Identifying Good Copy Serial Bibliographic Records in OCLC

Contents

I. Locating Good Copy Records ---------- p. 2-3

II. Matching Bib Record to Issue in Hand ---------- p. 4-7

Appendix A : Identifying Title Changes ---------- p. 8

A.1. The three categories of major changes to titles ------- p. 8-9

A.2. The nine categories of minor changes to titles ------ p. 10-12

A.3. Other changes that may call for a new record -------- p. 13

Appendix B : Good Copy Serial Examples ---------- p. 14-25

Identifying Good Copy Serial Bibliographic Records in OCLC

I. Locating Good Copy Records

The first step to determine if an OCLC serial bibliographic record is "good" copy is to find out whether it is a full-level, CONSER- authenticated record. Listed below are the basic criteria for such high-quality records.

Comparing any bibliographic record to the checklist below will quickly reveal whether good copy is in hand. Remember to accept as good copy only records that fit **all** the criteria listed below.

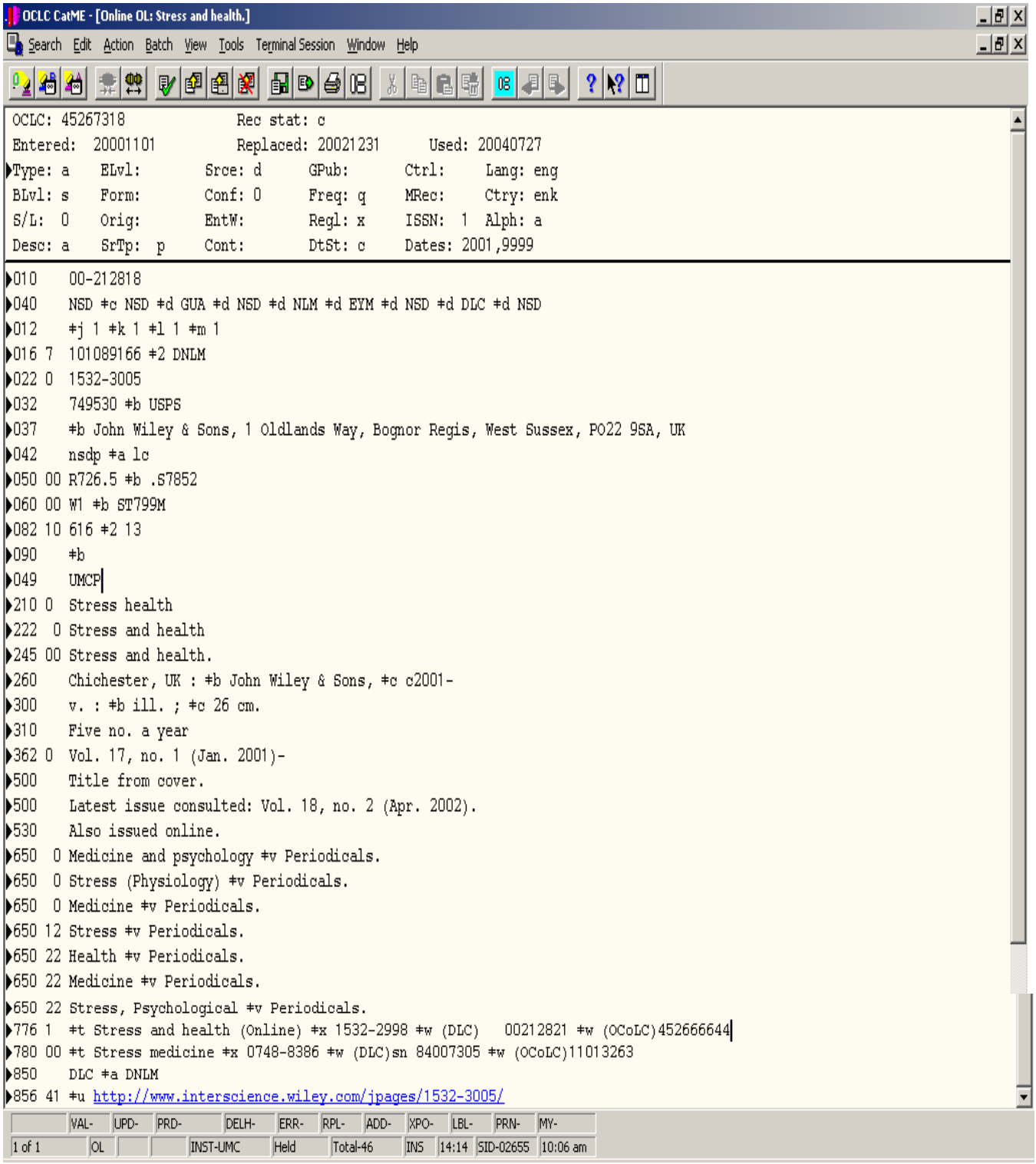
Checklist 1

Field	*Code*	*What this code means:*
___ BLvl	**s**	**BIBLIOGRAPHIC LEVEL** Record is a serial record
___ Desc	**a**	**DESCRIPTIVE CATALOGING FORM** Record is cataloged according to AACR2 rules
___ Elvl	**blank**	**ENCODING LEVEL** Full-level CONSER bibliographic record. (Full-level is the most complete CONSER record)
___ S/L	**0**	**SUCCESSIVE/LATEST ENTRY** A new record is created each time the serial undergoes a major change in title, corporate body, physical format, or edition
___ Srce	**blank, c, or d**	**CATALOGING SOURCE** Record was input by LC or a CONSER institution
___ 042	**lc or lcd**	**AUTHENTICATION CODE** Record has been verified by LC (code lc) or a CONSER institution (code lcd)
___ 245		**TITLE STATEMENT** Title in field 245 must be identical in wording, order and spelling to the title found in the chief source* of issue in hand
___ Form **___ 245 $h**	Form **blank**=paper/print **a**=microfilm **b**=microfiche **s**=electronic resource 245 , subfield h **No $h** = paper/print **microform** = microfiche or microfilm **electronic resource** = electronic serial or CD-Rom	**FORM** The "Form of Item" code must match the physical format of the serial **245 SUBFIELD h** The "General Material Designation" descriptor must match physical format of the serial

The "chief source" of information for a serial is the title page. If no title page exists, a " title page substitute" is used as the chief source, such as the cover, caption, masthead, or colophon.

