

F.4 SPECIFICITIES RELATING TO THE CATALOGUING OF SOME DOCUMENT TYPES

1. CATALOGUING ARTICLES IN A SERIAL

When a serial has no valid ISSN, it is necessary to assign it an internal **continuing resource** number which is entered in subfield 011c (see field 011).

The article is connected to the serial with a valid ISSN entered in subfield 011a **of the record for the article**; when there is no ISSN assigned, **an internal continuing resource** number is entered in subfield 011a.

The article should not be connected to the serial with field 464.

Holdings data for serials are maintained in field 997.

serial	011e ISSN or 011c internal number
	200a Title of the serial
	↑
article	011a ISSN or internal number
	200a Title of the article

See example 1.

2. CATALOGUING COMPONENT PARTS IN A MONOGRAPH

The identification number COBISS-ID of the publication is entered in subfield 4641.

Holdings data for **monographs** are maintained in field 996.

monograph	ID
	200a Title of the monograph
	↑
component part	4641 ID
	200a Title of the component part

See example 2.

3. CATALOGUING ARTICLES/COMPONENT PARTS IN PROCEEDINGS AND A SPECIAL ISSUE

This group includes articles/component parts from publications which are categorized as serials regarding to the issuing mode (proceedings, yearbooks, calendars, guide-books, almanacs, secondary publications, special issues). Such publications usually have an ISBN and an ISSN number.

An article/component part is connected to the host publication with subfield 4641 where the identification number COBISS-ID is entered; in subfield 011a an ISSN of a serial is entered. The data entry in 011a is necessary for retrieving all articles in some serial.

In a record for a **monograph**, the title of a serial is entered in field 225. An ISSN number of a publication is entered in subfield 225x.

As a rule, all holdings data is maintained with serials. For each special issue (or proceedings) that should be catalogued an autonomous record for a **monograph** should be created. The holdings data should not be entered in field 996 of the record for a **monograph**, but the connection may be established to the holdings data in the record for a serial. The connection is established with subfield 992y where the inventory number and the issue designator are entered from the corresponding subfield 997m, if it exists. The data is separated from each other by a comma.

In the case of serials that are issued annually (proceedings), holdings data may also be maintained in field 996 in a record for a **monograph**. In that case, holdings data should not be maintained with serials (and also field 998 should not be entered). That can not be applied to foreign serials which have been acquired with the coordinated acquisition. In that case, holdings data should not be maintained with a **monograph** in field 996, but in a record for a serial in field 997.

serial	011eISSN or 011cinternal number
	200aTitle of the serial
	997finv. nr. jvolume kyear missue
	↑
monograph	COBISS-ID
	200aTitle of the monograph (proceedings)
	225aTitle of the serial xISSN of the serial
	992yinv. nr., issue_designator
	↑
article	011aISSN of the serial
	4641COBISS-ID
	200aTitle of the article

See example 3.

4. CATALOGUING OFFPRINTS

For reviewing offprints as a bibliographic item in a bibliography, the item should be catalogued according to the rules that are valid for articles or component parts (input mask A).

Within the COBISS system offprints are catalogued only when they are on loan (with an inventory number), and only as **monographs** (input mask M). If there is no information relating to the publisher (which is mandatory), field 210 should not be entered.

Offprints that are catalogued as **monographs** should be marked by the code "8" – *offprint* entered in subfield 105b (because of the possibility not to be displayed in bibliographies); records for offprints should not include subfield 001t – *Typology of documents/works*.*

EXAMPLES

1.

001	□□	an ba cs dl
011	□□	e0023-2424
100	□□	ba c1957 d9999 hslv
101	0□	aslv
102	□□	asvn
110	□□	aa bh ca
200	1□	aKnjižnica eglasilo Zveze bibliotekarskih društev Slovenije dLibrary ejournal of the Slovene Library Association
207	□0	aLet. 1, št. 1 (1957)-
210	□□	aLjubljana cZveza bibliotekarskih društev Slovenije d1957-
215	□□	d20 cm
530	0□	aKnjižnica
531	□□	aKnjižnica
675	□□	a01/02
997	02	c1 du02\AKNJIŽNICA\51993 f000000997 jVol.\37 k1993 mNo.\1/2+3 o19940125 p4 <i>(A record for a serial.)</i>

