LIBT331: LIBRARY CATALOGING PROCEDURES (LI)



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LIBT331: Library Cataloging Procedures (Li)

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Licensing

*A detailed breakdown of this resource's licensing can be found in **Back Matter/Detailed Licensing**.*

CHAPTER OVERVIEW

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1.1.1: Cataloging Standards

Serials Cataloging

CONSER Editing Guide, 1994 ed.

Compilation of policies, procedures, and technical guidelines followed within the CONSER program. This provides an element-by-element guide to serial bibliographic records in USMARC format, with usage guidelines, editing instructions, and extensive examples. Developed and maintained by Library of Congress, Serial Record Division. *Note:* To be completely reissued in spring 2003 to incorporate the 2002 revision of the Anglo-American Cataloguing Rules, 2d ed.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf, with updates.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues

Section B6, CONSER Record Requirements for Full, Core, and Minimal Level Records

- Available also online: lcweb.loc.gov/acq/conser/recordreq.html

CONSER Cataloging Manual (2002)

Training and ready-reference tool, with explications of serials cataloging practice and illustrated examples. This is also crossreferenced with and serves as a companion to standards followed within the CONSER Program, especially Anglo-American Cataloguing Rules, Library of Congress Rule Interpretations, and the CONSER Editing Guide. Developed and maintained by Library of Congress, Serial Record Division.

- Available in print: Washington: Serial Record Division, Library of Congress: Distributed by the Cataloging Distribution Service. Looseleaf, with updates.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Module 31, Remote Access Computer File Serials

- Available also online: http://www.loc.gov/acq/conser/Module31.pdf

Module 33, Newspapers

Newspaper cataloging guidelines for CONSER and the United States Newspaper Program. This supersedes Newspaper Cataloging and Union Listing Manual (1990), the former standard.

Section 33.18, "Electronic Newspapers

- available also online: lcweb.loc.gov/acq/conser/enewsppr.html

International Standard Bibliographic Description for Serials and Other Continuing Resources (2002)

ISBD(CR). International standards for creating catalog records for serials and other continuing resources. Developed by International Federation of Library Associations and Institutions.

- Available in print: Munich: K. G. Saur. Also available through Blackwell North America, Blackwell Publishing.
- Available also online: www.ifla.org/VII/s13/pubs/isbdcr-final.pdf

Descriptive Cataloging (General)

Anglo-American Cataloguing Rules, 2d ed., 2002 revision (AACR2)

International descriptive cataloging code, with rules governing: description; choice of entry; form of name, title, and series headings; and corresponding catalog references. Chapter 12 is used in conjunction with other chapters to catalog continuing resources (serials and integrating resources) in any format. Developed and maintained by Joint Steering Committee for Revision of AACR.

- Available in print: Ottawa: Canadian Librarian Association; London: Chartered Institute of Library and Information Professionals; Chicago: ALA. Looseleaf with updates.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Library of Congress Rule Interpretations, 2d ed.

United States companion to Anglo-American Cataloguing Rules, 2d ed., parallel in structure to it, with amplifications, explications, and additions. This, de facto, defines a common national descriptive cataloging practice. Developed and maintained by Library of Congress, Cataloging Policy and Support Office.

- Available in print:Washington: Cataloging Distribution Service, Library of Congress. Looseleaf, with updates.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

NACO Participants' Manual, 2d ed. (1996)

Procedures and guidelines followed by participants in the Name Authority Cooperative Program. Developed for the NACO Program of the Program for Cooperative Cataloging (PCC).

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Descriptive Cataloging Manual, Z1: Name and Series Authority Records

Standards for name and series authority records followed by Library of Congress and Name Authority Cooperative Program participants. This parallels the USMARC Authority Format in structure and is meant to be interfiled and used with it. Developed and maintained by Library of Congress, Cataloging Policy and Support Office.

- Available in print: Washington: Cataloging Policy and Support Office, Library of Congress. Looseleaf for interfiling in USMARC Authority Format, with updates.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Descriptive Cataloging of Rare Books, 2d ed. (1991)

Guidelines for cataloging rare serials are given in an appendix. Developed by Library of Congress.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Examples to Accompany Descriptive Cataloging of Rare Books, 2d ed. (1999)

Developed by Bibliographic Standards Committee of the Rare Books and Manuscripts Section.

- Available in print: Chicago: Association of College and Research Libraries.

Standard Citation Forms for Published Bibliographies and Catalogs Used in Rare Book Cataloging, 2d ed. (1996)

List of standard forms for catalog citations of often-used bibliographies and catalogs. Developed by Library of Congress in collaboration with Bibliographic Standards Committee of the Rare Books and Manuscripts Section, Association of College and Research Libraries, American Library Association.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Map Cataloging Manual (1991)

Includes guidelines for cataloging map serials. Developed by Library of Congress.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf.
- Available on CD-ROM within **Cataloger's Desktop. Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.**

Cataloging Internet Resources, 2d ed. (1997)
Guidelines for description of electronic information sources on the Internet. Developed by Nancy B. Olson for the OCLC Internet Cataloging Project.

- Available online: www.oclc.org/oclc/man/9256cat/toc.htm or www.purl.org/oclc/cataloging-internet

ALA-LC Romanization Tables, 1997 ed.

Transliteration schemes for non-roman scripts. Developed and maintained by Library of Congress.

- Available in print: Washington, D.C.: Cataloging Distribution Service, Library of Congress.
- Available online: lcweb.loc.gov/catdir/cpso/roman.html

Subject Headings (General)

Library of Congress Subject Headings

List of subject headings for all subjects, generally for larger research libraries. Developed and maintained by Library of Congress, Cataloging Policy and Support Office, Subject Headings Editorial Team.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Annual.
- Available online within **Classification Web: Washington: Cataloging Distribution Service, Library of Congress.**

Library of Congress Subject Headings Master Database

Database of subject heading authority records from which Library of Congress Subject Headings is generated. Coordinated by Library of Congress, Cataloging Policy and Support Office, Subject Headings Editorial Team. These authorities are accessible through the Library of Congress' online catalog and, after distribution, in the authority files of OCLC, RLIN, and other bibliographic utilities.

- Available by FTP: Washington: Cataloging Distribution Service, Library of Congress. Weekly.

LC Subject Headings Weekly Lists

Current additions, deletions, and changes to Library of Congress Subject Headings, including those not printed or distributed yet. Compiled by Library of Congress, Cataloging Policy and Support Office, Subject Headings Editorial Team.

- Available online from the CPSO web site: www.loc.gov/catdir/cpso/

Annotated Card Program AC Subject Headings

List of subject headings for children's literature. Developed and maintained by Library of Congress. This is included as a separate section within Library of Congress Subject Headings in print, microfiche, and CD-ROM formats and in LC Subject Headings Weekly Lists. Machine-readable heading authority records are included in and distributed with Library of Congress Subject Headings Master Database.

Subject Cataloging Manual: Subject Headings, 5th ed. (1996)

Instructions for establishment and usage of Library of Congress subject headings and subject subdivisions. Developed and maintained by Library of Congress, Cataloging Policy and Support Office.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf, with updates.
- Available on CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

SACO Participants' Manual (2001)

Procedures and guidelines followed by participants in the Subject Authority Cooperative Program. Developed for the SACO Program of the Program for Cooperative Cataloging (PCC).

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.
- Available on CD-ROM within **Cataloger's Desktop** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.
- Available online: www.loc.gov/catdir/pcc/saco/sacomanual.pdf

Free-floating Subdivisions

Alphabetical index to free-floating subject subdivisions used with Library of Congress Subject Headings. Developed and maintained by Library of Congress, Cataloging Policy and Support Office.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Annual.
- Available on CD-ROM within **Cataloger's Desktop** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

LC Period Subdivisions Under Names of Places, 5th edition (1994)

Alphabetical list of established place names with subject period subdivisions established in Library of Congress Subject Headings. Developed and maintained by Library of Congress, Cataloging Policy and Support Office.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.

Medical Subject Headings

Developed and maintained by United States National Library of Medicine.

- Available in print: Bethesda, Md.: National Library of Medicine; Washington: Distributed by U.S. G.P.O. Annual.
- Available online from NLM in ASCII and XML formats: www.nlm.nih.gov/mesh/filelist.html
  - Annotated alphabetic List
  - with notes for indexers, catalogers, and searchers.
  - Tree Structures
  - presented in hierarchical ordering.
  - Permuted Medical Subject Headings
  - listed by every significant word or root in any heading or cross reference.
- Available in print: Bethesda, Md.: National Library of Medicine; Springfield, Va.: Distributor, National Technical Information Service. Annual.
- Available on microfiches: Springfield, Va.: National Technical Information Service.

Sears list of subject headings, 17th ed. (2000)

List of subject headings for all subjects, generally for smaller public and school libraries.

- Available in print: New York: H. W. Wilson Co.

Art & Architecture Thesaurus, 2d ed. (1994)

Developed on behalf of the Getty Art History Information Program.

- Available in print and online: New York: Oxford Univ. Pr.

Classification (General)

Library of Congress Classification

Separate schedules, in different editions, for classes A–Z. Developed and maintained by Library of Congress, Cataloging Policy and Support Office.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.

- Updated by **LC Classification, Additions and Changes**: Washington: Cataloging Policy and Support Office, Library of Congress. Quarterly
- Available online within **Classification Web:** Washington: Cataloging Distribution Service, Library of Congress.
- Available in MARC21 authority format by FTP: Washington: Cataloging Distribution Service, Library of Congress. Weekly.

Subject Cataloging Manual: Classification

Instructions for establishing and using classes in Library of Congress classification. Specifically relevant to serials are sections F 210 and 220 (Periodicals), F 603 (Government documents), F 610 (Indexes), and F 720 (Supplementary works). Developed and maintained by Library of Congress, Cataloging and Support Office.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf.
- Available on CD-ROM within **Cataloger's Desktop** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Subject Cataloging Manual: Shelflisting, 2d ed. (1995)

Instructions for shelflisting call numbers using Library of Congress classification. Specifically relevant to serials are sections G 180 (Designations), G 220 (Corporate bodies), and G 820 (Serials). Developed and maintained by Library of Congress, Cataloging and Support Office.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf.
- Available on CD-ROM within **Cataloger's Desktop** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Dewey Decimal Classification and Relative Index, 21st ed. (1996)

Available also in abridged version (13th ed., 1997).

- Available in print: Dublin, Ohio: OCLC Forest Pr.
- Available online as **Web Dewey**: Dublin, Ohio: OCLC Forest Pr.

National Library of Medicine Classification, 5th ed., 1999 revision

Developed by United States National Library of Medicine.

- Available in print: Bethesda, Md.: National Library of Medicine; Washington: For sale by Supt. of Docs., U. S. G.P.O.
- Available also online: wwwcf.nlm.nih.gov/class/

GPO Classification Manual, Revised Jan. 1993

Principles and policies for use of Superintendent of Documents Classification for publications of the United States government. Developed by Superintendent of Documents, United States Government Printing Office.

- Available in print: Washington: Supt. of Docs., U. S. G.P.O.

List of Classes of United States Government Publications Available for Selection by Depository Libraries

List of classes for United States government agencies assigned in Superintendent of Documents Classification by the United States Government Printing Office.

- Available in print: Washington: Supt. of Docs., U. S. G.P.O. Quarterly.
- Available online via Internet (updated monthly): www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html

Universal Decimal Classification, 2d English full ed. (1993–)

Originally developed by the International Federation for Documentation.

- Available in print: London: British Standards Institution.

Extensions and Corrections to the UDC, (1993–)

Developed by the International Federation for Documentation.

- Available in print: The Hague: UDC Consortium.

Bliss Bibliographic Classification. 2d ed. (1999)

Maintained by Bliss Classification Association.

- Available in print: London: Bowker Saur.
- Supplemented by **Bliss Classification Bulletin:** London: Commonwealth Institute. Annual.

MARC (General)

United States standards for representation and exchange of bibliographic and related data in machine-readable form. Developed and maintained by Library of Congress, Network Development and MARC Standards Office. Additional information available online from the MARC21 home page: lcweb.loc.gov/marc/

- **MARC 21 Format for Bibliographic Data,** 1999 edition
- **MARC 21 Format for Authority Data,** 1999 edition
- **MARC 21 Format for Classification Data,** 2000 edition
- **MARC 21 Format for Holdings Data** 2000 edition

The above are available:

- In print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf, with updates.
- On CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

MARC Concise Formats

- Available in print: Washington: Cataloging Distribution Service, Library of Congress. Looseleaf, with updates.

for Bibliographic Data

- Available online: lcweb.loc.gov/marc/SPANibliographic/

for Authority Data

- Available online: lcweb.loc.gov/marc/authority/

for Classification Data

- Available online: lcweb.loc.gov/marc/classification/

for Holdings Data

- Available online: www.loc.gov/marc/holdings/echdhome.html

MARC Code Lists

MARC Code List for Countries, 2000 ed.

- Available online: lcweb.loc.gov/marc/countries/

MARC Code List for Geographic Areas, 2002 ed.

- Available online: lcweb.loc.gov/marc/geoareas/

MARC Code List for Languages, 2000 ed.

- Available online: lcweb.loc.gov/marc/languages/

MARC Code List for Relators, Sources, Description Conventions, 2000 ed.

- Available online: lcweb.loc.gov/marc/relators/

MARC Code List for Organizations, 2000 ed.

- Available online: www.loc.gov/marc/organizations/

The above code lists are available:

- In print: Washington: Cataloging Distribution Service, Library of Congress.
- On CD-ROM within **Cataloger's Desktop:** Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

Guidelines for the Use of Field 856, Rev. August 1999

Instructions for giving data in USMARC bibliographic field 856 (electronic location and access). Developed and maintained by Library of Congress, Network Development and MARC Standards Office.

- Available online: lcweb.loc.gov/marc/856guide.html

UNIMARC (General)

International standards for representation and exchange of bibliographic data in machine-readable form. Developed and maintained by Permanent UNIMARC Committee, Universal Bibliographic Control and International MARC Core Programme, International Federation of Library Associations and Institutions.

UNIMARC Manual: Bibliographic Format, 2d ed. (1994)

- Available in print: Munich; London: K.G. Saur. Has 1996 update.

UNIMARC Authorities, 2d ed. (2001)

- Available in print: Munich; London: K.G. Saur.

Other Cataloging-Related Standards

Library of Congress Filing Rules (1980)

Guidelines for filing headings in catalogs, incorporating principles of Anglo-American Cataloging Rules, 2d ed., suitable also for computer filing. Developed by Library of Congress.

- Available in print: Washington: Cataloging Distribution Service, Library of Congress.
- Available on CD-ROM within **Cataloger's Desktop**: Washington: Cataloging Distribution Service, Library of Congress. Quarterly, in cumulative issues.

ALA Filing Rules (1980)

Guidelines for filing headings in catalogs, incorporating principles of Anglo-American Cataloging Rules, 2d ed., suitable also for computer filing. Developed by Filing Committee, ALA.

- Available in print: Chicago: ALA.

Frequent Sources of Related Information

CONSER Program Home Page

Library of Congress Cataloging Distribution Service provides a list of manuals and training tools that are available for purchase. Available online: http://www.loc.gov/acq/conser/scctp/

Library of Congress Cataloging Policy and Support Office (CPSO) Home Page: Updates, drafts, and news related to standards from Library of Congress. Available online: lcweb.loc.gov/catdir/cpso/

Cataloging Service Bulletin: Updates to standards from Library of Congress, Cataloging Policy and Support Office. Available in print: Washington: Cataloging Distribution Service, Library of Congress. Quarterly.

Tools for Serials Catalogers developed by Ann Ercelawn includes cataloging documentation from CONSER, LC, MARC and OCLC; minutes from ALCTS Committee to Study Serials Cataloging (CSSC) meetings; e-mail addresses for cataloging questions/problems; and discussion list archives including Serialst. Available online: www.library.vanderbilt.edu/ercelawn/serials.html

Source Information:

Cataloging Standards

- American Library Association
- http://www.ala.org/alcts/resources/guides/serstdsbib/cataloging
- No cost, “Permission to use, copy and distribute documents delivered from this website and related graphics is hereby granted for private, non-commercial and education purposes only.”

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1.1.3: Resources for Cataloging

Resources (in alphabetic order)

- ALA-LC Romanization Tables
- Approved Classification Lists
- Approved Subjects Lists
- Archival Moving Image Materials: A Cataloging Manual - Update Pages
- Bicentennial Conference on Bibliographic Control for the New Millennium (2000)Publication no longer available from the Cataloging Distribution Service (CDS)
- Cataloging Service Bulletin: 1978 to 2010
- CJK Compatibility Database
- Descriptive Cataloging Manual Section Z1 and LC Guidelines Supplement to MARC 21 Format for Authority Data
- Descriptive Cataloging Manual Section Z12
- Descriptive Cataloging of East Asian Material: CJK Examples of AACR2 and Library of Congress Rule Interpretations
- Descriptive Cataloging of Rare Materials
- Descriptive Cataloging Manual Updates: 2006 to present
- Dewey Program at the Library of Congress
- EAD Best Practices at the Library of Congress
- Geographic Cutter Numbers (Tables G1548-G9804)
- Graphic Materials: Rules for Describing Original Items and Historical Collections
- LC Guidelines Supplement to *MARC 21 Format for Authority Data* and *Descriptive Cataloging Manual* Section Z1
- Library of Congress Classification Schedules
- Library of Congress Policy Regarding Requests for the Creation and Modification of Catalog Records
- Library of Congress Rule Interpretations March 2010 List (PDF, 59 KB)
- Library of Congress Rule Interpretation Updates: 2006 to 2010
- Library of Congress Subject Headings
- MARC Standards and Documentation
- Moving Image Genre-form Guide
- Policy, Training, and Cooperative Programs Division Query and Communication Policy
- Prints and Photographs Cataloging and Digitizing Toolbox
- SACO Participants' Manual, 2nd ed. (PDF, 3.87 MB)
- Thesaurus for Graphic Materials
- What Is FRBR?: A Conceptual Model for the Bibliographic Universe

Products Available for Purchase

- Cataloger's Desktop
- Classification Web
- MARC Distribution Services
- View all products for purchase

Source Information:

Resources for Cataloging

- Library of Congress
- https://www.loc.gov/aba/cataloging/tools/
- In the public domain

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1.2.1: Descriptive Cataloging Using RDA

The table below contains the training materials for “Descriptive Cataloging Using RDA,” a 9-module curriculum created by the Cooperative and Instructional Programs Division (COIN) at the Library of Congress. The curriculum targets novice and beginning catalogers with little education or experience in cataloging.	 Download the Adobe Acrobat Reader to view PDF documents.

Back to RDA Training Materials

Module	Slides, Manuals, Exercises, Online Quizzes
1 - Introduction, Concepts, and Tools	Teaching Slides (PowerPoint : 1.2 MB)
2 - Functional Requirements for Bibliographic Records (FRBR)	Teaching Slides (PowerPoint : 1.1 MB)
3 - RDA Toolkit	Teaching Slides (PowerPoint : 100 KB) Using the RDA Toolkit (PDF : 1.22 MB)
4 - RDA Introduction and Background; Identifying ManifestationsUsing the RDA Toolkit	Teaching Slides (PowerPoint : 3.9 MB) Ex. 1: Identifying Manifestations (PDF : 86 KB) Ex. 1: Answers (PDF : 88 KB)
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1.2.3: Physical Description Area

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Introduction

An archive may have many physically separate units, all of which are parts of a single moving image work. These separate physical pieces may be copies in whole or in part of the original, or they may be later releases. All elements must be described accurately and briefly, drawing component parts of negatives, masterpositives, sound tracks, prints, videocassettes, etc., together and providing a quick method for comparing each set of elements. This interrelationship is expressed by providing a separate line of physical description for each set of elements arranged in a standardized manner.

For example, if the archive holds a work in two or more generations (e.g., negative and masterpositive), a separate physical description should be given for each generation. Similarly, if the archive holds a work in two or more specific formats (e.g., 16 mm. film and 3/4 in. videocassette), a separate physical description is created for each.

```
245 00 $a I led 3 lives. p Phoney brother / $c Ziv Television
          Programs Inc. ;  director-supervisor of production,
          Henry S. Kesler.
```

```
257 ## $a United States.
260 ## $a United States : $b Ziv Television Programs, Inc., c
          1955.
300 ## $a 1 videocassette of 1 (28 min.) : $b sd., b&w ; $c 3/4
          in. viewing copy.
300 ## $a 1 reel of 1 (950 ft.) : $b sd., b&w ; $c 16 mm. ref print.
300 ## $a 1 reel of 1 (950 ft.) : $b sd., b&w ; $c 16 mm. dupe neg.
```

The physical description area consists of six subareas: extent of work, other physical details, dimensions, generation, base, copy number. Two of the six subareas are further divided into more specific elements which are included as they apply.

Subarea	Elements
Extent of work and specific format:	Number of units in hand
	Specific format (e.g., reels, videocas
	Number of units in complete work, if known
	Video technical specifications (e.g., VHS)
	Length or running time
Other physical details:	Sound characteristics
	Color characteristics
	Playing speed or projection speed
	Projection characteristics (e.g., anar letterboxed)
Dimensions:	Gauge, width, or diameter
Generations:	Terms used to differentiate original material and successive duplicates
Base:	Film base
Copy number:	Number of copies or copy number

5A. Preliminary rule

5A1. Punctuation

For general instructions on prescribed punctuation, see 0C.

Enclose the video technical specification in parentheses, e.g., (laser) and (PAL).

Enclose the length or running time in parentheses, e.g., (8990 ft.) and (90 min.).

Precede the other physical details subarea by a space, colon, space.

Separate elements within the other physical details subarea with commas.

Precede the dimension by a space, semi-colon, space.

Separate the numeric part of the dimension from the abbreviation by a space, e.g., 35 mm. and 1/2 in.

Place a period after the abbreviation describing dimension, e.g., mm. and in.

Separate dimension, generation, base, and copy number by single spaces.

Enclose the copy number in parentheses, e.g., (copy 2).

Each line of physical description ends with a period unless there is another mark of punctuation present (e.g., closing parenthesis). It also ends with a period even if parentheses are present when followed by a 4XX series statement.

```
300 ## $a 1 reel of 1 (1080 ft.) : $b sd., col. ; $c 16 mm. ref
          print.
300 ## $a 1 reel of 1 (1080 ft.) : $b sd., col. ; $c 16 mm. ref
          print (copy 2).
440 #0 $a National Geographic Society special
```

5A2. Sources of information

See 0B.

5B. Extent of works and specific formats

5B1. Number of units in hand

Record the number of physical units in hand of each complete or incomplete copy of a motion picture or videorecording by giving the number of units in arabic numerals.

5B2. Specific formats

Follow the number of units with one of the following specific formats, as appropriate. Do not abbreviate these terms.

Film	Video
reel	videoreel
roll	videocassette
cassette	videocartridge
cartridge	videodisc
loop	

Film is implied when using the terms, reel, roll, cassette, cartridge, and loop in an archival setting. However, precede the term with the word "film" if there is any doubt or ambiguity.

```
300 ## $a 1 reel (750 ft.) : $b si., sepia ; $c 35 mm. ref print.

300 ## $a 10 reels of 10 (3724 ft.) : $b sd., col. ; $c 16 mm.
          masterpositive.

300 ## $a 2 rolls (545 ft.) : $b si., b&w ; $c 35 mm. ref print.

300 ## $a 2 videocassettes of 2 (90 min.) : $b sd., col. ; $c 3/4
          in. viewing copy.

300 ## $a 1 videodisc of 1 (laser) (120 min.) : $b sd., col. ; $c
          12 in. viewing copy.
```

```
300 ## $a 3 cartridges of 3 (200 ft.) : $b si., col. ; $c 8 mm.
          ref print.

300 ## $a 1 videoreel of 1 (45 min.) : $b sd., col. ; $c 1 in.
          master.
```

5B3. Number of units in a complete work

It is important to try to specify how many parts comprise the complete work. This should be done in one brief statement which specifies both the number of units in hand and the number of units in the complete work (if this information is known or can be reasonably assumed). Include the number of units in a complete work in arabic numerals following the number of units in hand and the specific format (e.g., reel, videodiscs).

```
300 ## $a 13 reels of 13 (11003 ft.) : $b si., b&w ; $c 35 mm.
          ref print.

300 ## $a 2 reels of 2 (652 ft.) : $b sd., col, ; $c 16 mm. dupe
          neg.

300 ## $a 1 videodisc of 1 (laser) (95 min.) : $b sd., col. ; $c
          12 in. viewing copy.

300 ## $a 2 videocassettes of 2 (110 min.) : $b sd., col. ; $c
          3/4 in. viewing copy.
```

If the work is complete, but the unit count is unusual, clarification may be supplied in parentheses following the unit count. Further clarification may be placed in a note. See 7B17.

```
300 ## $a 10 reels of 10 on 11 (r1-10, 10B) (9350 ft.) : $b si.,
          col. and b&w ; $c 35 mm. arch pos.
500 ## $a A b&w portion at the tail of reel 10 has been cut and
          canned separately by the donor. $5 DLC
          (If applicable, use institution's local code.)
```

There may be several lines of physical description and the number of units in a complete copy may vary from line to line. In these cases, it is not necessary for every line to relate the number of physical units in hand to the original unit count. Use only the number with the specific format to describe the work in hand. Further clarification may be placed in a note. See 7B17.

```
300 ## $a 12 reels of 12 (9143 ft.) : $b sd., col. ; $c 35 mm.
          ref print.
300 ## $a 13 reels (9143 ft.) : $b si., yellow ; $c 35 mm.
          masterpos.
300 ## $a 13 reels (9143 ft.) : $b si., cyan ; $c 35 mm.
          masterpos.
300 ## $a 13 reels (9143 ft.) : $b si., magenta ; $c 35 mm.
          masterpos.
500 ## $a The color separation masterpos is complete in 13 reels.
```

```
300 ## $a 2 reels (ca. 3240 ft.) : $b sd., b&w ; $c 16 mm. ref
          print.
300 ## $a 3 reels (ca. 3240 ft.) : $b sd., b&w ; $c 16 mm. arch
          pos.
500 ## $a Ref print and arch pos seem complete. 5 DLC
          (If applicable, use institution's local code.)
```

5B3.1 1000-foot 35 mm. reels as standard

Historically, a 35 mm. reel has meant the amount of 35 mm. film which is wound on one standard reel or is stored in one standard film can designed to accommodate up to 1000 feet of film. The use of the term "reel" as a unit of measurement for 35 mm. film is a standard industry term. With regular 35 mm. film projection speed at 90 feet per minute, projecting one reel takes about 10 minutes. So, for example, a "2-reeler" would be a short film on two 1000-foot reels running about 20 minutes.

```
300 ## $a 10 reels of 10 (8676 ft.) : $b si., b&w ; $c 35 mm.
          dupe neg.
```

Currently, 35 mm. films are generally stored in 2000-foot reels and, to a lesser extent, 3000-foot and 1000-foot reels. Often, the 1000-foot reel standard is noted on these larger reels (e.g., 1A, 1B for the first 2000-foot reel). To maintain the 1000-foot unit concept, 35 mm. film stored on reels holding up to 2000 feet of film are sometimes referred to as "double reels". Similarly, reels holding up to 3000 feet may be referred to as "triple reels". For archives, it has remained standard to relate the original length of a work in 1000-foot reels to the number of physical units (reels) on which it is currently stored.

```
300 ## $a 12 reels of 12 on 6 (11354 ft.) : $b sd., b&w ; $c 35
          mm. dupe neg.
```

For all other gauges, there is no single standardized reel size which corresponds to the 1000-foot size standard in 35 mm. For examples, for 16 mm., there are at least four frequently used sizes: 400-foot, 800-foot, 1200-foot, and 1600-foot reels. For 16 mm. reduction copies, see below.

5B3.2 Copies in formats other than the original format of the work

5B3.2.1 Reduction copies

For many archives and film libraries, a common form of material for viewing and sometimes for preservation purposes has been 16 mm. film reductions (16 mm. duplication of a 35 mm. film). With the increasing use of video for copying material, 16 mm. reductions have become less common.

For a complete 16 mm. film which is known to be a reduction copy, indicate that it is a complete work using the original 1000-foot 35 mm. reel count, along with the actual number of 16 mm. reels in hand.

```
300 ## $a 10 reels of 10 on 3 (2875 ft.) : $b sd., col. ; $c 16
          mm. ref print.
```

(Originally ten 1000 ft. 35 mm. reels, currently on three 16 mm. reels.)

If further clarification is required, a note should also be included. See 7B17.

5B3.2.2 Video copied from film

When film has been copied onto video, the relationship of the original reel count to the extent or number of video units may be difficult to determine. State the number of units in hand and the total number of units in the complete copy (if this information is known or can be reasonably assumed) in terms of the video format being described, rather than in terms of the original film format.

```
               300 ## $a 2 videodiscs of 2 (CED) (85 min.) : $b sd., col. ; $c
                         12 in. viewing copy.

          not  300 ## $a 10 reels of 10 on 2 videodiscs of 2 (CED) (85 min.) :
                         $b sd., col. ; $c 12 in. viewing copy.
```

Optionally, archives may wish to indicate completeness using the reel count of the original work along with the actual number of units of the video on which the work has been copied.

5B4. Incomplete works

Punctuation: Specify the identifying numbers of the units in hand in parentheses following the number of units in a complete copy. Separate each number with a comma, space punctuation, and in the case of consecutive units, place a hyphen between the numbers and follow with a comma, space, if more units are to be recorded.

If a work (including a work with separate picture and track) lacks part of the image and/or sound it is incomplete. Usually, do not consider a work incomplete if it is missing only a few frames or a few seconds.

If the complete number of units comprising a moving image work is known, and the copy in hand lacks one or more units, indicate the number of units in hand.

Use the following abbreviations for the unit term which precedes the identifying numbers. Further clarification may be placed in a note. See 7B13.

```
               Film                      Video


               reel       r              videoreel         r
               roll       roll           videocassette     c
               cassette   c              videocartridge    c
               cartridge  c              videodisc         d
               loop       loop

               300 ## $a 7 reels of 12 (rl-3, 5-7, 10) (6190 ft.) : $b sd., col.
                         ; $c 35 mm. ref print.

               300 ## $a 2 videocassettes of 3 (c2-3) (Beta) (100 min.) : b
                         sd., col. ; $c 1/2 in. viewing copy.
```

For an incomplete reduction copy, specify in parentheses the original 35 mm. reel numbers, and then give the number of 16 mm. reels in hand.

```
               300 ## $a 4 reels of 6 (rl, 4-6) on 2 (1800 ft.) : $b sd., col. ;
                         $c 16 mm. ref print.
```

5B4.1 Unit numbering uncertain or unknown

If a unit number is uncertain, use the unit abbreviation followed by the number and a question mark enclosed in parentheses, after the unit count.

```
300 ## $a 1 reel of 3 (r2?) (600 ft.) : $b si., b&w ; $c 35 mm.
          masterpositive.

300 ## $a 2 reels of 5 (r3?, 5) (1550 ft.) : $b sd., b&w ; $c 35
          mm. ref print.

300 ## $a 1 videocassette of 4 (c3?) (40 min.) : $b sd., col. ;
       $c 3/4 in. viewing copy.
```

If the unit number is unknown, use the unit abbreviation followed by a question mark in the parentheses.

```
300 ## $a 1 reel of 8 (r?) (650 ft.) : $b si., b&w ; $c 35 mm.
          dupe neg.

300 ## $a 6 reels of 10 (rl-5, r?) (3900 ft.) : $b sd., b&w ; c
          35 mm. ref print.
```

5B4.2 Incomplete units

If part of a unit or units is incomplete, place the abbreviation "inc." for incomplete within parentheses after the unit count. When unit numbers are specified within parentheses, and all or some of the units are incomplete, use the abbreviation "inc." within the parentheses, preceded by a comma, following the unit numbers. Give a note describing the extent of the incompleteness. See 7B13.

```
300 ## $a 1 videocassette of 1 (inc.) (17 min.) : $b sd., col. ;
          $c 1/2 in. viewing copy.
500 ## $a Small parts lacking. $5 DLC
          (If applicable, use institution's local code.)

300 ## $a 3 reels of 5 (r1, 3, 5, inc.) (1426 ft.) : $b si., b&w
          ; $c 35 mm. ref print.
500 ## $a Reel 1 has parts of picture lacking. $5 DLC
          (If applicable, use institution's local code.)
```

Relate notes concerning incompleteness to the particular materials with which they correspond.

```
300 ## $a 3 reels of 3 (883 ft.) : $b si., b&w ; $c 16 mm. ref
          print.
300 ## $a 3 reels of 3 (inc.) (1686 ft.) : $b sd., b&w ; $c 35
          mm. ref print.
300 ## $a 3 reels of 3 (883 ft.) : $b si., b&w ; $c 16 mm. dupe
          neg.
300 ## $a 3 reels of 3 (883 ft.) : $b sd. ; $c 16 mm. neg trk.
300 ## $a 3 reels of 3 (inc.) (675 ft.) : $b sd., b&w ; $c 16 mm.
          dupe neg (copy 2)
300 ## $a 3 reels of 3 (inc.) (1686 ft.) : $b sd., b&w ; $c 35
          mm. dupe neg.
500 ## $a 35 mm. print and neg, and 16 mm. neg (copy 2) lack main
          title and parts of picture, including two musical
```

```
                    numbers, Poppin' the cork and Here's looking at you,
                    which appeared in original release and in archive's
                    complete material. Original 35 mm. footage: 2206 ft.
                    per copyright descriptive material and Film daily
                    yearbook, 1934, p. 345. 5 DLC
                    (If applicable, use institution's local code.)
```

Optionally, do not describe the work as incomplete in the physical description area if the main title, credits, and/or end title are lacking. Indicate the lack of titles and credits in a note only.

5B5. Original length in units uncertain or unknown

If the total unit count is possible but not certain, indicate this uncertainty with a question mark following the unit count.

```
300 ## $a 3 reels of 3? (rl-3?) (2584 ft.) : $b si., b&w ; $c 35
          mm. dupe neg.
```

Include a note stating the source of the possible unit count. See 7B13.

```
500 ## $a Possible reel count from leader. 5 DLC
          (If applicable, use institution's local code.)
```

If a work's original length in units is not known, but the units in hand appear to be a part of a completed production (not stock footage, unedited film, etc.), regardless of whether it was released or broadcast, state the number of units in hand and substitute a question mark for the total number of units. For treatment of works never intended to be distributed, see 5B6.

```
300 ## $a 2 reels of ? (r2-3) (1450 ft.) : $b si., b&w ; $c 35
          mm. ref print.

300 ## $a 1 videocassette of ? (40 min.) : $b sd., col. ; $c 3/4
          in. viewing copy.
```

5B6. Works never intended to be distributed

For works never intended to be distributed (e.g., home movies, stock footage, outtakes), use arabic numerals with the specific format only (e.g., 2 reels) and do not indicate completeness. Do not abbreviate the term for the specific format.

```
300 ## $a 12 rolls (1800 ft.) : $b sd., b&w ; $c 16 mm. ref
          print.

300 ## $a 3 videocassettes (180 min.) : $b sd., col. ; $c 3/4 in.
          viewing copy.
```

5B7. Video playback mode or other technical specifications

Add playback mode, broadcast system, trade name or other technical specifications for a videorecording if this information is necessary for viewing the work. Insert this information after the unit count for a complete work, or, if that original unit count is not appropriate, after the specific format. Enclose the technical specification in parentheses.

```
300 ## $a 1 videocassette of 1 (D2) : $b sd., col. ; $c 19 mm.
          master.

300 ## $a 1 videocassette (VHS) (ca. 60 min.) : $b sd., col. ; $c
          1/2 in. viewing copy.

300 ## $a 3 videodiscs of 3 (laser) (119 min.) : $b sd., col. ;
          $c 12 in. viewing copy.

300 ## $a 2 videodiscs of 2 (VHD) (101 min.) : $b sd., col. ; $c
          12 in. viewing copy.

300 ## $a 1 videocassette of 1 (Betacam) (30 min.) : $b sd., col.
          ; $c 1/2 in. master.

300 ## $a 2 videocassettes of 2 (PAL) (90 min.) : $b sd., col. ;
          $c 3/4 in. viewing copy.
```

At times, more than one technical specification may be given in order to provide the information necessary for viewing the work. This is likely to happen with a VHS video in the PAL or SECAM broadcast system. Separate multiple technical specifications with a space and place them in a single set of parentheses. Omit the technical specification that are standard for the country of the archive.

```
300 ## $a 1 videocassette of 1 (VHS PAL) (60 min.) : $b sd., col.
          ; $c 1/2 in. viewing copy.
```

Optionally, always record the technical specification.

5B8. Length or running time

Record in arabic numerals a film's total length in feet (rounded up to the nearest foot) or a video's running time in minutes (rounded up to the nearest minute). Record this information following the unit count, or if applicable, the technical specification. If the length of a film has been given in minutes, convert the minutes to feet. See Appendix E, Conversion Chart. Do not use video counters to measure minutes since these are location devices and do not measure time. Do not include commas within numbers.

```
300 ## $a 10 reels of 10 (9738 ft.) : $b sd., col. ; $c 35 mm.
          ref print.

300 ## $a 2 reels of 5 (rl-2) (1620 ft.) : $b si., b&w ; $c 35
          mm. ref print.

300 ## $a 1 videocassette of 1 (Beta) (60 min.) : $b sd., col. ;
          $c 1/2 in. viewing copy.
```

If the work is not measured, give an approximate footage or running time if one can be readily established. Precede the numerals by the abbreviation "ca." (circa). Give an explanation for the estimation in a note if necessary. When known, indicate conditions such as stretch printing and time compression in notes. See 7B14.

```
300 ## $a 2 videocassettes of 2 (ca. 90 min.) : $b sd., col. ; $c
          3/4 in. viewing copy.

300 ## $a 3 reels of 3 (ca. 2550 ft.) : $b sd., col. ; $c 35 mm.
          dupe neg.
500 ## $a Footage estimation is from donor's list. $5 DLC
          (If applicable, use institution's local code.)
```

Optionally, do not consider length or running time to be estimated if this information is taken from accompanying material or a secondary source. Only use "ca." to indicate a guess that is not supported by a source.

Optionally, record running time only for both film and video, instead of footage for film.

5C. Other physical details

Give the following details, as applicable, in this order:

> *sound characteristics*
> *color characteristics*
> *playing speed or projection speed*
> *projection characteristics*

5C1. Sound characteristics

Indicate whether the work is sound by the abbreviation "sd." or silent by the abbreviation "si."

```
300 ## $a 3 reels of 3 (2870 ft.) : $b si., b&w ; $c 35 mm. ref
          print.

300 ## $a 1 videocassette of 1 (ca. 60 min.) : $b sd., col. ; c
          3/4 in. viewing copy.
```

If the work in hand is a separate sound element of a moving image, describe it as sound and omit the color characteristic.

```
300 ## $a 2 reels of 2 (1832 ft.) : $b sd. ; $c 35 mm. neg trk.
```

If a work originally had a sound track but the copy in hand lacks a sound track, describe the work as silent and give a note to that effect. See 7B15.

```
300 ## $a 3 reels of 3 (3096 ft.) : $b si., b&w ; $c 35 mm. ref
          print.
500 ## $a Sound track lacking. $5 DLC
          (If applicable, use institution's local code.)
```

Include further information about sound attributes or processes in a note. See 7B15.

```
500 ## $a Magnetic track is full coat.
```

Optionally, further information about sound attributes or processes may be placed in the line of physical description in parentheses following the general sound characteristics.

```
300 ## $a 10 reels of 10 on 5 (9021 ft.) : $b sd. (Dolby), col. ;
          $c 35 mm. ref print.
```

5C2. Color characteristics

Indicate whether the work is in color by the abbreviation "col." or in black and white, by the abbreviation "b&w," following the sound characteristic. For more specific terms to describe color, see Appendix C, Color Characteristics.

```
300 ## $a 1 reel of 1 (987 ft.) : $b si., b&w ; $c 35 mm. ref
          print.

300 ## $a 2 videocassettes of 2 (Beta) (ca. 90 min.) : $b sd.,
          col. ; $c 1/2 in. viewing copy.
```

If a work is a combination of color and black and white, indicate this combination.

```
300 ## $a 3 reels of 3 (2870 ft.) : $b sd., col. and b&w ; $c 35
          mm. masterpositive.

300 ## $a 2 reels of 10 (rl, 5) (1835 ft.) : $b sd., b&w with
          col. sequences ; $c 35 mm. ref print.
```

Indicate color separation with separate lines of description, one for each color.

```
300 ## $a 10 reels of 10 (9501 ft.) : $b si., cyan ; $c 35 mm.
          dupe neg.
300 ## $a 10 reels of 10 (9501 ft.) : $b si., magenta ; $c 35 mm.
          dupe neg.
300 ## $a 10 reels of 10 (9501 ft.) : $b si., yellow ; $c 35 mm.
          dupe neg.

300 ## $a 15 reels of 15 (ca. 10440 ft.) : $b si., red ; $c 35
          mm. masterpos.
300 ## $a 15 reels of 15 (ca. 10440 ft.) : $b si., green ; $c 35
          mm. masterpos.
300 ## $a 15 reels of 15 (ca. 10440 ft.) : $b si., blue ; $c 35
          mm. masterpos.
```

Include further information about color attributes or processes in a note. See Appendix C, Color Characteristics. See 7B16.

Optionally, further information about color attributes or processes may be placed in the line of physical description in parentheses following the general color characteristics.

```
300 ## $a 2 reels of 2 (1640 ft.) : $b si., b&w (tinted) ; $c 35
          mm. ref print.
```

```
300 ## $a 1 reel of 1 (980 ft.) : $b si., b&w (tinted and toned)
          ; $c 35 mm. ref print.
```

5C3. Playing speed or projection speed

When considered important, give the playing speed of a video or the projection speed of a film in a note. See 7B17.

Optionally, give the playing speed or the projection speed following the color characteristic in the line of physical description. Precede this information with a comma. Use standard abbreviations, e.g., "LP" for long play, "fps" for frames per second.

```
300 ## $a 1 videocassette of 1 (VHS) (ca. 60 min.) : $b sd.,
          col., SLP ; $c 1/2 in. viewing copy.

300 ## $a 1 reel of 1 (982 ft.) : $b si., b&w, 20 fps ; $c 35 mm.
          archival positive.
```

5C4. Projection characteristics

Record when a film is anamorphic or a video is letterboxed. Either term would be given following the color characteristic (unless the above option is followed, in which case it follows the speed). Precede the projection characteristic with a comma.

```
300 ## $a 10 reels of 10 on 5 (9540 ft.) : $b sd., col.,
          anamorphic ; $c 35 mm. ref print.

300 ## $a 1 videocassette of 1 (VHS) (96 min.) : $b sd., col.,
          LP, letterboxed ; $c 1/2 in. viewing copy.
```

Additional information regarding projection characteristics (e.g., aspect ratio, pan-and-scan) may be placed in a note. See 7B19.

5D. Dimensions

Give the gauge, width, or diameter of a moving image work following the color characteristic, except when speed and/or projection characteristics are given. Use abbreviations which are separated from the number with a space.

Give the gauge of film in millimeters using the abbreviation "mm." When describing 8 mm. film, state whether the work is standard 8 mm. or super 8 mm.

```
300 ## $a 2 reels of 2 (2385 ft.) : $b sd., col. ; $c 35 mm. ref
          print.

300 ## $a 1 reel of 1 (516 ft.) : $b sd., col. ; $c standard 8
          mm. ref print.

300 ## $a 1 cartridge of 1 (ca. 200 ft.) : $b sd., col. ; c
          super 8 mm. ref print.
```

Generally, give the width of videotape in inches using the abbreviation "in." D2 video, however, should be described as 19 mm.

```
300 ## $a 1 videocassette of 1 (57 min.) : $b sd., col. ; $c 3/4
          in. viewing copy.
```

```
300 ## $a 2 videoreels of 2 (ca. 90 min.) : $b sd., col. ; $c 2
          in. master.
```

Give the diameter of a videodisc in inches using the abbreviation "in."

```
300 ## $a 3 videodiscs of 3 (laser) (119 min.) : $b sd., col. ;
          $c 12 in. viewing copy.
```

5E. Generations

Generation is a designation used to differentiate original material and successive duplicates (e.g., original reversal positive, duplicate negative, reference print).

Give the generation of a moving image work following the dimension.

```
300 ## $a 1 videocassette of 1 (52 min.) : $b sd., col. ; $c 3/4
          in. viewing copy.

300 ## $a 2 reels of 2 (1980 ft.) : $b sd., col. ; $c 16 mm. ref
          print.
```

Use the terms and/or abbreviations as listed. When a record contains multiple lines of physical description generally record the generations in the order given below.

Generation	Abbreviations
viewing copy [use for videos]	
reference print	ref print
duplicate negative	dupe neg
internegative	interneg
interpositive	interpos
color reversal intermediate	CRI
master [use for videos]	
kinescope positive	kine pos
kinescope negative	kine neg
masterpositive	masterpos
archival positive	arch pos
archival negative	arch neg
reversal positive	rev pos
original reversal positive	orig rev pos
original negative	orig neg

Video viewing material is designated as a viewing copy, while film for screening is designated as a reference print. Archives may determine that it is necessary to restrict the use of some material due to its rarity or physical condition. The generation terms for this type of material are master, for video, and archival positive or archival negative, for film.

Separate sound material is listed below because it is placed on a separate line of physical description immediately after the picture generation to which it corresponds. If there is only sound track material, follow the order of this list.

```
positive track                  pos trk
negative track                  neg trk
double edge positive track      dbl edge pos trk
double edge negative track      dbl edge neg trk
magnetic track                  mag trk
```

Optionally, archives may choose to develop their own list of generations. For additional terms, see Appendix F, Additional Generation Designations.

Optionally, archives may choose not to record the generation. For example, if a videocassette is always designated as a viewing copy, the term viewing copy could be omitted from the line of physical description.

5F. Film base

Give the film base, e.g., nitrate, triacetate ("safety"), diacetate ("old safety"), polyester (Estar). Record the film base after the generation.

```
300 ## $a 1 reel of 1 (875 ft.) : $b si., b&w ; $c 35 mm. dupe
          neg triacetate.

300 ## $a 10 reels of 10 (9431 ft.) : $b sd., col. ; $c 35 mm.
          masterpos nitrate.
```

Optionally, do not include the film base.

Alternatively, do not include the film base if the archive holds material predominately in only one film base.

5G. Copy number

A copy is a set of elements which is a duplicate of another set in every physical characteristic including dimension. Give the copy number last in the line of physical description. Do not assign copy 1 to the first copy. Use the word "copy" with the number and enclose them in parentheses.

```
300 ## $a 1 videocassette of 1 (Betacam) (30 min.) : $b sd., col.
          ; $c 1/2 in. master.
300 ## $a 1 videocassette of 1 (Betacam) (30 min.) : $b sd., col.
          ; $c 1/2 in. master (copy 2)
```

Assign a copy number to an incomplete set of elements which otherwise is a duplicate of another set in every physical characteristic.

```
300 ## $a 3 reels of 3 (2645 ft.) : $b si., b&w ; $c 35 mm. dupe
          neg.
300 ## $a 1 reel of 3 (r2) (875 ft.) : $b si., b&w ; $c 35 mm.
          dupe neg (copy 2)
```

Any distinctions between copies should be made clear in a note. See 7B18.

```
300 ## $a 4 reels of 4 (3690 ft.) : $b si., b&w ; $c 35 mm. ref
          print.
300 ## $a 4 reels of 4 (3688 ft.) : $b si., b&w ; $c 35 mm. ref
          print (copy 2)
```

```
500 ## $a Both copies were measured for footage, a difference of
          two feet between them was found. There were no
          discernable differences between the two and hence these
          are copies, not versions.
```

Optionally, use the abbreviations, "cy, cys" for copy, copies.

```
300 ## $a 5 reels of 5 (5105 ft.) : $b si., b&w ; $c 35 mm. dupe
          neg (cy 2)
```

Optionally, give the number of copies in one line of physical description when all physical characteristics are identical.

```
300 ## $a 1 videocassette of 1 (Beta) (30 min.) : $b sd., col. ;
          $c 1/2 in. viewing copy (2 copies)
```

5H. Order of multiple lines of physical descriptions

Follow the order given below when listing multiple lines of physical description.

When cataloging nitrate film and other moving image material on the same record, the nitrate film should follow all other materials listed in the physical description area.

Group generations together, beginning with material for viewing, followed by material for copying and preservation. Follow the generations list given above in 5E for a more detailed order of generations.

```
300 ## $a 1 videocassette of 1 (VHS) (120 min.) : $b sd., col. ;
          $c 1/2 in. viewing copy.
300 ## $a 12 reels of 12 on 4 (ca. 4320 ft.) : $b sd., col. ; $c
          16 mm. ref print.
300 ## $a 12 reels of 12 on 6 (ca. 10800 ft.) : $b sd., col. ; $c
          35 mm. ref print.
300 ## $a 2 videoreels of 2 (ca. 120 min.) : $b sd., col. ; $c 1
          in. master.
```

As stated in the generations list, separate sound track material should be placed immediately after the picture generation to which it corresponds.

```
300 ## $a 6 reels of 6 (2066 ft.) : $b si., col. ; $c 16 mm. dupe
          neg.
300 ## $a 6 reels of 6 (2066 ft.) : $b sd. ; $c 16 mm. neg trk.

300 ## $a 10 reels of 10 (9357 ft.) : $b si., b&w ; $c 35 mm.
          masterpositive.
300 ## $a 10 reels of 10 on 5 (9357 ft.) : $b sd. ; $c 35 mm.
          double edge positive track.
```

After generations, group dimensions together (e.g., 1/2 in., 3/4 in., 12 in.), (e.g., 8 mm., 16 mm., 35 mm.) in ascending order.

Optionally, archives should develop their own preferred order of physical descriptions. For example, an archive that holds a particular title in more than one collection may wish to group the material by collection first, using the order noted above for each individual collection.

Source Information:

Physical Description Area

- Library of Congress
- https://www.loc.gov/catdir/cpso/chapter5.html
- In the public domain

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1.3: Subject headings (Library of Congress and Sears)

1.3: Subject headings (Library of Congress and Sears) is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

1.3.1: Library of Congress Subject Headings- Online Training

This online training on *Library of Congress Subject Headings* (LCSH) is being developed primarily to meet internal training needs of the Library of Congress, but it is being made freely available online as a service to the library community.

The instructors are Janis L. Young, MA, MSLS, a senior cataloging policy specialist in the Policy and Standards Division of the Library of Congress, and Daniel N. Joudrey, MLIS, Ph. D., an associate professor at the School of Library and Information Science at Simmons College in Boston, Massachusetts.

Training units are divided into two or more modules, each of which consists of a lecture and one or more exercises or quizzes.

Access to LCSH and the *Subject Headings Manual* (SHM) is essential to complete the exercises. LCSH is available through *Classification Web* or through the free PDFs available at //www.loc.gov/aba/publications/FreeLCSH/freelcsh.html, and the SHM can be found in *Cataloger's Desktop* or through the free PDFs at //www.loc.gov/aba/publications/FreeSHM/freeshm.html.

Information about subscribing to *Classification Web* and *Cataloger's Desktop* can be found on the LC Cataloging Distribution Service website.

Technology requirements for this training include an Internet connection and the ability to play audio and video files. The playing times listed for each module are approximate and refer to the lecture. Additional time should be allowed to complete the exercises.

The training is still under development, and additional modules will be added to this site as they are completed.

