date and is preferable to "September 26-29, 1988.   Since it is not clear that "88" represents a date, an explanation may be given in brackets.
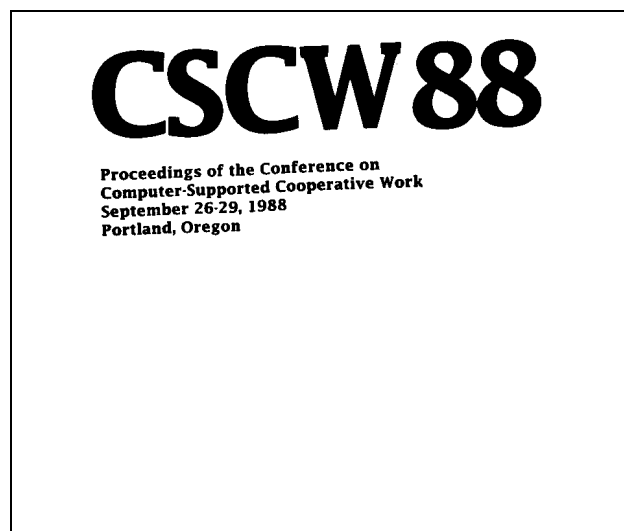

Figure 8.12

```
 588    ##    $a Description based on: 88 [1988]; title from cover.
```

```
588    ##    $a Latest issue consulted: 88 [1988].
```

e.   Publication date.   The publication date consists solely of the year and usually appears with the publisher at the foot of the page or on the verso of the title page.

A date that represents the publishing, release, or claim of copyright protection, may occasionally be used as a chronological designation, but only when it identifies the issue, there is no numeric designation, and the publication appears to be a serial in all other respects (LC-PCC PS 2.6.3).

```
515    ##    $a Volumes published <1996-1998> lack designation.
588    ##    $a Description based on: volume published in 1996; title from
              title page.
588    ##    $a Latest issue consulted: 2000.
```

f.   Release dates.   Release or issuing dates consist of a month and year and generally appear on government publications and technical reports.

In Fig. 8.13., Sept. 1990 is a release date.   This date also appears on the letter of transmittal following the title page.

Carrier Agreements

in the U.S. Oceanborne Trades

Bureau of Trade Monitoring

Federal Maritime Commission
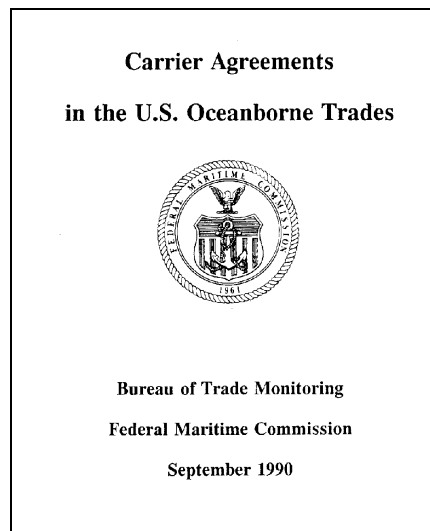
September 1990

Figure 8.13

```
588    ##    $a Description based on: September 1990; title from title page.
588    ##    $a Latest issue consulted: September 1990.
```

g.　Copyright dates.　The copyright date is a legal date that reflects the year in which the issue copyright protection has been claimed for that issue.　The date does not reflect coverage nor does it necessarily reflect the date of publishing. The copyright date with the copyright symbol or the word copyright depending on how it is presented on the issue may be used if needed as a designation.

In Fig. 8.14., the publication is clearly a serial and it is likely that the next issue will carry a date. The copyright date has, therefore, been used initially to supply a chronological designation that was later changed.

THE ANNUAL DIRECTORY OF

American Bed & Breakfasts

Toni Sortor, *Editor*

RUTLEDGE HILL PRESS
NASHVILLE, TENNESSEE

Figure 8.14a Title page

Copyright c1989 by Barbour & Company, Inc.

All rights reserved.　Written permission must be secured from the publisher to use or reproduce any part of this book, except for brief quotations in critical reviews or articles.

Published in Nashville, Tennessee, by Rutledge Hill Press, Inc.
513 Third Avenue South, Nashville, Tennessee 37210

Figure 8.14b t.p. verso

```
362    1#    $a Began with: ©1989.
588    ##    $a Description based on: ©1989; title from title page.
588    ##    $a Latest issue consulted: ©1989.
```

In the record example for figure 8.14, the 362 and 588 "Description based on" note were later changed to: [1990 ed.] based on subsequent issues that contained designation in the form of 1991 ed., 1992, ed., etc.:

```
362    1#    $a Began with: [1990 ed.].
588    ##    $a Description based on: [1990 ed.]; title from title page.
588    ##    $a Latest issue consulted: 1992 ed.
```

28

On piece:
     © Ghana Tourist Board 2000

In record:
  588   ## $a Description based on: ©2000; title from title page.

8.4.   Transcribing captions and numbering

8.4.1.   General rule.   Treat the numbering appearing in the 362 1#, 588 fields, and other fields where issue designation is recorded as transcribed data. Record the captions and numbering as it appears on the piece following the guidelines in RDA 1.7, RDA 1.8., Appendix A Capitalization. Also see 8.4.2 d below for further instructions on capitalization.

On piece:
     VOLUME 1, NUMBER 1

In record:
  362   1# $a Began with: Volume 1, number 1.

On piece:
     #1

In record:
   362 1# $a Began with: #1.

On piece:
     July·August·September 1992

In record:
  362   1# $a Began with: July/August/September 1992.

On piece:
     1989 through 1990

In record:
  362   1# $a Began with: 1989 through 1990.

