

Serials Title Changes and Ceased Titles, In Detail

1. Verify that a major change has occurred (see [Serial Record Changes Overview - Title Changes](#), AACR2 21.2C, or RDA 2.3.2.13.1 and 2.3.2.13.2)
2. If title has ceased or changed, close out the applicable record in SIRS! as follows (see CONSER Manual, module 21.3).

- Edit **Dat_Tp**, **Date 2**, **362**, **260/264** (if last print issue is in hand), and add a **785** for new title, if applicable.
- If feasible, add total volume count to **300** field.
- Verify coverage in print holdings or on the publisher's web site.
- Remove **latest issue consulted** note if last issue is in hand.
- Delete **599**.
- Unmulver if appropriate.
 - Check to see if both the print and electronic versions of the title have ceased/experienced a title change/etc.
 - Make sure these changes are reflected in both the print and electronic records where applicable.
- Check the serial control.
 - For print records, verify that the last issue has been checked in, and, if not, be sure there is/are prediction/s for the last issue/s that are expected.
 - Verify that the control is **ceased**. If the control is still active, close it.
 - Delete serial controls for electronic resources.
- We are no longer maintaining MARC Holdings for print serials, except perhaps in rare instances. When we were, we made the following edits:
 - Change **Acq_Stat** to **2**
 - Close **866** summary field with last barcoded volume. Preservation/Binding will update when binding of final issue/s is complete.
 - Delete "Currently received." |z note. Preservation will remove any other relevant notes when the last issues are bound.

3. Bring in new record for print and/or electronic versions of the title, overlaying brief bib records as needed.

- Edit the **049**.
- Change the date cataloged to **TODAY**.
- Check the new ISSN, either on the first issue, using Connexion, the ISSN portal, Ulrichsweb, or the publisher site. Use appropriate qualifier. Do not include the earlier title's ISSN as an invalid 022.
- Add the **780** linking field, if one is not already there, with the **|xISSN** of the earlier title.
- Verify subject headings.
 - Is the scope of the journal still the same?
 - Will it be shelved next to the former title? If the scope remains the same, use the same call no. If not, reclass appropriately.
 - Has the frequency changed? (If yes and the title is print, make sure this is reflected in new serial control when you create it.)
- Create item record with call number but **do not** add enumeration and, **do not** barcode print pieces.
- Create [serial control](#).
- We are no longer adding MARC Holdings for print serials, except perhaps in rare instances. When we were, we used the following guidelines:
 - **852|cSTACKS**
 - Add "z" notes to the **852**: example: |zNewest issues located in the current periodicals shelving area.|xlam
 - Start **866** with first loose issue in hand of new title with open-ended hyphen.

4. **Note** the title change in the **STATUS line** of the PO(s).

- Use CONTINUES to show the earlier title
- Use CONTINUED BY to show the later title

5. **Update** OCLC master records whenever possible.