Questions or comments about the training may be directed to Janis L. Young at jayo@loc.gov.

Introduction to the Course [3 minutes] (PDF, 523 KB)

Unit 1. Foundations

- **Module 1.1** Why Do We Organize Information? [13 minutes] (PDF, 826 KB)
- **Module 1.2** Why Do We Use Controlled Vocabulary? [19 minutes] (PDF, 1.0 MB)
- **Module 1.3** What is Subject Analysis? [8 minutes] (PDF, 996 KB)
- **Module 1.4** How Do We Determine Aboutness? [26 minutes] (PDF, 1.26 KB)
- **Module 1.5** Introduction to LCSH [8 minutes] (PDF, 715 KB)

Unit 2. Structure of LCSH

- **Module 2.1** Structural Overview of LCSH [18 minutes] (PDF, 2.37 KB)
- **Module 2.2** Headings [16 minutes] (PDF, 1.86 KB)
- **Module 2.3** Qualifiers [11 minutes] (PDF, 1.56 KB)
- **Module 2.4** Scope Notes [7 minutes] (PDF, 1.2 MB)
- **Module 2.5** Broader Term and Narrower Term References [13 minutes] (PDF, 2.9 MB)
- **Module 2.6** Related Term References [8 minutes] (PDF, 1.25 MB)
- **Module 2.7** "Used For" References [14 minutes] (PDF, 2.87 MB)
- **Module 2.8** General See and General See Also References [10 minutes] (PDF, 1.48 MB)

Unit 3. *Subject Headings Manual*

- **Module 3.1** Introduction to the *Subject Headings Manual* [14 minutes] (PDF, 1.14 MB)
- **Module 3.2** The Anatomy of an Instruction Sheet [16 minutes] (PDF, 1.21 MB)
- **Module 3.3** Reading and Interpreting Instruction Sheets [24 minutes] (PDF, 1.92 MB)

Unit 4. Main Headings: The Details

- **Module 4.1** Categories of Headings [23 minutes] (PDF, 2.5 MB)
- **Module 4.2** Chronological Headings [15 minutes] (PDF, 1.6 MB)
- **Module 4.3** Form Headings [21 minutes] (PDF, 2.29 MB)

Descriptive Access Points as Subjects

- **Module 4.4** Introduction to Descriptive Access Points as Subjects [13 minutes] (PDF, 1.34 MB)

- Module 4.5 Personal Names as Subjects [14 minutes] (PDF, 1.38 MB)
- Module 4.6 Non-Human Entities as Subjects [8 minutes] (PDF, 958 KB)
- Module 4.7 Corporate Names as Subjects [16 minutes] (PDF, 1.82 KB)
- Module 4.8 Title and Name/Title Access Points as Subjects [22 minutes] (PDF, 2.16 MB)

Geographic Headings

- Module 4.9 Introduction to Geographic Headings [18 minutes] (PDF, 2.54 MB)
- Module 4.10 Linear Name Changes and Mergers of Jurisdictions [18 minutes] (PDF, 1.55 MB)
- Module 4.11 Jurisdictional Splits [12 minutes] (PDF, 1.42 MB)
- Module 4.12 Geographic Regions [16 minutes] (PDF, 2.41 MB)

Unit 5. Assigning Headings: The Principles

- Module 5.1 Principles of Heading Assignment, Part 1 [15 minutes] (PDF, 2.29 MB)
- Module 5.2 Principles of Heading Assignment, Part 2 [12 minutes] (PDF, 2.22 MB)
- Module 5.3 Order of Subject Headings [8 minutes] (PDF, 842 KB)
- Module 5.4 Extended Examples [22 minutes] (PDF, 2.42 MB)

Unit 6. Subdivisions

- Module 6.1 Overview of Subdivisions [16 minutes] (PDF, 824 KB)
- Module 6.2 Free-Floating Subdivisions: Introduction [11 minutes] (PDF, 1.68 MB)
- Module 6.3 Free-Floating Subdivisions: Using the SHM [20 minutes] (PDF, 3.15 MB)
- Module 6.4 Pattern Subdivisions [13 minutes] (PDF, 1.44 MB)
- Module 6.5 Free-Floating Subdivisions: H 1095 [8 minutes] (PDF, 1.0 MB)
- Module 6.6 Finding Topical and Form Subdivisions [27 minutes] (PDF, 3.98 MB)
- Module 6.7 Assigning Two or More Free-Floating and Pattern Subdivisions [22 minutes] (PDF, 3.15 MB)

Geographic Subdivisions

- Module 6.8 Which Headings May Be Subdivided Geographically? [10 minutes] (PDF, 1.33 MB)
- Module 6.9 Geographic Subdivision or Geographic Heading? [13 minutes] (PDF, 2.01 MB)
- Module 6.10 Which Subdivisions May Be Subdivided Geographically? [13 minutes] (PDF, 1.48 MB)
- Module 6.11 General Rules for Formulating Geographic Subdivisions [12 minutes] (PDF, 1.27 MB)
- Module 6.12 Formulating Geographic Subdivisions for the Exceptional Countries [12 minutes] (PDF, 1.02 MB)
- Module 6.13 Geographic Subdivision Information in MARC 21 Authority Records; Geographic Entities in Cities [7 minutes] (PDF, 1.08 MB)

Chronological Subdivisions

- Module 6.14 Format of Chronological Subdivisions [18 minutes] (PDF, 1.51 MB)
- Module 6.15 Assigning the Subdivision **–History** [18 minutes] (PDF, 2.09 MB)
- Module 6.16 Assignment of Chronological Subdivisions [29 minutes] (PDF, 2.88 MB)
- Module 6.17 Form Subdivisions [15 minutes] (PDF, 2.25 MB)
- Module 6.18 Multiple Subdivisions [21 minutes] (PDF, 2.44 MB)

Unit 7. Putting It Together

- Module 7.1 Is the Heading Properly Constructed? Part 1 [18 minutes] (PDF, 1.08 MB)
- Module 7.2 Is the Heading Properly Constructed? Part 2 [11 minutes] (PDF, 979 MB)
- Module 7.3 Evaluating Headings Assigned to Resources 1: *Training Student Assistants* [9 minutes] (PDF, 569 KB)
- Module 7.4 Evaluating Headings Assigned to Resources 2: *The Economic Effect of Maori Whaling* [16 minutes] (PDF, 1.05 MB)
- Module 7.5 Creating Full Heading Strings Part 1 [23 minutes] (PDF, 1.34 MB)
- Module 7.6 Creating Full Heading Strings Part 2 [19 minutes] (PDF, 1.00 MB)
- Module 7.7 Extended Example 1: *America's Stamp on Sports* [25 minutes] (PDF, 1.24 MB)

- **Module 7.8** Extended Example 2: *Course Catalog* [21 minutes] (PDF, 1.20 MB)

Unit 8. MARC Format

- **Module 8.1** Subject Access Fields [23 minutes] (PDF, 868 KB)
- **Module 8.2** MARC Authority Format [25 minutes] (PDF, 1.19 MB)
- **Module 8.3** Geographic Area Codes [20 minutes] (PDF, 1.04 MB)
- **Module 8.4** LCSH-Related Codes in the Fixed Field: Books Format [17 minutes] (PDF, 866 KB)
- **Module 8.5** LCSH-Related Codes in the Fixed Field: Continuing Resources Format [5 minutes] (PDF, 431 KB)

Source Information:

Library of Congress Subject Headings: Online Training

- Library of Congress
- https://www.loc.gov/catworkshop/lcsh/index.html
- In the public domain

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1.3.2: Introduction LC Subject Headings

Intermediate LC Subject Headings, I

This webinar was presented on March 8, 2017. Access the recording and presentation slides here:

- webinar recording | Youtube video
- presentation slides

Part 1 of the two-part series Library of Congress Subject Headings

This session will briefly cover the history and principles of the LCSH vocabulary and introduce the participant to the basics of content analysis. Participants will learn how to assign main headings and how to build structured headings with topical free-floating subdivisions. Participants will learn how to find and make use of the Subject Headings Manual and will be introduced to Classification Web and Authorities.loc.gov as tools for selection of controlled vocabulary from LCSH.

Learning Outcomes

Following this webinar, participants will be able to:

- Describe the principles behind the LCSH vocabulary
- Identify concepts for subject analysis using the 20% rule
- Construct topical headings and basic structured headings

Who Should Attend

Catalogers and metadata librarians

Presenter

Bobby Bothmann is metadata & emerging technologies librarian at Minnesota State University, Mankato, and professor in Library Services. Bobby catalogs books and e-resources, wrangles files of MARC records, and investigates new technologies. He is a member of OLAC and serves on the editorial board for CCQ. He holds an MLIS and an MS in Geography and English Technical Communication. He teaches cataloging and classification as an adjunct instructor at the University of Illinois at Urbana-Champaign.

Registration

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How to Register

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Intermediate LC Subject Headings, II

This webinar was presented on March 8, 2017. Access the recording and presentation slides here:

- webinar recording | Youtube video
- presenation slides

Part 2 of the two-part series Library of Congress Subject Headings

This session will build off of the introductory session by providing more detailed instruction on the construction of structured headings with geographic, chronological, and free-floating subdivisions. Additionally, the session will address the application of names as subject headings, as well as headings for literature and the use of genre terms.

Learning Outcomes

Following this webinar, participants will be able to:

- Construct structured headings with applicable free-floating subdivisions
- Select and apply name headings as subject headings
- Apply appropriate headings for works about literature and works that are literature
- Apply appropriate genre terms

Who Should Attend

Catalogers and metadata librarians

Presenter

Bobby Bothmann is metadata & emerging technologies librarian at Minnesota State University, Mankato, and professor in Library Services. Bobby catalogs books and e-resources, wrangles files of MARC records, and investigates new technologies. He is a member of OLAC and serves on the editorial board for CCQ. He holds an MLIS and an MS in Geography and English Technical Communication. He teaches cataloging and classification as an adjunct instructor at the University of Illinois at Urbana-Champaign.

Registration

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Source Information:

Introduction LC Subject Headings

- Association for Library Collections & Technical Services (ALCTS)
- Part I: http://www.ala.org/alcts/confevents/upcoming/webinar/030117
- Part II: http://www.ala.org/alcts/confevents/...webinar/030317
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1.4.1: Library of Congress Classification- An Introduction

This webinar was presented live on 09/07/16. Access the recording and webinar materials now:

- webinar recording | Youtube Video
- presentation slides

This session is part 1 of a 2-part series:

Library of Congress Classification (LCC): Introduction

Library of Congress Classification (LCC): Intermediate

This session will briefly introduce the history of LC Classification (LCC) and the general principles of classification. Participants will be introduced to the Classification and Shelflisting Manual and learn how to make use of Classification Web, Authorities.loc.gov and the freely-available LCC schedules to select classification numbers. There will be special focus on the use of the LC Cutter table and when to use it.

Learning Outcomes

Upon completion of this session, participants will be able to:

- Describe the principles of classification
- Select appropriate LCC class numbers based on the subject analysis of the resource
- Construct appropriate Cutters for topics and authorized access points

Who Should Attend

Catalogers and metadata librarians

Presenters

Bobby Bothmann is metadata and emerging technologies librarian at Minnesota State University, Mankato, and professor in Library Services. Bobby catalogs books, electronic resources, and investigates new technologies. He holds an MLIS from the University of Wisconsin--Milwaukee and an MS in Geography & English Technical Communication from MSU Mankato. Bobby is also adjunct instructor for the Graduate School of Library and Information Science at the University of Illinois at Urbana-Champaign.

Registration

Cost

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This webinar was presented live on 09/07/16. Access the recording and webinar materials now:

- webinar recording | Youtube Video
- presentation slides

How to Register

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Tech Requirements

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For all other questions or comments related to the webinars, contact Megan Dougherty, ALCTS Events Manager at 1-800-545-2433, ext. 5038 or mdougherty@ala.org.

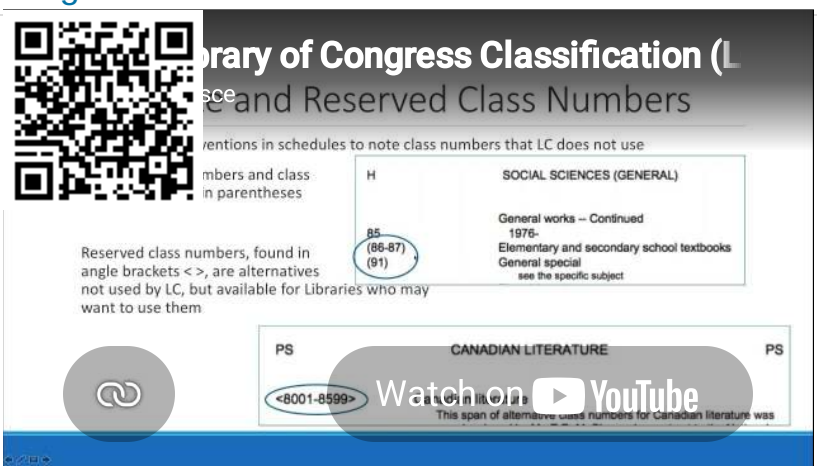
Source Information:

Library of Congress Classification: An Introduction

- Association for Library Collections & Technical Services (ALCTS)
- http://www.ala.org/alcts/confevents/upcoming/webinar/090716
- No cost (all ALCTS' archived webinars are free)

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1.4.2: Library of Congress Classification- Intermediate



Source Information:

Library of Congress Classification: Intermediate

- Association for Library Collections & Technical Services (ALCTS)
- https:/www.youtube.com/watch?v=LCLTzHVUfY8
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1.4.3: Introduction to the Dewey Decimal Classification

About the Introduction

1.1 This Introduction explains the basic principles and structure of the Dewey Decimal Classification (DDC) system.

1.2 The Introduction is intended to be used in conjunction with the Glossary and the Manual. The Glossary defines terms used in the Introduction and elsewhere in the Classification. The Manual offers advice on classifying in difficult areas and explains how to choose between related numbers.

Classification: What It Is and What It Does

2.1 Classification provides a system for organizing knowledge. Classification may be used to organize knowledge represented in any form, e.g., books, documents, electronic resources.

2.2 Notation is the system of symbols used to represent the classes in a classification system. In the Dewey Decimal Classification, the notation is expressed in Arabic numerals. The notation gives both the unique meaning of the class and its relation to other classes. The notation provides a universal language to identify the class and related classes, regardless of the fact that different words or languages may be used to describe the class.

History, Current Use, and Development of the Dewey Decimal Classification

3.1 The Dewey Decimal Classification—conceived by Melvil Dewey in 1873 and first published in 1876—is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system is further extended through number building, interoperable translations, association with categorized content, and mappings to other subject schemes.

3.2 The DDC is published by OCLC, Inc. The DDC is accessed through WebDewey, a frequently updated subscription service maintained by OCLC. OCLC owns all copyright rights in the Dewey Decimal Classification and licenses the system for a variety of uses.

3.3 The DDC is the most widely used classification system in the world. Libraries in more than 138 countries use the DDC to organize and provide access to their collections, and DDC numbers are featured in the national bibliographies of more than sixty countries. Libraries of every type apply Dewey numbers on a daily basis and share these numbers through a variety of means (including WorldCat). Dewey is also used in a variety of applications on the web in support of categorization, browsing, and retrieval.

3.4 The DDC has been translated into over thirty languages. Since 1988, authorized translations of the full and abridged editions of the DDC have been published or are under way in Arabic, French, German, Greek, Hebrew, Icelandic, Indonesian, Italian, Norwegian, Russian, Spanish, Swedish, Turkish, and Vietnamese. The DDC Summaries, the top three levels of the Dewey Decimal Classification system, have been translated into Afrikaans, Arabic, Chinese, Czech, French, German, Hebrew, Italian, Norwegian, Portuguese, Russian, Spanish, Swedish, and Vietnamese.

3.5 One of Dewey's great strengths is that the system is developed and maintained in a national bibliographic agency, the Library of Congress. The Dewey editorial office is located in the Dewey Section of the Library of Congress, where classification specialists annually assign over 60,000 DDC numbers to records for works cataloged by the Library. Having the editorial office within the Dewey Section enables the editors to detect trends in the literature that must be incorporated into the Classification. The editors prepare proposed schedule revisions and expansions and forward the proposals to the Decimal Classification Editorial Policy Committee (EPC) for review and recommended action.

3.6 EPC is a ten-member international board whose main function is to advise the editors and OCLC on matters relating to changes, innovations, and the general development of the Classification. EPC represents the interests of DDC users; its members come from national, public, special, and academic libraries, and from library schools.

Overview of the Dewey Decimal Classification

CONCEPTUAL FRAMEWORK

4.1 The DDC is built on sound principles that make it ideal as a general knowledge organization tool: meaningful notation in universally recognized Arabic numerals, welldefined categories, well-developed hierarchies, and a rich network of relationships among topics. In the DDC, basic classes are organized by disciplines or fields of study. At the broadest level, the DDC is divided into ten main classes, which together cover the entire world of knowledge. Each main class is further divided into ten divisions, and each division into ten sections (not all the numbers for the divisions and sections have been used).

4.2 The main structure of the DDC is presented in the DDC Summaries. The first summary contains the ten main classes. The second summary contains the hundred divisions. The third summary contains the thousand sections. The headings associated with the numbers in the summaries have been edited for browsing purposes, and do not necessarily match the complete headings found in the schedules.

4.3 The ten main classes are:

000 Computer science, information & general works

100 Philosophy & psychology

200 Religion

300 Social sciences

400 Language

500 Science

600 Technology

700 Arts & recreation

800 Literature

900 History & geography

4.4 Class 000 is the most general class and is used for works not limited to any one specific discipline, e.g., encyclopedias, newspapers, general periodicals. This class is also used for certain specialized disciplines that deal with knowledge and information, e.g., computer science, library and information science, journalism. Each of the other main classes (100-900) comprises a major discipline or group of related disciplines.

4.5 Class 100 covers philosophy, parapsychology and occultism, and psychology.

4.6 Class 200 is devoted to religion.

4.7 Class 300 covers the social sciences. Class 300 includes sociology, anthropology, statistics, political science, economics, law, public administration, social problems and services, education, commerce, communications, transportation, and customs.

4.8 Class 400 comprises language, linguistics, and specific languages. Literature, which is arranged by language, is found in 800.

4.9 Class 500 is devoted to the natural sciences and mathematics.

4.10 Class 600 is technology.

4.11 Class 700 covers the arts: art in general, fine and decorative arts, music, and the performing arts. Recreation, including sports and games, is also classed in 700.

4.12 Class 800 covers literature, and includes rhetoric, prose, poetry, drama, etc. Folk literature is classed with customs in 300.

4.13 Class 900 is devoted primarily to history and geography. A history of a specific subject is classed with the subject.

4.14 Since the parts of the DDC are arranged by discipline, not subject, a subject may appear in more than one class. For example, “clothing” has aspects that fall under several disciplines. The psychological influence of clothing belongs in 155.95 as part of the discipline of psychology; customs associated with clothing belong in 391 as part of the discipline of customs; and clothing in the sense of fashion design belongs in 746.92 as part of the discipline of the arts.

NOTATION

4.15 Arabic numerals are used to represent each class in the DDC. The first digit in each threedigit number represents the main class. For example, 500 represents science. The second digit in each three-digit number indicates the division. For example, 500 is used for general works on the sciences, 510 for mathematics, 520 for astronomy, 530 for physics. The third digit in each three-digit number indicates the section. Thus, 530 is used for general works on physics, 531 for classical mechanics, 532 for fluid mechanics, 533 for gas mechanics. The DDC uses the convention that no number should have fewer than three digits; zeros are used to fill out numbers.

4.16 A decimal point, or dot, follows the third digit in a class number, after which division by ten continues to the specific degree of classification needed. The dot is not a decimal point in the mathematical sense, but a psychological pause to break the monotony of numerical digits and to ease the transcription and copying of the class number. A number should never end in a 0 anywhere to the right of the decimal point.

PRINCIPLE OF HIERARCHY

4.17 Hierarchy in the DDC is expressed through structure and notation.

4.18 Structural hierarchy means that all topics (aside from the ten main classes) are part of all the broader topics above them. The corollary is also true: whatever is true of the whole is true of the parts. This important concept is called hierarchical force. Certain notes regarding the nature of a class hold true for all the subordinate classes, including logically subordinate topics classed at coordinate numbers. (For a discussion of notes with hierarchical force, see paragraphs 7.10-7.17 and 7.20-7.22.)

Because of the principle of hierarchical force, hierarchical notes are usually given only once—at the highest level of application. For example, the scope note at 700 applies to 730, to 736, and to 736.4. The words “Description, critical appraisal . . .” found in the scope note at 700 also govern the critical appraisal of carving in 736 Carving and carvings, and of wood carving in 736.4 Wood. In order to understand the structural hierarchy, the classifier must investigate the schedules and tables up and down the hierarchy.

4.19 Notational hierarchy is expressed by length of notation. Numbers at any given level are usually subordinate to a class whose notation is one digit shorter; coordinate with a class whose notation has the same number of significant digits; and superordinate to a class with numbers one or more digits longer. The underlined digits in the following example demonstrate this notational hierarchy:

600 Technology (Applied sciences)

630 Agriculture and related technologies

636 Animal husbandry

636.7 Dogs

636.8 Cats

“Dogs” and “Cats” are more specific than (i.e., are subordinate to) “Animal husbandry”; they are equally specific as (i.e., are coordinate with) each other; and “Animal husbandry” is less specific than (i.e., is superordinate to) “Dogs” and “Cats.”

4.20 Sometimes, other devices must be used to express hierarchy when it is not possible or desirable to do so through the notation. A see reference leads the classifier to subdivisions of a subject located outside the notational hierarchy. A centered entry (so called because in printed editions its numbers, heading, and notes appear in the center of the page) constitutes a major departure from notational hierarchy. A centered entry is used to indicate and relate structurally a span of numbers that together form a single concept for which there is no specific hierarchical notation available. In print, centered entries are always flagged typographically by the symbol > in the number column.

Classifying with the DDC

5.1 Classifying a work with the DDC requires determining the subject, the disciplinary focus, and, if applicable, the approach or form. (For a discussion of approach or form, see paragraph 8.3.)

DETERMINING THE SUBJECT OF A WORK

5.2 Classifying a work properly depends first upon determining the subject of the work in hand. A key element in determining the subject is the author's intent.

(A) The title is often a clue to the subject, but should never be the sole source of analysis. For example, Opera could be the title of a work on the familiar dramatic musical art form or on the web browser Opera. Likewise, a title with specific terms that are subdivisions of a field may in fact use such terms symbolically to represent the broader topic. For example, titles containing terms like chromosomes, DNA, double helix, genes, and genomes may use these terms symbolically to represent the whole subject of biochemical genetics.

(B) The table of contents may list the main topics discussed. Chapter headings may substitute for the absence of a table of contents. Chapter subheadings often prove useful.

(C) The preface or introduction usually states the author's purpose. If a foreword is provided, it often indicates the subject of the work and suggests the place of the work in the development of thought on the subject. The book jacket or accompanying material may include a summary of the subject content.

(D) A scan of the text itself may provide further guidance or confirm preliminary subject analysis.

(E) Bibliographical references and index entries are sources of subject information.

(F) Cataloging copy from centralized cataloging services is often helpful by providing subject headings, classification numbers, and notes. Such copy appears in online services, and on the verso of the title page of many books as part of Cataloging-in-Publication (CIP) data. Data from these sources should be verified with the book in hand, since the cataloging record is based on prepublication information.

(G) Occasionally, consultation of outside sources such as reviews, reference works, and subject experts may be required to determine the subject of the work.

DETERMINING THE DISCIPLINE OF A WORK

5.3 After determining the subject, the classifier must then select the proper discipline, or field of study, of the work.

5.4 The guiding principle of the DDC is that a work is classed in the discipline for which it is intended, rather than the discipline from which the work derives. This enables works that are used together to be found together. For example, a general work by a zoologist on agricultural pest control should be classed in agriculture, not zoology, along with other works on agricultural pest control.

5.5 Once the subject has been determined, and information on the discipline has been found, the classifier will turn to the schedules. The summaries are a good means of mental navigation. The headings and notes in the schedules themselves and the Manual provide much guidance. The Relative Index may help by suggesting the disciplines in which a subject is normally treated. (For a discussion of the summaries, see paragraph 7.1; for a discussion of the Manual, see paragraphs 10.1-10.6; for a discussion of the Relative Index, see paragraphs 11.1-11.15.)

5.6 If the Relative Index is used, the classifier must still rely on the structure of the Classification and various aids throughout to arrive at the proper place to classify a work. Even the most promising Relative Index citations must be verified in the schedules; the schedules are the only place where all the information about coverage and use of the numbers may be found.

MORE THAN ONE SUBJECT IN THE SAME DISCIPLINE

5.7 A work may include multiple subjects treated separately or in relation to one another from the viewpoint of a single discipline. Use the following guidelines in determining the best placement for the work:

(A) Class a work dealing with interrelated subjects with the subject that is being acted upon. This is called the rule of application, and takes precedence over any other rule. For instance, class an analytical work dealing with Shakespeare's influence on Keats with Keats. Similarly, class a work on the influence of the Great Depression on 20th century American art with American art.

(B) Class a work on two subjects with the subject receiving fuller treatment.

(C) If two subjects receive equal treatment, and are not used to introduce or explain one another, class the work with the subject whose number comes first in the DDC schedules. This is called the first-of-two rule. For example, a history dealing equally with the United States and Japan, in which the United States is discussed first and is given first in the title, is classed with the history of Japan because 952 Japan precedes 973 United States. Sometimes, specific instructions are given to use numbers that do not come first in the schedules. For example, at 598, the note "class comprehensive works on warm-blooded vertebrates in 599" tells the classifier to ignore the first-of-two rule and class a work on birds (598) and mammals (599) in 599, which is the comprehensive number for warm-blooded vertebrates. Also disregard the first-of-two rule when the two topics are the two major subdivisions of a subject. For example, collection systems (628.142) and distribution systems (628.144) taken together constitute 628.14 Collection and distribution systems. Works covering both of these topics are classed in 628.14 (not 628.142). Similarly, volcanoes (551.21) and earthquakes (551.22) are the two major subdivisions of 551.2 Volcanoes, earthquakes, thermal waters and gases. Works covering volcanoes and earthquakes are classed in 551.2 (not 551.21). (For a discussion of the first-of-two rule versus preference order, see paragraph 9.6; for a discussion of comprehensive numbers, see paragraphs 7.16 and 7.20-7.21.)

(D) Class a work on three or more subjects that are all subdivisions of a broader subject in the first higher number that includes them all (unless one subject is treated more fully than the others). This is called the rule of three. For example, a history of Portugal (946.9), Sweden (948.5), and Greece (949.5) is classed with the history of Europe (940).

(E) Subdivisions beginning with zero should be avoided if there is a choice between 0 and 1-9 at the same point in the hierarchy of the notation. Similarly, subdivisions beginning with 00 should be avoided when there is a choice between 00 and 0. This is called the rule of zero. For example, a biography of an American Methodist missionary in China belongs in 266 Missions. The content of the work can be expressed in three different numbers:

266.0092 biography of a missionary

266.02373051 foreign missions of the United States in China

266.76092 biography of a United Methodist Church missionary

The last number is used since it has no zero at the fourth position.

MORE THAN ONE DISCIPLINE

5.8 Treating a subject from the point of view of more than one discipline is different from treating several subjects in one discipline. Use the following guidelines in determining the best placement for the work:

(A) Use the interdisciplinary number provided in the schedules or Relative Index if one is given. An important consideration in using such an interdisciplinary number is that the work must contain significant material on the discipline in which the interdisciplinary number is found. For example, 305.231 (a sociology number) is provided for interdisciplinary works on child development. However, if a work that is interdisciplinary with respect to child development gives little emphasis to social development and a great deal of emphasis to the psychological and physical development of the child (155.4 and 612.65, respectively), class it in 155.4 (the first number in the schedules of the next two obvious choices). In short, interdisciplinary numbers are not absolute; they are to be used only when applicable. (For a discussion of interdisciplinary numbers, see paragraphs 7.16, 7.20-7.21, and 11.8-11.9.)

(B) Class works not given an interdisciplinary number in the discipline given the fullest treatment in the work. For example, a work dealing with both the scientific and the engineering principles of electrodynamics is classed in 537.6 if the engineering aspects are introduced primarily for illustrative purposes, but in 621.31 if the basic scientific theories are only preliminary to the author's exposition of engineering principles and practices.

(C) When classifying interdisciplinary works, do not overlook the possibilities of main class 000 Computer science, information & general works, e.g., 080 for a collection of interviews of famous people from various disciplines.

Any other situation is treated in the same fashion as those found in the instructions at More Than One Subject in the Same Discipline (paragraph 5.7)

TABLE OF LAST RESORT

5.9 When several numbers have been found for the work in hand, and each seems as good as the next, the following table of last resort (in order of preference) may be used as a guideline in the absence of any other rule:

Table of last resort

(1) Kinds of things

(2) Parts of things

(3) Materials from which things, kinds, or parts are made

(4) Properties of things, kinds, parts, or materials

(5) Processes within things, kinds, parts, or materials

(6) Operations upon things, kinds, parts, or materials

(7) Instrumentalities for performing such operations

For example, surveillance by border patrols could be classed in either 363.285 Border patrols, or 363.232 Patrol and surveillance. Choose 363.285 since border patrols are a kind of police service, while patrol and surveillance are processes performed by police services.

5.10 Do not apply this table or any other guideline if it appears to disregard the author's intention and emphasis.

How DDC 23 Is Arranged

6.1 DDC 23 is composed of the following major parts:

(A) Introduction: A description of the DDC and how to use it

(B) Glossary: Short definitions of terms used in the DDC

(C) Manual: A guide to the use of the DDC that is made up primarily of extended discussions of problem areas in the application of the DDC. Manual notes are indicated by a book icon adjacent to the schedule or table number

(D) Tables: Six numbered tables of notation that can be added to class numbers to provide greater specificity

(E) DDC Summaries: The top three levels of the DDC (F) Schedules: The organization of knowledge from 000-999

(G) Relative Index: An alphabetical list of subjects with the disciplines in which they are treated subarranged alphabetically under each entry

Key Features of the Schedules and Tables

SUMMARIES

7.1 Summaries provide an overview of the structure of classes. Three types of summaries appear in the DDC:

(A) DDC Summaries, the summaries of the top three levels of the DDC. (For a discussion of DDC Summaries, see paragraphs 4.2-4.13.)

(B) In print, two-level summaries are provided for each main class and division of the schedules and main numbers of Table 2 with subdivisions that extend beyond forty pages. See the summaries at the beginning of T2—4 Europe and 370 Education for examples of two-level summaries.

(C) Single-level summaries in the print schedules and tables provide an overview of classes whose subdivisions cover between four and forty pages. For example, 382 International commerce (Foreign trade) has the following summary

382.01-.09 Standard subdivisions

.1 General topics of international commerce

.3 Commercial policy

.4 Specific products and services

.5 Import trade

.6 Export trade

.7 Tariff policy

.9 Trade agreements

ENTRIES

7.2 Entries in the schedules and tables are composed of a DDC number in the number column, a heading describing the class that the number represents, and often one or more notes. In print, DDC numbers are listed in groups of three digits for ease of reading and copying. All entries (numbers, headings, and notes) should be read in the context of the hierarchy. (For a discussion of the principle of hierarchy, see paragraphs 4.17-4.20.)

7.3 In print, the first three digits of schedule numbers (main classes, divisions, sections) appear only once in the number column, when first used. They are repeated at the top of each page where their subdivisions continue. Subordinate numbers appear in the number column, beginning with a decimal point, with the initial three digits understood.

7.4 Table numbers are never used alone. There are six numbered tables in DDC 23:

T1 Standard Subdivisions

T2 Geographic Areas, Historical Periods, Biography

T3 Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

T3A Subdivisions for Works by or about Individual Authors

T3B Subdivisions for Works by or about More than One Author

T3C Additional Notation for Arts and Literature

T4 Subdivisions of Individual Languages and Language Families

T5 Ethnic and National Groups

T6 Languages

Except for notation from Table 1 (which may be added to any number unless there is an instruction in the schedules or tables to the contrary), table notation may be added only as instructed in the schedules and tables. (For a detailed discussion of the use of the six tables, see paragraphs 8.3-8.20.)

7.5 Some numbers in the schedules and tables are enclosed in parentheses or square brackets. Numbers and notes in parentheses provide options to standard practice. Numbers in square brackets represent topics that have been relocated or discontinued, or are unassigned. Square brackets are also used for standard subdivision concepts that are represented in another location. Bracketed numbers should never be used. (For a discussion of options, see paragraphs 12.1-12.8; for a discussion of relocations and discontinuations, see paragraphs 7.24-7.25; for a discussion of bracketed standard subdivisions, see paragraph 7.28.)

7.6 Standard subdivisions are also bracketed under a hook number, that is, a number that has no meaning in itself, but is used to introduce specific examples of a topic. Hook numbers have headings that begin with “Miscellaneous,” “Other,” or “Specific”; and do not contain add notes, including notes, or class-here notes. For example:

652.302 Specific levels of skill

652[.30201-652.30209] Standard subdivisions

Do not use; class in 652.3001-652.3009

NOTES

7.7 Notes are important because they supply information that is not obvious in the notational hierarchy or in the heading with regard to order, structure, subordination, and other matters. Notes may appear in the record for a number or a span of numbers. Notes may also appear at the beginning of a table. Individual entries in the Manual are also considered notes.

7.8 Notes in the schedules and tables generally appear in the following order in print: definition, number-built, standard-subdivisions-are added, variant-name, scope, including, class-here, arrange, add (including subdivisions-are-added), preference, classelsewhere, see-reference, see-also reference, see-Manual and option notes. In WebDewey, the following notes are listed in the history box in reverse chronological order: revision, former-heading, relocation, discontinuation, continuation, authorization, and deprecation notes.

7.9 The notes below do the following: (A) describe what is found in the class and its subdivisions; (B) identify topics in standing room, i.e., topics with insufficient literature to have their own number; (C) describe what is found in other classes; and (D) explain changes in the schedules and tables. Other notes are described in the sections on number building (paragraphs 8.1-8.24), citation and preference order (paragraphs 9.1-9.6), the Manual (paragraphs 10.1-10.6), and options (paragraphs 12.1-12.8).

Notes in categories (A) and (C) have hierarchical force (i.e., are applicable to all the subdivisions of a particular number). Those in category (B) do not have hierarchical force.

(A) Notes That Describe What Is Found in a Class

7.10 Definition notes indicate the meaning of a term in the heading. For example:

364 Criminology

Crime and its alleviation

7.11 Scope notes indicate whether the meaning of the number is narrower or broader than is apparent from the heading. For example:

700 The arts

Description, critical appraisal, techniques, procedures, apparatus, equipment, materials of the fine, decorative, literary, performing, recreational arts

7.12 Number-built notes identify and explain the source of built numbers included in the schedules and tables. Built numbers are occasionally included in the print schedules or tables to provide additional information or to indicate exceptions to regular add instructions. For example:

353.13263 Foreign service

Number built according to instructions under 352-354

Class here consular and diplomatic services

7.13 Former-heading notes are given only when the heading associated with a class number used in previous versions of the DDC has been altered to such a degree that the new heading bears little or no resemblance to the previous heading, even though the meaning of the number has remained substantially the same. For example:

523.48 *Neptune

Former heading: Trans-Neptunian planets

7.14 Variant-name notes are used for synonyms or near synonyms. For example:

332.32 Savings and loan associations

Variant names: building and loan associations, building societies, home loan associations, mortgage institutions

7.15 Class-here notes list major topics in a class. These topics may be broader or narrower than the heading, overlap it, or define another way of looking at essentially the same material. Topics in class-here notes are considered to approximate the whole of the class. For example:

371.192 Parent-school relations

Class here parent participation in schools; comprehensive works on teacher-parent relations

Standard subdivisions may be added for any topic in a class-here note. (For a detailed discussion of the use of standard subdivisions for concepts that approximate the whole of a class, see paragraphs 8.3-8.12 and the beginning of Table 1.)

7.16 Class-here notes are also used to indicate where interdisciplinary and comprehensive works are classed. Interdisciplinary works treat a subject from the perspective of more than one discipline. For example:

391 Costume and personal appearance

Class here interdisciplinary works on costume, clothing (apparel, garments), fashion; casual wear (sportswear)

641.815 Breads and bread-like foods

Class here yeast breads, comprehensive works on baked goods (stated)

T2—4115 Highland

Class here *Scottish Highlands (implied)

7.17 Entries in the taxonomic schedules in 579-590 may have two class-here notes. The first class-here note contains scientific taxonomic names. The second one contains common names. For example:

588.2 Bryopsida

Class here Bryales

Class here true mosses, comprehensive works on mosses

(B) Including Notes (Notes That Identify Topics in Standing Room)

7.18 Including notes identify topics that have “standing room” in the number where the note is found. Standing room numbers provide a location for topics with relatively few works written about them, but whose literature may grow in the future, at which time they may be assigned their own number. For example:

362.16 Extended care medical facilities

Including convalescent homes, sanatoriums for persons suffering from chronic diseases

Standard subdivisions cannot be added for topics in standing room, nor are other number-building techniques allowed.

7.19 Entries in the taxonomic schedules in 579-590 may have two including notes. The first including note contains the scientific taxonomic names. The second one contains common names. For example:

593.55 Hydrozoa

Including Chondrophora, Hydroida, Milleporina, Pteromedusae, Siphonophora, Stylasterina, Trachylina

Including hydras, Portuguese man-of-war

(C) Notes That Describe What Is Found in Other Classes

7.20 Class-elsewhere notes lead the classifier to interrelated topics, or distinguish among numbers in the same notational hierarchy. They are used to show preference order, to lead to the comprehensive or interdisciplinary number, to override the first-of-two rule, or to lead to broader or narrower topics in the same hierarchical array that might otherwise be overlooked. They may point to a specific number, or to a concept scattered throughout the schedules. All notes that begin with the word “class” are class-elsewhere notes, except when they begin with “class here.” For example:

641.7 Specific cooking processes and techniques

Class specific processes applied to specific materials in 641.6; class specific processes applied to specific kinds of dishes, preparing beverages in 641.8

370.15 Educational psychology

Class interdisciplinary works on psychology in 150. Class psychology of a specific topic in education with the topic, plus notation 019 from Table 1, e.g., psychology of special education 371.9019

155.4 Child psychology

Class interdisciplinary works on child development in 305.231

7.21 See references lead from a stated or implied comprehensive number for a concept to the component (subordinate) parts of that concept in a different notational hierarchy. See references also lead from the interdisciplinary number for a concept to treatment of the concept in other disciplines. A see reference may point to a specific number, or to a concept scattered throughout the schedules. Each see reference begins with the word “For.” For example:

577.7 Marine ecology

Class here saltwater ecology

For salt lake ecology, see 577.639

For saltwater wetland and seashore ecology, see 577.69

305.4 Women

Class here interdisciplinary works on women, on females

For a specific aspect of women not provided for here, see the aspect, e.g., women’s suffrage 324.623

Throughout Table 2, see references lead from the implied comprehensive number for a jurisdiction, region, or feature to its subordinate parts in other classes. For example:

T2—4115 Highland

Class here *Scottish Highlands

*For a specific part of this jurisdiction, region, or feature, see the part and follow instructions under T2—4-T2—9

7.22 See-also references lead the classifier to related topics. They are reminders that minor differences in wording and context can imply differences in classification. For example:

597.56 *Salmon

See also 597.7 for Australian salmon

(D) Notes That Explain Changes or Irregularities in the Schedules and Tables

7.23 In WebDewey, revision notes warn users that there have been changes in the subdivisions of a class since the previous edition and indicate the degree of revision: new schedule, complete revision, or extensive revision. These notes appear in the history box; notes for changes before 2017 may vary in wording and format, or be missing entirely. (For an example of a new schedule note, see 777 Cinematography and videography. For an example of an extensive revision note, see 583-584 Angiosperms.)

7.24 In WebDewey, the shifting of a topic from one number to another number in the same hierarchy is indicated in discontinuation notes and continuation notes. These notes appear in the history box; notes for changes before 2017 may vary in wording and format, or be missing entirely.

Discontinuation notes indicate that one or more topics have been moved to a superordinate number (a more general number) or have been dropped entirely. Notes at both ends of the discontinuation identify the old and new locations for those topics moved to the superordinate number. The discontinued topics need not be mentioned in the heading, including note, or class-here note at the new location. For example:

344.054 Matters concerning public morals and customs

Law of premarital and extramarital relations as social problem discontinued from 344.0548 2017-08-02, Edition 23

372[.455] [Unassigned]

Speed reading discontinued because without meaning in context 2011-04, Edition 23

623.746 Heavier-than-air aircraft

Rocket planes discontinued from 623.746045 2016-06, Edition 23

Continuation notes indicate that one or more topics have shifted to a subordinate number (a more specific number). Notes at both ends of the continuation identify the old and new locations. The continued topics need not be mentioned in the heading, including

note, or class-here note at the new location. For example:

005.8 *Computer security

Digital rights management, electronic signatures continued to 005.82 2016-11-16, Edition 23

005.82 *Countermeasures to threats

Including digital rights management, electronic signatures

Digital rights management, electronic signatures continued from 005.8 2016-11-16, Edition 23

7.25 In WebDewey, the shifting of a topic from one number (the old location) to another number (the new location), where the new number is in neither the upward nor the downward notational hierarchy of the old number (that is, the new number is neither a superordinate nor a subordinate number of the old number) is indicated in relocation notes. These notes appear in the history box; notes for changes before 2017 may vary in wording and format, or be missing entirely

Notes at both ends of the relocation identify the old and new locations. The relocated topics need not be mentioned in the heading, including note, or class-here note at the new location. For example:

T2—[755811] [Unassigned]

Clifton Forge relocated to T2—755816 2008, Edition 22

T2—755816 Alleghany County

Clifton Forge formerly located in T2—755811 2008, Edition 22

302.231 Digital media

Electronic publications relocated to 302.232 2014-01-07, Edition 23

302.232 Print media

Electronic publications formerly located in 302.231 2014-01-07, Edition 23

7.26 In WebDewey, the approval of a number (possibly reused) in the schedules or tables to provide further subdivisions of an existing number is indicated in authorization notes. These notes appear in the history box and only exist from 2017 onward.

A newly authorized number typically results when one or more topics are continued from a superordinate number, but may also involve the relocation of one or more topics. A note at the authorized number indicates when the authorization occurred; the date can be used to identify notes for topics that were continued or relocated into the number.

796.817 Kickboxing

Kickboxing continued from 796.81

2017-07-07, Edition 23

796.817 authorized

2017-07-07, Edition 23

7.27 In WebDewey, the invalidation of a number previously authorized for use is indicated in deprecation notes. These notes appear in the history box and only exist from 2017 onward.

Numbers that have been deprecated appear in square brackets with the caption “Unassigned.” A note at the deprecated number indicates when the deprecation occurred; the date can be used to identify notes for topics that were discontinued or relocated out of the number.

363[.42] [Unassigned]

Gambling as a social problem relocated to 362.27

2017-08-02, Edition 23

363.42 deprecated

7.28 Do-not-use notes instruct the classifier not to use all or part of the regular standard subdivision notation, but instead to use a special provision or standard subdivision notation at a broader number. When the whole standard subdivision is removed from use, the note appears under a bracketed standard subdivision; when only part of the standard subdivision is displaced, the part displaced is specified. For example:

374[.809] History, geographic treatment, biography

Do not use; class in 374.9

320.409 History and biography

Do not use for geographic treatment; class in 320.41-320.49

Do-not-use notes are also used to instruct the classifier not to use all or part of an add table provision, but instead to use a special provision.

343.014 *Discipline and conduct

Including desertion

Subdivisions are added for either or both topics in heading

For discipline and conduct of a specific service other than the army in general, see the service in 343.015-343.019, e.g., discipline and conduct of mercenary troops 343.015354, naval discipline and conduct 343.01913

*Add as instructed under 342-347

343[.0140269] Courts and procedure

Do not use; class in 343.0143

Do-not-use notes involve (1) a base number and (2) notation that could be added to the base number if the do-not-use note were not present (hereafter “bracketed added notation”). As shown above, the bracketed added notation can be either a standard subdivision or notation from an add table.

A do-not-use note does not have hierarchical force for numbers in the downward hierarchy of the base number. Unless it has its own do-not-use note, notation that cannot be added to one base number can be added to base numbers in its downward hierarchy. Consider, for example:

069[.50288] Maintenance and repair

Do not use; class in 069.53

The displacement of maintenance and repair from 069.50288 to 069.53 Maintenance, conservation, preservation, restoration, display, arrangement, storage, transportation does not mean that maintenance and repair is displaced for all numbers subordinate to 069.5. Numbers for maintenance and repair of 069.55 Study collections, 069.56 Lending and rental collections, and 069.57 Collections of secondary materials would be built following standard practice by adding T1—0288 to these respective base numbers.

For a standard subdivision to be displaced throughout a hierarchy, either the do-not-use note must be repeated or other instructions must be given to effect the displacement. For example:

220[.03] Dictionaries, encyclopedias, concordances

Do not use for dictionaries and encyclopedias; class in 220.3 Do not use for concordances; class in 220.4-220.5

The do-not-use note at 220.03 does not have hierarchical force throughout the 220s. However, standard subdivision T1—03 Dictionaries, encyclopedias, concordances is displaced throughout almost all of the 220s because of similar entries at 221.03 and 225.03 and because nearly all entries under 222-224 and 226-229 add as instructed under 221-229, where notation is added following the patterns under 220.

A do-not-use note does have hierarchical force, however, with respect to numbers in the downward hierarchy of the bracketed added notation. When a do-not-use note indicates that a specific standard subdivision or add table notation cannot be added to a base number, standard subdivisions or add table notation in the downward hierarchy of the bracketed added notation are also blocked from being added to that base number. For example:

155[.40862] People by social and economic levels

Do not use; class in 155.456

Do-not-notes are not needed at 155.408621, 155.408622, and 155.4086222, etc., to displace these standard subdivisions to 155.456. That displacement is governed by the application of hierarchical force of the do-not-use note at 155.40862 to all standard subdivisions subordinate to T1—0862.

Number Building

8.1 The classifier will often find that to arrive at a precise number for a work it is necessary to build or synthesize a number that is not specifically listed in the schedules. Such built numbers allow for greater depth of content analysis. They are used only when instructions in the schedules make them possible (except for standard subdivisions, which are discussed in paragraphs 8.3-8.12). Number building begins with a base number (always stated in the instruction note) to which another number is added.

8.2 There are four sources of notation for building numbers: (A) Table 1 Standard Subdivisions; (B) Tables 2-6; (C) other parts of the schedules; and (D) add tables in the schedules.

(A) Adding Standard Subdivisions from Table 1

8.3 A standard subdivision represents a recurring physical form (such as a dictionary, periodical, or index) or approach (such as history or research) and thus is applicable to any subject or discipline that covers or approximates the whole of the meaning of the number. Here are a few examples with the standard subdivision concept underlined (in some cases an extra 0 precedes the standard subdivision according to instructions found in the schedules):

150.1 Philosophy and theory of psychology

230.003 Dictionary of Christianity

340.02573 Directory of lawyers in the U.S.

405 Periodical on language

507.8 Use of apparatus and equipment in the study and teaching of science, e.g., science fair projects

624.0285 Computer applications in civil engineering

796.912092 Biography of a figure skater

808.0071 Teaching of rhetoric

Further instructions on using Table 1 are found at the beginning of Table 1. See also Manual notes on selected standard subdivisions.

8.4 Standard subdivisions are not usually listed in the schedules except where needed to fill out three-digit numbers, e.g., 605 Serial publications, and in a few other instances. Standard subdivisions may be listed in the schedules when the subdivisions have extended or narrowed meanings. For example:

535.220287 Testing and measurement (extended meaning)

Class here photometry

390.088 [Customs of] Religious groups (narrowed meaning)

Do not use for occupational groups; class in 390.4

Standard subdivisions may also be listed to introduce an expansion featuring special notation (the subdivisions in the expansion are not standard subdivisions). Such standard subdivisions are accompanied by a special note. For example:

370.1 Philosophy and theory, education for specific objectives, educational psychology

Notation 01 from Table 1 as modified below

Sometimes, standard subdivisions are listed because references to other classes or the Manual are required. For example:

507.2 Research

Class research covering science in general in 001.4

See Manual at 500 vs. 001

507.21 Research methods

Class scientific method as a general research technique in 001.42

8.5 When standard subdivision notation from Table 1 is listed in Tables 2-6 and in the schedules, all of the notation's notes and subdivisions as given in Table 1 are applicable unless other instructions are given. Other Table 1 notation that is not listed in the schedules may also be used. For example, the fact that 610.7 is listed, but not 610.8 or the subdivisions of 610.7, does not exclude the use of 610.8 or 610.71.

8.6 Notation from Table 1 Standard Subdivisions may be added to any number in the schedules unless there is a specific instruction to the contrary. The classifier should never use more than one zero in applying a standard subdivision unless instructed to do so. If more than one zero is needed, the number of zeros is always indicated in the schedules. When using standard subdivisions with numbers built by adding from Tables 2-6 or other parts of the schedules, be sure to check the table or schedule used for the segment preceding the standard subdivision for special instructions on the number of zeros.

8.7 The most important caveat with respect to standard subdivisions is that they are added only for works that cover or approximate the whole of the subject of the number. For example, a work on mockingbirds of California should be classed in 598.844, the number for birds of the Mimidae family (not 598.84409794, the number for birds of the Mimidae family in California). The classifier should not attempt to specify California because mockingbirds are in the including note under 598.844 and therefore do not approximate the whole of 598.844 Mimidae. Likewise, class a work on the De Havilland 98 Mosquito (a specific British World War II fighter-bomber) in the number for fighter-bombers 623.7463 (not 623.7463094109044, the number for British fighter-bombers in World War II).

8.8 Standard-subdivisions-are-added notes indicate which topics in a multiterm heading may have standard subdivisions added for them because the designated topics are considered to approximate the whole of the subject. For example:

639.2 Commercial fishing, whaling, sealing

Standard subdivisions are added for commercial fishing, whaling, sealing together; for commercial fishing alone

Standard-subdivisions-are-added notes do not have hierarchical force beyond the standard subdivisions associated with the number itself. For example, the note under 639.2 governs the application of standard subdivisions to 639.2 itself, but not to 639.21- 639.29.

8.9 Do not add multiple standard subdivisions to the same number except when specifically instructed to do so, and in the following instances. Standard subdivisions may be added to subdivisions of T1—04 Special topics that are specifically listed in the schedules. For example, standard subdivisions may be added to 155.9042 Stress, a subdivision of 155.904 Special topics in environmental psychology.

Standard subdivisions may also be added to special notation in the regular standard subdivision sequence. For example, under 370.1, there is an expansion for educational objectives at 370.11 Education for specific objectives. Standard subdivisions may be added to 370.11 and its subdivisions, since 370.11 and its subdivisions are special notation.

Standard subdivision concepts may be displaced to a special provision in the regular sequence of standard subdivisions or elsewhere; in either case, standard subdivisions may be added to the special provision. For example, 370.19 Psychological principles has been completely displaced to 370.15 Educational psychology, where the regular meaning of 370.15 (scientific principles) has been discontinued to 370.1. Notation 03 from Table 1, the standard subdivision for encyclopedias, may be added to 370.15 Educational psychology to represent an encyclopedia of educational psychology 370.1503.