001	□□	an ba ca d2 t1.09
011	□□	a0023-2424
100	□□	c1993 hslv
101	0□	aslv
102	□□	asvn
200	0□	aNabava dokumentov z omejenimi viri emedknjižnična izposoja in nabava dokumentov v Centralni tehniški knjižnici (CTK) Univerze v Ljubljani fMonika Klašnja in Vida Močnik
215	□□	iLet. 37 hšt. 1/2 k1993 astr. 85-100 clustr.
300	1□	aReferat na 3. mednarodni konferenci o medknjižnični izposoji v Budimpešti, 29.3-2.4.1993
320	0□	aLiteratura: str. 99-100
320	0□	aPovzetek ; Summary
330	□□	zslv aV besedilu je podan pregled medknjižnične izposoje in nabave dokumentov v Centralni tehniški knjižnici (CTK) Univerze v Ljubljani. Opisuje: bibliografska orodja, razvoj vzajemnega kataloga in vpliv avtomatizacije na aktivnost in postopke v medknjižnični izposoji v CTK. Glavni poudarek je dan sodelujočim knjižnicam v povezovalnih procesih v Sloveniji in tujini. Za CTK, glavno dobaviteljico dokumentov s področja tehniških in naravoslovnih ved v Sloveniji, je najpomembnejše mednarodno sodelovanje. V zaključku smo omenili nekaj splošnih smernic za izboljšanje stanja.
675	□□	a024.68(497.12)
700	□1	aKlašnja bMonika 4070 83-127
701	□1	aMočnik bVida 4070 83-127 <i>(A record for an article.)</i>

2.

001	□□	an ba cm dl
010	□□	a0-85365-839-0

100	uu	c1991 hslv
101	0u	aeng
102	uu	agbr
105	uu	aa
200	1u	aAcademic library management=edited papers of a British Council sponsored course, 15-27 January 1989, Birmingham fedited by Maurice B. Line
210	uu	aLondon cThe Library Association d1991
215	uu	aXII, 266 str. cilustr. d23 cm
320	0u	aBibliografija na koncu vsakega prispevka
320	0u	aKazalo
675	uu	a025:027
702	u1	aLine bMaurice B. 4340 <i>(A record for a monograph.)</i>

001	uu	an ba ca d2 t1.04
100	uu	c1991 hslv
101	0u	aeng
102	uu	agbr
200	0u	aMonitoring and management information fLynne Brindley
215	uu	aStr. 206-214
464	u1	12112517
675	uu	a02
700	u1	aBrindley bLynne 4070 <i>(A record for an article.)</i>

3.

001	uu	ac ba cs d0
011	uu	e0351-0026
040	uu	aZDVAFY
100	uu	ba c1962 d9999 hslv
101	0u	aslv
102	uu	asvn
110	uu	aa bf ca
200	1u	aZdravstveno varstvo erevija za teorijo in prakso preventivnega zdravstvenega varstva e= Slovenian journal of public health
210	uu	aLjubljana cUniverzitetni zavod za zdravstveno in socialno varstvo d1962-
207	u0	aLet. 1, št. 1 (1962)-
215	uu	d29 cm
326	uu	aMesečno
421	u1	x0353-3352
421	u1	x1318-0665
421	u1	x1318-0657
530	0u	xZdravstveno varstvo
531	uu	aZdrav. varst.
675	uu	a613/614 b614
997	02	c1 df2n4572s34,1995 f199502760 jLet.\34 k1995 mšt.\1/2 +3/4+5/8<I. slovenski kongres preventivne medicine>+9-10+11/12 o19950623 p4 vd <i>(A record for a serial.)</i>

001	uu	an ba cm dl
021	uu	asvn

100	□□	c1995 hslv
101	0□	aslv deng
102	□□	asvn
105	□□	ad bz cl
200	0□	aI. slovenski kongres preventivne medicine, Bled, 19.-22. oktober 1994
210	□□	aLjubljana cInštitut za varovanje zdravja Republike Slovenije d1995
215	□□	aStr. 138-385 cgraf. prikazi d28 cm
225	1□	aZdravstveno varstvo x0351-0026 vLet. 34, št. 5/8
300	1□	aOv. nasl.
320	0□	aBibliografija pri večini prispevkov
320	0□	aPovzetek v angl. pri vseh prispevkih
512	0□	aI. Slovenian preventive medicine congress
540	0□	aSlovenski kongres preventivne medicine
540	0□	aSlovenian preventive medicine congress
675	□□	a614(082)
710	12	aSlovenski kongres preventivne medicine d1 f1994 eBled
992	□□	y199502760,5/8 <i>(A record for a special issue.)</i>

001	□□	an ba ca d2 t1.04
011	□□	a0351-0026
100	□□	c1995 hslv
101	0□	aslv
102	□□	asvn
200	1□	aMožni izvori onesnaženja tal in podtalnic fFranc Lobnik ... [et al.]
215	□□	aStr. 145-148
464	□1	a56026880 (TI=I. slovenski kongres preventivne medicine, Bled, 19. - 22. oktober 1994)
675	□□	a628.112:504.064 b621.1/.2+621.4
701	□1	aLobnik bFranc 4070 700952
701	□1	aPintar bMarina 4070 710024
701	□1	aSuhadolc bMetka 4070
701	□1	aZupan bMarko 4070 708834 <i>(A record for an article.)</i>