

When to Input a New Record

Chapter Summary

4.1 General Guidelines, 66

4.2 Field-by-Field Guidelines for New Records, 71

Historically, to promote a common basis for decision-making and creation of a useful database, OCLC and its advisory groups established guidelines for inputting new records into WorldCat.

4.1 General Guidelines

Use of guidelines

Although it is impossible to cover every case, these guidelines should help you determine whether an existing record matches the item you are cataloging or whether you should input a new record.

Apply these guidelines to current cataloging and retrospective conversion. These guidelines also describe characteristics of a record that legitimately represents a distinctive bibliographic item.

Basis of guidelines

- AACR2 and the Library of Congress' application of AACR2.
- LCRI 1.0 identifies bibliographic differences requiring the creation of separate records for LC. Some LC practices differ from OCLC practices.

When you input new records, you should exercise conservatism. If you are transcribing retrospective cataloging copy, be especially conservative because the item is **not** usually in hand. **If in doubt, use an existing record.**

Differences Between, Changes Within

In 2004, the Association for Library Collections and Technical Services published *Differences Between, Changes Within: Guidelines on When to Create a New Record*, which supplements the descriptive cataloging rules. The document provides guidance to the cataloger who has found copy that is a close or near match to the item in hand about whether to use that copy or to create a new bibliographic record.

Differences Between, Changes Within (DBCW) is a valuable supplement to this chapter, but does not replace it. On most major points, the two documents agree. There are, however, several areas in which OCLC, because of the unique cooperative nature of WorldCat and its application of a master record concept, has chosen to differ. These areas are noted below. OCLC requests that users follow OCLC practice in these instances.

Procedure for creating new record

Follow appropriate cataloging rules and input standards. However, you may apply some local or nonstandard practice (other than a local call number or local note) for your own catalog. To do so:

1. Create the record according to established standards.
2. Input the record using the Update command.
3. Edit, Produce, Update or Export the record for local use.

Parallel records

Records for the same title, but cataloged in different languages are parallel records. For more information, see chapter 3, "Special Cataloging Guidelines."

Discrepancies

WorldCat records reflect a variety of input standards, encoding levels and cataloging rules. To correct errors or add information to a record, replace the record or report the changes to OCLC.

Replace the record

In some cases, you can revise and replace a master record. For more information. See chapter 5, "Quality Assurance."

4.1 General Guidelines (continued)

- For example, you can replace a record that you have input if you have attached your holdings symbol **and** no other member has used it for cataloging.
- You can replace a non-CONSER serial record with ten or fewer holdings.
- With Full authorization or higher, you may do Database Enrichment on most records.
- With Full authorization or higher, you may do a Minimal Level Upgrade on a record with ELvl K, M, 2, 3, 4 (when no field 042 is present), 5 or 7 (except CONSER-authenticated serial records).
- Enhance libraries can replace higher Encoding Levels, according to Regular and National Level Enhance capabilities, add information and correct problems.

Report errors to OCLC

- If your authorization mode and/or the record's Encoding Level do **not** allow you to replace or upgrade the master record, edit the existing record for your own use and report the errors to OCLC for correction. See chapter 5, "Quality Assurance."

Guidelines for all formats

When comparing records, closely examine the bibliographic description (fields 245 through 5xx) and important fixed-field elements (e.g., *Form*, *Dates*).

Different editions

- Input separate records to represent different editions of bibliographic works. See AACR2, appendix D, for the definition of an edition.
- Input separate records to represent different issues of an edition whenever there are significant differences in the description. Significant differences are discussed under 250 edition statement ‡a in section 4.2, Field-by-Field Guidelines for New Records.

Analytical vs. comprehensive entry

- A record for a multipart item or serial and records for their individual parts or issues may coexist. If a record for an item as a whole exists, you can create a record for a part and vice versa. This includes the legitimately separate records for musical scores, parts, and scores and parts. You can also create "In" analytic records for items physically contained within other items.
- You can describe some items lacking a collective title as a unit or make separate descriptions for each separately titled item. (AACR2, rule 1.1G2).
- You can also catalog accompanying material separately. Records for items reflecting each of these options may coexist and are **not** duplicates.