On piece:
  No 1

In record:
```
 362   1#   $a Began with: No 1.
```

On piece:
  1989-1990

In record:
```
 362   1#      $a Began with: 1989/1990.[5]
```

On piece:
  '90

In record:
```
 362   1#   $a Began with: '90.
```

On piece:
  Number 19

In record:
```
 362  1#  $a Ceased with: Number 19.
```

On piece:
  Numbers 23-24

In record:
```
 362   1#  $a Began with: Numbers 23/24.
 588   ##  $a Description based on: Numbers 23/24; title from title page.
 588   ##  $a Latest issue consulted: Numbers 23/24.
```
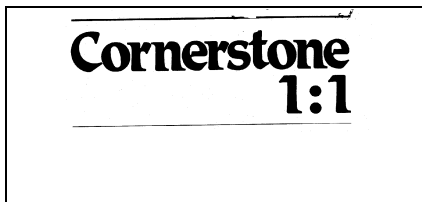

In Fig. 8.15., "1:1" stands for volume 1, number 1 (which appears on the cover).   This form is used, however, because it appears on the title page.

```
        362    1#   $a Began with: 1:1.
```

---

  [5] See 8.4.2b for explanation of the substitution of hyphen with slash.

8.4.2.   Modifying the numbering

a. Recording numbering

Instructions for recording numbering are given in *RDA 1.8* and *RDA 2.6.*

Form of numbering. *RDA 1.8.2*, the first and second alternatives in *RDA 1.8.2*, and accompanying *LC-PCC PS* for the alternatives address recording the form of numbering, i.e. the numeric system used to express numerals. LC has stated a preference for recording numerals in the form in which they appear (*RDA 1.8.2* LC-PCC PS, first alternative). LC catalogers will transcribe roman numerals appearing on issues of a serial as they appear. As of March 2014, the PCC has not formally stated a preference for recording the numeric system as it appears or applying the option to substitute another numeric system preferred by the cataloging agency.

PCC members and members of the Council on East Asian Libraries (CEAL) are discussing the impact of recording the numbering as it appears on material cataloged by the CJK cataloging community. Other concerns that have been raised are the impact on recording numbering in series access points and the serials numbering on material other than CJK.

As it stands now, PCC catalogers have the option to record the numbering as it appears or substitute Arabic forms for other numeric systems.

- Roman numerals / Arabic numerals.

On piece:
    volume XVI, number 1

In record following RDA 1.8.2 first alternative:
```
 362    1#   $a Began with: Volume XVI, number 1.
```

On piece:
    volume XVI, number 1

In record following RDA 1.8.2, preferring to substitute another form:
```
 362    1#   $a Began with: Volume 16, number 1.
```

-Do not make this substitution when doing so makes the statement less clear (*RDA 1.8.2*) (e.g., when roman and Arabic numerals are used in conjunction to distinguish different levels of numbering).   Transcribe the roman numeral(s) as given in such a case.

On piece:
    IV, 32

In record:
```
 362    1#   $a Began with: IV, 32.
```

Numbers expressed as words. Convert words to numbers (*RDA 1.8.3*).

On piece:
  first

In record:
```
362  1#  $a Began with: 1st.
```

One:
One
February
1991

Communication
Theory

In Fig. 8.16., "One: one" stands for volume 1, number 1.   The words are converted to numbers but no additional words are added.

```
362  1#  Began with: 1:1 (February
              1991).
```
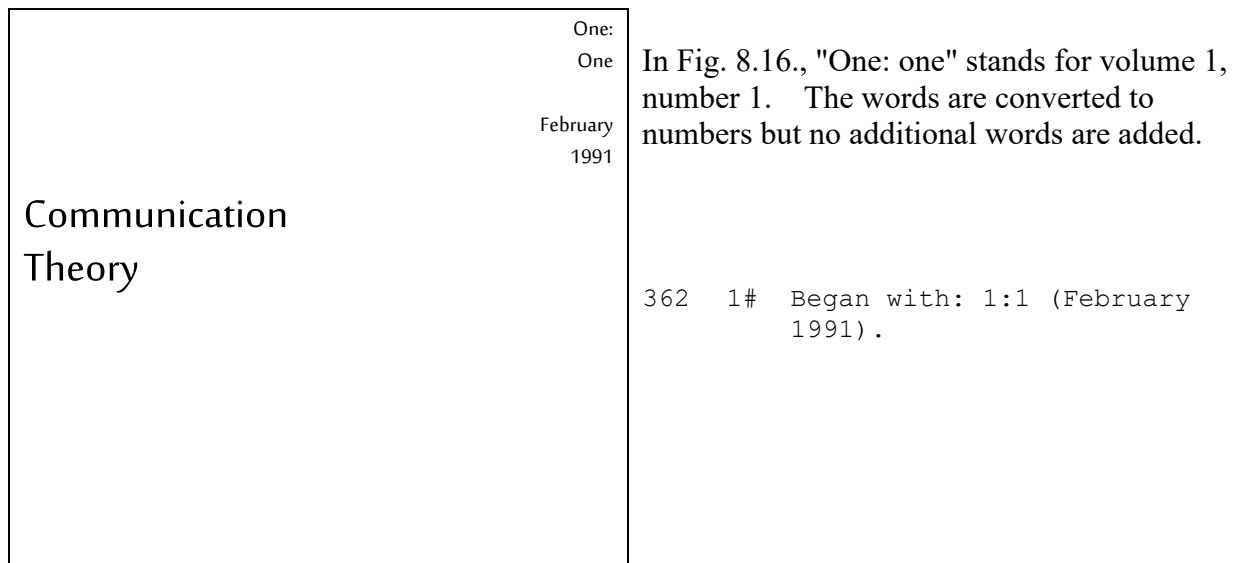
Figure 8.16

Ordinal numbers (*RDA 1.8.5)*

When recording ordinal numbers in English use the form 1st, 2nd, 3rd, 4th, etc.

For Chinese, Japanese, and Korean sources, follow the instructions in *RDA 1.8.5* for recording ordinal numbers with a character indicating that the number is ordinal.

For language sources other than English, Chinese, Japanese, and Korean sources indicate that numerals are ordinal following the usage of the language if ascertainable.

On piece:
  première

In record:
```
362  1#  $a Began with: 1re.
```

If the usage of the language cannot be determined, record ordinals in the form: 1., 2., 3., etc.

Days of the week. Omit days of the week (CONSER practice).

