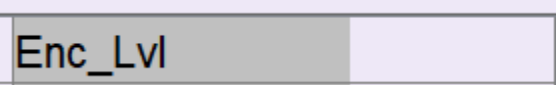# Matching a Record to Your Magazine

Created November 21, 2023
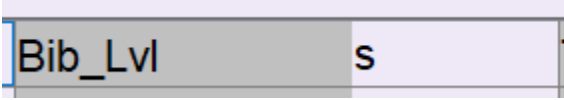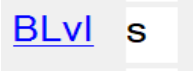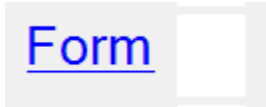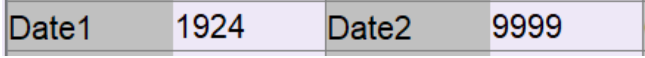
This cheat sheet is available here.

Catalog magazines using the record that is the best match with the fullest bibliographic description. Search WorkFlows first for a matching a record. Attach if there is a match in WorkFlows. Catalogers with OCLC Connexion or Record Manager access should only import an OCLC record into WorkFlows if there is no existing match.

Compare the fields below on the record to your magazine. Not all of these fields will appear on every record. The most important fields to compare are in **bold.**

Questions? Please reach out to help@rsanfp.org or 1-866-940-4083.

FIELD	FUNCTION
Enc_Lvl (WorkFlows) or ELvl (OCLC)	Encoding Level This field should always be present on the record, even if its value is blank. The encoding level indicates the level of detail used in the record's bibliographic description. Use the record with the fullest bibliographic description that matches your magazine. Only use an encoding level 3 record, with minimal, "bare bones" bibliographic description, if it is the only match available. Example in WorkFlows: Example in OCLC:

Bib_Lvl (WorkFlows) **or** **BLvl (OCLC)**	**Bibliographic Level** This field should always be present on the record. Check this value to make sure it is s (for serial). Example in WorkFlows: Bib_Lvl s Example in OCLC: BLvl s
Phys_Med (WorkFlows) **or** **Form (OCLC)**	**Form of Item** This field should always be present on the record. blank = regular print a = microfilm b = microfiche f = Braille s = electronic Example in WorkFlows: Phys_Med Example in OCLC: Form
Date1 Date2 (WorkFlows) **or** **Dates (OCLC)**	*Includes* two fields: **Date 1** and **Date 2**. These fields should always be present on the record. A magazine record should have a beginning date (Date 1) and an ending date (Date 2) of publication. A magazine that is currently published has a Date 2 value of 9999. Example in WorkFlows: Date1 1924 Date2 9999 Example in OCLC: Dates 1924 , 9999 Annual magazine records use the publication year they describe as Date 1 and a blank value for Date 2.

	Example:
	Date1 2024 Date2
022	**ISSN (International Standard Serial Number)** This field may or may not be present on the record. Compare the ISSN listed first in the 022 field to your magazine. Example: 022 0 0093-7673|l0093-7673|21 While ISSN is an effective way to match an OCLC record to your magazine, ISSN should not be the *only* field considered. Be sure to look at the rest of the fields in this chart.
040 DLC	Library of Congress as Cataloging Source This field may or may not be present on the record. When possible, use a record created by the Library of Congress, indicated by DLC in its 040 field. The Library of Congress, however, does not create a record for every magazine published in the United States. Example: 040 NYG|beng|cNYG|dDLC
040 |b eng	**English Language Records** This field may or may not be present on the record. If present, the 040 subfield |b should contain eng, or the 040 |b will not be present at all. 040 |b eng and the lack of it both indicate certain fields on the record, such as the physical description in the 300 field, will appear in English. Example: 040 NYG|beng|cNYG|dDLC If you are unable to find an English language record that matches your magazine, create a brief record following the instructions here.
245	**Title** This field should always be present on the record.

	Check the 245 field to make sure it matches your magazine's title.

	Look for the current publication year in brackets after the title if RSA creates an annual record for that magazine:
	    Better Homes and Gardens
	    Consumer Reports
	    Good Housekeeping
	    National Geographic
	    The New Yorker
	    People
	    Time
	
	Example:
	245 00 Better homes and gardens [2024]

260	**Publication Information** This field may or may not be present on the record. Check the 260 field to make sure the location and name of the publisher match your magazine. Example: 260 [New York] :|b[International Magazine Co.],|c[1916]-
264	**Production, Publication, Distribution, Manufacture, or Copyright Information** This field may or may not be present on the record. The second number (or "indicator") that appears to the right of the 264 on the record specifies the type of information described by that 264 field.
264 _0 **264 _1** **264 _2** **264 _3** **264 _4**	Production information Publication information Distribution information Manufacture information Copyright notice date Check the 264 field to make sure the location and name of the publisher match your magazine. Annual magazine records use the publication year they describe in the 264 field.

	Example: 264 1 [Des Moines] :|b[Meredith],|c2024
310	**Current Publication Frequency** This field should be present on the record. Check how often the magazine is currently issued. Examples: 310 Monthly 310 Weekly (two issues combined at year end),|b<1984->
338	Carrier Type This field may or may not be present on the record. The carrier type indicates the physical format of the item. The most frequently used carrier term for a magazine is: volume with the corresponding code: nc and the source code: rdacarrier Example: 338 volume|bnc|2rdacarrier
590	Local Note Annual magazine records created by RSA will include a local note to use the record for issues published only in a certain year. Example: 590 Please use this record to catalog only 2024 issues of People.

| 6XX (usually 650 or 651) | Subject Headings

These headings may or may not be present on the record.

These headings indicate content – i.e., what the magazine is *about*. Retain all subject headings regardless of their source or language.

Examples:

| 650 | 0 | Celebrities\|vPeriodicals. |

650	0	Pets|zUnited States|vPeriodicals.

| 655 | Genre Headings

These headings may or may not be present on the record.

These headings indicate genre – i.e., what kind of magazine it *is*, not what it is *about*. Retain all genre headings regardless of their source or language.

Example:

| 655 | 7 | Periodicals.\|2lcgft |

Annual magazine records created by RSA will include this local genre heading:

| 655 | 7 | Annual magazine records.\|2local | |