If a title page substitute is used as the chief source, this fact will be entered in the bibliographic record in a note field (field 500).

Here is an example of a full level, CONSER authenticated record for a print periodical entitled *Stress and Health*. The highlighted fields show that the codes in the record match all the criteria listed in the checklist on page 2.



OCLC CatME - [Online OL: Stress and health.]

Search Edit Action Batch View Tools Terminal Session Window Help

```
OCLC: 45267318              Rec stat: c
Entered:  20001101          Replaced: 20021231      Used: 20040727
Type: a    ELvl:        Srce: d      GPub:       Ctrl:     Lang: eng
BLvl: s    Form:        Conf: 0      Freq: q     MRec:     Ctry: enk
S/L:  0    Orig:        EntW:        Regl: x     ISSN:  1  Alph: a
Desc: a    SrTp:  p     Cont:        DtSt: c     Dates: 2001,9999
010    00-212818
040    NSD #c NSD #d GUA #d NSD #d NLM #d EYM #d NSD #d DLC #d NSD
012    #j 1 #k 1 #l 1 #m 1
016 7  101089166 #2 DNLM
022 0  1532-3005
032    749530 #b USPS
037    #b John Wiley & Sons, 1 Oldlands Way, Bognor Regis, West Sussex, PO22 9SA, UK
042    nsdp #a lc
050 00 R726.5 #b .S7852
060 00 W1 #b ST799M
082 10 616 #2 13
090    #b
049    UMCP
210 0  Stress health
222  0 Stress and health
245 00 Stress and health.
260    Chichester, UK : #b John Wiley & Sons, #c c2001-
300    v. : #b ill. ; #c 26 cm.
310    Five no. a year
362 0  Vol. 17, no. 1 (Jan. 2001)-
500    Title from cover.
500    Latest issue consulted: Vol. 18, no. 2 (Apr. 2002).
530    Also issued online.
650  0 Medicine and psychology #v Periodicals.
650  0 Stress (Physiology) #v Periodicals.
650  0 Medicine #v Periodicals.
650 12 Stress #v Periodicals.
650 22 Health #v Periodicals.
650 22 Medicine #v Periodicals.
650 22 Stress, Psychological #v Periodicals.
776 1  #t Stress and health (Online) #x 1532-2998 #w (DLC)   00212821 #w (OCoLC)452666644
780 00 #t Stress medicine #x 0748-8386 #w (DLC)sn 84007305 #w (OCoLC)11013263
850    DLC #a DNLM
856 41 #u http://www.interscience.wiley.com/jpages/1532-3005/
```

VAL- UPD- PRD- DELH- ERR- RPL- ADD- XPO- LBL- PRN- MY-

1 of 1 | OL | INST-UMC | Held | Total-46 | INS | 14:14 | SID-02655 | 10:06 am

II. Matching Bib Record to Issue in Hand

After confirming that a full-level, CONSER-authenticated bibliographic record has been located, the next step to complete is to make sure the information found in the serial issue in-hand matches the data elements in the record. This process is performed to ensure that any changes to the serial (such as changes in title, frequency, issuing bodies, publishers, dates of coverage, publication status, etc.) are noted in the serial record.