On piece:
    Friday, May 18, 1890

In record:
```
 362   1#   $a Began with: May 18, 1890.
```

b. Punctuation[6]

Generally, separate volume numbers and internal numbers with a comma (CONSER practice).

```
 362  1#  $a Began with: Volume 3, number 2.
```

RDA 2.6.1.4 provides general instructions for recording numbering of serials and refers to *RDA* 1.7 for guidelines on recording words, such as captions associated with numbering and *RDA* 1.8 for specific instructions for transcribing numbering. Some modifications in punctuation are made in transcribing the numbering as it appears on the issue. Making such exceptions is particularly useful when transcribing compound years and double issues. Substituting a slash for the hyphen that is commonly found on such issues will produce a more intelligible designation, particularly once it is closed off. A general guideline to follow is to change the punctuation only when it will clarify the presentation of the numbering.

On pieces: first:
    1989-1990; last: 2001-2002

    In record:
```
 362  1#  $a Began with: 1989/1990; ceased with: 2001/2002.
```

Inclusive dates are recorded in full whether presented as full or not (*RDA 1.8.4*). Substitute a hyphen with a slash in this situation also if it helps to clarify the numbering (*RDA 2.6.1.4*).

On piece:
    1961-62

    In record:
```
 362  1#  $a Began with:1961/1962.
```

When both a numeric and a chronological designation are present, give the chronological

designation in parentheses following the numeric designation (RDA Appendix D.1).

On piece:
  volume 2 number 1 September 1990

  In record:
   362 1# $a Began with: Volume 2, number 1 (September 1990).

When the numbering is presented as a year and a number that is a division of the year, record the year first, then the number:

On piece:
  1-2000

  In record:
   362 1# $a Began with: 2000/1.

d.   Capitalization.   PCC catalogers are strongly encouraged to follow the capitalization guidelines according to RDA Appendix A.

Capitalize the first word following the colon in the 362 1 field, "Description based on" or "Latest issue consulted" notes according to CONSER practice and for the sake of consistency (also see Appendix A.6).

On piece:
    juuni 3, 1990

  In record:
   362   1# $a Began with: Juuni 3, 1990.

On piece:
    VOLUME 1, NUMBER 1-

  In record:
   362 1# $a Began with: Volume 1, number 1.

Use the capitalization instructions in Appendix A.21 for calendar divisions in English and the appropriate instructions for languages other than English in Appendix A.31-A.55.

For English language publications capitalize the month of the year. Do not capitalize the name of a season unless the season is the first word in the chronological designation (Appendix A.6).

34

On piece:

   no. 1 June 1989

   In record:
```
 362   1#   $a Began with: No. 1 (June 1989).
```

On piece:

   volume 8, number 3 Fall 1990

   In record:
```
 588   ##   $a Description based on: Volume 8, number 4 (fall 1990); title
            from caption.
```


On piece:

   summer 1990

   In record:
```
 362   1#   $a Began with: Summer 1990.
```


Do not capitalize the first word in an alternative or successive numbering scheme (unless the language would require it).


```
 362   1#   $a Began with: Vol. 1, no. 1 (February 1982); ceased with: Vol.
            4, no. 2 (July 1987) = whole no. 14.
```

e.   Different languages and calendars.   When the numbering appears in more than one language, choose the numbering that is in the language of the title proper or the numbering that appears first when neither is in the language of the title proper (*RDA 2.6.2.4* and *RDA 2.6.3.4*).

For dates that are not of the Gregorian or Julian calendars, apply the following:

1) If the chronological designation includes only dates not of the Gregorian or Julian calendar, supply the corresponding dates of the Gregorian or Julian calendar in square brackets (*LC-PCC PS 2.6.3.3*).

Title proper in Arabic
Chief source:
    Rajab.[7] 1395

In record:
```
362    1#   $a Began with: Rajab 1395 [Yūliyū 1975].
```

{not: Rajab 1395 [July 1975]-}

2) If the item gives **both** the Gregorian and the non-Gregorian dates, record **only** the
    Gregorian date (*CCM*).

    Chief source:
        Rajab 1395/   Yūliyū 1975

In record:
```
 362    1#   $a Began with: Yūliyū 1975.
```

{not Rajab 1395 = Yūliyū 1975-}

3) If the **Gregorian** date appears in more than one language or script, give the numbering
    that is in the language or script of the title proper.
    Title in Arabic
    Chief source:
        Yūliyū 1975/July 1975

In record:
```
 362    1#   $a Began with: Yūliyū 1975.
```

{not   Yūliyū 1975 = July 1975-}

---

    [7] The transliterated words are given here in place of the Arabic script which would be given in the
cataloging record.

36

Figure 8.17

In Fig. 8.17., the date from the Gregorian calendar appears with the date from another calendar. Since both appear, only the Gregorian is given.

```
362    1#    $a Began with: 1988.
```

f.   Words associated with numbering.   Record words that are associated with the numbering that have not been recorded in the title statement (see also *CCM* 6.1.7.a.).   Frequently such words further qualify or explain a number or date.

    Fiscal year 1989
    Vol. 3, no. 4
    Report no. 5
    Anno 1
    3rd quarter fall 1990
    4th ed.
    24th congress, 1st session
    Academic year 1990
    127th meeting
    Issue for 1990
    Crop year 1992

Do not include a word(s) in the numbering, however, if it constitutes the title proper.   When it is

repeated on the piece and does not correspond exactly to the title proper, include it in the numbering.
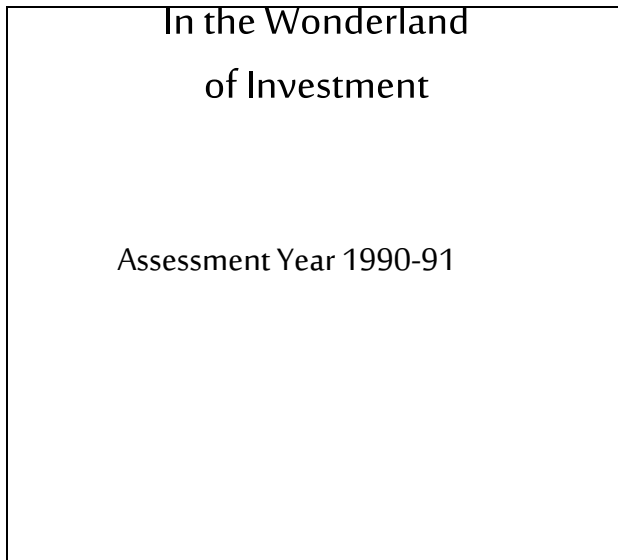
On pieces:
 IT case study
 Case study 1

