CATALOGUING SERIALS @ THE WESTON FAMILY LIBRARY:

A MANUAL FOR KOHA USERS

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For a practicum course at the ischool,
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### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION TO SERIALS</td>
<td>p. 3</td>
</tr>
<tr>
<td>CATALOGUING SERIALS</td>
<td>p. 4</td>
</tr>
<tr>
<td>CATALOGUING SERIALS WITH KOHA:</td>
<td></td>
</tr>
<tr>
<td>✓ STEP 1: Log in</td>
<td>p. 4</td>
</tr>
<tr>
<td>✓ STEP 2: Adding a MARC Record with Z39.50</td>
<td>p. 5-7</td>
</tr>
<tr>
<td>✓ STEP 3: Reviewing Imported Fields from “0” to “9”</td>
<td>p. 7-13</td>
</tr>
<tr>
<td>✓ STEP 4: Accessing MARC Records from another library</td>
<td>p. 14</td>
</tr>
<tr>
<td>✓ STEP 5: Transcribing a MARC Record from another library</td>
<td>p. 15-16</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>p. 17</td>
</tr>
<tr>
<td>LINKS TO OTHER BOTANICAL GARDEN LIBRARIES</td>
<td>p. 17</td>
</tr>
<tr>
<td>LINKS TO CATALOGUING RESOURCES</td>
<td>p. 17</td>
</tr>
</tbody>
</table>
INTRODUCTION TO SERIALS:
(Based on CONSER Cataloguing Manual 2006)

According to AACR2, serials are a “continuous resource” issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include:

- Scholarly journals
- Popular magazines
- Electronic journals
- Continuing directories and yearbooks
- Annual and statistical reports
- Newspapers/newsletters
- Monographic series

Cataloguing rules set three basic criteria for a serial publication:

1. It is issued in discrete parts
2. Generally each part carries a number or date that uniquely identifies it
3. The publication has no predetermined conclusion

Serials are different from other types of publications with the following characteristics:

- They are diverse in their publication format as stated above
- They are issued on a continuing basis, often with a regular frequency (annual, monthly, quarterly...)
- Many serials do not have a title page. The title is found on the cover or at the beginning of the text
- In order to distinguish individual issues, most serials use numbers or dates or a combination
- Serials do not have a personal author, they are the work of one or more corporate bodies that have “issued” the serial
- Serials are often related to other serials as earlier or later titles, companions, sections, language editions, translations...
- Serials may have supplements, indexes, reprints, or special issues or may, themselves, be a supplement, index, reprint, or special issue
- Since serials are issued continuously, the information presented on them may change. Such as: the title, issuing body, form of numbering, frequency, size and physical appearance
CATALOGUING SERIALS:

Following are some aspects that are unique to cataloguing serials:

1. **Successive entry cataloguing:** Based on the cataloguing convention in AACR2, a new serial record is created each time a major change occurs. Each successive entry record contains information relevant only to the span of issues covered by that record. For a serial that is “dead”, a “closed off” record is entered in the data elements to show that the title is no longer current.

2. **Description based on the first or earlier issue:** Serials consist of a succession of issues, but the basic description of the serials is created from one issue. This issue can be either the first issue or the most recent issue with changes described in the “Notes” field (500).

3. **Numbering:** Since the numbering provides the means of distinguishing the individual issues of the serial, the numbering system used by the serial should be described by the cataloguer. Examples: Vol. 36, Issue 4, (winter 1982)- Vol. 22, No.1 (Jan-Feb. 1996)-

4. **The catalogue record must represent the entire serial:** Information that is specific to a single issue is usually omitted because it does not relate to the serial as a whole. In general, information contained in serial records must be broad enough to pertain to the span of issues covered by each successive entry record.

5. **Single entry:** When a title is catalogued as a serial, all issues are represented by one record, at least until the title changes.

CATALOGUING SERIALS WITH KOHA:

**STEP 1: LOGIN**

A. Koha can only be accessed using **“FireFox” or “Chrome”** web browsers.

B. Login using: [http://192.168.0.4:8080](http://192.168.0.4:8080)
   - **Username:** koha_tbga
   - **Password:** aewohyei

C. For remote login: [http://tbg.dnsalias.org:8080](http://tbg.dnsalias.org:8080)
STEP 2: ADDING A MARC RECORD WITH Z39.50

A. Once you have logged in, under the Cataloguing module you would choose Add MARC Record.

B. From the Add MARC Record window choose the Serials framework from the drop down menu beside the Z39.50 tab. This will take a few seconds as it will bring up the fields relevant to cataloguing Serials.