Cataloging rules

- Differences resulting from changes in cataloging rules do **not** justify a new record.

4.1 General Guidelines (continued)

- Do **not** create a new record solely because of disagreement with the choice of main entry. Except for serials, do **not** consider access points (fields 1xx, 7xx, etc.) when deciding whether to create a new record.

Guidelines

CIP Cataloging. Variations in [field 245](#), [field 260](#) subfield \ddagger c, [field 300](#) and 4xx do **not** justify a new record when the Elvl is 8. If the CIP describes the item being cataloged, edit that CIP record to reflect information appearing on the item as published.

Integrating resources. A change in title or date appearing on the title page resulting from the publication being updated does **not** justify a new record. See AACR2, chapter 12 for more information.

Multipart items. A change in title among parts of a multipart item does **not** justify a new record. Catalog a multipart item as an open entry unless there is evidence that it is closed. Occasionally, a publisher may issue a multipart item in which the individual parts bear differing edition statements and are revised and reissued independently. In such cases, only one multipart item record should exist. See LCRI 2.2 for more information.

Non-Roman scripts. Do not create a new record in order to include non-Roman scripts. Make such additions yourself if you have an authorization that allows you to change the master record or report to OCLC such additions to an existing record.

Record format. A record cataloged on an incorrect workform does **not** justify a new record. Edit the record for local use and report [Type](#) code errors to OCLC so the master record can be changed. See also chapter 5, “Quality Assurance,” about reporting [Type](#) code changes and [Type](#) code editing capabilities.

- [BLvl](#) (Bibliographic Level) codes can be corrected. If a serial has been incorrectly cataloged on a wrong material workform, or vice versa, do **not** create a new record. Report the error to OCLC.
- Do **not** create a new record because you disagree about the choice of predominant material (e.g., a set of slides with book vs. a book with set of slides). Use of field 006 allows multiple aspects of an item to be accessible. See 006 Introduction—Additional Material Characteristics.
- The coding of certain multiple characteristics of an item can be incorporated into a single record. For instance, nonprint serials should be cataloged using the appropriate nonprint format. Duplicate records for nonprint serials on Serials format are not permitted. See [Type](#) (Type of Record) when you are uncertain about the choice of predominant material.
- If you disagree with the choice of format of an existing record, use the existing record and add 006 coding for the additional characteristics.

Record quality. Errors do **not** justify new records. Report incorrect fields or indicators to OCLC. The absence or presence of angle-bracketed information does **not** justify a new record. The absence or presence of a field, whether optional or required, does **not** justify a new record.

4.1 General Guidelines (continued)

Guidelines for serials Changes in title or main entry determine if a new serial record should be created. For AACR2 cataloging, see rules 21.2A, 21.2C, 21.3B and related LCRIs. For pre-AACR2 cataloging, consult the appropriate rules.

Create successive entry (S/L: Successive/Latest Entry code 0) serial records. (CONSER participants may create latest entry serial records). If the only existing record is a latest entry serial record, either use the latest entry record or input separate successive entry records.

Changes in title proper. Create a new record when the title proper of a serial publication changes. For AACR2 cataloging, do **not** consider the title proper to have changed in any of the following cases:

- An addition, deletion or change in an article, preposition or conjunction
- An addition, deletion or change in punctuation, including hyphenated words vs. unhyphenated words
- An addition, deletion or rearrangement of the name of the issuing body anywhere in the title
- The change occurs beyond the first five words (disregarding an initial article) and does **not** change the meaning of the title or scope of the item
- The representation of a word or words, including:
 - Abbreviations and symbols vs. spelled out forms
 - Singular vs. plural forms
 - One spelling vs. another
 - Compound words vs. two words
 - Acronym or initialism vs. full form
- Later issues have the title in more than one language or script in a different order than that on the earliest issue. Or, later issues have a parallel title that did **not** appear on the earliest issue
- The title proper fluctuates, and it seems clear that the publisher did **not** intend to change the title
- Addition to, deletion from, or change in order of words or terms in a list (lists contain at least three items)
- Addition to, deletion from, or rearrangement anywhere in title of words indicating type of resource (e.g., “magazine”)

Main entry changes. If the person, corporate body or conference chosen as the main entry changes, create a new record.