In record:
```
245    00   $a IT case study.
362    1#   $a Began with: Case study 1.
```

Words That Appear with the Designation

In the Wonderland

of Investment

Assessment Year 1990-91

```
362   1#   Began with: Assessment year
                1990/1991.
```

Figure 8.18

The numbering in Fig. 8.19. is complicated because words both precede and follow the year. As all words relate to the numbering, all are given.

```
362   1#   $a Began with: Fiscal year 1989
           funds.
```
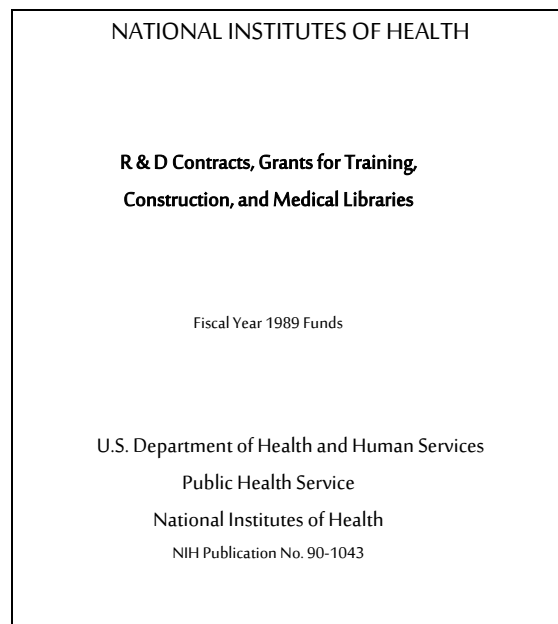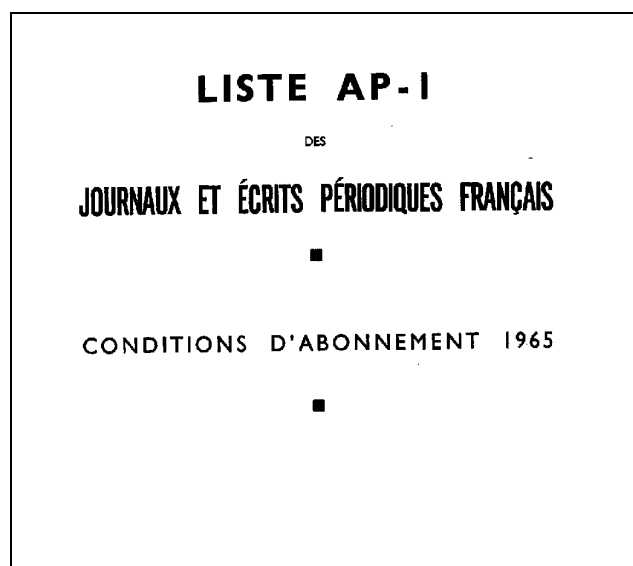
NATIONAL INSTITUTES OF HEALTH

R & D Contracts, Grants for Training,

Construction, and Medical Libraries

Fiscal Year 1989 Funds

U.S. Department of Health and Human Services

Public Health Service

National Institutes of Health

NIH Publication No. 90-1043

Figure 8.19

LISTE AP-1

DES

JOURNAUX ET ÉCRITS PÉRIODIQUES FRANÇAIS

■

CONDITIONS D'ABONNEMENT 1965

■

Figure 8.20

In Fig. 8.20., however, the words "conditions d'abonnement" qualify the title rather than the numbering and constitute other title information.

```
588   ##   Description based on: 1965;
           title from cover.
```

8.5. Special situations associated with recording the numbering

8.5.1. First issue lacks numbering.

When the first issue has no numbering (including a publishing date or a copyright date that could be used to supply a chronological designation), supply a designation following the form of numbering on subsequent issues when that is known, per *RDA 2.6.2.3.*

2 issues of a monthly serial in hand; no number or date on first issue
On other issue: Jahrg. 1, Heft 2 März 1989

```
362    1#    $a Began with: [Jahrg. 1, Heft 1 (Februar 1989)].
515    ##    $a Numbering begins with Jahrg. 1, Heft 2 (März 1989).
```

When only a single issue is in hand, give "[Number 1]-" or its equivalent, according to *RDA 2.6.2.3.*   First, be sure, however, that the publication is really a serial by examining the contents and any stated intent to publish further issues.

Only one issue in hand:

```
362    1#    $a Began with: [Number 1].
```

When a serial is more likely to be identified by date and the date of coverage or publishing can be determined from the piece (e.g., the preface) or other sources, supply a chronological designation rather than *[Number 1].*

```
245    10    $a Catalog of course offerings.
362    1#    $a Began with: [2001/2002].
```

8.5.2. Inaccuracies.

If a number or date that is to be recorded as part of the designation is known to be incorrect, record the incorrect form and explain the error in a note (field 515).

```
362    1#    $a Began with: Vol 1, no. 2.
515    ##    $a Vol 1, no. 1 is incorrectly called: Vol 1, no. 2.
```

```
362    1#    $a Began with: Volume 3, no. 4; ceased with volume 15, no. 2.
515    ##    $a Issues for volumes 5-6 incorrectly called v. 4-5.
```

Figure 8.21a Chief Source   *Figure 8.21b Caption*

```
362    1#    $a Began with: 1945.
515    ##    $a The report was issued in 1944.
```

Although 1945 is given on the cover (Fig. 8.21a.), it appears from other sources that the correct date of coverage is 1944.

8.5.3.   Premier or introductory issues.   If the first issue is called "premier issue" or another term designating "first," use the term in the designation only when there is no other numerical or chronological designation that can be used (see also *CCM* 3.1.2.).   (*LC-PCC PS 2.1.2.3.*)

On chief source:
   Premier issue   May 1989

In record:
```
 362    1#    $a Began with: May 1989.
```

On cover:
   Premier issue

On editorial page:
   Vol. 1, no. 1

In record:
```
 362    1#    $a Began with: Vol. 1, no. 1.
```

No other designation:

```
362    1#   $a Began with: Inaugural issue.

362    1#   $a Began with: Premier issue.
```

"Premier issue" appears on the preferred source of title in Fig. 8.22a., but see how the numbering is presented on the table of contents in Fig. 8.22b below.

