Maintaining CONSER records

References: CONSER Cataloging Manual, Module 21
CONSER Editing Guide, Section B4
(http://www.loc.gov/cds/PDFdownloads/ceg/CEG_Update_20.pdf)

CONSER members share a responsibility for maintaining the usefulness of the CONSER database in a cooperative environment.

From The CONSER Editing Guide:

“Record maintenance is the process of ensuring the continued authoritativeness of a CONSER record through additions, changes, or deletions:

1) To correct obvious errors
2) To reflect changes in the publication, or;
3) To reflect changes to policies and practices used within CONSER for the bibliographic control of the publication.”

1) (Self-explanatory)

2) CONSER members should update records for:

   ISSN
   Title variations (including major and minor title changes)
   Publication changes
   Frequency
   Issuing bodies (access points)
   Series
   Subject headings
   Cessations
   Related resources (links)

**NOTE:** When updating a record, a CONSER member may need to:

- Edit a pre-RDA record according to its conventions
- Add RDA elements to an AACR2 record
- Convert a pre-RDA record to RDA
- "Back up" the description to reflect the earliest available issue
- Perform name authority work
- Add or edit an 856 link for the online version
- Create a new record for a title change
- Consolidate or separate out bibliographic records (CEG C.8)
- Identify and report duplicate records (CEG C.7)

Update other related records in the OCLC database

3) CONSER members may also:

   Update the record for current CONSER practice or MARC 21 conventions, e.g.:
   Spell out the full form of name in the 260 $b
   (from The Association → American Library Association)
   If the 260 field ends in a comma, delete the comma
   (do not automatically convert 260 fields to 264 in pre-RDA records unless issues are available to verify the information)
   Add $a subfields in 041 field to separate out language codes

rev 20150908mmb
Move 936 cataloger's information to 588 field unless the note is OCLC-specific