

## Auckland Libraries RDA policy for serials

Auckland Libraries policy on the use of RDA for serials records is as follows:

### For Original Cataloguing

- Use Auckland Libraries RDA policies.

### For Copy Cataloguing

- If an RDA record is available, use it and make revisions based on RDA rules, LC practice, and local coding practices described below
- If only an AACR2 record is available upgrade record to RDA using Auckland Libraries RDA policies.
- If only a hybrid AACR2/RDA record is available upgrade record to RDA using Auckland Libraries RDA policies.

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### General Information about RDA and RDA Coding Practices

**RDA Content** -- The content of RDA introduces for many familiar AACR2 concepts and also uses a new organizational scheme that is closely aligned with the entity-attribute-relationship conceptual models of the Functional Requirements for Bibliographic Records (FRBR) and the Functional Requirements for Authority Data (FRAD). RDA does not prescribe any standard for display purposes, but for now most libraries will continue to use MARC and International Standard Bibliographic Description (ISBD).

**LC-PCC PSs** -- Under RDA, the Library of Congress Rule Interpretations (LCRIs) have been replaced by the Library of Congress-Program for Cooperative Cataloguing Policy Statements (**LC-PCC PSs** [LC-PCC PS](#)).

**Name authorities** -- RDA brings many changes to the name authority file including new types of information to record, new places to record that information (i.e., new MARC fields and subfields), and new rules for formulating authorized access points, encompassing the elimination of most abbreviations. See [RDA Chapter 9](#) [RDA](#) for rules about identifying persons, [RDA Chapter 10](#) [RDA](#) for rules about identifying families, and [RDA Chapter 11](#) [RDA](#) for rules about identifying corporate bodies.

**Types of description, modes of issuance, and preferred sources** -- For information about the various methods for describing resources (i.e., hierarchical, analytical, or comprehensive), see [RDA 1.5](#) [RDA](#) and the associated LC-PCC PS. For information on determining mode of issuance (i.e., monograph, serial,

or integrating resource) see [LC-PCC PS 0.0](#) [LC-PCC PS](#). Under RDA, the AACR2 concept of "chief source" has been replaced by the RDA concept of "preferred sources" (see [RDA 2.2](#) [RDA](#) and the associated LC-PCC PSs as well as instructions on sources of information for specific elements).

**Core elements** -- RDA defines a set of "core elements" which must be included, as applicable, in all bibliographic records (see [RDA 1.3](#) [RDA](#)). Recording elements beyond those in the core set is optional, but Auckland Libraries records should include all RDA and LC core elements along with any additional elements required by local coding practices described below.

**Transcription** -- For guidelines on matters of transcription such as capitalization, punctuation, spacing, diacritics, symbols, numbers, dates, square brackets, abbreviations, initial articles, and note syntax, see [RDA 1.7](#) [RDA](#), [1.8](#) [RDA](#), [1.9](#) [RDA](#), and [1.10](#) [RDA](#), and [RDA appendices A](#) [RDA](#), [B](#) [RDA](#), [C](#) [RDA](#), [D](#) [RDA](#), and [E](#) [RDA](#), along with the associated LC-PCC PSs.

**Capitalization** -- Under RDA, using sentence case capitalization to record information is optional (see [RDA 1.7.1](#) [RDA](#) and [A.1](#) [RDA](#), and the associated LC-PCC PSs). Auckland Libraries will continue to capitalize words according to the guidelines for the language involved. [A.2](#) [RDA](#)–[A.9](#) [RDA](#).

**Inaccuracies** -- With the exception of titles for serials and integrating resources, RDA calls for transcribing inaccuracies (e.g., misspellings, incorrect words, etc.) exactly as they appear on a resource (i.e., no more "sic" or "[i.e.]") (see [RDA 1.7.9](#) [RDA](#)). Inaccuracies are "corrected" in RDA via notes and 246 variant titles.

**Reproductions and facsimiles** -- Under RDA, reproductions and facsimiles are catalogued by recording data about the reproduction or facsimile in the body of the record and data about the original in a note or linking entry (see [RDA 1.11](#) [RDA](#)).

For further clarification, consult

**CONSER Cataloguing Manual**

CONSER Editing Guide (?link)

# MARC Tags & RDA Elements for Serial Bibliographic Records

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**Sierra fixed fields**

<b><u>Language</u></b>	Code for the language of the item	<p>Edit this field in all records created within Sierra (i.e. original cataloguing). Otherwise, the data is taken from the 008 MARC field when bibliographic records are imported</p> <p>This is a validated field. Data entered must be assigned from the MARC21 Code List for Languages. The code assigned must match that recorded in the 008/35-37 position.</p>
<b>Cat. Date</b>	Cataloguing date in format dd-mm-yyyy.	<p>A completed CAT Date records the date that the record was first catalogued for Auckland Libraries by an Auckland Libraries cataloguer. This field is completed in tandem with MARC fields 040 and 910 (910 a subfield only). Enter the CAT Date as “today’s date”, recoding the time that the record was edited to the Auckland Libraries standard. Enter ‘today’s’ date by clicking in the field and pressing the letter “t” on the keyboard.</p> <p>Do not update the CAT Date for subsequent edits of the record. Record subsequent edits in the 910 e field only.</p> <p>*Exception: Records migrated from legacy systems entered the catalogue with CAT dates of 05-01-2005 and 23-05-2005. Some were acquisitions records with no items attached, which had not been catalogued for the legacy system. Cataloguers upgrading these records for the first time should update the CAT date to ‘today’s’ date.</p>
<b>Skip</b>		<p>Number of characters which should be skipped prior to sorting on the title field (including the space).</p> <p>Sierra automatically supplies the correct SKIP value for the English language articles (a, an, the).</p> <p>Cataloguers must supply the appropriate value in the SKIP field for foreign language articles.</p>
<b>Bib level</b>	Code for the Bibliographic level of the record.	<p>Always check the code in this field and edit if necessary.</p> <p>For print serials ensure this is ‘s’.</p> <p>When records are created within Sierra, this field is populated with the appropriate value from the template used.</p> <p>This is a validated field. Data entered must match that recorded for Bib Level in the Leader 07 position.</p>

<b>Country</b>	Code for the country of publication of the item.	This is a three-letter code identical to the 3-letter codes in the MARC21 standard. Edit this field in all records created within Sierra (i.e. original cataloguing). Otherwise, the data is taken from the 008 MARC field when bibliographic records are imported. Assign code from the MARC21 Code List for Countries. The code assigned must match that recorded in the 008/15-17 position.
<b>Location</b>	Code for library or branch location or collection	Cataloguers do not need to enter data in this field since it is automatically updated to reflect additions and/or changes in locations of attached items or checkins. Order records are not recorded.
<b>Material Type</b>		Always check the code in this field and edit if necessary. For print serials ensure this is 's'. The material type is used to limit searches in the staff client and in the OPAC; and specifies the different material-type icons which display in the OPAC. This is a validated field. Data entered must match the list of material types.