The full range of standard subdivisions may also be added to standard subdivision concepts displaced to notation outside the regular sequence of standard subdivisions, e.g., the management of penal institutions in Great Britain 365.941068 (geographic treatment of penal institutions has been displaced from 365.09 to 365.9).

8.10 In many places in the schedules, there are numbers outside the regular sequence of standard subdivisions that look like standard subdivisions but are not standard subdivisions. If additional subdivisions are intended to be used at the special provision, an add note is provided. For example, at 027.009, a regular standard subdivision, geographic treatment is displaced to 027.01-027.09:

027.009 History and biography

Do not use for geographic treatment; class in 027.01-027.09

027.01-027.09 *Geographic treatment

Add to base number 027.0 notation 1-9 from Table 2, e.g., libraries in France 027.044

The special provision for geographic treatment at 027.01-027.09 is not a standard subdivision. If appropriate, standard subdivisions may be added to the resulting notation, e.g., libraries in France in the late 20th century 027.04409045.

8.11 Standard subdivisions should not be used where redundant, i.e., where the subdivision means the same as the base number, or where application of the standard subdivision would needlessly segregate material by aspects not emphasized by the author. For example, do not add notation 024694, which represents the subject for carpenters, to topics in 694, the number for carpentry, since works on a subject are written primarily for its practitioners. Likewise, do not add the subdivision of notation 0905 for the latest historical period to general works on a subject to represent the state-of-the-art because most users will expect to find such works in the main number. Special care should be taken in adding standard subdivisions to built numbers, since the standard subdivision applies to the whole number and not just to part of the number.

8.12 The table of preference at the beginning of Table 1 yields to two other rules, the rule of application and the rule of zero. By the rule of application, teaching financial management in hospital administration is classed in 362.110681, not 362.11071, even though notation 07 is above notation 068 in the table of preference. The rule of zero overrides the table of preference when standard subdivisions are displaced to notation outside the regular sequence of standard subdivisions (notation at nonzero positions or notation with fewer zeros), e.g., management of prisons in Great Britain 365.941068, not 365.068 as would be the case if prisons in Great Britain were classed in 365.0941. (For a discussion of the rule of application and rule of zero, see paragraph 5.7; for a discussion of displaced standard subdivisions, see paragraphs 7.28 and 8.9.)

(B) Adding from Tables 2-6

8.13 The classifier may be instructed to add notation from Tables 2-6 to a base number from the schedules or to a number from a table. A summary of the use of each table follows. Further instructions on using Tables 2-6 are found at the beginning of each table (for example, T2—0). See also the Manual notes for Tables 2-6.

8.14 Table 2 Geographic Areas, Historical Periods, Biography. The major use of Table 2 is with notation 09 from Table 1, where it can be added to every number in the schedule unless there are specific instructions to the contrary. For example, reading instruction in the primary schools of Australia is 372.40994 (372.4 reading instruction in primary schools + 09 History, geographic treatment, biography from Table 1 + 94 Australia from Table 2). Notation from Table 2 is also added through the use of other standard subdivisions from Table 1 (e.g., standard subdivisions 025, 074).

8.15 Area notation is sometimes added directly to schedule numbers, but only when specified in a note. For example:

373.3-373.9 Secondary education in specific continents, countries, localities

Add to base number 373 notation 3-9 from Table 2, e.g., secondary schools of Australia 373.94

8.16 Table 3 Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms. These subdivisions are used in class 800 as instructed, usually following numbers for specific languages in 810-890. Table 3C subdivisions are also added as instructed to numbers in Table 3B, 398.2-398.3, 659.1, 700.4, 741.5, 791.4, 794.8, and 808-809.

8.17 Table 4 Subdivisions of Individual Languages and Language Families. These subdivisions are used as instructed in class 400, following numbers for designated specific languages or language families in 420-490.

8.18 Table 5 Ethnic and National Groups. Notation from Table 5 is added through the use of standard subdivision 089 from Table 1, e.g., Ceramic arts of Chinese artists throughout the world is 738.089951 (738 Ceramic arts + 089 Ethnic and national groups from Table 1 + 951 Chinese from Table 5).

8.19 Table 5 notation may also be added directly to schedule numbers, but only when specified in a note. For example: 781.621-781.629 Folk music of specific ethnic and national groups Add to base number 781.62 notation 1-9 from Table 5, e.g., Spanish folk music 781.6261; then add further . . . 8.20 Table 6 Languages. The major uses of Table 6 notation are to provide the basis for building a specific language number in 490 (to which notation from Table 4 is sometimes added) and to provide the basis for building a specific literature number in 890 (to which notation from Table 3 is sometimes added). Table 6 notation is also used in Table 2 under —175 Regions where specific languages predominate, and at various points in the schedules.

(C) Adding from Other Parts of the Schedules

8.21 There are many instructions to make a direct addition to a number from another part of the schedules. For example:

809.935 Literature emphasizing subjects

Add to base number 809.935 notation 001-999, e.g., religious works as literature 809.9352, biography and autobiography as literature 809.93592

In this example, the 2 in 809.9352 comes from 200 Religion, the 92 in 809.93592 from 920 Biography, genealogy, insignia.

8.22 In many cases, part of a number may be added to another number upon instruction. For example:

372.011 Primary education for specific objectives

Add to base number 372.011 the numbers following 370.11 in 370.111-370.119, e.g., character education 372.0114

In this example, 4 comes from 370.114 Moral, ethical, character education. Sometimes numbers are taken from more than one place in the schedules; in such cases the procedure for the second addition is the same as for the first.

(D) Adding from Tables Found in the Schedules

8.23 Add tables in the schedules provide numbers to be added to designated schedule numbers (identified by a symbol [*or † or ‡] and accompanying instruction); these tables must be used only as instructed. For example:

616.973 *Contact allergies

Class here allergic contact dermatitis, allergies of skin

The asterisk in the entry above leads to the following instruction: “*Add as instructed under 616.1-616.9.” The add table at 616.1-616.9 is used only for diseases tagged with an asterisk or for diseases in class-here notes under headings tagged with an asterisk. Notation from the add table, such as 061 Drug therapy, may be used for 616.973 Contact allergies (tagged with an asterisk) and for allergic contact dermatitis and allergies of skin (in the class-here note).

8.24 Subdivisions-are-added notes indicate which terms in a multiterm heading may have subdivisions applied to them. For example:

616.51 *Dermatitis, photosensitivity disorders, urticaria

Subdivisions are added for dermatitis, photosensitivity disorders, urticaria together; for dermatitis alone

Citation and Preference Order

9.1 Citation and preference order must be considered when multiple aspects or characteristics of a subject (such as age, area, gender, historical periods, national origin) are provided for in the Classification, and a single work treats more than one of them.

CITATION ORDER

9.2 Citation order allows the classifier to build or synthesize a number using two or more characteristics (facets) as specified in instruction notes. Success in building a DDC number requires determining which characteristics apply to a specific work, and then determining from the instructions in the schedule the sequence in which the facets will be ordered. 9.3 Citation order is always carefully detailed in number-building instructions. For example:

909.041-.049 [History with respect to] Specific ethnic and national groups

Add to base number 909.04 notation 1-9 from Table 5 for the group only, e.g., world history of Jews 909.04924; then add 0* and to the result add the numbers following 909 in 909.1-909.8, e.g., world history of Jews in 18th century 909.0492407

For a work on the world history of the Jews in the 18th century, this note stipulates the following citation order for the individual facets of the full subject: world history + specific ethnic or national group + historical period. The historical period is introduced by the facet indicator 0.

PREFERENCE ORDER

9.4 If there is no provision to show more than one of the aspects or characteristics, it is a matter of preference (because a choice must be made among several characteristics)

Preference notes supply either an instruction or table establishing the order in which to make the choice. An example of a preference instruction is found at 305.9:

305.9 People by occupation and miscellaneous social statuses; people with disabilities and illnesses, gifted people

Unless other instructions are given, class a subject with aspects in two or more subdivisions of 305.9 in the number coming last, e.g., unemployed librarians 305.9092 (not 305.90694)

In this case, the base subject is a group of persons; the two characteristics are employment status and occupational status. The occupation of librarian (305.9092) falls after unemployed status (305.90694) in the DDC hierarchy; following the instructions in the preference note, the characteristic that must be chosen is librarian (305.9092). (For an example of a preference instruction using a class-elsewhere note, see paragraph 7.20.)

9.5 An example of a table indicating preference order is found at 305:

305 Groups of people

Unless other instructions are given, observe the following table of preference, e.g., African American male youths 305.235108996073 (not 305.3889607300835 or 305.896073008351):

People with disabilities and illnesses, gifted people	305.908
Age groups	305.2
People by gender or sex	305.3-305.4
People by social and economic levels	305.5
Religious groups	305.6
Ethnic and national groups	305.8
Language groups	305.7
People by occupation and miscellaneous social statuses (except 305.908)	305.9

9.6 Classifiers often must distinguish between preference order instructions and the first-oftwo rule in the same schedule. If the work treats two subjects, apply the first-of-two rule. If the work treats two aspects of the same subject, apply the preference order instructions. When the preference order instruction is to class with the last, the first-of-two rule and the preference order instructions may lead the classifier in opposite directions. For example, a bibliography of newspapers and pamphlets giving equal treatment to each would be classed according to the first-of-two rule in 011.33 (bibliography of pamphlets) rather than 011.35 (bibliographies of newspapers). A bibliography of microform newspapers (i.e., newspapers in microform form) would be classed according to the preference note at 011.1-011.8: “Unless other instructions are given, class a subject with aspects in two or more subdivisions of 011.1-011.8 in the number coming last . . .”; thus, the bibliography of microform newspapers would be classed in 011.36 (bibliographies of microforms) rather than 011.35 (bibliographies of newspapers). (For a discussion of the first-of-two rule, see paragraph 5.7.)

The Manual

10.1 The Manual gives advice on classifying in difficult areas and provides guidance on choosing between related numbers.

10.2 See-Manual references in the schedules and tables refer the classifier to the Manual for additional information about a certain number, range of numbers, or choice among numbers. In some cases, the see-Manual reference refers only to a portion of a longer Manual note, or topic narrower than the numbers in the heading, e.g., “See Manual at 930-990: Historic preservation.” The see-Manual reference is repeated in the entries for each of the numbers or number spans covered in the Manual note. For example, “See Manual at 004.21 vs. 004.22, 621.392” is listed in the entries for 004.21, 004.22, and 621.392.

10.3 Brief Manual-like notes are sometimes given directly in the schedule or table entry. For example:

631.583 Controlled-environment agriculture

Most works on use of artificial light in agriculture will be classed in 635.0483 and 635.9826

ARRANGEMENT AND FORMAT OF THE MANUAL

10.4 The Manual is arranged by table and schedule numbers, with the broadest span coming before entries for narrower spans or individual numbers. Manual notes are entered under the preferred or “if-in-doubt” number. If there is no if-in-doubt number, prefer the interdisciplinary number.

10.5 The Manual note heading summarizes the contents of the note. The terms in the Manual note headings need not match the terms associated with the same number(s) in the tables and schedules if the note is narrower than the number, or the note refers to more than one number. For example:

510 Mathematics

510, T1—0151 vs. 003, T1—011 Systems

10.6 If the Manual note is very long, or part of the note focuses on a topic narrower than the heading, subheadings may be provided. For example:

T1—068 vs. 353-354 Public administration and management in specific fields

Exceptions (subheading)

The Relative Index

11.1 The Relative Index is so named because it relates subjects to disciplines. In the schedules, subjects are distributed among disciplines; in the Relative Index, subjects are arranged alphabetically, with terms identifying the disciplines in which they are treated subarranged alphabetically under them. For example:

Hospitals	362.11
Hospitals—accounting	657.8322
Hospitals—American Revolution	973.376
Hospitals—animal husbandry	636.08321
Hospitals—architecture	725.51
Hospitals—armed forces	355.72
Hospitals—Civil War (United States)	973.776
Hospitals—construction	690.551
Hospitals—energy economics	333.7964
Hospitals—institutional housekeeping	647.9651
Hospitals—landscape architecture	712.7
Hospitals—law	344.03211

Hospitals—liability law	346.031
Hospitals—management	362.11068
Hospitals—management—law	344.03211068
Hospitals—meal service	642.56
Hospitals—pastoral theology	206.1
Hospitals—pastoral theology—Christianity	259.411
Hospitals—social theology	201.76211
Hospitals—social theology—Christianity	261.83211
Hospitals—social welfare	362.11
Hospitals—World War I	940.476
Hospitals—World War II	940.5476

In some cases the term implies rather than states the discipline. In the example above, the discipline of architecture is listed, but the discipline of military science is implied by “armed forces.”

11.2 The Relative Index is primarily an index to the DDC as a system. It includes most terms found in the schedules and tables, and terms with literary warrant for concepts represented by the schedules and tables. The Relative Index is not exhaustive. If the term sought is not found, the classifier should try a broader term, or consult the schedules and tables directly. The schedules and tables should always be consulted before a number found in the Relative Index is applied.

ARRANGEMENT AND FORMAT OF THE RELATIVE INDEX

11.3 Index entries are arranged alphabetically word by word, e.g., Birth order precedes Birthday. Entries with the same word or phrase but with different marks of punctuation are arranged in the following order:

Term

Term. Subheading

Term (Parenthetical qualifier)

Term, inverted term qualifier

Term as part of phrase

Initialisms and acronyms are entered without punctuation and are filed as if spelled as one word. Hyphens are ignored and treated as a space. Terms listed below the main headings are alphabetized even though they may be a mixture of disciplines, topical subheadings, and, to a limited extent, words that form phrases or inverted phrases when combined with the main heading.

11.4 In print, class numbers are listed in groups of three digits for ease of reading and copying. The spaces are not part of the numbers and do not represent convenient places to abridge the number.

11.5 See-also references are used for synonyms and for references to broader terms (but only when three or more new numbers will be found at the synonym or broader term), and for references to related terms (which may provide only one or two new numbers).

11.6 See-Manual references lead the classifier to relevant discussions in the Manual.

11.7 Numbers drawn from Tables 1-6 are prefixed by T1 through T6. (For a complete listing of table names and abbreviations, see paragraph 7.4.)

INTERDISCIPLINARY NUMBERS

11.8 The first class number displayed in an index entry is the number for interdisciplinary works. If the term also appears in a table, the table number is listed separately, along with other aspects of the term. The discipline of the interdisciplinary number may be repeated as a subentry if the discipline is not clear. For example:

Adult education	T1—0715

Adult education	374
Adult education—federal aid	379.1215
Adult education—law	344.074
Adult education—public administrative support	353.84
Adult education—public support	379.114
Adult education—public support—law	344.07685
Adult education—special education	371.90475
Adult education—university extension	378.175

11.9 Interdisciplinary numbers are not provided for all topics in the Relative Index. They are omitted when the index entry is ambiguous, does not have a disciplinary focus, or lacks literary warrant. In such cases, there is no entry given for the term without subheadings. For example:

National planning—civic art 711.2

National planning—economics 338.9 (For more information on interdisciplinary numbers, see paragraphs 5.8, 7.16, 7.20-7.21.)

TERMS INCLUDED IN THE RELATIVE INDEX

11.10 The Relative Index contains most terms found in the headings and notes of the schedules and tables, and synonyms and terms with literary warrant for concepts represented by the schedules and tables. The Relative Index also contains terms for the broad concepts covered in Manual notes. Inverted phrases are avoided, except for personal and geographic names (see paragraphs 11.12-11.13). Qualifiers are used for homonyms, ambiguous terms, and most initialisms and abbreviations. The most common use of the term may not be qualified. Disciplinary qualifiers are avoided.

11.11 The following types of names from Table 2 Geographic Areas are included in the Relative Index: (A) names of countries; (B) names of the states and provinces of most countries; (C) names of the counties of the United States; (D) names of capital cities and other important municipalities; and (E) names of certain important geographic features.

11.12 Also included in the Relative Index are the personal names of the following groups of persons: heads of state used to identify historical periods, e.g., Louis XIV; founders or revealers of religions, e.g., Muḥammad; initiators of schools of thought when used to identify the school, e.g., Smith, Adam.

11.13 Place names and other proper names are generally given in the form specified by Resource Description and Access (RDA), based on the names established in the Library of Congress authority files. If the RDA form is not the common English name, an entry is also included under the familiar form of the name. Plants and animals are indexed under their scientific and common names.

11.14 The choice of singular form versus plural form follows ISO 999:1996, Guidelines for the content, organization and presentation of indexes. Count nouns are generally in the plural; noncount nouns and abstract concepts are generally in the singular. Parts of the body are in the plural only when more than one occurs in a fully formed organism (e.g., ears, hands, nose). Plants and animals follow scientific convention in the choice of singular form versus plural form, with the decision based on whether the taxonomic class has more than one member (e.g., Horses, Lion, Lipizzaner horse). Where usage varies across disciplines, the index entry reflects the form preferred in the discipline where interdisciplinary works are classified.

TERMS NOT INCLUDED IN THE RELATIVE INDEX

11.15 Terms usually not included in the print Relative Index are:

(A) Phrases beginning with the adjectival form of countries, languages, nationalities, religions, e.g., English poetry, French cooking, Italian architecture, Hindu prayer books.

(B) Phrases that contain general concepts represented by standard subdivisions such as education, statistics, laboratories, and management; e.g., Art education, Educational statistics, Medical laboratories, Bank management.

When there is strong literary warrant for such a phrase heading as a sought term, it may be included in the Relative Index, e.g., English literature. When the phrase heading is a proper name or provides the only form of access to the topic, it may also be included, e.g., English Channel, French horns, Amharic literature.

Options

12.1 Some devices are required to enable the DDC to serve needs beyond those represented in the standard English-language edition. At a number of places in the schedules and tables, options are provided to give emphasis to an aspect in a library's collection not given preferred treatment in the standard notation. In some cases, options are also suggested to provide shorter notation for the aspect.

12.2 Options are provided throughout the Classification to emphasize jurisdiction, ethnic or national group, language, topic, or other characteristic.

12.3 Options described in notes appear in parentheses and begin with "Option:". Options that apply to the full entry appear at the end of the entry; options to a specific instruction in the entry follow the appropriate note. For example, the following option appears at the end of the entry for 420-490: (Option B: To give local emphasis and a shorter number to a specific language, place it first by use of a letter or other symbol, e.g., Arabic language 4A0 [preceding 420], for which the base number is 4A. Option A is described under 410)

12.4 Some optional numbers are enumerated in the schedules and tables and appear in parentheses in the number column. A special optional arrangement (222)-(224) for books of the Bible as arranged in Tanakh appears as a subsection of the Manual note for 221.

12.5 Arrange notes are also options. They represent suggestions only; the material need not be arranged as specified. An example of an arrange note is found at 796.48 Olympic games: "(Option: Arrange specific games chronologically)."

12.6 Some national libraries and central cataloging authorities assign a few optional numbers, e.g., Library and Archives Canada uses C810 for Canadian literature in English and C840 for Canadian literature in French.

12.7 If organization by Indigenous people is preferred over organization by subject, a localoption notation could be formulated by appending Dewey notation for the subject to an alphabetic code representing an Indigenous people. Given the close relationship between peoples and languages, possible sources for the alphabetic code are the ISO 639 Language Codes (parts 1-3 can be searched at https://iso639- 3.sil.org/code_tables/639/read). For example, under such an option, Yupik education could be represented as YPK370.

12.8 Most of the time, the responsibility for implementing an option rests with the local library. Libraries should weigh the value of using an option against the loss in interoperability of numbers. The library will not be able to use numbers assigned by other libraries, and other libraries will not be able to use the optional numbers assigned by the library. In addition, unless the option is widely used in a region, users may be confused by the alternate notation.

Close and Broad Classification

13.1 The Dewey Decimal Classification provides the basic option of close versus broad classification. Close classification means that the content of a work is specified by notation to the fullest extent possible. Broad classification means that the work is placed in a broad class by use of notation that has been logically abridged. For example, a work on French cooking is classed closely at 641.5944 (641.59 Cooking by place + 44 France from Table 2), or broadly at 641.5 (Cooking).

13.2 A library should base its decision on close versus broad classification on the size of its collection and the needs of its users. For example, a work on the sociology of sibling relationships in Canadian society would be most usefully classed in 306.8750971 (306.875 Sibling relationships + 09 Geographic treatment from Table 1 + 71 Canada from Table 2) in a research library or large public library. A small school library might prefer to class the same work in the broader number (306.875) without including the geographic facet in the notation. An engineering library might prefer close classification for works in engineering, but broad classification for disciplines outside science and technology.

13.3 The classifier should never reduce the notation to less than the most specific three-digit number (no matter how small the library's collection). A number also must never be reduced so that it ends in a 0 anywhere to the right of the decimal point.

13.4 One aid to logical abridgment of DDC numbers is the segmentation device provided by the Decimal Classification Division of the Library of Congress and some other centralized cataloging services.

13.5 Segmentation allows for broad classification of the Dewey Decimal Classification and is intended for use with general collections of 20,000 titles or less. Segmentation marks (indicated by a forward slash in WebDewey) represent the end of the abridged number, providing a logical truncation of the notation and structural hierarchy of the full classification. Some optional numbers have a forward slash before the first number, indicating that they are not used in abridged classification. The class number given before the segmentation mark is used as the complete number for those wishing to use abridged DDC. For example:

004.1/1 Supercomputers

More Information

14.1 Classifiers desiring a more in-depth introduction to the Dewey Decimal Classification may consult Dewey Decimal Classification: Principles and Application, 3d ed., by Lois Mai Chan and Joan S. Mitchell (Dublin, Ohio: OCLC, 2003).

14.2 More information about the use and application of the DDC, plus training materials, can be found on the Dewey web site (http://www.oclc.org/dewey) and on 025.431: The Dewey blog (http://ddc.typepad.com).

Source Inofrmation:

Introduction to the Dewey Decimal Classification

- OCLC
- https://www.oclc.org/content/dam/oclc/dewey/versions/print/intro.pdf
- No explicit license information and it is listed on the OCLC website with the title: *Resources for teachers and students of the DDC*

1.4.3: Introduction to the Dewey Decimal Classification is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

1.4.4: Technical Introduction to the DDC

https://www.oclc.org/content/dam/oclc/dewey/resources/teachingsite/courses/Technical_Introduction.pdf

Source Information:

Technical Introduction to the DDC

- OCLC
- https://www.oclc.org/content/dam/oclc/dewey/resources/teachingsite/courses/Technical_Introduction.pdf
- No copyright information but the website has this note: “All course materials are available at no charge.”

1.4.4: Technical Introduction to the DDC is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

1.4.5: 025.431- The Dewey blog

14 June 2022

Virtual AskQC Office Hours session on WebDewey

If you've never heard of Virtual AskQC Office Hours, it's a regular, free webinar series from my OCLC colleagues in Metadata Quality. Each monthly topic has two different sessions to accommodate time zone differences. Recordings and slides are made available from previous sessions too.

This month's session is an introduction to classifying with WebDewey. You'll hear from database specialists Robin Six and Bryan Baldus. I'm not presenting, but will be around to field questions, as will a few of our other colleagues.

The first one... just happened! That's on me for not thinking to post about it sooner. But you can still join next week's session, Thursday, June 23, at 4pm US Eastern time. Find registration information here.

16 May 2022

EPC 143 exhibits ready for review

The Editorial Policy Committee (EPC) will meet virtually in early June for their Meeting 143. Dates and times will vary based on members' availability. You can view the following revision proposals at oc.lc/deweyexhibits:

- EPC 143-S29.1a - Introduction, Islam and secular disciplines
- EPC 143-S29.1b - 297.38 Rites, ceremonies, prayer, meditation
- EPC 143-S29.1c - 297.48 Sufi orders
- EPC 143-S29.1d - 297.54 Zakat
- EPC 143-S29.1e - 297.576 Individual observances
- EPC 143-S30.1 - 304.8 Movement of people
- EPC 143-S30.2 - Disasters as causes of social change
- EPC 143-S74.1 - Graphic design and communication design
- EPC 143-T1.2 - Terminology in T1--08 Groups of people
- EPC 143-T2.1 - Kosovo
- EPC 143-T2.2 - T2--599 Philippines
- EPC 143-T6.1 - T6--9549 Eastern Himalayan languages; T5--9549 Eastern Himalayan peoples

(To paraphrase guidance we give on the Summaries, *Consult exhibits for complete and exact titles*.)

Please share any feedback, positive or negative! You can do so by commenting on this post, posting to the the Dewey Contributors Google Group, or by email to dewey@oclc.org or an EPC member.

06 May 2022

LCSH in WebDewey

I always enjoy going through the answers of our user surveys. One that has come up a few times, including the most recent one, is a desire for more mapped LCSH in WebDewey. I hear you! Mappings are a prime example of the value you can get out of WebDewey that just aren't practical in print.

Our current mapping of LCSH tends to be ad hoc. When we're working a certain area, we'll look for relevant LCSH to add on. Once upon a time, the editorial team tried to map all new LCSH every week. That quickly became more than we could chew! And if you've ever seen a mapped LCSH for a really obscure or specific topic, it may well have come from this. As you may know, the bar for authorizing an LCSH is much lower than that for a new Dewey number.

One comment on LCSH mapping in particular intrigued me:

More LC subject headings within the schedules as those tend to be more useful than Relative Index terms. Or at least make them match more

In years past, the editorial team often specifically chose *not* to map LCSH that were an exact or close match for a Relative Index term. While I can see the logic there, it's not a practice I've maintained. If you browse LCSH in WebDewey, for example, a heading that's not there just isn't there--an equivalent Relative Index term doesn't help.

Of course, it's a different story with keyword searching, which doesn't care about the source of a term. For that reason, I've often created Relative Index terms that differ from their equivalent LCSH--not to be contrarian, but to enhance keyword accessibility. We also have more flexibility with Relative Index terms. For example, we could give two Relative Index terms for close concepts that are clumped into a single LCSH, or use a more internationally recognized version of a US-centric term.

So my questions for you...

1. What are some specific areas (or even specific numbers) that you'd like to see more LCSH added to?
2. Do you prefer Relative Index terms that closely match LCSH, or do you want them to diverge?
3. Any other suggestions related to LCSH in WebDewey?

28 March 2022

Now is your chance to participate in the Dewey Priorities Survey

The Dewey Decimal Classification is a valuable resource and keeping it current is important to all of us. We work with users like you to constantly improve it, to make the system more valuable across cultures and types of libraries.

To better learn what's important to our users we invite you to participate in a brief Dewey priorities survey.

Please note that this survey will close on **11 April 2022.**

We look forward to hearing from you!

25 February 2022

Portrait of an editor: Constantin Mazney



Figure **1.4.5.1**: Courtesy Bentley Historical Library, University of Michigan

I have been researching previous editors of the DDC for a project you may hear more of later this year. As you can imagine, much has been written about some of these men and women; several have their own Wikipedia articles. But details on a few of them were scarce, even in John Comaromi's excellent *Eighteen editions of the Dewey Decimal Classification*, published in the DDC's centennial year of 1976. One of those was Constantin J. Mazney. We knew Mazney was editor-in-chief for Edition 14, published in 1942, but not much more. In this post, I'll share more details I found, along with the work of a few people I thank at the end.

Constantin John Mazney was born May 17, 1889, in Odessa, now in Ukraine, then a part of the Russian Empire. He had a musical background, first earning a music degree from Moscow Imperial Conservatory (now Moscow State Tchaikovsky Conservatory) before immigrating to the United States in 1923. He listed his occupation as choirmaster in 1929 when applying for naturalization. We also know he worked as a schoolteacher in Detroit during this period.

In the US, Mazney studied at the University of Michigan. He earned bachelor's and master's degrees in library science there, and worked in the university library from 1935 to 1938 before moving to the Library of Congress. At Michigan, Mazney studied

under Margaret Mann, who recommended him for the DDC editorship after the death of Dorcas Fellows. According to Comaromi, it was largely in deference to Mann that Mazney was chosen as editor-in-chief.

Mazney oversaw the production of Edition 14, but it was unfortunately not a smooth process, exceeding its budget and missing deadlines. I can only speculate as to whether World War II exacerbated this—maybe I'm projecting current-day "supply chain issues" onto the past! Shortly after its publication, Mazney was relieved of his position by the Decimal Classification Committee.

Whether or not World War II more directly affected the production of Edition 14, public records from around that time show Mazney registered for the military draft, though he would have been in his 50s at this point. Records from the University of Michigan have him at the "Research Library" in Upton, NY in 1949, perhaps at the Brookhaven National Laboratory. (Incidentally, one of the operators of Brookhaven today is Battelle, a research organization OCLC has collaborated with most recently for the REALM Project.)

At any rate, Mazney seems to have returned to Washington, DC at some point, and died here in December 1951. He never married. He willed about $5500, around $50,000 today, to help fund a University of Michigan student award in Mann's honor, which is still in place today (and not to be confused with ALA's Margaret Mann Citation).

I enjoyed learning more about this man who had my job (more or less) 80 years ago, and hope you found this an interesting read too. If you have any corrections or additions, I'm happy to hear them. For people of Mazney's time, we only have literal paper trails, and can only piece together the whole story from sometimes ephemeral documents. I hope future biographers will have an easier time of it. I ditched Facebook over 10 years ago, but my LinkedIn is reasonably up to date.

My thanks to MP Satija and Allie Alvis for research assistance, and to Jacob Nugent at the University of Michigan's Bentley Historical Library for the same, plus the image. The timing of this post is coincidental, and has been in the works for several weeks.

19 January 2022

New DDC editor-in-residence focused on equity

(cross-posted from OCLC Announcements)



Figure **1.4.5.2**

Kelly West recently joined OCLC as the first visiting editor-in-residence for the Dewey Decimal Classification® (DDC®) system. In this inaugural six-month role, West will contribute her expertise to reduce systematic bias embedded in the DDC.

The new DDC editor-in-residence program offers early and mid-career librarians or others from allied fields the opportunity to collaborate closely with the DDC's editor, Alex Kyrios, and the Editorial Policy Committee. Extending and maintaining the DDC requires deep knowledge and understanding of the structure of the classification scheme. In addition, placing every topic in an effective position within the scheme requires deep understanding of the topic. The DDC community worldwide will benefit from sustained engagement with a subject-matter expert to address a problematic portion of the DDC.

West is currently earning an MLIS from Louisiana State University. She serves as a 2020 – 2022 Kaleidoscope Program Diversity Scholar with the Association of Research Libraries as well as a 2021 – 2022 Spectrum Scholar with the American Library Association. Her professional interests include educating others through the preservation of Black cultural history, archival research, community outreach, and library advocacy.

OCLC continues to work toward improving diversity, inclusion, and equity throughout the library community. The DDC offers many opportunities for improving subject heading labels and the classification structure to empower underrepresented voices across a multicultural community. This editor-in-residence program is one step in a long journey to address past wrongs.

The DDC editorial team is always open to ideas from the library community to make the DDC truly reflective of libraries' collections and evolving needs. To participate in these conversations or share a proposal, learn more about being a Dewey contributor.

19 November 2021

DDC MARC tips: subfields $m and $2

A recent social media discussion asked about the purpose of subfield $m of the MARC 082 field, the field for DDC numbers in the bibliographic format. Subfield $m is a simple binary subfield, in which you can enter a value of **a** to mark the number as standard or **b** to mark it as optional.

If you don't use this subfield, you're not alone. In a perfect world, it would probably be nice to always have this information specified. But in practice, I think it's safe to say catalogers are mostly entering standard numbers into the 082 field.

Please do use subfield $m if you're recording an optional number (so specifically, **$m b**). If you really want to be thorough, you can use it for standard numbers as well.

Until recently, subfield $m was marked as mandatory on the 082 page in OCLC's Bibliographic Formats and Standards documentation. We've changed that to mark it as optional. If you're curious, it was probably marked mandatory because it's marked that way in the Library of Congress's National Level Requirements. I tip my hat to my OCLC colleague Jay Weitz for tracking that down.

While we're on the subject of MARC, I wanted to remind you of the changes earlier this year to subfield $2. In short, this subfield now carries date and language information in addition to edition, to give a fuller picture of the provenance of a DDC number. You may have seen examples of this in WorldCat, and as of this writing, the Library of Congress MARC documentation page still has the additions in red text.

If you use a macro or Connexion constant data for subfield $2, you might consider adding $m to it too.

25 October 2021

Collected biographies in 930-990

Recently, I wrote about individual biographies in 930-990. To quickly recap, individual biographies typically should go elsewhere unless they're for historians, historic figures, or ordinary people used as examples of life in a certain period.

With collected biographies in this area too, be careful in applying standard subdivisions. The large add table at 930-990 plays a similar role to typical standard subdivisions here. Notably absent from this table is an equivalent notation to **T1—092 Biography**. That doesn't mean you can't use T1—092 at all in the 900s, just that you usually need to go to a specific period. Ordinary people go in the period in which they live; public figures typically go with the highest office they attained, or when they were most prominent. What about a historian who specializes in the entirety of a country's history? Then you can use **930-990:007202 Historians and historiographers**. So a biography of a historian of all of Chinese history could class at 951.007202, though one who specialized in Ming dynasty history would class at 951.026092.

Collected biographies, then, are the main reason you'd add biographical notation to the broadest number for an individual country's history. Notation **930-990:0099 Collected biography** is for "Description, critical appraisal, biography of people associated with the history of the continent, country, locality but limited to no specific period". For example, use 954.0099 for collected biographies of people from India across time. In practice, these are often works that describe national leaders and other famous figures, but the same treatment would apply for ordinary people, whose lives illustrate the place over time.

Either way, if you're simply adding T1—092 to the broadest number for a country's history, that's a mistake! If you're tempted to do so, the right answer depends on the work you're classifying.

01 October 2021

Individual biographies in 930-990

If you're used to standard subdivisions, it can be easy to slip into "autopilot" when classifying. Working on a biography? Add **T1—092 Biography** to the end. Like many heuristics, or mental shortcuts, this can save you time, but make sure you're keeping an eye out for exceptions. Don't do this if you've already added another standard subdivision, for example (although, because T1—092 is quite high on the Table 1 table of preference, you might well want to replace the other standard subdivision with –092!).

One big area where you should be careful with biographies is the 900s. This post will focus on 930-990, for the history of specific places. As you probably know, standard DDC practice is to class biographies in the respective subject area, usually with –092 at the end, e.g., 020.92 for a biography of S.R. Ranganathan. What sort of biographies belong in 930-990? Our guide here is the extensive 930-990 Manual note, and specifically the Biography section.

This note covers "biographies of persons who lived during the historical period and also for biographies of historians and historiographers of that period". But this does not override the general practice described in the previous paragraph here. Ranganathan lived in 20th-century India, but a biography of him would *not* class at **954.04 1947-1971** in Indian history.

So what do we mean by "persons who lived during the historical period"? It could mean a biography of an "ordinary" person, used as an illustration of what life was like in that place and time. Consider this example, a diary of a teenager in 1920s Portland, Oregon. Its DDC number, 979.549042092, has –092 added to a built number for Multnomah County, Oregon in 1918-1945. The Manual note we're referring to specifically allows the use of –092 here even when the subject doesn't approximate the whole.

You could also be in 930-990 for an individual biography of a public figure. National leaders, such as presidents, prime ministers, and monarchs, should typically have their biographies at the highest office they reached. Even when there's a specific number for a leader's administration, such as **973.932 Administration of Barack Obama, 2009-2017**, add –092 if appropriate. A comprehensive biography on Barack Obama himself would class at 973.932092. Consult the Manual note for T1—092 for more information on biographies of public figures.

Finally, individual biographies of historians and historiographers class at the historical place and period they studied, plus –092. This means they could share a number with some of their subjects. Works classed at 942.055092 (base number **942.055 Reign of Elizabeth I, 1558-1603**) could include biographies of Elizabeth I herself as well as historians of Elizabethan England, regardless of where and when those historians lived.

I hope you've found this helpful! Stay tuned for a future blog post on collected biographies in 930-990.

21 September 2021

Participate in the latest Dewey Priorities Survey

The Dewey Decimal Classification is a valuable resource and keeping it current is important to all of us. We work with users like you to constantly improve it, to make the system more valuable across cultures and types of libraries.

To better learn what's important to our users we invite you to participate in a brief Dewey priorities survey.

Please note that this survey will close on **05 October 2021**.

We look forward to hearing from you!

15 September 2021

Changes to WebDewey public comments

As the result of recent security enhancements added to WebDewey, HTML markup can no longer be used in comments. The same is true for existing comments. Users who have entered comments with HTML tags should edit their comments and remove the tags.

Remember, there are three levels of comments: personal, institutional, and public. Public comments can be seen by all WebDewey users, and if you delete a public comment, it is deleted for everyone. Please be courteous in your use of comments. You can use the WebDewey preferences to hide personal, institutional, and/or public comments.

17 August 2021

Update to WebDewey login process via Connexion

As a result of a security update installed today, users will need to enter their authorization number and password when they launch WebDewey from Connexion (client or browser). You are still welcome to save your WebDewey authorization and password in your web browser to prevent having to enter this information every time.

12 August 2021

Brief WebDewey outage August 17

On Tuesday, August 17, we will be doing some brief testing in WebDewey in preparation for its move to HTTPS. The work will start 4:00 PM EDT (8:00 PM UTC) and should not last more than an hour.

While the application may not be entirely inaccessible during this period, disruptions are likely to occur, so I recommend you plan not to use it then.

Update: Testing is complete, and WebDewey has been switched over to HTTPS! Let us know if you have any trouble.

11 August 2021

What's in a note? Part 2

This is the second in a two-part series explaining the difference between similar notes you'll find in the DDC. Part 1 focused on notes that describe what's at a particular class: class-here and including notes. This part will look at notes that tell you to go to a different class: see references, class-elsewhere notes, and see-also references. Much like the relationship between class-here and including notes, these three give the same basic instruction, but there's nuance to each. (Quick sidebar: What's the difference between a note and a reference? Nothing! I don't have a better explanation than that…)

A see reference is used for topics that logically belong in the class you find the note at, but for whatever reason is located somewhere else. Usually, it's to give the topic a shorter number, or because the space it would otherwise go in is full or otherwise used.

For example, let's look at **552.1-552.5 Specific kinds of rocks**, which has five subclasses. I'm no geologist, but I remember from school that rocks are classified into three broad categories: igneous, metamorphic, and sedimentary. In the DDC, each of these has its own number under 552.1-552.5, as do two other categories: **552.2 Volcanic rocks** and **552.3 Plutonic rocks**. If you know your rocks, you might know that volcanic and plutonic rocks are subclasses of igneous. Sure enough, if you look at **551.2 Igneous rocks**, there are two see references, pointing you to the respective numbers for volcanic and plutonic rocks. Since they're see references instead of another type of note, that's your cue that the topics logically belong together. Why did we give volcanic and plutonic rocks their own classes? Probably because there was enough literary warrant to do so.

Next up is the class-elsewhere note. They're the workhorses of this type of note, and may be used for all sorts of relationships between topics. Check out that link to the Glossary for some of the cases in which we'd use one. The general idea is "you might expect this topic to be here, but it's actually elsewhere." Perhaps you could say the same for a see reference, but unlike see references, a class-elsewhere note doesn't necessarily make any claims about the type of relationship between the topics.

For example, look at **374 Adult education**. This number and its subclasses are about formal educational programs aimed at adults who already have some level of formal secondary and/or higher education. The first class-elsewhere note at 374 points to 331.2592 for on-the-job training. Since most people with jobs are adults, training given to workers often amounts to education of adults. But it's different enough from what's in 374 that it's over in another discipline (in this case, labor economics). The second class-elsewhere note is for adult high school equivalency programs, such as the GED in Canada and the US. Since these programs involve secondary education, the DDC places them with secondary education even though they involve adult learners.

In both cases in the above example, you could imagine that if the DDC were being redesigned from scratch today, perhaps we would decide to put on-the-job training or adult high school equivalency programs with adult education. There's enough of a relationship that we at least expect some classifiers might check there, so the class-elsewhere note helps steer you right.

Finally, the see-also reference. Unlike the other two notes in this post, a see-also reference links a topic to a class where it really doesn't belong. There may only be a very loose relationship, or no relationship at all, between the two topics. Why bother noting these at all, then? It might be a case of homonymy, where the same or similar word has different meanings, or perhaps the topics are sometimes confused in everyday usage too.

There's an example of a see-also reference at a recent development—the new number for conspiracy theories, 001.98. It has the note "See also 364.1 for conspiracy to commit a crime". Conspiracy has a specific meaning in many legal and criminal codes. Like conspiracy theories, it stems from the basic definition of a conspiracy: two or more people collaborating on something in secret,

often something nefarious. But people charged with criminal conspiracy may not have been engaged in any activity that's the subject of a conspiracy theory, and not all conspiracy theories deal with activities that are necessarily criminal. From an editor's perspective, I can imagine someone with a work on criminal conspiracy ending up at 001.98, perhaps from a keyword search, so I want to make sure they know to look elsewhere.

I hope this has been a helpful look at these similar types of notes. Knowing this, if you ever come across one of these in the wild that seems like it should be another type, feel free to reach out! You may well be right.

28 July 2021

WebDewey upgrade to HTTPS

This morning (US time), we upgraded WebDewey to use secure HTTPS connections. Some users have reported issues accessing WebDewey as a result. Refreshing your browser (Ctrl + R) should fix it, or a hard refresh (Ctrl + Shift + R) if not. If you've tried those and are still having issues, feel free to reach out.

Otherwise, you shouldn't notice any changes to WebDewey as a result of this. It simply means a more secure site.

Update: We've rolled back the change as we investigate some issues. I apologize for the inconvenience.

26 July 2021

What's in a note? Part 1

Most notes in the DDC do a pretty good job of getting across their intent in plain English (or in the language of your chosen translation). If you're classifying a work on a given topic and find the topic in a note that says "class here" or "including", you know you're in the right place. If you see it in a note that refers you to a different number, you know you should head over there. A note by any other wording would do just as well, right? Not exactly. By minding the wording of a note in addition to just looking for the topics, you can get some valuable information about how to classify.

This is the first in a two-part series about some of the different types of notes that may initially sound like they're saying the same thing, but actually have some important differences. First, I'll compare the notes that tell you you're in the right place (class-here and including), and the next will cover notes that point elsewhere.

A topic in a class-here note is said to approximate the whole of the class number. That doesn't mean it's identical, but it's close enough that we probably won't give that topic its own number in the future. For example, the caption at 597 is "Cold-blooded vertebrates". Since reptiles and amphibians have their own numbers underneath, that mostly leaves fishes. Most of the numbers under 597 are about fish, except for those dedicated to reptiles and amphibians. We will probably never continue fishes and have separate numbers for fishes and (all) cold-blooded vertebrates.

You can add standard subdivisions for any topic in a class-here note, so 597.03 is equally valid for an encyclopedia of fishes or an encyclopedia of cold-blooded vertebrates. Class-here notes have hierarchical force, meaning they apply at the number where they're given *and* all of its subdivisions. Another topic in the class-here note at 597 is "bony fishes", which describes the vast majority of all living fish species. So an encyclopedia of bony fishes could also class at 597.03, and even as you go further down in 597, you don't need to distinguish between cold-blooded vertebrates, fishes, and bony fishes.

What about including notes, then? Topics there still class at the number where the note appears, but they are topics in standing room; they do not approximate the whole. For example, let's look at **595.387 Anomura**. Anomura is a taxonomic group of crustaceans. Among other animals, hermit crabs are part of Anomura. But in the DDC, hermit crabs are in an including note there. Because they don't approximate the whole, standard subdivisions cannot be added for hermit crabs. A zoological journal dedicated to Anomura would class at 595.38705, but a journal dedicated to hermit crabs would just be 595.387, with no standard subdivision.

There are two main reasons why we would put a topic in an including note—and sometimes it's both:

1. The topic is just one smaller part of what's in the class. Using the example of 595.387, there are many Anomura species that are not hermit crabs.
2. There were not enough works about the topic when we last checked (what we call literary warrant).

It's important to note the part about "when we last checked". If you ever come across a topic in standing room that seems like it obviously deserves its own number, you may well be right! Sounds like a great opportunity to contact us and get involved in the editorial process yourself! (See oc.lc/DeweyContributors for more information.)

I hope this has been helpful in explaining the difference between two notes that seem to do the same thing, but still signal important differences. Stay tuned for the next post on see references, class-elsewhere notes, and see-also notes.

14 July 2021

Zoom and other internet meetings

What's the best DDC number for a work about using Zoom, or other online meeting applications like Google Hangouts, Microsoft Teams, or WebEx? As with many topics, it can really depend based on the emphasis and the discipline of the book.

At **004.6 Interfacing and communications**, you can find the mapped LCSH "Internet videoconferencing". You'll also find a see-Manual reference for **004.6 vs. 384.3 Computer communication services**, which suggests 004.6 if in doubt.

You might think a work like *Zoom for dummies* doesn't sound like computer science, but the DDC doesn't limit computer science to the sort of advanced material you'd find in a university computer science department. "How-to" type works about using computer applications fit here just fine.

But take care if you have a work that isn't really about using Zoom or similar programs. Consider a work like *You're on mute*. With a chapter on dating and advice like not engaging in video calls while in the bathroom (!), it sounds more like etiquette. I'd recommend **395.5 Etiquette by situations** for this work, which has online etiquette in an including note. Too bad this is in standing room and you can't add **T1—0207 Humorous treatment**!

If you have a work about Zoom and similar technologies for instructional use, like *Introduction to teaching with Zoom*, check **371.358 Electronic distance education**, which has teleconferencing in an including note.

Other numbers you might want to consider include 658.456, for business meetings, or even 060, the interdisciplinary number for meetings. Should you add **T1—0285 Computer applications** if able? Good question. Just because something's happening with a computer doesn't mean you should necessarily add it, given how much we do in our daily lives with computers now.

Above all, consider your work in hand. Computer science could be appropriate even if the work isn't highly technical… but many other disciplines could be appropriate if they're the focus of the work.

I'm hoping to discuss these issues further with the Editorial Policy Committee (EPC) at their next meeting—and we may have some improvements to our coverage of topics like Zoom meetings then too. In the meantime, I'd love to hear about what kind of literature you're seeing in this area, and where you're classing it.

06 July 2021

Register for August 2021 eCourse: Using WebDewey and Understanding Dewey Decimal Classification

We're just about a month out from a new class of *Using WebDewey and Understanding Dewey Decimal Classification*, brought to you by ALA Publishing in cooperation with OCLC. Dewey Editor Alex Kyrios will serve as the instructor for this 4-week facilitated eCourse **starting on Monday, August 2, 2021**.

Participants will gain a comprehensive grounding in Dewey Decimal Classification® (DDC) principles and practices. Starting with the basics, this eCourse will teach you how to:

- Navigate within WebDewey to determine appropriate DDC numbers
- Build numbers using the WebDewey number building tool
- Apply numbers that help patrons browse your library

Plus, experienced users will benefit from guidance building more complex numbers and learn how to make more effective use of WebDewey. Lessons are asynchronous so you can review course materials and complete exercises as your schedule allows.

To learn more and register for this eCourse, please see this page. You may also consider the three-course Practical Classification and Subject Access Cataloging Bundle, which adds courses on Library of Congress Classification (LCC) and Library of Congress

Subject Headings (LCSH), with a savings of 25% compared to the three courses individually.

22 June 2021

New changes to DDC MARC fields

At last year's virtual ALA Annual, I presented a discussion paper to the MARC Advisory Committee (MAC) around the issue of modernizing citation of DDC numbers in the MARC formats. I summarized the issue in a blog post then. In short, the problem was to better express the recency of a DDC number when you could only cite the edition number—and we've decided not to designate new editions in the future.

MAC response to the discussion paper was positive. Reinhold Heuvelmann of the German National Library (DNB) suggested a different approach that would expand the existing subfield $2 in DDC MARC fields rather than designating new ones. Then, at this year's virtual ALA Midwinter (the last one!), I presented a formal proposal to implement these changes, using the same basic approach as the discussion paper, plus the DNB's feedback. That proposal was approved, and its recommendations are now live with the June 2021 MARC update.

To review these changes, see the documentation for the MARC Bibliographic 082 field. I think of this as the "bread-and-butter" DDC field; you'll see the same sort of changes in other DDC fields, such as Authority 083. As of this writing, the changes are in red. The main change is the redefined subfield $2:

$2 - Edition information

Information on the edition from which the DDC number was assigned. If DDC numbers are assigned from more than one edition, each DDC number or range of numbers is contained in a separate 082 field. If the DDC number is assigned from a printed version, record edition number (use "23" for print-on-demand), a slash (/), the language of the edition, a slash (/), and the year of publication or printing. If a DDC number is assigned from an electronic version, record edition number (use "23" or "22" for WebDewey, as appropriate), a slash (/), the language of the edition, a slash (/), and the date on which the DDC number was assigned by the cataloger. Languages are recorded according to the three-character codes in the *MARC Code List for Languages*. Dates are recorded according to *Representation of Dates and Times* (ISO 8601) in the pattern *yyyymmdd*.

082	**00$a**792.8/2**$2**23/eng/20190402

What does this mean for your practice? That depends on if you're using WebDewey or a printed version (either the traditional, published editions or a more recent print-on-demand version).

WebDewey: Keep using 23 as the edition number (unless you're using DDC 22!). After a slash, add a language code. Note that this is the language code of the DDC you're using, not the language of the resource or the language of the cataloging. If you're reading this, it will probably be "eng" for English. Then add a further slash and whatever the date is as you assign the number. A macro or other shortcuts like the constant data in OCLC Connexion could help with this. Because the date is recorded in ISO 8601 format, it's not wrong to give only the year, or only year and month. But it's good to be precise.

Print: Keep using 23 as the edition number (unless you're using an older edition). The print-on-demand versions, which were introduced in 2018, are all considered edition 23, like WebDewey. After a slash, add a language code. If the cover of your print DDC says "Dewey Decimal Classification", it's probably "eng" for English! Then add a further slash and the publication or printing year of your print DDC. That's easy if you're using print-on-demand, since they're named for their year of printing. Otherwise, just check the title page. (Hint: the print DDC 23 is 2011.) Don't record month or day in this case.

Like any change, this means some adjustment. A priority for this change was that it be backwards compatible: any MARC record out there with just an edition number is still valid, even though it provides less information than the current standard. I'm excited that with these changes, catalogers everywhere will have more detailed information about the "provenance" of assigned DDC numbers.

08 June 2021

Yoga and health

Guest post by Julianne Beall

We recently published a new number for therapeutic use of yoga (**615.824**) and a Manual note explaining how to classify various aspects of yoga in relation to health and disease at **613.7046 vs. 615.824, 615.851, 615.852, 616-618 Yoga and health**. Here we highlight a few key points from the Manual note and give examples.

