



SERIES TRAINING FOR PCC PARTICIPANTS

Series Statements and Series Authority Records

Session 11: Analyzed Special Numbers and Supplements

**Program for Cooperative Cataloging
Standing Committee on Training**

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Session 11: Analyzed Special Numbers and Supplements

Summary

This session addresses access for serials supplements or serial special issues/numbers.

Objectives

At the end of this session you should be able to:

- know how to record information for serials supplements and special issues/numbers in the bibliographic record
- know how to construct Authorized Access Points (AAP) and Variant Access Points for supplements to serials.

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When is a SAR Created for Supplements or Special Numbers?

All supplements and special numbers to serials may be treated as series (LC PCC PS 2.12). This is a change in PCC policy dating from December 2015.¹

:

490 1# \$a Acta neurochirurgica. Supplement, \$x 0065-1419 ; \$v 72
830 #0 \$a Acta neurochirurgica. \$p Supplement ; \$v 72. \$x 0065-1419

490 1# \$a Special number of Malaysian journal of tropical geography

830 00 \$a Special number of Malaysian journal of tropical geography.

¹ Prior to December 2015, a distinction was between numbered supplements (on the one hand) and special numbers and unnumbered supplements (on the other hand). Supplements and special issues that had their own numbering were treated as series. Unnumbered supplements or special issues were not treated as series. Instead, the information was often given in a bibliographic note, and sometimes access to the related serial work was given via a 7XX field on the bibliographic record for the special issue or part. If the supplement or special issue only contained numbering in relation to the main series, it was considered to be unnumbered, and no SAR was created.

Examples of former policy for an unnumbered supplement or a supplement numbered only in relation to a number for the serial:

"A supplement to The mineralogical record, January-February 2012, vol. 43, no. 1"--T.p. verso.

"MEDC monthly economic digest for business executives, special number, February 2002."

"A supplement to the Journal of social philosophy"--Cover.

"A theme supplement of Journal of the Royal Society interface, volume 6, supplement 2."

Supplement 2 to: Casa & città, n. 5, 1993.

Recording a Series Statement for a Supplement in the Bibliographic Record

A series in *RDA* correlates to an AAP for a work or expression, as has been discussed elsewhere in this training material. Therefore, *RDA* 6.1.3, *Changes Affecting the Identification of a Work* is an important section, and specifically *RDA* 6.1.3.2 *Works Issued as Serials*. A change for the AAP for the series occurs at the work level (*RDA* 6.1.3.2). But the rules for change at the manifestation level are also taken into consideration: *RDA* 1.6 *Changes Requiring a New Description*, 2.3.2.12 *Recording Changes in the Title Proper*, and 2.3.2.13 *Major and Minor Changes in the Title Proper of a Serial* (and LC-PCC PS 2.3.2.13).

Location of Title Elements on the Manifestation

If the title of the supplement appears in a different source from the title of the larger resource, the preferred title of the supplement is its own title, alone (see 2.3.1.7).

Beihefte der Konjunkturpolitik
Supplement to Journal of ancient civilizations

If the title of the supplement appears in the same source as the title of the larger resource, the preferred title is the name of the supplement recorded as a subdivision of the title of the larger resource (see 2.3.1.7.2 serials exception, with 6.2.2.9.1 serials exception). A full stop is used to separate each part.

490 0# \$a Advances in international comparative management. Supplement
490 0# \$a African languages and cultures. Supplement

Recording the Preferred Series Title for a Supplement

A supplement to a serial is a part of the larger serial. The preferred title for the supplement is recorded according to *RDA* 6.2.2.9, *Recording the Preferred Title for a Part or Parts of a Work*. *RDA* 6.2.2.9.1 addresses situations in which there is a single part:

“If the part is identified only by a general term with or without a numeric or alphabetic designation (e.g., Preface; Book 1; Band 3), record the designation of the part as the preferred title for the part. Record the numeric designation as a numeral.”

NOTE: *This preferred title for the supplement is combined with the AAP for the work as a whole (the serial) to form the AAP for the serial supplement (see below under “Access Points”).*

Example:

Supplement
(Preferred title for part of *Advances in geophysics*)

Access Points

The authorized access point for the supplement series is constructed like those of any other work. Since such series are almost always compilations of works by different persons, families, or corporate bodies, follow RDA 6.27.1.4: “construct the authorized access point representing the work by using the preferred title for the compilation.” Because supplement series are also parts of another work, RDA 6.27.2.2 (serials and integrating resources) also applies:

- “Construct the authorized access point ... by combining (in this order):
- a) the authorized access point representing the work as a whole
 - b) the preferred title for the section or supplement.”

Examples:

130 #0 \$a Beihefte der Konjunkturpolitik
130 #0 \$a Supplement to Journal of ancient civilizations
130 #0 \$a Advances in international comparative management. \$p Supplement
130 #0 \$a Advances in geophysics. \$p Supplement

Variant Access Point for the Supplement

No variants are core (required) in RDA. However, some best practices have arisen. The basic consideration is: will a variant access point help the user of the catalog discover the authorized access point? Further guidelines and examples are given in RDA 6.27.4.3.

Examples:

130 #0 \$a Beihefte der Konjunkturpolitik
430 #0 \$a Konjunkturpolitik. \$p Beihefte

130 #0 \$a Supplement to Journal of ancient civilizations
430 #0 \$a Journal of ancient civilizations. \$p Supplement

130 #0 \$a Quaderni della Rivista italiana di musicologia
430 #0 \$a Rivista italiana di musicologia. \$p Quaderni della Rivista italiana di musicologia