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## Leader

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
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Leader/05	Record Status			Use n for new (original cataloguing) or c for corrected or revised record.
Leader/06	Type of record		Core	<b>a</b> - Language material Other codes occasionally used: <b>e</b> - Cartographic material <b>g</b> - Projected medium
Leader/07	Bibliographic level	<b>2.13 RDA</b> (Mode of Issuance)	Core	<b>s</b> - Serial Other code occasionally used: <b>i</b> - Integrating resource
Leader/09	Character encoding			<b>a</b> - USC/Unicode
Leader/17	Encoding Level		Core	blank - full level cataloguing 3 - abbreviated level 4 - core level 5 - partial (preliminary) level 7 - Minimal level  All serials should be catalogued to full level.
Leader/18	Descriptive Cataloguing Form		Core	<b>i</b> - ISBD

## 008 - Fixed-Length Data Elements

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
008/06	Type of Date/Publication Status		Core	<p>Use one of the following codes:</p> <p><b>c</b> - Currently published  <b>d</b> - Ceased publication  <b>u</b> - Publication status unknown (if latest issue is more than 3 years old)</p>
008/07-10	Date 1		Core	<p>Beginning date of publication.</p> <p>Use date of first issue from 362 field (or beginning date from 264 field if the date is not in 362).</p> <p>For an issue date spanning two or more years, use the latest year.</p> <p>For unknown dates, code as precisely as possible to the decade, century, or millennium, using <b>u</b> in the unknown positions (e.g., 199u, 20uu, 2uuu, uuuu). For title changes, take into consideration the ending date of the earlier title.</p>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
008/11-14	Date 2		Core	<p>Ending date of publication.</p> <p>If 008/06 is <b>c</b>, this date must be <b>9999</b>.</p> <p>If 008/06 is <b>u</b>, this date must be <b>uuuu</b>.</p> <p>If 008/06 is <b>d</b>:</p> <ul style="list-style-type: none"> <li>• Use date of last issue from 362 field (or ending date from 264 field if the date is not in 362)</li> <li>• If the exact ending date is unknown, code as precisely as possible to the decade, century, or millennium, using <b>u</b> in the unknown positions (e.g., 199u 20uu, 2uuu, uuuu)</li> <li>• For title changes, take into account the beginning date of the later title</li> <li>• For an issue date spanning two or more years, use the latest year</li> </ul>
008/15-17	Place of Publication, Production, or Execution		Core	<p>Code for the place of publication recorded in 264.</p> <p>Use correct country/state codes according to latest version of the MARC Code list for countries.</p>
008/18	Frequency	<b>2.14 RDA</b> (Frequency)	Core	Code for latest known frequency.
008/19	Regularity			<p>Use drop down menu in Sierra for frequency codes.</p> <p>Use r – regular ; u – unknown ; x – irregular.</p>



<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
008/21	Type of Continuing Resource		Core	Use drop down menu in Sierra for Ser Type codes.
008/22	Form of Original Item		Core	Use drop down menu in Sierra for FormOrig codes.
008/23	Form of Item		Core	Use drop down menu in Sierra for FormItem codes.
008/24	Nature of Entire Work			Use drop down menu in Sierra for NatEntWk codes.
008/25-27	Nature of Contents			Use drop down menu in Sierra for Content codes.
008/28	Government Publication		Core	Use when appropriate.
008/29	Conference Publication			Use when appropriate
008/33	Original Alphabet or Script of Title			Use when appropriate

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
008/34	Entry Convention		Core	<p><b>0</b> - Successive entry</p> <p><b>2</b> - Integrated entry (use <u>only</u> for integrating resources and electronic serials that do not retain earlier forms of title)</p>
008/35-37	Language	<b>6.11</b> RDA (Language of Expression)	Core	Use language code(s) according to latest version of the MARC Code list for languages. Language code(s) are available in Sierra.
008/38	Modified Record			Leave blank.
008/39	Cataloguing Source		Core	<p>Local cataloguing:</p> <ul style="list-style-type: none"> <li>• Use <b>d</b> (Other) in original records</li> <li>• Leave existing code when copy cataloguing</li> </ul>

## 01X-09X - Numbers and Code Fields

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
010				Retain control numbers on imported records.
015-019				Retain on imported records.
022	International Standard Serial Number	<a href="#">2.15 RDA</a> (Identifier for the Manifestation)	Core	1st indicator: Leave blank Transcribe the number as it appears (including dash)
022  l	ISSN-L			Use for Linking ISSN (retain on imported records, do not add)
022  y	Incorrect ISSN	<a href="#">2.15.1.6 RDA</a> (Incorrect Identifiers)		Use for incorrect ISSN appearing on issues of the manifestation being catalogued (often this is the ISSN of the previous title).
035	System control number			Retain on imported records.
040	Cataloguing Source		Core	Description conventions -- Subfield  e should = rda (Note: According to the <a href="#">OCLC Policy Statement</a> effective 3/31/13, the preferred order of subfields is a, b, e, c, d)  For original cataloguing use the following coding AP beng erda cAP  For copy cataloguing add  dAP at the end of the field.

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
041	Language Code		Core if Applicable	<u>Language codes</u> – Do not use. Give complete information about languages as appropriate in 500 and 546 note fields.
043	Geographic Area Code			Retain on imported records

## 1XX - Main Entry Fields


<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
100	Heading - Personal Name		Core if Applicable	<p>Determine whether a name belongs in this field according to the following guidelines:</p> <ul style="list-style-type: none"> <li>• <a href="#">19.2.1.1.1 RDA</a> (Corporate Bodies Considered to Be Creators)</li> <li>• <a href="#">19.2.1.1.2 RDA</a> (Government and Religious Officials Considered to Be Creators)</li> <li>• <a href="#">19.2.1.1.3 RDA</a> (Persons or Families Considered to be Creators of Serials)</li> </ul> <p><u>and:</u></p> <ul style="list-style-type: none"> <li>• <a href="#">6.27 RDA</a> (Constructing Access Points to Represent Works and Expressions)</li> </ul> <p>Only the first-named creator having principal responsibility (or first-named creator overall, if principal responsibility is not indicated) is a required access point. If access for additional names is appropriate, use field 700-711.</p> <p>Add a relationship designator, if appropriate; see <a href="#">18.5 RDA</a> (Relationship Designator). Use only terms appearing in <a href="#">Appendix I RDA</a>.</p>
110	Heading - Corporate Name			
111	Heading - Meeting Name			

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
130	Heading - Uniform Title	<p><b>6.27 RDA</b> (Constructing Access Points to Represent Works and Expressions)</p> <p><b>6.29 RDA</b> (Constructing Access Points to Represent Legal Works and Expressions)</p> <p><b>6.30 RDA</b> (Constructing Access Points to Represent Religious Works and Expressions)</p> <p><b>6.31 RDA</b> (Constructing Access Points to Represent Official Communications)</p> <p><b>6.2.2 RDA</b> (Preferred Title for the Work)</p>	Core if Applicable	<p>Required for:</p> <ul style="list-style-type: none"> <li><u>Title conflicts:</u></li> </ul> <p><b>Use when there is no 100/110/111 field <u>and</u> the title proper (245  a  n  p) matches the authorized access point of any other resource in Sierra or OCLC (i.e., matches the 130, or 245  a  n  p if there is no 1XX). Take into account both bibliographic and authority records.</b></p> <p>Use appropriate Additional Elements as specified in the appropriate chapter of RDA for the nature of the resource being catalogued (see at left).</p> <ul style="list-style-type: none"> <li><u>Translations and language editions:</u></li> </ul> <p>Use when there is no 100/110/111 field <u>and</u> the resource being catalogued is a translation or language edition.</p> <p>Base the 130 on the authorized access point for the original or first language expression.</p> <p>Use subfield  l for language when necessary.</p> <p>If subfield  l is not being used, and the 130 would be identical to the title proper in 245  a  n  p, omit the 130.</p>

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
130  l	Language of a Work	<b>6.27.3</b> <a href="#">RDA</a> (Authorized Access Point Representing an Expression)	Core if Applicable	Use when the resource being catalogued is a translation or language edition.  Do not use if the original or first language expression is included. (An example of the latter might be a government publication with the text in all of the official languages of the jurisdiction.)