Use **613.7046 Physical yoga** for works on preventive or "staying healthy" use of physical yoga, hatha yoga, yoga as exercise. Also use **613.7046** for comprehensive works on preventive and therapeutic use of all kinds of yoga. Examples:

Yoga for fitness and wellness

Yoga

Yoga for dummies

Use **615.824 Yoga** for works on therapeutic or "regaining health" use of physical yoga, hatha yoga, yoga as exercise. Also use **615.824** for comprehensive works on therapeutic use of all kinds of yoga. Examples:

Recovery yoga: A practical guide for chronically ill, injured, and postoperative people

Healing yoga: Proven postures to treat twenty common ailments -- from backache to bone loss, shoulder pain to bunions, and more

Yoga as therapeutic exercise: A practical guide for manual therapists

For use of physical yoga, hatha yoga, yoga as exercise (or comprehensive works on all kinds of yoga) in treating a specific disease, begin with the number for the disease in **616-618**. Then from the appropriate add table, add **06 Therapy** plus 24 from **615.824 Yoga**, following the instruction at **061-069 Specific therapies**. Examples:

Yoga for arthritis: The complete guide **616.7220624**

(**616.722 Arthritis** plus **06 Therapy** from add table at **616.1-616.9 Specific diseases** plus 24 from **615.824 Yoga**, following instruction at **616.1-616.9:061-069 Specific therapies**)

Gentle yoga for back pain **617.5640624**

(**617.564 Backache** plus **06 Therapy** from add table at **617 Surgery, regional medicine, dentistry, ophthalmology, otology, audiology** plus 24 from **615.824 Yoga**, following instruction at **617:061-069 Specific therapies**)

Source Information:

025.431: The Dewey blog

- Merlot
- https://ddc.typepad.com/025431/
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2.1: (B) Choice and Form of Access Points

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2.2: Understanding MARC Bibliographic- Machine Readable Cataloging

Source Information:

Understanding MARC Bibliographic: Machine Readable Cataloging

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2.2.1: What is a MARC Record, and Why is it Important?

It is impossible these days to read a library journal, attend a library conference, or even have an informal chat with other librarians without hearing the phrases "MARC format," "MARC records," or "MARC-compatible." Many library professionals have not had an opportunity to take formal courses explaining the important topics of library automation and the role of MARC, yet automated library systems may be important parts of their libraries.

This booklet will explain -- in the simplest terms possible -- what a MARC record is, and it will provide the basic information needed to understand and evaluate a MARC record

Part I:

What Does MARC Mean?

What is a MARC record? A MARC record is a MA chine-Readable Cataloging record.

And what is a machine-readable cataloging record?

Machine-readable: "Machine-readable" means that one particular type of machine, a computer, can read and interpret the data in the cataloging record. The following pages will explain why this is important and how it is made possible.

Cataloging record: "Cataloging record" means a bibliographic record, or the information traditionally shown on a catalog card. The record includes (not necessarily in this order): 1) a description of the item, 2) main entry and added entries, 3) subject headings, and 4) the classification or call number. (MARC records often contain much additional information.)

1) Description: Librarians follow the rules in *Anglo-American Cataloguing Rules*, 2nd ed., 2002 revision to compose the bibliographic description of a library item. This "description" is shown in the paragraph sections of a card. It includes the title, statement of responsibility, edition, material specific details, publication information, physical description, series, notes, and standard numbers.

2) Main entry and added entries: AACR2 also contains rules for determining "access points" to the record (usually referred to as the "main entry" and "other added entries"), and the form these access points should take. Access points are the retrieval points in the library catalog where patrons should be able to look up the item.

In other words, the rules in AACR2 are used to answer questions such as: For this book, should there be entries in the catalog for more than one author or more than one title? Should the title of the series be noted? How should the author's name be written? Is this a "title main entry" item (no author)?

3) Subject headings (subject added entries): The librarian uses the *Sears List of Subject Headings* (Sears), the *Library of Congress Subject Headings* (LCSH), or some other list of standard subject headings to select the subjects under which the item will be listed. Use of an approved list is important for consistency, to ensure that all items on a particular subject are found under the same heading and therefore in the same place in the catalog.

For instance, the subject heading list indicates that all books about cats should be assigned the subject CATS. Using this authorized heading eliminates the possibility of listing some books under CATS and others under FELINES. Even if a book is called *All About Felines*, the subject heading will be typed CATS. That way, all books on that subject will be listed in one place in the catalog for the patron to find. The patron does not have to imagine all the possible synonyms for the word he is looking for.

4) Call number: The librarian uses a Dewey Decimal or Library of Congress classification schedule to select the call number for an item. The purpose of the call number is to place items on the same subject together on the same shelf in the library. Most items are sub-arranged alphabetically by author. The second part of the call number usually represents the author's name, facilitating this subarrangement.

Part II:

Why Is a MARC Record Necessary?

Why can't a computer just read a catalog card? The information from a catalog card cannot simply be typed into a computer to produce an automated catalog. The computer needs a means of interpreting the information found on a cataloging record. The MARC record contains a guide to its data, or little "signposts," before each piece of bibliographic information.

The place provided for each of these pieces of bibliographic information (author, title, call number, etc.) is called a "field." The records in simpler computer files sometimes have a fixed number of fields, and each field contains a fixed number of characters.

However, to allow proper cataloging of books and other library items, the best file structure allows for records with an unlimited number of fields and unlimited field lengths. This flexibility is necessary because not all titles are the same length (*The robe* versus *Alexander and the terrible, horrible, no good, very bad day*). Some books are part of a series, requiring a field for that information, while others have no series statement. And audiovisual items have much longer physical descriptions (5 filmstrips : sd., col. ; 35 mm. + teaching manual) than do most books (403 p. : ill. ; 22 cm.).

The computer cannot expect a certain type of information to begin and end at the same position in every bibliographic record. The statement of responsibility will not always begin with the 145th character of the record and end at the 207th position, for example. Therefore each MARC record contains a little "table of contents" to the record, according to a predefined standard.

Data "signposts:" The computer must have assistance if it is to read and interpret the bibliographic record. The box charts on the right illustrate the information these "signposts" need to convey.

If a bibliographic record has been marked correctly and saved in a computer data file, computer programs can then be written to punctuate and format the information correctly for printing a set of catalog cards, or for displaying the information on a computer screen. Programs can be written to search for and retrieve certain types of information within specific fields, and also to display lists of items meeting the search criteria.

Why one standard? You could devise your own method of organizing the bibliographic information, but you would be isolating your library, limiting its options, and creating much more work for yourself. Using the MARC standard prevents duplication of work and allows libraries to better share bibliographic resources. Choosing to use MARC enables libraries to acquire cataloging data that is predictable and reliable. If a library were to develop a "home-grown" system that did not use MARC records, it would not be taking advantage of an industry-wide standard whose primary purpose is to foster communication of information.

Using the MARC standard also enables libraries to make use of commercially available library automation systems to manage library operations. Many systems are available for libraries of all sizes and are designed to work with the MARC format. Systems are maintained and improved by the vendor so that libraries can benefit from the latest advances in computer technology. The MARC standard also allows libraries to replace one system with another with the assurance that their data will still be compatible.

MARC 21: The Library of Congress serves as the official depository of United States publications and is a primary source of cataloging records for US and international publications. When the Library of Congress began to use computers in the 1960s, it devised the LC MARC format, a system of using brief numbers, letters, and symbols within the cataloging record itself to mark different types of information. The original LC MARC format evolved into MARC 21 and has become the standard used by most library computer programs. The MARC 21 bibliographic format, as well as all official MARC 21 documentation, is maintained by the Library of Congress. It is published as *MARC 21 Format for Bibliographic Data*.

A comparison of the same record with textual information and with MARC tags illustrates the compactness of the MARC 21 format. It's a matter of storage space. Look at the box charts below . The MARC 21 format uses "260" "$a" "$b" and "$c" to mark the field that holds imprint data instead of storing the words "publication area," "place of publication," "name of publisher," and "date of publication" in each record. This convention makes more efficient use of computer storage space.

Record with textual "signposts"

"SIGNPOSTS"	DATA
Main entry, personal name with a single surname: The name:	Arnosky, Jim.
Title and Statement of responsibility area, pick up title for a title added entry, file under "Ra..." Title proper: Statement of responsibility:	Raccoons and ripe corn / Jim Arnosky.
Edition area: Edition statement:	1st ed.
Publication, distribution, etc., area: Place of publication: Name of publisher: Date of publication:	New York : Lothrop, Lee & Shepard Books, c1987.
Physical description area: Pagination: Illustrative matter: Size:	25 p. : col. ill. ; 26 cm.
Note area: Summary:	Hungry raccoons feast at night in a field of ripe corn.

Subject added entries, from Library of Congress subject heading list for children: Topical subject:	Raccoons.
Local call number:	599.74 ARN
Local barcode number:	8009
Local price:	$15.00

Same record with MARC tags

"SIGNPOSTS"			**DATA**
100	1#	$a	Arnosky, Jim.
245	10	$a	Raccoons and ripe corn /
		$c	Jim Arnosky.
250	##	$a	1st ed.
260	##	$a	New York :
		$b	Lothrop, Lee & Shepard Books,
		$c	c1987.
300	##	$a	25 p. :
		$b	col. ill. ;
		$c	26 cm.
520	##	$a	Hungry raccoons feast at night in a field of ripe corn.
650	#1	$a	Raccoons.
900	##	$a	599.74 ARN
901	##	$a	8009
903	##	$a	$15.0

Part III:

MARC Terms and Their Definitions

This section covers how to read, understand, and use a MARC record. It deals with what librarians using a library automation system will see and need to understand on their computer screens when adding, editing, or examining records. The emphasis will be on those areas commonly used in cataloging for schools and small public libraries, i.e. books and audiovisual materials. However, what is covered in this section applies equally to all forms of materials, including sound recordings, computer software, maps, and other non-book items.

Recently approved changes, some of which have already been implemented, to the MARC 21 bibliographic format have involved the concept of Format Integration. "Format Integration" means that the same "signposts" are used to mark data in records for all types of publications, rather than having different sets of "signposts" for each type. More technically, under Format Integration, one group of tags is used for records of all types of materials rather than having a tag set defined for each type.

The box chart in the previous section showed a MARC record labelled with "signposts." The proper names of these "signposts" are *field*, *tag*, *indicator*, *subfield*, *subfield code*, and *content designator*. These MARC 21 terms are covered in this section.

1. FIELDS are marked by TAGS.

A field: Each bibliographic record is divided logically into fields. There is a field for the author, a field for title information, and so on. These fields are subdivided into one or more "subfields." As previously noted, the textual names of the fields are too lengthy to be reproduced within each MARC record. Instead they are represented by 3-digit tags. (Though online catalogs may display the names of the fields, the names are supplied by the system software, not by the MARC record.)

A tag: Each field is associated with a 3-digit number called a "tag." A tag identifies the field -- the kind of data -- that follows. Even though a printout or screen display may show the tag immediately followed by indicators (making it appear to be a 4- or 5-digit number), the tag is always the first 3 digits.

The tags used most frequently are:

010 tag		marks the **Library of Congress Control Number** (LCCN)
020 tag		marks the **International Standard Book Number** (ISBN)
100 tag		marks a **personal name main entry** (author)
245 tag		marks the **title information** (which includes the title, other title information, and the statement of responsibility)
250 tag		marks the **edition**
260 tag		marks the **publication information**
300 tag		marks the **physical description** (often referred to as the "collation" when describing books)
490 tag		marks the **series statement**
520 tag		marks the **annotation or summary note**
650 tag		marks a **topical subject heading**
700 tag		marks a **personal name added entry** (joint author, editor, or illustrator)

Here is an example of a field. The number 100 is the tag, defining it as a personal name main entry (author) field.

```
100 1#   $a Pirsig, Robert M.
```

The Cataloging Distribution Service of the Library of Congress distributes a detailed listing of all tags in both the 2-volume publication *MARC 21 Format for Bibliographic Data* and a summarized single volume work entitled *MARC 21 Concise Formats*. For continued work with MARC records, these sets are highly recommended. They are detailed documents containing many examples. (See the bibliography for complete reference.)

In the MARC record, 10% of the tags are used over and over, and the other 90% are seen only occasionally or rarely. After even a short exposure to the MARC 21 format, it is not unusual to hear librarians speaking in "MARCese." Librarians who work with MARC records soon memorize the numbers for the fields common to the materials they catalog.

An outline of those 10% of the tags which are used most frequently is included with this brochure in Part VII. A brief list of some of the other tags is included in Part VIII.

2. Some fields are further defined by INDICATORS.

Indicators: Two character positions follow each tag (with the exception of Fields 001 through 009). One or both of these character positions may be used for indicators. In some fields, only the first or second position is used; in some fields, both are used; and in some fields, like the 020 and 300 fields, neither is used. When an indicator position is not used, that indicator is referred to as "undefined" and the position is left blank. It is the convention to represent a blank, or undefined, indicator position by the character "#".

Each indicator value is a number from 0 to 9. (Although the rules say it can be a letter, letters are uncommon.) Even though two indicators together may look like a 2-digit number, they really are two single-digit numbers. The allowable indicator values and their meanings are spelled out in the MARC 21 documentation. In the example which follows, the first 3 digits are the tag (245 defines this as a title field) and the next 2 digits (a 1 and a 4) are indicator values. The 1 is the first indicator; 4 is the second indicator.

```
245 14   $a The emperor's new clothes /
         $c adapted from Hans Christian Andersen
            and illustrated by Janet Stevens.
```

> *A **first indicator** value of 1 in the title field indicates that there should be a separate title entry in the catalog. In the card catalog environment, this means that a title card should be printed for this item and an entry for "Title" added to the tracings. A first indicator value of 0 would mean that a title main entry is involved; the card would be printed with the traditional hanging indention, and no additional tracing for the title would be required (since it is the main entry).*
>
> ***Nonfiling characters:** One of the more interesting indicators is the second indicator for the title field. It displays the number of characters at the beginning of the field (including spaces) to be disregarded by the computer in the sorting and filing process. For the title The emperor's new clothes, the second indicator is set to "4" so that the first four*

> *characters (the "T," the "h," the "e," and the space) will be skipped and the title will be filed under "emperor's."*

3. SUBFIELDS are marked by SUBFIELD CODES and DELIMITERS.

A subfield: Most fields contain several related pieces of data. Each type of data within the field is called a **subfield**, and each subfield is preceded by a **subfield code**. Fields 001 through 009 have no subfields.

For example, the field for a book's physical description (defined by the tag 300) includes a subfield for the extent (number of pages), a subfield for other physical details (illustration information), and a subfield for dimensions (centimeters):

```
300 ##   $a 675 p. : $b ill. ; $c 24 cm.
```

A subfield code: Subfield codes are one lowercase letter (occasionally a number) preceded by a delimiter. A delimiter is a character used to separate subfields. Each subfield code indicates what type of data follows it. (For each field in the MARC 21 bibliographic format, the MARC 21 documentation lists and describes the valid subfield codes.)

A delimiter: Different software programs use different characters to represent the delimiter on the screen or on printouts. Examples are a double dagger (**‡**), an "at sign" (**@**), a dollar sign (**$**), an underline (**_**), or the graphic symbol "**ǂ**". In this publication the dollar sign ($) is used as the delimiter portion of the subfield code.

In the example above, the subfield codes are **$a** for the extent, **$b** for other physical details, and **$c** for dimensions.

4. CONTENT DESIGNATORS is an inclusive term used to refer to tags, indicators, and subfield codes.

The three kinds of content designators -- tags, indicators, and subfield codes -- are the keys to the MARC 21 notation system. In his book, *MARC for Library Use* (2nd ed. (Boston: G.K. Hall & Co., 1989), p. 5), Walt Crawford calls the MARC system a "shorthand notation" system. The three types of content designators are the shorthand symbols that label and explain the bibliographic record.

5. Some GENERAL RULES.

There are some general rules that help define what all the numbers used as field tags mean. Please note that in discussions of MARC 21 tags, the notation XX is often used to refer to a group of related tags. For example, 1XX refers to all the tags in the 100s: 100, 110, 130, and so on.

> ***A. Tags divided by hundreds.*** *The basic divisions of the MARC 21 bibliographic record*

are:

	0XX		*Control information, numbers, codes*
	1XX		*Main entry*
	2XX		*Titles, edition, imprint (in general, the title, statement of responsibility, edition, and publication information)*
	3XX		*Physical description, etc.*
	4XX		*Series statements (as shown in the book)*
	5XX		*Notes*
	6XX		*Subject added entries*
	7XX		*Added entries other than subject or series*
	8XX		*Series added entries (other authoritative forms)*

The 9XXs have been left for locally-defined uses, such as local barcode numbers. Local libraries, vendors, or systems can define and use them for attaching other types of information to records. (X9Xs in each of these groups -- 09X, 59X, etc. -- are also reserved for local use, except 490.)

The list of the most common tags shows how each fits into one of these divisions: 100 is an author main entry, 520 is a summary note, and so on.

B. Access points: *Access points (a main entry, subject added entries, and other added entries) are an important part of the bibliographic record. These are the headings for which separate cards were created for the traditional card catalog, and which a patron or librarian can search in an online catalog. Most of the access points are in:*

	1XX		*fields (main entries)*
	4XX		*fields (series statements)*
	6XX		*fields (subject headings)*
	7XX		*fields (added entries other than subject or series)*
	8XX		*fields (series added entries)*

These are the fields that are under authority control.

*"**Authority control**" means following a recognized or established form. Usually, a cataloger chooses subject and name headings from a list of approved headings. In a conversation, if you talked about visiting the "Getty Museum" and the "J. Paul Getty Museum" in California, your listener would know you meant the same thing. But if a cataloger sometimes uses "Getty Museum" and other times uses "J. Paul Getty Museum" as headings in a catalog, the library user will have a difficult time finding all the books on that subject. If a cataloger follows the Library of Congress's list of established forms for names, he or she will use the heading "J. Paul Getty Museum." As long as the cataloger always uses one established form, all the books on that museum will be found in one place in the catalog.*

For names, the best authority is the Library of Congress Name Authority file. This file is available in machine-readable format from the Cataloging Distribution Service (CDS) of the Library of Congress or online at http://authorities.loc.gov. The form of the name used (personal name, corporate name, conference or meeting name, series title, or uniform title) can be checked against this authority.

For topics or geographic names, the common subject authority lists are the Library of Congress Subject Headings or the Sears List of Subject Headings. The form of a subject heading should match one on the list or follow the rules for construction.

In a desktop computer system, it is difficult to store all of the Library of Congress authority files. Five gigantic volumes are required to list the Library of Congress Subject Headings. The portion used by a school or special librarian would be only a fraction of the whole.

What is more important on the computer-based library catalog is what is termed "local authority control." Local authority control allows the librarian to look at the list of subject headings or the list of author names and ask to reuse one that has already been entered. In that way, all headings for the same person or same subject will be entered exactly the same way -- which is the point of authority control. Names shown in Cataloging in Publication (CIP) data in books are also based on Library of Congress authority records at the time of publication. The forms shown for current publications in an online catalog after a retrospective conversion of data should be correct, since nearly every book or data vendor's database is based on Library of Congress MARC files.

The term "retrospective conversion" describes a project that converts bibliographic records from their present form -- such as shelflist cards or a brief circulation record -- to full machine-readable bibliographic records. The term retrospective is used because the project is done for a library's existing collection -- everything placed in the library up to the present time. Usually the retrospective conversion is done by "matching" a library's old records (whether on cards or in a non-MARC format) to a database of full records in machine readable form. Rather than rekeying old records, a librarian can purchase the equivalent MARC records.

*C. **Parallel content:** The fields requiring authority control are also the fields that use parallel tag construction. In general, in the 1XX, 4XX, 6XX, 7XX and 8XX fields, a personal name will have the last two digits 00. Therefore, for a main entry (1XX) that is a personal name (X00), the correct tag is 100. For a subject heading (6XX) that is a personal name, the tag is 600, and so on. This parallel content can be summarized as follows:*

	X00		*Personal names*
	X10		*Corporate names*
	X11		*Meeting names*
	X30		*Uniform titles*
	X40		*Bibliographic titles*
	X50		*Topical terms*
	X51		*Geographic names*

By combining this chart with the chart "Tags divided by hundreds" (above), it becomes evident that if the subject of a book (6XX) is a person (Lincoln, Abraham), the tag will be 600; if the subject of the book is a corporation (Apple Computer, Inc.), the tag will be 610; if the subject of the book is a topic (Railroads), the tag will be 650; if the subject of a book is a place (United States), the tag will be 651. An added entry (7XX) for a joint author (a personal name) will have tag 700.

The Dewey Decimal classification uses a similar construct in its tables for geographic locations or standard subdivisions.

6. Unique information appears at the beginning of the MARC record.

Preceding the main bibliographic record parts -- which are known to all librarians because of their presence on catalog cards -- the MARC record contains some less familiar information. Automated cataloging systems usually provide default data or prompts to help a cataloger input this information.

*A. **Leader:** The leader is the first 24 characters of the record. Each position has an assigned meaning, but much of the information in the leader is for computer use. MARC record creation and editing programs usually provide a window or prompts to assist the cataloger in filling in any leader data elements that require input. The details required for interpreting the leader are in Part IX of this brochure.*

*B. **Directory:** MARC records are called "tagged" records. Before it becomes a tagged record, a MARC record (in what is called the MARC communications format), looks very different -- like one long run-on sentence. In the communications format, the fields are not preceded by tags. However, immediately following the leader is a block of data called a*

> *directory. This directory tells what tags are in the record and where they are placed (by a count of the characters to the position where each field begins). The directory is constructed (by computer) from the bibliographic record, based on the cataloging information, and, if any of the cataloging information is altered, can be reconstructed in the same way. Part XI displays a record in MARC 21 communications format, including its directory.*
>
> ***C. The 008 field:** The 008 field is referred to as Fixed-Length Data Elements, or Fixed Field Codes. Its 40 characters contain important information, but in an abbreviated form. Although it is not yet used to its fullest in online catalog systems, this field can be used to identify and retrieve records matching specific criteria.*
>
> *For example, there is a code in this field to indicate whether a book is large-print, a code to identify the country of publication, a code to identify juvenile materials, a code to indicate the language of the text, and so on. The details required for interpreting the 008 field for books are in Part X.*

Part IV:

Where Do MARC Records Originate?

Shared cataloging information -- shared bibliographic records -- has been a reality for a number of years. Many librarians have chosen to maximize limited resources by acquiring cataloging data rather than creating it themselves. For almost a century they have been able to order sets of catalog cards for their new books from the Library of Congress, or, more recently, from book jobbers.

Others typed their own cards, using the Cataloging in Publication (CIP) data found on the verso of the title page of many books. Librarians also adapted the partial or full cataloging records printed in library journals or in bibliographies.

Once computers became available, it was no longer necessary for librarians everywhere to constantly "reinvent the wheel." Why should hundreds of catalogers each use valuable time to compose nearly identical cataloging records for the same item when one cataloger could do it and share the record that had been created? Why should hundreds of typists retype that same record on cards when a computer could be programmed to print them?

After the MARC record was developed, libraries shared in the benefits of machine-readable cataloging whether they had an online system or not. The cards, purchased from the Library of Congress or from a jobber, were computer-printed from bibliographic records based on Library of Congress MARC files.

Colleges and universities with large library budgets joined bibliographic utilities such as OCLC, WLN, RLIN, and A-G Canada. For an on-going fee plus communication costs, their technical service departments went online with the utilities' powerful mainframe computers. These ventures allowed those libraries to use and contribute MARC records. Catalog cards could be ordered, and a printer could be hooked up to the system to receive data over the phone lines and print book labels.

Now we are in an exciting age when powerful, inexpensive computers are available for the management of library operations in all types and sizes of libraries. Computer software programs allow an individual library to have its own self-contained circulation system or online public access catalog. These programs often can read, store, and print MARC records. Today's computers use hard disks and floppy disks for storage of information rather than the tape drives used by mainframe computers. For computers, data is commonly sent and received on floppy disks. From the floppy disks, bibliographic records are uploaded to the stationary hard disk.

As library automation technology changes and as cataloging needs change, the MARC 21 formats and related MARC 21 documentation are changing also. Although the MARC format was originally developed by the Library of Congress and the MARC 21 format documentation is maintained and published there, the Library does not make changes or revisions unilaterally.

Two groups which are responsible for reviewing and revising MARC 21 format documentation are MARBI and the MARC Advisory Committee. The Machine-Readable Bibliographic Information (MARBI) Committee is a committee of the American Library Association (ALA) and is composed of three representatives from each of the three function-oriented divisions of ALA: ALCTS (technical services function); LITA (automation); and RUSA (reference). ALA tries to assure that all types of expertise are represented on MARBI. The MARC Advisory Committee is composed of representatives from the national libraries, the bibliographic utilities, vendor groups, and other library and scholarly associations. MARBI meets in conjunction with the MARC Advisory Committee at each ALA conference (annual and mid-winter). The major activity of the Committee is the review of discussion papers and proposals submitted by or through the Library of Congress for changes or additions to existing MARC formats, or the development of new MARC format support in emerging areas.

In 1987, the Library of Congress issued the first edition of the document *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media* to aid libraries and other organizations who create or acquire MARC 21 records. Subsequent editions were published in 1990, 1994, and 2000. This document provides technical information on the structure of MARC records, the character sets used in MARC records, and the format for distribution media for MARC 21 records. It is intended for the use of personnel involved in the design and maintenance of systems for the exchange and processing of MARC records.

With the proliferation of computer systems in libraries, it became apparent that a standard was also needed for the exchange of MARC records on floppy diskette. Working closely with representatives from book and data vendors and library automation systems vendors, MARBI and the Advisory Committee recommended proposals which resulted in the necessary changes and additions to the MARC 21 format to fully specify record transfer using diskettes.

More recently, specifications have been developed also for the distribution of MARC records via file transfer (FTP). The diskette and FTP distribution specifications first appeared in the 1994 edition of MARC 21 specifications.

Librarians, vendors -- anyone at all -- who distributes cataloging data should be able to provide standard MARC 21 cataloging in standard format. Library automation systems vendors should be able to design their systems to correctly receive and process standard MARC records. Individual librarians using computers to manage their libraries are the direct beneficiaries of all this MARC 21 standards work.

Part V:

MARC Data Issues

As computers and technology continue to advance, important issues arise about the quality of library data and computer-based library automation systems. You need to be aware of these issues and their importance to your library.

A. Data questions: When bibliographic records are evaluated, some important questions which need to be addressed are: *What is the quality of the MARC data? Which MARC 21 fields are present? Is the data based on Library of Congress MARC records? If so, is the full information that is available on those files evident in the records? Is anything added to the record?*

Some librarians ask several vendors of bibliographic data for printed examples of their MARC records in order to compare their fullness and compliance with MARC 21 standards.

Clearly, the contents of the bibliographic records will determine the success of a library's automated operations to a very great extent, for you and your patrons. It is very important to ensure receipt of the highest quality records available.

B. Software questions: The next logical questions to ask are: *Does the library automation system being evaluated make full use of the cataloging information? Does it retain all the data and the MARC 21 content designators?*

Does the system load in the full record, with no unreasonable or false limitations on such things as the number of subject headings it will index or the length of the note fields? Even though the disk contained excellent, full records, any library automation system will be able to use only what was transferred to the hard disk. (If a circulation system loads in only circulation data, it is important to keep the MARC 21 data disks for upgrading to full bibliographic records at a later time, in order to expand to an online catalog.)

Are the MARC tags, indicators, and subfield codes still present on the librarian's data entry screen? Are the indicators used correctly? Are the subfield codes used correctly? (The information in Part VII will help in evaluating correct use of the content designators.)

After records are added to a database, it is important to store them in the MARC 21 bibliographic format. Future projects may require their use. The MARC format is an industry-wide standard. As additional programs become available, a library's ability to participate in them could hinge on the quality of its bibliographic records.

That brings up one other point. Does the system allow for downloading, or writing the records back out to a disk, to use in other projects such as a union catalog project? Will a program be available to write them in the MARC communications format? (See Part XI for a discussion of various communication and screen formats.)

Part VI:

In Conclusion

In these pages you've learned what the acronym MARC means. You've seen why a standard format for identifying elements of bibliographic data became necessary and why it is still important. You've learned to d efine and identify the three types of MARC content designators: tags, subfield codes, and indicators. Most important, with this knowledge you can understand the questions that should concern you when considering the purchase of bibliographic data or of a library automation system.

To build on this basic introduction to the topic, additional reading on the subject or courses in online cataloging can be beneficial. Further readings are suggested in the bibliography. MARC may appear difficult at first, but with knowledge and use, it will begin to make sense. As you become more familiar with MARC, the simpler it will become.

2.2.1: What is a MARC Record, and Why is it Important? is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.2.2: MARC 21 Reference Materials (Parts VII to X)

Part VII:

A Summary of Commonly Used MARC 21 Fields

This is a summary of the MARC 21 tags used most frequently by libraries in entering their own bibliographic records. For full listings of all MARC 21 tags, indicators, and subfield codes, see *MARC 21 Format for Bibliographic Data*.

In the explanations on these pages:

Tags -- The tags (3-digit numbers) are followed by the names of the fields they represent. In this summary, and in the *MARC 21 Format for Bibliographic Data*, if a tag can appear more than once in one bibliographic record, it is labeled repeatable (R). If it can only be used once, it is labeled non-repeatable (NR). For example, a catalog record can have several subjects, so the tags for subject added entries (6XX) are labeled repeatable (R).

Indicators -- The use of indicators is explained in fields where they are used. Indicators are one-digit numbers. Beginning with the 010 field, in every field -- following the tag -- are two character positions, one for Indicator 1 and one for Indicator 2. The indicators are not actually defined in all fields, however. And it is possible that a 2nd indicator will be used, while the 1st indicator remains undefined (or vice versa). When an indicator is undefined, the character position will be represented by the character # (for blank space).

Subfield codes -- All the data in each field (beginning with the 010 field) is divided into subfields, each of which is preceded by a delimiter-subfield code combination. The most common subfield codes used with each tag are shown. Each subfield code is preceded by the character $, signifying a delimiter. The name of the subfield follows the code.

In general, every field MUST have a subfield 'a' (**$a**). One exception that is often seen is in Field 020 (ISBN), when the ISBN information (subfield **$a**) is unavailable but the price (subfield **$c**) is known. Some subfields are repeatable. In this summary, repeatability is noted for only the more common repeatable subfields.

Examples: Examples follow the explanation for each field. For clarity, one space has been placed between the tag and the first indicator, one space has been placed between the second indicator and the first delimiter- subfield code, and one space has been inserted between the delimiter-subfield code and the subfield data.

010 Library of Congress Control Number -- (LCCN)
(NR, or Not Repeatable

Indicators undefined.
Subfield used most often:

$a -- Library of Congress control number

```
Example:    010 ##  $a ###86000988#
```

020 International Standard Book Number -- (ISBN)
(R, or Repeatable)

Indicators undefined.
Subfields used most often:

$a -- International Standard Book Number
$c -- Terms of availability (often a price)
$z -- Cancelled/invalid ISBN (R)

```
Example:    020 ##  $a 0877547637
```

040 Cataloging source -- (NR)

Indicators undefined.
Subfields used most often:

$a -- Original cataloging agency
$c -- Transcribing agency
$d -- Modifying agency (R)

```
Example:    040 ## $a DLC
                   $c DLC
                   $d gwhs
```

100 Main entry -- Personal name -- (primary author)
(NR; there can be only one main entry)

Indicator 1: **Type of personal name entry element**

0 -- Forename
1 -- Surname (this is the most common form)
3 -- Family name

Indicator 2 undefined.

Indicator 2 became obsolete in 1990. Older records may display 0 or 1

Subfields used most often:

$a -- Personal name
$b -- Numeration
$c -- Titles and other words associated with a name (R)
$q -- Fuller form of name
$d -- Dates associated with a name (generally, year of birth)

```
Example:    100 1# $a Gregory, Ruth W.
                   $q (Ruth Wilhelme),
                   $d 1910-
```

130 Main entry -- Uniform title -- (NR)

Indicator 1: **Nonfiling characters**

0-9 -- Number of nonfiling characters present (for initial articles, including spaces)

Indicator 2 undefined.

Indicator 2 became obsolete in 1990. (See 100 above.)

Subfields used most often:

$a -- Uniform title
$p -- Name of part/section of a work (R)
$l -- Language of a work
$s -- Version
$f -- Date of a work

```
Example:    130 0# $a Bible.
                   $p O.T.
                   $p Psalms.
```

240 Uniform title (NR)

Indicator 1: **Uniform title printed or displayed**

0 -- Not printed or displayed
1 -- Printed or displayed (most common)

Indicator 2: **Nonfiling characters**

0-9 -- Number of nonfiling characters present (for initial articles, including spaces)

Subfields used most often:

$a -- Uniform title
$l -- Language of a work
$f -- Date of a work

```
Example:    240 10 $a Ile mystérieuse.
                   $l English.
                   $f 1978
```

245 Title Statement (NR)			
Indicator 1: Title added entry			
	(Should the title be indexed as a title added entry?)		
	0 -- No title added entry		
		(indicates a title main entry; i.e. no author is given)	
	1 -- Title added entry		
		(the proper indicator when an author given in 1XX; the most common situation)	
Indicator 2: Nonfiling characters			
	0-9 --	Number of nonfiling characters present, including spaces; usually set at zero, except when the title begins with an article; e.g., for *The robe*, the second indicator would be set to 4. The letters *T*, *h*, *e*, and the space following them are then ignored in alphabetizing titles. The record will be automatically filed under "*r*" -- for *Robe*.	
Subfields used most often:			
	$a --	Title proper	
	$h --	Medium (often used for non-book media)	
	$p --	Name of part/section of a work (R)	
	$b --	Reminder of title (subtitles, etc.)	
	$c --	Remainder of title page transcription/Statement of responsibility	

```
Example:    245 14 $a The DNA story :
                   $b a documentary history of gene
                      cloning /
                   $c James D. Watson, John Tooze.
```

246 Varying form of title (R)

Indicator 1: **Note/title added entry controller**

1 -- Note, title added entry
3 -- No note, title added entry

Indicator 2: **Type of title**

-- No information provided
0 -- Portion of title
1 -- Parallel title
4 -- Cover title
8 -- Spine title

Subfield used most often:

$a -- Title proper

```
Example:    246 3# $a Four corners power review
```

250 Edition statement (NR)

Indicators undefined.
***Subfield used most often*:**

$a -- Edition statement

```
Example:    250 ## $a 6th ed.
```

260 Publication, distribution, etc. (Imprint) (R)

Indicator 1: **Sequence of publishing statements**

-- No information provided

Indicator 2: Undefined
Subfields used most often:

$a -- Place of publication, distribution, etc. (R)
$b -- Name of publisher, distributor, etc. (R)
$c -- Date of publication, distribution, etc. (R)

```
Example:    260 ## $a New York :
                   $b Chelsea House,
                   $c 1986.
```

300 Physical description (R)

Indicators undefined.
Subfields used most often:

$a -- Extent (number of pages) (R)
$b -- Other physical details (usually illustration information)

$c -- Dimensions (cm.) (R)
$e -- Accompanying material (for example, "teacher's guide" or "manual")

```
Example:    300 ## $a 139 p. :
                   $b ill. ;
                   $c 24 cm.
```

440 Series statement / Added entry--Title

This field was made obsolete in 2008 to simplify the series statement. See 490 and 830.

490 Series statement (No added entry is traced from field) (R)

Indicator 1: **Specifies whether series is traced (whether an 8XX tag is also present)**

0 -- Series not traced
1 -- Series traced (8XX is in record)

Indicator 2 undefined.
Subfield used most often:

$a -- Series statement (R)
$v -- Volume number (R)

```
Example:    490 1# $a Colonial American craftsmen
```

500 General note (R)

Indicators undefined.
Subfield used most often:

$a -- General note (Used when no specialized note field has been defined for the information. Examples: Notes regarding the index; the source of the title; variations in title; descriptions of the nature, form, or scope of the item.)

```
Example:    500 ##  $a Includes index.
```

504 Bibliography, etc. note (R)

Indicators undefined.
Subfield used most often:

$a -- Bibliography, etc. note

```
Example:    504 ## $a Includes bibliographical
                      references.
```

505 Formatted contents note (R)

Indicator 1: **Type of contents note**

0 -- Complete contents
1 -- Incomplete contents (used with multivolume set when some volumes are not yet published)
2 -- Partial contents

Indicator 2: **Level of content designation**

-- Basic

Subfield used most often:

$a -- Formatted contents note

```
Example:    505 0# $a Pride and prejudice -- Emma
                      -- Northanger Abbey.
```

520 Summary, etc. note (R)

Indicator 1: **Display constant controller**

-- Summary
1 -- Review
2 -- Scope and content
3 -- Abstract

Indicator 2 undefined

Subfields used most often

$a -- Summary, abstract, or annotation
$b -- Expansion of summary note

```
Example:    520 ## $a This basic guide to parliamentary
                      procedure tells how to conduct
                      and participate in a meeting
                      properly.
```

600 Subject added entry -- Personal name (R)

Indicator 1: **Type of personal name entry element**

0 -- Forename
1 -- Surname (this is the most common form)
3 -- Family name

Indicator 2: **Subject heading system/thesaurus (identifies the specific list or file which was used)**

0 -- Library of Congress Subject Headings
1 -- LC subject headings for children's literature
2 -- Medical Subject Headings
3 -- National Agricultural Library subject authority file
4 -- Source not specified
5 -- Canadian Subject Headings
6 -- Répertoire de vedettes-matière
7 -- Source specified in subfield $2

(Note regarding Sears subject headings: The MARC 21 format does not provide an assigned indicator for Sears subject headings. Therefore, an indicator of 7 is used, and the MARC defined code "sears" is placed in subfield $2.)

Subfields used most often:

$a -- Personal name (surname and forename)
$b -- Numeration
$c -- Titles and other words associated with a name (R)
$q -- Fuller form of name
$d -- Dates associated with a name (generally, year of birth)
$t -- Title of a work
$v -- Form subdivision (R)
$x -- General subdivision (R)
$y -- Chronological subdivision (R)
$z -- Geographic subdivision (R)
$2 -- Source of heading or term (used with 2nd indicator of 7)

```
Example:    600 10 $a Shakespeare, William,
                   $d 1564-1616
                   $x Comedies
                   $x Stage history.
```

```
Example:    600 10 $a Shakespeare, William,
                   $d 1564-1616
                   $x Knowledge
                   $z Rome
                   $v Congresses.
```

Notice that subfields $v, $x, and $z in the 600 field are repeatable. Subfields $v, $x, $y, and $z do not have to be in alphabetical order. They will be in the order prescribed by the instructions given by the subject heading system.

610 Subject added entry -- Corporate name (R)

Indicator 1: **Type of corporate name entry element**

0 -- Inverted name (not used with AACR2)
1 -- Jurisdiction name
2 -- Name in direct order

Indicator 2: **Subject heading system/thesaurus.**

See indicator 2 under 600

Subfields used most often:

$a -- Corporate name or jurisdiction name as entry element
$b -- Subordinate unit (R)
$v -- Form subdivision (R)
$x -- General subdivision (R)
$y -- Chronological subdivision (R)
$z -- Geographic subdivision (R)
$2 -- Source of heading or term (used with 2nd indicator of 7)

```
Example:    610 10 $a United States.
                   $b Army Air Forces
                   $v Biography.
```

650 Subject added entry -- Topical term (Most subject headings fit here.) (R)

Indicator 1: **Level of subject**

-- No information provided

Indicator 2: **Subject heading system/thesaurus**
(identifies the specific list or file which was used)

0 -- Library of Congress Subject Headings
1 -- LC subject headings for children's literature
2 -- Medical Subject Headings
3 -- National Agricultural Library subject authority file
4 -- Source not specified
5 -- Canadian Subject Headings
6 -- Répertoire de vedettes-matière
7 -- Source specified in subfield $2

Note regarding Sears subject headings: The MARC 21 format does not provide an assigned indicator for Sears subject headings. Therefore, an indicator of 7 is used, and the MARC defined code "sears" is placed in subfield $2.)

Subfields used most often:

$a -- Topical term
$v -- Form subdivision (R)

$x -- General subdivision (R)
$y -- Chronological subdivision (R)
$z -- Geographic subdivision (R)
$2 -- Source of heading or term used with 2nd indicator of 7)

```
Example:    650 #0 $a Theater
                   $z United States
                   $v Biography
                   $v Dictionaries.
```

Notice that subfields $v, $x, and $z in the 650 field are repeatable. Subfields $v, $x, $y, and $z do not have to be in alphabetical order. They will be in the order prescribed by the instructions given by the subject heading system.

651 Subject added entry -- Geographic name (R)

Indicator 1: **undefined.**
Indicator 2: **Subject heading system/thesaurus.**

See indicator 2 under 600

Subfields used most often:

$a -- Geographic name
$v -- Form subdivision (R)
$x -- General subdivision (R)
$y -- Chronological subdivision (R)
$z -- Geographic subdivision (R)
$2 -- Source of heading or term (used with 2nd indicator of 7)

```
Example:    651 #0 $a United States
                   $x History
                   $v Chronology.
```

Notice that subfields $v, $x, and $z in the 651 field are repeatable. Subfields $v, $x, $y, and $z do not have to be in alphabetical order. They will be in the order prescribed by the instructions given by the subject heading system.

700 Added entry -- Personal name (R)

Indicator 1: **Type of personal name entry element**

0 -- Forename
1 -- Surname (this is the most common form)
3 -- Family name

Indicator 2: **Type of added entry**

-- No information provided (most common; co-authors, editors, etc.)
2 -- Analytical entry (The values for Indicator 2 changed in 1994 with Format Integration, and older records may display additional values. An analytical entry involves an author/title of an item contained in a work.)

Subfields used most often:

$a -- Personal name
$b -- Numeration
$c -- Titles and other words associated with a name (R)
$q -- Fuller form of name
$d -- Dates associated with a name (generally, year of birth)
$e -- Relator term (such as ill.) (R)
$4 -- Relator code (R)

```
Example:    700 1# $a Baldridge, Letitia.
```

710 Added entry -- Corporate name (R)

Indicator 1: **Type of corporate name entry element**

0 -- Inverted name (not used with AACR2)
1 -- Jurisdiction name
2 -- Name in direct order

Indicator 2: **Type of added entry.**

See Indicator 2 under 700

-- No information provided
2 -- Analytical entry

Subfields used most often:

$a -- Corporate name or jurisdiction name as entry element
$b -- Subordinate unit (R)

```
Example:    710 2# $a Sunburst Communications (Firm)
```

740 Added entry -- Uncontrolled related/analytical title (R)

Indicator 1: **Nonfiling characters**

0-9 -- Number of nonfiling characters present (for initial articles, including spaces)

Indicator 2:**Type of added entry. See Indicator 2 under 700**

-- No information provided
2 -- Analytical entry
(This field was redefined in 1994 with Format Integration. Prior to 1994, the field was also used for variant titles, such as a different wording on a spine title. In records created since Format Integration, those variant tiles appear in a 246 field.)

Subfield used most often:

$a -- Title

```
Example:    740 02 $a Uncle Vanya.
```

800 Series added entry -- Personal name (R)

Indicator 1: **Type of personal name entry element**

0 -- Forename
1 -- Surname
3 -- Family name

Indicator 2 undefined.

Subfields used most often:

$a -- Personal name
$b -- Numeration
$c -- Titles and other words associated with a name (R)
$q -- Fuller form of name
$d -- Dates associated with a name (generally, year of birth)
$t -- Title of a work (the series)
$v -- Volume number

```
Example:    800 1# $a Fisher, Leonard Everett.
                    $t Colonial American craftsmen.
```

830 Series added entry -- Uniform title (R)

Indicator 1 undefined.

Indicator 2: **Nonfiling characters**

0-9 -- Number of nonfiling characters present (for initial articles, including spaces)

Subfield used most often:

$a -- Uniform title
$v -- Volume number

```
Example:    830 #0 $a Railroads of America (Macmillan)
```

Part VIII:

A List of Other Fields Often Seen in MARC Records

001		Control number
003		Control number identifier
005		Date and time of latest transaction
006		Fixed-length data elements -- additional material characteristics
007		Physical description fixed field
008		Fixed length data elements (See Part X)
022		International Standard Serial Number (ISSN)
037		Source of acquisition
041		Language code
043		Geographic area code
050		Library of Congress call number
060		National Library of Medicine call number
082		Dewey Decimal classification number (the one recommended by the Library of Congress; locally-assigned call numbers may appear elsewhere)
110		Main entry -- Corporate name (less frequent under AACR2 rules)
256		Computer file characteristics
263		Projected publication date (indicates a CIP -- Cataloging in Publication -- record)
306		Playing time
508		Creation/production credits note
510		Citation/references note (review sources)
511		Participant or performer note
521		Target audience note (first indicator: 0 = reading grade level, 1 = interest age level, 2 = interest grade level, 3 = special audience characteristics, 4 = motivation interest level)
530		Additional physical form available note
538		System details note
586		Awards note
656		Index term -- Occupation
730		Added entry -- Uniform title
852		Location
856		Electronic location and access
9XX		Reserved for local use. (They are used by vendors, systems, or individual libraries to exchange additional data)

Part IX:

The Leader

There are 24 positions in the Leader, numbered from 00 to 23. For fuller explanation, see the *MARC 21 Format for Bibliographic*

Data.

00-04	Record length (calculated by the computer for each record)		
05	Record status		
	a	=	increase in encoding level
	c	=	corrected or revised
	d	=	deleted
	n	=	new
	p	=	increase in encoding from prepublication (previous CIP)
06	Type of record		
	a	=	language material
	c	=	printed music
	d	=	manuscript music
	e	=	cartographic material
	f	=	manuscript cartographic material
	g	=	projected medium
	i	=	nonmusical sound recording
	j	=	musical sound recording
	k	=	2-dimensional nonprojectable graphic
	m	=	computer file
	o	=	kit
	p	=	mixed materials
	r	=	3-dimensional artifact or naturally occurring object
	t	=	manuscript language material
07	Bibliographic level		
	a	=	monographic component part
	b	=	serial component part
	c	=	collection
	d	=	subunit
	i	=	integrating resource
	m	=	monograph/item
	s	=	serial
08	Type of control		

	#	=	no specified type
	a	=	archival
09	Character coding scheme		
	#	=	MARC-8
	a	=	UCS/Unicode
10	Indicator count (always "2")		
11	Subfield code count (always "2")		
12-16	Base address of data (calculated by the computer for each record)		
17	Encoding level		
	#	=	full level
	1	=	full level, material not examined
	2	=	less-than-full level, material not examined
	3	=	abbreviated level
	4	=	core level
	5	=	partial (preliminary) level
	7	=	minimal level
	8	=	prepublication level (CIP)
	u	=	unknown
	z	=	not applicable
18	Descriptive cataloging form		
	#	=	non-ISBD
	a	=	AACR2
	i	=	ISBD
	u	=	unknown
19	Multipart resource record level		
	#	=	Not specified or not applicable
	a	=	Set
	b	=	Part with independent title
	c	=	Part with dependent title
20	Length of the length-of-field portion (always "4")		
21	Length of the starting-character-position portion (always "5")		
22	Length of the implementation-defined portion (always "0")		

23	Undefined (always "0")

Part X:

Field 008 for Books

Field 008 is used for Fixed Length Data Elements ("Fixed Field Codes"). There are 40 character positions in field 008, numbered from 00-39. Undefined positions must contain either a blank (#) or a fill character (|). Positions 00-17 and 35-39 are defined the same way for all media.

The information shown here for positions 18-34 applies only to books. For explanation of all the positions below and for positions 18-34 for other media, see the *MARC 21 Format for Bibliographic Data*.

Note that field 008 has no indicators or subfield codes.

00-05	Date entered on file (YYMMDD), where Y=year, M=month, and D=day		
06	Type of date/publication status:		
	b	=	no dates given; B.C. date involved
	e	=	detailed date
	s	=	single known date/probable date
	m	=	multiple dates
	r	=	reprint/reissue date (Date 1) and original date (Date 2)
	n	=	dates unknown
	q	=	questionable date
	t	=	publication date and copyright date
	|	=	no attempt to code
07-10	Date 1/beginning date of publication		
11-14	Date 2/ending date of publication		

Date fields contain the year(s) of publication. The type of date(s) in these elements are specified in fixed field element 06: Type of date/publication status. (For further details, see the field 008 description in the *MARC 21 Format for Bibliographic Data*.)

15-17	Place of publication, production, or execution For example:

	pk#	=	Pakistan
	cau	=	California (US)

(For a full list of codes used in these positions, see the *MARC Code List for Countries*.)

18-21	Illustrations (up to 4 codes):		
	#	=	no illustrations
	a	=	illustrations
	b	=	maps
	c	=	portraits
	d	=	charts
	e	=	plans
	f	=	plates
	g	=	music
	h	=	facsimiles
	i	=	coats of arms
	j	=	genealogical tables
	k	=	forms
	l	=	samples
	m	=	phonodisc, phonowire, etc.
	o	=	photographs
	p	=	illuminations
	|	=	no attempt to code
22	Target audience:		
	#	=	unknown or not specified
	a	=	preschool
	b	=	primary
	c	=	pre-adolescent
	d	=	adolescent
	e	=	adult
	f	=	specialized
	g	=	general
	j	=	juvenile
	|	=	no attempt to code
23	Form of item:		
	#	=	none of the following

	a	=	microfilm
	b	=	microfiche
	c	=	microopaque
	d	=	large print
	f	=	braille
	r	=	regular print reproduction
	s	=	electronic
	|	=	no attempt to code
24-27	Nature of contents (up to 4):		
	#	=	no specified nature of contents
	a	=	abstracts/summaries
	b	=	bibliographies (is one or contains one)
	c	=	catalogs
	d	=	dictionaries
	e	=	encyclopedias
	f	=	handbooks
	g	=	legal articles
	i	=	indexes
	j	=	patent document
	k	=	discographies
	l	=	legislation
	m	=	theses
	n	=	surveys of literature
	o	=	reviews
	p	=	programmed texts
	q	=	filmographies
	r	=	directories
	s	=	statistics
	t	=	technical reports
	u	=	standards/specifications
	v	=	legal cases and notes
	w	=	law reports and digests

	z	=	treaties
	|	=	no attempt to code
28	Government publication:		
	#	=	not a government publication
	i	=	international intergovernmental
	f	=	federal/national
	a	=	autonomous or semi-autonomous component
	s	=	state, provincial, territorial, dependent, etc.
	m	=	multistate
	c	=	multilocal
	l	=	local
	z	=	other type of government publication
	o	=	government publication -- level undetermined
	u	=	unknown if item is government publication
	|	=	no attempt to code
29	Conference publication:		
	0	=	not a conference publication
	1	=	conference publication
	|	=	no attempt to code
30	Festschrift:		
	0	=	not a festschrift
	1	=	festschrift
	|	=	no attempt to code
31	Index:		
	0	=	no index
	1	=	index present
	|	=	no attempt to code
32	Undefined (since 1990) (Earlier records may contain the values 0 or 1)		
	#	=	Undefined
	|	=	no attempt to code
33	Literary form:		
	0	=	not fiction (not further specified)

	1	=	fiction (not further specified)
	c	=	comic strips
	d	=	dramas
	e	=	essays
	f	=	novels
	h	=	humor, satires, etc.
	i	=	letters
	j	=	short stories
	m	=	mixed forms
	p	=	poetry
	s	=	speeches
	u	=	unknown
	|	=	no attempt to code
34	Biography:		
	#	=	no biographical material
	a	=	autobiography
	b	=	individual biography
	c	=	collective biography
	d	=	contains biographical information
	|	=	no attempt to code
35-37	Language: A three-letter code. For example: eng fre ger spa rus ita		

(For a full list of codes used in these positions, see the *MARC Code List for Languages*.)

38	Modified record:		
	#	=	not modified
	x	=	missing characters (because of characters unavailable in MARC character set)
	s	=	shortened
	d	=	"dashed-on" information omitted
	r	=	completely romanized/printed cards in script
	o	=	completely romanized/printed cards romanized
	|	=	no attempt to code
39	Cataloging source:		
	#	=	national bibliographic agency
	c	=	cooperative cataloging program
	d	=	other sources
	u	=	unknown
	|	=	no attempt to code

2.2.2: MARC 21 Reference Materials (Parts VII to X) is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.2.3: MARC 21 Reference Materials (Parts XI to XII)

Part XI:

A Sample Record in Various Formats

A note on the sample records shown here.
The examples of catalog records in this booklet are based on records for actual publications, but some of the information has been slightly changed. In some cases, fields have been altered to show a more typical example of what you would find in a MARC record. In other cases, the record has been changed slightly to bring it in line with current cataloging rules. The examples are meant to illustrate typical MARC records, not to show the "correct" cataloging for these particular titles.