Figure 8.22a

Figure 8.22b

A numeric designation appears on the contents page (Fig. 8.22b.) The numeric designation is recorded.

```
362    1#   $a Began with: Volume 1, number 1 (summer
                1989).
```

If a pilot or sample issue precedes the first issue of the serial, the pilot issue may be mentioned in a note.

```
362    1#   $a Began with: No. 1 (Sept. 1990).
515    ##   $a No. 1 preceded by an issue called "Pilot issue."
```

When words alone such as "Premier issue" have been used as the designation, change the designation to reflect later issues when possible.

cataloged initially as:

```
362    1#   $a Began with: Premier issue.
```

next issue called "no. 2."

```
362    1#   $a Began with: [No. 1].
515    ##   $a First issue called "premier issue."
```

Issues numbered as vol. 1, no. 0 may be used as the first issue when it is clear that the issue constitutes the first and not a preliminary or preview issue (see also *CCM* 3.1.2.), or when it is the only issue in hand.

8.5.4. Alternative numbering schemes (RDA *2.6.6-RDA 2.6.9*). Alternative numbers are secondary systems of numeric designations that generally consist of "whole numbers" (see definition at beginning of Module 8). Recording alternative numbers are optional in RDA (*RDA 2.6* core element statement). Alternative numbers are given only when they appear on the same source as the primary numeric designation (CONSER policy). (When they appear elsewhere, they may be noted in field 515.

```
362    1#   $a Began with: Vol. 10, no. 1 (spring 1990) = 85.
```

```
588    ##   $a Description based on: Vol. 2, no. 1 (May 1990) = no. 13; title
            from cover.
```
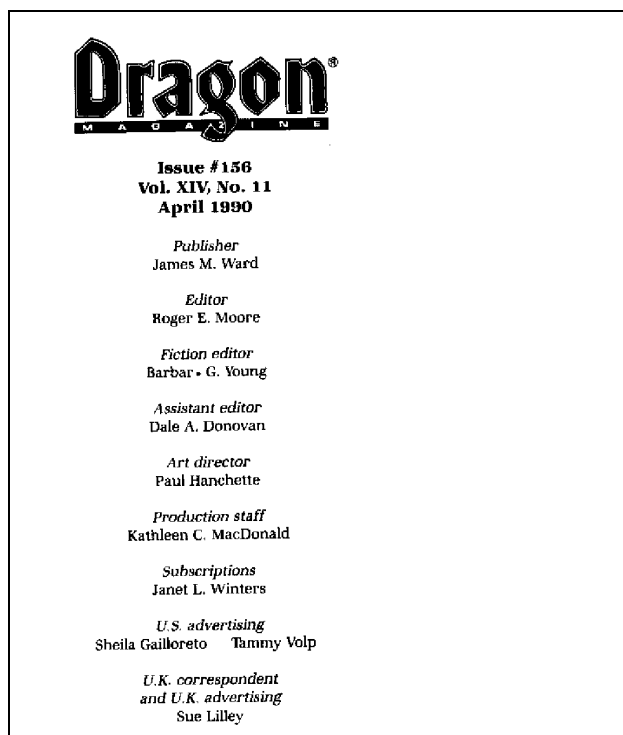
Figure 8.23

In Fig. 8.23. the alternative number issue #156 appears with "Vol. XIV, No. 11" in the masthead.   Both numbering systems are recorded.   If cataloged from this issue, the designation would be:

```
362   1#   $a Began with: Vol. XIV, no. 11
           (April 1990) = issue #156.
```

Fig. 8.24. illustrates a situation in which a whole number appears with a volume number in place of internal numbering that repeats with each volume.   When both appear together they are recorded as one system of numbering.

```
588    ##    $a Description based on: Tomo
             XXXII, no 154 (abril-junio
             1989); title from title page.
```

Tomo XXXII - No 154

Abril-Junio 1989

DERECHO LABORAL

Figure 8.24

8.5.5.   Dates that represent numbers and numbers that represent dates.   On
some serials, a year constitutes a volume number.   (Fig. 8.25)   In such cases, there is generally
a number that represents the issue that repeats with each year, such as "no. 1, 1988", "no. 1,
1989" or "88-1", "89-1."   While this is clear when issues covering several years are in hand, it is
more difficult to determine when only one issue is in hand.   It may be difficult to determine
whether the serial has consecutive numbering or an internal number that repeats each year.   One
clue is the frequency.   If the serial is to be issued more than once a year, the year alone cannot
constitute a chronological designation and is more likely to constitute the volume number.
Transcribing the number as a division of the date may mean transferring the position of the
number and year as found on the piece (*RDA 2.6.2.3*).

> *On piece:*
>   *no. 1 1990   (no. 1 repeats each year)*

> *In record:*
> ```
>   362    1#    $a Began with: 1990, no. 1.
> ```

> *On piece:*
>   *1-88 ("1" repeats each year)*

> *In record:*
> ```
>   362    1#    $a Began with: 88/1.
> ```

When the year represents the volume number and there is a separate chronological designation,
transcribe also the chronological designation.

> *On piece:*
>   *1988-2 Feb. 1988*

> *In record:*
> ```
>   588    ##    $a Description based on: 1988/2 (Feb. 1988); title from cover.
> ```

If the separate chronological designation lacks the year, record the year as it appears in the
portion of the designation that is used for the enumeration.   Do not use brackets.

