**המלצות תת הועדה לקטלוג כתבי עת (serials, continuing resources) לפי שיטת ה- RDA**

תת-הוועדה ל-RDA גיבשה את המסמך במהלך שתי ישיבות (ירושלים 02.03.2015 ותל-אביב 12.03.2015).

המסמך עבר עריכה לאחר ישיבת וועדת הקיטלוג (03.06.2015).

1. **מתי צריך ליצור רשומה חדשה לפי ההנחיות המופיעות ב-RDA Toolkit, 1.6.2 (ראה בנספח)**
2. **מקור מידע מועדף לקטלוג כתב עת**: [**RDA 2.2.2.2**](http://access.rdatoolkit.org/document.php?id=rdachp2&target=rda2-2861&target=rda2-2861#rda2-2861)
* השער, title sheet, title card

במשאבים בהם אין שער יש להשתמש במקורות המצוינים מטה לפי סדר העדיפות הבא:

* המעטפת (או סריקת המעטפת) Cover title
* כותר התחל (או סריקת כותר התחל) Running title
* דִּגְלִּית (או סריקת הּדִגְלִּית) Masthead
* הקולופון (או סריקת הקולופון( Colophon
* מקור אחר במשאב שבו מופיע הכותר (לדוגמא שער אנאליטי)

1. **שדות ליבה**
	* + 1. FMT =SE
			2. LDR/18 = i
			3. LDR/07=s
			4. 006 יש להוסיף ברשומות לכתבי עת אלקטרונים

שדה 006 דומה לשדה 008. בשדה 008 מקדדים את המאפיינים הקשורים להיותו כתב עת/עיתון. שדה 006 מיועד לקדד את המאפיינים האלקטרוניים.

MARC21

006 - Fixed-Length Data Elements-Additional Material Characteristics (R)

It is used in cases when an item has multiple characteristics (e.g., printed material with an accompanying cassette or a map that is issued serially) and to record the coded serial aspects of nontextual continuing resources.

דוגמאות מן ה-GUI

006 m^^^^^^^^j^^^^^^^^

006 m^^^^^^^^d^^^^^^^^

* + - 1. 008/18-19: סדירות ותדירות
			2. 022 ISSN(במקרים שיש)
			3. 040 $$b cataloging language $$e rda
			4. 041 חובה אם יש יותר משפה אחת. במשאב עם שפה אחת אין חובה להוסיפו אבל **חובה** לקדד את השפה בשדה 008/35-37.
			5. שדה 130 או 240 חובה רק אם קיימים פריטים נוספים בקטלוג בעלי כותר זהה.

בשדה זה יבוא שם כתב העת בתוספת מזהה בסוגריים, מקום ושנה או תאגיד אחראי.

 לדוגמא:

130 ǂa ציון (ירושלים : 1925)

24510 ǂa ציון : ǂb מאסף החברה הא׳׳י להיסטוריה ואתנוגרפיה.

ǂa 264 1 ירושלים : ǂb ועד החברה בהשתתפות דביר, ǂc [1925 or 1926-1933 or 1934]

130 ǂa ציון (ירושלים : תר"ץ)

24510 ǂa ציון : ǂb ידיעות החברה הארץ ישראלית להיסטוריה ואתנוגרפיה.

* + - 1. 24500

ברישום הכותר כאשר בחלקו מופיע תאריך, מספר או שם שמשתנה מגיליון לגיליון, יש להשמיט את התאריך, מספר או השם המשתנים ולשים במקומם את סימן ההשמטה "..."

2.3.1.4 Recording Titles

Date, name, number, etc., that varies from issue to issue. If a title of a serial includes a date, name, number, etc., that varies from issue to issue, omit this date, name, number, etc. Use a mark of omission (…) to indicate such an omission.

Examples:

245 00 $a Supply estimates for the year ending …

*Source of information reads: Supply estimates for the year ending 1997*

The annual report of Governor …

Source of information reads: The annual report of Governor Rhodes. The **name** of the governor changes with each specific term of office

245 10 $a ... end of session report.