## 210-247 - Title and Title-Related Fields

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
210	Abbreviated Title	<b>2.3.10</b> <a href="#">RDA</a> (Abbreviated Title)		Retain if given on imported records, do not add.
222	Key Title	<b>2.3.9</b> <a href="#">RDA</a> (Key Title)		Retain if given on imported records, do not add.
240	Uniform Title	<b>6.27</b> <a href="#">RDA</a> (Constructing Access Points to Represent Works and Expressions)  <b>6.2.2</b> <a href="#">RDA</a> (Preferred)	Core if Applicable	Required for: <ul style="list-style-type: none"> <li><u>Title conflicts:</u></li> </ul> <p><b>Use when the 100/110/111 field is present</b> and the combination of 1XX and 245  a  n  p matches the authorized access point of any other resource in Sierra or OCLC (i.e., author/title is the same as another author/title). Take into</p>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
		Title for the Work)		<p>account both bibliographic and authority records.</p> <p>Add appropriate qualifiers and/or subfields per <a href="#">6.27 RDA</a>.</p> <ul style="list-style-type: none"> <li>• <u>Translations and language editions:</u></li> </ul> <p>Use when 100/110/111 field is present <u>and</u> the resource being catalogued is a translation or language edition.</p> <p>Base the 240 on the title portion of the authorized access point for the original or first language expression.</p> <p>Use subfield  l for language when necessary.</p> <p>If subfield  l is not being used, and the 240 would be identical to the title proper, omit the 240.</p> <p>See CONSER Editing Guide for appropriate subfields. (Note that dates used to distinguish different <u>works</u> do not go in subfield  f.)</p> <p>See <b>CONSER cataloguing manual 14.3.1</b>  for more information on translations and language editions.</p> <p>See <a href="#">6.27.1.9 LC-PCC PS</a> for more information on additions to access points representing works.</p>



<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
240	Language of a Work	<b>6.27.3</b> <sup>RDA</sup> (Authorized Access Point Representing an Expression)	Core if Applicable	Use when the resource being catalogued is a translation or language edition.  Do not use if the original language expression is included. (An example of the latter might be a government publication with the text in all of the official languages of the jurisdiction.)
245	Title Statement		Core	Punctuation: End this field with a period, unless the last character is other terminal punctuation (e.g., question mark or exclamation point).

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
245  a	Title	<p><b>2.3RDA</b> (Title)</p> <p><b>2.3.2RDA</b> (Title Proper)</p>	Core	<p>Use the following order of precedence for preferred source of information:</p> <ul style="list-style-type: none"> <li>• Title page</li> <li>• Cover</li> <li>• Caption</li> <li>• Masthead</li> <li>• Colophon</li> <li>• Volume title page (i.e. title page issued separately from the issues, for the purposes of binding the issues together as a volume)</li> <li>• Another source within the resource, giving preference to formal presentations</li> </ul> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  b (parallel title) - end with a space-equals sign</li> <li>•  b (other title information) - end with a space-colon</li> <li>•  c - end with a space-slash</li> <li>•  n - end with a comma if  p is following, otherwise period</li> <li>•  p - end with a period</li> <li>• none - end with a period</li> </ul>


<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
245  n	Number of Part/Section of a Work	<a href="#">2.3.1.7 RDA</a> (Titles of Parts, Sections, and Supplements)	Core if Applicable	Punctuation: If next subfield is: <ul style="list-style-type: none"> <li>•  b (other title information) - end with a space-colon</li> <li>•  c - end with a space-slash</li> <li>•  n - end with a comma if  p is following, otherwise period</li> <li>•  p - end with a comma</li> <li>• none - end with a period</li> </ul>
245  p	Name of Part/Section of a Work	<a href="#">2.3.1.7 RDA</a> (Titles of Parts, Sections, and Supplements)	Core if Applicable	Punctuation: If next subfield is: <ul style="list-style-type: none"> <li>•  b (parallel title) - end with a space-equals sign</li> <li>•  b (other title information) - end with a space-colon</li> <li>•  c - end with a space-slash</li> <li>•  n - end with a comma if  p is following, otherwise period</li> <li>•  p - end with a period</li> <li>• none - end with a period</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
245  b	Remainder of Title	<b>2.3.3 RDA</b> (Parallel Title Proper)	Core if Applicable	<p>Parallel titles may come from any source within the resource, not only the same source as the title proper.</p> <p>Use here for parallel titles in English and Maori.</p> <p>Record all parallel titles in 246:11 or 246:31.</p> <p><u>Note:</u> If transcribing in 245, any parallel title <u>after</u> the statement of responsibility relating to title proper is in subfield  c, not  b.</p> <p>Punctuation: If next element is:</p> <ul style="list-style-type: none"> <li>• another parallel title - precede it with a space-equals sign-space</li> <li>• other title information - precede it with a space-colon-space</li> <li>• statement of responsibility (subfield  c) - end this subfield with a space-slash</li> <li>• none - end this subfield with a period</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
		2.3.4 RDA (Other Title Information)		<p>Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.</p> <p>Other title information (e.g. "subtitle") must come from the same source as the title proper; otherwise treat it as a note (5XX) and/or other title (246).</p> <p>Generally record initialisms/acronyms not chosen as the title proper (2.3.2.5 RDA, Exception for serials and integrating resources) in 246:1_ and not in 245 b</p> <p><u>Note:</u> Once you have reached subfield  c in coding the 245, any further title information being recorded stays in subfield  c (do not add another subfield  b after subfield  c).</p> <p>Punctuation: If next element is:</p> <ul style="list-style-type: none"> <li>• parallel title - precede it with a space-equals sign-space</li> <li>• other title information - precede it with a space-colon-space</li> <li>• statement of responsibility (subfield  c) - end this subfield with a space-slash</li> <li>• none - end this subfield with a period</li> </ul>
		2.3.5 RDA (Parallel Other Title Information)		<p>Record if it provides clarification or support to a parallel title proper that is being recorded in 245. See further details on other title information above.</p>