> *On piece:*
>   *no. 1   March-April 1990 (no. 1 repeats each year; issued bimonthly)*

> *In record:*
> ```
>   362    1#    $a Began with: 1990, no. 1 (March/April 1990).
> ```

On piece:
  Año 1985 No. 1 enero-marzo

In record:
```
 362   1#   $a Began with: Año 1985, no. 1 (enero/marzo 1985).
```

On piece:
  90-1 January

In record:
```
362   1#   $a Began with: 90/1 (January 90).
```

OPINIONS '90

Extracts from Public Opinion Surveys and Polls Conducted by Business, Government, Professional and News Organizations

ISSUE 1

Figure 8.25

In Fig. 8.25., the figure '90 represents 1990 and acts as a volume number.   The introduction indicates that three issues are published each year and this, then, is the first issue for 1990.   The designation is given as:

```
362  1#  $a Began with: '90, issue 1.
```

8.5.6.   Multiple chronological designations.

When there is more than one chronological
designation representing different periods of
coverage, transcribe the first in field 362 or 500
and give the other in a note.   This situation often
occurs with serials that contain subject matter
covering several different periods of time.
Sometimes there are two distinct titles; in other
cases there is one title with two (or more)
coverage dates imbedded within it.   In Fig.
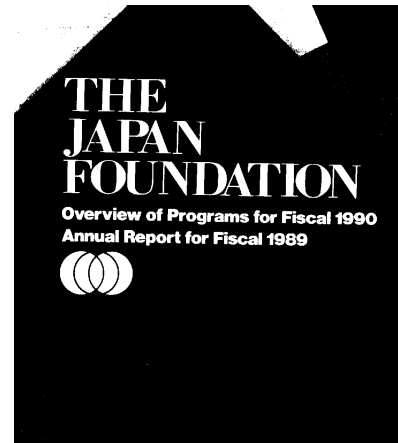8.26., the chronological designation has been
given as:

Figure 8.26

```
515      ##      $a Overview for <1990-> includes Annual report for fiscal year
                 <1989->
588      ##      $a Description based on: 1990; title from cover.
```

8.5.7   Serials issued in revised editions.   While most serials publish their individual
issues once, in a regularly numbered and/or dated order, some republish specific issues as revised
editions of an earlier number.   Sometimes, also, an issue of a serial might constitute a revised
edition of another work. As with any other serial, the cataloger should describe the serial from
the first or earliest issue of the publication that is available.   If the earliest piece in hand is a
revised edition of an earlier number, the description, including the numbering, should be based
on that revision.

```
245      00      $a Perspectivas terapéuticas con su fundamento farmacológico.
362      1#      $a Began in 1968.
588      ##      $a Description based on: Vol. 1, 3a edition (1979); title from
                 title page.
```
(Note that "1979" refers to the date of the 3rd edition of vol. 1.)

```
245      00      $a Kulturelle Arbeitshefte.
362      1#      $a Began in 1979.
515      ##      $a Some volumes are issued in revised editions.
588      ##      $a Description based on: Vol. 1, 3a edition (1979); title from
                 cover.
588      ##      $a Latest issue consulted: Vol. 1, 3a edition (1979).
```

```
245    00    $a Review of federal expenditures to Florida in ... : $b with
             particular emphasis on federal grant expenditures to Florida's
             state and local governments.
500    ##    $a Issue for 1999 is a revised edition of: Review of federal
             expenditures with particular emphasis on federal grant
             expenditures to Florida's state and local governments,
             preliminary staff report Feb. 11, 1998.
588    ##    $a Description based on: Fiscal year 1997/98; title from title
             page.
588    ##    $a Latest issue consulted: Fiscal year 1997/98.
```

```
245    02    $a A registry of women in religious studies.
362    1#    $a Began with 1972 issue.
515    ##    $a Some volumes are issued in revised editions.
588    ##    $a Description based on: 1976 revised edition; title from title
             page.
588    ##    $a Latest issue consulted: 1976 revised edition.
```
(Note that this is not a revision of a specific earlier issue of the serial (see
CCM 9.2.2.b), but simply the publisher's wording describing the update
of the Registry.)

8.5.8.   Serials issued in parts.   Some serials publish issues in more than one physical
part.   This may result from the extensive length of the issue, necessitating binding in two or
more units.   Or it can be used as a means of dividing different elements of the work.   The
individual units are usually numbered, e.g., 1998, part 1, 1998, part 2, etc. The cataloger may
have the complete set of an issue, or just part 1, or only part 2 or 3.   In all such instances, the
operative principle is that it is the *issue* that is being described, not the subordinate unit.   Thus,
the designation (in the 362 field, the "Description based on" note, and the "Latest issue
consulted" note) is that of the issue, not the part.   Significant information relating to the parts
should be included in notes.

Pieces in hand:
Stanley Gibbons simplified catalogue stamps of the world.
                        2000, v. 2 (K-Z)
                        2001, v. 1 (A-F), v. 2 (G-N), v. 3 (O-Z)
                        2002, v. 1 (A-D), v. 2 (E-J), v. 3 (K-R), v. 4 (S-Z)

In record:

```
362    1#    $a Began in 1983.
515    ##    $a Issued in multiple volumes.
588    ##    $a Description based on: 2000; title from title page.
588    ##    $a Latest issue consulted: 2002.
```

Pieces in hand:

> *Vol. 1, no. 2, pt. 1 (July 1990*
> *Vol. 1, no. 2, pt. 2 (July 1990)*
> *Vol. 5, no. 1, pt. 1 (Jan. 1994)*
> *Vol. 5, no. 1, pt. 2 (Jan. 1994)*

In record:

```
515    ##   $a Each number issued in 2 parts, with part 1 being articles
            and part 2 consisting of statistical tables.
588    ##   $a Description based on: Volume 1, no. 2 (July 1990); title from
            title page.
588    ##   $a Latest issue consulted: Volume 5, no. 1 (Jan. 1990).
```

Pieces in hand:

> *Developments in Scandinavian cartography for 1997; Part 1, Articles.*
> *Maps of Denmark, Finland, Norway, and Sweden; Part 2 of Developments*
> *in Scandinavian cartography for 1997.*

In record:

```
245    00   $a Developments in Scandinavian cartography for ...
362    1#   $a Began with: 1997.
515    ##   $a Issued in parts.
588    ##   $a Description based on: 1997; title from title page.
588    ##   $a Latest issue consulted: 1997.
```

(A decision on whether to make the 515 note more specific and possibly include an additional access point for "*Maps of Denmark, Finland, Norway, and Sweden*" should be based on evidence about the stability of the number and content of the parts, and the stability and prominence of the part 2 title.)

8.6.   Closing off the numbering

When a serial ceases to be published or when a change in title or corporate body main entry causes a new record to be made, the record is "closed off."   As with the first issue, the numbering of the last issue is given in an unformatted 362 field when the issue is in hand or when the issue is known.

  The numbering for the last issue may be given even when the numbering of the first issue is not.