Here are examples of the same bibliographic record in various formats.

MARC 21 communications format: The block of data below is what the programmer sees when he looks at the contents of a MARC file. The tags do not appear before the fields, but a directory to the data tells which tags should be used and where each field starts (in other words, where each tag belongs).

```
01041cam  2200265 a 4500001002000000003000400020005001700024008004100041010002400082020002500106020044001310400018001750500024001930820018002171000032002352450087002672460036003542500012003902600037040230000290043950000420046852002200051065000330073065000120076^###89048230#/AC/r91^DLC^19911106082810.9^891101s1990####maua###j######000#0#eng##^##$a###89048230#/AC/r91^##$a0316107514 :$c$12.95^##$a0316107506 (pbk.) :$c$5.95 ($6.95 Can.)^##$aDLC$cDLC$dDLC^00$aGV943.25$b.B74 1990^00$a796.334/2$220^10$aBrenner, Richard J.,$d1941-^10$aMake the team.$pSoccer :$ba heads up guide to super soccer! /$cRichard J. Brenner.^30$aHeads up guide to super soccer.^##$a1st ed.^##$aBoston :$bLittle, Brown,$cc1990.^##$a127 p. :$bill. ;$c19 cm.^##$a"A Sports illustrated for kids book."^##$aInstructions for improving soccer skills. Discusses dribbling, heading, playmaking, defense, conditioning, mental attitude, how to handle problems with coaches, parents, and other players, and the history of soccer.^#0$aSoccer$vJuvenile literature.^#1$aSoccer.^\
```

Cracking the code, or, Interpreting the directory: Usually, only the computer programmer and the computer come into contact with the record in MARC 21 communications format, but it is interesting to understand how the directory works.

The first 24 positions are the leader. In this example the leader fills approximately 1/3 of the first line and ends with "4500." Immediately following the leader, the directory begins. Tags have been underlined in this example. Each individual tag directory is 12 characters long. The first tag is 001. Following each tag, the next four positions show the length of the field. The data in the 001 field (control number) in this record is 20 characters long. The next 5 positions tell the starting point for this field within the data string that follows the directory. The 001 field begins at the 00000 position (the first position is position 0). The next tag is 003,

which is 4 characters long and begins at the 20th position (the length of the previous position -- 20 -- added to its starting spot -- 00000 -- equals 20). The next tag is 005. It is 17 characters long and begins at the 24th spot (4 + 20 = 24).

This directory tells us:

Tag	Length	Starts at
001	0020	00000
003	0004	00020
005	0017	00024
008	0041	00041
010	0024	00082
020	0025	00106
020	0044	00131
040	0018	00175
050	0024	00193
082	0018	00217
100	0032	00235
245	0087	00267
246	0036	00354
250	0012	00390
260	0037	00402
300	0029	00439
500	0042	00468
520	0220	00510
650	0033	00730
650	0012	00763

Field terminators (displayed as a ^ in this example) mark the end of the directory and the end of each field that follows. Notice that the sum of the 2nd and 3rd column in any row equals the number in the 3rd column in the next row. The starting point of one field plus its length equals the starting position of the next field.

This can be verified by counting the character positions within the data, remember that spaces count, as do the field terminators (^). (Two character positions are always reserved for indicators at the beginning of a field.) A record terminator (displayed as a \ in this example) ends each bibliographic record.

Tagged display: Most data editing screens are called "tagged displays" because they show the MARC 21 tags, inserted where they belong, as directed by the directory. A computer program has been written to do this tagging.

The example below, a sample data entry screen, is tagged.

Sample Local System Record

If a librarian uploaded this record into a library automation system the data entry screen might look like this. The descriptors in the

left-hand column are not stored in a MARC record. They are part of the software program's screen display. Most systems are designed so that records can be edited to add additional fields containing local information.

```
Leader            01041cam  2200265 a 4500
Control No.       001 ###89048230
Control No. ID    003 DLC
DTLT              005 19911106082810.9
Fixed Data        008 891101s1990    maua  j      001 0 eng
LCCN              010 ## $a ###89048230
ISBN              020 ## $a 0316107514 :
                         $c $12.95
ISBN              020 ## $a 0316107506 (pbk.) :
                         $c $5.95 ($6.95 Can.)
Cat. Source       040 ## $a DLC
                         $c DLC
                         $d DLC
LC Call No.       050 00 $a GV943.25
                         $b .B74 1990
Dewey No.         082 00 $a 796.334/2
                         $2 20
ME:Pers Name      100 1# $a Brenner, Richard J.,
                         $d 1941-
Title             245 10 $a Make the team.
                         $p Soccer :
                         $b a heads up guide to super soccer! /
                         $c Richard J. Brenner.
Variant Title     246 30 $a Heads up guide to super soccer
Edition           250 ## $a 1st ed.
Publication       260 ## $a Boston :
                         $b Little, Brown,
                         $c c1990.
Phys Desc         300 ## $a 127 p. :
                         $b ill. ;
                         $c 19 cm.
Note: General     500 ## $a "A Sports illustrated for kids
                            book."
Note: Summary     520 ## $a Instructions for improving soccer
                            skills. Discusses dribbling, heading,
                            playmaking, defense, conditioning,
                            mental attitude, how to handle
                            problems with coaches, parents,
                            and other players, and the history
                            of soccer.
Subj: Topical     650 #0 $a Soccer
                         $v Juvenile literature.
Subj: Topical     650 #1 $a Soccer.
```

Formatted displays: The type of screens OPAC patrons use are formatted, since MARC tags would be meaningless to the general public. Within each particular OPAC program is a routine that formats each record in the way the designers thought would best serve the public using the online catalog. A similar transformation takes place if catalog cards are printed from a MARC record, as illustrated in the 3rd example.

Sample of a brief record display as seen by a patron:

TITLE :		Make the team. Soccer : a heads up guide to super soccer! / Richard J. Brenner.
AUTHOR :		Brenner, Richard J.
PUBLISHED :		Little, Brown, c1990.
MATERIAL :		127 p.
Copies Available :		GV943.25 .B74 1990

Sample of a full record display as seen by a patron:

TITLE :		Make the team. Soccer : a heads up guide to super soccer! / Richard J. Brenner.
ADDED TITLE :		Heads up guide to super soccer
AUTHOR :		Brenner, Richard J., 1941-
PUBLISHED :		1st ed. Boston : Little, Brown, c1990.
MATERIAL :		127 p. : ill. ; 19 cm.
NOTE :		"A Sports illustrated for kids book."
NOTE :		Instructions for improving soccer skills. Discusses dribbling, heading, playmaking, defense, conditioning, mental attitude, how to handle problems with coaches, parents, and other players, and the history of soccer.
SUBJECT :		Soccer--Juvenile literature.
		Soccer.
Copies Available :		GV943.25 .B74 1990

Sample of a catalog card:

GV943	**Brenner, Richard J.,** 1941-
.25	Make the team. Soccer : a heads up guide to super
.B74	soccer! / Richard J. Brenner. -- 1st ed. -- Boston :
1990	Little, Brown, c1990.
	127 p. : ill. ; 19 cm. "A Sports illustrated for kids book." Summary: Instructions for improving soccer skills. Discusses
	dribbling, heading, playmaking, defense, conditioning, mental attitude, how to handle problems with coaches, parents, and other players, and the history of soccer.
	ISBN 0316107514 : $12.95 1. Soccer -- Juvenile literature. 2. Soccer. II. Title: Heads up
	guide to super soccer. II. Title.

	Dewey Class no.: 796.334/2 -- dc 20	89-48230 MARC

Part XII:

AV Records: From Cards to MARC 21

Book vs. non-book: Audiovisual materials are cataloged following many of the same rules as for books (from AACR2) and tagged using many of the same MARC 21 content designators (from the *MARC 21 Format for Bibliographic Data*). The differences from book tagging could be summarized as follows:

1. The 06 position of the Leader is changed to reflect the type of media (see Part IX).
2. An optional 007 tag may be added. It contains fixed-length data elements similar to those in the 008 field but related to the physical format of the item.
3. Definitions for data in the 008 tag in positions 18-34 change for different types of media.
4. Because of the number of people equally involved in the preparation of an audiovisual item, AACR2 rules often dictate a title main entry. In other words, there is often no 1XX tag.
5. In the 245 field, the medium or General Material Designation (GMD) follows the title proper in subfield $h. It is enclosed in brackets. Terms which may be used as GMDs are listed in AACR2 chapter 1, rule 1.1C1.
6. The data most different from book data is the physical description (300 tag), as it changes to physically describe the audiovisual material. Rules and examples for each media type are shown in chapters 2-11 of AACR2.
7. The 300 tag often contains a subfield $e for describing accompanying material such as a teacher's guide or transparency masters.
8. A few special tags are used to accommodate the rules for cataloging different types of materials. (Some are shown in Part IX.)
9. In the notes area, in addition to some special tags, tag 500 is used liberally for additional cataloging information.

Remember: For complete details about the 007, 008, and any special tags used with audiovisual materials, see the *MARC 21 Format for Bibliographic Data*.

Examples: On the following pages are examples of cataloging for three types of non-book items. These pages show how the data on catalog cards would appear, then how the same record would be tagged with MARC 21 content designators.

Additional examples may be seen in several of the resources cited in the bibliography .

Typical *videorecording* in card format:

TH9148	**The Adventures of Safety Frog.** Fire safety
	[videorecording] / Century 21 Video, Inc. -- Van Nuys, Calif. : AIMS Media, 1988.
	1 videocassette (10 min.) : sd., col. ; 1/2 in. Cataloged from contributor's data. VHS. Audience: Elementary grades. Issued also as motion picture. Summary: Safety Frog teaches children to be fire safe,
	explaining that smart kids never play with matches. She shows how smoke detectors work and explains why they are necessary. She also describes how to avoid household accidents that lead to fires and how to stop, drop, and roll if clothing catches fire.
	For sale ($195.00) or rent ($50.00) 1. Fire prevention -- Juvenile films. 2. Fire detectors -- Juvenile
	films. 3. Dwellings -- Fires and fire prevention -- Juvenile films. 4. Puppet films. 5. Fire prevention. 6. Safety. I. Century 21 Video, Inc. II. AIMS Media. III. Title: Fire safety [videorecording]

	Dewey Class no.: 613.6 -- dc 11	89-711816 MARC

The same record with MARC 21 content designators:

```
Leader *****ngm  22*****1a 4500
001    89711816
003 DLC
005 19891107152635.3
007 vf cbaho
008 890719s1988    cau010 c         v1eng c
010 ##   $a     8911816
020 ##   $c  For sale ($195.00) or rent ($50.00)
040 ##   $a  AIMS Media
050 10   $a  TH9148
082 10   $a  613.6 $2 11
245 04   $a  The Adventures of Safety Frog. $p Fire
             safety $h [videorecording] /
```

```
            $c Century 21 Video, Inc.
246 30   $a  Fire safety $h [videorecording]
260 ##   $a  Van Nuys, Calif. : $b AIMS Media, $c 1988.
300 ##   $a  1 videocassette (10 min.) : $b sd., col. ;
            $c 1/2 in.
500 ##   $a  Cataloged from contributor's data.
538 ##   $a  VHS.
521 ##   $a  Elementary grades.
530 ##   $a  Issued also as motion picture.
520 ##   $a  Safety Frog teaches children to be fire safe,
            explaining that smart kids never play with
            matches.  She shows how smoke detectors work
            and explains why they are necessary.  She also
            describes how to avoid house hold accidents
            that lead to fires and how to stop, drop,
            and roll if clothing catches fire.
650 #0   $a  Fire prevention $v Juvenile films.
650 #0   $a  Fire detectors $v Juvenile films.
650 #0   $a  Dwellings $x Fires and fire prevention $v
            Juvenile films.
650 #0   $a  Puppet films.
650 #1   $a  Fire prevention.
650 #1   $a  Safety.
710 2#   $a  Century 21 Video, Inc.
710 2#   $a  AIMS Media.
```

Typical *electronic resource* record in card format:

QA95	**Amazing arithmetricks.** [electronic resource]. -- Version 1.0. -- Minneapolis, Minn. : MECC, c1993. 2 computer disks ; 3 1/2-5 1/4 in. + 1 manual (71p.) Title from title screen. Ed. statement from disk label. Copy-protected. Same software on both disks. Interest grade level: 5-12. Summary: Using the motivating environment of a carnival setting, students are challenged to solve a variety of puzzles. Intended to improve logic and mathematical problem solving skills. Includes a provision allowing students to choose a level of difficulty matched to ability. MECC: S/N A-336 ISBN 0792902637 : $59.00 1. Mathematical recreations -- Juvenile software. 2. Problem solving --Juvenile software. 3. Mathematical recreations -- Software.4. Problem solving -- Software. I. Minnesota Educational Computing Corporation.

	Dewey Class no.: 513 -- dc 12	93-22553 MARC

The same record with MARC 21 content designators:

```
Leader *****cmm  22***** a 4500
001    93022553
003 DLC
005 19930731163011.2
008 930305s1993    mnun   d   b    eng
010 ##   $a     93022553
020 ##   $a  0792902637 : c $59.00
037 ##   $a  A-336 b MEC
040 ##   $a  DLC c DLC d DLC
050 00   $a  QA95
082 00   $a  513 2 12
245 00   $a  Amazing arithmetricks $h [electronic resource].
250 ##   $a  Version 1.0.
256 ##   $a  Computer programs.
260 ##   $a  Minneapolis, Minn. : $b MECC,  $c c1993.
300 ##   $a  2 computer disks ; $c 3 1/2-5 1/4 in. +
```

```
              $e 1 manual (71 p.)
538 ##   $a   System requirements: Apple II series;
              128K RAM; floppy disk drive; color monitor
              recommended.
500 ##   $a   Title from title screen.
500 ##   $a   Ed. statement from disk label.
500 ##   $a   Copy-protected.
500 ##   $a   Same software on both disks.
521 2#   $a   5-12.
520 ##   $a   Using the motivating environment of a
              carnival setting, students are challenged
              to solve a variety of puzzles.  Intended
              to improve logic and mathematical problem
              solving skills. Includes a provision
              allowing students to choose a level of
              difficulty matched to ability.
650 #0   $a   Mathematical recreations $v Juvenile software.
650 #0   $a   Problem solving $v Juvenile software.
650 #1   $a   Mathematical recreations $v Software.
650 #1   $a   Problem solving $v Software.
710 20   $a   Minnesota Educational Computing Corporation.
```

Typical *sound recording* in card format:

RZA2283	**Fox, Ruth.**
	A story for every season [sound recording] /
	[stories by Ruth Fox]. -- Baltimore, Md. : Uffigton Productions, [1991]
	1 sound cassette (ca. 45 min.) : analog. Narrated by Trish MacDonald. Recorded at Invisible Sound Studios. In container (18 cm.). Summary: Presents four children's stories about an oak
	sapling who finds a place to grow; a seashell who is given a home; a beaver who attempts to prolong fall; and a mountain boy who befriends a doe. Includes sound effects and music.
	Contents: Spring. Oakie, the wonder tree -- Summer. The
	seashell -- Fall. The story of a rambunctious beaver named Willie -- Winter. Amos, the mountain boy.
	1. Children's stories -- Juvenile sound recordings. 2. Trees
	-- Fiction -- Juvenile sound recordings. 3. Shells -- Fiction -- Juvenile sound recordings. 4. Beavers -- Fiction -- Juvenile sound recordings. 5. Deer -- Fiction -- Juvenile sound recordings. I. MacDonald, Trish. II. Title.

		93-712603 MARC

The same record with MARC 21 content designators:

```
Leader *****cim  22***** a 4500
001    93712603
003 DLC
005 19930528154400.4
007 ssulunjlcnnnu
008 930524s1991    mdunnn j d     f    eng
010 ##   $a  93712603
040 ##   $a  DLC c DLC d DLC
050 00   $a  RZA 2283
100 1#   $a  Fox, Ruth.
245 12   $a  A story for every season $h [sound
             recording] / $c [stories by Ruth Fox].
260 ##   $a  Baltimore, Md. : $b Uffigton
```

```
            Productions, $c [1991]
300 ##   $a  1 sound cassette (ca. 45 min.) : $b analog.
306 ##   $a  004500
511 0#   $a  Narrated by Trish MacDonald.
518 ##   $a  Recorded at Invisible Sound Studios.
500 ##   $a  In container (18 cm.).
520 ##   $a  Presents four children's stories about an oak
            sapling who finds a place to grow; a seashell
            who is given a home; a beaver who attempts to
            prolong fall; and a mountain boy who befriends
            a doe. Includes sound effects and music.
505 0#   $a  Spring. Oakie, the wonder tree -- Summer. The
            seashell -- Fall. The story of a rambunctious
            beaver named Willie -- Winter. Amos, the
            mountain boy.
650 #0   $a  Children's stories $v Juvenile sound recordings.
650 #0   $a  Trees $v Fiction $v Juvenile sound recordings.
650 #0   $a  Shells $v Fiction $v Juvenile sound recordings.
650 #0   $a  Beavers $v Fiction $v Juvenile sound recordings.
650 #0   $a  Deer $v Fiction $v Juvenile sound recordings.
700 10   $a  MacDonald, Trish. $4 nrt
```

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LC Classification Schedules. Multiple vols. Irregular.

Library of Congress Subject Headings. Annual. 5 vols.

MARC Content Designation training manuals.

Name and Subject Authorities. On the World Wide Web at http://authorities.loc.gov

Understanding MARC Authority Records.

MARC 21 Content Designators: A Review

Part I: Definitions. Look at this sample line from a MARC 21 record (# indicates a blank space). Then fill in the blanks with letters representing correct answers. The number of times each answer will be used is given beside that answer.

```
260 ##  $a New York :$b Harper & Row,$c 1988.
```

Answers:

A. field/s (3)	D. subfield code/s (3)
B. indicator/s (4)	E. tag/s (3)
C. subfield/s (2)	

2. The number 260 is its _____.

3. There are two blanks in the _____ positions.

4., 5. What we see on the sample line is a _____ that is made up of three _____.

6. The characters $a, $b, and $c are three examples of _____.

7., 8. In this field, neither the first nor the second _____ has an assigned meaning. In other words, the _____ in this field are undefined.

9., 10., 11. In MARC 21 records, there are 3 types of content designators: _____, _____, and _____.

12., 13. The 260 _____ identifies this as the Publication, distribution, etc. _____.

14. This field is divided into three _____: Place, Publisher, and Date.

15. In this field, $b is the _____ that marks Publisher information.

16., 17. Authority control assures (circle 2):

a. An author's name is always entered the same way for each book he/she has written.
b. The library remains quiet at all times.
c. A subject heading is always entered in the same form (in the bibliographic record for each book on that subject).
d. The title paragraph is written correctly.

Part II:Access points. Access points include the main entry, subject added entries (often called subject headings), and other added entries.

For the book *The abolitionists* written by Dan Lacy and illustrated by Dick Tracy, draw lines to connect the right answers:

18. Lacy, Dan	A. subject added entry
19. Tracy, Dick	B. main entry
20. Slavery--United States	C. other added entry

Patterned tags: The tags for access points follow a pattern.

21. If a book is written about Hayes, Helen, the subject heading is numbered 6 _ _.

22. If a book is written about the Chrysler Corporation, the subject heading is numbered 6 _ _.

23. If a book is written about Brazil, the subject heading is numbered 6 _ _.

24. If a book is written about football, the subject heading is numbered 6 _ _.

One final question:

25. For the title, *An album of great science fiction films*, the second indicator of the 245 tag should be set to _____.

Answers to MARC 21 Content Designators: A Review
1-A; 2-E; 3-B; 4-A; 5-C; 6-D; 7-B; 8-B; 9, 10, and 11 -- B, D, and E; 12-E; 13-A; 14-C; 15-D; 16 and 17 -- A and C; 18-B; 19-C; 20-A; 21-600; 22-610; 23-651; 24-650; 25-3

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2.3: MARC 21 Format for Bibliographic Data

Source Information

MARC 21 Format for Bibliographic Data

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- https://www.loc.gov/marc/bibliographic/
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2.3.1: Introduction

MARC 21 Bibliographic

October 2006

The five MARC 21 communication formats, *MARC 21 Format for Bibliographic Data*, *MARC 21 Format for Authority Data*, *MARC 21 Format for Holdings Data*, *MARC 21 Format for Classification Data*, and *MARC 21 Format for Community Information*, are widely used standards for the representation and exchange of bibliographic, authority, holdings, classification, and community information data in machine-readable form.

A MARC record is composed of three elements: the record structure, the content designation, and the data content of the record. The **record structure** is an implementation of the international standard *Format for Information Exchange* (ISO 2709) and its American counterpart, *Bibliographic Information Interchange* (ANSI/NISO Z39.2). The **content designation**--the codes and conventions established explicitly to identify and further characterize the data elements within a record and to support the manipulation of that data--is defined by each of the MARC formats. The **content** of the data elements that comprise a MARC record is usually defined by standards outside the formats. Examples are the *International Standard Bibliographic Description* (ISBD), *Anglo-American Cataloguing Rules*, *Library of Congress Subject Headings* (LCSH), or other cataloging rules, subject thesauri, and classification schedules used by the organization that creates a record. The content of certain coded data elements is defined in the MARC formats (e.g., the Leader, field 007, field 008).

The *MARC 21 Format for Bibliographic Data: Including Guidelines for Content Designation* defines the codes and conventions (tags, indicators, subfield codes, and coded values that identify the data elements in MARC bibliographic records. This document is intended for the use of personnel involved in the creation and maintenance of bibliographic records, as well as those involved in the design and maintenance of systems for communication and processing of bibliographic records. This documentation is also available online, including a concise version and a simple field list at: www.loc.gov/marc/.

SCOPE OF THE BIBLIOGRAPHIC FORMAT

MARC 21 Format for Bibliographic Data is designed to be a carrier for bibliographic information about printed and manuscript textual materials, computer files, maps, music, continuing resources, visual materials, and mixed materials. Bibliographic data commonly includes titles, names, subjects, notes, publication data, and information about the physical description of an item. The bibliographic format contains data elements for the following types of material:

- **Books (BK)** - used for printed, electronic, manuscript, and microform textual material that is monographic in nature.
- **Continuing resources (CR)** - used for printed, electronic, manuscript, and microform textual material that is issued in parts with a recurring pattern of publication (e.g., periodicals, newspapers, yearbooks). (**NOTE:** Prior to 2002, Continuing resources (CR) were referred to as Serials (SE)).
- **Computer files (CF)** - used for computer software, numeric data, computer-oriented multimedia, online systems or services. Other classes of electronic resources are coded for their most significant aspect. Material may be monographic or serial in nature.
- **Maps (MP)** - used for all types of printed, electronic, manuscript, and microform cartographic materials, including atlases, sheet maps, and globes. Material may be monographic or serial in nature.
- **Music (MU)** - used for printed, electronic, manuscript, and microform music, as well as musical sound recordings, and non-musical sound recordings. Material may be monographic or serial in nature.
- **Visual materials (VM)** - used for projected media, non-projected media, two-dimensional graphics, three-dimensional artifacts or naturally occurring objects, and kits. Material may be monographic or serial in nature.
- **Mixed materials (MX)** - used primarily for archival and manuscript collections of a mixture of forms of material. Material may be monographic or serial in nature. (**NOTE:** Prior to 1994, Mixed materials (MX) were referred to as Archival and manuscript material (AM)).

Kinds of Bibliographic Records

MARC bibliographic records are distinguished from all other types of MARC records by specific codes in Leader/06 (Type of record) which identifies the following bibliographic record types.

Language material	Nonmusical sound recording
Manuscript language material	Musical sound recording
Computer file	Projected medium
Cartographic material	Two-dimensional nonprojectable graphic
Manuscript cartographic material	Three-dimensional artifact or natural objects
Notated music	Kit
Manuscript music	Mixed material

Microforms, whether original or reproductions, are not identified as a special type of record. The microform aspect is secondary to the type of material to which the original item belongs (e.g., book). The same is true for **Computer Files** in that the computer file aspect is secondary; however, certain categories of electronic resources are coded as **Computer Files**.

COMPONENTS OF BIBLIOGRAPHIC RECORDS

Description of Record Parts

A MARC bibliographic record consists of three main components: the **Leader**, the **Directory**, and the **variable fields**. The following information summarizes the structure of a separate MARC record. More detail is provided in *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*.

- **Leader -** Data elements that primarily provide information for the processing of the record. The data elements contain numbers or coded values and are identified by relative character position. The Leader is fixed in length at 24 character positions and is the first field of a MARC record.
- **Directory** - A series of entries that contain the tag, length, and starting location of each variable field within a record. Each entry is 12 character positions in length. Directory entries for variable control fields appear first, sequenced by the field tag in increasing numerical order. Entries for variable data fields follow, arranged in ascending order according to the first character of the tag. The stored sequence of the variable data fields in a record does not necessarily correspond to the order of the corresponding Directory entries. Duplicate tags are distinguished only by the location of the respective fields within the record. The Directory ends with a field terminator character (ASCII 1E hex).
- **Variable fields -** The data in a MARC bibliographic record is organized into **variable fields**, each identified by a three-character numeric tag that is stored in the Directory entry for the field. Each field ends with a field terminator character. The last variable field in a record ends with both a field terminator and a record terminator (ASCII 1D hex). There are two types of **variable fields**.
- **Variable control fields -** The 00X fields. These fields are identified by a field tag in the Directory but they contain neither indicator positions nor subfield codes. The variable control fields are structurally different from the variable data fields. They may contain either a single data element or a series of fixed-length data elements identified by relative character position.
- **Variable data fields -** The remaining variable fields defined in the format. In addition to being identified by a field tag in the Directory, variable data fields contain two **indicator positions** stored at the beginning of each field and a two-character **subfield code** preceding each data element within the field.

- The **variable data fields** are grouped into blocks according to the first character of the **tag**, which with some exceptions identifies the function of the data within the record. The type of information in the field is identified by the remainder of the tag.

0XX	Control information, identification and classification numbers, etc.
1XX	Main entries
2XX	Titles and title paragraph (title, edition, imprint)
3XX	Physical description, etc.
4XX	Series statements
5XX	Notes
6XX	Subject access fields
7XX	Added entries other than subject or series; linking fields
8XX	Series added entries, holdings, etc.
9XX	Reserved for local implementation

Within the 1XX, 4XX, 6XX, 7XX and 8XX blocks, certain parallels of content designation are usually preserved. The following meanings, with some exceptions, are given to the final two characters of the tag of fields:

X00	Personal names	X40	Bibliographic titles
X10	Corporate names	X50	Topical terms
X11	Meeting names	X51	Geographic names
X30	Uniform titles		

Within variable data fields, the following two kinds of content designation are used:

- **Indicator positions** - The first two character positions in the variable data fields that contain values which interpret or supplement the data found in the field. Indicator values are interpreted independently, that is, meaning is not ascribed to the two indicators taken together. Indicator values may be a lowercase alphabetic or a numeric character. A blank (ASCII SPACE), represented in this document as a #, is used in an undefined indicator position. In a defined indicator position, a blank may be assigned a meaning, or may mean *no information provided*.
- **Subfield codes** - Two characters that distinguish the data elements within a field which require separate manipulation. A subfield code consists of a delimiter (ASCII 1F hex), represented in this document as a $, followed by a data element identifier. Data element identifiers may be a lowercase alphabetic or a numeric character. Subfield codes are defined independently for each field; however, parallel meanings are preserved whenever possible (e.g., in the 100, 400, and 600 Personal Name fields). Subfield codes are defined for purposes of identification, not arrangement. The order of subfields is generally specified by standards for the data content, such as cataloging rules.

Multiscript Bibliographic Records

A MARC bibliographic record may contain *data* in multiple scripts. One script may be considered the primary script of the *data content* of the record, even though other scripts are also used for data content. General models for multiscript data are described in Appendix D along with several examples.

Field and Subfield Repeatability

Theoretically, all fields and subfields may be repeated. The nature of the data, however, often precludes repetition. For example, a bibliographic record may contain only one 1XX main entry field; a field 100 may contain only one subfield $a (Personal name) but

may contain more than one subfield $c (Titles and other words associated with a name). The repeatability or non-repeatability of each field and subfield is specified in the format.

Field Linking

Fields in the record may be specially linked using a generally-applicable field linking technique. The technique relies upon the syntax of data in subfield $8 (Field link and sequence number) to identify the linked fields. The structure and syntax for the field link and sequence number subfield are described in Appendix A.

Fill Character and Related Values

A fill character (ASCII 7C hex), represented in this document as a vertical bar (|), may be used in bibliographic records in fields 006, 007, and 008, and subfield $7 of field 533 (Reproduction note) and the linking entry fields (760-787). A fill character may not be used in the leader, or in tags, indicators, or subfield codes. The use of the fill character in records contributed to a national database may also be dependent upon the national level requirements specified for each data element. The presence of a fill character in a bibliographic record indicates that the format specifies a code to be used but the creator of the record has decided not to attempt to supply a code.

Code u (Unknown or unspecified) when it is defined indicates that the creator of the record attempted to supply a code but was unable to determine what the appropriate code should be.

Code n (Not applicable) is defined in many coded positions to indicate that the characteristic defined by the position is not applicable to a specific type of item or kind of record.

Display Constants

A display constant is a term, phrase, spacing, or punctuation convention that may be system generated in order to make a visual presentation of data in a record more meaningful to a user. In the bibliographic format certain field tags (e.g., field 770, Supplement/Special Issue Entry), indicators (e.g. field 511 Indicator 1, Display constant controller), and subfield codes (e.g., the subject subdivision subfields $x, $y, and $z in a subject added entry), may be used to generate specific terms, phrases, and/or spacing or punctuation conventions for the display of a record. The use of display constants is determined by each organization or system. Examples of display constants are provided under *Input Conventions* in the field descriptions.

Record Content Responsibility

The *MARC 21 Format for Bibliographic Data* serves as a vehicle for bibliographic data of all types from any organization. In general, the responsibility for the data content, content designation, and transcription of bibliographic information within a record may be determined by examination of the field indicated in the **responsible parties** section below. The data content of certain data elements, however, is restricted when the element is an **agency-assigned** or a **controlled-list** data element.

Responsible Parties

In *unmodified records*, the organization identified as the original cataloging source in 008/39 and/or 040 $a is responsible for the content of the record. The organization identified as the transcribing agency in field 040 $c is responsible for the content designation and transcription of the data.

In *modified records*, the organizations identified in 040 $a and $d (Modifying agency) are collectively responsible for the content of the record. Organizations identified as transcribing or modifying agencies in field 040 $c and $d are collectively responsible for the content designation and transcription of the data.

Agency-assigned Data Elements

An agency-assigned data element is one whose content is determined by a designated agency and is the responsibility of that agency, e.g., field 222 (Key Title) which is the responsibility of an ISSN Center. While it is usually input by the designated agency, it may be transcribed by another organization.

Controlled-list Data Elements

Certain data elements contain data from controlled lists maintained by designated agencies, e.g., the *MARC Code List for Geographic Areas* in field 043 (Geographic Area Code). These elements are indicated at the field or subfield level in MARC 21 and

only values from the designated lists may be used. If a change or addition is desirable for a list, the maintenance agency for the list should be consulted.

Record Level Requirements

User groups may have full level and minimal level record requirements to promote consistency across cataloging agencies. These should be widely publicized for all possible interchange partners to be aware.

ORGANIZATION OF THIS DOCUMENT

Main Parts

MARC 21 Format for Bibliographic Data consists of a Summary Statement of Content Designators followed by a detailed presentation of each content designator. Following the descriptions of the Leader and the Directory, the detailed presentations for each variable field are arranged in field tag order.

Appendixes to this document provide information about several control subfields (Appendix A), full level record examples (Appendix B), minimal level record examples (Appendix C), multiscript record examples (Appendix D), an alphabetical listing of ambiguous headings with suggested tagging (Appendix E), a multilingual list of initial definite and indefinite articles (Appendix F), lists of changes to the format since the last edition or update (Appendix G), a listing of several Canadian and American local fields (Appendix H) and a list of organization code sources (Appendix I).

General Information Sections

To avoid repetition, general information sections are provided for groups of fields with similar characteristics. These general information sections provide instructions for the content designators that are common to each field in the group. The description for each of the fields refers back to the general information section for that group and to any related general information section.

For example, the X00 Personal Name--General Information section is provided for personal name headings. This general information section provides instructions for the content designators that are common to each type of personal heading whether it is used in a 100 main entry field, a 600 subject access field, an 700 added entry field, or a 800 series added entry field. The description for each of the individual fields (i.e., 100, 600, 700, 800) refers back to the X00 general information section.

Components of the Detailed Descriptions

A detailed description may consist of six parts: content designator listing; character position or field definition and scope; guidelines for applying content designators, with examples; input conventions; and content designator history.

The **content designator listing** area presents

- the name of the content designator
- the repeatability/nonrepeatability code (R or NR)

For the Leader and the variable control fields, the list gives the **name** of the character position and any defined coded value. For the variable data fields, the list gives the name of the indicator positions and any defined coded values and the name of the subfield codes and any defined coded values. For all variable fields, the **repeatability/nonrepeatability code** at the field level specifies whether the field may be repeated in a record. For variable data fields, the subfield repeatability code specifies whether the subfield code may be repeated within a field.

The **character position or field definition and scope** area describes the contents of the character position or field, the appropriateness of its use in specific kinds of bibliographic records, and gives other information, such as field repeatability in particular circumstances, the use of required lists or rules in formulating the data, etc.

The **guidelines for applying content designators** area describes the content and scope of each coded value, indicator, or subfield code and gives other information, such as appropriateness for use and repeatability in certain circumstances. The coded values and subfield codes in this area are presented in alphabetical/numerical order. Examples showing the use of the content designator are provided immediately following the description. The examples illustrate the application of specific MARC content designation.

The data may be fuller or less full than would be used in actual cataloging practice. Most of the examples reflect the application of AACR 2 and ISBD; however, some reflect a generalized MARC application. Other examples illustrate specific points.

The **input conventions** area provides general guidance for the application of the content designators, and for such things as punctuation, spacing, and the use of display constants. The punctuation used within a field is generally dictated by descriptive cataloging or subject heading system/thesaurus rules. The input conventions clarify MARC punctuation practices especially with respect to final punctuation. In the discussion of punctuation practices, *mark of punctuation* is a period (.), a question mark (?), an exclamation mark (!), or a hyphen (-).

The **content designator history** area provides a record of significant content designator changes. The types of changes that are included are:

- newly defined content designators that impact on coding consistency within a file, e.g., the location of a meeting entered under a corporate body was not separately subfield coded in the X10 fields prior to the definition of subfield $c in 1980.
- redefined codes and values, e.g., in X10 fields, both the number and the name of a part/section of a work were contained in subfield $p prior to the redefinition of subfield $p for only the name of a part/section of a work in 1979.
- changes in codes and values for consistency across MARC specifications, e.g., in 008/24-27 for the books specifications, code f (Handbooks) was identified by code h prior to 1979.
- changes in repeatability when it impacts on file consistency, e.g., field 020 was not repeatable prior to 1977; multiple ISBN data were contained in repeatable subfields $a, $b, and $c.
- restructuring, e.g., field 007 (Physical Description Fixed Field) in 1980.
- obsolete content designation, e.g., subfield $b (Number) in the X11 fields when subfield $n was redefined to include meeting numbers in 1979. Obsolete content designation formerly defined in only one format are designated *[USMARC only]* or *[CAN/MARC only]*; unmarked items were defined in both formats.

In the MARC formats, a distinction is made between **obsolete** and **deleted** content designators. An **obsolete** content designator is one that may have been used in MARC records and that may continue to appear in records created prior to the date it was made obsolete. Obsolete content designators are not used in new records. An obsolete content designator is recorded in the *Content Designator History* area. Content designation instructions are provided for retrospective conversion of records having data elements that would have been identified by the obsolete content designator. A **deleted** content designator is not recorded in the history area and will no longer appear anywhere in the MARC documentation. A content designator that had been reserved in MARC but has not been defined, or one that had been defined but is known with near certainty not to have been used, may be deleted from the format. A deleted content designator is available for redefinition in a format. A deleted content designator is available for redefinition in a format.

Typographical Conventions

Throughout this document, the following typographical conventions are used:

- 0 - The graphic 0 represents the digit zero in tags, fixed-position character positions, indicator positions, and other places numerics are used. This character must be distinguished from an uppercase letter O in examples or text.
- # - The graphic symbol # is used for a blank in coded fields and in other special situations where the existence of the character blank might be ambiguous. (In most textual examples, the blank is represented in the conventional way, by the absence of a character.)
- $ - The graphic symbol $ is used for the delimiter portion of a subfield code. Within the text, subfield codes are referred to as *subfield $a*, for example.
- / - Specific character positions of the Leader, Directory, field 007, field 008 are expressed using a slash and the number of the character position, e.g., Leader/06, 007/00, 008/12.
- 1 - The graphic 1 represents the digit one (hex 31). This character must be distinguished from a lowercase roman alphabet letter l (hex 6C) and uppercase alphabetic letter I (hex 4C) in examples or text.
- | - The graphic | represents a fill character in MARC examples. When this mark appears in the left margin, it indicates areas of the text of this document where changes have been made.

DISCLAIMER

STANDARDS AND OTHER DOCUMENTS RELATED TO THIS FORMAT

The *MARC 21 Format for Bibliographic Data* should be used with the following standards and related documentation. When a standard is applicable to data in specific fields of the format, the fields are given in brackets following the citation.

National and International Standards:

ISO publications may be obtained from the International Organization for Standardization (ISO) and their agents; and ANSI/NISO Z39 publications may be obtained from the National Information Standards Organization (NISO).

- *Format for Information Exchange* (ISO 2709) and *Bibliographic Information Interchange* (ANSI/NISO Z39.2)
- *Code for the Representation of Names of Countries and their Subdivisions: Part 2, Country subdivision code* (ISO 3166-2)
- *International Standard Book Numbering (ISBN)* (ISO 2108)
- *International Standard Music Number (ISMN)* (ISO 10957)
- *International Standard Recording Code (ISRC)* (ISO 3901)
- *International Standard Serial Number (ISSN)* (ISO 3297) (ANSI/NISO Z39.9)
- *Representations of Dates and Times* (ISO 8601)
- *Serial Item and Contribution Identifier (SICI)* (ANSI/NISO Z39.56)
- *International Standard Technical Report Number (ISRN)* (ISO 10444) and *Standard Technical Report Number and Description* (ANSI/NISO Z39.23)

MARC Standards:

These publications are available from the Library of Congress, Cataloging Distribution Service, Washington, DC 20541, USA (Worldwide distribution). Where indicated these publications are available on the Internet.

- *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*
- *MARC Code List for Countries*
- *MARC Code List for Geographic Areas*
- *MARC Code List for Languages*
- *MARC Code List for Organizations* (earlier title: *Symbols of American Libraries*)
- *Symbols and Interlibrary Loan Policies in Canada*
- *MARC 21 Concise Formats* (all five formats in concise form)
- *MARC 21 LITE Bibliographic Format*
- *MARC 21 Format for Authority Data*
- *MARC 21 Format for Classification Data*
- *MARC 21 Format for Community Information*
- *MARC 21 Format for Holdings Data*

SUPERSEDED DOCUMENTATION

This document supersedes the most recent editions of the *USMARC Format for Bibliographic Data* and the *Canadian MARC Communication Format for Bibliographic Data*. With alignment of these formats in 1997, a single edition of the format could be issued.

USMARC Documentation

MARC 21 supersedes the 1994 edition of *USMARC Format for Bibliographic Data: Including Guidelines for Content Designation* and updates No. 1 (March 1995), No. 2 (March 1996), and No. 3 (July 1997) to that edition. With Update No.3 the USMARC and CAN/MARC formats were identical format specifications. The 1994 edition superseded the 1988 edition of the format and its four updates published between 1988 and 1991. The 1988 edition incorporated the base text of the 1980 edition published under the title *MARC Formats for Bibliographic Data* (MFBD) and the 15 updates to that edition published between 1980 and 1987. The 1980 edition was a compilation of separate MARC format documents developed for different types of material and published between 1969 and 1977.

CAN/MARC Documentation

MARC 21 supersedes the 1994 edition of *Canadian MARC Communication Format for Bibliographic Data* and its six updates published between 1994 and 1998. Update number six contained the changes to CAN/MARC required to align with USMARC. With this update, the specifications contained in the CAN/MARC and USMARC formats were identical. The 1994 edition superseded the 1988 edition and its seven updates issued between 1988 and 1991. The 1988 edition was produced by amalgamating separately issued CAN/MARC formats for monographs and serials.

DOCUMENTATION MAINTENANCE

The *MARC 21 Format for Bibliographic Data* is prepared by the Network Development and MARC Standards Office, Library of Congress, in cooperation with Content Management Division, Library and Archives Canada (previously National Library of Canada) and Bibliographic Standards and Systems, British Library. Please direct any questions related to the content of this document to one of the following:

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The *MARC 21 Format for Bibliographic Data* is organized on a field-by-field basis with each field separately paged to facilitate the updating of fields. Periodic updates of new and replacement pages for the base text and cumulated versions of the base text will be available from the Cataloging Distribution Service, Library of Congress, Washington, DC 20541-5017, USA (Worldwide distribution) and available in Canada from Publishing and Depository Services, Public Works and Government Services Canada (PWGSC), Ottawa, Ontario K1A 0S5, Canada (Canadian distribution). Their availability will be announced on the Library of Congress MARC website, the Library and Archives Canada MARC website, on listservs, and through press releases to the library press and to those who purchase the initial base volume. Updates are also available on standing order from the Library of Congress and the Canadian Government Publishing-PWGSC. This publication and all updates are supplied to all purchasers of the Library of Congress MARC Distribution Service files of bibliographic records as part of their MARC record subscription.

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2.3.2: Format Summary

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

LEADER

DIRECTORY

VARIABLE CONTROL FIELDS

00X	Control Fields−General Information
001	Control Number Full | Concise
003	Control Number Identifier Full | Concise
005	Date and Time of Latest Transaction Full | Concise
006	Fixed-Length Data Elements -- Additional Material Characteristics Full | Concise
007	Physical Description Fixed Field Full | Concise
008	Fixed Length Data Elements Full | Concise

VARIABLE DATA FIELDS

01X-09X	Control Information, Number and Codes-General Information
010	Library of Congress Control Number Full | Concise
013	Patent Control Information Full | Concise
015	National Bibliography Number Full | Concise
016	National Bibliographic Agency Control Number Full | Concise
017	Copyright or Legal Deposit Number Full | Concise
018	Copyright Article-Fee Code Full | Concise
020	International Standard Book Number Full | Concise
022	International Standard Serial Number Full | Concise
024	Other Standard Identifier Full | Concise
025	Overseas Acquisition Number Full | Concise
027	Standard Technical Report Number Full | Concise
028	Publisher or Distributor Number Full | Concise
030	CODEN Designation Full | Concise
031	Musical Incipits Information Full | Concise
032	Postal Registration Number Full | Concise
033	Date/Time and Place of an Event Full | Concise
034	Coded Cartographic Mathematical Data Full | Concise
035	System Control Number Full | Concise
036	Original Study Number for Computer Data files Full | Concise
037	Source of Acquisition Full | Concise
038	Record Content Licensor Full | Concise
040	Cataloging Source Full | Concise
041	Language Code Full | Concise
042	Authentication Code Full | Concise
043	Geographic Area Code Full | Concise
044	Country of Publishing/Producing Entity Code Full | Concise
045	Time Period of Content Full | Concise
046	Special Coded Dates Full | Concise
047	Form of Musical Composition Code Full | Concise
048	Number of Musical Instruments or Voices Code Full | Concise
050	Library of Congress Call Number Full | Concise

051	Library of Congress Copy, Issue, Offprint Statement Full | Concise
052	Geographic Classification Full | Concise
055	Classification Numbers Assigned in Canada Full | Concise
060	National Library of Medicine Call Number Full | Concise
061	National Library of Medicine Copy Statement Full | Concise
066	Character Sets Present Full | Concise
070	National Agricultural Library Call Number Full | Concise
071	National Agricultural Library Copy Statement Full | Concise
072	Subject Category Code Full | Concise
074	GPO Item Number Full | Concise
080	Universal Decimal Classification Number Full | Concise
082	Dewey Decimal Classification Number Full | Concise
083	Additional Dewey Decimal Classification Number Full | Concise
084	Other Classification Number Full | Concise
085	Synthesized Classification Number Components Full | Concise
086	Government Document Classification Number Full | Concise
088	Report Number Full | Concise
09X	Local Call Numbers Full | Concise

	Heading Fields − General Information Sections
X00	Personal Names−General Information Full | Concise
X10	Corporate Names−General Information Full | Concise
X11	Meeting Names−General Information Full | Concise
X30	Uniform Titles−General Information Full | Concise

1XX	Main Entries−General Information
100	Main Entry−Personal Name Full | Concise
110	Main Entry−Corporate Name Full | Concise
111	Main Entry−Meeting Name Full | Concise
130	Main Entry−Uniform Title Full | Concise

20X-24X	Title and Title-Related Fields -- General Information
210	Abbreviated Title Full | Concise
222	Key Title Full | Concise
240	Uniform Title Full | Concise
242	Translation of Title by Cataloging Agency Full | Concise
243	Collective Uniform Title Full | Concise
245	Title Statement Full | Concise
246	Varying Form of Title Full | Concise
247	Former Title Full | Concise

25X-28X	Edition, Imprint, Etc. Fields − General Information
250	Edition Statement Full | Concise
251	Version Information Full | Concise
254	Musical Presentation Statement Full | Concise
255	Cartographic Mathematical Data Full | Concise
256	Computer File Characteristics Full | Concise
257	Country of Producing Entity Full | Concise
258	Philatelic Issue Data Full | Concise
260	Publication, Distribution, etc. (Imprint) Full | Concise
263	Projected Publication Date Full | Concise
264	Production, Publication, Distribution, Manufacture, and Copyright Notice Full | Concise
270	Address Full | Concise

3XX	Physical Description, Etc. Fields − General Information
300	Physical Description Full | Concise
306	Playing Time Full | Concise
307	Hours, Etc. Full | Concise
310	Current Publication Frequency Full | Concise
321	Former Publication Frequency Full | Concise
334	Mode of Issuance Full | Concise
335	Extension Plan Full | Concise
336	Content Type Full | Concise
337	Media Type Full | Concise
338	Carrier Type Full | Concise
340	Physical Medium Full | Concise
341	Accessibility Content Full | Concise
342	Geospatial Reference Data Full | Concise
343	Planar Coordinate Data Full | Concise
344	Sound Characteristics Full | Concise
345	Projection Characteristics of Moving Image Full | Concise
346	Video Characteristics Full | Concise
347	Digital File Characteristics Full | Concise
348	Notated Music Characteristics Full | Concise
351	Organization and Arrangement of Materials Full | Concise
352	Digital Graphic Representation Full | Concise
353	Supplementary Content Charcteristics Full | Concise
355	Security Classification Control Full | Concise
357	Originator Dissemination Control Full | Concise
362	Dates of Publication and/or Sequential Designation Full | Concise
363	Normalized Date and Sequential Designation Full | Concise
365	Trade Price Full | Concise
366	Trade Availability Information Full | Concise
377	Associated Language Full | Concise
380	Form of Work Full | Concise
381	Other Distinguishing Characteristics of Work Or Expression Full | Concise

382	Medium of Performance Full | Concise
383	Numberic Designation of Musical Work Full | Concise
384	Key Full | Concise
385	Audience Characteristics Full | Concise
386	Creator/Contributor Characteristics Full | Concise

4XX	Series Statements − General Information
490	Series Statement Full | Concise

5XX	Notes-General Information
500	General Note Full | Concise
501	With Note Full | Concise
502	Dissertation Note Full | Concise
504	Bibliography, Etc. Note Full | Concise
505	Formatted Contents Note Full | Concise
506	Restrictions on Access Note Full | Concise
507	Scale Note for Graphic Material Full | Concise
508	Creation/Production Credits Note Full | Concise
510	Citation/References Note Full | Concise
511	Participant or Performer Note Full | Concise
513	Type of Report and Period Covered Note Full | Concise
514	Data Quality Note Full | Concise
515	Numbering Peculiarities Note Full | Concise
516	Type of Computer File or Data Note Full | Concise
518	Date/Time and Place of an Event Note Full | Concise
520	Summary, Etc. Full | Concise
521	Target Audience Note Full | Concise
522	Geographic Coverage Note Full | Concise
524	Preferred Citation of Described Materials Note Full | Concise
525	Supplement Note Full | Concise
526	Study Program Information Note Full | Concise
530	Additional Physical Form Available Note Full | Concise
532	Accessibility Note Full | Concise
533	Reproduction Note Full | Concise
534	Original Version Note Full | Concise
535	Location of Originals/Duplicates Note Full | Concise
536	Funding Information Note Full | Concise
538	System Details Note Full | Concise
540	Terms Governing Use and Reproduction Note Full | Concise
541	Immediate Source of Acquisition Note Full | Concise
542	Information Relating to Copyright Status Full | Concise

544	Location of Other Archival Materials Note Full | Concise
545	Biographical or Historical Data Full | Concise
546	Language Note Full | Concise
547	Former Title Complexity Note Full | Concise
550	Issuing Body Note Full | Concise
552	Entity and Attribute Information Note Full | Concise
555	Cumulative Index/Finding Aids Note Full | Concise
556	Information about Documentation Note Full | Concise
561	Ownership and Custodial History Full | Concise
562	Copy and Version Identification Note Full | Concise
563	Binding Information Full | Concise
565	Case File Characteristics Note Full | Concise
567	Methodology Note Full | Concise
580	Linking Entry Complexity Note Full | Concise
581	Publications About Described Materials Note Full | Concise
583	Action Note Full | Concise
584	Accumulation and Frequency of Use Note Full | Concise
585	Exhibitions Note Full | Concise
586	Awards Note Full | Concise
588	Source of Description Note Full | Concise
59X	Local Notes Full | Concise

6XX	Subject Access Fields – General Information
600	Subject Added Entry–Personal Name Full | Concise
610	Subject Added Entry–Corporate Name Full | Concise
611	Subject Added Entry–Meeting Name Full | Concise
630	Subject Added Entry–Uniform Title Full | Concise
647	Subject Added Entry-Named Event Full | Concise
648	Subject Added Entry–Chronological Term Full | Concise
650	Subject Added Entry–Topical Term Full | Concise
651	Subject Added Entry–Geographic Name Full | Concise
653	Index Term–Uncontrolled Full | Concise
654	Subject Added Entry–Faceted Topical Terms Full | Concise
655	Index Term–Genre/Form Full | Concise
656	Index Term–Occupation Full | Concise
657	Index Term–Function Full | Concise
658	Index Term–Curriculum Objective Full | Concise
662	Subject Added Entry–Hierarchical Place Name Full | Concise
688	Subject Added Entry–Type of Entity Unspecified Full | Concise
69X	Local Subject Access Fields Full | Concise

70X-75X	Added Entries – General Information
700	Added Entry–Personal Name Full | Concise
710	Added Entry–Corporate Name Full | Concise
711	Added Entry–Meeting Name Full | Concise
720	Added Entry–Uncontrolled Name Full | Concise
730	Added Entry–Uniform Title Full | Concise
740	Added Entry–Uncontrolled Related/Analytical Title Full | Concise
751	Added Entry–Geographic Name Full | Concise
752	Added Entry–Hierarchical Place Name Full | Concise
753	System Details Access to Computer Files Full | Concise
754	Added Entry–Taxonomic Identification Full | Concise
758	Resource Identifier Full | Concise

76X-78X	Linking Entries-General Information
760	Main Series Entry Full | Concise
762	Subseries Entry Full | Concise
765	Original Language Entry Full | Concise
767	Translation Entry Full | Concise
770	Supplement/Special Issue Entry Full | Concise
772	Supplement Parent Entry Full | Concise
773	Host Item Entry Full | Concise
774	Constituent Unit Entry Full | Concise
775	Other Edition Entry Full | Concise
776	Additional Physical Form Entry Full | Concise
777	Issued With Entry Full | Concise
780	Preceding Entry Full | Concise
785	Succeeding Entry Full | Concise
786	Data Source Entry Full | Concise
787	Other Relationship Entry Full | Concise

80X-83X	Series Added Entries-General Information
800	Series Added Entry−Personal Name Full | Concise
810	Series Added Entry−Corporate Name Full | Concise
811	Series Added Entry−Meeting Name Full | Concise
830	Series Added Entry−Uniform Title Full | Concise

841-88X	Holdings, Alternate Graphics, Etc.-General Information
850	Holding Institution Full | Concise
852	Location Full | Concise
856	Electronic Location and Access Full | Concise
880	Alternate Graphic Representation Full | Concise
881	Manifestation Statements Full | Concise
882	Replacement Record Information Full | Concise
883	Metadata Provenance Full | Concise
884	Description Conversion Information Full | Concise
885	Matching Information Full | Concise
886	Foreign MARC Information Field Full | Concise
887	Non-MARC Information Field Full | Concise

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2.3.3: Leader

Indicators and Subfield Codes

Has no indicators or subfield codes; the data elements are positionally defined.

