

## DCRM(S): DRAFT APPENDIX FOR MANUSCRIPT SERIALS

As part of the development of an Application Manual for *Descriptive Cataloging of Rare Materials (Serials)*, the DCRM(S) editors have drafted an appendix for cataloging manuscript serials. At the time of writing DCRM(S), the editors decided to exclude manuscript serials from the rules. Since then, several examples have surfaced and the need for rules to describe them has been made apparent. The following draft appendix is the first attempt to codify these rules.

This appendix, which for the purposes of evaluation is being called "Appendix X," is modeled on DCRM Appendix B, Collection-Level Records. Final naming of the appendix is still to be determined.

### Notes, Considerations, and Questions:

Type value **t** is not authorized for use in Leader/06 in the Continuing Resources format. Should we instruct catalogers to use 006 with **t** in the first position, or is that really meaningful? Are the instructions in the 130 and 520 sufficient?

There are several places in the rules where it says, essentially, for this field, look at rule XXX in DCRM(S) (e.g., 245, 300, 310). Does this work? Or should the introduction be rewritten to give a general instruction to consult DCRM(S) for any specific rule not in the appendix?

**260:** Following the lead of DCRM(MSS) and DCRM(G), there are no instructions for using subfield **b** (publisher). However, we have discovered two examples of manuscript serials that include formal statements of "publishing." Should a provision be made for recording such statements in the 260? Or should such statements be given in a note? See sample records:

<http://hdl.handle.net/10079/bibid/9636960> and  
<http://oskicat.berkeley.edu/record=b11224008~S1>

**X3:** This section is still in rough draft form. Any questions or comments would be greatly appreciated.

*DCRM(S) Editors:* Jane Gillis, Ann Copeland, Randal Brandt, Stephen Skuce  
June 9, 2011

## APPENDIX X. MANUSCRIPT SERIALS

### X1. Introduction

**X1.1.** This appendix offers guidance in the creation of bibliographic records for serials that consist entirely of manuscript issues that will receive serial treatment based on administrative or curatorial decisions. The primary rationale to justify a decision to use serial cataloging for manuscript serials is to highlight the serial nature of the title, including frequency, numbering, etc.

**X1.2.** These guidelines are *not* intended for description of manuscript serials treated as traditional manuscripts or archival collections. Rules for cataloging such materials are addressed in specialized sets of rules such as *Describing Archives: A Content Standard* and *Descriptive Cataloging of Rare Materials (Manuscripts)*. However, many of the considerations associated with describing traditional archival materials also pertain to manuscript serials treated as serials and inform these guidelines.

### X2. Elements of the bibliographic record

The rules that guide the bibliographic description and added entry portions of serials cataloging are the latest edition of AACR2 and CONSER, supplemented by use of appropriate national rule interpretations. Use the rules in conjunction with these guidelines, which are arranged by MARC 21 field. Fields for which no specific manuscript serials instructions are required are not included here but may be used as appropriate.

#### Leader and directory

**06: Type of record.** Use the value **a**.

**07: Bibliographic level.** Use the value **s** (serial).

**08: Type of control.** Use the value **a** (archival control)

#### Control field: 008

**06: Type of date.** Coding choices are: **c** (currently produced), **d** (ceased production), and **u** (production status unknown).

**07-10: Date 1.** Give the beginning date from the 362 field, or, when no chronological designation is given in field 362, from the date of publication in field 260.

**11-14: Date 2.** Give the ending date from the 362 field, or when no chronological designation is given in field 362, from the closing date of publication in field 260. Enter **9999** in 008/11-14 if the serial is currently in production and use **c** in 008/06.

### **130/240 field: Uniform title**

Supply a uniform title for the manuscript serial if appropriate according to AACR2 chapter 25.

```
130 0   †a Sitka times (Manuscript ed.)  
      (Comment: A print edition was published simultaneously)  
  
130 0   †a Mirror (New Haven, Conn. : Manuscript ed.)  
      (Comment: ???)
```

### **245 field: Title and statement of responsibility**

Give the title and statement of responsibility of a manuscript serial following the rules in Area 1.

### **260 field: Place and date of production**

Transcribe or supply (in square brackets) the place of production, if known and considered important, in subfield †a. If the place of production is not known, do not record this element. Give date(s) of production in subfield †c following the rules in 4D, as appropriate.

```
260     †a Sitka, A.T. [i.e. Alaska Territory], †c 1868.  
  
260     †a Represaville [i.e. Folsom, Calif.]  
  
260     †a [Paris?], †c 1930-1932.  
  
260     †c 2001-2002.  
  
260     †c [1887]-
```

### **300 field: Physical description**

Give the extent, other physical details, and size of a manuscript serial following the rules in Area 5.

**310 field: Frequency**

Give the frequency of a manuscript serial following the rules in 7B1.

**351 field: Organization and arrangement**

Do not use this field if cataloging a manuscript serial as a serial.

**362 field: Numbering**

Give the numbering of a manuscript serial following the rules in Area 3.

**4XX fields: Series statement**

If a manuscript serial includes a formal series title, follow the rules in Area 6.