Recording the last issue

Last issue in hand; formatted 362 in a CONSER AACR2 record that is not being converted to RDA:

```
362    0#    $a Fall 1981-spring 1989.
```

Or:

```
362    0#    $a Fall 1981-
362    1#    $a Ceased with: spring 1989.
```

Last issue in hand; "Description based on" note in record:

```
362    1#    $a Ceased with: Vol. 16, no. 3 (Oct. 1989).
588    ##    $a Description based on: Vol. 8, no. 4 (June 1981).
588    ##    $a Latest issue consulted: Vol. 16, no. 3 (Oct. 1989).
```

Last issue not in hand but information is known:

```
362    1#    $a Ceased with 1988 issue.
```

Year of last issue known, but not exact issue:

```
362    1#    $a Ceased in 1987.
588    ##    $a Description based on: Vol. 2, no. 3 (Mar. 1978); title from
                 caption.
588    ##    $a Latest issue consulted: Vol. 7, no. 4 (Apr. 1985).
```

Closing off a record may also involve making changes to the publication status code (008/6), dates in the fixed field (008/7-14), the publication date (264$c), and the extent of item (300 $a). See Module 21 for further information about closing off records.

8.7.   Changes in the numbering

8.7.1.   Changes in the system of numbering that do not go back to no. 1.   If a publisher changes the system of numbering in some way, without beginning again with "no.1" or its equivalent, do not change the numbering in field 362 (or 588), but make a note when considered important, in field 515.

On pieces:

> *1983*
> *1984*
> *Volume 3, 1985*
> *Volume 4, 1986, etc.*

In record:
```
362   1#   $a Began with: 1983.
515   ##   $a Issues for 1985- called v. 3-
```

Changes in the numbering can cause confusion when a serial dies or is continued by another title because the form of the first designation will not match the form of the last designation.   The change may be explained in a note.

On first issue:	*Vol. 1, no. 1 (Mar. 1985)*
On last issue:	*No. 18 (Jan. 1992)*
Changed with:	*No. 15 (Aug. 1991)*

```
362   1#   $a Began with: Vol. 1, no. 1 (Mar. 1985); ceased with: no. 18
             (Jan. 1992).
515   ##   $a Issues for Aug. 1991-Jan. 1992 called no. 15-no. 18.
```

On first issue: 1st ed.
On last issue: volume 33

```
362   1#   $a Began with: 1st ed. (1965); ceased with: Volume 33 (1990).
515   ##   $a Issues for 1985-90 called volume instead of edition.
```

8.7.2.   Successive numbering systems (*RDA 2.6.1.4*).   A successive designation is a numeric designation that begins over again with no. 1 (or its equivalent) that may or may not be distinguishable from the first numbering scheme.   To be distinguishable the new scheme must use different terminology (e.g., "volume" rather than "no.") or include words such as "new series" (or their equivalent).   Consider also a change from a numeric-only designation to a chronological-only designation or vice versa to be a successive designation (*CONSER Practice*).

a.   Numbering systems are not the same (i.e., distinguishable).   Close off the old system if the last issue with that numbering is available or known and provide the latter system of numbering. Use an unformatted 362 1 note field or a 515 note field to provide this information clearly.

Example of using the 362 1 field to close off the old system and provide the later system of numbering:

```
362   1#   $a Began with no. 1; ceased with no. 5. Began over with new
             series, no. 1.
```

Example of using a 515 field to close off the old system and provide the later system of numbering:

```
362    1#    $a Began with: Vol. 1, no. 1 (May 1980).
515    ##    $a Volume and issue numbering ceased with: Vol. 8, no. 2 (Feb.
              1988). Issues for March 1988- are called: No. 1 (Mar. 1988)-
```

On pieces: April 1989: Volume 1, no. 1 April 1989
*   Jan. 1991:   1991-1 Jan.*

In record:

```
362    1#    $a Began with: Vol. 1, no. 1 (April 1989).
515    ##    $a Volume and issue numbering ceased with: Vol. 2, no. 12 (Dec.
              1990). Issues for Jan. 1991- are called: 1991/1 (Jan. 1991)-
```

If the first and/or last issue of one or more of the systems are not in hand, give the information in a note, as needed.

```
362    1#    $a Began with: Vol. 32, no. 2 (Feb. 1985).
515    ##    $a Issues for <June 1990-> called <new ser., no. 3 (June 1990)->
```

```
362    1#    Began with: No. 1.
515    ##    $a Issued in successive series, 2nd, 3rd, 4th, etc.
588    ##    $a Description based on: No. 1; title from title page.
588    ##    $a Latest issue consulted: 4th ser., no. 3, published in 1999.
```

b.   Numbering systems are the same (i.e., not distinguishable).   When the numbering begins again with no. 1 or its equivalent using the same form of numeric and chronological designation without words, such as "new series," supply these words or their equivalent in the language of the serial.

```
362    1#    Began with: No. 1; ceased with no. 6. Began over with [new
              series], no. 1.
```
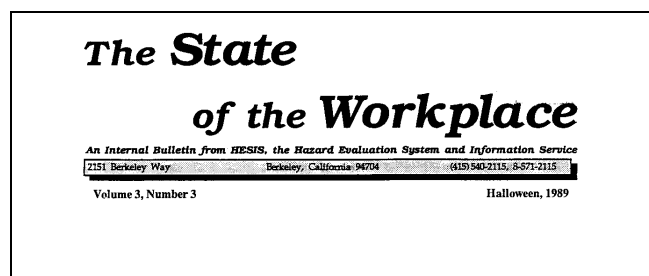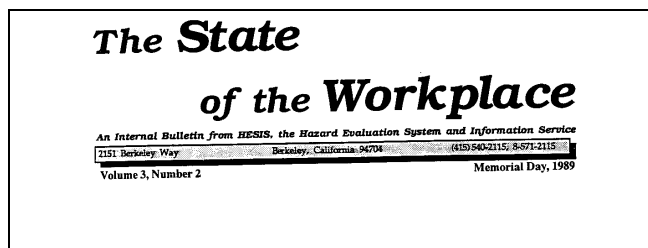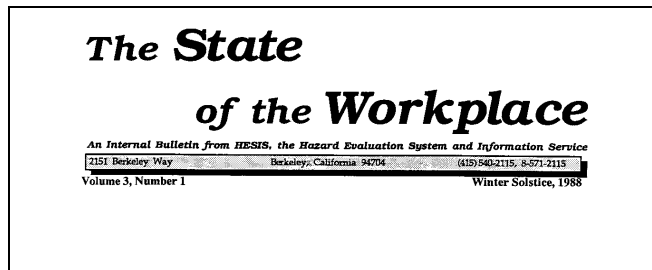
SUMMARY