The checklist below offers a guide performing a field-by-field match of the issue in-hand to the bibliographic record.

Checklist 2

Field	*What this field/code means:*
____ **TITLE**	
245	The title proper and statement of responsibility (245) must match exactly those found on the chief source of piece in hand . If the piece title and the record title do not match in wording, order, and spelling, then the serial must be evaluated as a title change or title variation. (See Appendix A: "Identifying Title Changes")
246	Any legitimate variant titles found on the piece must match those found in field 246 (See Appendix A.2 : "The Nine Categories of Minor Changes to Titles")
130	If the serial title conflicts with another serial publication, one of the records must include a uniform title (field 130) to distinguish one title from the other. Elements of the uniform title must match exactly the title data found in the piece in hand.
____ **CALL NUMBER**	
050 second indicator 0 or 050 second indicator 4	The record may contain field 050, that is, a verified class number that has been assigned by the Library of Congress (second indicator = 0) or by a CONSER institution (second indicator = 4)
____ **ISSN**	
022	If present in piece in hand, the International Standard Serial Number must match the ISSN in record field 022
____ **DATES**	
Dates	The beginning and ending dates (the Dates fixed field) must be consistent with the dates of the piece in hand
260	If available, the publication date (260 $c) must be consistent with the dates of the piece in hand
362	Dates of coverage for the serial recorded in field 362 (as well as numbering designations) must be consistent with those found on piece in hand
500 DBO note	"Description based on" note must be present in the record to describe the earliest issue available (when the first issue is not in hand)
____ **FREQUENCY**	
Freq	The serial's current frequency always appears in the Freq fixed field
Regl	The serial's current pattern of regularity always appears in the Freq fixed field
310 321	The serial's current frequency should always appear in 310. Former frequencies must be entered in field 321

____ **ISSUING BODIES**	
245 subfield c	The body responsible for creating the serial entered in field 245, subfield c, may be the same as a responsible body reflected by a name main or added entry in the bibliographic record.
110 111	Any main entry heading for corporate body (field 110) or for conference/ meeting names (field 111) must be entered in the format validated in the corresponding LC name authority record
550	Names of current and former issuing bodies noted in field must be noted in field 550
710 711	Any added entry heading for corporate body (field 710) or for conference/meeting names (field 711) must be entered in the format validated in the corresponding LC name authority record
___ **LINKS TO RELATED PUBLICATIONS**	
525	If applicable, the titles of any supplements that are not cataloged separately should be noted in field 525
530	If applicable, the availability of the serial in other physical formats should be noted in field 530
533	If applicable, a note that indicates that the serial in hand is a reproduction of original material will appear in field 533
580	If applicable, a 580 "linking entry complexity note" should appear, to give clear explanations of complex relationships between serial in hand and other publications
730	If applicable, field 730 will be entered to provide a title added entry for a related work that is entered under a uniform title
740	If applicable, the title of a supplement that is not cataloged separately will be entered in field 740.
780	If the serial has an earlier title, it must be entered in field 780
785	If the serial has a later title, it must be entered in field 785
770	If applicable, the separately-cataloged titles of supplements or special issues associated with the serial in hand must be given as an added entries in field 770
772	If applicable, an added entry for the title of the serial's parent publication must be given in field 772. This is required when the serial in hand is a supplement or special issue of another (parent) publication.
776	If applicable, an added entry for other available physical forms of the serial in hand must be given in field 776
777	If applicable, an added entry for a separately-cataloged publication that is issued with or included with the serial in hand must be given in field 777.
787	If applicable, an added entry for a related item when the relationship does not fit any of the other 76x-78x fields must appear in field 787
____ **NUMBERING**	
362 515	The enumeration and/or chronology of the serial in hand must match that found in field 362 of the record. All irregularities and peculiarities in the serial's numbering or publishing patterns should appear in field 515