Character Positions	
00-04 - Record length	
05 - Record status	
a - Increase in encoding level c - Corrected or revised d - Deleted	n - New p - Increase in encoding level from prepublication
06 - Type of record	
a - Language material c - Notated music d - Manuscript notated music e - Cartographic material f - Manuscript cartographic material g - Projected medium i - Nonmusical sound recording	j - Musical sound recording k - Two-dimensional nonprojectable graphic m - Computer file o - Kit p - Mixed materials r - Three-dimensional artifact or naturally occurring object t - Manuscript language material
07 - Bibliographic level	
a - Monographic component part b - Serial component part c - Collection d - Subunit	i - Integrating resource m - Monograph/Item s - Serial
08 - Type of control	
# - No specified type	a - Archival
09 - Character coding scheme	
# - MARC-8	a - UCS/Unicode
10 - Indicator count	
2 - Number of character positions used for indicators	
11 - Subfield code count	

2 - Number of character positions used for a subfield code	
12-16 - Base address of data	
[number] - Length of Leader and Directory	
17 - Encoding level	
# - Full level 1 - Full level, material not examined 2 - Less-than-full level, material not examined 3 - Abbreviated level 4 - Core level	5 - Partial (preliminary) level 7 - Minimal level 8 - Prepublication level u - Unknown z - Not applicable
18 - Descriptive cataloging form	
# - Non-ISBD a - AACR 2 c - ISBD punctuation omitted	i - ISBD punctuation included n - Non-ISBD punctuation omitted u - Unknown
19 - Multipart resource record level	
# - Not specified or not applicable a - Set	b - Part with independent title c - Part with dependent title
20 - Length of the length-of-field portion	
4 - Number of characters in the length-of-field portion of a Directory entry	
21 - Length of the starting-character-position portion	
5 - Number of characters in the starting-character-position portion of a Directory entry	
22 - Length of the implementation-defined portion	
0 - Number of characters in the implementation-defined portion of a Directory entry	
23 - Undefined	

0 - Undefined	

FIELD DEFINITION AND SCOPE

Fixed field that comprises the first 24 character positions (00-23) of each bibliographic record and consists of data elements that contain numbers or coded values that define the parameters for the processing of the record.

Character positions 20-23 comprise the Entry map for the Directory. They contain four one-character numbers that specify the structure of the entries in the Directory. More detailed information about the structure of the Leader is contained in *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*.

GUIDELINES FOR APPLYING CONTENT DESIGNATORS

■ CHARACTER POSITIONS

00-04 - Record length

Computer-generated, five-character number equal to the length of the entire record, including itself and the record terminator. The number is right justified and unused positions contain zeros.

05 - Record status

One-character alphabetic code that indicates the relationship of the record to a file for file maintenance purposes.

a - Increase in encoding level

Encoding level (Leader/17) of the record has been changed to a higher encoding level.

Indicates an increase in the level of cataloging (e.g., code a is used when a preliminary cataloging record (code 5 in Leader/17) is raised to full cataloging level (code # in Leader/17)).

c - Corrected or revised

Addition/change other than in the Encoding level code has been made to the record.

d - Deleted

Record has been deleted.

n - New

Record is newly input.

p - Increase in encoding level from prepublication

Prepublication record has had a change in cataloging level resulting from the availability of the published item.

Example: a CIP record (code 8 in Leader/17)) upgraded to a full record (code # or 1 in Leader/17.)

06 - Type of record

One-character alphabetic code used to define the characteristics and components of the record.

Used to differentiate MARC records created for various types of content and material and to determine the appropriateness and validity of certain data elements in the record.

Microforms, whether original or reproductions, are not identified by a distinctive Type of record code. The type of content characteristics described by the codes take precedence over the microform characteristics of the item. Computer files are identified by a distinctive Type of record code only if they belong to certain categories of electronic resources as specified below; in all other cases the type of content characteristics described by the other codes take precedence over the computer file characteristics of the item.

Determination of the code for a multi-item bibliographic entity (types of material are those specified by values a through t below):

Items are multiple forms of material

- o (Kit) - entity is issued as a single unit; no type of material predominates
- p (Mixed materials) - entity is a made-up collection; no type of material predominates
- other codes - entity is a made-up collection; one type of material predominates

Items are all one form of material

- any except o or p - all cases

a - Language material

Used for non-manuscript language material. Manuscript language material uses code t.

Includes microforms and electronic resources that are basically textual in nature, whether they are reproductions from print or originally produced.

c - Notated music

Used for printed, microform, or electronic notated music.

d - Manuscript notated music

Used for manuscript notated music or a microform of manuscript music.

e - Cartographic material

Used for non-manuscript cartographic material or a microform of non-manuscript cartographic material.

Includes maps, atlases, globes, digital maps, and other cartographic items.

f - Manuscript cartographic material

Used for manuscript cartographic material or a microform of manuscript cartographic material.

g - Projected medium

Used for motion pictures, videorecordings (including digital video), filmstrips, slide, transparencies or material specifically designed for projection.

Material specifically designed for overhead projection is also included in this type of record category.

i - Nonmusical sound recording

Used for a recording of nonmusical sounds (e.g., speech).

j - Musical sound recording

Used for a musical sound recording (e.g., phonodiscs, compact discs, or cassette tapes.

k - Two-dimensional nonprojectable graphic

Used for two-dimensional nonprojectable graphics such as, activity cards, charts, collages, computer graphics, digital pictures, drawings, duplication masters, flash cards, paintings, photo CDs, photomechanical reproductions, photonegatives, photoprints, pictures, postcards, posters, prints, spirit masters, study prints, technical drawings, transparency masters, and reproductions of any of these.

m - Computer file

Used for the following classes of electronic resources: computer software (including programs, games, fonts), numeric data, computer-oriented multimedia, online systems or services. For these classes of materials, if there is a significant aspect that causes it to fall into another Leader/06 category, the code for that significant aspect is used instead of code m (e.g., vector data that is cartographic is not coded as numeric but as cartographic). Other classes of electronic resources are coded for their most significant aspect (e.g. language material, graphic, cartographic material, sound, music, moving image). In case of doubt or if the most significant aspect cannot be determined, consider the item a computer file.

o - Kit

Used for a mixture of various components issued as a unit and intended primarily for instructional purposes where no one item is the predominant component of the kit.

Examples are packages of assorted materials, such as a set of school social studies curriculum material (books, workbooks, guides, activities, etc.), or packages of educational test materials (tests, answer sheets, scoring guides, score charts, interpretative manuals, etc.).

p - Mixed materials

Used when there are significant materials in two or more forms that are usually related by virtue of their having been accumulated by or about a person or body. Includes archival fonds and manuscript collections of mixed forms of materials, such as text, photographs, and sound recordings.

Intended primary purpose is other than for instructional purposes (i.e., other than the purpose of those materials coded as o (Kit)).

r - Three-dimensional artifact or naturally occurring object

Includes man-made objects such as models, dioramas, games, puzzles, simulations, sculptures and other three-dimensional art works, exhibits, machines, clothing, toys, and stitchery. Also includes naturally occurring objects such as, microscope specimens (or representations of them) and other specimens mounted for viewing.

t - Manuscript language material

Used for manuscript language material or a microform of manuscript language material. This category is applied to items for language material in handwriting, typescript, or computer printout including printed materials completed by hand or by keyboard. At the time it is created, this material is usually intended, either implicitly or explicitly, to exist as a single instance. Examples include marked or corrected galley and page proofs, manuscript books, legal papers, and unpublished theses and dissertations.

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07 - Bibliographic level

One-character alphabetic code indicating the bibliographic level of the record.

a - Monographic component part

Monographic bibliographic unit that is physically attached to or contained in another unit such that the retrieval of the component part is dependent on the identification and location of the host item or container. Contains fields that describe the component part and data that identify the host, field 773 (Host Item Entry).

Examples of monographic component parts with corresponding host items include an article in a single issue of a periodical, a chapter in a book, a band on a phonodisc, and a map on a single sheet that contains several maps.

b - Serial component part

Serial bibliographic unit that is physically attached to or contained in another unit such that the retrieval of the component part is dependent on the identification and location of the host item or container. Contains fields that describe the component part and data that identify the host, field 773 (Host Item Entry).

Example of a serial component part with corresponding host item is a regularly appearing column or feature in a periodical.

c - Collection

Made-up multipart group of items that were not originally published, distributed, or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system.

d - Subunit

Part of collection, especially an archival unit described collectively elsewhere in the system. Contains fields that describe the subunit and data that identify the host item.

Subunits may be items, folders, boxes, archival series, subgroups, or subcollections.

i - Integrating resource

Bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Examples include updating loose-leafs and updating Web sites.

Integrating resources may be finite or continuing.

m - Monograph/Item

Item either complete in one part (e.g., a single monograph, a single map, a single manuscript, etc.) or intended to be completed, in a finite number of separate parts (e.g., a multivolume monograph, a sound recording with multiple tracks, etc.).

s - Serial

Bibliographic item issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Includes periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc., of societies; and numbered monographic series, etc.

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08 - Type of control# - No specified type

No type applies to the item being described.

a - Archival

Material is described according to archival descriptive rules, which focus on the contextual relationships between items and on their provenance rather than on bibliographic detail. The specific set of rules for description may be found in field 040, subfield $e. All forms of material can be controlled archivally.

---

09 - Character coding scheme

Identifies the character coding scheme used in the record.

Coding scheme used affects the number of octets needed per character, the placement of non-spacing characters, and the use of escape sequences and may affect the character repertoire. Detailed information on the character sets used in MARC 21 records is contained in *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*.

- MARC-8

Character coding in the record uses the 8-bit character sets described in *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*. Non-default character sets used are identified in field 066.

a - UCS/Unicode

Character coding in the record makes use of characters from the Universal Coded Character Set (UCS) (ISO 10646), or Unicode™, an industry subset.

---

10 - Indicator count

Computer-generated number 2 that indicates the number of character positions used for indicators in a variable data field.

An indicator character position contains a code which conveys information that interprets or supplements the data found in the field. In MARC 21, two character positions at the beginning of each variable data field are reserved for indicators; therefore, the Indicator count is always 2.

2 - Number of character positions used for indicators

---

11 - Subfield code count

Computer-generated number 2 that indicates the number of character positions used for each subfield code in a variable data field.

Each data element in a variable data field is identified by a subfield code. In MARC 21, a subfield code consists of a delimiter ($) and a lowercase alphabetic or numeric data element identifier; therefore, the Subfield code count is always 2.

2 - Number of character positions used for a subfield code

12-16 - Base address of data

Computer-generated, five-character numeric string that indicates the first character position of the first variable control field in a record. The number is right justified and each unused position contains a zero.

The number is the base from which the starting character position of all the other fields in the record is addressed in the Directory. (The starting character position in the Directory entry for each field of the record is relative to the first character of the first variable control field rather than the beginning of the record.) The Base address of data is equal to the sum of the lengths of the Leader and the Directory, including the field terminator character at the end of the Directory.

[number] - Length of Leader and Directory

---

17 - Encoding level

One-character alphanumeric code that indicates the fullness of the bibliographic information and/or content designation of the MARC record.

- Full level

Most complete MARC record created from information derived from an inspection of the physical item.

For serials, at least one issue of the serial is inspected.

1 - Full level, material not examined

Next most complete MARC record after the full level created from information derived from an extant description of the item (e.g., a printed catalog card or a description in an institutional guide) without reinspection of the physical item. Used primarily in the retrospective conversion of records when all of the information on the extant description is transcribed. Certain control field coding and other data (e.g., field 043 (Geographic Area Code)) are based only on explicit information in the description.

2 - Less-than-full level, material not examined

Less-than-full level record (i.e., a record that falls between minimal level and full) created from an extant description of the material (e.g., a printed catalog card) without reinspection of the physical item. Used primarily in the retrospective conversion of records when all of the descriptive access points but only a specified subset of other data elements are transcribed. Authoritative headings may not be current.

3 - Abbreviated level

Brief record that does not meet minimal level cataloging specifications. Headings in the records may reflect established forms to the extent that such forms were available at the time the record was created.

4 - Core level

Less-than-full but greater-than-minimal level cataloging record that meets core record standards for completeness.

5 - Partial (preliminary) level

Preliminary cataloging level record that is not considered final by the creating agency (e.g., the headings may not reflect established forms; the record may not meet national-level cataloging specifications).

7 - Minimal level

Record that meets the U.S. National Level Bibliographic Record minimal level cataloging specifications and is considered final by the creating agency. Headings have been checked against an authority file and reflect established forms to the extent that such forms were available at the time the minimal level record was created. The U.S. requirements for minimal-level records can be found in *National Level and Minimal Level Record Requirements*

8 - Prepublication level

Prepublication level record. Includes records created in cataloging in publication programs.

u - Unknown

Used by an agency receiving or sending data with a local code in Leader/17 cannot adequately determine the appropriate encoding level of the record. Code u thus replaces the local code. Not used in newly input or updated records.

For example, code u is used in Dublin Core originated records.

z - Not applicable

Concept of encoding level does not apply to the record.

---

18 - Descriptive cataloging form

One-character alphanumeric code that indicates characteristics of the descriptive data in the record through reference to cataloging norms. Subfield $e (Description conventions) of field 040 (Cataloging Source) also contains information on the cataloging conventions used.

- Non-ISBD

Descriptive portion of the record does not follow *International Standard Bibliographic Description* (ISBD) cataloging and punctuation provisions.

a - AACR 2

Descriptive portion of the record is formulated according to the description and punctuation provisions as incorporated into the *Anglo-American Cataloging Rules*, 2nd Edition (AACR 2) and its manuals.

c - ISBD punctuation omitted

Descriptive portion of the record contains the punctuation provisions of ISBD, except ISBD punctuation is *not* present at the end of a subfield.

i - ISBD punctuation included

Descriptive portion of the record contains the punctuation provisions of ISBD.

n - Non-ISBD punctuation omitted

Descriptive portion of the record does not follow *International Standard Bibliographic Description* (ISBD) cataloging and punctuation provisions, and punctuation is not present at the end of a subfield.

u - Unknown

Institution receiving or sending data in Leader/18 cannot adequately determine the appropriate descriptive cataloging form used in the record. May be used in records converted from another metadata format.

---

19 - Multipart resource record level

Record level to which a resource pertains and any record dependencies. This information will facilitate processing the record in different situations. For example, the record may describe a set of items, or it may describe a part of a set. The part may only have a dependent title to be used for identification purposes thus requiring use of additional information to understand its context.

- Not specified or not applicable

The distinction between record levels is not specified or not applicable for the type of resource.

a - Set

Record is for a set consisting of multiple items.

b - Part with independent title

The record is for a resource which is part of a set and has a title that allows it to be independent of the set record.

c - Part with dependent title

The record is for a resource which is part of a set but has a title that makes it dependent on the set record to understand its context.

---

20 - Length of the length-of-field portion

Always contains a 4.

4 - Number of characters in the length-of-field portion of a Directory entry

---

21 - Length of the starting-character-position portion

Always contains a 5.

5 - Number of characters in the starting-character-position portion of a Directory entry

---

22 - Length of the implementation-defined portion

Always contains a 0.

0 - Number of characters in the implementation-defined portion of a Directory entry

---

23 - Undefined

Always contains a 0.

INPUT CONVENTIONS

System-Generated Elements - Following Leader elements are usually system generated:

00-04	Logical record length
05	Record status
09	Character coding scheme
10	Indicator count
11	Subfield code count
12-16	Base address of data
19	Linked record requirement
20-23	Entry map

It is common for default values in other Leader elements to be generated automatically as well.

Dependencies

Field 008/18-34 Configuration
If Leader/06 = a and Leader/07 = a, c, d, or m: Books
If Leader/06 = a and Leader/07 = b, i, or s: Continuing Resources
If Leader/06 = t: Books
If Leader/06 = c, d, i, or j: Music
If Leader/06 = e, or f: Maps
If Leader/06 = g, k, o, or r: Visual Materials
If Leader/06 = m: Computer Files
If Leader/06 = p: Mixed Materials

Capitalization - Alphabetic codes are input as lowercase letters.

CONTENT DESIGNATOR HISTORY

06 - Type of record

b - Archival and manuscripts control [OBSOLETE, 1995]

h - Microform publications [OBSOLETE, 1972] [USMARC only]

n - Special instructional material [OBSOLETE, 1983]

07 - Bibliographic level

p - Pamphlet [OBSOLETE, 1988] [CAN/MARC only]

i - Integrating resource [NEW, 2001]

08 - Type of control [NEW, 1995]

17 - Encoding level

0 - Full level with item [OBSOLETE, 1997] [CAN/MARC only]

6 - Minimal level [OBSOLETE, 1997] [CAN/MARC only]

18 - Descriptive cataloging form

c - ISBD punctuation omitted [NEW, 2010]

i - ISBD [REDEFINED, 2010]

n - Non-ISBD punctuation omitted [NEW, 2016]

p - Record is in partial ISBD form [OBSOLETE, 1987]

r - Record is in provisional form [OBSOLETE, 1981]

19 - Linked-record code [REDEFINED, 2007]

- Related record not required [REDEFINED, 2007]

a - Set [NEW, 2007]

b - Part with independent title [NEW, 2007]

c - Part with dependent title [NEW, 2007]

r - Linked record requirement [OBSOLETE, 2007]

2 - Open entry for a collection [OBSOLETE, 1984] [CAN/MARC only]

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2.3.4: Directory

Indicators and Subfield Codes

Has no indicators or subfield codes; the data elements are positionally defined.

Character Positions

00-02 - Tag
03-06 - Field length
07-11 - Starting character position

CHARACTER POSITION DEFINITION AND SCOPE

Series of fixed length entries, with one entry for each variable field (control or data) present in a record. Each Directory entry is 12 character positions in length and contains three portions: the field tag, the field length, and the starting character position. The Directory immediately follows the Leader at the beginning of the record and is located at character position 24. The Field length and Starting character position portions of the Directory are defined by Leader/20-23 (Entry map) as being 4 and 5 characters in length, respectively. Because a field tag is always 3 characters, the length of the Tag portion of the Directory is not specified in the Entry map.

More detailed information about the structure of the Directory entries is contained in the *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*.

DESCRIPTION OF A DIRECTORY ENTRY

■ CHARACTER POSITIONS

00-02 - Tag

Three ASCII numeric or ASCII alphabetic characters (upper case or lower case, but not both) that identify an associated variable field.

03-06 - Field length

Four ASCII numeric characters that specify the length of the variable field, including indicators, subfield codes, data, and the field terminator. A Field length number of less than four digits is right justified and unused positions contain zeros.

07-11 - Starting character position

Five ASCII numeric characters that specify the starting character position of the variable field relative to the Base address of data (Leader/12-16) of the record. A Starting character position number of less than five digits is right justified and unused positions contain zeros.

■ EXAMPLE

	Tag	Field length	Starting character position
Entry 1	001	0013	00000
Entry 2	008	0041	00013
Entry 3	050	0011	00054

INPUT CONVENTIONS

System-Generated Elements - Each Directory entry is system generated.

2.3.4: Directory is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.5: 00X- Control Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Concise Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

001 - Control Number Full | Concise

003 - Control Number Identifier Full | Concise

005 - Date and Time of Latest Transaction Full | Concise

006 - Fixed-Length Data Elements - Additional Material Characteristics Full | Concise

007 - Physical Description Fixed Field Full | Concise

008 - Fixed-Length Data Elements Full | Concise

DEFINITON AND SCOPE

Control numbers and other kinds of control and coded information that are used in the processing of machine-readable bibliographic records. These fields have no indicators or subfield codes.

For fixed-length fields with various kinds of coded information, specific data elements are positionally defined. A more detailed explanation of positionally defined data elements can be found in the sections describing specific fields.

Field 009 is currently reserved for local use and is not described in this document.

CONTENT DESIGNATOR HISTORY

Field 009 - Physical Description Fixed-Field for Archival Collection (VM) [OBSOLETE, 1985]
Field 009 was made obsolete when new character positions (08-22) were defined for archival motion pictures (007/00=m) in field 007 (Physical Description Fixed Field). The character positions for field 009 and new 007 locations were: 00 (Genealogical stage) (007/11), 01 (Technical stage) (007/09), 02 (Color stage) (007/14), 03 (Film emulsion) (007/10), 04 (Film base) (007/12), 05 (Negative or positive sound), 06 (Additional types of color) (007/13), 07 (Longitudinal shrinkage), 08 (Perforation shrinkage), 09 (Film deterioration) (007/15), 10 (Completeness) (007/16), and 11-14 (Film inspection date) (007/17-22).

Field 009 - Cartographic Material - Physical Description Fixed Field (Detailed) (CM) [CAN/MARC only] [OBSOLETE, 1997]
CAN/MARC field 009 was made obsolete with the definition of the new field 007 for remote sensing images and new values in the maps 008 field.

2.3.5: 00X- Control Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.6: 01X-09X- Numbers and Code Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **010 - Library of Congress Control Number** (NR) Full | Concise
- **013 - Patent Control Information** (R) Full | Concise
- **015 - National Bibliography Number** (R) Full | Concise
- **016 - National Bibliographic Agency Control Number** (R) Full | Concise
- **017 - Copyright or Legal Deposit Number** (R) Full | Concise
- **018 - Copyright Article-Fee Code** (NR) Full | Concise
- **020 - International Standard Book Number** (R) Full | Concise
- **022 - International Standard Serial Number** (R) Full | Concise
- **024 - Other Standard Identifier** (R) Full | Concise
- **025 - Overseas Acquisition Number** (R) Full | Concise
- **026 - Fingerprint Identifier** (R) Full | Concise
- **027 - Standard Technical Report Number** (R) Full | Concise
- **028 - Publisher or Distributor Number** (R) Full | Concise
- **030 - CODEN Designation** (R) Full | Concise
- **031 - Musical Incipits Information** (R) Full | Concise
- **032 - Postal Registration Number** (R) Full | Concise
- **033 - Date/Time and Place of an Event** (R) Full | Concise
- **034 - Coded Cartographic Mathematical Data** (R) Full | Concise
- **035 - System Control Number** (R) Full | Concise
- **036 - Original Study Number for Computer Data Files** (NR) Full | Concise
- **037 - Source of Acquisition** (R) Full | Concise
- **038 - Record Content Licensor** (NR) Full | Concise
- **040 - Cataloging Source** (NR) Full | Concise
- **041 - Language Code** (R) Full | Concise
- **042 - Authentication Code** (NR) Full | Concise
- **043 - Geographic Area Code** (R) Full | Concise
- **044 - Country of Publishing/Producing Entity Code** (NR) Full | Concise
- **045 - Time Period of Content** (NR) Full | Concise
- **046 - Special Coded Dates** (R) Full | Concise
- **047 - Form of Musical Composition Code** (R) Full | Concise
- **048 - Number of Musical Instruments or Voices Codes** (R) Full | Concise
- **050 - Library of Congress Call Number** (R) Full | Concise
- **051 - Library of Congress Copy, Issue, Offprint Statement** (R) Full | Concise
- **052 - Geographic Classification** (R) Full | Concise
- **055 - Classification Numbers Assigned in Canada** (R) Full | Concise
- **060 - National Library of Medicine Call Number** (R) Full | Concise
- **061 - National Library of Medicine Copy Statement** (R) Full | Concise
- **066 - Character Sets Present** (NR) Full | Concise
- **070 - National Agricultural Library Call Number** (R) Full | Concise
- **071 - National Agricultural Library Copy Statement** (R) Full | Concise
- **072 - Subject Category Code** (R) Full | Concise
- **074 - GPO Item Number** (R) Full | Concise
- **080 - Universal Decimal Classification Number** (R) Full | Concise

- **082 - Dewey Decimal Classification Number** (R) Full | Concise
- **083 - Additional Dewey Decimal Classification Number** (R) Full | Concise
- **084 - Other Classification Number** (R) Full | Concise
- **085 - Synthesized Classification Number Components** (R) Full | Concise
- **086 - Government Document Classification Number** (R) Full | Concise
- **088 - Report Number** (R) Full | Concise
- **09x - Local Call Numbers** Full | Concise

DEFINITION AND SCOPE

Fields 01X-09X contain standard numbers, classification numbers, codes, and other data elements relating to the record.

CONTENT DESIGNATOR HISTORY

Field 011 - Linking Library of Congress Control Number (BK, MP, MU, VM, SE, USMARC only) [OBSOLETE, 1993]

Both indicator positions were undefined. A subfield $a (Linking LC control number) was defined. Linking Library of Congress control numbers may be recorded in the 760-787 linking entry fields.

Field 026 - Fingerprint identifier [NEW, 2002]

Field 028 - Publisher Number [REDEFINED, 2016]

Field 028 was renamed and redefined to include distributor numbers.

Field 031 - Musical Incipits Information [NEW, 2004]

Field 038 - Record Content Licensor [NEW, 2002]

Field 039 - Level of Bibliographic Control and Coding Detail [OBSOLETE, 1986]

Field 039 was made obsolete when Leader/17 (Encoding level) code 7 was redefined to identify cataloging that conforms to national minimal level requirements. Field 039 was defined in 1980 to allow an organization to characterize the fullness of various cataloging aspects of records contributed to a national database.
First indicator position specified the standard against which the data were applied (0 = U.S. national level bibliographic record; 8 = Other); the second indicator was undefined. The subfield codes and the defined codes for each were: $a Level of rules used in bibliographic description (0 = No level defined by rules, 1 = Minimal, 2 = Less than full, 3 = Full); $b Level of effort used to assign nonsubject heading access points (2 = Less than full, 3 = Full); $c Level of effort used to assign subject headings (0 = None, 2 = Less than full, 3 = Full); $d Level of effort used to assign classification (0 = None, 2 = Less than full, 3 = Full); $e Number of fixed field character positions coded (0 = None, 1 = Minimal, 2 = Most necessary, 3 = Full).

Field 043 - Geographic Area Code [CHANGED, 2020]

Field 043 was changed to repeatable.

Field 046 - Special Coded Dates [REDEFINED, 2002]

Field 046 was redefined as a repeatable field.

Field 047 - Form of musical composition code [REDEFINED, 2006]

Field 047 was redefined as a repeatable field.

Field 083 - Additional Dewey Decimal Classification number [NEW, 2008]

Field 085 - Synthesized classification number components [NEW, 2008]

Field 087 - Report Number [OBSOLETE, 1997] [CAN/MARC only]

Both indicator positions were undefined. The subfield codes were: $a (Report number) and subfield $z (Canceled/invalid report number).

Field 088 - Document Shelving Number (CODOC) [REDEFINED, 1997] [CAN/MARC only]

Both indicator positions were undefined. The subfield codes were: $a (Report number) and subfield $z (Canceled/invalid report number).

2.3.6: 01X-09X- Numbers and Code Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.7: Heading Fields - General Information

X00 - Personal Names - General Information

X10 - Corporate Names - General Information

X11 - Meeting Names - General Information

X30 - Uniform Titles - General Information

DEFINITION AND SCOPE

General information on the data elements defined for use in the 1XX (*main entry*), 6XX (*subject access*), 7XX (*added entry*), and 8XX (*series added entry*) fields. In MARC 21, the definitions of data elements in many fields are carried over to other fields within the same group (e.g., the X10 fields) for consistency and as a mnemonic aid. This is particularly true of the fields for names and uniform titles used as headings in access points.

Each *General Information* section contains a list of content designators defined (fields, indicators, and subfield codes), guidelines for applying the content designators that are shared, and input conventions for the fields within the group. Content designators that are not valid for all fields in a group are generally not described fully in the general information sections, instead, reference is made to where a complete description can be found.

Examples given in a general information section usually represent a variety of field tags and types of material. For a larger number of field-specific examples, as well as field-specific definition and scope or guidelines for applying content designators, refer to one of the 1XX, 6XX, 7XX, or 8XX field sections.

2.3.7: Heading Fields - General Information is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.8: 1XX- Main Entry Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Concise Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

100 - Main Entry - Personal Name (NR) Full | Concise

110 - Main Entry - Corporate Name (NR) Full | Concise

111 - Main Entry - Meeting Name (NR) Full | Concise

130 - Main Entry - Uniform Title (NR) Full | Concise

DEFINITION AND SCOPE

Fields 100, 110, 111 and 130 contain a name or a uniform title heading used as main entry.

For **mixed material**, this idea of authorship is not always clear-cut. The main entry may contain the name of the person, family, or entity responsible for bringing the materials together. Alternatively, the main entry may contain the name of the person, family, or entity for whom or which a collection is named.

Descriptions of the first indicator and all subfield codes, as well as input conventions for the 100, 110, 111, and 130 fields, are given in the following *General Information* sections: *X00*, *X10*, *X11*, *and X30*. The second indicator is described in the specific section for each field.

2.3.8: 1XX- Main Entry Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.9: 20X-24X- Title and Title-Related Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Concise Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

210 - Abbreviated Title (R) Full | Concise

222 - Key Title (R) Full | Concise

240 - Uniform Title (NR) Full | Concise

242 - Translation of Title by Cataloging Agency (R) Full | Concise

243 - Collective Uniform Title (NR) Full | Concise

245 - Title Statement (NR) Full | Concise

246 - Varying Form of Title (R) Full | Concise

247 - Former Title (R) Full | Concise

DEFINITION AND SCOPE

Title of the item described in the record and variant and former titles that also apply to that item. Field 245 (Title Statement) contains the title as it appears on the chief title source for an item (or substitute for such, formulated according to cataloging guidelines). The uniform title is the primary collecting title for items appearing under multiple titles and the key title is a special unique title for serials. These fields may be used to generate access points and display notes for the various titles, frequently guided by indicator values associated with the fields when entered under a name heading.

CONTENT DESIGNATOR HISTORY

Field 211 - Acronym or Shortened Title (CF) [OBSOLETE, 1993]
Field 211 was made obsolete with the redefinition of field 246 (Varying Form of Title) to include variant titles not found on a piece. The first indicator position specified whether a title added entry should be generated (values 0,1); the second was defined for nonfiling characters (values 0-9). The subfield codes were: $a (Acronym or shortened title), $6 (Linkage).

Field 212 - Variant Access Title (SE) [OBSOLETE, 1993]
Field 212 was made obsolete with the redefinition of field 246 (Varying Form of Title) to include variant titles not found on a piece. The first indicator position specified whether a title added entry should be generated (values 0,1); the second was undefined. The subfield codes were: $a (Variant access title), $6 (Linkage).

Field 214 - Augmented Title (BK, CF) [OBSOLETE, 1993]
Field 214 was made obsolete with the redefinition of field 246 (Varying Form of Title) to include variant titles not found on a piece. The first indicator position specified whether a title added entry should be generated (values 0,1); the second was defined for nonfiling characters (values 0-9). The subfield codes were: $a (Augmented title), $6 (Linkage).

Field 241 - Romanized Title (BK, AM, CF, MP, MU, VM) [OBSOLETE, 1982]
Field 241 was made obsolete when field 880 (Alternate Graphic Representation) was defined. The field contained the romanized form of a bibliographic title that was transcribed in nonroman characters in a manual catalog record. The first indicator position specified whether a title added entry should be generated (values 0, 1); the second was defined for nonfiling characters (values 0-9). The subfield codes were: $a (Romanized title), $h (Medium).

Field 246 - Varying Form of Title [REDEFINED, 1993]
Prior to the redefinition of field 246 in 1993 to include all variant titles associated with the item, whether they are or are not on the piece, some variant titles were contained in the following three fields that are now obsolete: 211 (Acronym or Shortened Title), 212 (Variant Access Title), and 214 (Augmented Title).

In 1993, field 246 was also defined for all forms of material. Prior to that date, added entries for variant titles for other than serials and serially-issued computer files were contained in the added entry variant title 740 field which has been redefined as "Added Entry-Uncontrolled Related/Analytical Title."

Field 247 - Former Title [RENAMED, 2002]

In 2002, the field was renamed from "Former title or title variations" to differentiate it from field 246 (Varying Form of Title)

2.3.9: 20X-24X- Title and Title-Related Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.10: 25X-28X- Edition, Imprint, Etc. Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **250 - Edition Statement** (R) Full | Concise
- **251 - Version Information** (R) Full | Concise
- **254 - Musical Presentation Statement** (NR) Full | Concise
- **255 - Cartographic Mathematical Data** (R) Full | Concise
- **256 - Computer File Characteristics** (NR) Full | Concise
- **257 - Country of Producing Entity** (R) Full | Concise
- **258 - Philatelic Issue Data** (R) Full | Concise
- **260 - Publication, Distribution, etc. (Imprint)** (R) Full | Concise
- **263 - Projected Publication Date** (NR) Full | Concise
- **264 - Production, Publication, Distribution, Manufacture, and Copyright Notice** (R) Full | Concise
- **270 - Address** (R) Full | Concise

DEFINITION AND SCOPE

Descriptive information concerning the item described in a bibliographic record other than title related data. Data recorded includes the edition statement, imprint and other publication source information, addresses, descriptive data related to specific forms of material, and addresses. Together with the other 2XX and the 3XX fields, this data constitutes what is referred to as the *body* of the bibliographic record.

CONTENT DESIGNATOR HISTORY

Field 250 - Edition Statement [CHANGED, 2013]

In 2013, field 250 was made repeatable.

Field 251 - Version Information [NEW, 2018]

Field 257 - Country of Producing Entity for Archival Films [RENAMED, 2009]

Field 258 - Philatelic Issue Data [NEW, 2004]

Field 261 - Imprint Statement for Films (Pre-AACR 1 Revised) [USMARC only]

Field 262 - Imprint Statement for Sound Recordings (Pre-AACR 2) [USMARC only]

Field 264 - Production, Publication, Distribution, Manufacture, and Copyright Notice [NEW, 2011]

Field 265 - Source for Acquisition/Subscription Address (AM, MC) [OBSOLETE, 1983]

Field 265 - Source for Acquisition/Subscription Address (BK, CF, MP, MU, VM, SE) [OBSOLETE, 1993]

Both indicator positions were undefined. The subfield codes were: $a (Source for acquisition/subscription address) and $6 (Linkage). Source information may be contained in subfield $b (Source of stock number/acquisition) of field 037 (Source of Acquisition).

2.3.10: 25X-28X- Edition, Imprint, Etc. Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.11: 3XX- Physical Description, Etc. Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **300 - Physical Description** (R) Full | Concise
- **306 - Playing Time** (NR) Full | Concise
- **307 - Hours, etc.** (R) Full | Concise
- **310 - Current Publication Frequency** (R) Full | Concise
- **321 - Former Publication Frequency** (R) Full | Concise
- **334 - Mode of Issuance** (R) Full | Concise
- **335 - Extension Plan** (R) Full | Concise
- **336 - Content Type** (R) Full | Concise
- **337 - Media Type** (R) Full | Concise
- **338 - Carrier Type** (R) Full | Concise
- **340 - Physical Medium** (R) Full | Concise
- **341 - Accessibility Content** (R) Full | Concise
- **342 - Geospatial Reference Data** (R) Full | Concise
- **343 - Planar Coordinate Data** (R) Full | Concise
- **344 - Sound Characteristics** (R) Full | Concise
- **345 - Moving Image Characteristics** (R) Full | Concise
- **346 - Video Characteristics** (R) Full | Concise
- **347 - Digital File Characteristics** (R) Full | Concise
- **348 - Notated Music Characteristics** (R) Full | Concise
- **351 - Organization and Arrangement of Materials** (R) Full | Concise
- **352 - Digital Graphic Representation** (R) Full | Concise
- **353 - Supplementary Content Characteristics** (R) Full | Concise
- **355 - Security Classification Control** (R) Full | Concise
- **357 - Originator Dissemination Control** (NR) Full | Concise
- **362 - Dates of Publication and/or Sequential Designation** (R) Full | Concise
- **363 - Normalized Date and Sequential Designation** (R) Full | Concise
- **365 - Trade Price** (R) Full | Concise
- **366 - Trade Availability Information** (R) Full | Concise
- **370 - Associated Place** (R) Full | Concise
- **377 - Associated Language** (R) Full | Concise
- **380 - Form of Work** (R) Full | Concise
- **381 - Other Distinguishing Characteristics of Work or Expression** (R) Full | Concise
- **382 - Medium of Performance** (R) Full | Concise
- **383 - Numeric Designation of Musical Work** (R) Full | Concise
- **384 - Key** (R) Full | Concise
- **385 - Audience Characteristics** (R) Full | Concise
- **386 - Creator/Contributor Characteristics** (R) Full | Concise
- **388 - Time Period of Creation** (R) Full | Concise

FIELD DEFINITION AND SCOPE

Information pertaining to physical characteristics, graphic representation, physical arrangement, publication frequency, and security information. For digital items, fields are provided for recording reference and coordinate data.

CONTENT DESIGNATOR HISTORY

Field 301 - Physical Description for Films (Pre-AACR 2) (VM, USMARC only) [OBSOLETE, 1983]

Field 302 - Page Count (BK) [OBSOLETE, 1990]

Field 303 - Unit Count (AM, USMARC only) [OBSOLETE, 1983]

Field 304 - Linear Footage (AM, USMARC only) [OBSOLETE, 1983]

Field 305 - Physical Description for Sound Recordings (Pre-AACR 2) (MU) [OBSOLETE, 1993]

Field 308 - Physical Description for Films (Archival) (VM) [OBSOLETE, 1990]

Field 315 - Frequency (CF, MP) [OBSOLETE, 1993]

Field 334 - Mode of Issuance [NEW, 2021]

Field 335 - Extension Plan [NEW, 2020]

Field 336 - Content Type [NEW, 2009]

Field 337 - Media Type [NEW, 2009]

Field 338 - Carrier Type [NEW, 2009]

Field 341 - Accessibility Content [NEW, 2018]

Field 344 - Sound Characteristics [NEW, 2011]

Field 345 - Projection Characteristics of Moving Image [NEW, 2011]

Field 345 - Projection Characteristics of Moving Image [RENAMED, 2020]

Field 346 - Video Characteristics [NEW, 2011]

Field 347 - Digital File Characteristics [NEW, 2011]

Field 348 - Format of Notated Music [NEW, 2015]

Field 348 - Format of Notated Music [RENAMED, 2021]

Field 350 - Price (BK, AM, MU, VM) [OBSOLETE, 1983]

Field 350 - Price (CF, SE) [OBSOLETE, 1993]

Field 353 - Supplementary Content Characteristics [NEW, 2021]

Field 359 - Rental Price (VM) [OBSOLETE, 1983]

Field 363 - Normalized Date and Sequential Designation [NEW, 2007]

Field 365 - Trade Price [NEW, 2003]

Field 366 - Trade Availability Information [NEW, 2003]

Field 370 - Associated Place [NEW, 2014]

Field 377 - Associated Language [NEW, 2011]

Field 380 - Form of Work [NEW, 2010]

Field 381 - Other Distinguishing Characteristics of Work or Expression [NEW, 2010]

Field 382 - Medium of Performance [NEW, 2010]

Field 383 - Numeric Designation of Musical Work [NEW, 2010]

Field 384 - Key [NEW, 2010]

Field 385 - Audience Characteristics [NEW, 2013]

Field 386 - Creator/Contributor Characteristics [NEW, 2013]

2.3.11: 3XX- Physical Description, Etc. Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.12: 4XX- Series Statement Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Concise Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

490 - Series Statement (R) Full | Concise

FIELD DEFINITION AND SCOPE

Field 490 contains series statements.

CONTENT DESIGNATOR HISTORY

Field 400 - Series Statement/Added Entry-Personal Name
Field 410 - Series Statement/Added Entry-Corporate Name
Field 411 - Series Statement/Added Entry−Meeting Name
These fields became local to the United States in 1999 since they were obsolete in the CAN/MARC format. They are described in Appendix H.
Field 440 - Series Statement/Added Entry-Title [OBSOLETE, 2008]
For reference purposes a description of this field is in Appendix H.

2.3.12: 4XX- Series Statement Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.13: 5XX- Note Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **500 - General Note** (R) Full | Concise
- **501 - With Note** (R) Full | Concise
- **502 - Dissertation Note** (R) Full | Concise
- **504 - Bibliography, etc. Note** (R) Full | Concise
- **505 - Formatted Contents Note** (R) Full | Concise
- **506 - Restrictions on Access Note** (R) Full | Concise
- **507 - Scale Note for Graphic Material** (NR) Full | Concise
- **508 - Creation/Production Credits Note** (R) Full | Concise
- **510 - Citation/References Note** (R) Full | Concise
- **511 - Participant or Performer Note** (R) Full | Concise
- **513 - Type of Report and Period Covered Note** (R) Full | Concise
- **514 - Data Quality Note** (NR) Full | Concise
- **515 - Numbering Peculiarities Note** (R) Full | Concise
- **516 - Type of Computer File or Data Note** (R) Full | Concise
- **518 - Date/Time and Place of an Event Note** (R) Full | Concise
- **520 - Summary, etc.** (R) Full | Concise
- **521 - Target Audience Note** (R) Full | Concise
- **522 - Geographic Coverage Note** (R) Full | Concise
- **524 - Preferred Citation of Described Materials Note** (R) Full | Concise
- **525 - Supplement Note** (R) Full | Concise
- **526 - Study Program Information Note** (R) Full | Concise
- **530 - Additional Physical Form available Note** (R) Full | Concise
- **532 - Accessibility Note** (R) Full | Concise
- **533 - Reproduction Note** (R) Full | Concise
- **534 - Original Version Note** (R) Full | Concise
- **535 - Location of Originals/Duplicates Note** (R) Full | Concise
- **536 - Funding Information Note** (R) Full | Concise
- **538 - System Details Note** (R) Full | Concise
- **540 - Terms Governing Use and Reproduction Note** (R) Full | Concise
- **541 - Immediate Source of Acquisition Note** (R) Full | Concise
- **542 - Information Relating to Copyright Status** (R) Full | Concise
- **544 - Location of Other Archival Materials Note** (R) Full | Concise
- **545 - Biographical or Historical Data** (R) Full | Concise
- **546 - Language Note** (R) Full | Concise
- **547 - Former Title Complexity Note** (R) Full | Concise
- **550 - Issuing Body Note** (R) Full | Concise
- **552 - Entity and Attribute Information Note** (R) Full | Concise
- **555 - Cumulative Index/Finding Aids Note** (R) Full | Concise
- **556 - Information About Documentation Note** (R) Full | Concise
- **561 - Ownership and Custodial History** (R) Full | Concise
- **562 - Copy and Version Identification Note** (R) Full | Concise
- **563 - Binding Information** (R) Full | Concise
- **565 - Case File Characteristics Note** (R) Full | Concise

- **567 - Methodology Note** (R) Full | Concise
- **580 - Linking Entry Complexity Note** (R) Full | Concise
- **581 - Publications About Described Materials Note** (R) Full | Concise
- **583 - Action Note** (R) Full | Concise
- **584 - Accumulation and Frequency of Use Note** (R) Full | Concise
- **585 - Exhibitions Note** (R) Full | Concise
- **586 - Awards Note** (R) Full | Concise
- **588 - Source of Description, Etc. Note** (R) Full | Concise
- **59X - Local Notes** Full | Concise

FIELD DEFINITION AND SCOPE

Fields 500-59X contain bibliographic notes. Each note is entered as a separate 5XX field. General notes are recorded in field 500 (General Note). Specialized notes are contained in fields 501-586. Prefer a specific note field if there is one when inputting specialized note information in the 5XX notes area. Otherwise, use a 500 General Note.

Information that appears in the notes area on printed output or machine displays is not always recorded in a specially defined 5XX note field. Data is sometimes carried in a structured or coded form in another field (e.g., field 086 (Government Document Classification Number) or field 310 (Current Publication Frequency)). Some of the fields that contain information that is grouped with 5XX note fields in displays and on printed products are listed below.

- 086 - Government Document Classification Number
- 246 - Varying Form of Title
- 247 - Former Title or Title Variations
- 310 - Current Publication Frequency
- 321 - Former Publication Frequency
- 362 - Dates of Publication and/or Sequential Designation
- 76X-78X - Linking Entry Fields

CONTENT DESIGNATOR HISTORY

Field 503 - Bibliographic History Note (BK, CF, MU) [OBSOLETE, 1993]

Both indicators were undefined. The subfield codes were: $a Bibliographic history note, $6 Linkage. Bibliographic history information may be contained in field 500 (General Note).

Field 512 - Earlier or Later Volumes Separately Cataloged Note (SE) [OBSOLETE, 1990]

Both indicator positions were undefined. The subfield codes were: $a (Earlier or later volumes separately cataloged note), $6 (Linkage). Earlier or later volumes separately cataloged information may be contained in field 500 (General Note).

Field 517 - Categories of Films Note (Archival) (VM) [OBSOLETE, 1985]

The first indicator was defined as Specifies whether fiction or nonfiction (0 = Nonfiction, 1 = Fiction). The second indicator position was undefined. The subfield codes were: $a (Different formats), $b (Content descriptors), $c (Additional animation techniques). Genre information may be contained in field 655 (Index Term−Genre/Form).

Field 523 - Time Period of Content Note (CF) [OBSOLETE, 1993]

Both indicator positions were undefined. The subfield codes were: $a (Time period of content note), $b (Dates of data collection note), $6 (Linkage). Data previously recorded in this field is now recorded in field 500 (General Note), field 513 (Type of Report and Period Covered Note), subfield $b (Period covered), or field 518 (Date/Time and Place of an Event Note).

Field 527 - Censorship Note (VM) [OBSOLETE, 1990]

Both indicator positions were undefined. The subfield codes were: $a (Censorship note), $6 (Linkage). Censorship information may be contained in field 500 (General Note).

Field 532 - Accessibility Note [NEW, 2018]

Field 537 - Source of Data Note (CF) [OBSOLETE, 1993]

The first indicator was defined as Display constant controller (= Publications, 8 = No display constant generated). The second indicator was undefined. The subfield codes were: $a (Source of data note), $6 (Linkage). Source of data information may be contained in field 500 (General Note) or included in field 567 (Methodology Note).

Field 542 - Information Relating to Copyright Status [NEW, 2008]

Field 543 - Solicitation Information Note [OBSOLETE, 1983] [USMARC only, AM]

The indicators were undefined. The subfield code was: $a (Solicitation information note). Solicitation information may be contained in field 583 (Action Note).

Field 563 - Binding Information [NEW, 2002]

Field 570 - Editor Note (SE) [OBSOLETE, 1990]

Both indicator positions were undefined. The subfield codes were: $a (Editor note), $z (Source of note information), $6 (Linkage). Editor information may be contained in field 500 (General Note).

Field 582 - Related Computer Files Note (CF) [OBSOLETE, 1993]

The first indicator was defined as Display constant controller (= Related files, 8 = No display constant generated). The second indicator was undefined. The subfield codes were: $a (Related computer files note), $6 (Linkage). Related computer files information may be contained in fields 580 (Linking Entry Complexity Note) and 787 (Nonspecific Relationship Entry).

Field 588 - Source of Description Note [NEW, 2009]

2.3.13: 5XX- Note Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.14: 6XX- Subject Access Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **600 - Subject Added Entry - Personal Name** (R) Full | Concise
- **610 - Subject Added Entry - Corporate Name** (R) Full | Concise
- **611 - Subject Added Entry - Meeting Name** (R) Full | Concise
- **630 - Subject Added Entry - Uniform Title** (R) Full | Concise
- **647 - Subject Added Entry - Named Event** (R) Full | Concise
- **648 - Subject Added Entry - Chronological Term** (R) Full | Concise
- **650 - Subject Added Entry - Topical Term** (R) Full | Concise
- **651 - Subject Added Entry - Geographic Name** (R) Full | Concise
- **653 - Index Term - Uncontrolled** (R) Full | Concise
- **654 - Subject Added Entry - Faceted Topical Terms** (R) Full | Concise
- **655 - Index Term - Genre/Form** (R) Full | Concise
- **656 - Index Term - Occupation** (R) Full | Concise
- **657 - Index Term - Function** (R) Full | Concise
- **658 - Index Term - Curriculum Objective** (R) Full | Concise
- **662 - Subject Added Entry - Hierarchical Place Name** (R) Full | Concise
- **688 - Subject Added Entry - Type of Entity Unspecified** (R) Full | Concise
- **69X - Local Subject Access Fields** (R) Full | Concise

DEFINITION AND SCOPE

6XX fields contain subject access entries and terms. Most of these fields contain subject added entries or access terms based on the lists and authority files identified in the second indicator (Subject heading system/thesaurus) or in subfield $2 (Source of subject heading or term). One field contains uncontrolled subject access data.

For **mixed materials** and collections under archival control, considerable use is made of the 6XX fields to reflect the subject content of the described materials through controlled and uncontrolled headings and terms. The 7XX fields are used less frequently to provide access.

Descriptions of the first indicator and all subfield codes, as well as input conventions for the 600, 610, 611, and 630 fields, are given in the following *General Information* sections: *X00, X10, X11 and X30*. The second indicator is described in the specific section for each field. All content designators for the 647-688 fields are described in the specific section for each field.

CONTENT DESIGNATOR HISTORY

Field 600-651 - Subject added entries

Indicator 2 - Subject heading system/thesaurus

In 1982 the use of the second indicator value in subject added entry fields 600-651 was expanded from specifying the organization that **assigned** the subject added entry to specifying the subject heading system, thesaurus, or authority file **used** by an organization to assign the subject added entry. Accordingly, values 0-3 and 5-6 became authoritative-agency data elements and their definitions were changed to the names of the list or authority file. The definition of value 4 was changed from Other subject heading. Prior to 1975, value 5 was defined in the visual materials specifications as Subject heading to be printed only in LC book catalog. Prior to 1977, value 5 was defined in the archival and manuscripts control specifications as National Union Catalog of Manuscripts (NUCMC) subject heading.