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
245  c	Statement of Responsibility/ Remainder of Title Page Transcription	<b>2.4.2 RDA</b> (Statement of Responsibility Relating to Title Proper)	Core if Applicable	Usage of variant names appearing in a statement of responsibility on later issues may be recorded in <b>550</b> notes or in the 4XX field of authority records.  This subfield also includes parallel title proper and/or other title information occurring after the statement of responsibility relating to title proper.  Punctuation: If next element is: <ul style="list-style-type: none"> <li>• parallel title - precede it with a space=equals sign-space</li> <li>• another statement of responsibility - precede it with a space-semicolon-space</li> <li>• none - end this subfield with a period.</li> </ul>
246	Varying Form of Title			Formulate variant part/section titles in the same way as title proper ( a,  n,  p). See guidelines under 245.  Punctuation: This field does not end with a period, unless that period is part of the data (e.g., an abbreviation that is part of the variant title)
246:11 246:31		<b>2.3.3 RDA</b> (Parallel Title Proper)	Core if Applicable	Indicators: <ul style="list-style-type: none"> <li>• <b>11</b> - when title is <u>not</u> recorded in 245  b or in 5XX note</li> <li>• <b>31</b> - when title <u>is</u> recorded in 245  b or 5XX note</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
246:1_ 246:3_ 246:30		2.3.6 RDA (Variant Title)	Core if Applicable	<p>Variant titles <u>other</u> than a minor change in title proper.</p> <p>Record here:</p> <ul style="list-style-type: none"> <li>• Variant titles that appear prominently in the resource being catalogued, and which a user might reasonably consider to be the title; use indicators 1_</li> <li>• Initialisms/acronyms of the title proper not chosen as the title proper; use indicators 1_</li> </ul> <p>Indicators:</p> <ul style="list-style-type: none"> <li>• 1_ - when a "Variant title:" note should appear to the user (for clarity or to be more specific, you may use subfield  i at the beginning of the field)</li> <li>• 3_ - when a note should <u>not</u> appear to the user (e.g., for "and" vs. "&amp;", one word vs. two words, etc.)</li> <li>• 30 - when this is a portion of the title appearing in 245</li> </ul> <p>Other 2nd indicators may be used for specific kinds of variant titles (1st indicator should be 1):</p> <ul style="list-style-type: none"> <li>• 4 - Cover title</li> <li>• 5 - Added title page title</li> <li>• 6 - Caption title</li> <li>• 7 - Running title</li> <li>• 8 - Spine title</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
246:1_		<p><b>2.3.2.13</b><b>RDA</b> (Major and Minor Changes in the Title Proper of Serials)</p> <p><b>2.3.8</b><b>RDA</b> (Later Title Proper)</p>	Core	<p>Use for minor changes in title proper.</p> <p>Record numbering or date range in subfield  i, e.g.:</p> <ul style="list-style-type: none"> <li> iissues for 2010- have title: aMinor title change</li> </ul> <p>If beginning and/or ending issues are not known, use angle brackets &lt;&gt; around the earliest/latest known issues.</p>
246  f	<b>Date or Sequential Designation</b> 			<p>Use this subfield when the variant title applies to only certain issues. Do not use if the information is given as part of a note in subfield  i.</p> <p>Generally use for dates, unless numbers provide necessary specificity.</p> <p>If you don't know the beginning and/or ending issues, use angle brackets around the earliest/latest known issues.</p>



## 250-264 - Edition, Imprint, Etc. Fields

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
250	Edition Statement	<b>2.5.2</b> <sup>RDA</sup> (Designation of Edition)	Core if applicable	
260	Publication, Distribution, Etc. (Imprint)			<u>Do not use in RDA records.</u> Use only 264.  (When updating pre-RDA records and leaving them as pre-RDA, do not change existing 260 fields to 264. Pre-RDA records may contain both 260 and 264.)
264	Production, Publication, Distribution, Manufacture, and Copyright Notice		Core	
264:_0:	Production	<b>2.7</b> <sup>RDA</sup> (Production Statement)		Only used for a resource in unpublished form. (Rare)

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
264:_1:  3	Materials Specified			<p>Use for changes in publication information. (See more details under subfields  a and  b below.)</p> <p>Do not use when there is only one instance of 264:_1:</p> <p>Can be omitted from 264:_1: (i.e., the "first" 264) if the coverage for that field is clear from reading the other 264 fields.</p> <p>Give the earliest/latest (or earliest/latest <u>known</u>) coverage to which the field applies. If the resource is "current" (code <b>c</b> in 008/06), use only the earliest coverage in field with 2nd indicator <b>3</b>. Usually use chronological designations, unless other designations provide more specificity.</p> <p>264 31  3&lt;Feb. 1993-&gt; : aNew York, NY : bDell Magazines</p> <p>Punctuation:</p> <ul style="list-style-type: none"> <li>• Use angle brackets around information that is not known to be earliest or latest.</li> <li>• If both earliest and latest have angle brackets, put them within a single set.</li> <li>• End this subfield with a colon.</li> <li>• If the last character before the colon is a hyphen, use a space before the colon.</li> </ul>

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
264:_1:  a	Place of Publication	<p><a href="#">2.8.2 RDA</a> (Place of Publication)</p> <p><a href="#">2.8.1.5.2 RDA</a> (Recording Changes in Publication Statements--Serials)</p>	Core	<p>Record place as found in resource.</p> <p>Only first named place is required, but if multiple places are being recorded, put each in a separate subfield  a.</p> <p>If no place of publication found in resource, supply a place from evidence in any source, and enclose in square brackets. If that place is uncertain, follow it with a question mark. If no place can be found or inferred, then record <b>[Place of publication not identified]</b> and also give place of distribution in 264:_2:  a.</p> <p>If place of publication <u>changes</u> and the changes are considered important for identification or access, use multiple instances of 264 (see <a href="#">2.8.1.5.2 RDA</a> and subfield  3 above).</p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  a - end with a space-semicolon</li> <li>•  b - end with a space-colon</li> </ul>