*Source of information reads: 2005/06 end of session report*

245 10$a <<The>> ... annual report of the Geological Society of America

*Source of information reads:* *The 2001 annual report of the Geological Society of America*

* + - 1. חובה לרשום כותר מקביל: (245 $b and/or 2461)

* + - 1. 264\_1 שדה ליבה שמחליף את שדה 260.
* בשדה 264 ניתן להוסיף אינדיקטור ראשון , 2 או 3 , כדי לקדד מו"לים מתחלפים.

 דומאות מ-OCLC

24500 ǂa European journal of English studies.

264 1 ǂa [Lisse, the Netherlands] : ǂb [Swets & Zeitlinger], ǂc [1997-]

26431ǂ3 <2008-> : ǂa [London] : ǂb Routledge, Taylor & Francis Group

24500 ǂa Journal of natural resources and environmental studies.

264 1 ǂa [Khartoum, Sudan : ǂb University of Juba, ǂc 1997- ]

26431ǂ3 2013- : ǂa Santa Clara, CA : ǂb Research Publisher, Inc.

3621 Print began with: Vol. 1, no. 1 (July 1997)- ; [New series] Vol. 1, no. 1 (2013)-

24500 ǂa Dapim : ǂb studies on the Holocaust.

264 1 ǂa Haifa : ǂb The Ghetto Fighters House Museum and the Institute for Holocaust Research University of Haifa ǂc [2013]-

26431ǂ3 <2013-> : ǂa Abingdon, Oxfordshire : ǂb Routledge

* אין צורך לרשום תאריך זכויות יוצרים (264 4)
	+ - 1. שדה 300 אינו חובה. מומלץ להוסיפו רק אם כתב העת פסק להופיע.
			2. שדה 310 תדירות: חובה לרשום (ובנוסף יש לקדד גם בשדה 008/18-19)

המונחים ברוסית לקוחים מ: Anglo-russkii bibliotechno-bibliograficheskii slovar' = English-Russian dictionary of library and bibliographical terms. -- Москва : Всесоюзная книжная палата,1958.

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|  |  |  |  |
| --- | --- | --- | --- |
| Cyrillic term | מונח בערבית | מונח בעברית | English term |
| Ежедневное издание | يومية | יומי | daily   |
| Выходит три раза в неделю            | ثلاث مرات في اسبوع | שלוש פעמים בשבוע | three times a week             |
| Двухнедельник | نصف شهرية  | דו שבועי (כל שבועיים) | biweekly |
| Еженедельник | اسبوعية | שבועון | weekly   |
| Выходит два раза в неделю | نصف اسبوعية | פעמיים בשבוע (חצי שבועי) | semiweekly |
| Выходит три раза в месяц                 | ثلاث مرات في شهر | שלוש פעמים בחודש | three times a month            |
| Двухмесячник | مرة كل شهرين | דו חודשי (כל חודשיים) | bimonthly  |
| Ежемесячник | شهرية | ירחון | monthly   |
| Выходит два раза в месяц | نصف شهرية | פעמיים בחודש (חצי חודשי) | semimonthly |
| Ежеквартальник   | فصلية | רבעון | quarterly |
| Выходит три раза в год | ثلاث مرات في سنة | שלוש פעמים בשנה (כל 4 חודשים) | three times a year               |
| Выходит раз в полгода | نصف سنوية | חצי שנתי (פעמיים בשנה) | semiannual  |
| Ежегодник | سنوية | שנתון | annual |
| Выходит раз в два года | مرة كل سنتين | דו שנתי (כל שנתיים) | biennial   |
| Выходит раз в три года | مرة كل ثلاث سنوات | תלת שנתי (כל שלוש שנים) | triennial |
| Выходит нерегулярно | غير دوري | בלתי סדיר | irregular  |
|  |  |  |  |

* + - 1. שדה 321 תדירות קודמת. ניתן לרשום.
			2. שדות 336-338 חובה.
			3. שדה 362 חובה.
			4. 490. שדה חובה אם קיימת סדרה, כולל מספר כרך.

**ISSN**  של סדרה לא חובה לרשום

* + - 1. שדה 500: ניתן לציין אם סוג האריזה השתנה. RDA 3.21.4

500 $$a Some issues have audiocassette supplements, 1984–1997; compact disc supplements, 1998-

* + - 1. שדה 546 הערת שפה. מומלץ אם יש יותר משפה אחת.
			2. שדה 588 הערה על מקור התיאור. שדה חובה

דוגמאות מ-OCLC

 24500 ǂa Dapim : ǂb studies on the Holocaust

588 ǂa Description based on: Volume 27, issue 1 (2013).