- Every RDA serial record must indicate which issue the description is based on, whether it be the first or the earliest available.   With the exception of unnumbered series, this is done in terms of numbering.   (In the case of unnumbered series, it is accomplished by citing the analytic title or name and title.)
- Give the numbering of the first and last issues in field 362 1 if in hand or known.
- Always provide "Description based on" note (field 588) citing the basis of description, the first or earliest issue in hand.
- Always provide "Latest issue consulted" note (field 588) at the time of initial cataloging, and when making subsequent changes to the record based on later issues, add or update an existing "Latest issue consulted" note.
- The numbering may consist of a number, a date, or both but at least one must uniquely identify the issue.
- Numbering may be taken from any source in the resource without the use of brackets.
- The numerical and chronological designations may be taken from different sources.
- The chronological designation may be pieced together from different sources, as may the numerical designation when it is clear that both parts constitute the numeric designation.
- In general, transcribe the designation as it appears on the piece but apply RDA guidelines for capitalization in Appendix A; numerals in RDA 1.8, and RDA 2.6.1.
- Give alternative designations only when they appear on the same source with the primary designation.
- When numbering goes back to "1", treat as a successive designation and give the new numbering in field 515.
- When numbering is added, dropped, or changed but does not go back to "1", treat as a change in numbering (i.e., note may be given in field 515).

8.8. Further examples
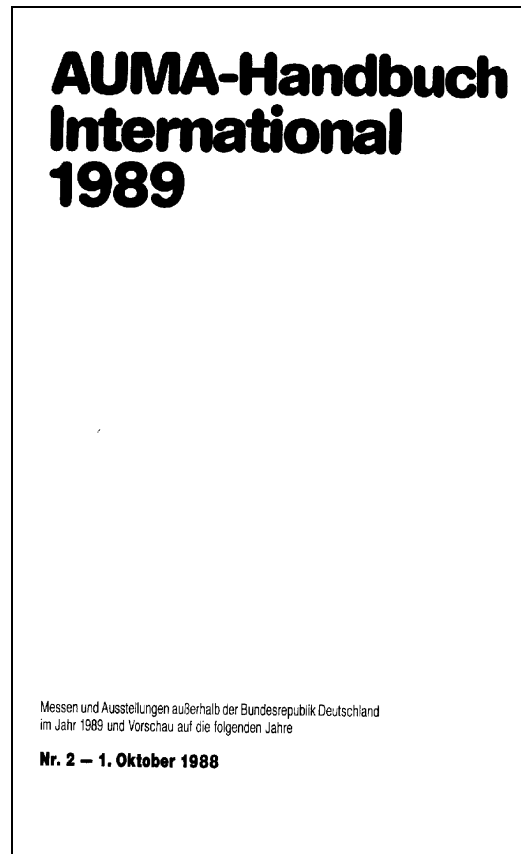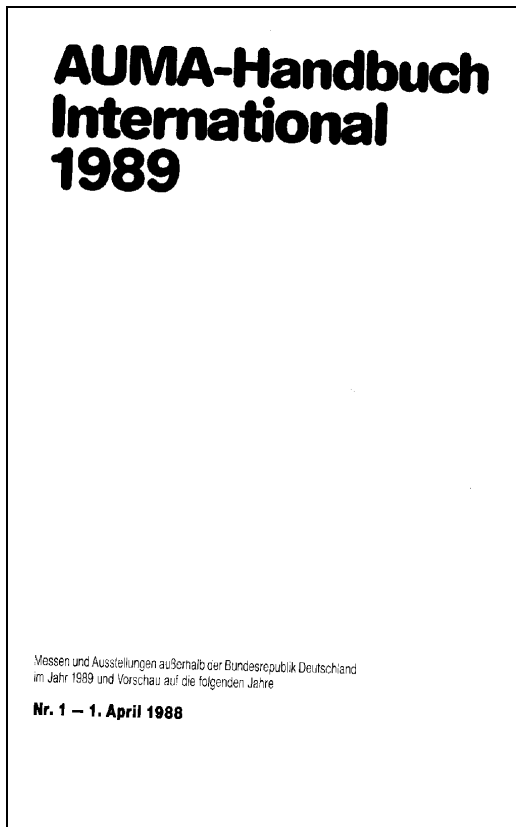
This example is complicated by the fact that one year is given with the title while another is given with the numeric designation at the foot of the page.   Since there are two issues, each bearing the same year in the title, the year alone could not constitute a chronological designation. The cataloger has chosen to use the chronological designation that appears with the numbering and account for the date in the title in a note.

```
362    1#    $a Began with: Nr. 1 (1. April 1988)
515    ##    $a Issues designated April and Oktober each year cover fairs
             for the following year, with that year printed as part of the
             title.
```

The State
of the Workplace

An Internal Bulletin from HESIS, the Hazard Evaluation System and Information Service

2151 Berkeley Way   Berkeley, California 94704   (415) 540-2115, 8-571-2115

Volume 3, Number 1   Winter Solstice, 1988

The State
of the Workplace

An Internal Bulletin from HESIS, the Hazard Evaluation System and Information Service

2151 Berkeley Way   Berkeley, California 94704   (415) 540-2115, 8-571-2115

Volume 3, Number 2   Memorial Day, 1989

The State
of the Workplace

An Internal Bulletin from HESIS, the Hazard Evaluation System and Information Service

2151 Berkeley Way   Berkeley, California 94704   (415) 540-2115, 8-571-2115

Volume 3, Number 3   Halloween, 1989

The publisher of this bulletin has a good sense of humor!   Since the chronological designation is given as found, the numbering, if cataloged from this issue, would be:

```
588    ##    $a Description based on: Volume 3, number 1 (winter solstice
             1988); title from caption.
```