Corporate names as qualifiers in uniform titles. Some AACR2 records use a corporate name as a qualifier for a uniform title. If the corporate name qualifier changes, create a new record. A change in a place name qualifier does **not** justify a new record.

4.1 General Guidelines (continued)

Change of publication, publisher or frequency. If the only difference is a change in the place of publication, publisher or frequency, do **not** create a new record.

Change in format. If the only change in a serial is the physical format (e.g., from paper to electronic medium), create a new record. This is **not** the same as having different formats simultaneously published.

Canadian imprints. Through the CONSER program, the Library and Archives Canada (NLC) inputs serials records for Canadian imprints. NLC has established the following policy, which is **not** used by other CONSER libraries:

- NLC follows AACR2, chapter 11, for the cataloging of microform reproductions. NLC describes the microform in the body of the record and the original in [field 534](#) (Original Version Note). If an NLC microform record is the only record for a microform serial, create a separate record for the item following LC guidelines.

4.2 Field-by-Field Guidelines for New Records

Differences indicative of a distinct bibliographic item usually occur in more than one field. If a difference occurs in a single field, determine whether there are two separate bibliographic items with only one significant difference or whether the difference is an error or a difference in opinion. If in doubt, use the existing record.

Definition

These guidelines use the following terms:

| Term | Defintion |
|------------|--|
| Absence | The information applies to the item in hand, but is not found in the online record. |
| Presence | The information does not apply to the item in hand, but is found in the online record. |
| Difference | The information applies to the item in hand, but appears in another form in the online record. |

Fixed field (All)

A difference in coding of any fixed-field element (other than those noted) does **not** justify a new record.

BLvl: Bibliographic Level (All)

A difference in element alone does **not** justify a new record. Compare fields 245 through 5xx for actual differences to justify a new record.

CrTp: Type of Cartographic Material (MAP)

A difference in element alone does **not** justify a new record. Compare fields 245 through 5xx for actual differences to justify a new record.

Ctry: Country of Publication, etc. (All)

A difference in element alone does **not** justify a new record. Compare field 260 subfield ‡a, field 500, field 533 subfield ‡b, etc., for actual differences in place of publication. The British Library codes for the British place of publication, although it may **not** be the first place of publication in field 260. If there has been a change of place, serials and integrating resources are coded for the latest place of publication.

Dates: Date 1 and Date 2 (All)

A difference in element alone does **not** justify a new record. For monographs, compare field 260 subfield ‡c, field 500, field 533 subfield ‡d, etc., for actual differences in dates. For serials, compare field 362.

FMus: Format of Music (SCO)

A difference in element alone does **not** justify a new record. Compare field 245, field 250, field 254, field 300, etc. Specific differences in the format of a score justify a new record.

Form: Form of Item (BKS, CNR, VIS, MIX, MAP, SCO)

A difference in element alone does **not** justify a new record. Compare fields 245 through 5xx for actual differences to justify a new record.

Freq: Frequency and Regl: Regularity (CNR, 006)

A difference in element alone does **not** justify a new record. A change in the frequency or regularity of a publication does **not** justify a new record. Compare fields 245 through 5xx for other differences to justify a new record.

Lang: Language Code (All)

A difference in element alone does **not** justify a new record. Compare field 041, field 240, field 245, field 500, field 546, etc. Specific differences in the language or text of the item justify a new record.

4.2 Field-by-Field Guidelines for New Records (continued)

| | |
|---|---|
| Proj: Projection, SpFm: Special Format Characteristics and Relf Relief (MAP) | A difference in coding of element alone does not justify a new record. Compare field 255 , field 300 , field 500 , etc. An actual difference in element justifies a new record. |
| S/L: Successive/ Latest Entry (CNR, 006) | A difference in element alone does not justify a new record. If the only existing serial record is latest entry cataloging (compare fields 247 and 1xx in combination with field 550), you may create successive entry records. With the exception of libraries participating in the CONSER Program, do not create latest entry records. |
| Time: Running Time (VIS) | A difference in element alone does not justify a new record. Compare field 300 , field 500 , etc. Specific differences in the length of motion pictures and videorecordings may justify a new record. |
| Type: Type of Record (All) | A difference in element alone does not justify a new record. Compare fields 006 and fields 245 through 5xx for actual differences to justify a new record. |
| TMat: Type of Material (VIS) | <p>A difference in element alone does not justify a new record. Compare fields 007, 300, 5xx, etc. If the components are the same, a new record is not justified.</p> <p>For example, one library catalogs a filmstrip with accompanying material consisting of a cassette, book, etc. Another library catalogs the filmstrip, cassette, book, etc., as a kit. Since the components are the same, a new record is not justified.</p> |
| 0xx Control Numbers | Absence, presence or difference in 0xx fields (other than those noted below) does not justify a new record. |
| 006 and 007 | Absence or presence of field or an additional field describing another variation or version does not justify a new record. A difference in fields alone does not justify a new record. Specific differences in the physical format of the item may justify a new record. Compare field 300 , field 500 , field 533 , etc., for actual differences to justify a new record. |
| 010 Library of Congress Control Number | Absence or presence of field does not justify a new record. A difference in control numbers may justify a new record. Compare fields 245 through 5xx for other differences to justify a new record. |
| 020 International Standard Book Number | Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record. Compare fields 245 through 5xx for other differences to justify a new record. |
| 022 International Standard Serial Number | Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record. Compare field 1xx for change in main entry name, field 130 for change in corporate name qualifier, field 245 , field 362 , etc., for other differences to justify a new record. |
| 024 Other Standard Identifier | Absence, presence or difference in field does not justify a new record. |

4.2 Field-by-Field Guidelines for New Records (continued)

| | |
|---|---|
| 027 Standard Technical Report Number and 088 Report Number | Absence or presence of fields does not justify a new record. A difference in field 027 or field 088 alone does not justify a new record. Compare fields 245 through 5xx for other differences to justify a new record. |
| 028 Publisher Number | SCO and REC. Absence or presence of field alone does not justify a new record. Compare differences in field 245 , field 260 , field 262 , field 300 , field 500 , etc., to justify a new record. Specific differences in numbering, except for minor variations in completeness, justify a new record. VIS. Absence, presence or difference in field alone does not justify a new record. Compare field 245 , field 260 , field 261 , field 300 , 5xx for differences to justify a new record. |
| 034 Coded Cartographic Mathematical Data | Absence or presence of field does not justify a new record. Specific differences in scale or coordinates, except for minor variations, justify a new record. If in doubt, compare field 255 and field 245 through 5xx for differences to justify a new record. |
| 040 Cataloging Source ‡b Language of cataloging | Presence of field and subfield indicating a language other than that used by the inputting library justifies a new record. The new record allows the library to create what is considered a parallel record in its own language of descriptive cataloging. |
| 040 Cataloging Source ‡e Description conventions | Absence, presence or difference in field and subfield does not justify a new record. |
| 041 Language Code | Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record. Compare fixed-field <i>Lang</i> and field 240 , field 245 , field 500 , field 546 , etc. Specific differences in the language or text of the item justify a new record. |
| 1xx Main Entry | Absence, presence or difference in choice or form of 1xx fields do not justify a new record. For multipart items, a change in field does not justify a new record. For serials , a change in the name used or uniform title with a corporate name qualifier justifies a new record. A change in other types of qualifiers in serial uniform titles does not justify a new record. |
| 2xx Title, Edition, etc. | Absence, presence or difference in 2xx fields (other than those noted below) do not justify a new record. |
| 222 Key Title | Absence or presence of field does not justify a new record. A difference in field alone does not justify a new record. For serials , compare field 1xx for change in main entry name; field 130 for change in corporate name qualifier; and field 245 , field 362 , etc., for other differences to justify a new record. |

