

JULAC Bibliographic Services Committee
General Guidelines for Cataloguing Continuing Resources

1. Sources of Reference

Please refer to "General References" for resource links.

- For cataloging continuous resources, including serials, always follow the following guidelines
- If there is discrepancy among RDA, Marc21 and CONSER, follow CONSER's guidelines.
 - CONSER Cataloging Manual
 - CONSER Editing Guide
 - CONSER Standard Record (CSR) Documentation
 - CONSER RDA Core Elements
 - CONSER MARC-TO-RDA Core Elements
 - CONSER RDA Core Cataloging Checklist

2. Serial Records – Practice

The following fields/coding require standardization in practice.

	Elements	Remarks
1.	Leader/17 Encoding level [updated Jan 2025]	<ul style="list-style-type: none"> • All original records uploaded to the shared ILS should be catalogued in full level. i.e. use [blank] for full level
2.	<u>Old practice</u> 022 \$I ISSN-L	<p>For the common situation of a serial is issued in print and online formats, the print version's ISSN is chosen as ISSN-L for all formats.</p> <ul style="list-style-type: none"> • in the record for the print serial, use 022 \$a for the ISSN of the print serial and 022 \$I for the ISSN-L, and it will be the same number • in the record for the online serial, use 022 \$a for the ISSN of the online serial and 022 \$I for the ISSN-L [normally the print ISSN] • if the ISSN for the print serial appears in the online serial, you may also record it in 022 \$y like this: 022 \$a [online ISSN] \$I [print ISSN] \$y [print ISSN]
	<u>New practice</u> 023 0# \$a ISSN-L [OCLC: since Aug 2025; JULAC: Feb 2026]	<ul style="list-style-type: none"> • in the record for the print serial, use 022 \$a for the ISSN of the print serial and 023 \$a for the ISSN-L, and it will be the same number • in the record for the online serial, use 022 \$a for the

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		<p>ISSN of the online serial and 023 \$a for the ISSN-L [normally the print ISSN]</p> <ul style="list-style-type: none"> • if the ISSN for the print serial appears in the online serial, you may also record it in 022 \$y like this: 022 \$a [online ISSN] \$y [print ISSN] 023 0# \$a [ISSN-L] [normally the print ISSN] • Applies to new records only; do not retrospectively update existing records. • CONSER records in Community Zone will be updated using the new MARC field following planned revisions by OCLC and CONSER.
3.	040 Cataloging source	<ul style="list-style-type: none"> • XXX \$beng\$erda\$cXXX • Only \$beng can be added to the shared ILS.
4.	041 \$a	<ul style="list-style-type: none"> • When recording multiple languages, only \$a required • Only require required for the language of the primary content
5.	130/240	<ul style="list-style-type: none"> • Preferred title if the title needs to be differentiated.
6.	245	<ul style="list-style-type: none"> • Transcribe article in title if any. • Omit numbering and chronological designations that are embedded in the title and supply the mark of omission. • Even if the omission is from the beginning of the title, supply the mark of omission. • If title is the same as the conference, corporation or meeting, transcribe as it is. • No need to use [] for title assigned by cataloguer. • Record parallel titles in field 246 11.
7.	246 11	<ul style="list-style-type: none"> • Record parallel titles
8.	246 1#	<ul style="list-style-type: none"> • Record title variants with acronyms/initialism. • State minor changes in \$i
9.	264 #1	<ul style="list-style-type: none"> • Record the dates in \$c only if first issue and/or last issue are in hand.
10.	264 21	<ul style="list-style-type: none"> • Intervening. • Provide date range in \$3 and publication place/publisher in \$a and \$b accordingly. • \$c is not needed.
11.	264 31	<ul style="list-style-type: none"> • Current. • Provide date range in \$3 and publication place/publisher in \$a and \$b accordingly. • \$c is not needed.

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12.	300	<ul style="list-style-type: none"> • \$a is needed only if the title is completed or ceased. • For ceased publication, require at least the word "volumes".
13.	310	<ul style="list-style-type: none"> • Must record current frequency if known.
14.	321	<ul style="list-style-type: none"> • Include previous frequencies if known.
15.	336/337/338	<ul style="list-style-type: none"> • \$a, \$b and \$2.
16.	362 1#	<ul style="list-style-type: none"> • Began with ... (...); ceased with ... (...). • Must be included if information is known, but not necessarily from the issue in hand. • Substitute a hyphen with a slash.
17.	490/830	<ul style="list-style-type: none"> • Record if applicable, including ISSN of the series.
18.	500	<ul style="list-style-type: none"> • Include notes for the followings: <ul style="list-style-type: none"> - Nature of the title, if the title is same as name of conference, meeting and corporation. - Explanatory notes for title which is devised by cataloguer.
19.	515	<ul style="list-style-type: none"> • Include information for the following: <ul style="list-style-type: none"> - Suspended information if any. - Additional information in numbering.
20.	550	<ul style="list-style-type: none"> • Transcribe names appearing in a statement of responsibility if they are identical. (CONSER records: In general, create an issuing body note for a corporate body not named in a statement of responsibility to whom responsibility for the resource has been attributed.) • Add 1XX/7XX for the name, with \$e.
21.	546	<ul style="list-style-type: none"> • Record complete information regarding languages.
22.	588	<ul style="list-style-type: none"> • Note of source. • Must include two notes: <ul style="list-style-type: none"> - Description based on: - Latest issues consulted: • Do not use the 1st indicator (follow CONSER)
23.	780/785	<ul style="list-style-type: none"> • Must be included if known. • All complex relationship should be specified in 580, except 2nd indicator = 0: can use 0 in 1st indicator and do not add 580 note. • All others use 1 in 1st indicator and add 580 note. • Give reciprocal relationships. The cataloger should update both related records.

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24.	770/772	<ul style="list-style-type: none"> • Must be included if known. • Give reciprocal relationships. The cataloguer should update both related records.
25.	775	<ul style="list-style-type: none"> • Use for different language versions and reproductions.
26.	776	<ul style="list-style-type: none"> • No need to add for online version.

Confirmed 12 June 2017

Updated 21 August 2017, January 2025, February 2026