____	**PHYSICAL FORMAT** Form 245 subfield h 300	The physical format of the piece in hand must match the physical format described in the record. These fields must be checked to determine the physical format: <u>Form</u> The form of material fixed field code must fit the piece in hand: blank = paper/print a = microfilm b = microfiche c = microopaque s = electronic resource <u>245 subfield h</u> The General Material Designation must match the format of the piece in hand. <u>300</u> The physical description of the item must match the piece in hand
____	**PUBLISHER and PLACE** 260 subfields a , b Ctry	The place of publication and name of publisher that appears on the piece should match the 260 field. If the name of the publisher or place of publication has changed, it may be noted in a 500 field (if considered important). The Ctry fixed field (the state or country of publication code) should contain a code for the latest place of publication.
____	**PUBLICATION STATUS** DtSt	The correct publication status for the serial must be entered in the DtSt fixed field. The codes tell whether the serial is <u>currently published</u> (code "c"), has <u>ceased publication</u> (code "d"), or that the publication <u>status is unknown</u> (code "u")
____	**SERIAL TYPE** SrTp	The type of continuing resource code that fits the serial in hand must be entered in the SrTp fixed field: blank = for serials (publications issued annually or less frequently) m = for monographic series n = for newspaper p = for periodicals (publications issued more frequently than annually)
____	**SERIES** 440 490 1_ / 830 490 0_	If applicable, a series title statement must be given in the record when the serial in hand is part of a series. When the series statement on the piece and the authorized format of the series title are the same, the series title must be entered in field 440 When the series statement on the piece and the authorized format of the series title are not the same, the series title must be entered in field 490, second indicator 1. The authorized form of the series title should be entered in field 830 When the series statement does not require added entry access, the series title will be made in field 490, first indicator 0
____	**SUBJECT HEADINGS** 600 610 611 650 651	Serial records must always include topical subject heading added entries (field 650, second indicator 0) which are related to the subject matter of the serial and are related to the 050 classification number . If applicable, the record must also contain subject heading added entries for: personal names (field 600), corporate name (field 610), conference or meeting names (field 611) and geographic headings (field 651)

____	**ELECTRONIC LOCATION AND ACCESS** 856	If applicable, a link to the serial's electronic version is provided in field 856. Keep in mind that it is permissible for print/paper records to include field 856. Also, more than one field 856 may be present the a record, to account for multiple electronic versions of the serial
___	**ERROR CHECK** Entire record	Check the entire publication for typos, misspellings, and incorrect tagging. (Use the CONSER Editing Guide to double check any tagging that appears to be incorrect)

Appendix A

Identifying Title Changes

According to AACR2, title changes are categorized as major and minor.

* Major changes call for the creation of a new catalog record.
  Major changes are considered to be "true" title changes.

*Minor changes do not call for the creation of a new catalog record. Such changes can be simply noted on the existing catalog record.

A.1. The Three Categories of Major Changes to Titles

As outlined in AACR2, a new record should be created when a title undergoes any of these three changes:

The addition, deletion, change, or reordering of any of the **first five words** (not including initial articles).

2. A **change in meaning or scope**: words are added, dropped or changed anywhere in the title that change the meaning of the title or indicate different subject matter.

3. The **name of corporate body** given in title **changes**.

Examples of Major Changes

1. The addition, deletion, change, or reordering of any of the **first five words** (not including initial articles)

OLD TITLE		NEW TITLE
News notes	→	*Upstream journal*
The vocational guidance quarterly	→	*Career development quarterly*
AMPTIAC newsletter	→	*AMPTIAC quarterly*
Chemical engineering & mining review	→	*Mining & chemical engineering review*
Annual report on human rights	→	*Human rights*

2. **Change in meaning or scope**: words are added, dropped or changed anywhere in the title that change the meaning of the title or indicate different subject matter.

OLD TITLE		NEW TITLE
Best contemporary Jewish writing	→	*Best Jewish writing*
The best bed & breakfast in the world	→	*The best bed & breakfast in England, Scotland & Wales*
World meetings. $p Social & behavioral sciences, education & management	→	*World meeting. $p Social & behavioral sciences, human services & management*

3. **Name of a corporate body** given in title **changes**.

