

Series Split Tracing Decision Records

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Note: This policy affects "fts" vs. "fns" decisions only.

HISTORY: In the past, YRL Cataloging often decided not to trace certain types of series, even when the national authority record said to trace them. However, more recently, YRL's policy has been to follow national standards whenever possible. Furthermore, because it was impossible to have two 645 fields co-existing in an ORION1 series authority record, all Cataloging Units had to adhere to the same series tracing decision. When more than one unit used the same series, the Cataloging Units indicated this with a code in the 644 or 646 (ex.: \$5 BI,UR).

In ORION2, it is now possible to have **series split decision records** (series with multiple 645s). This is the method whereby YRL hopes to redress the issue of making all of its series--including those where YRL took a historically alternative position on the tracing--follow national standards.

1) If there is both an OCLC and an ORION2 authority record, and the **tracing differs** (one record has 645 "n" and the other 645 "t"), **use the tracing reflected in the OCLC authority record on the bibliographic record. In most cases, the earlier YRL Cataloging decision would have been not to trace a series, where the national standard was to trace it.**

2) Make printouts of the OCLC and ORION2 authority records. On the ORION2 authority record printout, write the following information, with the most recent decision listed first:

1. **645 t \$d for works cataloged after MM/YY** (fill in the appropriate month, year) **\$5 UR**
2. **645 n \$d represents earlier UCLA decision \$5 UR**
3. In rare cases, the existing ORION2 record may be traced, and the OCLC authority record not traced, so the above information will appear instead as:
4. 645 n \$d for works cataloged after MM/YY \$5 UR
5. 645 t \$d represents earlier UCLA decision \$5 UR
6. Submit the printouts for both the OCLC and the ORION2 authority records to the Authority Section, attached to a completed ["ORION Conflict Report" \(pdf\)](#). The Authority Section will give these edits high priority, and will revise ORION2 as quickly as possible.

3) **NOTE: Any potential split-decision records involving another Cataloging Unit need to be referred to the YRL Dept. Head, who will consult with the appropriate Unit(s) for a final agreement.**

- If a decision is reached to retain the local tracing, the following will be added to the authority record:
667 UCLA decision not to follow national standard, [initials] MM/YY

4) **NOTE: What to do if the OCLC authority record already has a split decision in it**

(multiple 645s already exist):

- 1. These records will not be loaded into ORION2 as is; further decisions regarding tracing will need to be made**
- 2. In most cases, trace the series. Cross out the line with "645 n"; keep the line with "645 t" (the current national standard is to trace most series)**
3. When in doubt, consult with a supervisor, the Head of Cataloging, or another appropriate person.