588 ǂa Latest issue consulted: Volume 27, issue 1 (2013).

* + - 1. 1XX/7XX יש להוסיף נקודת גישה לתאגיד או אדם המזוהה עם כתב העת.
			2. שדות 780/785 ($$t) כותר קודם וכותר ממשיך – חובה כאשר שני הכותרים נמצאים בספרייה.

יש להוסיפם בשתי הרשומות הרלוונטיות בהתאם.

כאשר קיים רק כותר אחד בספרייה יש להוסיף את המידע בשדה 580 במקום בשדות אלו.

(שימו לב: אם הכותרים בשדות 780/785 לא לגמרי זהים לכותרים ב-245 ($$a) הרלוונטיים הקישורים לא יתחברו).

* + - 1. שדה 856 חובה לכתב עת אלקטרוני.

ההמלצות מתבססות על טבלה שמקורה באתר ספרית הקונגרס: <http://www.loc.gov/aba/pcc/conser/issues/CSR.html>

המסמך: [**RDA CONSER Standard Record**](http://www.loc.gov/aba/pcc/conser/documents/CONSER-RDA-CSR.doc) (March 1, 2015 revision) , ע' 4-11

| **RDA Instructions & Elements** | **RDA no.** | **Notes** | **MARC encoding** |
| --- | --- | --- | --- |
| General guidelines on transcription \*  | 1.7.1 Alternative (1st)  | Rare materials: Use *Descriptive Cataloging of Rare Materials (Serials)* as the "designated published style manual" in place of the instructions given under RDA 1.7.2-1.7.9 for transcribing punctuation, numerals, symbols, abbreviations, etc. | Varies |
| Numbers expressed as numerals or as words \* | 1.8.1 | Rare materials: Apply the RDA alternative for early printed resources. | Varies |
| Form of numerals \* | 1.8.2 | Rare materials: Apply the first alternative to record numerals in the form in which they appear on the source of information (for example, roman). | Varies |
| Numbers expressed as words \* | 1.8.3 | Rare materials: Record numbers in the form in which they appear on the source of information (see DCRM(S) 0G, 3A3). | Varies |
| Recording titles (T) | 2.3.1.4 | Rare materials: Generally do not abridge titles. | Varies |
| Title proper (T) | 2.3.2 |  | 245 |
| Title in more than one form (T) | 2.3.2.5 | Record initialisms/acronyms of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information.Rare materials: *Transcribe* initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access. | 245, 246 |
| Parallel title proper (T) | 2.3.3 | Record all in 246.Rare materials: Record all parallel titles appearing on the same source as the title proper in 245 and record also in 246 for access. | 245, 246 |
| Other title information (T) | 2.3.4 | Record if it provides clarification or support to the title proper that otherwise might appear misleading without the other title information.Rare materials: *Transcribe* other title information according to DCRM(S) 1D. | 245 |
| Variant title (T) | 2.3.6 | Record initialisms/acronyms of the title proper not chosen as the title proper as variant titles in field 246 only, rather than as other title information.Record variant titles that appear prominently in the resource being cataloged, and which a user might reasonably consider to be the title. Rare materials: *Transcribe* initialisms/acronyms of the title proper as other title information in field 245 (see DCRM(S) 1B1.3, 1D) and record also in field 246 for access. Record variant titles that are required by DCRM(S) in field 246. See DCRM(S) 1B1.3, 1D2, 7B4.1.1, and Appendix F 1B1.3. | 245, 246 |
| Earlier title proper (T) | 2.3.7  | 247 is used only for electronic serials reformatted to remove all evidence of earlier title and integrating resources. | 246, 247 |
| Later title proper (T) | 2.3.8 | Record minor title changes. | 246 |
| Abbreviated title (T) | 2.3.10 | Record in 210, not 246. | 210 |
| Statement of responsibility relating to title proper (T) | 2.4.2 | Usage of variant names appearing in a statement of responsibility on later issues may be recorded in 550 notes or in the 4XX field of authority records.Rare materials: Make a 550 note about changes in statement of responsibility. See DCRM(S) 1E15. | 245 |
| Designation of edition (T) | 2.5.2  |  | 250 |
| Statement of responsibility relating to the edition (T) | 2.5.4 | Core for rare materials. |  |
| Numbering of serials | 2.6 | First or only sequence core if available for serials.Substitute a slash for a hyphen, as necessary, for clarity (2.6.1.4). |  |
| Numeric and/or alphabetic designation of first issue or part of sequence (T) | 2.6.2 | Follow 2.6.2.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of first issue or part of sequence element (e.g., “Began …”).Record or supply numeric and/or alphabetic designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not.LC-PCC PS 1.8.2: LC Practice: Apply the first alternative of 1.8.2: Record numerals in the form in which they appear on the source of information. (PCC allows following 2nd alternative based on cataloger judgment). Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.2.3 to make a note unless the first issue is not available (see DCRM(S) 3A1, 3B). | 362 |