C. In order to perform derived cataloguing the easiest way is to retrieve an existing record using the Z39.50 Search Option. This option will allow you to import a MARC record from a library catalogue partnered with Koha. Clicking on the Z39.50 tab will open a new window.

D. To search for a serial, under the Z39.50 Search Points type in either the ISSN of the issue at hand, the title of the issue or both.

E. Under the Search Targets you have the option of choosing an individual library or selecting all partner libraries by clicking on the Select All tab, this option will retrieve more results.
F. The following search for the serial “Curtis’s Botanical Magazine” retrieved an existing record at two libraries through Z39.50:

<table>
<thead>
<tr>
<th>Title</th>
<th>ISBNSISN:</th>
<th>LC Call #:</th>
<th>Control #:</th>
<th>Raw (any):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtis’s Botanical Magazine</td>
<td>1355-4905</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Results**

<table>
<thead>
<tr>
<th>Server</th>
<th>Title</th>
<th>Author</th>
<th>Date</th>
<th>Edition</th>
<th>ISBN</th>
<th>LCCN</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMBIA UNIVERSITY</td>
<td>Curtis’s Botanical Magazine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MARC Ca</td>
</tr>
<tr>
<td>LIBRARY OF CONGRESS</td>
<td>Curtis’s Botanical Magazine</td>
<td></td>
<td>1995</td>
<td></td>
<td>95647018</td>
<td></td>
<td>MARC Ca</td>
</tr>
<tr>
<td>LIBRARY OF CONGRESS</td>
<td>The Kew magazine</td>
<td>1984</td>
<td></td>
<td></td>
<td>84646411</td>
<td></td>
<td>MARC Ca</td>
</tr>
</tbody>
</table>

G. To view the MARC record click on the MARC link, found within the Preview column. By viewing the record from the Library of Congress (LC) and Columbia University (CU) you can compare and choose the most accurate and complete one. The date beside the LC result indicates the date of the first issue. Note: Serial records will not have an author.

**MARC Record from LC**

**MARC Record from CU**

H. When previewing the above title, you must verify that the record matches the serial title in your hands. You should use the information below found in the serial to verify that it is indeed the same serial title:

- The first issue with its numbering information: volume, number, (or other frequency)
- Publisher information: publisher name, date, place
- The ISSN
Note: It is important to note the **130 field** above, which represents the **Main Entry Uniform Title**. This field in the **CU** record describes the online version with the same **ISSN** as the print version. The **LC** record represents the print version, and based on the details that have been verified, it more accurately describes the issue from our library, and, therefore the **LC** MARC record was imported. A **Note** can be added in the **500 field** to indicate the existence of an online version. **LC** has added this information in the **776 field** as an additional physical form of the serial.

I. Once you choose the record you want to import click on the **Import** tab, it will automatically populate all the fields. This process will take a few seconds.

<table>
<thead>
<tr>
<th>Server</th>
<th>Title</th>
<th>Author</th>
<th>Date</th>
<th>Edition</th>
<th>ISBN</th>
<th>LCCN</th>
<th>Preview</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBRARY OF CONGRESS</td>
<td>Curtis's botanical magazine.</td>
<td></td>
<td>1995</td>
<td></td>
<td>95647018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STEP 3: REVIEWING EACH IMPORTED FIELD**

A. Once the MARC record is imported, each field, indicated by the **number tabs**, should be reviewed to customize it to the institution importing it. **Note**: the question mark beside each subfield provides detailed information on the field’s MARC description. Changes to be made under each field are recorded in the **red boxes** as follows:

- **The * indicates a required field. Records cannot be saved unless all required fields are completed.**
- **Check the ISSN with the item at hand.**
- **To delete contents of the field click here.**
- **Click cell to self generate information required.**
Note: “Curtis’s Botanical Garden” is no longer a “continuous resource”, the information regarding the last issue published should be indicated in field 362. However, Toronto Botanical Garden (TBG)’s ending subscription information is indicated in the 500 Notes field.
Note: In 500 field notes related to TBG’s first and last issue of the serial subscription should be transcribed as follows:
Toronto Botanical Garden
Using the delete tab, delete the imported records in this field as they are not relevant to TBG's holdings.

This is a required field with a drop down menu to indicate local classification at TBG.
B. Once all the fields have been reviewed and appropriate changes have been made the record should be saved. To view the record created, in the drop down menu under the Save tab choose Save and view record.