4.2 Field-by-Field Guidelines for New Records (continued)

245 Title Statement
‡a Title,
**‡n Number of part/
section of a work,**
**‡p Name of part/
section of a work**

The following differences do **not** justify a new record:

- Absence, presence or difference in bracketed information, capitalization, diacritics, ellipses, initial articles, punctuation or special characters
- Absence, presence or difference in expanded forms of abbreviations, numerals, etc.
- Variation in length resulting from judgment of what constitutes the title proper (e.g., a difference in the placement of subfield ‡b)
- Variation resulting from difference in choice of chief source of information
- Variation resulting from difference in selection of title proper (e.g., Keats' poetry vs. Poetry)

A title change (see AACR2, rule 21.2A) among parts of a multipart item or as a result of an integrating resource being updated does **not** justify a new record. For serial title changes, use the criteria under "Guidelines for Serials."

Specific differences in the wording of the title proper (other than those noted above) justify a new record.

245 Title Statement
‡b Remainder of title

Absence or presence of subfield does **not** justify a new record. To justify a new record, use the criteria under [field 245](#) subfields ‡a, ‡n, ‡p.

245 Title Statement
**‡c Remainder of title
page transcription/
statement of
responsibility**

Absence or presence of subfield does **not** justify a new record. Statements of responsibility may be present in [field 245](#) subfield ‡c, [field 500](#) or omitted. A change in the responsibility for a work (see AACR2, rule 21.3) among parts of a multipart item or as a result of an integrating resource being updated does **not** justify a new record.

For serials, compare the 1xx fields for a change in main entry name; [field 130](#) for a change in corporate name qualifier; [field 245](#), [field 362](#), etc., for other differences to justify a new record. Specific differences in the statement of responsibility, other than those noted, justify a new record.

245 Title Statement
‡h Medium

Absence or presence of subfield does **not** justify a new record. A difference alone does **not** justify a new record. Compare [field 300](#) and [field 245](#) through 5xx for other differences to justify a new record.

250 Edition Statement
‡a Edition statement

The following differences do not justify a new record:

- Absence or presence of "book club edition" statements if that is the only difference
- Absence or presence of "first edition" statements if that is the only difference
- Absence or presence of "paperback edition" statements if that is the only difference
- Variation in position of edition information in the record (e.g., [field 250](#) vs. [field 500](#))

4.2 Field-by-Field Guidelines for New Records (continued)

The following differences justify a new record:

- Variation in date designation associated with edition (e.g., Draft, Jan. 1989 vs. Draft, May 1989)
- Variation in numbered edition statements (e.g., 2nd ed. vs. 3rd ed.)
- Variation in statements indicating a difference in content (e.g., Teacher ed. vs. Student ed.)
- Variation in statements indicating abridgment, enlargement, etc.
- Variation in statements indicating “draft,” “preliminary,” “revision,” etc.
- Variation in statements indicating geographic coverage (e.g., Midwest ed. vs. Western ed.)
- Variation in statements indicating language content (e.g., Spanish ed. vs. Italian ed.)
- Variation in description among issues of an edition that indicate a difference in content, e.g., illustrated vs. non-illustrated, certain sections present or absent, etc.

Edition statements appearing on some foreign language publications (e.g., Romance language imprints) reflect printing information rather than edition information. If the edition statement appears in conjunction with the printer’s name or the number of copies printed, generally consider the edition statement to reflect printing information and use the existing record. In all other cases, use judgment.