| Chronological designation of first issue or part of sequence (T) | 2.6.3 | Follow 2.6.3.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of first issue or part of sequence element (e.g., "Began …").Record or supply chronological designation of the first issue whenever this information is available, regardless of whether the first issue is in hand or not.Transcribe captions and months as found. If numbering is not present or known, give the beginning date of publication or the copyright date.If numbering includes both issue number and date, put parentheses around the date.Include new series designations, changes in numbering, etc., in this field or in the 515, whichever is clearer.Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.3.3 to make a note unless the first issue is not available (see DCRM(S) 3A1, 3C). | 362 |
| Numeric and/or alphabetic designation of last issue or part of sequence (T) | 2.6.4 | Follow 2.6.4.3 Alternative and make a note (2.17.5.3) rather than recording the Numeric and/or alphabetic designation of last issue or part of sequence element (e.g. "Ceased …").Record or supply numeric/and or alphabetic designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not. Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.4.3 to make a note unless the last issue is not available (see DCRM(S) 3A1, 3B). | 362 |
| Chronological designation of last issue or part of sequence (T) | 2.6.5 | Follow 2.6.5.3 Alternative and make a note (2.17.5.3) rather than recording the Chronological designation of last issue or part of sequence element (e.g., "Ceased …").Record or supply chronological designation of the last issue whenever this information is available, regardless of whether the last issue is in hand or not. Transcribe captions and months as found. If numbering is not present or known, give the ending date of publication or the copyright date.If numbering includes both issue number and date, put parentheses around the date.Rare materials: Record the element as instructed. Do not apply the alternative instruction in 2.6.5.3 to make a note unless the last issue is not available (see DCRM(S) 3A1, 3C). | 362 |
| Date of production | 2.7.6 | Record date of production for a resource in unpublished form. | 264 |
| Place of publication (T) | 2.8.2 | If more than one place, only the first recorded is required. Record changes in place, if they are considered to be important for identification or access (2.8.1.5.2).If a place of publication is not named on the resource, supply a place of publication from any source whenever possible.Rare materials: Generally transcribe all places of publication (see DCRM(S) 4B6.1-2). If a place of publication is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4B9). | 264 |
| Publisher’s name (T) | 2.8.4 | If more than one publisher, only the first recorded is required.Also record changes in publisher name or of a different publisher appearing on later issues, if they are considered to be important for identification or access (2.8.1.5.2).If a publisher is not named on the resource supply a name according to the sources listed in RDA 2.2.4: a) accompanying material (e.g., a leaflet, an "about" file)b) other published descriptions of the resourcec) a container that is not issued as part of the resource itself (e.g., a box, case made by the owner)d) any other available source (e.g., a reference source).Rare materials: Generally transcribe all publishers’ names (see DCRM(S) 4C6.1-2). If a publisher’s name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4C5). | 264 |
| Date of publication | 2.8.6 | Serials: Record the publication date(s) of first and/or last issue if the dates are known and the first and/or last issues are in hand.Integrating Resources: If the date(s) of publication cannot be approximated, no date is recorded (2.8.6.5 applies to multipart monographs, serials, and integrating resources).Rare materials: *Transcribe* date(s) of the first and/or last issue (see DCRM(S) 4D1.2). If a date of publication is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3). | 264 |
| Place of distribution (T) | 2.9.2 | Transcribe for a published resource, if place of publication is not identified; if more than one, only the first recorded is required.Rare materials: Generally transcribe all places of distribution (see DCRM(S) 4B6.1-2). If a place of distribution is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4B9). | 264 |
