

Frequently Asked Questions

revised 09/29/04

Bibliographic Questions

Q: Where can we find the language of a title vs. the language of a caption?

A: The language of the title can be found in the bibliographic record 008-35/37 field. The language code in the 008 fixed field of the ADM record specifies the language to be used in chronological captions.

Q: Where can we see the current publisher information?

A: This can be found in the 260, 500, or the 550 fields.

Q: What are the square brackets in the 260 field?

A: Closed brackets are used around supplied information. When you see [s.l.] or [s.n.] this means that the location and name of publisher is unknown.

Q: What are the angle brackets around the date in the 310 field?

A: Uncertain data is enclosed in angle brackets.

Item Description/Add Issue Questions

Q: Do we need spaces in item records?

A: Spaces are needed to separate **unabbreviated** captions from the number. Spaces are not needed to separate *abbreviated* captions from the number or to separate enumeration from chronology.

anno 1(1997)
no 1(1995:Sept.3)
v.1:no.1(2004:July3)

Q: If the caption and enumeration/chronology is shown in different locations on the piece and the captions are different in each location, which place would you take the information from?

A: Our practice is to use the most complete description.

Q: If the piece is an annual and the title page includes a month, should the month be included in the description?

A: No. Annuals do not need to include months and dates.
Cover: Vol. 32 December 31, 1999
Item: v.32(1999)

Q: If the piece has "v.22:issue no. 110" are both captions (issue and no.) used in the description?

A: No, you need to include either issue or number. Our practice is to use "no.".

Q: If the contents come separately, does it need to be recorded in the publication schedule?

A: No, it does not. It is treated as an insert to the main piece.

Q: If the piece is foreign, and the enum/chron is foreign, should the months be in the foreign language.

A: Yes, and they should also be abbreviated according to the language.

Q: What is the difference between hyphen (-) and slash (/) on item records?

A: /(slash) - indicates combined issues.

-(hyphen) - indicates a span of issues

Cover: vol.42, number 5-6 (issues 5 and 6 published together)

Item Record: v.42:no.5/6

When to Send Materials to Serials Cataloging Questions

Q: Do limited retention mismarked issues need to be sent to SerCat?

A: No, SerCat only needs to see permanent retention titles.

Q: When the publisher name remains the same, but the address has changed, do we need to notify SerCat to update the bibliographic record?

A: SerCat needs to update the bibliographic record only if the place of the publication had changed (city, state, or country).

Q: When is it necessary to send over special issues?

A: These should be sent over if the special issue does not carry the enumeration/chronology of the regular issues.

Q: When is it necessary to send over contents and indexes?

A: It is only necessary to send to SerCat cumulative indexes. SerCat will update the bibliographic record by adding a 555 note. Example: 555 Vols. 1-25, 1927-1959, in v. 26.

Frequency Notes ~

In a bibliographic record if the frequency in the 310 gives a specific frequency, then it must be published in equal intervals. Examples below:

Quarterly Spring, Summer, Fall, Winter
 Jan., Apr., July, Oct.

Bimonthly Jan., Mar., May, July, Sept., Nov.

Semiannual Spring, Fall
 Summer, Winter
 Jan., July
 June, Dec.

If you come across a publication that says “Issued 4 times a year in Jan., Apr., July, Oct.” in the colophon, than it is ok if the 310 says “Quarterly”. This is because it is issued in regular intervals. If a publication states “4 times a year”, “2 times a year”, etc., and it is NOT issued in regular intervals, than the 310 should reflect the “(no.) times of year”. See examples below.

Colophon	310
2 times a year in Jan. and July	Semiannual or 2 times a year
2 times a year in Spring and Fall	Semiannual or 2 times a year
2 times a year in June and August	2 times a year
4 times a year in Spring, Summer, Fall, Winter	Quarterly or 4 times a year
4 times a year in Jan, Apr., July, Oct.	Quarterly or 4 times a year
Quarterly	Quarterly or 4 times a year
4 times a year in Jan., Feb., Nov., Dec.	4 times a year
Quarterly with special issue	Five times a year or Quarterly with special issue
Monthly, except Feb. and June	Monthly except Feb., and June or 10 times a year

Serials Cataloging Webpage ~

http://libstaff.library.nd.edu/serials_cataloging/index.shtml