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
264:_1:  b	Name of Publisher	<p><a href="#">2.8.4 RDA</a> (Publisher's Name)</p> <p><a href="#">2.8.1.5.2 RDA</a> (Recording Changes in Publication Statements--Serials)</p>	Core	<p>Record name as found in resource.</p> <p>Only first named publisher is required, but if multiple publishers are being recorded, put each in a separate 264 field.</p> <p>If no publisher is named in resource, supply a name from evidence in any source, and enclose in square brackets. If that name is uncertain, follow it with a question mark. If no name can be found or inferred, then record <b>[publisher not identified]</b> and also give name of distributor in 264:_2:  b.</p> <p>If publisher <u>changes</u> and the changes are considered important for identification or access, use multiple instances of 264 (see <a href="#">2.8.1.5.2 RDA</a> and subfield  3 above).</p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  b - end this one with a space-colon</li> <li>•  c - end this one with a comma</li> <li>• none - do not add any ending punctuation</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
264:_1:  c	Date of Publication	2.8.6 RDA (Date of Publication)	Core if Available	<p>Serials:</p> <ul style="list-style-type: none"> <li>Record beginning date <u>only</u> if the first issue is cited in field 588.</li> <li>Record ending date <u>only</u> if the last issue is cited in field 588.</li> </ul> <p>For recording dates, follow instructions below:</p> <ul style="list-style-type: none"> <li>If date is stated in resource as a <u>publication</u> date, then record the year directly (without brackets).</li> <li>If date is stated in resource as a <u>copyright</u> date or as the chronological designation of the issue, then record the year <u>with brackets</u> (the year alone, not the copyright symbol or the word "copyright").</li> <li>If date is inferred from distribution, manufacture, etc. date, then record the year <u>with brackets</u>.</li> <li>Use only in the field with indicators <u>_1</u> (blank-one).</li> </ul> <p>Punctuation:</p> <ul style="list-style-type: none"> <li>If both beginning and ending dates are bracketed, enclose them both in a single set of brackets.</li> <li>End this subfield with a period unless the last character is a hyphen or a square bracket.</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
264:_2:  a	Place of Distribution	<b>2.9.2RDA</b> (Place of Distribution)		Record only if information is present in the resource and 264:_1:  a is: [Place of publication not identified]  This element should rarely be used.  Follow same general guidelines as for 264:_1:  a
264:_2:  b	Name of Distributor	<b>2.9.4RDA</b> (Distributor's Name)		Record only if information is present in the resource and 264:_1:  b is: [publisher not identified]  This element should rarely be used.  Follow same general guidelines as for 264:_1:  b
264:_2:  c	Date of Distribution	<b>2.9.6RDA</b> (Date of Distribution)		Record only if information is present in the resource.  This element should rarely be used.  Follow same general guidelines as for 264:_1:  c
264:_3:  a	Place of Manufacture	<b>2.10.2RDA</b> (Place of Manufacture)		Record only if information is present in the resource and no place is identified in 264:_1: or 264:_2:  This element should rarely be used.  Follow same guidelines as for 264:_1:  a

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
264:_3:  b	Name of Manufacturer	<b>2.10.4</b> <a href="#">RDA</a> (Manufacturer's Name)		Record only if information is present in the resource and no name is identified in 264:_1: or 264:_2:  This element should rarely be used.  Follow same guidelines as for 264:_1:  b
264:_3:  c	Date of Manufacture	<b>2.10.6</b> <a href="#">RDA</a> (Date of Manufacture)		Record only if information is present in the resource  This element should rarely be used.
264:_4:  c	Date of Copyright	<b>2.11</b> <a href="#">RDA</a> (Copyright Date)		Do not add

## 3XX - Physical Description, Etc. Fields

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
300	Physical Description		Core	
300  a	Extent	<b>3.4RDA</b> (Extent)	Core	<p>Provide a term for type of carrier (for print serials, this is typically <b>volumes</b>).</p> <p>Precede the carrier term with the number of units only if the resource is complete <u>and</u> the total extent is known.</p> <p>For online resources, use:</p> <p style="text-align: center;"><b>300 __  a 1 online resource</b></p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  b - end this one with a space-colon</li> <li>•  c - end this one with a space-semicolon</li> <li>•  e - end this one with a space-plus sign</li> <li>• none - do not end with any punctuation (unless it is part of an abbreviation)</li> </ul>



<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
300  b	Other Physical Details	<p><b>7.15</b><sup>RDA</sup> (Illustrative Content)</p> <p><b>7.17</b><sup>RDA</sup> (Colour Content)</p> <p><b>7.18</b><sup>RDA</sup> (Sound Content)</p>		<p>If recording, generally use <b>illustrations</b> unless the illustrative content is entirely or primarily of a more specific type (e.g., <b>graphs</b> or <b>maps</b>).</p> <p>Colour and sound characteristics may also be included as appropriate.</p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  c - end this one with a space-semicolon</li> <li>•  e - end this one with a space-plus sign</li> <li>• none - do not end with any punctuation (unless it is part of an abbreviation)</li> </ul>

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
300  c	Dimensions	<b>3.5</b> <sup>RDA</sup> (Dimensions)	Core	<p>Use the following units of measurement:</p> <ul style="list-style-type: none"> <li>• <b>cm</b> - for print materials, microfiche and computer discs</li> <li>• <b>mm</b> - for microfilm</li> </ul> <p>"cm" and "mm" are <u>symbols</u> and not abbreviations, and thus do not have periods after them.</p> <p>Do not use for online resources.</p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  e - end this one with a space-plus sign</li> <li>• none - do not end with any punctuation (unless it is part of an abbreviation)</li> </ul>
300  e	Accompanying Material			<p>This subfield is appropriate for <u>regularly</u> occurring accompanying material (e.g., CD-ROMs that are contained in each volume). For one-time or irregular occurrences, use a general <b>500</b> note.</p> <p>Punctuation: Do not end with any punctuation.</p>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
310	Current Publication Frequency	2.14 RDA (Frequency) 2.17.12 RDA (Note on Frequency)	Core if Available	<p>If there is a field 321, then include subfield  b here with the date the current/latest frequency began (or earliest known date in angle brackets).</p> <p>Add field <b>515</b> if there are further details about the frequency and/or regularity that are not appropriate for field 310.</p> <p>Punctuation:</p> <ul style="list-style-type: none"> <li>• Precede subfield  b with a comma.</li> <li>• Do not add a period at the end of this field.</li> </ul>
321	Former Publication Frequency	2.14 RDA (Frequency) 2.17.12.4 RDA (Change in Frequency)		<p>Use a separate 321 field for each former frequency, arranged in ascending chronological order. In each field, include subfield  b with the beginning/ending dates for that frequency (or the earliest/latest known dates in angle brackets).</p> <p>If there are several former frequencies, you may alternatively use the phrase "Frequency varies". (<u>Note: Do not replace</u> any existing frequency notes with this phrase)</p> <p>Add field <b>515</b> if there are further details about the frequency and/or regularity that are not appropriate for field 321.</p> <p>Punctuation:</p> <ul style="list-style-type: none"> <li>• Precede subfield  b with a comma.</li> <li>• Do not add a period at the end of this field.</li> </ul>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
336	Content Type		Core	Record the primary content type, and any additional types that are significant (e.g., graphic novels are both <b>text</b> and <b>still image</b> ).  If multiple content types are being recorded, use a separate field for each.
336  3	Materials Specified			If the field applies to only part(s) of the resource, you may specify the part(s) in this subfield.
336  a	Content Type Term	6.9 RDA (Content Type)	Core	Use a term found in <b>Term and Code List for RDA Content Types</b> .  Regular print serials will use the term <b>text</b>
336  b	Content Type Code		Core	Use the MARC code found in <b>Term and Code List for RDA Content Types</b> .  Regular print serials will use the code <b>txt</b>
336  2	Source		Core	Use the code <b>rdacontent</b>
337	Media Type		Core	Record the primary media type.  Rarely, there may be a need to record additional media types (e.g., resource consists of both print and electronic components, and both are "primary" parts); use a separate field for each.
337  3	Materials Specified			If the field applies to only part(s) of the resource, you may specify the part(s) in this subfield.

