



## Traverse des Sioux Library System

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### Series or Serial/Open Entry

#### Series:

Items will have individual titles but have a series type statement on the item, often followed by a number.

Series do not have to have the same author but they often do.

For example: *Just call me Kate* by Dannah Gresh (on top of the book is the following statement Secret Keeper Girl Series)

*"T" if for Antonia* by Dannah Gresh (the same statement appears on the top of this book)

They are two separate titles, therefore they will receive two separate bibliographic records. Each individual bibliographic record will have a series statement in it, in order to tie the two together.

The series fields (440, 490, 800, 830) are searchable via a series search and in IBistro (under the catalog record) series headings are hyper-linked.

#### Serial/Open Entry:

Serials, also known as continuing resources, are successively issued, have numbering and are intended to be continued indefinitely. These items keep the same title from issue to issue.

For example:

Magazines, newspapers, travel guides, and annual publications.

### How to recognize a serial/open entry bibliographic record

- Search using a title search, using an ISBN search does not work, since the open entry bibliographic does not get updated with each issue.
- Click over onto the Bibliographic tab.
- Look at the fixed fields (the top box that starts with Rec\_type). Make sure Date1 is on or after the publication date of your item in hand and that Date2 is before

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Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan*

publication date. Date2 may also include 9999, this means that the bibliographic record is still on-going and you can add your newest issue to this bibliographic record.

- Make sure that the title in line 245 matches your item in hand and that the publisher in the 260 line matches. If title or publisher changed, that could mean we need a new bibliographic record, send the item in for cataloging.
- The 300 line, instead of page numbers should read v.
- 310 tells you how often in a year this title is published.