250 Edition Statement ‡b Remainder of edition statement

Absence or presence of field and subfield does **not** justify a new record. A difference may be an indication that a new record is needed. Compare fields [245](#) through [5xx](#) for other differences to justify a new record.

254 Musical Presentation Statement

Absence or presence of field does **not** justify a new record. Specific differences in musical presentation statements (e.g., miniature score vs. playing score) justify a new record.

255 Cartographic Mathematical Data

Absence or presence of field does **not** justify a new record. Specific differences in scale or coordinates, except for minor variations, justify a new record. Compare [field 034](#) and fields [245](#) through [5xx](#) for other differences to justify a new record.

256 Computer File Characteristics

Absence or presence of field does **not** justify a new record. Specific differences in file characteristics (e.g., computer data vs. computer program) justify a new record. **Note:** This field is not used in records created after late 2004.

260 Publication, Distribution, Etc. (Imprint) ‡a Place of publication, distribution, etc.

Absence or presence of field and subfield does **not** justify a new record. The following differences do **not** justify a new record:

- Absence or presence of a place of publication if known only from an outside source (e.g., [Ohio?] vs. [S.I.])
- Change of place among issues or parts of a serial or multipart item
- Change of place within the same country between printings of the same edition

4.2 Field-by-Field Guidelines for New Records (continued)

- Variation in choice of place for items with more than one place of publication (e.g., if an item is published in London and New York, a British library enters only London, but a U.S. library enters London and New York)
- Variation in multiple places of publication as long as the first place is in the same country (e.g., an item published in Denmark may show only Kobenhavn, but the record for the same item cataloged in the U.S. shows Kobenhavn and Philadelphia). If the place name reflects a different country, create a new record.

Note: *DBCW* differs from OCLC in suggesting that a new record not be created when only the order of place names differs (e.g., Kobenhavn ; Philadelphia versus Philadelphia ; Kobenhavn). See single-part monographs, A4A; multi-part monographs, B4A. Follow OCLC policy.

- Variation in the form of the name of the place (e.g., Cologne vs. Köln)

Other than those noted, differences in the place of publication justify a new record.

260 Publication, Distribution, Etc. (Imprint) ‡b Name of publisher, distributor, etc.

The following differences do **not** justify a new record:

- Absence or presence of a publisher if known only from an outside source (e.g., [A.B. Smith] vs. [s.n.])
- Absence or presence of multiple publishers, distributors, etc., as long as one on the item matches one on the record, and vice versa
- Change of publisher among issues or parts of a serial, integrating resource, or multipart item
- Variation in choice of publisher for an item having more than one publisher
- Variation in fullness of the publisher's name (e.g., John Wiley & Sons vs. Wiley)

Specific differences in the publisher (other than those noted) justify a new record. For example, the change below justifies a new record:

- Old publisher name: Bailey Film Associates
- New publisher name: BFA Education Media

260 Publication, Distribution, Etc. (Imprint) ‡c Date of publication, distribution, etc.

The following differences do **not** justify a new record:

- Absence or presence of a publication or copyright date
- Variation in printing, manufacture or distribution date alone
- Variation in copyright dates if the publication dates are the same
- Variation in opening and closing dates for incomplete multipart items or integrating resources. However, if the date of the same part of a multi-part monograph clearly differs, a new record may be justified.

4.2 Field-by-Field Guidelines for New Records (continued)

260 Publication, Distribution, Etc. (Imprint)
‡d Plate or publisher's number for music

Absence or presence of field and subfield does **not** justify a new record. Specific differences in numbering, except for minor variations in completeness, justify a new record. See also criteria under [field 028](#).

261 Imprint Statement for Films (Pre-AACR1 Revised)

Use the criteria under [field 260](#).

262 Imprint Statement for Sound Recordings (Pre-AACR2)

Use the criteria under [field 260](#).