| Distributor’s name (T) | 2.9.4 | Transcribe for a published resource, if publisher is not identified; if more than one, only the first recorded is required.Rare materials: Generally transcribe all distributors’ names (see DCRM(S) 4C6.1-2). If a distributor’s name is known to be fictitious or incorrect, supply a correction in square brackets (see DCRM(S) 4C5). | 264 |
| Date of distribution  | 2.9.6 | Record date of distribution for a published resource, if date of publication is not identified.Rare materials: *Transcribe* date(s) of distribution of the first and/or last issue (see DCRM(S) 4D1.2). If a date of distribution is known to be fictitious or incorrect, supply the correct year in square brackets (see DCRM(S) 4D2.3). | 264 |
| Place of manufacture (T) | 2.10.2 | Transcribe for a published resource, if neither place of publication nor place of distribution is identified; if more than one, only the first recorded is required.Rare materials: Generally transcribe all places of manufacture if appropriate (see DCRM(S) 4E). If a place of manufacture is known to be fictitious or incorrect, supply a correction in square brackets. | 264 |
| Manufacturer’s name (T) | 2.10.4 | Transcribe for a published resource, if neither publisher nor distributor is identified; if more than one, only the first recorded is required.Rare materials: Generally transcribe all manufacturers’ names if appropriate (see DCRM(S) 4F). If a manufacturer’s name is known to be fictitious or incorrect, supply a correction in square brackets. | 264 |
| Date of manufacture | 2.10.6 | Record date of manufacture for a published resource, if neither date of publication, date of distribution, nor copyright date is identified.Rare materials: *Transcribe* date(s) of manufacture of the first and/or last issue if appropriate (see DCRM(S) 4G). If a date of manufacture is known to be fictitious or incorrect, supply the correct year in square brackets. | 264 |
| Copyright date | 2.11 | Rare materials: Record the year of copyright when present in the resource. If a full transcription of the copyright statement is desired, record it in a note. | 264 |
| Title proper of series (T) | 2.12.2 |  | 490 |
| ISSN of series  | 2.12.8 |  | 490 |
| Numbering within series (T) | 2.12.9 | For serials, record the numbering within a series only if all issues or parts of the serial have the same series number. | 490 |
| Title proper of subseries (T) | 2.12.10 |  | 490 |
| ISSN of subseries | 2.12.16  |  | 490, 8XX |
| Numbering within subseries (T) | 2.12.17 | For serials, record the numbering within a subseries only if all issues or parts of the serial have the same subseries number. | 490 |
| Mode of issuance | 2.13 |  | Ldr Bibl Lvl |
| Frequency | 2.14 | Current frequency (310) is a core element for CONSER, if known.Former frequency (321) is not required on original records.U.S. ISSN center staff required to code both 310 and 008/18-19.Rare materials: Record former frequency, if known (see DCRM(S) 7B1.2). | 008/18-19, 310/321 |
| Identifier for the manifestation | 2.15 | 022: U.S. ISSN center staff codes for ISSN assignments, other CONSER members transcribe from issues in hand or transcribe from the ISSN Portal.030: Optionally provide. | 022, 030 |
| Note on title | 2.17.2 | Always supply the source of title, even if it is the title page. Should be combined with "Description based on" note.See LC-PCC PS for 2.17.2.3 LC practice for Optional omission: Do not omit the note. | 588 |
| Note on issue, part, or iteration used as the basis for identification of the resource. | 2.17.13 | 1) Always provide a "Description based on" note even if first issue is in hand. 2) Wording in RDA: "Identification of the resource based on: ... " is only an example. CONSER will continue to use "Description based on" wording.3) Always make a note ("Latest issue consulted:") identifying the latest issues used as the basis for identification of the resource even if last issue is in hand.Rare materials: *Transcribe* the numbering for the issue, part, or iteration used as the basis for identification in the same order as in the numbering area, and with the appropriate prescribed punctuation (see DCRM(S) 7B21.1, 7B21.2). | 588 |
| Media type  | 3.2 |  | 337 |
| Carrier type | 3.3 | Always add Carrier type in 338. For some resource types, 007 field(s) will also be required, including the Specific Material Designation (007/01) for resources other than textual serials. | 338 |
| Extent | 3.4 | Both the number of units and the term indicating the type of unit are required for a completed or "dead" resource (in any format) for which the total extent is known. Only the term indicating the type of unit is required for a currently-published tangible non-print resource (e.g., computer discs), for a currently-published integrating resource, or for a completed or "dead" resource (in any format) for which the total extent is not known. Extent is not required in all other cases. | 300 |
| Dimensions | 3.5 | Required only for resources other than print serials.Rare materials: Required for serials in all formats. | 300 |
| Note on changes in carrier characteristics | 3.21.4 | Give if carrier characteristics vary and new description isn’t made. | 500 |
| Uniform Resource Locator | 4.6 |  | 856 |
| Preferred title for the work | 6.2.2 | Title or form of title chosen as the basis for the authorized access point representing that work. For example language editions. | 130, 240 |
| Form of work | 6.3 | If needed to differentiate. | 130, 240 |
| Date of work | 6.4 | If needed to differentiate. | 130, 240 |
| Place of origin of the work | 6.5 | If needed to differentiate. | 130, 240 |
| Other distinguishing characteristic of the work | 6.6 | If needed to differentiate. | 130, 240 |
| Content type | 6.9 |  | 336 |
| Date of expression | 6.10 | If needed to differentiate. | 130, 240 |
| Language of expression | 6.11 | Provide in 008/35-37, 041/546. (See 7.12) | 008/35-37; 041/546;130, 240 |
| Additions to authorized access points representing works | 6.27.1.9 | When creating a bibliographic or name authority record for a serial, construct an authorized access point with a parenthetical qualifier if the authorized access point is the same as the authorized access point of another work. Follow LC-PCC PS 6.27.1.9 as a guide. Use judgment in selecting an appropriate addition. |  |
| Language of the content | 7.12 | For serials with multiple languages, only the language of the primary content (041 $a) is required; more complete information regarding languages of other content may be supplied in 546. | 041, 546 |
| Script | 7.13.2 | Record for some languages (see LC-PCC PS 7.13.2.3). | 546 |
| Relationship Designator | 18.5 | Follow [PCC Training Manual for Applying Relationship Designators in Bibliographic Records](http://www.loc.gov/aba/pcc/sct/documents/rel-desig-guide-bib.pdf) – 1XX/7XX $e $i or $j as appropriate | 1XX, 7XX |
| Creator | 19.2 | If there is more than one creator responsible for the work, only the creator having principal responsibility named first in resources embodying the work or in reference sources is required. If principal responsibility is not indicated, only the first-named creator is required.After satisfying the RDA core requirement, catalogers may provide additional authorized access points for creators according to cataloger’s judgment. | 1XX7XX |
| Other person, family, or corporate body associated with a work | 19.3 | If the authorized access point representing that person, family, or corporate body is used to construct the authorized access point representing the work.After satisfying the RDA core requirement, catalogers may provide additional authorized access points according to cataloger’s judgment.  | 1XX7XX |
| Contributor | 20.2 | LC Practice: CORE for illustrators of resources intended for children. | 7XX |
| Related work | 25.1 | Prefer 7XX $i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required). When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources). For rare materials, citation notes and references to published descriptions are encouraged. Record in the form prescribed by *Standard Citation Forms for Rare Book Cataloging*. | 5XX, 7XX  |
| Related expression | 26.1 | Prefer 7XX $i or MARC 21 content designation (e.g. sequential relationships in 780 and 785) rather than 5XX (773, 774, 787 are not required). When giving relationship, give reciprocal relationships when appropriate (primarily for serials and integrating resources).  | 5XX,7XX  |
| Related manifestation | 27.1 | Make for format versions and reproductions. Use 776 for different formats, 775 if the related manifestation is in the same format. Give reciprocal relationships, when easily ascertainable (or if it is the policy of the cataloging institution). | 5XX, 76X-787 |
| Related item | 28.1 | Make for reproductions, bound withs, and for special relationships for rare materials if warranted. | 5XX, 76X-787 |

