



## **Guidelines for Serials Records (rev. 3/5/2015)**

1. Members should not use the Horizon Serials Module without first completing training for use of the module. Contact the DALNET office ([dalnethelp@wayne.edu](mailto:dalnethelp@wayne.edu)) for information.
2. The staff of the DALNET office cannot support use of the Horizon Serials Module beyond its intended use.
3. Members should not attempt setting up the Horizon Serials Module without first consulting the staff of the DALNET office.
4. All new serials bibliographic records added to the DALNET database shall follow the DALNET "[Guidelines for Bibliographic and Authority Databases.](#)"
5. In addition to following the DALNET "Guidelines for Bibliographic and Authority Databases," all new serials bibliographic records added to the DALNET database shall follow the most recent [OCLC Bibliographic Formats and Standards](#) or the most recent Library of Congress Program for Cooperative Cataloging [CONSER guidelines](#) for serials cataloging.
6. There are varying policies and cataloging rules based on format (e.g. electronic, print, media), each with its own rules, and so both single and multiple serials bibliographic records are permitted.
7. Serials bibliographic records will not be shared.
8. If an appropriate serials bibliographic record already exists in the database and copy records for another institution are attached, members may use the copy command to duplicate the bibliographic record and save it as a new record. Then they may attach their own copy records to the new duplicate serials bibliographic record.
9. Serials bibliographic records from each institution will remain separate when importing records.
10. Staff at member institutions should not delete, merge, or alter any portion, part, or element of a serials record including bibliographic records, copies, holdings, items, or other elements, if items from another institution are attached to it.
11. Contact the DALNET office ([dalnethelp@wayne.edu](mailto:dalnethelp@wayne.edu)) if bibliographic records with copy records from multiple member institutions are found.