Field 647 - Subject Added Entry-Named Event [NEW, 2016]

Field 648 - Subject Added Entry-Chronological Term [NEW, 2002]

Field 652 - Subject Added Entry-Reversed Geographic [OBSOLETE, 1980]

Field 652 was an agency-defined field used by the Library of Congress for reversed geographic added entries assigned to materials classed in LC classification number span G1000-G9999. For each regular *Topic-Place* subject heading assigned, a reversed *Place--Topic* heading was also assigned. Both indicator positions were undefined. The subfield codes were: $a (Geographic name or place element), $x (General subject subdivision), $y (Chronological subject subdivision), $z (Geographic subject subdivision).

Field 662 - Subject Added Entry - Hierarchical Place Name [NEW, 2005]

Field 680 - PRECIS Descriptor String [OBSOLETE, 1991] [CAN/MARC only]

PRECIS Descriptor String is a sequence of subject index terms in which each term is preceded by a code which determines how it should appear in entries generated by a computer. The first indicator was undefined. The second indicator values 0-9 were used to link alternative subject statements to the corresponding Dewey classification number. Subfields $a-$z contained the text of the PRECIS Descriptor String.

Field 681 - PRECIS Subject Indicator Number (SIN) [OBSOLETE, 1991] [CAN/MARC only]

PRECIS Subject Indicator Number (SIN) is a fixed-length number ending in a modulus 11 check digit. It identifies uniquely the address of the PRECIS data consisting of string and Reference Indicator Number (RIN). The first indicator was undefined. The second indicator values 0-9 were used to link the indicator to the corresponding PRECIS string and other associated subject data. Only subfield $a (PRECIS subject indicator number (SIN)) was defined.

Field 683 - PRECIS Reference Indicator Number (RIN) [OBSOLETE, 1991] [CAN/MARC only]

PRECIS Reference Indicator Number (RIN) is a fixed-length number ending in a modulus 11 check digit which identifies the address of a term in the machine-held thesaurus used as the source of 'See' and 'See also' references in a printed index. The first indicator was undefined. The second indicator values 0-9 were used to link the index numbers to the corresponding PRECIS descriptor string. Only subfield $a (Reference indicator number (RIN)) was defined.

Field 688 - Subject Added Entry - Type of Entity Unspecified [NEW, 2019]

2.3.14: 6XX- Subject Access Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.15: 70X-75X- Added Entry Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **700 - Added Entry - Personal Name** (R) Full | Concise
- **710 - Added Entry - Corporate Name** (R) Full | Concise
- **711 - Added Entry - Meeting Name** (R) Full | Concise
- **720 - Added Entry - Uncontrolled Name** (R) Full | Concise
- **730 - Added Entry - Uniform Title** (R) Full | Concise
- **740 - Added Entry - Uncontrolled Related/Analytical Title** (R) Full | Concise
- **751 - Added Entry - Geographic Name** (R) Full | Concise
- **752 - Added Entry - Hierarchical Place Name** (R) Full | Concise
- **753 - System Details Access to Computer Files** (R) Full | Concise
- **754 - Added Entry - Taxonomic Identification** (R) Full | Concise
- **758 - Resource Identifier** (R) Full | Concise

FIELD DEFINITION AND SCOPE

Added entries that provide additional access to a bibliographic record from names and/or titles having various relationships to a work. Added entries are made for persons, corporate bodies, and meetings having some form of responsibility for the creation of the work, including intellectual and publishing responsibilities. Also included are added entries for other titles under authority control related to the work for which the record is made, such as other editions, etc. Field 740 contains a title not under authority control for a part of the item being cataloged, or a related item. Added entries are assigned to records for persons, corporate bodies, meetings, and titles which are not given access through subject or series entries. Fields 752-754 provide for access to an item through other aspects of its content or description.

Descriptions of the first indicator and all subfield codes, as well as input conventions for the 700, 710, 711, and 730 fields are given in the following *General Information* sections: *X00, X10, X11*, and *X30*. The second indicator is described in the specific section for each field. All content designators for fields 720, 740-758 are described in the specific section for each field.

Added entry fields are not used as often in bibliographic records for materials under **archival control** as they are for materials under other types of control. In archival control, greater use is made of the 6XX fields for access.

CONTENT DESIGNATOR HISTORY

Field 705 - Added Entry - Personal Name (Performer) (MU) [OBSOLETE, 1980] [USMARC only]

Field 715 - Added Entry - Corporate Name (Performing Group) (MU) [OBSOLETE, 1980] [USMARC only]

Field 751 - Geographic Name/Area Name Entry [OBSOLETE] [CAN/MARC only]

Field 751 - Added Entry - Geographic Name [NEW, 2007]

Field 755 - Added Entry - Physical Characteristics [OBSOLETE, 1995]

Field 758 - Resource Identifier [NEW, 2017]

2.3.15: 70X-75X- Added Entry Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.16: 76X-78X- Linking Entry Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- **760 - Main Series Entry** (R) Full | Concise
- **762 - Subseries Entry** (R) Full | Concise
- **765 - Original Language Entry** (R) Full | Concise
- **767 - Translation Entry** (R) Full | Concise
- **770 - Supplement/Special Issue Entry** (R) Full | Concise
- **772 - Supplement Parent Entry** (R) Full | Concise
- **773 - Host Item Entry** (R) Full | Concise
- **774 - Constituent Unit Entry** (R) Full | Concise
- **775 - Other Edition Entry** (R) Full | Concise
- **776 - Additional Physical Form Entry** (R) Full | Concise
- **777 - Issued With Entry** (R) Full | Concise
- **780 - Preceding Entry** (R) Full | Concise
- **785 - Succeeding Entry** (R) Full | Concise
- **786 - Data Source Entry** (R) Full | Concise
- **787 - Other Relationship Entry** (R) Full | Concise

First Indicator	Second Indicator
Note controller 0 - Display note 1 - Do not display note	**all except 780 and 785** - *Display constant controller* # - [Field-related phrase] 0 - Parent *[772 only]* 8 - No display constant generated **780** - *Type of relationship* 0 - Continues 1 - Continues in part 2 - Supersedes 3 - Supersedes in part 4 - Formed by the union of ... and ... 5 - Absorbed 6 - Absorbed in part 7 - Separated from **785** - *Type of relationship* 0 - Continued by 1 - Continued in part by 2 - Superseded by 3 - Superseded in part by 7 - Merged with ... to form ... 4 - Absorbed by 5 - Absorbed in part by 6 - Split into ... and ... 8 - Changed back to

Subfield Codes	
Descriptive information • $a - Main entry heading (NR) • $b - Edition (NR) • $c - Qualifying information (NR) *[all except 773]* • $d - Place, publisher, and date of publication (NR) • $g - Related parts (R) • $h - Physical description (NR) • $i - Relationship information (R) • $j - Period of content (R) *[786 only]* • $k - Series data for related item (R) *[all except 760 and 762]* • $m - Material specific details (NR) • $n - Note (R) • $o - Other item identifier (R) • $p - Abbreviated title (NR) *[773 and 786 only]* • $q - Enumeration and first page (NR) *[773 only]* • $s - Uniform title (NR) • $t - Title (NR)	*Numbers/codes* • $e - Language code (NR) *[775 only]* • $f - Country code (NR) *[775 only]* • $r - Report number (R) *[all except 760 and 762]* • $u - Standard Technical Report Number (NR) *[all except 760 and 762]* • $v - Source contribution (NR) *[786 only]* • $w - Record control number (R) • $x - International Standard Serial Number (NR) • $y - CODEN designation (NR) • $z - International Standard Book Number (R) *[all except 760 and 762]* *Control subfields* • $3 - Materials specified (NR) *[773 only]* • $4 - Relationship (R) • $6 - Linkage (NR) • $7 - Control subfield (NR) • $8 - Field link and sequence number (R)

DEFINITION AND SCOPE

Information that identifies other related bibliographic items. Each of the linking entry fields specifies a different relationship between the **target** item described by the record and a **related item**. These relationships fall into three classes: 1) related items that assist the user in continuing to search but are not physically required to obtain the target item (e.g., former entries for continuing resources, translations of the target item); 2) related items that have to be obtained physically in order to use the target item (e.g., the **host** item for a **component part**: a journal issue containing a specific article); 3) related items that are **constituent units** of a larger whole (e.g., the individual photographs contained in a visual material collection). The linking entry fields are designed to generate a note in a display of the record in which they appear. They can also provide machine linkage between the bibliographic record for the target item and the bibliographic record for the related item, if the related item is covered by a separate record; and/or facilitate indexing.

TERMS USED IN LINKING ENTRY FIELDS

Target Item - Bibliographic item that is the principal or primary unit covered by the description for which the record was constructed. The target item is the item to which the information in character positions 06 (Type of record) and 07 (Bibliographic level) of the Leader, and field 245 (Title Statement) apply.

Related Item - Bibliographic item that has a chronological, horizontal (different versions), or vertical (hierarchical) relationship with a target item, and for which the linking entry field is formulated.

Component Part - Bibliographic item that is physically part of another bibliographic item such that the retrieval of the part is dependent on the physical identification and location of the host item (e.g., a chapter in a book, an article in a journal). (Field 774)

Constituent Unit - Bibliographic item that is part of another item. The constituent unit is physically separate from the item of which it is considered a part. (Fields 770, 774)

Host Item - Bibliographic item that either physically contains (as in the case of the component part), or bibliographically includes (as in the case of a constituent unit), the subpart that is the target item for the record. For example, if a record describes a journal article, the host is the journal; if a record describes one digital item in a set, the host is the set. (Fields 772, 773)

Chronological Relationship - Relationship in time between bibliographic items (e.g., the relation of a serial to its predecessors and successors). (Fields 777, 780, 785)

Horizontal Relationship - Relationship between versions of a bibliographic item in different languages, formats, media, etc. (Fields 765, 767, 775, 776)

Vertical Relationship - Hierarchical relationship of the whole to its parts and the parts to the whole (e.g., a journal article to the journal, collective title of conference proceedings to individual titles of contributions, subseries to main entry series). (Fields 760, 762, 770)

RECORD LINKS AND NOTES

Linking Entry Fields (fields 760-787) - Fields carry descriptive data concerning the related item, the control number for the record of the related item, or both. Minimal content designation is provided for the data concerning the related item that is used in the linking entry fields. For data operations requiring fuller content designation such as indexing and sorting, subfield $w (control number for the related item) allows the system to follow that link to the related record to obtain fully content-designated data. Moreover, when present,the coded data in control subfield $7 allows some types of indexing without reference to the actual related record. The value used in the first indicator position of a linking entry field determines whether a note is to be generated from the the linking entry field or from field 580.

In fields 76X-78X the general resource to resource relationship is indicated by the choice of tag with some more specific relationships indicated by indicators in fields 772, 780, and 785. Subfield $i is used to indicate relationships not expressed in the tag or indicator, thus is appropriate for more specific relationship designations. If it is desirable to make the specific relationship information available in a coded form, or in a URI, subfield $4 is used.

Linking Entry Complexity Note (field 580) - Linking Entry Fields are designed to support generation of a note concerning the related item in a display of the record for the target item. When the relationship is too complex to be expressed using relationship information expressed by the tag indicator, or $i or $4 subfields, and the data from the linking entry field or the linked record, the note is recorded in the Linking Entry Complexity Note field. When used, this field appears in addition to any relevant 760-787 linking entry field, and no note is generated from the linking entry field.

Added Entries (fields 700-730) - When an added entry is desired for a title used in a linking field, the added entry is recorded in the appropriate 700-730 field. Linking fields are not intended to take the place of added entries. Likewise, an added entry in field 700-730 does not take the place of a linking field, as it cannot cause a note to be generated or carry a record link.

Component Parts/Constituent Units - Linking entry field 773 (Host Item Entry) is used to link the record for a component part that is an integral part of another item to the record for the other item. For example, in records for journal articles, it contains an identification of the journal. The exact location of the article in the journal is recorded in subfield $g of field 773. The record for the host item or any larger bibliographic unit may include information about constituent units, recorded in the repeatable field 774 (Constituent Unit Entry). Information about each constituent would be recorded in a separate occurrence of field 774.

GUIDELINES FOR APPLYING CONTENT DESIGNATORS

■ INDICATORS

First Indicator - Note controller

Whether or not a display note is to be generated from the field.

0 - Display note

Note is to be generated from the data in the linking entry field (or from the related record identified in the field).

780	00$tAmerican journal of religious psychology and education

1 - Do not display note

Note is not to be generated from the data in the linking entry field (or from the related record). Value 1 is used when the display constant associated with the linking field does not adequately describe the relationship. In this case, a note for display is recorded in field 580. The 760-787 field is recorded to provide the machine linkage and field 580 is used for display.

Second Indicator - Display constant controller *[all except 780 and 785]*

Controls display constants preceding the data in linking entry fields 760-777 and 786-787. For the print constants, see the description of the second indicator in the sections for each linking entry field.

- [Field-related phrase]

0 - Parent *[772 only]*

8 - No display constant generated

Second Indicator - Type of relationship *[780]*

Identifies the type of relationship in field 780 only. See the description under the section for field 780 (Preceding Entry). For that field, the display constants are specified in *Input Conventions*.

0 - Continues

1 - Continues in part

2 - Supersedes

3 - Supersedes in part

4 - Formed by the union of ... and ...

5 - Absorbed

6 - Absorbed in part

7 - Separted from

Second Indicator - Type of relationship *[785]*

Identifies the type of relationship in field 785. See the description under the section for field 785 (Succeeding Entry). For that field, the display constants are specified in *Input Conventions*.

0 - Continued by

1 - Continued in part by

2 - Superseded by

3 - Superseded in part by

7 - Merged with ... to form ...

4 - Absorbed by

5 - Absorbed in part by

6 - Split into ... and ...

8 - Changed back to

■ SUBFIELD CODES

As a general rule, each subfield defined for the linking entry fields corresponds to a field or field block that would be used to describe the related item in a separate record. A separate bibliographic record for the related item may or may not exist. For example, subfield $a (Main entry heading), corresponds to the 1XX (Main Entries) block; subfield $t (Title) corresponds to field 245 (Title Statement), and so on. The rules and practices applied to formulating the data in the linking entry fields are usually the same as would be followed for formulating the data about a related item in a separate bibliographic record except that the information provided need not be as complete. The fullness of the bibliographic information about the related item recorded in the

linking entry fields should be based on the intended use of the links. When the related item is represented by a separate bibliographic record, recording only the basic bibliographic details (e.g., title, and relationship information) is usually sufficient.

$a - Main entry heading

Main entry heading data (without the content designators) from field 100 (Main Entry-Personal Name), 110 (Main Entry-Corporate Name), or 111 (Main Entry-Meeting Name) in the related record. Individual components of the name or uniform title are not recorded in a separate subfield as they would be in a 1XX field.

	Related record:
100	1#$aMellor, Alec.
245	10$aStrange masonic stories
	Linking entry:
775	0#$aMellor, Alec.$tStrange masonic stories$eeng

$b - Edition

Name of the edition from field 250 (Edition Statement) of the related record.

	Related record:
245	04$aThe Wall Street journal.
250	##$aSouthwest ed.
	Linking entry:
775	0#$tWall Street journal$bSouthwest ed.

$c - Qualifying information *[all except 773]*

Data needed to distinguish between two titles. This information is generally parenthetical information supplied by the cataloger. In pre-AACR 2 records for **serials**, subfield $c contains the information usually taken from subfield $b (Qualifying information) of field 222 (Key Title).

$d - Place, publisher, and date of publication

Publication information from subfields $a, $b, and/or $c of field 260 (Publication, Distribution, etc. (Imprint)) of the related record.

$e - Language code *[775 only]*

Language code from field 008/35-37 (Language) of the related record.

	Related record:
008/35-37	fre
	Linking entry:
775	1#$tDiscours du budget$efre

$f - Country code *[775 only]*

Country code from field 008/15-17 (Place of publication, production, or execution) of the related record.

$g - Related parts

Data that indicates the specific piece or pieces of the related item that are involved in the relationship with the resource described in the 1XX/245 of the record, such as dates and volumes. The related parts information includes the location of a component part in a target item.

772	1#$tDevelopmental biology$x0012-1606$g1972-1974
773	0#$tHorizon$gVol. 17, no. 98 (Feb. 1948), p. 78-159

$h - Physical description

Physical description of the related item.

$i - Relationship information

Designation of a relationship between the resource described in the 76X-78X field and the resource described in the 1XX/245 of the record. This may be in the form of uncontrolled text or a controlled text value. The second indicator contains value 8 (No display constant generated) except in fields 780 and 785 when data in this subfield is intended to be displayed. The data in subfield $i can be displayed preceding the other data contained in the field.

100	1#$aVerdi, Giuseppe, $d1813-1901.
245	10$aOtello :$bin full score /$cGiuseppe Verdi.
700	1#$iLibretto based on (work):$aShakespeare, William,$d1564-1616.$tOtello.
787	08$iReproduction of (manifestation):$aVerdi, Giuseppe, 1813-1901.$tOtello.$dMilano: Ricordi, c1913
User display example:	
Verdi, Giuseppe, 1813-1901. Otello : in full score / Giuseppe Verdi	
	Reproduction of: Verdi, Giuseppe, 1813-1901. Otello. Milano : Ricordi, c1913
	Libretto based on: Shakespeare, William, $d 1564-1616. Othello.

245	00$a136th Street, southeastern section of the Bronx.
300	##$a11 slides.
774	0i$iComponent item: $oNYDA.1993.010.00132.$n[DIAPimage].$tView SE from Mill Brook Houses on rooftop on Cypress Ave. between 136th St. and 137th St.,$d93/05

$j - Period of content *[786 only]*

Beginning, and if appropriate, the ending date(s) of the content of the related item. The information is recorded according to *Representation of dates and times* (ISO 8601). The date requires 8 numeric characters in the pattern *yyyymmdd* (4 for the year, 2 for the month, and 2 for the day). The time requires 8 numeric characters in the pattern *hhmmss.f* (2 for the hour, 2 for the minute, 2 for the second, and 2 for a decimal fraction of the second, including the decimal point). The 24-hour clock (00-23) is used. An indication of the basis on which the source time period of content information was determined is also recorded in this subfield.

$k - Series data for related item *[all except 760 and 762]*

Series entry from the 4XX (Series Statement) or 8XX (Series Added Entry) of the related record. *Note:* The parentheses that enclose the series statement are not carried in the MARC record. They may be system generated as display constants associated with the presence of subfield $k.

$m - Material specific details

Material specific information (e.g., for maps, the mathematical data information relating to the related item).

$n - Note

Note about the related bibliographic item.

$o - Other item identifier

Numbers, codes, etc. used to identify an item when these identifiers are not appropriate for one of the more specific subfields (e.g., subfield $z (ISBN)). Examples include item or accession numbers.

774	00$oNYDA.1993.010.00132$n[DIAPimage].$tView SE from Mill Brook Houses on rooftop on Cypress Ave. between 136th St. and 137th St.,$d93/05

$p - Abbreviated title *[773 and 786 only]*

Abbreviated title from field 210 (Abbreviated Title) of the related record.

$q - Enumeration and first page *[773 only]*

Enumeration and pagination designations that are formed using the rules for the creation of the Enumeration and Location segments of the SICI (Serial Item and Contribution Identifier). These provide reference to the enumeration and first page data elements for the constituent unit of the host item described in the 773 field.

773	0#$7nnas$tCalifornia journal.$gVol. 24, pt. B no. 9 (Sept. 1993), p. 235-48$q24:B:9<235

$r - Report number *[all except 760 and 762]*

Report number from field 088 (Report Number) of the related record.

$s - Uniform title

Title from field 240 (Uniform Title) or field 243 (Collective Uniform Title) of the related record. When subfield $s is used in a linking field for related legal materials or translations, subfield $t is usually also included in the linking field.

$t - Title

Title information from subfields $a, $f, $g, $k, $n, and $p of fields 130 (Main Entry - Uniform Title) and 245 (Title Statement) of the related record. Individual components of the title are not separately subfield coded. (Prior to 1981, subfield $t was sometimes derived from subfield $a of field 222 (Key Title) when the key title was present on the record.)

	Related record:
245	00$aArmy, Navy, Air Force register.
580	##$aMerged with: Army, Navy, Air Force journal, to form ...
	Linking entry:
785	17$tArmy, Navy, Air Force journal

$u - Standard Technical Report Number *[all except 760 and 762]*

Standard Technical Report Number from field 027 (Standard Technical Report Number) of the related record. *Note:* The initialism *STRN:* that precedes the number is not carried in the MARC record. It may be system generated as a display constant associated with the presence of subfield $u.

$v - Source contribution *[786 only]*

Brief statement identifying the information contributed by a source to a data set. It is used primarily with linking field 786 (Data Source Entry).

786	0#$aDefense Mapping Agency.$tReno, NV-CA west digital terrain elevation data$vData for reformatting to DEM format

$w - Record control number

System control number of the related record preceded by the MARC code, enclosed in parentheses, for the agency to which the control number applies. See Appendix I: *Organization Code Sources* for a listing of sources used in MARC 21 records.

780	00$tTechniques of biochemical and biophysical morphology$w(DLC)###72000153#$w(OCoLC)1021945
780	00$tReview of existential psychology & psychiatry$w(DLC)sf#77000170#
785	17$tAdult correctional services in Canada$w(CaOONL)840790694E

$x - International Standard Serial Number

ISSN for a serial title from field 022 (International Standard Serial Number) in the related record. (The ISSN is an agency-assigned data element. ISSN's are assigned to serial publications by national centers under the auspices of the ISSN Network.) *Note:* The initialism *ISSN* that precedes the number is not carried in the MARC record. It may be system generated as a display constant associated with the presence of subfield $x.

245	00$aAnnual law review /$cUniversity of Western Australia.
785	00$tUniversity of Western Australia law review$x0042-0328$w(OCoLC)1587621

$y - CODEN designation

CODEN designation, a unique identifier for scientific and technical periodical titles, from field 030 (CODEN Designation) in the related record. *Note:* The acronym *CODEN* that precedes the number is not carried in the MARC record. It may be system generated as a display constant associated with the presence of subfield $y.

780	00$tIllinois journal of mathematics$yIJMTAW$w(DLC)###59003745#

$z - International Standard Book Number *[all except 760 and 762]*

ISBN from field 020 (International Standard Book Number) in the related record. (The ISBN is an agency-assigned data element.) *Note:* The initialism *ISBN* that precedes the number is not carried in the MARC record. It may be system generated as a display constant associated with the presence of subfield $z.

$3 - Materials specified *[773 only]*

Part of the described materials to which the field applies.

$4 - Relationship

Code or URI that specifies the relationship from the entity described in the record to the entity referenced in the field.

785	14$iAbsorbed by (work):$4http://rdaregistry.info/Elements/w/P10145$tNME. New musical express$0http://viaf.org/viaf/180802179

$6 - Linkage

See description of this subfield in Appendix A: *Control Subfields*.

$7 - Control subfield

Up to four character positions (designated 0, 1, etc.) that indicate special characteristics of the linked entry. Because the definitions of the codes in subfield $7 are dependent on the character position in which they occur, the coding of any character position mandates that each preceding character position contains a code or the fill character (|); succeeding character positions need not be used. For example, if position 0 and 1 are not applicable but position 2 is applicable, then position 0 and 1 contain code n (Not applicable) or a fill character.

/0 - Type of main entry heading

Code indicating either the type of name contained in subfield $a or the uniform title in subfield $t. The codes correspond to the 1XX tag in the record for the related item: 100 (Main Entry-Personal Name), 110 (Main Entry-Corporate Name), 111 (Main Entry-Meeting Name), and 130 (Main Entry-Uniform Title). Code n is used when no other codes apply.

p	Personal name
c	Corporate name
m	Meeting name
u	Uniform title
n	Not applicable

/1 - Form of name

Code indicating the form of the name contained in subfield $a. The code corresponds to the value of the first indicator in the 1XX field in the record for the related item, and must thus be interpreted in conjunction with the value in position 0.

If position 0 = p (Personal name), position 1 contains one of the following codes:

0	Forename
1	Surname
3	Family name

If position 0 = c (Corporate name) or m (Meeting name), position 1 contains one of the following codes:

0	Inverted name
1	Jurisdiction name
2	Name in direct order

If position 0 = u (Uniform title) or n (Not applicable), position 1 contains:

n	Not applicable

/2 - Type of record

Code indicating the type of record for the related item. The code corresponds to the code in Leader/06 (Type of record) in the record for the related item.

a	Language material
c	Notated music
d	Manuscript notated music
e	Cartographic material
f	Manuscript cartographic material
g	Projected medium
i	Nonmusical sound recording
j	Musical sound recording
k	Two-dimensional nonprojectable graphic
m	Computer file
o	Kit
p	Mixed material
r	Three-dimensional artifact or naturally occurring object
t	Manuscript language material

/3 - Bibliographic level from Leader/07 of related record

Code indicating the bibliographic level of the related item. The code corresponds to that in Leader/07 in the record for the related item.

a	Monographic component part
b	Serial component part
c	Collection
d	Subunit
i	Integrating resource
m	Monograph/item
s	Serial

772	1#$7unas$tPost boy (London, England)
773	0#$7p1am$aDesio, Ardito, 1897-$tGeographical features of the Karakorum.$dMilano : ISMEO, 1991

$8 - Field link and sequence number

See description of this subfield in Appendix A: *Control Subfields*.

INPUT CONVENTIONS

Establishing a link - Links are established reciprocally in related bibliographic records. A linking entry field links to a related item which may be represented in a file by a record. When related records exist, each record may contain a corresponding linking entry. In some cases the reciprocal linking entries use the same field tags, in others they have corresponding field tags. The reciprocal field tags are as shown below:

Record	Related record
760 (Main Series Entry)	762 (Subseries Entry)
765 (Original Language Entry)	767 (Translation Entry)
770 (Supplement/Spec. Issue Entry)	772 (Supplement Parent Entry)
773 (Host Item Entry)	774 (Constituent Unit Entry)
775 (Other Edition)	775 (Other Edition)
776 (Additional Physical Form)	776 (Additional Physical Form)
777 (Issued With Entry)	777 (Issued With Entry)
780 (Preceding Entry)	785 (Succeeding Entry)
787 (Nonspec. Relationship Entry)	787 (Nonspec. Relationship Entry)

Definitions of the second indicator values for reciprocal fields 780 and 785 are also reciprocal as shown below:

2nd indicator of 780	2nd indicator of 785
0-Continues	0-Continued by
1-Continues in part	1-Continued in part by
2-Supersedes	2-Superseded by
3-Supersedes in part	3-Superseded in part by
4-Formed by union of... and...	7-Merged with... to form...
5-Absorbed	4-Absorbed by
6-Absorbed in part	5-Absorbed in part by
7-Separated from	6-Split into... and...
------	8-Changed back to...

Punctuation - Ends with the punctuation contained in the 1XX field of the related record. The linking entry fields do not end in a mark of punctuation unless an abbreviation, initial/letter, or other data that ends with a period is present, or subfield $a is the last subfield.

780	00$tJournal of the Australian Mathematical Society. Series A, Pure mathematics
780	00$aAssociation of American Library Schools.$tDirectory of American Library Schools$w(DLC)sc#84007016#

Order of subfields - Control subfields should be given in the following order when more than one is present: subfield $6, then subfield $3, and subfield $7 recorded last.

Initial articles - Initial articles in the entry of the related record are omitted in linking entry fields *except* in entries where the intent is to file on the initial article.

	Related record:
245	04$aThe Journal of microbiology.
	Linking entry:
780	00$tJournal of microbiology

	Related record:
110	1#$aEl Salvador.$bDirección General de Estadística.
245	10$aResúmen estadístico de la República de El Salvador.
	Linking entry:
780	01$aEl Salvador. Dirección General de Estadística.$tResúmen estadístico de la República de El Salvador

CONTENT DESIGNATOR HISTORY

Fields 760-787 originally were defined only in the serials specifications and contained information describing relationships between bibliographic items that did not necessarily facilitate indexing or provide a machine link to the record for the related item. In 1977, subfield $w (Record control number) was defined in these fields to facilitate linkage among records within a given system and across systems.

In 1981, the following fields were validated for the books specifications and subfield $r was defined to permit linkage through report numbers of technical report materials: 765, 767, 770, 772, 775, 776, 780, 785, and 787.

When the record-linking technique was fully developed in 1982, field 773 (Host Item Entry) was defined for all MARC specifications to accommodate the cataloging of component parts. The definitions of several other subfields were either broadened or more narrowly defined at that time.

Field 786 - Data Source Entry [NEW, 1995]

Field 787 - Nonspecific Relationship Entry [RENAMED, 2009]

$c - Place of publication (SE) [REDEFINED, 1976]

$d - Dates of publication (SE) [OBSOLETE, 1976]

$g - Relationship dates [REDEFINED, 1982]

Subfield $g was broadened in 1982 as part of the record-linking specifications, specifically to include the location information of a component part in a host item.

$b - Edition [NEW, 1982]

$d - Place, publisher, and date of publication [NEW, 1982]

$g - Relationship information [RENAMED, 2009]

$i - Display text [REDEFINED, 2009]

$k - Series data for related item [NEW, 1982]

$r - Report number [777] [NEW, 2017]

$s - Uniform title [NEW, 1982]

$q - Parallel title [OBSOLETE, 1990]

$q - Enumeration and first page [NEW, 2003]

$u - Standard Technical Report Number [777] [NEW, 2017]

$z - International Standard Book Number [777] [NEW, 2017]

$4 - Relationship code [NEW, 2009]

$4 - Relationship code [RENAMED, 2017] [REDESCRIBED, 2017]

Subfield $4 was renamed and redescribed to allow for the recording of relationship URIs in addition to MARC and non-MARC codes.

$7 - Control subfield [NEW, 1982]

Prior to 1982, edition statements and publication statements were recorded in subfield $c, and uniform titles were recorded in subfield $t.

$7/1 - Form of name

2 - Multiple surname [OBSOLETE, 1996]
Use of the Form of name code 2 (Multiple surname) was made obsolete when code 1 (*Single surname*) was redefined as *surname* to be used for headings with either single or multiple surnames.

$7/2 - Type of record

b - Archival and manuscripts control [OBSOLETE, 1995]

$7/3 - Bibliographic level from Leader/07 of related record

p - Pamphlet [OBSOLETE] [CAN/MARC only]

2.3.16: 76X-78X- Linking Entry Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.17: 80X-83X- Series Added Entry Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Concise Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

800 - Series Added Entry - Personal Name (R) Full | Concise

810 - Series Added Entry - Corporate Name (R) Full | Concise

811 - Series Added Entry - Meeting Name (R) Full | Concise

830 - Series Added Entry - Uniform Title (R) Full | Concise

FIELD DEFINITION AND SCOPE

Fields 800-830 contain series added entries for series associated with a title. These fields are used to trace a series added entry when the form of series present in the 490 Series Statement field cannot serve additionally as a series added entry.

A description of the first indicator and all subfield codes, as well as input conventions for the 800, 810, 811, and 830 fields, are given in the following General Information sections: X00, X10, X11, and X30. The second indicator is described in the specific section for each field.

CONTENT DESIGNATOR HISTORY

Field 840 - Series Added Entry - Title [OBSOLETE, 1980]
Field 840 was made obsolete when the decision was made to use field 830 for both uniform titles and conventional titles that are not entered under a name. For field 840, the first indicator was undefined; the second was defined for nonfiling characters (values 0-9). The subfield codes were: $a (Title), $h (Medium), $v (Volume or number).

2.3.17: 80X-83X- Series Added Entry Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.18: 841-88X- Holdings, Location, Alternate Graphics, Etc. Fields

"**Full**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains detailed descriptions of every data element, along with examples, input conventions and history sections.

"**Concise**" documentation refers to the *MARC 21 Format for Bibliographic Data* that contains abridged descriptions of every data element, along with examples.

- 841 - Holdings Coded Data Values (NR)
- 842 - Textual Physical Form Designator (NR)
- 843 - Reproduction Note (R)
- 844 - Name of Unit (NR)
- 845 - Terms Governing Use and Reproduction (R)
- **850 - Holding Institution** (R) Full | Concise
- **852 - Location** (R) Full | Concise
- 853 - Captions and Pattern - Basic Bibliographic Unit (R)
- 854 - Captions and Pattern - Supplementary Material (R)
- 855 - Captions and Pattern - Indexes (R)
- **856 - Electronic Location and Access** (R) Full | Concise
- 863 - Enumeration and Chronology - Basic Bibliographic Unit (R)
- 864 - Enumeration and Chronology - Supplementary Material (R)
- 865 - Enumeration and Chronology - Indexes (R)
- 866 - Textual Holdings - Basic Bibliographic Unit (R)
- 867 - Textual Holdings - Supplementary Material (R)
- 868 - Textual Holdings - Indexes (R)
- 876 - Item Information - Basic Bibliographic Unit (R)
- 877 - Item Information - Supplementary Material (R)
- 878 - Item Information - Indexes (R)
- **880 - Alternate Graphic Representation** (R) Full | Concise
- **881 - Manifestation Statements** (R) Full | Concise
- **882 - Replacement Record Information** (NR) Full | Concise
- **883 - Metadata Provenance** (R) Full | Concise
- **884 - Description Conversion Information** (R) Full | Concise
- **885 - Matching Information** (R) Full | Concise
- **886 - Foreign MARC Information Field** (R) Full | Concise
- **887 - Non-MARC Information Field** (R) Full | Concise

DEFINITION AND SCOPE

Descriptions for data elements which are an integral part of the *MARC 21 Format for Bibliographic Data* and data elements which may appear either in bibliographic records or in separate MARC holdings records.

Field 850 is a bibliographic record field that contains minimal holdings location data. Field 852 contains more extensive location data. Field 856 covers information about the location of electronic resources. These fields are described fully in this format. Fields 841-845, 853-855, and 863-878 are only listed here.

Full descriptions for them appear in the *MARC 21 Format for Holdings Data*. The holdings format should be consulted for field descriptions and information concerning the inclusion of fields 841-845, 853-855, and 863-878 in bibliographic records.

Fields 880, 881, 882, 883, 884, 885, 886 and 887 have special uses described in this document.

CONTENT DESIGNATOR HISTORY

Field 851 - Location (AM, MP, VM) [OBSOLETE, 1993]

Both indicator positions were undefined. The subfield codes were: $a (Name (custodian or owner)), $b (Institutional division), $c (Street address), $d (Country), $e (Location of units), $f (Item number), $g (Repository location code), $3 (Materials specified), $6 (Linkage). Location information may be contained in holdings/bibliographic field 852 (Location).

Field 870 - Variant Personal Name (BK, AM, MP, MU, VM, SE) [OBSOLETE, 1987]

Field 871 - Variant Corporate Name (BK, AM, MP, MU, VM, SE) [OBSOLETE, 1987]

Field 872 - Variant Conference or Meeting Name (BK, AM, MP, MU, VM, SE) [OBSOLETE, 1987]

Field 873 - Variant Uniform Title Heading (BK, AM, MP, MU, VM, SE) [OBSOLETE, 1987]

Fields 870, 871, 872, and 873 were defined for the serials specifications in 1979. The subfield codes were the same as the corresponding heading field, with the addition of subfield $j (Tag and sequence number of the field for which the 87X field is a variant). The first indicator in each field was the same as in the corresponding 1XX, 4XX, 6XX, 7XX, or 8XX heading field. The second indicator specified the form of heading:

Indicator 2 - Form of heading

0 - ALA form, as authenticated by LC

1 - AACR 1 form, as authenticated by LC

2 - ALA form, not yet authenticated by LC

3 - AACR 1 form, not yet authenticated by LC

Field 881 - Manifestation Statements [NEW, 2020]

Field 882 - Replacement Record Information [NEW, 2007]

Field 883 - Machine-generated Metadata Provenance [NEW, 2012]

Field 883 - Machine-generated Metadata Provenance [RENAMED, 2020]

Field 884 - Description Conversion Information [NEW, 2015]

Field 885 - Matching Information [NEW, 2016]

Field 887 - Non-MARC Information Field [NEW, 2001]

2.3.18: 841-88X- Holdings, Location, Alternate Graphics, Etc. Fields is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.19: Appendix

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2.3.19.1: Appendix A- Control Subfields

Subfield Codes	
• $w - Bibliographic record control number • $0 - Authority record control number or standard number • $1 - Real World Object URI	• $5 - Institution to which field applies • $6 - Linkage • $8 - Field link and sequence number

Descriptions of subfields that are used to link field data to specific institutions or to other fields. These subfields are defined for most fields in the format, and thus their descriptions are brought together in this appendix. The subfields are included in field level subfield lists wherever they are defined, with pointers to this appendix.

■ SUBFIELD CODES

$w - Bibliographic record control number

System control number of the related bibliographic record preceded by the MARC code, enclosed in parentheses, for the agency to which the control number applies. See *MARC Code List for Organizations* for a listing of sources used in MARC 21 records.

800	1#$aNegt, Oskar$tSchriften.$vBd. 2$w(DE-101b)967682460

$0 - Authority record control number or standard number

Subfield $0 contains the system control number of the related authority or classification record, or a standard identifier. These identifiers may be in the form of text or a Uniform Resource Identifier (URI). If the identifier is text, the control number or identifier is preceded by the appropriate MARC Organization code (for a related authority record) or the Standard Identifier source code (for a standard identifier scheme), enclosed in parentheses. When the identifier is given in the form of a Web retrieval protocol, e.g., HTTP URI, no preceding parenthetical is used.

Subfield $0 may contain a URI that identifies a name or label for an entity. When dereferenced, the URI points to information describing that name. A URI that directly identifies the entity itself is contained in subfield $1.

See *MARC Code List for Organizations* for a listing of organization codes and *Standard Identifier Source Codes* for code systems for standard identifiers. Subfield $0 is repeatable for different control numbers or identifiers.

100	1#$aBach, Johann Sebastian.$4aut$0(DE-101c)310008891

100	1#$aTrollope, Anthony,$d1815-1882.$0(isni)0000000121358464

710	2#$aCalifornia Poets in the Schools (Project),$eissuing body,$epublisher.$0http://id.loc.gov/authorities/names/n85319780$1http://id.loc.gov/rwo/agents/n85319780

$1 - Real World Object URI

Subfield $1 contains a URI that identifies an entity, sometimes referred to as a Thing, a Real World Object or RWO, whether actual or conceptual. When dereferenced, the URI points to a description of that entity. A URI that identifies a name or label for an entity is contained in $0.

100	1#$aObama, Michelle,$d1964-$0http://id.loc.gov/authorities/names/n2008054754$1http://viaf.org/viaf/81404344

100	0#$aSanta Claus$0http://id.loc.gov/authorities/names/no2015039717$1http://dbpedia.org/resource/Santa_Claus

700	1#$aJemison, Mae,$d1965-$0http://id.loc.gov/authorities/names/n95004729$1http://id.loc.gov/rwo/agents/n95004729

100	1#$alang, k. d.$q(Kathy Dawn),$d1961-$0http://id.loc.gov/authorities/names/n90689264$1https://isni.org/isni/000000007839184X

$5 - Institution to which field applies

MARC code of the institution or organization that holds the copy to which the data in the field applies. Data in the field may not apply to the universal description of the item or may apply universally to the item but be of interest only to the location cited.

See *MARC Code List for Organizations* for a listing of sources used in MARC 21 records.

500	##$aFrom the papers of the Chase family.$5DLC
500	##$aThe Library of Congress copy has bookplate of the Benedictine Monastery in Grafschaft; inscribed by Thomas Jefferson.$5DLC
500	##$aPlates 4, 5, and 9 are wanting.$5DLC
500	##$aUniversity Library's copy has ms. notes by author on endpapers.$5WU
583	##$aQueued for preservation$c19861010-$ePriority$fTitle IIC project$5DLC
655	##$aAnnotations (Provenance)$zSweden$y18th century.$2rbprov$5MH-H
710	2#$aBridgewater Library,$dformer owner.$5NjP
700	1#$aKissinger, Henry,$d1923-$5DLC

$6 - Linkage

Data that links fields that are different script representations of each other. Subfield $6 may contain the tag number of an associated field, an occurrence number, a code that identifies the first script encountered in a left-to-right scan of the field, and an indication that the orientation for a display of the field data is right-to-left. A regular (non-880) field may be linked to one or more 880 fields that all contain different script representations of the same data. Subfield $6 is structured as follows:

$6 [linking tag]-[occurrence number]/[script identification code]/[field orientation code]

Subfield $6 is always the first subfield in the field.

Descriptions of multiscript record models, with examples, are in *Multiscript Records*; specifications for field 880 are under that field; specifications for character sets and repertoires for scripts are found in *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*.

Linking tag and occurrence number - *Linking tag* part contains the tag number of the associated field. This part is followed immediately by a hyphen and the two-digit *occurrence number* part. A different occurrence number is assigned to each set of associated fields within a single record. The function of an *occurrence number* is to permit the matching of the associated fields

(not to sequence the fields within the record). An *occurrence number* may be assigned at random for each set of associated fields. An *occurrence number* of less than two digits is right justified and the unused position contains a zero.

100	1#$6880-01$a[Heading in Latin script]
880	1#$6100-01/(N$a[Heading in Cyrillic script]

245	10$6880-03$aSosei to kako :$bNihon Sosei Kako Gakkai shi.
880	10$6245-03/$1$a[Title in Japanese script] :$b[Subtitle on Japanese script] . *[Primary script is Latin; alternate script is Japanese]*

100	1#$6880-01$a[Name in Chinese script] .
880	1#$6100-01/(B$aShen, Wei-pin. *[Primary script is Chinese; alternate script is Latin]*

When there is no associated field to which a field 880 is linked, the *occurrence number* in subfield$6 is 00. It is used if an agency wants to separate scripts in a record (see *Multiscript Records*). The *linking tag* part of subfield $6 will contain the tag that the associated regular field would have had if it had existed in the record.

880	##$6530-00/(2/r$a[Additional physical form available information in Hebrew script] *[Field 880 is not linked to an associated field. The occurrence number is 00.]*

Script identification code - Occurrence number is followed immediately by a slash (/) and the *script identification code*. This code identifies the alternate script found in the field. The following codes are used:

Code	*Script*
(3	Arabic
(B	Latin
$1	Chinese, Japanese, Korean
(N	Cyrillic
(S	Greek
(2	Hebrew

880	1#$6100-01/(N$a[Heading in Cyrillic script]

These codes have been defined based on the MARC-8 coded character set escape sequences defined in accordance with ISO IEC 2022, "Character Code Structure and Extension Techniques" (equivalent to ANSI X3.41, "Code Extension Techniques for Use with 7-bit and 8-bit Character Sets"). The codes are described in MARC character set documentation.

In a Unicode environment, script identification codes may instead be taken from ISO 15924 "Codes for the representation of names of scripts". Either the alphabetic values (consisting of four letters) or the numerical values (consisting of three digits) may be used.

880	1#$6100-01/Cyrl$a[Heading in Cyrillic script]

880	1#$6100-01/220$a[Heading in Cyrillic script]

Entire field need not be in the script identified in subfield $6. If more than one script is present in the field, subfield $6 will contain the identification of the *first* alternate script encountered in a left-to-right scan of the field.

Note also that the *script identification code* is used in field 880, subfield $6, but this data element is not generally used for subfield $6 of the associated regular field. In the associated field, the data is assumed to be the primary script(s) for the record.

Orientation code - In a MARC record, the contents of field 880 are always recorded in their logical order, from the first character to the last, regardless of field orientation. For a display of the field, the default field orientation is left-to-right. When the field contains text that has a right-to-left orientation, the *script identification code* is followed by a slash (/) and the field *orientation code*. The MARC field *orientation code* for right-to-left scripts is the letter r. The *orientation code* is only included in fields with right-to-left orientation, since left-to-right orientation is the default orientation in 880 fields. (See *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media* for a detailed description of field orientation.)

110	2#$6880-01$a[Heading in Latin script]
880	2#$6110-01/(2/r$a[Heading in Hebrew script linked to associated field]

Note that the *orientation code* is used in field 880, subfield $6, but this data element is not generally used for subfield $6 of the associated regular field. In the associated field, the data is assumed to be the usual orientation of the primary script(s) for the record.

$8 - Field link and sequence number

Identifies linked fields and may also propose a sequence for the linked fields. Subfield $8 may be repeated to link a field to more than one other group of fields. The structure and syntax for the field link and sequence number subfield is:

$8 [linking number].[sequence number]\[field link type]

Please note that subfield $8 is defined differently in field 852 where it is used to sequence related holdings records. Please see the description of field 852, subfield $8 in the *MARC 21 Format for Holdings Data* for more information.

Linking number is the first data element in the subfield and required if the subfield is used. It is a variable-length whole number that occurs in subfield $8 in all fields that are to be linked. Fields with the same linking number are considered linked.

Sequence number is separated from the linking number by a period "." and is optional. It is a variable- length whole number that may be used to indicate the relative order for display of the linked fields (lower sequence numbers displaying before higher ones). If it is used it must occur in all $8 subfields containing the same linking number.

Field link type is separated from preceding data by a reverse slash "\". It is a code indicating the reason for the link and it follows the link number, or sequence number if present. Field link type is required except when $8 is used to link and sequence 85X-87X holdings fields. The following one-character field link type codes have been defined in MARC for use in subfield $8:

a - Action

Links one or more fields with another field to which the processing or reference actions relate. This code is typically used only when there is more than one 5XX that relate to another 5XX field.

541	##$81.1\a$3Public School and College Authority and Trade School and Junior College Authority project files$aFinance Dept.$cTransferred
583	##$81.2\a$aAppraised$c198712-$ltjb/prr
583	##$81.3\a$aScheduled$c19880127$ksrc/prr
583	##$81.4\a$aArranged$c19900619$kmc/dmj
583	##$81.5\a$aProcessed level 2$b90.160$c19901218$kmc/dmj

c - Constituent item

Used in a record for a collection, or a single item consisting of identifiable constituent units, to link the fields relating to the constituent units. All other non-linked data elements in the record pertain to the collection or item as a whole.

245	10$aBrevard Music Center$nProgram #24$h[sound recording].
505	0#$aFrom my window / Siegmesiter (world premiere) - Don Giovanni. Il mio tesorof [i.e. tesoro] / Mozart - Martha. M'appari / Flotow - Turandot. Nessun dorma / Puccini - Pines of Rome / Respighi.
650	#0$81\c$aSuites (Orchestra), Arranged.
650	#0$82\c$83\c$84\c$aOperas$xExcerpts.
650	#0$85\c$aSymphonic poems.
700	1#$82\c$84\c$aDi Giuseppe, Enrico,$d1938-$4prf
700	12$81\c$aSiegmeister, Elie$d1909-$tFrom my window;$oarr.
700	12$82\c$aMozart, Wolfgang Amadeus,$d1756-1791.$tDon Giovanni.$pMio tesoro.
700	12$83\c$aFlotow, Friedrich von,$d1812-1883.$tMartha.$pAch! So fromm, ach! so traut.$lItalian
700	12$84\c$aPuccini, Giacomo,$d1858-1924.$tTurandot.$pNessun dorma.
700	12$85\c$aRespighi, Ottorino$d1879-1936.$tPini di Roma.

p - Metadata provenance

Used in a record to link a field with another field containing information about provenance of the metadata recorded in the linked field.

082	04$81\p$a004$222/ger$qDE-101
883	0#$81\p$aparallelrecordcopy$d20120101$x20141231$qNO-OsNB

r - Reproduction

Used in a record for a reproduction to identify fields linked because they contain information concerning only the reproduction. Other descriptive information in the record pertains to the original (with the exception of field 007 (Physical Description Fixed Field), 008 (Fixed-Length Data Elements: Books, Music, Serials, or Mixed Material) position 23 (Form of item), field 245 subfield $h (Title Statement / Medium), and field 533 (Reproduction Note)).

007/00	h <*microform*>
008/23	a <*Microfilm*>
245	04$aThe New-York mirror, and ladies' literary gazette$h[microform]
533	##$aMicrofilm$bAnn Arbor, Mich. :$cUniversity Microfilms,$d1950.$e3 microfilm reels ; 35 mm.$f(American periodical series, 1800-1850 : 164-165, 785)
830	#0$84\r$aAmerican periodical series, 1800-1850 ;$v164-165, 785.

u - General linking, type unspecified

Used in cases when a specific link type is not appropriate. Code “u” may serve as a default value when there is no information about the reason for the link available.

082	04$81\u$a779.994346228092$qDE-101$222/ger
085	##$81\u$b779
085	##$81\u$s704.949
085	##$81\u$s943
085	##$81\u$z1$s092
085	##$81\u$z2$s4346228
245	10$a-Der- Bodensee$b= Lake Constance$cHolger Spierling ; mit Texten von Iris Lemanczyk ; Übersetzung: Global-Text, Heidelberg, Timothy Gilfoid

x - General sequencing

Used in a record to make a link between fields to show a sequence between them. The sequence could be one that orders the pieces of a long field that has been broken up, indicates the relative importance of fields within the sequence, or is used for some other sequencing purpose. Use of the sequence number in $8 is required when this code is used.

505	00$81.1\x$tThree articles reviewing Hoeffding's work.$tWassily Hoeffding's Work in the Sixties /$rKobus Oosterhoff and Willem van Zwet.$tThe Impact of Wassily Hoeffding's Work on Sequential Analysis /$rGordon Simons.$tThe Impact of Wassily Hoeffding's Research on Nonparametrics /$rPranab Kumar Sen ...
505	80$81.2\x$tThe role of assumptions in statistical decisions.$tDistinguishability of sets of distributions. (The case of independent and identically distributed random variables) /$rWassily Hoeffding and J. Wolfowitz ...
505	80$81.3\x$tUnbiased range-preserving estimators.$tRange preserving unbiased estimators in the multinomial case.$tAsymptotic normality.$tHajek's projection lemma. *[This example shows a long 505 field broken up into smaller pieces]*

CONTENT DESIGNATOR HISTORY

$w - Bibliographic record control number [NEW, 2007]

$0 - Authority record control number [NEW, 2007]

$0 - Authority record control number [REDEFINED, 2010]

$0 - Authority record control number or standard number [REDESCRIBED, 2016]

In 2016, the requirement to precede a dereferenceable URI (such as an HTTP URI) in subfield $0 with the parenthetical prefix code "(uri)" was removed.

$0 - Authority record control number or standard number [REDESCRIBED, 2017]

In 2017, the scope of subfield $0 was broadened to include classification record control number.

$1 - Real World Object URI [NEW, 2017]

$6 - Linkage [REDESCRIBED, 2018]

Scope of $6 broadened to allow for the recording of script identification codes taken from ISO 15924.

$8 - Field Link and Sequence Number

a - Action [NEW, 2004]

p - Metadata provenance [NEW, 2012]

u - General linking, type unspecified [NEW, 2016]

x - General sequencing [NEW, 2004]

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2.3.19.2: Appendix B- Full Level Record Examples

Examples in this appendix reflect the application of MARC content designators in full level records. Although the data is taken from actual bibliographic records, these records are included for illustrative purposes only and are not usable for bibliographic purposes.

The creator of the bibliographic data is not specified in these sample records. Field 008/39 contains code d (Other sources), and field 040, subfields $a and $c contain the phrase <*organization code*> instead of a valid MARC code. In addition, field 001 (Record Control Number) and field 003 (Record Number Identifier) contain the phrases <*control number*> and <*control number identifier*>, respectively, indicating that the record is an example only. The system-generated portions of the Leader (LDR) are represented by asterisks (*). The records also lack a system-generated Directory. Field 008 character positions have been segmented to improve readability. Although the exact segmentation varies, the first two segments always contain positions 00-05 and 06-14. The last segment always contains positions 35-39.