C. Review how the record appears, and ensure information is accurate. Make any necessary changes by clicking the Edit tab, it has a drop down menu with the following options:

Note: Clicking on the Descriptions tab will display the information entered in the 500 field.
STEP 4: ACCESSING “MARC” RECORDS FROM ANOTHER LIBRARY

A. When a MARC record is not found from searching Z39.50, a record can be derived (or “copied”) from another library. While exploring for records elsewhere the following search criteria should be considered:

- Look for a library most likely to carry similar items to TBG’s collection mainly in the field of horticulture and botany
- Look for a renown library with an extensive collection
- Look for a library catalogue that includes a MARC Display Option
- Access the Ulrich’s Periodical Index for most current information on all periodicals or the WORLDCAT

B. The following table provides links to libraries with a MARC record display.

<table>
<thead>
<tr>
<th>LINKS</th>
<th>ACCESSING “MARC” RECORDS</th>
</tr>
</thead>
</table>
| British Library  
http://www.bl.uk/ | -Type the item **Title** or **ISSN**, under the search box choose **Main catalogue** option  
- On the results page click on the **Details** tab of the item searched this will open a drop down window  
- Under **Links** choose **MARC display** |
| Missouri Botanical Garden  
http://www.mobot.org/mobot/molib/ | -From the search drop down menu choose **Title** or **ISSN** and type it in  
- On the results page click the **MARC Display** icon at the top |
| National Agriculture Library (USDA)  
http://agricola.nal.usda.gov/ | -Type in **Title** or **ISSN** in the search box  
- From the results page click **MARC record** tab from the top set of options |
| National History Museum London Library  
http://www.nhm.ac.uk/research-curation/science-facilities/library/ | -From the left panel click on **Library catalogue**  
- In the search box type **Title** or **ISSN** and choose **Periodical title** from the drop down menu  
- Beside **Library** choose **ALL** or a particular library  
- Click on title and scroll to the bottom, click on **Change Display**, choose **Unformatted display/Yes/Ok** |
| New York Botanical Garden Library  
http://www.nybg.org/library/ | -Type in serial **Title** or **ISSN**  
- Click on periodical title  
- Click on **MARC Display icon** from the top list of icons |
| Universities of Guelph/Western/Waterloo shared catalogue  
http://www.lib.uoguelph.ca/ | -Type in serial **Title** or **ISSN**  
- Click on **Journal icon**  
- Under **Links** click on **More bibliographic info. in Trellis**  
- Result displayed in new window, choose the **staff (MARC)** option from top toolbar |
| ULRICH’S WEB SERIALS LOGIN | - Accessed through **subscription**  
- Displays most current and complete record of periodicals |
| WORLDCAT | - Displays detailed record of items  
- Does not display MARC records |
STEP 5: TRANSCRIBING “MARC” RECORDS FROM ANOTHER LIBRARY

A. Once an accurate MARC record has been located, open it in a separate window and minimize it. Follow STEPS 1, 2A and 2B.

Note: The MARC record located can also be copied on a word document for future reference. It is advisable to locate a description of the serial at hand through Ulrich’s Periodical Index or through WorldCat, this can also be copied on a word document. This description will help with additional information not found in the imported MARC record.

B. Following is an example of a MARC record for the “American Rhododendron Society Journal” (TBG ISSN 0745-7839) accessed from the New York Botanical Garden (NYBG) Mertz Library:
C. The information highlighted in red above was transcribed into the serials fields in Koha. Follow STEPS 3 A, B and C to populate all required fields and save the record. Verify that the details and description are accurate. Following is the transcribed result as it appears in Koha.

Note: The information under Descriptions was added in the 500 field using the TBG Periodical Index, showing the first and current issues, and the Ulrich’s Periodical Index, describing the former title and ISSN of the journal.
REFERENCES


LINKS TO OTHER BOTANICAL GARDEN LIBRARIES:

[Harvard University Herbaria Libraries](https://libraries.harvard.edu/hub)

[Royal Botanic Gardens Kew Library](https://www.rbgkew.org.uk)

[Royal Botanic Gardens Sydney Library](https://www.rbgsyd.nsw.gov.au)

[Royal Horticultural Society Lindley Library](https://www.rhs.org.uk)

LINKS TO CATALOGUING RESOURCES:

Bibliographic Processing Cataloging Rules:

[http://www.libraries.psu.edu/psul/cataloging/training/bpcr/245.html#accents](http://www.libraries.psu.edu/psul/cataloging/training/bpcr/245.html#accents)

OCLC Bibliographic formats and standards: