

CONSER Standard Record: Cheat Sheet for Catalogers

| MARC Tag | Descriptive Element | Instructions | Notes |
|-------------|-------------------------------------|--|---|
| 006 | Additional material characteristics | Only first byte required | "Form of material" |
| 007 \$a \$b | Physical characteristics | Only \$a and \$b required | "Category of material" and "Specific material designation" |
| 008/22 | Form of original item | Required only for original microforms | Not required to code for newspapers, e-resources, etc. |
| 008/18-19 | Frequency/Regularity | Not required | |
| 008/29 | Conference pub | Not required | |
| 041 \$a | Language | When recording multiple languages, only \$a required | Make notes in 546 about summaries, translations, etc. |
| 130 | Uniform title main entry | Not required to differentiate from another serial | Exceptions: Monographic series, generic titles |
| 130/240 | Uniform title | Do not create for translations or language editions | Make added entry instead (730/740) in addition to linking field (765 or 775) Note: still required for legal materials (for collocation) |
| 245 \$b | Other title information | Not required | Option: transcribe if needed to clarify or support title proper |
| 245 \$b | Parallel title, initialism/acronym | Not required | Record instead in 246 11 for parallel title, 246 13 for initialism/acronym |
| 245 \$c | Statement of responsibility | Not required | Assume usage is being recorded in the name authority record; exception: if no authority record is being created/updated, then transcribe |
| 246 | Variant title | Code with indicators 13 | Exceptions: Parallel titles (246 11); minor title changes: 246 1 [blank] \$i [note] \$a [variant title] |
| 260 \$c | Date of publication | Not required | Supply instead in preferred 362 unformatted note |
| 300 \$a | Extent of publication | Not required | Exception: Required for tangible, non-print formats only |
| 310 | Current frequency | Required if known | |
| 321 | Former frequency | Not required | If updating copy, maintain and do not delete |
| 362 | Numbering | Required if known Use indicator value "1" only | Prefer to use format "Began ..." and transcribe data as found (standard abbreviations not required, but can be used) |
| 440/490 | Series statement | Not required if authority record exists | For traced series, supply the authorized form in 8xx only Exception: use 490 if needed to record ISSN for series |
| 500 | General notes | Always record: DBO (mandatory); Source of title and LIC (if applicable) | Record source of title even if from t.p. Can transcribe designation as found (standard abbreviations not required) |
| 515 | Numbering peculiarities | [Optional] | Option: use to record changes in numbering, new series, etc. |
| 530 | Additional format | Not required | Use 776 \$i instead when record for the other format exists |
| 538 | System details note | For direct access resources: | Only required: type of operating system, type of PC if necessary |
| 538 | System details note | For remote access resources: | Only required if resource is accessed <i>other</i> than by the World Wide Web |
| 550 | Issuing body note | Not required | Exception: if no authority record is being created/updated, then create note. Add 550 to bib record for changes in responsibility over time |
| 76X-78X | Linking fields | Record as usual | Exception: 773, 774, or 787 fields not required |
| 856 | Electronic access | Record as usual | Use only generally-accessible URIs |