**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

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