

HOW TO IDENTIFY SERIALS

What is a serial?

AACR2 defines a serial as "A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series."

The most important elements of that definition:

- in any medium
- successive parts (i.e. "issues") that remain separate
- numeric and/or chronologic designation
- indefinite continuation

What is a series?

A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. Examples of series: (1) monographic series (e.g., Monographs in parenting series); (2) collected works of an author (e.g., The gilded age and later novels / Mark Twain); (3) analyzable microform set (e.g. Jazz, blues, soul, and rock).

A monographic series is a "serial" in the sense that it meets the definition of the serial above; however, a decision has been made to create individual records for the distinctive titles rather than just a single serial record for the whole.

Identifying characteristics for serials

1. ISSN

1096-9619

1014-4633

See ISSN Online: <http://212.11.49.251/index.html>

NOTE: ISSN's may also be assigned to titles treated as monographic series (see ISSNs 0085-5022 or 1762-2611), updating loose-leafs, updating Web sites, and updating databases; and they are occasionally assigned to monographic sets in error. ISBN's are sometimes created for individual issues of a serial title (e.g., as a marketing device), so the existence of an ISBN on the item does not necessarily mean a publication is a monograph.

2. frequency or numbering/chronology in title

AB Bookman's weekly

Annual report of the...

Yachting monthly

Biennial report on...

Annuaire on...

Nursing 98 drug handbook

31st edition Ulrich's international periodicals directory

Quarterly digest of ...

3. enumeration / chronology

Volume 28 (NOTE: might be a volume of a monographic volume set)

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Third edition (Note: in some cases, "3rd ed." may be a sign of a monograph; but in conjunction with other clues, "3rd ed." may also serve as numbering. The CONSER Cataloging Manual 9.1.1 states: "The word is commonly used for publications issued in a chronological progression of "editions," such as 1st ed., 2nd ed., 3rd ed.; or Revised ed., Revised and enlarged ed., and so forth. If the word "edition" is accompanied by a number or date, such as 23rd annual edition, or the 1990 edition, the result is a series of revisions of the same publication which may be treated as a monograph or a serial, depending on the frequency of the revisions. If treated as a serial, this wording constitutes the numbering for the serial")

4. year(s) of coverage

... for the fiscal year 1995

5. intent to continue publishing

Preface: The inaugural issue of... Future volumes...

6. certain titles

Journal	Revista
Newsletter	Bulletin
Yearbook	Directory
Jahrbuch	Handbook
Anuario	Advances in...
Annuario	Developments in...
Annual	Progress in...

NOTE: Some titles with these words may or may not be serials, but you should always investigate such titles as possible serials.

7. Items with exactly the same title published over several years

Firefighter fatalities in the United States in [year]

Bibliography of Qatar [year]

Evaluation report on drugs and crime, [year]

Brazil education [year]

What to do with possible serial titles?

1. Search Voyager and OCLC to see if there is a serial bib or authority record for the title. If there is, make a printout and give to a supervisor. If you find multiple records on Voyager for the title, and some of them are monographs, indicate on the printout that some individual titles may need to be re-cat to the serial title.
2. If you don't find a serial record for the title in Voyager or OCLC, try searching the title (or ISSN if present) in ISSN Online. If you find a record there, make

- a printout (using the “labeled format”), and give the issue and printouts to a supervisor.
3. If you can't find anything in OCLC, Voyager, or ISSN online, but you still think the item may be a serial, consult with a supervisor.