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
337  a	Media Type Term	3.2RDA (Media Type)	Core	Use a term found in <b>Term and Code List for RDA Media Types</b> ☑.  Regular print serials will use the term <b>unmediated</b>
337  b	Media Type Code		Core	Use the MARC code found in <b>Term and Code List for RDA Media Types</b> ☑.  Regular print serials will use the code <b>n</b>
337  2	Source		Core	Use the code <b>rdamedia</b>
338	Carrier Type		Core	Record the primary carrier type.  Rarely, there may be a need to record additional carrier types (e.g., resource consists of both print and electronic components, and both are "primary" parts); use a separate field for each.
338  3	Materials Specified			If the field applies to only part(s) of the resource, you may specify the part(s) in this subfield.
338  a	Carrier Type Term	3.3RDA (Carrier Type)	Core	Use a term found in <b>Term and Code List for RDA Carrier Types</b> ☑..  Regular print serials will use the term <b>volume</b>
338  b	Carrier Type Code		Core	Use the MARC code found in <b>Term and Code List for RDA Carrier Types</b> ☑.  Regular print serials will use the code <b>nc</b>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
338  2	Source		Core	Use the code <b>rdacarrier</b>
362	Dates of Publication and/or Sequential Designation.	<p><b>2.6.2 RDA</b> (Numeric and/or Alphabetic Designation of First Issue or Part of Sequence)</p> <p><b>2.6.3 RDA</b> (Chronological Designation of First Issue or Part of Sequence)</p> <p><b>2.6.4 RDA</b> (Numeric and/or Alphabetic Designation of Last Issue or Part of Sequence)</p> <p><b>2.6.5 RDA</b> (Chronological Designation of Last Issue or Part of Sequence)</p> <p><b>2.17.5 RDA</b> (Note on Numbering of Serials)</p> <p><b>1.8.2 RDA</b> (Form of</p>	Core if Available	<p>Use unformatted 362 (1st indicator 1) and give a note as instructed in <b>2.17.5 RDA</b>, per the alternative for recording the specific RDA elements in 2.6.</p> <p>Record or supply designation of the first and last issues whenever this information is available, regardless of whether they are in hand or not.</p> <p>If numbering includes both issue number and date, put parentheses around the date. (Watch out for dates acting as "volume numbers", e.g. when a serial has "2015, number 1" through "2015, number 4" and "2016, number 1" through "2016, number 4", etc. Parentheses are not used in this case.)</p> <p>If numbering is not present or known, or if there is no chronological designation, give the beginning date of publication or the copyright date. Examples:</p> <p style="padding-left: 40px;">362 1_  a Began in 2001.</p> <p style="padding-left: 40px;">362 1_  a Began with volume 1, copyrighted in 1964.</p> <p>Generally record numerals in the form in which they appear on the source of information. For Roman numerals, add the Arabic in []</p> <p>Transcribe captions and months as found (only use abbreviations found on the resource).</p>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
		Numerals)		Substitute a slash for a hyphen, as necessary, for clarity per <a href="#">2.6.1 RDA</a> . Generally, record details of changes in numbering in field 515.

## 4XX - Series Statement Fields

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>NUL Local Policy and Notes</b>
440	Series Statement Added Entry - Title			<u>Obsolete field; do not use.</u> Change to 490/830 when encountered.
490	Series Statement	<a href="#">2.12 RDA</a> (Series Statement)	Core if Applicable	

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>NUL Local Policy and Notes</b>
490:1_  3	Materials Specified	<a href="#">2.17.11.3 RDA</a> (Complex Series Statements)  <a href="#">2.17.11.6 RDA</a> (Change in Series Statements)	Core if Applicable	Use when it is known that the series statement applies only to certain issues/volumes of the serial, and not the entire extent of the serial. Identify issues by number or date, whichever is most specific.  If you don't know the beginning and/or ending issues/volumes, use angle brackets around the earliest/latest known issues/volumes.  End this subfield with a colon.
490:1_  a	Series Statement	<a href="#">2.12 RDA</a> (Series Statement)	Core if Applicable	Include entire statement (title, parallel title, subseries title, statement of responsibility) in subfield  a; include ISSN in subfield  x, and volume numbering in subfield  v (see punctuation details.)  Punctuation: If next subfield is: <ul style="list-style-type: none"> <li>• subseries (that is, there is no ISSN or numbering to be recorded for the main series) - use a period-space, and then give the subseries title in this same subfield</li> <li>•  a (parallel title) - end this one with a space-equals sign</li> <li>•  x - end this one with a comma</li> <li>•  v - end this one with a space-semicolon</li> <li>• none - do not use any ending punctuation</li> </ul>



<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>NUL Local Policy and Notes</b>
490:1_  x	International Standard Serial Number	<b>2.12.8RDA</b> (ISSN of Series)  <b>2.12.16RDA</b> (ISSN of Subseries)	Core if Available	<p>If there is a subseries, put each ISSN after the specific title to which it belongs.</p> <p>Input the number only, without the phrase "ISSN". The number should be 8 digits (or 7 digits and an X), with a hyphen between the 4th and 5th digits.</p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  a (subseries), end this one with a period</li> <li>•  v - end this one with a space-semicolon</li> <li>• none - do not use any ending punctuation</li> </ul>
490:1_  v	Volume Number/ Sequential Designation	<b>2.12.9RDA</b> (Numbering within Series)  <b>2.12.17RDA</b> (Numbering within Subseries)	Core if Applicable	<p>This subfield is rarely used in serial records. It is used when a single number applies to the serial itself (not just particular issues).</p> <p>If a subseries is involved, put the numbering with the main series or the subseries, as appropriate.</p> <p>Punctuation: If next subfield is:</p> <ul style="list-style-type: none"> <li>•  a (subseries) - end this one with a period</li> <li>• none - do not use any ending punctuation</li> </ul>

## 5XX - Note Fields

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
500	General Note			Use field 500 for a note if no other field is appropriate.  Remember that some other fields can be manipulated to create custom notes (for instance, by adding subfield  i, such as in 246 or 7XX).
		<b>3.21.4 RDA</b> (Note on Changes in Carrier Characteristics)	Core if Applicable	Give if carrier characteristics vary and new description isn't made.
504	Bibliography, etc. Note	<b>7.16 RDA</b> (Supplementary Content)		Give if bibliography or index content is significant. (Do not give when it is the nature of the entire serial. Standard forms of note: <ul style="list-style-type: none"> <li>• Includes bibliographical references.</li> <li>• Includes index.</li> <li>• Includes bibliographical references and index.</li> </ul>
515	Numbering Peculiarities Note	<b>2.17.5 RDA</b> (Note on Numbering of Serials)		Give when information in 310, 321, 362 is inadequate (e.g., numbering changes, frequency details).  Use for annual reports end date; e.g. Report year ends June 30.

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
520	Summary, Etc.	<b>7.10 RDA</b> (Summarization of the Content)		Give an abstract, summary, synopsis, etc., of the content when other elements are insufficient to describe the nature of the resource. (This should be relatively rare).
521	Target Audience Note	<b>7.7 RDA</b> (Intended Audience)		Retain if given. Do not add.
522	Geographic Coverage Note	<b>7.3 RDA</b> (Coverage of the Content)		Give when other elements are insufficient to describe the nature of the resource. (This should be relatively rare.)
525	Supplement Note	<b>25.1 RDA</b> (Related Work)		Also use 770 if related record is involved; prefer generating the note from 770 instead of 525 if practical.  Also use 700-740 (2nd indicator <b>2</b> ) if related record is not involved and title (or author/title) access for the supplement is appropriate.
530	Additional Physical Form Available Note	<b>27.1 RDA</b> (Related Manifestation)		Prefer generating the note from field 776 (linking entry field for the other version) instead of 530.
546	Language Note	<b>6.11 RDA</b> (Language of Expression)  <b>7.12 RDA</b> (Language of the Content)	Core if Applicable	For serials in two or more languages, use Sierra fixed field and 008/35-37 for primary language content. Supply more complete information about languages of other content here.