OLD TITLE		NEW TITLE
Library Association Health Libraries Group newsletter	→	*CILIP Health Libraries Group newsletter*
Reports of the Institute of High Speed Mechanics, Tohoku University	→	*Reports of the Institute of Fluid Science, Tohoku University*

A.2. <u>The Nine Categories of Minor Changes to Titles</u>

As outlined in AACR2, there are nine categories of changes that indicate a **<u>title variation</u>** rather than a title change:

1. The only change is the **representation** of words in the title

2. An **article, preposition, or conjunction** is added, deleted, or changed anywhere in the title.

3. The **name of the same corporate body** is added, deleted, or its representation changed anywhere in the title.

4. The only change is one of **punctuation**.

5. The **order of titles changes** when the title is given in **more than one language**.

6. **Words linking the title to the chronological designation** are added, deleted, or changed.

7. Titles that **change back and forth**.

8. Words are added or deleted from **a list**, or the order of words in a list is changed, as long as there is no change to the subject matter.

9. Words that indicate the **type of resource** are added or dropped anywhere in the title.

Examples of Minor Changes

1. The only change is the **representation** of words in the title.

ORIGINAL TITLE		TITLE VARIATION
The journal of the gilded age and progressive era	→	*JGAPE*
Fishery report	→	*Fisheries report*
Yearbook of adult education	→	*Year book of adult education*
Ga. peach statistics	→	*Georgia peach statistics*

2. An article**, preposition, or conjunction** is added, deleted, or changed anywhere in the title.

ORIGINAL TITLE		TITLE VARIATION
Rand McNally road atlas and trip planner	→	*Rand McNally road atlas & trip planner*
Annual report of pipeline safety	→	*Annual report on pipeline safety*

3. The **name of the same corporate body** is added, deleted, or its representation changed anywhere in the title.

ORIGINAL TITLE		TITLE VARIATION
Duncan's radio guide	→	*Radio guide*
Docket sheet	→	*Docket sheet of the Supreme Court of the United States*
Amalgamated Engineering Union monthly	→	*AEU monthly*

4. The only change is one of **punctuation**.

ORIGINAL TITLE		TITLE VARIATION
NCLIS news	→	*N.C.L.I.S. news*

5. The **order of titles changes** when the title is given in **more than one language**.

ORIGINAL TITLE		TITLE VARIATION
$a Animalsk produktion = $b Tiererzeugung = Animal production	→	*$a Tiererzeugung = $b Animalsk produktion = Animal production*

6. **Words linking the title to the chronological designation** are added, deleted, or changed.

ORIGINAL TITLE		TITLE VARIATION
Water quality data summary statistics in	→	*Water quality data summary statistics for the year . . .*

7. Titles that **change back and forth**.

ORIGINAL TITLE		TITLE VARIATION
Fluctuating title		
Daily gleaner	→	*Sunday gleaner* *(Sunday issues only have this title)*
Flip-flop		
American rose	→	*American rose magazine → American rose*
Short duration title		
Norcross alumni directory	→	*Centennial alumni directory* *(1999 issue only)*

8. Words are added or deleted from **a list**, or the order of words in a list is changed, as long as there is no change to the subject matter.

ORIGINAL TITLE		TITLE VARIATION
Philosophical magazine. $n B. $p Physics of condensed matter, electronic, optical and magnetic properties	→	*Philosophical magazine. $n B. $p Physics of condensed matter, structural, electronic, optical and magnetic properties*

9. Words that indicate the **type of resource** are added or dropped anywhere in the title

ORIGINAL TITLE		TITLE VARIATION
Oregon history	→	*Oregon history magazine*
Outlook magazine	→	*Outlook*
Organic chemistry	→	*Organic chemistry review*
Active projects	→	*Active projects report*

A.3. Other Changes That May Call for a New Serial Record

Physical format changes	Create a new record if the physical format of a serial changes	EXAMPLES: -Paper changes to online -Paper changes to microform -Microfiche changes to microfilm -CD-ROM changes to online
Edition statement changes	Create a new record if an edition statement change means a change in **subject matter** Don't create a new record if an edition change does not mean a change in subject matter. Simply note edition change in the existing bibliographic record	-Example: A MAJOR edition change U.S. edition changes to U.S. and Canadian edition -Example: MINOR edition Doctor's edition changes to Physician's edition
Serial format changes	Don't create a new record when a publication changes from one *serial* format to another Simply give the change in a note, and change the SrTp code (Serial Type)	EXAMPLES: -Newspaper changes to an regular serial (or vice versa) -Serial changes to a monographic series (or vice versa)

Appendix B

Good Copy Serial Examples

EXAMPLE 1

On the title page :

national STATISTICS

UK 2003

The Official Yearbook of the United Kingdom of Great Britain and Northern Ireland

London: TSO

On the verso of title page:

