

Contents Notes

CONSORT now participates in a Table of Contents (TOC) service that automatically attaches TOCs to most new bibliographic records using 970 fields. As a result, it is not necessary to add contents notes (505) to new bibliographic records.

In addition, if a new record contains a 505 field it is not necessary to delete it from the record.

If you come across an **older** record which merits including TOC information follow the guidelines that follow:

TOC Guidelines: Add contents notes (505) to bib records ONLY if there are fewer than 12-15 items to add, and ONLY if you think the contents merit being included in the bib record. This is an elaboration of LCRI 2.7B18, section 5.

Specifics:

Attributes of a good contents note:

1. Have titles with distinctive key words for the subject area, not simply words such as introduction, summary, etc. particularly ones that are not covered in the title or subject headings.
2. Have specific names, geographic locations, time periods, or other details that are not covered in the title or subject headings.

Choosing between a basic or enhanced contents:

Consider these factors.

1. Would the title enhance title browsing? Are the key words buried in the title, not at the beginning of the title?
2. Would the titles be known individually and perhaps searched on their own merits, such as the papers collected from a conference?
3. Were they ever published separately? If at least one these would apply consider doing the enhanced contents note.

Of course in most cases if the contents note has been put into the OCLC record keep it and re-export if necessary.

Contents Notes for Added Volumes

When you process added volumes, please add any necessary information to the 505 contents notes so we can work towards having contents notes reflect our holdings. See *Encyclopedia of World Cultures* as an example. (Individual volume records should have item records also.)