262 Imprint Statement for Sound Recordings (Pre-AACR2)
‡c Serial identification

Absence or presence of field and subfield alone does **not** justify a new record. Compare [field 028](#), [field 245](#), [field 300](#), [field 500](#), etc., for actual differences to justify a new record. Specific differences in numbering, except for minor variations in completeness, justify a new record.

3xx Physical Description

Absence, presence or difference in the 3xx fields, other than those noted, does **not** justify a new record.

300 Physical Description
‡a Extent

The following differences do **not** justify a new record:

- Minor variations because of bracketed or estimated data
Note: UKM CIP records contain estimated data in 300 ‡a.
- Minor variations in paging if that is the only difference (351 p. vs 353 p.)
- Variation caused by local binding
- Variation in paging because of a section (e.g., an index being numbered in one printing and unnumbered in another printing)
- Variation in preliminary paging, post paging or separate numbering
- Variation in recording data because of different cataloging rules
- Variation in the number of parts for an incomplete multipart item (e.g., record indicates 5 v. and the library now has v. 6-7)

Specific differences in the extent of item (other than those noted) justify a new record.

300 Physical Description
‡b Other physical details

Absence or presence of field and subfield does **not** justify a new record.

BKS, CNR, MAP, SCO. A difference in field and subfield alone generally does **not** justify a new record.

VIS, REC, COM. Specific technical differences (e.g., analog vs. digital, b&w vs. col., mono. vs. stereo., sd. vs. si., 33-1/3 rpm vs. 78 rpm, etc.) justify a new record.

4.2 Field-by-Field Guidelines for New Records (continued)

300 Physical Description ‡c Dimensions

Absence or presence of field and subfield does **not** justify a new record.

BKS, CNR, SCO. A difference of more than 2 cm., which is **not** a result of local binding or trimming, may justify a new record.

MAP. Minor variations in size because of different measurement techniques or folded dimensions do **not** justify a new record.

VIS, REC, COM. Specific differences in the size of the medium (e.g., 3 3/4 in. vs. 5 1/4 in., 4 3/4 in. vs. 12 in., 8 mm. vs. 16 mm.) justify a new record.

300 Physical Description ‡e Accompanying material

Absence, presence or difference in field and subfield does **not** justify a new record. Accompanying material may be cataloged separately or described in a note.

VIS. Specific differences in the medium of recorded accompaniment to projected media (e.g., cassette vs. disc) justify a new record.

305 Physical Description for Sound Recordings (Pre-AACR2)

Use the criteria under [field 300](#).

310 Current Publication Frequency, 321 Former Publication Frequency

Absence or presence of fields does **not** justify a new record. A change in frequency does **not** justify a new record. A difference may justify a new record. Compare the fixed field and fields [245](#) through [5xx](#) for other differences to justify a new record.

362 Dates of Publication and/or Sequential Designation

Absence or presence of field does **not** justify a new record. Specific differences may justify a new record. Compare fields [245](#) through [5xx](#) for other differences to justify a new record.

4xx Series Statement

Absence or presence of fields does **not** justify a new record. Compare fields [245](#) through [5xx](#) for other significant differences. **Note:** *DBCW* differs from OCLC. The presence or absence of a series statement may be a major difference. Consider in conjunction with other aspects. Follow OCLC policy.

The following differences do **not** justify a new record:

- Absence, presence or difference in series statement of responsibility
- Change of series among issues or parts of a serial, integrating resource, or multipart item. (If the item is issued in a different series, a new record is justified.)
- Variation in form of series statement
- Variation in tracing decision or form (e.g., [field 440](#) vs. [field 490](#) with [field 830](#))
- Absence or presence of ISSN (Difference in ISSN may justify a new record if the item is issued in two different series).

