Recording publication and copyright dates in Polaris bibliographic records for books

Best practice: this proposed SHARE cataloging standard is pending final vote by the SHARE membership. It is considered a best practice to be followed until the approval process is complete.

The following guidelines should be used to record publication and copyright dates in Polaris records for books. Each example also provides appropriate coding of related fixed field elements.

If the resource has a publication date and a copyright date that are the same, record the publication date only.

Example:
264 _1 ‡a New York :**‡b**Random House,**‡c**2020.
Fixed field elements: DtSt (Type of date): s   Date 1: 2020

If the resource has a publication date and a copyright date that are different, record the publication date in 264 _1 ‡c and add 264 _4 ‡c with the copyright date.

Example:
264 _1 ‡a New York :**‡b**Random House,**‡c**2020.
264 _4 ‡c©2019
Fixed field elements: DtSt (Type of date): t   Date 1: 2020   Date 2: 2019

If the resource has no publication date but has a copyright date, record the copyright date as an implied publication date in 264 _1 ‡c and add 264 _4 ‡c with the copyright date.

Example:
264 _1 ‡a New York :**‡b**Random House,**‡c**[2020]
264 _4 ‡c©2020
Fixed field elements: DtSt (Type of date): t   Date 1: 2020   Date 2: 2020

Note that 264 _1 ‡c ends in a period when recording a publication date, and ends in] when recording an implied publication date.

There is no ending punctuation after a copyright date in 264 _4 ‡c.

These edits should be done to all records being imported into Polaris. It is optional to save these edits to OCLC master records.