Crown Copyright 2002

Published with the permission of the Controller of Her Majesty's Stationery Office (HMSO)

This report is available on the web - www.statistics.gov.uk/yearbook

Bib Record for Example 1

OCLC CatME - [Online OL: UK / prepared by the]

Search Edit Action Batch View Tools Terminal Session Window Help

```
OCLC: 48540288              Rec stat: c
Entered:  20011205          Replaced: 20031121      Used: 20041005
Type: a    ELvl:        Srce: d      GPub: f     Ctrl:     Lang: eng
BLvl: s    Form:        Conf: 0      Freq: a     MRec:     Ctry: enk
S/L:  0    Orig:        EntW: s      Regl: r     ISSN:     Alph:
Desc: a    SrTp:        Cont:        DtSt: c     Dates: 2002,9999
```

```
010    2002-235366
040    VIC #c VIC #d CUS #d HLS #d GUA #d CLU #d GGN #d EQF #d NYG #d CUS
019    48794315
042    lcd
043    e-uk---
050 00 DA630 #b .A17
092    314.2 #b G784
090    #b
049    UMCP
130 0  UK (London, England)
245 00 UK / #c prepared by the Office for National Statistics.
246 3  U.K.
246 3  United Kingdom
246 33 UK : #b the official yearbook of Great Britain and Northern Ireland
246 1  #i At head of title: #a National statistics
260    London : #b The Stationery Office, #c c2001-
300    v. : #b ill. ; #c 24 cm.
310    Annual
362 0  2002-
530    Also available online via the World Wide Web.
583    12/01 PSR
505 0  Britain and its people -- Government and foreign affairs -- Social and cultural affairs -- The environment and
transport -- Economic affairs.
651  0 Great Britain #v Statistics #v Periodicals.
651  0 Northern Ireland #v Statistics #v Periodicals.
710 2  Stationery Office (Great Britain)
710 1  Great Britain. #b Office for National Statistics.
780 00 #t Britain (London, England) #x 0068-1075 #w (DLC)  72626487 #w (OCoLC)1751424
856 41 #3 2001- #z Adobe Acrobat reader required #u http://bibpurl.oclc.org/web/240 #u
http://www.statistics.gov.uk/statbase/Product.asp?vlnk=5703
891 20 #9 853 #8 1 #a (year) #w a
```

	VAL-	UPD-	PRD-	DELH-	ERR-	RPL-	ADD-	XPO-	LBL-	PRN-	MY-
1 of 1	OL			INST-UMC	Held	Total-300	INS	14:20	SID-06627	03:26 pm	

Example 1

WHY THIS RECORD IS CONSIDERED GOOD COPY :

- **CONSER authenticated at full level (ELvl = blank; 042 = lcd)**
- **AACR2 (Desc = a)**
- **Successive entry convention is used (S/L = 0)**
- **Has a verified call number assigned by LC (field 050, second indicator 0)**
- **Title, ISSN, and all other data elements in record match serial issue in hand**
- **Contains links to related publications, in this case an earlier title (field 780) and the electronic version of the same serial (field 856)**

EXAMPLE 2

On the cover:

Vol. 20 No. 3 August 2004

Stress and Health

Incorporating *Stress Medicine*

ISSN 1532-3005

Wiley

On page 3:

Stress and Health (Print ISSN 1532-3005; Online ISSN 1532-2998) at Wiley Interscience, www.interscience.wiley.com) is published five times a year by John Wiley & Sons, LTd, The Atrium, Southern Gate, Chichester, West Sussex, PO19 8SQ, UK

Copyright 2004 John Wiley & Sons, Ltd.

Bib Record for Example 2

OCLC CatME - [Online OL: Stress and health.]

