

Erratum, Transmittals, etc.: Monographs

Publications are occasionally corrected or updated by the agency. When these corrections are miniscule, errata or transmittals are sent out replace the incorrect or outdated information, rather than republish the document with the corrected information.

ERRATA - PAPER

Errata are easily identified by the addition of *ERRATA* at the end of the SuDocs number. However, there are occasions when GPO adds *CORR.* at the end of the SuDocs number. These last publications should not be confused with entire publications that have been corrected. For the monograph title National energy policy, GPO issued a document with minor corrections with the SuDocs:

PR 43.2:EN 2/ERRATA

Example 1A:

Tag	I1	I2	Subfield data
852	3		\$a GYG \$b GVUSDOC \$h PR 43.2:EN 2

In **Example 1A:**, the receipt of the document is not recorded in the MFHD. Instead, record the receipt of the erratum in the **Free text:** field of the *item record*. The **Free text:** field reads:

Includes: PR 43.2:EN 2/ERRATA

or,

Includes errata: PR 43.2:EN 2/ERRATA

The document (in this case, one page) is then "tipped in" to the issue, or each section should be adhered the incorrect information. If a second erratum was published for the document, record the receipt of the second after first separated by a semicolon.

Includes: PR 43.2:EN 2/errata; PR 43.2:EN 2/errata/corr.

Example 1B:

Tag	I1	I2	Subfield data
852	3		\$b GVUSDOC \$h J 29.11/3:
866	3	0	\$a 990/CORR.

In **Example 1B:** the Publication has been corrected and is indicated in the **866** or the **867** fields as appropriate.

ERRATA - MICROFICHE:

Microfiche are different in that the corrected pages cannot be "tipped in" to the fiche.

Example 2A:

Tag	I1	I2	Subfield data
852	3		\$b GVUSDOC \$h Y 4.IN 8/16:B 49/3
852	3		\$b GVUSDOC \$a Y 4.IN 8/16:B 49/3/ERRATA

In **Example 2A**, the **852** field is repeated with the erratum SuDocs number. The SuDocs numbers display in the OPAC back to back alerting the patron that there is another piece they need to consult.

Example 2B:

Tag	I1	I2	Subfield data
852	3		\$b GVUSDOC \$h Y 4.IN 8/16:B 49/3
867	3	0	\$a ERRATA

In **Example 2B**:, place the information in the **867** or **866** like **Example 1B** above.

TRANSMITTALS:

Transmittals are loose-leaf pages intended to replace corresponding pages in the original publication.

Example 3A:

Tag	I1	I2	Subfield data
852	3		\$b GVUSDOC \$h LC 30.6:IN 8/998/ \$z Up-to-date through March 2001.
866	3	1	\$a v.1-2

Transmittals can be treated the same way as paper monographs in **Example 1A**. In addition to this, add a public note (\$z) in the **852** field to alert the patrons as to the currency of the document (see section on *Notes* for wording of this and other public notes)

Example 3B:**Holdings no.1:**

Tag	I1	I2	Subfield data
852	3		\$b GVUSDOC \$h LC 30.6:IN 8/998/
866	3	1	\$a v.1-2

Holdings no.2:

Tag	I1	I2	Subfield data
852	3		\$b GVUSDOC \$h LC 30.6:IN 8/v.1-2/2001/UPDATE NO.#

In **Example 3B**, the transmittal is placed in a separate holdings record. The holdings record is *suppressed* from the public. The first page of the transmittal is interfiled in front of the main piece to alert the patron as to the currency.