4.2 Field-by-Field Guidelines for New Records (continued)

| | |
|---|--|
| 5xx Notes | <p>Absence or presence of fields, other than those noted below, does not justify a new record.</p> <ul style="list-style-type: none">• Notes indicating the need for different equipment in the case of audiovisual media (e.g., Beta vs.VHS) justify a new record.• Notes indicating differences in the language, edition, format, or content of the item may justify a new record.• Choice of a specific 5xx field vs. a general field 500 note does not justify a new record.• Notes indicating the presence of accompanying material do not justify a new record.• Notes relating solely to holdings, in-house binding, missing pages and other imperfections, etc. do not justify a new record. See also criteria under field 300, subfield \ddot{e}.• Other differences in the 5xx fields do not justify a new record. If in doubt, compare fields 245 through 4xx for other differences to justify a new record. |
| 501 “With” Note | <p>Absence, presence or difference in field justifies a new record. Field 501 should not be used to show local binding practice and does not justify a new record in such cases. Variations reflecting options outlined in AACR2, rule 1.1G2 justify a new record to describe the item as a unit.</p> |
| 505 Formatted Contents Note | <p>Absence or presence of field does not justify a new record. A contents note showing less complete contents or coverage does not justify a new record. A contents note showing actual differences in the content of the item justifies a new record. Compare fields 245 through 5xx for other differences to justify a new record.</p> |
| 507 Scale Note for Graphic Material | <p>Use the criteria under field 255 (Cartographic Mathematical Data).</p> |
| 513 Type of Report and Period Covered Note | <p>Absence or presence of field does not justify a new record. Specific differences in type of report (e.g., Preliminary report vs. Final report) justify a new record.</p> |
| 533 Reproduction Note | <p>Absence or presence of field justifies a new record. Having the information in field 500 instead, does not justify a new record.</p> <ul style="list-style-type: none">• Specific differences in form (e.g., microfilm vs. microfiche) justify a new record.• For other differences that may justify a new record, compare field 533 subfields \ddot{b} through \ddot{f} and use the criteria for field 260 subfields \ddot{a} through \ddot{c}, field 300 and the 4xx fields.• A difference in polarity of a microform does not justify a new record.• A difference in reproduction publication dates does not justify a new record. |

4.2 Field-by-Field Guidelines for New Records (continued)

- A difference in reproduction publishers justifies a new record. However, a change in publishers between issues or parts of a serial, integrating resource, or multipart item does **not** justify a new record.

538 System Details Note

Absence or presence of field does **not** justify a new record.

COM. Specific differences in system requirements (e.g., disk characteristics, technical details, etc.) may justify a new record. Compare fields 245 through 5xx for other differences to justify a new record.

VIS. Differences in video system (e.g., Beta vs. VHS) justify a new record. Placement of that information in field 300, field 500 or field 538 does **not** justify a new record.

550 Issuing Body Note

Absence or presence of field does **not** justify a new record. A difference in field alone does **not** justify a new record. Compare fields 245 through 5xx for other differences to justify a new record.

580 Linking Entry Complexity Note

Absence or presence of field does **not** justify a new record. A difference in field alone does **not** justify a new record. Compare fields 245 through 5xx for other differences to justify a new record.

6xx Subject Access

Absence, presence or difference in fields does **not** justify a new record.

7xx Added Entries

Absence, presence or difference in fields (other than the following) does **not** justify a new record.

760–772 and 775–787 Linking Entry Fields

Absence or presence of fields does **not** justify a new record. A difference in fields alone does **not** justify a new record. Compare fields 245 through 5xx for other differences to justify a new record.

773 Host Item Entry

Absence, presence or difference in field justifies a new record.

8xx Series Added Entries

Absence, presence or difference in fields does **not** justify a new record.

856 Electronic Location and Access

Absence or presence alone does not justify a new record. For remote electronic resources, when the original electronic address is no longer accessible, but the resource is now accessible at another address, the difference does not justify a new record. When the original electronic address is still active but now represents a different resource, the difference justifies a new record.

9xx Local Use

Absence, presence or difference in fields does **not** justify a new record.