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
		<b>7.13.2.3</b> <a href="#">RDA</a> (Recording Scripts)	Core if Applicable	Record script if it is not the primary one for the language.
547	Former Title Complexity Note	<b>2.3.2.12.3</b> <a href="#">RDA</a> (Recording Changes in the Title Proper -- Integrating Resources)  <b>2.3.7</b> <a href="#">RDA</a> (Earlier Title Proper)	Core if Applicable	Use only for electronic serials reformatted to remove all evidence of earlier title, and for integrating resources.
550	Issuing Body Note	<b>2.4.1.10</b> <a href="#">RDA</a> (Recording Changes in Statements of Responsibility)  <b>18.6</b> <a href="#">RDA</a> (Note on Persons, Families, and Corporate Bodies Associated with a Resource)		Use to record information about corporate bodies associated with the resource that are not named in other descriptive fields (245-5XX), or for changes in statement of responsibility.
555	Cumulative Index/Finding Aids Note			

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
580	Linking Entry Complexity Note	25.1 RDA (Related Work)	Core if Applicable	For related resources.
		26.1 RDA (Related Expression)		Prefer generating the note from 700-787  i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 580.
		27.1 RDA (Related Manifestation)	Core if Applicable	Generally use 525 for supplements. Give reciprocal relationships in related records when appropriate (primarily for serials and integrating resources).
				For reproductions in the <u>same</u> physical format. (For reproductions/versions in a different physical format, see 776.) Use 775 to link to the related record; prefer generating the note from 775  i rather than 580. Give reciprocal relationships in related records.

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
588	Source of Description Note	<p><b>2.17.13</b><sup>RDA</sup> (Note on Issue, Part, or Iteration Used as the Basis for Identification of the Resource)</p> <p><b>2.17.2</b><sup>RDA</sup> (Note on Title)</p>	Core	<p>Always include <u>two</u> 588 fields:</p> <ul style="list-style-type: none"> <li>The first combines the 'Description based on' note with the source of title note.</li> </ul> <p>Example: Description based on: Volume 1, number 1 (January 2001); title from title page.</p> <ul style="list-style-type: none"> <li>The second gives the 'Latest issue consulted' note.</li> </ul> <p>Example: Latest issue consulted: Volume 12, number 12 (December 2012).</p> <p>Always use both notes, even if the information duplicates the 362 field or if both 588 fields cite the same issue.</p> <p>Use the standard wording shown above, not the "Identification of ..." wording in the examples in RDA.</p> <p>Second 588 to be updated to reflect latest issue consulted by the cataloguer, whether changes are made to the record or not.</p>
590	Local Note			Use for notes pertaining to local information only. Prefer to use note subfields in the holdings record, if practical.

## 6XX - Subject Access Fields

(under construction)

All serials headings should end |v Periodicals.

## 700-752 - Added Entry Fields

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
700	Added Entry - Personal Name	<b>19.2RDA</b> (Creator)	Core if Applicable	<b>700 (rarely used in serials)</b>  Basic guidelines:  • <u>Added access points for creators and contributors</u> – Record all creators named on the title page or preferred source regardless
710	Added Entry – Corporate Name	<b>19.3RDA</b> (Other Person, Family, or Corporate Body)		

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
		<p>Associated with a Work)</p> <p><b>20RDA</b> (Persons, Families, and Corporate Bodies Associated with an Expression)</p> <p><b>21RDA1</b> (Persons, Families, and Corporate Bodies Associated with a Manifestation)</p> <p><b>22RDA</b></p> <p>(Persons, Families, and Corporate Bodies Associated with an Item)</p>		<p>of the number. Refer to RDA instructions for 1XX.</p> <ul style="list-style-type: none"> <li>• <u>Relationship designators for persons, corporate bodies etc.</u> -- Record creator and contributor role(s) using terms from RDA Appendix I (700/710 subfield  e, 711 subfield  j)</li> <li>• Other names associated with the work</li> <li>• Names associated with the expression</li> <li>• Names associated with the item (in rare circumstances, such as former owner of the copy held by the library).</li> </ul> <p>Add a relationship designator in subfield  e, if appropriate; see <b>18.5RDA</b> (Relationship Designator). See list of terms in <b>Appendix I RDA</b>.</p> <p><b><i>For works/expressions related to, or contained in, the resource (where subfield  t is present):</i></b></p> <p>Basic guidelines:</p> <ul style="list-style-type: none"> <li>• <b>24RDA</b> (General Guidelines on Recording Relationships between Works, Expressions, Manifestations, and Items)</li> <li>• <b>6.27RDA</b> (Constructing Access Points to Represent Works and Expressions)</li> </ul> <p>2nd indicator:</p> <ul style="list-style-type: none"> <li>• _ [blank] - access point is for a resource related to (but</li> </ul>
711	Added Entry – Meeting Name.			



<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
				<p>not contained within) the resource being catalogued</p> <ul style="list-style-type: none"> <li>• <b>2</b> - access point is for a resource contained within the resource being catalogued</li> </ul> <p>Add a relationship designator in subfield  i, if appropriate; see <a href="#">24.5 RDA</a> (Relationship Designator). See list of terms in <a href="#">Appendix J RDA</a>.</p>
730	Added Entry - Uniform Title	<p><a href="#">24 RDA</a> (General Guidelines on Recording Relationships between Works, Expressions, Manifestations, and Items)</p> <p><a href="#">6.27 RDA</a> (Constructing Access Points to Represent Works and Expressions)</p>		<p>For works/expressions related to, or contained in, the resource.</p> <p>Generally, use this field for authoritative access points, otherwise use 740.</p> <p>2nd indicator:</p> <ul style="list-style-type: none"> <li>• _ [blank] - access point is for a resource related to (but not contained within) the resource being catalogued</li> <li>• <b>2</b> - access point is for a resource contained within the resource being catalogued</li> </ul> <p>Add a relationship designator in subfield  i, if appropriate; see <a href="#">24.5 RDA</a> (Relationship Designator). See list of terms in <a href="#">Appendix J RDA</a>.</p>
740	Added Entry - Uncontrolled Related/Analytical Entry			<p>Generally used for titles of sections/parts contained within the resource and that are not authoritative (there are no authority records or separate bibliographic records for those titles).</p> <p>2nd indicator:</p> <ul style="list-style-type: none"> <li>• _ [blank] - access point is for a resource related to (but</li> </ul>