Search Edit Action Batch View Tools Terminal Session Window Help

```
OCLC: 45267318              Rec stat: c
Entered:  20001101          Replaced: 20021231      Used: 20040727
Type: a    ELvl:        Srce: d      GPub:       Ctrl:     Lang: eng
BLvl: s    Form:        Conf: 0      Freq: q     MRec:     Ctry: enk
S/L:  0    Orig:        EntW:        Regl: x     ISSN:  1  Alph: a
Desc: a    SrTp:  p     Cont:        DtSt: c     Dates: 2001,9999
010    00-212818
040    NSD #c NSD #d GUA #d NSD #d NLM #d EYM #d NSD #d DLC #d NSD
012    #j 1 #k 1 #l 1 #m 1
016 7  101089166 #2 DNLM
022 0  1532-3005
032    749530 #b USPS
037    #b John Wiley & Sons, 1 Oldlands Way, Bognor Regis, West Sussex, PO22 9SA, UK
042    nsdp #a lc
050 00 R726.5 #b .S7852
060 00 W1 #b ST799M
082 10 616 #2 13
090    #b
049    UMCP
210 0  Stress health
222  0 Stress and health
245 00 Stress and health.
260    Chichester, UK : #b John Wiley & Sons, #c c2001-
300    v. : #b ill. ; #c 26 cm.
310    Five no. a year
362 0  Vol. 17, no. 1 (Jan. 2001)-
500    Title from cover.
500    Latest issue consulted: Vol. 18, no. 2 (Apr. 2002).
530    Also issued online.
650  0 Medicine and psychology #v Periodicals.
650  0 Stress (Physiology) #v Periodicals.
650  0 Medicine #v Periodicals.
650 12 Stress #v Periodicals.
650 22 Health #v Periodicals.
650 22 Medicine #v Periodicals.
650 22 Stress, Psychological #v Periodicals.
776 1  #t Stress and health (Online) #x 1532-2998 #w (DLC)   00212821 #w (OCoLC)452666644
780 00 #t Stress medicine #x 0748-8386 #w (DLC)sn 84007305 #w (OCoLC)11013263
850    DLC #a DNLM
856 41 #u http://www.interscience.wiley.com/jpages/1532-3005/
```

	VAL-	UPD-	PRD-	DELH-	ERR-	RPL-	ADD-	XPO-	LBL-	PRN-	MY-
1 of 1	OL			INST-UMC	Held	Total-46	INS	14:14	SID-02655	10:06 am	

Example 2

WHY THIS RECORD IS CONSIDERED GOOD COPY :

- **CONSER authenticated at full level (ELvl = blank; 042 = lc)**
- **AACR2 (Desc = a)**
- **Successive entry convention is used (S/L = 0)**
- **Has a verified call number assigned by LC (field 050, second indicator 0)**
- **Title, ISSN, and all other data elements in record match serial issue in hand**
- **Contains links to related publications, in this case an earlier title (field 780) and the electronic version of the same serial (fields 530, 776, and 856)**

EXAMPLE 3

On the cover:

PM

Public Management

October 2004

International City/County Management Association

On the contents page:

Volume 86, Number 9

On page 2:

Public Management is published monthly except February by ICMA (International City/County Management Association) at 777 North Capitol Street, N.E. Washington, D.C. 20002-4201.

Copyright 2004

Bib Record for Example 3

OCLC CatME - [Online OL: Public management.]

Search Edit Action Batch View Tools Terminal Session Window Help

```
OCLC: 2970720              Rec stat: c
Entered:  19770516         Replaced: 20030314      Used: 20040920
Type: a    ELvl:       Srce:       GPub:       Ctrl:     Lang: eng
BLvl: s    Form:       Conf: 0     Freq: m     MRec:     Ctry: dcu
S/L:  0    Orig:       EntW:       Regl: r     ISSN:  1  Alph: a
Desc: a    SrTp:  p    Cont:       DtSt: c     Dates: 1926,9999
```

```
010    sn86-60 #z sn86-59
040    DLC #c DLC #d COO #d NYG #d MUL #d NSD #d AIP #d NSD #d HUL #d NSD #d NST #d NYG #d OCL #d NST #d DLC #d NST #d
IUL #d WAU #d DLC #d SYS #d OCLCQ
012    #i 9910 #k 1
019    1763099
022 0  0033-3611
037    #b International City/County Management Association, 777 North Capitol Street, N.E., Washington, D.C. 20002-4201
042    nsdp #a lc
050 00 JS344.C5 #b A2
082 10 352 #2 11
090    #b
049    UMCP
210 0  Public manage.
222  0 Public management
245 00 Public management.
246 13 PM #f July 1968-
260    Lawrence, Kan. : #b International City Managers' Association, #c [1926-
300    v. : #b ill. ; #c 26 cm.
310    Monthly
362 0  Vol. 8, no. 12 (Dec. 1926)-
500    Title from cover.
515    One number each year contains the annual proceedings of the International City Manager's Association, later issued
separately.
530    Available on microfilm from University Microfilms.
550    Published: Chicago, Ill. : International City Managers' Association, July 1929-<Aug. 1967>; Washington, D.C. :
International City Managers' Association, <Sept. 1967>-June 1969; by: International City Management Association, July
1969-<1988>; by: International City/County Management Association, <1997- >
580    Absorbed in 1971: International City Management Association. Conference. Proceedings ... annual conference.
650  0 Local government #v Periodicals.
710 2  International City Managers' Association.
710 2  International City Management Association.
710 2  International City/County Management Association.
780 00 #t City manager magazine #w (DLC)sn 89025230 #w (OCoLC)1781505
780 15 International City Management Association. Conference. #t Proceedings ... annual conference #w (OCoLC)7839931
785 11 International City Managers' Association. #t Conference proceedings #w (OCoLC)7055557
850    CtY-SSE #a CaMWUC #a DLC #a In #a InU #a MH-KG #a MH-PA #a MoSU #a N #a NNC #a NcD #a NcRS #a WaU
891 33 #9 853 #8 1 #a v. #b no. #u 12 #v r #i (year) #j (month) #w m #x 01
891 40 #9 863 #8 1 #a <61>- #i <1979>- #x provisional
936    Vol. 81, no. 2 (Feb. 1999) LIC
```