**5XX fields: Notes**

In cataloging a manuscript serial, a variety of notes typically used in the description of archival materials may be employed to bring out the archival nature of the serial. It is particularly important to describe the contents of the serial in a 520 summary note, as described below. Give notes in the order prescribed in Area 7.

**506 field: Restrictions on access**

When access to a serial or a portion thereof is restricted, explain the nature and extent of the restrictions.

```
506      †a Restricted: Original materials are extremely fragile;  
        †c Researchers must use microfilm.
```

```
506      †3 All materials are restricted until Jan. 1, 2050.
```

**545 field: Biographical or historical note**

Provide biographical or historical information about the individual or organization responsible for the production of the serial, if considered important.

```
545 1    †a Psi Upsilon (Psi U) is the fifth oldest college  
        fraternity in the United States, founded at Union  
        College in 1833.
```

## 520 field: Summary, etc.

Summary notes are narrative, free-text statements of the scope and contents of serials. Include details such as the most significant topics, persons, places, or events covered.

- 520        †a Manuscript magazine written and illustrated by the inmates of Folsom Prison, with poems, stories, "advertisements," and cartoons.
- 520        †a Original manuscript copies of The Sitka Times, the first newspaper in Alaska. Contains numerous advertisements, public notices (elections, ship movements, fishing reports, etc.). Nos. 5-7 contain a 3-part essay commemorating the first anniversary of Alaska as a territory of the United States, including an eyewitness account of the turnover and flag changing ceremonies.

## 524 field: Preferred citation

Use to provide a specific citation format for citing the serial.

- 524        †a Journal (Psi Upsilon Fraternity. Theta Chapter (Union College (Schenectady, N.Y.))), UL P95j. Special Collections, Schaffer Library, Union College, Schenectady, N.Y.
- 524    8        †a Preferred citation: Sitka times (Manuscript ed.), BANC MSS P-K 31, The Bancroft Library, University of California, Berkeley.

## 541 field: Immediate source of acquisition

Record the immediate source from which the library acquired the materials, if considered important.

- 541    1        †a Acquired by exchange from Auburn University; †d 1954.
- 541    0        †3 Master copy †c Gift; †a Mrs. James Hickey; †d received: 5/22/1989.
- 541    1        †a On permanent loan from the J. Paul Getty Museum.

## 561 field: Provenance note

Briefly describe any relevant history concerning the ownership of the materials from the time of their production up until the time of their acquisition by the library.

561 1    †a The serial belonged to the Earls of Westmoreland from  
          1759-1942.

### 580 field: Linking entry complexity note

Use this note to state the relationship between the materials described and a broader collection of which it is a part. Use only when parts of the collection are being described in separate records (see also the 7XX fields).

580           †a Forms part of the Hubert Howe Bancroft collection.  
773 1       †t Hubert Howe Bancroft collection.

### 6XX fields: Subject headings

Assign subject headings as specific as the serial warrants.

245 00    †a Foul tip.  
610 20    †a Folsom Prison †v Periodicals.  
650 0     †a Prisons †z California †v Periodicals.  
650 0     †a Prisoner's writings, American †z California †z Folsom  
          †v Periodicals.  
  
245 04    †a The Sitka times.  
651 0     †a Sitka (Alaska) †v Newspapers.

### 655 fields: Genre/form headings

Assign as applicable. Prefer terms found in the controlled vocabularies issued by the RBMS Bibliographic Standards Committee; terms from other authorized thesauri (e.g., Art & Architecture Thesaurus Online) may also be used as appropriate. As with subject headings, assign headings as specifically and numerous as the materials and institutional policy warrant.

245 04    †a The Sitka times.  
655 7     †a Newspapers †z Alaska †y 19th century. †2 rbgenr  
655 7     †a Manuscripts †z Alaska †y 19th century. †2 aat  
  
245 00    †a Foul tip.  
655 0     †a Prison periodicals.  
655 7     †a Periodicals †z California †z Folsom †y 19th century.  
          †2 rbgenr  
655 7     †a Poems †z California †z Folsom †y 19th century. †2  
          rbgenr  
655 7     †a Manuscripts †z California †z Folsom †y 19th century.  
          †2 aat

### **X3. Additional considerations**

**X3.1. Individual manuscript issues in an otherwise printed serial.** If a printed serial includes scattered individual issues in manuscript, make a note describing the manuscript issues. If a serial begins as a manuscript and then becomes printed, make a new record for the printed manuscript and use a uniform title to distinguish between, and linking entries to connect, the records.

**X3.2. Manuscript versions of printed serials.** If a serial appears in both manuscript and printed versions, create separate records for each version and use a uniform title to distinguish between them.

**X3.3. Considerations when adding to serials.** Sometimes issues are added to serial after initial cataloging has been completed. In such cases, edit or add to the description as necessary, paying particular attention to the following elements:

- › Numbering (362 field)
- › Dates (260 field and fixed fields)
- › Extent (300 field)
- › Frequency (310 field)
- › Contents (520 field)
- › Subject and genre/form headings (6XX fields)
- › Added entries (7XX fields)