**נספח**

**מתי צריך ליצור רשומה חדשה**

**1.6.2 Serials **

**1.6.2.1 Change in Mode of Issuance of a Serial**

Create a new description if a serial changes to a multipart monograph or an integrating resource (see [**2.13**](http://access.rdatoolkit.org/document.php?id=rdachp2&target=rda2-8382#rda2-8382)).

Create a new description if a multipart monograph or integrating resource changes to a serial (see [**2.13**](http://access.rdatoolkit.org/document.php?id=rdachp2&target=rda2-8382#rda2-8382)).

**1.6.2.2 Change in Carrier Characteristics of a Serial**

Create a new description if there is a change in the media type (see [**3.2**](http://access.rdatoolkit.org/document.php?id=rdachp3&target=rda3-2026#rda3-2026)) of a serial.

*If:*

the carrier type ([**3.3**](http://access.rdatoolkit.org/document.php?id=rdachp3&target=rda3-2050#rda3-2050)) of a serial changes to *online resource* from another computer carrier

***or***

changes from *online resource* to another computer carrier

*then:*

create a new description (see [**3.1.6.1**](http://access.rdatoolkit.org/document.php?id=rdachp3&target=rda3-2008#rda3-2008)).

**1.6.2.3 Major Change in the Title Proper of a Serial **

Create a new description if there is a major change in the title proper of a serial (see [**2.3.2.12.2**](http://access.rdatoolkit.org/document.php?id=rdachp2&target=rda2-3643#rda2-3643)).

**1.6.2.4 Change in Responsibility for a Serial **

Create a new description if there is a change in responsibility that requires a change in the identification of the serial as a work (see [**6.1.3.2**](http://access.rdatoolkit.org/document.php?id=rdachp6&target=rda6-1903#rda6-1903)).

1**.6.2.5 Change in Edition Statement **

Create a new description when there is a change in an edition statement indicating a significant change to the scope or coverage of a serial.

**2.3.2.13 Major and Minor Changes in the Title Proper of Serials**

**2.3.2.13.1 Major Changes**

In general, consider the following to be major changes in a title proper:

a) the addition, deletion, change, or reordering of any of the first five words (the first six words if the title begins with an article) unless the change belongs to one or more of the categories listed as minor changes (see [**2.3.2.13.2**](http://access.rdatoolkit.org/document.php?id=rdachp2&target=rda2-3671#rda2-3671))

b) the addition, deletion, or change of any word after the first five words (the first six words if the title begins with an article) that changes the meaning of the title or indicates a different subject matter

c) a change of name for a corporate body included anywhere in the title if the changed name is for a different corporate body.

**2.3.2.13.2 Minor Changes**

In general, consider the following to be minor changes in a title proper:

a) a difference in the representation of a word or words anywhere in the title (e.g., one spelling vs. another; abbreviated word or sign or symbol vs. spelled-out form; arabic numeral vs. roman numeral; number or date vs. spelled-out form; hyphenated word vs. unhyphenated word; one-word compound vs. two-word compound, whether hyphenated or not; an acronym or initialism vs. full form; or a change in grammatical form (e.g., singular vs. plural))

b) the addition, deletion, or change of articles, prepositions, or conjunctions anywhere in the title

c) a difference involving the name of the same corporate body and elements of its hierarchy or their grammatical connection anywhere in the title (e.g., the addition, deletion, or rearrangement of the name of the same corporate body, the substitution of a variant form)

d) the addition, deletion, or change of punctuation, including initialisms and letters with separating punctuation vs. those without separating punctuation, anywhere in the title

e) a different order of titles when the title is given in more than one language on the source of information, provided that the title chosen as title proper still appears as a parallel title proper

f) the addition, deletion, or change of words anywhere in the title that link the title to the numbering

g) two or more titles proper used on different issues of a serial according to a regular pattern

h) the addition to, deletion from, or change in the order of words in a list anywhere in the title, provided that there is no significant change in the subject matter

i) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource, such as "magazine," "journal," or "newsletter" or their equivalent in other languages.In case of doubt, consider the change to be a minor change.