	VAL-	UPD-	PRD-	DELH-	ERR-	RPL-	ADD-	XPO-	LBL-	PRN-	MY-
1 of 1	OL			INST-UMC	Held	Total-806	INS	14:31	SID-02655	10:15 am	

Example 3

WHY THIS RECORD IS CONSIDERED GOOD COPY :

- **CONSER authenticated at full level (ELvl = blank; 042 = lc)**
- **AACR2 (Desc = a)**
- **Successive entry convention is used (S/L = 0)**
- **Has a verified call number assigned by LC (field 050, second indicator 0)**
- **Title, and all other data elements in record match serial issue in hand**
- **Shows changes to the serial: a title variation (field 246); publisher and place of publication (fields 550 and 710s)**
- **Contains links to explain the serial's complex relationship to other serials (fields 515, 530, 580, 780, and 785)**

EXAMPLE 4

On the title page:

BFI Film and Television Handbook

2003

www.bfi.org.uk/handbook
British Film Institute

On the verso of title page:

British Film Institute
21 Stephen Street
London W1T 1LN

Bib Record for Example 4

OCLC CatME - [Online OL: BFI film and televis]

Search Edit Action Batch View Tools Terminal Session Window Help

```
OCLC: 28230878              Rec stat: c
Entered:  19930607          Replaced: 20040306      Used: 20040803
Type: a    ELvl:        Srce: d      GPub:       Ctrl:     Lang: eng
BLvl: s    Form:        Conf: 0      Freq: a     MRec:     Ctry: enk
S/L:  0    Orig:        EntW: r      Regl: r     ISSN:     Alph:
Desc: a    SrTp:        Cont:        DtSt: c     Dates: 1993,9999
010    93-642516 #z sn93-29267
040    CSL #c CSL #d GUA #d DLC #d EYM #d WAU #d IUL #d ORZ #d OCLCQ
012    #i 9309
042    lc
043    e-uk---
050 00 PN1993.3 #b .F418
082 00 384/.8/02541 #2 20
090    #b
049    UMCP
245 00 BFI film and television handbook.
246 30 Film and television handbook
246 30 British Film Institute film and television handbook
260    London : #b British Film Institute, #c c1992-
300    v. : #b ill. ; #c 25 cm.
310    Annual
362 0  1993-
650  0 Motion picture industry #z Great Britain #v Directories.
650  0 Television broadcasting #z Great Britain #v Directories.
710 2  British Film Institute.
780 00 #t Film and television handbook #x 0956-8409 #w (DLC)   91659015 #w (OCoLC)20944678
850    DLC #a GU #a InU #a MiU #a WaU
891 20 #9 853 #8 1 #a (year) #w a
891 41 #9 863 #8 1.1 #a <1997>
```

	VAL-	UPD-	PRD-	DELH-	ERR-	RPL-	ADD-	XPO-	LBL-	PRN-	MY-
1 of 1	OL			INST-UMC	Not Held	Total-157	INS	14:45	SID-02655	10:24 am	

Example 4

WHY THIS RECORD IS CONSIDERED "GOOD COPY" :

- **CONSER authenticated at full level (ELvl = blank; 042 = lc)**
- **AACR2 (Desc = a)**
- **Successive entry convention used (S/L = 0)**
- **Has a verified call number assigned by LC (field 050, second indicator 0)**
- **Title, and all other data elements in record match serial issue in hand**
- **Contains links to related publications, in this case an earlier title (field 780)**

==========

This document was prepared by Bobbie Mallett, November 4, 2004.