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
				<p>not contained within) the resource being catalogued</p> <ul style="list-style-type: none"> <li>• <b>2</b> - access point is for a resource contained within the resource being catalogued</li> </ul>
752	Added Entry - Hierarchical Place Name		Core if Applicable	<p>For place of <u>publication</u> (not subject coverage).</p> <p>Core for newspapers only.</p> <p>Use form of name for each element as established in the authority file.</p> <p>Required subfields:</p> <ul style="list-style-type: none"> <li>• <b> a</b> - Country</li> <li>• <b> b</b> - State, province, or territory (where applicable, e.g. in the United States)</li> <li>• <b> d</b> - City</li> </ul> <p>If the place of publication changes, add another 752 for the new place.</p>

## 760-787 - Linking Entry Fields

<i>Tag</i>	<i>MARC Element</i>	<i>RDA # and Element</i>	<i>Core Status</i>	<i>Auckland Libraries Local Policy and Notes</i>
765				<p>Original language entry.</p> <p>Information about the publication in its original language, if applicable.</p> <p>Use  t (title) and  x (issn) at a minimum.</p>
77X-78X	Linking Entries	<p><b>25</b>RDA (Related Works)</p> <p><b>26</b>RDA (Related Expressions)</p> <p><b>27</b>RDA (Related Manifestations)</p>		<p><b>General information</b></p> <p>See Conser Editing Guide for general information on structuring linking fields. See also <b>CCM 14</b> <input checked="" type="checkbox"/> and <b>CCM 17</b> <input checked="" type="checkbox"/> for more detailed discussion about linking relationships and related works.</p> <p>Prefer generating a note from the linking field instead of using 580, if practical.</p> <p>Give reciprocal relationships when appropriate.</p> <p>1st indicator:</p> <ul style="list-style-type: none"> <li>• <b>0</b> - if a note is intended to be generated from the linking field</li> <li>• <b>1</b> - if a note should <u>not</u> be generated from the linking field (such as when the information is given in a 5XX note field)</li> </ul>

Tag	MARC Element	RDA # and Element	Core Status	Auckland Libraries Local Policy and Notes
				<p>instead)</p> <p>2nd indicator:</p> <ul style="list-style-type: none"> <li>• <b>0</b> – Continues</li> <li>• <b>1</b> – Continues in part</li> <li>• <b>4</b> – Formed by the union of ... and ...</li> <li>• <b>5</b> – Absorbed</li> <li>• <b>6</b> – Absorbed in part</li> <li>• <b>7</b> – Separated from</li> </ul> <p>Subfield  i:</p> <ul style="list-style-type: none"> <li>• Relationship designator as found in <a href="#">Appendix J RDA</a> (unless specified otherwise below), followed by a colon</li> </ul> <p>Subfield  x: (issn)</p> <ul style="list-style-type: none"> <li>• ISSN from 022  a of related record <u>only</u>.</li> </ul> <p>Subfield  w:</p> <ul style="list-style-type: none"> <li>• Each number in a separate subfield</li> <li>• Be sure to include the Alma bibliographic record MMS ID if a local record exists. <u>Do not</u> preface with <b>(IEN)</b> (old practice in Voyager; linking functionality in Alma requires that the number alone appears in the subfield).</li> <li>• Include LCCN prefaced by <b>(DLC)</b></li> </ul> <p>Include OCLC number prefaced by <b>(OCoLC)</b></p>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
770	Supplement/ Special Issue Entry		Core if Applicable	<p>Use when a supplement is catalogued separately from the parent serial.</p> <p>In the record for the <u>parent</u>, use:</p> <ul style="list-style-type: none"> <li>• <b>770</b> reference to the supplement</li> </ul> <p>In the record for the <u>supplement</u>, use:</p> <ul style="list-style-type: none"> <li>• <b>772</b> reference to the parent</li> <li>• <b>700-730</b> added entry for the parent (unless the title of the supplement begins with the entire title of the parent)</li> </ul> <p>Generally make sure that a reciprocal linking field is added to the other record.</p>
772	Supplement Parent Entry			
775	Other edition entry			<p>Information about other available editions:</p> <ul style="list-style-type: none"> <li>• When an item is issued simultaneously in more than one language by the same publisher;</li> <li>• when the item being catalogued is a regular-print reprint;</li> <li>• when the item is another edition (eg. New American edition)</li> </ul> <p>Use  t (Title) and  x (issn) at a minimum. Delete  w (other institution no.) from imported records.</p>
776	Additional		Core if	Use when there is a version or reproduction in a <u>different</u> physical

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
	Physical Form Entry		Applicable	<p>format than the resource being catalogued.</p> <p>Use indicators <b>08</b></p> <p>Use one of the following phrases in subfield  i, as appropriate:</p> <ul style="list-style-type: none"> <li>• <b>CD-ROM version:</b></li> <li>• <b>DVD-ROM version:</b></li> <li>• <b>Microfiche version:</b></li> <li>• <b>Microfilm version:</b></li> <li>• <b>Online version:</b></li> <li>• <b>Print version:</b></li> </ul> <p>See also:</p> <ul style="list-style-type: none"> <li>• <b>CCM 14.3.5</b> (Other physical media)</li> <li>• <b>CCM 30</b> (Direct access electronic serials)</li> <li>• <b>CCM 31</b> (Remote access electronic serials)</li> </ul> <p><b>CCM 32</b> (Microform serials)</p>
777	Issued With Entry		Core if Applicable	<p>Use when two or more serials are issued together by the publisher, but catalogued separately. This is rarely used.</p> <p>See <b>CCM 14.3.6</b> for more information on "issued with" serials.</p>
780	Preceding Entry		Core if Applicable	<p>See <b>CCM 14.2</b> for more information on earlier titles.</p>
785	Succeeding Entry		Core if Applicable	<p>See <b>CCM 14.2</b> for more information on later titles.</p>

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
786	Data Source Entry			<ul style="list-style-type: none"> <li>This field is rarely used.</li> </ul>
787	Other Relationship Entry			<p>Use when no other linking field is appropriate.</p> <p>See also:</p> <ul style="list-style-type: none"> <li><b>CCM 14.3.7</b> (Companions, summaries, and other related resources)</li> <li><b>CCM 17.2</b> (Cumulations)</li> </ul> <p><b>CCM 17.5</b> (Indexes)</p>

## 800-830 - Series Added Entry Fields

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>see also other element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>
830	Series Added Entry - Uniform Title			Core if Applicable	

### 841-88X - Holdings, Location, Alternate Graphics, Etc. Fields

<b>Tag</b>	<b>MARC Element</b>	<b>RDA # and Element</b>	<b>see also other element</b>	<b>Core Status</b>	<b>Auckland Libraries Local Policy and Notes</b>



856	Electronic Location and Access	4.6RDA (Uniform Resource Locator)		Core if Applicable	<p>Required for remote access resources</p> <p>1st indicator:</p> <ul style="list-style-type: none"> <li>• 4 - HTTP</li> </ul> <p>2nd indicator:</p> <ul style="list-style-type: none"> <li>• 0 - Resource (i.e., the record is for the electronic resource)</li> <li>• 1 – Version of resource</li> <li>• 2 - Related resource (i.e., the URL is for ancillary material, such as tables of contents)</li> </ul> <p>Prefer to use  z for public notes.</p>
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