The following examples are available:

- Book
- Serial
- Computer File
- Monographic Component Part
- Map
- Sound Recording
- Video Recording
- Motion Picture
- Mixed Materials
- Two-Dimensional Non-Projectable Graphic
- Three-Dimensional Item

■ FULL LEVEL RECORD - BOOK

This example can be identified as a record for printed language material by code a in Leader/06, and further as a monograph by code m in Leader/07. The record contains the basic bibliographic information fields (fields 100, 245, 260, and 300), as well as

additional fields (e.g., fields 020 (International Standard Book Number), 050 (Library of Congress Call Number), 082 (Dewey Decimal Classification Number), 246 (Varying Form of Title), 500 (General Note), and 650 (Subject Added Entry Topical Term)).

Leader/00-23	*****nam##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920331092212.7
007/00-01	ta
008/00-39	820305s1991####nyu###########001#0#eng##
020	##$a0845348116 :$c$29.95 (£19.50 U.K.)
020	##$a0845348205 (pbk.)
040	##$a[organization code]$c[organization code]
050	14$aPN1992.8.S4$bT47 1991
082	04$a791.45/75/0973$219
100	1#$aTerrace, Vincent,$d1948-
245	10$aFifty years of television :$ba guide to series and pilots, 1937-1988 /$cVincent Terrace.
246	1#$a50 years of television
260	##$aNew York :$bCornwall Books,$cc1991.
300	##$a864 p. ;$c24 cm.
500	##$aIncludes index.
650	#0$aTelevision pilot programs$zUnited States$vCatalogs.
650	#0$aTelevision serials$zUnited States$vCatalogs.

■ FULL LEVEL RECORD - SERIAL

This example can be identified as a record for language material by code a in Leader/06, and further as a serial by code s in Leader/07. This record illustrates the use of several fields related to serial material: field 022 (International Standard Serial Number), field 042 (Authentication Code), field 210 (Abbreviated Title), field 222 (Key Title), field 246 (Varying Form of Title),

field 310 (Current Publication Frequency), field 362 (Dates of Publication and/or Sequential Designation), and field 780 (Preceding Entry).

Leader/00-23	*****cas##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920716101553.0
008/00-39	791031c19789999dcuar1########0###a0eng#d
010	##$a###85649389#$zsc#80000109#
022	0#$a0273-1967
035	##$a(OCoLC)5629434
040	##$a[organization code]$c[organization code]$d[organization code]
042	##alcansdp
043	##$an-us---
050	00$aSK361$b.U63a
082	00$a639.9/2/0973$219
210	0#$aAnnu. wildl. fish. rep.
222	#0$aAnnual wildlife and fisheries report
245	00$aAnnual wildlife and fisheries report /$cUnited States Department of Agriculture, Forest Service, Wildlife and Fisheries.
246	14$aWildlife and fish habitat management in the Forest Service
260	##$a[Washington, D.C.] :$bWildlife and Fisheries,
300	##$av. :$bill. ;$c28 cm.
310	##$aAnnual
362	1#$aBegan with vol. for 1978.
500	##$aDescription based on: 1983.
650	#0$aWildlife management$zUnited States$vStatistics$vPeriodicals.
650	#0$aWildlife management$zUnited States$vPeriodicals.
650	#0$aWildlife habitat improvement$zUnited States$vStatistics$vPeriodicals.
650	#0$aWildlife habitat improvement$zUnited States$vPeriodicals.
710	1#$aUnited States.$bForest Service.$bWildlife and Fisheries Staff.
780	00$aUnited States. Forest Service. Division of Wildlife Management.$tAnnual wildlife report$x0099-068X$w(OCoLC)2242070$w(DLC)###75644790
850	##$a[organization code]$a[organization code]$a[organization code]

■ FULL LEVEL RECORD - COMPUTER FILE

This example can be identified as a record for a computer file by code m in Leader/06. The record illustrates the use of two special fields for electronic resources: field 538 (System Details Note), and field 753 (System Details Access to Computer Files).

Leader/00-23	*****cmm##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920401095900.0
008/00-39	870206s1985####miu########da#######eng##
040	##$a[organization code]$c[organization code]
100	1#$aAshwell, Jonathan D.
245	10$aBookends extended$h[electronic resource] :$bthe reference management system.
250	##$aV2.08.
260	##$aBirmingham, Mich. :$bSensible Software,$cc1985.
300	##$a2 computer disks ;$c3 1/2-5 1/4 in. +$e1 manual (107 p. ; 23 cm.)
500	##$aCopyright and manual by Jonathan D. Ashwell.
500	##$aContents of disks are identical.
520	##$aDesigned to save, retrieve, and format references, and to print bibliographies.
538	##$aSystem requirements: Apple IIe with 80 column card or Apple IIc;128K; ProDOS; printer.
710	2#$aSensible Software, Inc.
753	##$aApple IIe.
753	##$aApple IIc.

■ FULL LEVEL RECORD - MONOGRAPHIC COMPONENT PART

This example can be identified as a record for printed language material by code a in Leader/06, and further as a monographic component part by code a in Leader/07. The record illustrates the use of linking entry field 773 (Host Item Entry).

Leader/00-23	*****caa##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920504100110.5
008/00-39	860504s1977####mnua##########000#0#eng#d
040	##$a[organization code]$c[organization code]
043	##$an-us---
100	1#$aNelson, Charles W.$q(Charles Winfred),$d1945-
245	10$aStyle theory of architecture in Minnesota /$cCharles W. Nelson.
300	##$ap. 24-34, 36-37, 40-41 :$bill. ;$c29 cm.
500	##$aTitle from caption.
773	0#$7nnas$tArchitecture Minnesota$gv. 3, no. 4 (July-Aug. 1977)$w(OCoLC)2253666

■ FULL LEVEL RECORD - MAP

This example can be identified as a record for a printed map by code e in Leader/06, and more specifically as a globe by code d in field 007/00. This record illustrates the use of several fields related to cartographic material: field 034 (Coded Cartographic Mathematical Data) and field 255 (Cartographic Mathematical Data), as well as field 052 (Geographic Classification Code).

Leader/00-23	*****cem##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920506101053.0
007/00-05	dc#cen
008/00-39	850203c19841980dk#g######d#####1###eng##
034	1#aab41849600$dW1800000$eE1800000$fN0900000$gS0900000
040	##$a[organization code]$c[organization code]
052	##$a3170
100	1#$aHarig, Karl-F.
245	10$aReader's Digest world antique spot globe /$ccartography by Karl-F. Harig.
246	14$aReader's Digest world antique spot globe : encyclopedic handbook.
255	##$aScale 1:41,849,600$c(W 180°--E 180°/N 90°--S 90°).
260	##$a[Copenhagen] Denmark :$bScan-Globe,$cc1984, c1980.
300	##$a1 globe :$bcol., plastic, mounted on plastic base ;$c31 cm. in diam.
500	##$aRelief shown by spot heights.
500	##$aCover title of accompanying text: Reader's Digest world antique spot globe :encyclopedic handbook.
500	##$aGlobe lights up from inside by means of detachable electric cord and interior light bulb.
500	##$aWhen the globe is lit, any place on earth can be pinpointed if the latitude and longitude are known. When these two facts are given, it is possible to adjust the two scales to the given figures of latitude and longitude. It causes a pinpoint of light to indicate where the place lies.
500	##$aAccompanied by text and index: Spot globe 2000 edited by Steen B. Bocher and Henrik B. Hoffmeyer. 17th ed., 1983. 168 p. : ill., maps; 15 x 21 cm.
650	#0$aGlobes.
700	1#$aBocher, Steen Bugge,$d1906-
700	1#$aHoffmeyer, Henrik B.
710	2#$aReader's Digest Association.
710	2#$aScan-Globe A/S.
730	01$aSpot globe 2000.

■ FULL LEVEL RECORD - SOUND RECORDING

This example can be identified as a record for a musical sound recording by code j in Leader/06. This record illustrates the use of several fields related to music material: field 028 (Publisher Number), field 047 (Form of Musical Composition Code), and field

048 (Number of Musical Instruments or Voices Code); as well as some more generally used fields: field 045 (Time Period of Content), field 505 (Formatted Contents Note), and field 511 (Participant or Performer Note).

Leader/00-23	*****cjm##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920705103300.0
007/00-13	sd#bsmennnmplud
008/00-39	870703s1985####enkmun##################d
028	02$aDCA 535$bASV
028	00$aZC DCA 535$bASV
040	##$a[organization code]$c[organization code]
043	##$ae-uk-en
045	1#$bd1910$b1976$b1756$b1940$b1926
047	##asnasu
048	##$bwd01$aka01
050	14$aM248
100	1#$aSmith, Daniel.$4prf
245	10$aEnglish music for bassoon and piano$h[sound recording].
260	##$aLondon :$bASV ;$aMitcham, Surrey :$bDistributed by P.R.T. Records,$cp1985.
300	##$a1 sound disc :$banalog, 33 1/3 rpm, stereo. ;$c12 in.
500	##$aAcc. of the 2nd work originally for orchestra; the 4th work originally for harpsichord; the 6th originally for violoncello and piano; the 7th originally for violin and continuo (?).
500	##$aDigital recording.
500	##$aIssued also as cassette: ZC DCA 535.
505	0#$aSonata in F Hurlstone -- Romance, op. 62 Elgar -- Four sketches Gordon Jacob -- Sonata no. 5 Arne ; arr. & ed. Craxton & Mather -- Lyric suite Dunhill -- Six studies in English folk song Vaughan Williams -- Sonata in F Avison ; arr. Atkinson.
511	0#$aDaniel Smith, bassoon ; Roger Vignoles, piano.
650	#0$aBassoon and piano music.
650	#0$aBassoon and piano music, Arranged.
650	#0$aMusic$zEngland.
700	10$aVignoles, Roger.$4prf
700	12$aHurlestone, William Yeates,$d1876-1906.$tSonatas,$mbassoon, piano,$rF major.$f1985.

700	12$aElgar, Edward,$d1857-1934.$tRomances,$mbassoon, orchestra,$nop. 62;$oarr.$f1985.
700	12$aJacob, Gordon,$d1985-$tSketches.$f1985.
700	12$aArne, Thomas Augustine,$d1710-1778.$tSonatas,$mharpischord.$nNo. 5;$oarr.$f1985.
700	12$aDunhill, Thomas F.$q(Thomas Frederick),$d1877-1946.$tLyric suite.$f1985.
700	22$aVaughan Williams, Ralph,$d1872-1958.$tStudies in English folk song;$oarr.$f1985.
700	12$aAvison, Charles,$d1710-1770.$tSonata in F.$f1985.

FULL LEVEL RECORD - VIDEO RECORDING

This example can be identified as a record for projected material by code g in Leader/06, and more specifically as a videorecording by code v in field 007/00. This record illustrates the use of the following fields: field 033 (Date/Time and Place of an Event), field

508 (Creation/Production Credits Note), field 518 (Date/Time and Place of an Event Note), and field 521 (Target Audience Note).

Leader/00-23	*****cgm##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920626085055.4
007/00-08	vd#cgaizm
008/00-39	860626c19861978xxu---#e#####f####vleng#d
033	20$a1978----$a1982----
040	##$a[organization code]$c[organization code]
043	##$an-us-nv
050	#4$aF849
082	14$a979.3$211
245	04$aThe Ninety-Six, a cattle ranch in northern Nevada$h[videorecording] /$cproduced by the American Folklife Center, Library of Congress ;producer, Carl Fleischhauer.
246	1#$a96, a cattle ranch in northern Nevada
260	##$aWashington, DC :$bThe Center,$c1986.
300	##$a1 videdisc (laser optical) :$bsd., col. ;$c12 in. +$e1 explanatory booklet (67 p.)
440	#0$aVisual media from the American Folklife Center ;$vno. 1
500	##$aTitle from data sheet.
500	##$aOne side CAV, one side CLV.
508	##$aPhotographers, Carl Fleischhauer, William H. Smock; film editors, William H. Smock, Jonathan Davis.
518	##$aCreated during a field research project from 1978 to 1982.
520	##$aIncludes eighty minutes of motion picture highlights and 2,400 still images which focus on the work done by Leslie J. Stewart and his men on the Ninety-six Ranch, a cattle ranch in Nevada.
521	##$aSenior high school through college students and adults.
651	#0$aNinety-Six Ranch (Nev.)
650	#0$aRanch life$zNevada.
651	#0$aNevada$xSocial life and customs.
650	#0$aCattle trade$zNevada.
700	1#$aStewart, Leslie J.
710	2#$aAmerican Folklife Center.

■ FULL LEVEL RECORD - MOTION PICTURE

This example can be identified as a record for projected material by code g in Leader/06, and more specifically as a motion picture by code m in field 007/00. This record illustrates the use of several MARC data elements to describe an archival motion picture, including: the use of character positions 09-/22 in field 007, and multiple occurrences of fields 007, 300, and 541 for the several versions of the motion picture being described. Other noteworthy data elements include: the use of field 017 (Copyright or Legal

Deposit Number); field 040, subfield $e (Description conventions); field 257 (Country of Producing Entity for Archival Films); and field 510 (Citation/References Note).

Leader/00-23	*****cgm##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920513133548.3
007/00-22	mr#bf##dnnartnnac198607
007/00-22	mr#bf##dnnbdtnnac198607
007/00-22	mr#bf##dnnaetnnac198607
008/00-39	870505s1918####xxu055############ml####d
017	##$aLP12321$bU.S. Copyright Office
040	##$a[organization code]$c[organization code]$eamim
245	00$aM'liss /$cPickford Film Corp. ; supervised and directed by Marshall A. Neilan ; photoplay by Frances Marion.
257	##$aU.S.
260	##$aUnited States :$bArtcraft Pictures Corporation,$c1918.
300	##$a5 reels of 5 on 2 (1988 ft.) :$bsi., b&w ;$c16 mm.$3ref. print
300	##$a5 reels of 5 on 2 (1988 ft.) :$bsi., b&w ;$c16 mm.$3dupe neg.
300	##$a5 reels of 5 on 2 (1988 ft.) :$bsi., b&w ;$c16 mm.$3arch pos.
500	##$aCopyright: Famous Players-Lasky Corp.; 18Apr18; LP12321.
500	##$aOriginally released in 35 mm.
500	##$aBased on a story by Bret Harte.
508	##$aPhotographed by Walter Stradling ; art director, Wilfred Buckland.
510	4#$aNew York times film reviews,$c5-6-18.
510	4#$aVariety film reviews,$c5-10-18.
510	4#$aMoving picture world,$cv. 36.l, p. 894, 897, 1043.
511	1#$aMary Pickford (M'liss), Theodore Roberts (Bummer Smith), Thomas Meighan (Charles Gray), Charles Ogle (Yuba Bill), Tully Marshall (Judge Joshua McSnaggley), Monty Blue (Mexican Joe), Val Paul (Jim Peterson), Winnifred Greenwood (Clara Peterson).
520	##$aA western comedy-melodrama set in the mining town, Red Gulch, Calif. about the untamed daughter (Mary Pickford) of the town drunk (Theodore Roberts) who falls in love with the new schoolteacher (Thomas Meighan) who is accused of murdering her father and the situations that occur during his murder trial.
541	##$3ref print$dReceived: 8-20-80 from LC film lab;$cgift;$aPickford (Mary) Collection.
541	##$3dupe neg$dReceived: 11-20-79 from LC film lab;$cgift;$aPickford (Mary) Collection.

541	##$3arch pos$dReceived: ca. 1958 from USDA film lab;$cgift, copied from 35 mm nitrate on loan;$aPickford (Mary) Collection.
650	#0$aFrontier and pioneer life$zWest (U.S.)$vDrama.
650	#0$aTrials (Murder)$vDrama.
700	1#$aNeilan, Marshall A.,$d1891-1958,$edirection.
700	1#$aMarion, Frances,$d1888-1973,$ewriting.
700	1#$aPickford, Mary,$d1893-$ecast.
700	1#$aRoberts, Theodore,$d1861-1928,$ecast.
700	1#$aMarshall, Tully,$d1864-1943,$ecast.
700	1#$aMeighan, Thomas,$d1879-1936,$ecast.
710	2#$aArtcraft Pictures Corporation.
710	2#$aPickford Film Corp.
710	2#$aFamous Players-Lasky Corporation.
710	2#$aPickford (Mary) Collection (Library of Congress)$5DLC

■ FULL LEVEL RECORD - MIXED MATERIALS

This example can be identified as a record for a collection of mixed material under archival control by code p in Leader/06, code c in Leader/07, and code a in Leader/08. Its physical form is also identified as microfilm by code h in field 007/00. This record illustrates the use of several fields defined specifically for archival control: field 245 (Title Statement), subfield $f (Inclusive dates), subfield $g (Bulk dates), and subfield $k (Form); field 351 (Organization and Arrangement of Materials); field 506 (Restrictions on

Access Note); field 524 (Preferred Citation of Described Materials Note); field 544 (Location of Other Archival Materials Note); field 545 (Biographical or Historical Data); and field 555 (Cumulative Index/Finding Aids Note).

Leader/00-23	*****cpca#22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920504111110.0
007/00-12	hd#afu---baca
008/00-39	870504i18691946ctu#################eng#d
010	##$bmsb/74##1195#
035	##$a(CtY)Film HM 129 (I827)
040	##$a[organization code]$c[organization code]$eappm
041	##$aeng$afre$ager$aita$apol
100	1#$aMalinowski, Bronislaw,$d1884-1942.
245	00$kPapers,$f1869-1946,$g1914-1939.
300	##$a14 linear ft. (35 boxes).
351	##$aOrganized in four series: I. Correspondence. II. Writings, Lectures, and Research Materials. III. Writings of Others. IV. Special Files.
506	##$3Correspondence of Elsie Malinowska and Josefa Malinowska$arestricted.
520	##$aCorrespondence, manuscripts of writings and lectures, fieldwork notebooks, photographs, memorabilia, and other papers of Bronislaw Malinowski.$bThese materials reflect in some detail various aspects of Malinowski's research and other professional work in the areas of cultural anthropology and ethnobiology as well as his professional and personal associations with anthropologists, psychologists, and sociologists in Europe, Asia, Africa, and the United States. Of particular interest are the field notebooks, photographs, and other materials related to his work among the natives of New Guinea and the Trobriand Islands. Also included are some papers of members of Malinowski's family. Correspondents of note include Franz Boas, Marie Bonaparte, Pearl S. Buck, John Dewey, Havelock Ellis, Sir James Frazer, Anna Freud, Melville Herskovits, Aldos and Julian Huxley, Ernest Jones, Elton Mayo, Ashley Montagu, Wilhelm Reich, Bertrand Russell, Charles G. Seligman, Herbert Spencer, Beatrice Potter Webb, and Edward Westermarck.
524	##$aBronislaw Malinowski Papers. Manuscripts and Archives, Yale University Library.
530	##$3Fieldwork and correspondence excluding restricted material$aAvailable in microfilm (7,121 frames on 7 reels, 35 mm.);$bManuscripts and Archives, Yale University Library;$cat cost;$dHM129.
541	##$aMalinowski, Valetta;$cgift;$d1972.
544	##$dBronislaw Malinowski Papers;$aLondon School of Economic and Political Science.
545	##$aCultural anthropologist, teacher, and author; educated in Poland, Germany, England; field work in New Guinea, Australia, Melanesia, 1914-1918; taught at London School of Economics and Political Science, 1921-1942.
546	##$3Correspondence$aEnglish, French, German, Italian, and Polish.
555	0#$aUnpublished finding aid in repository. Microfilm guide available.

600	10$aBoas, Franz,$d1858-1942.
600	10$aBonaparte, Marie,$cPrincess,$d1882-1962.
600	10$aBuck, Pearl S.$q(Pearl Sydenstricker),$d1892-1973.
600	10$aDewey, John,$d1859-1952.
600	10$aEllis, Havelock,$d1859-1939.
600	10$aFrazer, James George,$cSir,$d1854-1941.
600	10$aFreud, Anna,$d1895-
600	10$aHerskovits, Melville Jean,$d1895-1964.
600	10$aHuxley, Aldous Leonard,$d1894-1963.
600	10$aHuxley, Julian,$d1887-1975.
600	10$aJones, Ernest,$d1879-1958.
600	10$aMayo, Elton,$d1880-1949.
600	10$aMontagu, Ashley,$d1905-
600	10$aReich, Wilhelm,$d1897-1957.
600	10$aRussell, Bertrand,$d1872-1970.
600	10$aSeligman, Charles Gabriel,$d1873-1940.
600	10$aSpencer, Herbert,$d1820-1903.
600	10$aWebb, Beatrice Potter,$d1858-1943.
600	10$aWestermarck, Edward,$d1862-1939.
610	20$aLondon School of Economics and Political Science.
610	20$aYale University.$bDept. of Anthropology.
610	20$aYale University$xFaculty.
650	#0$aAnthropology.
650	#0$aEthnology.
650	#0$aPsychology.
651	#0$aNew Guinea$xSocial life and customs.
651	#0$aTrobriand Islands$xSocial life and customs.
655	#7$aPhotoprints.$2ftamc
656	#7$aAnthropologists.$2lcsh
852	##$aCtY-BR$eBox 1603A Yale Station, New Haven, CT 06520

■ FULL LEVEL RECORD - TWO-DIMENSIONAL NONPROJECTABLE GRAPHIC

This example can be identified as a record for a two-dimensional nonprojectable graphic by code k in Leader/06, and illustrates the kind of record used for an original or historical item. Noteworthy MARC data elements in this example include: field 100, subfield $e (Relator term); field 245, subfield $h (Medium); field 541 (Immediate Source of Acquisition Note); field 655 (Index Term Genre/Form); and second indicator value 7 in fields 650 and 655, used to cite the source of the term.

Leader/00-23	*****ckm##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920513143848.3
007/00-05	kh#bo#
008/00-39	870504s1917####xxunnn###########kneng#d
017	##$aJ225997$bU.S. Copyright Office
040	##$a[organization code]$c[organization code]$egihc
100	1#$aGilpin, Laura,$ephotographer.
245	15$a[The prelude]$h[graphic].
260	##$cc1917.
300	##$a1 photoprint :$bplatinum ;$c15 x 20 cm.
500	##$aTitle from copyright information on verso.
500	##$aMounted on cardboard.
520	0#$aEdith Rubel Trio (Edith Rubel, Brenda Putnam, and Maria Roemaet Rosanoff) performing.
541	##$cCopyright deposit;$aGilpin;$d1917.
610	20$aEdith Rubel Trio.
650	#7$aWomen$y1917.$2lctgm
650	#7$aMusic ensembles$y1917.$2lctgm
655	#7$aGroup portraits$y1917.$2gmgpc
655	#7$aPortrait photographs$y1917.$2gmgpc
655	#7$aPlatinum photoprints$y1917.$2gmgpc

■ FULL LEVEL RECORD - THREE-DIMENSIONAL ITEM

This example can be identified as a record for a three-dimensional artifact or naturally occurring object by code r in Leader/06. Noteworthy MARC data elements in this example include the cataloger-supplied data in field 245 (Title Statement) and field 260 (Publication, Distribution, etc. (Imprint)), with the supporting note in field 500 and summary note in field 520.

Leader/00-23	*****crm##22*****#a#4500
001	<control number>
003	<control number identifier>
005	19920902031155.0
008/00-39	870119q18601869xxunnn###########rn####d
040	##$a[organization code]$c[organization code]
043	##$an-us---
045	##$aw6w6
050	14$aE468.9$b.C3
245	00$a[Cannon ball]$h[realia].
260	##$c[186-]$e(United States :$f[s.n.])
300	##$a1 cannon ball :$blead, gray ;$c10 cm. in diam.
500	##$aTitle supplied by cataloger.
520	##$a"12-pounder" cannon ball used in the Civil War.
650	#0$aOrdnance.
651	#0$aUnited States$xHistory$yCivil War, 1861-1865.

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2.3.19.3: Appendix C- Minimal Level Record Examples

Examples of cataloging records that contain all of the MARC data elements required for minimal-level bibliographic records. Minimal-level record requirements have been chosen to provide sufficient information to identify a bibliographic item and generate a basic bibliographic description. Records may include more data elements than those identified by minimal-level record requirements. Although the data is taken from actual bibliographic records, these records are included for illustrative purposes only and are not usable for bibliographic purposes.

The creator of the bibliographic data is not specified in these sample records. Field 008/39 contains code d (Other sources), and field 040, subfields $a and $c contain the phrase *<organization code>* instead of a valid MARC code. In addition, field 001 (Record Control Number) and field 003 (Record Number Identifier) contain the phrases *<control number>* and *<control number identifier>*, respectively, indicating that the record is an example only. The system-generated portions of the Leader (LDR) are represented by asterisks (*). The records also lack a system-generated Directory. Field 008 character positions have been segmented to improve readability. Although the exact segmentation varies, the first two segments always contain positions 00-05 and 06-14. The last segment always contains positions 35-39. Minimal-level records can be identified by code 7 in Leader/17 (Encoding level).

The following examples are available:

- Book
- Computer File
- Musical Score
- Map
- Serial
- Mixed Materials

■ MINIMAL LEVEL RECORD - BOOK

This example can be identified as a minimal-level record for printed language material by code a in Leader/06, and as a monographic item by code m in Leader/07. The record contains fields for the basic bibliographic information: field 100 (Main Entry Personal Name), 245 (Title Statement), 260 (Publication, Distribution, etc. (Imprint)), and 300 (Physical Description).

Leader/00-23	*****cam##22*****7a#4500
001	<control number>
003	<control number identifier>
005	19921113071152.5
008/00-39	870102s1962####at############000#0#eng#d
040	##$a[organization code]$c[organization code]
100	1#$aKelleher, James M.
245	10$aRoman fever :$ba story of the struggle by the Catholic people of New South Wales to remedy the injustice caused by the Education Acts of 1866 and 1880--an observer's opinion of the causes which so far have rendered that struggle in vain /$cby James M. Kelleher.
260	##$aSurrey Hills, N.S.W. :$bCatholic Press Newspaper Co.,$c[1962?]
300	##$a139 p. ;$c16 cm.

■ MINIMAL LEVEL RECORD - COMPUTER FILE

This example can be identified as a minimal-level record for a computer file by code m in Leader/06, and as a monographic item by code m in Leader/07. The record contains fields for the basic bibliographic information: 245 (Title Statement), 256 (File Characteristics), 260 (Publication, Distribution, etc. (Imprint)), and 300 (Physical Description).

Leader/00-23	*****nmm##22*****7a#4500
001	<control number>
003	<control number identifier>
005	19930729093320.6
008/00-39	930729s1989####azu####|###b||######eng#d
040	##$a[organization code]$c[organization code]
245	00$aPC nations$h[electronic resource] :$bflags and national anthems of 175 countries.
256	##$aComputer program.
260	##$aTempe, Ariz. :$bPC Globe,$cc1989.
300	##$a2 computer disks :$bcol. ;$c5 1/4 in.
538	##$aSystem requirements: IBM/Tandy; EGA or VGA monitor only.

■ MINIMAL LEVEL RECORD - MUSICAL SCORE

This example can be identified as a minimal-level record for printed music by code c in Leader/06. It contains the basic bibliographic information, and field 028 (Publisher Number). The creator of this record has chosen to augment it with the addition of field 650 (Subject Added Entry Topical Term).

001	<control number>
003	<control number identifier>
005	19920521106200.5
008/00-39	870305s1984####enkpva#########n########d
028	32$aED 12215$bSchott
040	##$a[organization code]$c[organization code]
100	1#$aFauré, Gabriel,$d1845-1924.
240	10$aPavan,$morchestra,$nop. 50,$rF# minor;$oarr.
245	00$aPavane /$cGabriel Fauré ; arranged for flute and guitar by Stefan Nesyba.
260	##$aLondon ;$aNew York :$bSchott,$c1984.
300	##$a1 score (7 p.) + 1 part (4 p.) ;$c30 cm.
650	#0$aFlute and guitar music, Arranged$vScores and parts.

■ MINIMAL LEVEL RECORD - MAP

This example can be identified as a minimal-level record for a printed map by code e in Leader/06. In addition to the fields required in a minimal-level record, it contains several general note fields (field 500), and topical subject added entries (field 650).

Leader/00-23	*****cem##22*****7a#4500
001	<control number>
003	<control number identifier>
005	19921010061154.5
007/00-07	aj|canzn
008/00-39	870605s1984####bcc#######a##s##0###eng#d
034	1#aab2000000
040	##$a[organization code]$c[organization code]
052	##$a3511
110	1#$aBritish Columbia.$bGeological Branch.$bResource Data and Analysis.
245	10$aProducing mines, mineral deposits with reserves, and significant coal deposits of British Columbia /$ccompiled by Geological Branch, Resource Data and Analysis Section.
255	##$aScale l:2,000,000.
260	##$a[Victoria?] :$bProvince of British Columbia, Ministry of Energy Mines and Petroleum Resources, Mineral Resources Branch,$c[1984]
300	##$a1 map :$bcol. ;$c73 x 87 cm.
500	##$a"Minerals, April 1984. Coal, 1984."
500	##$a"Sheet 1."
500	##$a"Cartography of base and mineral potential by Pierino Chicorell. Compilation and cartography of legend data by Catherine Nesmith."
500	##$aAccompanied by sheet 2 (77 x 70 cm.) which has: List of metal and industrial mineral mines in British Columbia -- [List of] mineral deposits with reserves.
650	#0$aMines and mineral resources$zBritish Columbia$vMaps.
650	#0$aCoal mines and mining$zBritish Columbia$vMaps.

■ MINIMAL LEVEL RECORD - SERIAL

This example can be identified as a minimal-level record for language material by code a in Leader/06, and further as a serial by code s in Leader/07. It contains the following fields in addition to those required in a national level minimal-level record: field 310 (Current Publication Frequency), field 500 (General Note), and field 710 (Added Entry Corporate Name).

Leader/00-23	*****cas##22*****7a#4500
001	<control number>
003	<control number identifier>
005	19920813032152.0
008/00-39	870313u19uu9999wiufr#p#######0####0eng#d
040	##$a[organization code]$c[organization code]
245	00$aWater conditions in Wisconsin /$cUniversity Extension, The University of Wisconsin Geological and Natural History Survey.
260	##$aMadison, Wis. :$bThe Survey,
300	00$av.
310	##$aSemiannual
500	##$aDescription based on: July 1-Dec. 31, 1967; title from caption.
710	20$aWisconsin Geological and Natural History Survey.

■ MINIMAL LEVEL RECORD - MIXED MATERIALS

This example can be identified as a minimal-level record for mixed materials by code p in Leader/06. In addition to the fields required in a minimal-level record, it contains several general note fields (field 500), and topical subject added entries (field 650).

Leader/00-23	*****cpca#22*****7a#4500
001	<control number>
003	<control number identifier>
005	19921010061154.5
008/00-39	931229i18181986usx#####|###########eng#d
040	##$a[organization code]$c[organization code]
100	1#$aWertham, Fredric,$d1895-1981.
245	00$kPapers,$f1818-1986$g(bulk 1945-1975)
300	##$a82,200$fitems
300	##$a216$fcontainers.
300	##$a85.1$flinear feet.
545	##$aPsychiatrist and author.

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2.3.19.4: Appendix D- Multiscript Records

Describes and illustrates models for recording data in multiple scripts in MARC records. One script may be considered the primary script of the *data content* of the record, even though other scripts are also used for data content.(Note: ASCII is used for the structural elements of the record, and most coded data are also specified within the ASCII range of characters.) The general models for multiscript data that are followed with MARC 21 are described below.

- Model A: *Vernacular and transliteration.* The regular fields may contain data in different scripts and in the vernacular or transliteration of the data. Fields 880 are used when data needs to be duplicated to express it in *both* the original vernacular script and transliterated into one or more scripts. There may be unlinked 880 fields.

- Model B: *Simple multiscript records*. All data is contained in regular fields and script varies depending on the requirements of the data. Repeatability specifications of all fields should be followed. Although the Model B record may contain transliterated data, Model A is preferred if the same data is recorded in both the original vernacular script and transliteration. Field 880 is not used.

Model A data in the regular fields is linked to the data in 880 fields by a subfield $6 that occurs in both of the associated fields. Specifications for field 880 are under that field; description of subfield $6 is in Appendix A *Control Subfields*; specifications for character sets and repertoires for scripts are found in *MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media*.

Example Conventions - Although the data in the following records are taken from actual bibliographic items, these records are included for illustration only and are not necessarily usable for bibliographic purposes. The creator of the bibliographic data is not specified in these sample records. Escape sequences are not included in the example records.

■ MODEL A - VERNACULAR AND TRANSLITERATION

Following example of a multiscript record uses Model A. In this example the language of cataloging is English language (Latin script) and the language of the bibliographic item is Russian (Cyrillic script). The cataloging agency provides transliteration of some Cyrillic script data into the Latin script; supplies notes, subjects, etc. in English; and prefers to use Latin script in the regular fields.

040	##$a***$beng$c***
100	1#$6880-01$aZhavoronkov, N. M.$q(Nikolaĭ Mikhaĭlovich)
245	10$6880-02$aOkhrana okhotnich'ikh zhivotnykh v SSSR /$cN.M. Zhavoronkov.
250	##$6880-03$aIzd. 2-e, perer.
260	##$6880-04$aMoskva :$bLesnaia promyshlennost'.,$c1982.
300	##$a167, [1] p., [16] leaves of plates. :$bcol. ill. ;$c19 cm.
500	##$aBibliography: p. 167-[168].
650	#0$aAnimals$zSoviet Union.
880	1#$6100-01/(N$a[Cyrillic script]$q[Cyrillic script]
880	10$6245-02/(N$a[Cyrillic script]/$c[Cyrillic script]
880	##$6250-03/(N$a[Cyrillic script]
880	##$6260-04/(N$a[Cyrillic script]$c1982.

Following example of a multiscript record uses Model A. In this example the language of cataloging is English language (Latin script) and the language of the bibliographic item is Hebrew (Hebrew script). The cataloging agency prefers to use the Latin script in the regular fields.Directionality of the Hebrew text in the examples is right-to-left within each subfield, but the subfields themselves have been recorded left-to-right. The actual input of all the data is in logical order (first-to-last), parts of which may be displayed in various directions depending upon the script and the display interface.

040	##$a**$beng$c**
100	1#$6880-01$aZilbershtain, Yitshak ben David Yosef.
245	10$6880-02$aTorat ha-yoledet /$cne`erakh `a. y. Yitshak ben David Yosef Zilvershtain, Mosheh ben Yosef Rotshild.
246	14$6880-03$aSefer Torat ha-yoledet
250	##$6880-04$aMahad. 2. `im hosafot.
260	##$6880-05$aBene-Berak :$bMekhon “Halakhah u-refu`ah”,$c747 [1986 or 1987]
300	##$a469 p. ;$c23 cm.
504	##$aIncludes bibliographical references and index.
650	#0$aChildbirth$xReligious aspects$xJudaism.
650	#0$aSabbath (Jewish law)
650	#0$aFasts and feast$xJudaism.
700	1#$6880-06$aRotshild, Mosheh ben Yosef.
880	1#$6100-01/(2/r$a[Hebrew script]
880	10$6245-02/(2/r$a[Hebrew script] /$c[Hebrew script]
880	14$6246-03/(2/r$a[Hebrew script]
880	##$6250-04/(2/r$a[Hebrew script] .2 [Hebrew script]
880	##$6260-05/(2/r$a[Hebrew script] :$b?[Hebrew script]?,$c747 [1986 or 1987].
880	1#$6700-06/(2/r$a[Hebrew script]

Following example of a multiscript record also uses Model A. In this example the language of cataloging and the bibliographic item is Arabic (Arabic script). The cataloging agency prefers to use Arabic in the regular fields.Directionality of the Arabic text in the example is right-to-left within each subfield, but the subfields themselves have been recorded left-to-right. The actual input of

all the data is in logical order (first-to-last), parts of which may be displayed in various directions depending upon the script and the display interface.

040	##$a**$bara$c**
100	1#$6880-01$a[Arabic script]
245	10$6880-02$a[Arabic script]
250	##$6880-03$a.1 [Arabic script]
260	##$6880-04$a[Arabic script] :$b[Arabic script],$c1997.
300	##$a240.[Arabic script] ;$c24 [Arabic script]
504	##$a.123-150:[Arabic script]
650	#0$6880-05$a[Arabic script]$x[Arabic script]
880	1#$6100-01/(B$aTunji, Muhammad.
880	10$6245-02/(B$aJamaliyat al-lughah al-'Arabiyah /$cMuhammad al-Tunji.
880	##$6250-03/(B$aal-Tab'ah 1.
880	##$6260-04/(B$aBayrut :$bDar al-Fikr al-'Arabi,$c1997.
880	#0$6650-05/(B$aLughah al-'Arabiyah$xMunawwa’at.

■ MODEL B - SIMPLE MULTISCRIPT RECORDS

Following example is a multiscript record that uses Model B. In this example the language of cataloging is English (Latin script), thus the notes, subjects, etc. are in English. The bibliographic item is a mixed Russian language (Cyrillic script) and Arabic language (Arabic script) text.

040	##$a***$beng$c***
041	1#$arus$aara
066	##$b(N$c(B$c(3
100	1#$aRuzhkov, V. I.$q(Viktor Ivanovich)
245	00$a[Cyrillic script] :$b[Cyrillic script] /$c[Cyrillic script]
246	31$a[Arabic script]
260	##$a[Cyrillic script] :$b[Cyrillic script],$c1988.
300	##$a536 p. ;$c21 cm.
650	#0$aTechnology$vDictionaries$xRussian.
650	#0$aRussian language$vDictionaries$xArabic.
700	1#$aTkhorzhevskii, L. L.$q(Lev L’vovich)
700	1#$aShagal’, V. E.$q(Vladimir Eduardovich)
700	1#$aMunir, Dawud Sulayman.

Following example is a multiscript record that uses Model B. In this example the language of cataloging is Russian (Cyrillic script) and the bibliographic item is mixed Russian language (Cyrillic script) and English language (Latin script) text.

040	##$a***$brus$c***
041	1#$arus$aeng
066	##$b(N$c(B
245	00$a[Cyrillic script] =$bWho is who in oil and gas industry of the CIS /$c[[Cyrillic script].]
246	31$aWho is who in oil and gas industry of the CIS
260	##$a[Cyrillic script] :$b[Cyrillic script],$c1992.
300	##$a357 [Cyrillic script]. ;$c28 [Cyrillic script].
546	##$a[Cyrillic script]
650	#0$a[Cyrillic script]$z[Cyrillic script]$v[Cyrillic script].
700	1#$a[Cyrillic script]$q([Cyrillic script])

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2.3.19.5: Appendix E- Alphabetical List of Ambiguous Headings

Listing of categories of heading entities with an indication of the field type and tag for each. Categories marked X00, X10, X11, and X30 belong to the field types personal name, corporate name, conference name and title, respectively. Categories marked 651 are jurisdictional names in field 651 but are corporate names in fields 110, 410, 710, and 810.

This list also appears in both the *MARC 21 Format for Authority Data* and the *MARC 21 Format for Community Information*.

A - B - C - D - E - F - G - H - I - J - L - M - N - O - P - R - S - T - U - V - W - Z

A

- Abbeys [X10]
- Academies [X10]
- Agoras [651]
- Airplanes, Named [X10]
- Airports [X10]
- Almshouses [X10]
- Amusement parks [651]
- Apartment houses [X10]
- Aquariums, Public [X10]
- Arboretums [X10]
- Archaeological sites [651]
- Areas and regions [651]
- Armories [X10]
- Art works [X00, X10, X30]
- Artificial satellites [X10]
- Artists' groups [650]
- Asian conglomerate corporations [X10]
- Asteroids (Individual) [651]
- Astronomical features, e.g., Comets, Galaxies, Planets [651]
- Asylums (Charitable institutions) [X10]
- Athletic contests [X11]
- Auditoriums [X10]
- Awards [650]

B

- Banks [X10]
- Bars [X10]
- Bathhouses [X10]
- Baths, Ancient [X10]
- Biblical characters, Named [X00]
- Biological stations [X10]
- Boards of trade (Chambers of commerce) [X10]
- Botanical gardens [X10]
- Boundary lines [651]
- Bridges [651]
- Broadcasting stations [X10]
- Building details [650]
- Buildings, Private [X10]
- Buildings occupied by corporate bodies [X10]
- Bus terminals [X10]

C

- Calderas [651]
- Camps [651]
- Canals [651]
- Capitols [X10]
- Castles [X10]
- Cathedrals [X10]
- Caves [651]
- Celestial bodies [651]
- Cemeteries [X10]
- Chapels [X10]
- Churches (in use or in ruins) [X10]
- Cities, Extinct (pre-1500) [651]
- City halls [X10]
- City sections (entered directly) [651]
- City sections (entered subordinately, pre-AACR 2) [X10]
- Civic centers [X10]
- Clans [X00]
- Club houses [X10]
- Coal ash sites [X10]
- Coliseums [X10]
- Collections, Public or Private [X10]
- Collective farms [651]
- Collective settlements [651]
- Colleges [X10]
- Colloquia [X11]
- Comets [651]
- Comic strips (established under title) [X30]
- Communes [651]
- Communication satellites [X10]
- Community centers [X10]
- Competitions [X11]
- Computer languages [650]
- Computer networks [650]
- Computer programs (established under title) [X30]
- Computer systems [650]
- Concentration camps [X10]
- Concert halls [X10]
- Conservation districts [651]
- Contests [X11]
- Convention centers [X10]
- Convents [X10]
- Correctional institutions [X10]
- Countries, Groups of (e.g., Developing countries, Communist countries, Islamic countries, etc.) [651]
- Country clubs [X10]
- Counts, Houses of [X00]
- Courthouses [X10]
- Crematories [X10]
- Customhouses [X10]

D

- Dams [651]
- Dance halls [X10]
- Denominations, Religious (individual) [X10]
- Deserts [651]
- Details, Building [650]
- Dispensaries [X10]
- Docks [651]
- Doors [650]
- Dukes, Houses of [X00]
- Dwellings [X10]
- Dynasties [X00]

E

- Earls, Houses of [X00]
- Ecclesiastical entities that are also names of places (e.g., Basel (Switzerland : Ecclesiastical principality) [X10]
- Ecological stations [X10]
- Economic zones [651]
- Educational institutions [X10]
- Electronic discussion groups [130]
- Embassies [X10]
- Esplanades [651]
- Estates [651]
- Ethnic groups [650]
- Events [650] or [X11]
- Exhibition buildings [X10]
- Exhibitions [X11]
- Expeditions, Military [X11]
- Expeditions, Scientific [X11]
- Experiment stations [X10]
- Expositions [X11]

F

- Factories [X10]
- Fairs [X11]
- Families [X00]
- Farms [651]
- Feasts [650]
- Ferry buildings [X10]
- Festivals and celebrations [X11]
- Festivals, Folk [X11]
- Fictitious characters [650]
- Fire stations [X10]
- Folk festivals and celebrations [X11]
- Forests [651]
- Fortresses (Structures) [651]
- Forts (Military posts, fortresses, etc.) [651]
- Free ports and zones [651]
- Funds [X10]
- Funeral homes, mortuaries [X10]

G

- Galaxies [651]
- Galleries [X10]
- Games (Events) [X11]
- Gardens [651]
- Gas fields [651]
- Gates [650]
- Geographic regions, e.g., Arctic regions, Tropics, etc. [651]
- Geologic basins [651]
- Gods [650]
- Grain elevators [X10]
- Grasslands [651]
- Groups of industries, Named [X10]
- Gymnasiums [X10]

H

- Halfway houses [X10]
- Hazardous waste sites [651]
- Herbariums [X10]
- Highways [651]
- Hill figures [650]
- Historic sites [651]
- Historical parks [651]
- Homes [X10]
- Hospitals [X10]
- Hotels [X10]
- Houses (Families) [X00]
- Houses (Structures) [X10]

I

- Immigration stations [X10]
- Individual works of art [X00, X10, X30]
- Industrial groups, Named [X10]
- Islands, Nonjurisdictional [651]

J

- Jurisdictions, Ancient [651]

L

- Laboratories [X10]
- Lakes [651]
- Land grants [651]
- Legendary characters [650]
- Legendary dynasties [650]
- Libraries [X10]
- Lighthouses [X10]
- Lines, Boundary [651]

M

- Manors [X10]
- Mansions [X10]

- Market buildings [X10]
- Marketplaces (Ancient) [651]
- Markets [X10]
- Military installations (active; also all after 1899) [651]
- Mills [X10]
- Mine buildings [X10]
- Mines [651]
- Mints [X10]
- Model railroads [650]
- Monasteries [X10]
- Monuments (Structures, statues, etc.) [650]
- Moons [651]
- Morgues [X10]
- Mortuaries [X10]
- Motels [X10]
- Motion pictures [X30]
- Mountains [651]
- Movements, Social [650]
- Movie theaters [X10]
- Museums [X10]
- Music halls [X10]

N

- Nebulae [651]
- Night clubs [X10]
- Nuclear power stations [X10]
- Nursing homes [X10]

O

- Observatories [X10]
- Ocean currents [651]
- Office buildings [X10]
- Official residences [X10]
- Old age homes [X10]
- Olympic Games (as a heading) [X11]
- Open spaces [651]
- Opera houses [X10]
- Orders of Knighthood [X10]
- Orphanages [X10]

P

- Pagodas [X10]
- Palaces [X10]
- Parades [X11]
- Park districts [651]
- Parks [651]
- Pipelines [651]
- Plains [651]
- Planetariums [X10]
- Planets [651]
- Plans (Programs) [X10]

- Plantations [651]
- Playgrounds [651]
- Plazas (Open spaces, squares, etc.) [651]
- Police stations [X10]
- Poorhouses [X10]
- Port authorities [X10]
- Ports (Physical facilities) [651]
- Post offices [X10]
- Power plants [X10]
- Presidential mansions [X10]
- Prisons [X10]
- Programs [X10]
- Projects [X10]
- Public celebrations, pageants, anniversaries [X11]
- Public comfort stations [X10]
- Pueblos [651]
- Pyramids [650]

R

- Races (Contests) [X11]
- Racetracks [X10]
- Radio programs [X30]
- Railroad models [650]
- Railroad tunnels [651]
- Railroads [X10]
- Railway stations [X10]
- Ranches [651]
- Recreation areas [651]
- Recreation districts [651]
- Refugee camps [651]
- Regions, Geographic (e.g., Arctic regions, Tropics, etc.) [651]
- Religious denominations [X10]
- Research stations [X10]
- Reservations, Indian [651]
- Reserves (Parks, forests, etc.) [651]
- Reservoirs [651]
- Resorts [X10]
- Restaurants [X10]
- Rivers [651]
- Roads [651]
- Rooms [650]
- Royal houses (Families) [X00]

S

- Sanatoriums [X10]
- Sanitary landfills [651]
- Sanitation districts [651]
- Satellites (i.e. Moons) [651]
- Satellites, Artificial [X10]
- School districts [X10]

- Schools [X10]
- Schools of artists [650]
- Seas [651]
- Seminars [X11]
- Service stations [X10]
- Shipyards [X10]
- Shopping centers [X10]
- Shows (Exhibitions) [X11]
- Shrines (*not* churches) [650]
- Social movements [650]
- Software, Computer (established under title) [X30]
- Sound recording labels [X10]
- Space vehicles [X10]
- Spas [X10]
- Sports arenas [X10]
- Sports events [X11]
- Squares [651]
- Stadiums [X10]
- Stars (Individual) [651]
- Stars (Types) [650]
- Statues [650]
- Steppes [651]
- Stock exchanges [X10]
- Stores, Retail [X10]
- Streets [651]
- Structures (nongeographic, e.g., towers) [650]
- Studies (Research projects) [X10]
- Stupas [650]
- Symposia [X11]

T

- Television programs [X30]
- Temples (in use or in ruins) [X10]
- Terminal buildings [X10]
- Tests [650]
- Theater buildings [X10]
- Theater companies [X10]
- Tombs [650]
- Tournaments [X11]
- Towers [650]
- Trails [651]
- Tribes (as legal entities only) [X10]
- Tribes (Ethnic groups) [650]
- Tunnels [651]

U

- U.S. National Park Service, U.S. Forest Service, and U.S. Fish and Wildlife Service units named after a park, forest, etc. [651]
- Undertakers [X10]
- Universities [X10]
- Utility districts [651]

V

- Valleys [651]
- Villas [X10]

W

- Walls [650]
- Warehouses [X10]
- Water districts [651]
- Waterways [651]
- Wildlife refuges [651]
- Works of art [X00, X10, X30]
- Workshops [X11]

Z

- Zaibatsu [X10]
- Zoos [X10]

2.3.19.5: Appendix E- Alphabetical List of Ambiguous Headings is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.19.6: Appendix F- Initial Definite and Indefinite Articles

Second indicator position in the X30 (Uniform Title) fields (excluding field 830) and the second indicator position in fields 222 (Key Title), 240 (Uniform Title), 242 (Translation of Title by Cataloging Agency), 243 (Collective Uniform Title), 245 (Title Statement), 440 (Series Statement/Added Entry-Title), and 830 (Series Added Entry-Uniform Title) contain a numeric value (0-9) that specifies the number of character positions associated with an initial definite or indefinite article to be disregarded in sorting and filing processes. Initial articles may also simply be deleted in the formulation of the heading. If the initial article is retained but is not to be disregarded in sorting and filing processes, the second indicator position contains value 0.

The list below of definite and indefinite articles and the languages in which they are used is arranged alphabetically by the article.

This list also appears in both the *MARC 21 Format for Authority Data* and the *MARC 21 Format for Community Information*.

a	English, Galician, Hungarian, Portuguese, Romanian, Scots, Yiddish,
a'	Scottish Gaelic
al	Romanian
al-	Arabic, Baluchi, Brahui, Panjabi (Perso-Arabic script), Persian, Turkish, Urdu
	(**Note:** *al-* is meant to cover all of the spellings in romanization (e.g., *"as" in "as-sijill"*))
am	Scottish Gaelic
an	English, Irish, Scots, Scottish Gaelic, Yiddish
an t-	Irish, Scottish Gaelic
ane	Scots
ang	Tagalog
ang mga	Tagalog
as	Galician, Portuguese
az	Hungarian
bat	Basque
bir	Turkish
d'	English
da	Shetland English
das	German
de	Danish, Dutch, English, Frisian, Norwegian, Swedish

dei	Norwegian
dem	German
den	Danish, German, Norwegian, Swedish
der	German, Yiddish
des	German, Walloon
det	Danish, Norwegian, Swedish,
di	Yiddish
die	Afrikaans, German, Yiddish,
dos	Yiddish
e	Norwegian
'e	Frisian
een	Dutch
eene	Dutch
egy	Hungarian
ei	Norwegian
ein	German, Norwegian, Walloon,
eine	German
einem	German
einen	German
einer	German

eines	German
eit	Norwegian
el	Catalan, Spanish
el-	Arabic
els	Catalan
en	Catalan, Danish, Norwegian, Swedish
enne	Walloon
et	Danish, Norwegian
ett	Swedish
eyn	Yiddish
eyne	Yiddish
gl'	Italian
gli	Italian
ha-	Hebrew
hai	Classical Greek, Greek
he	Hawaiian
hē	Classical Greek, Greek
he-	Hebrew
heis	Greek
hen	Greek

hena	Greek
henas	Greek
het	Dutch
hin	Icelandic
hina	Icelandic
hinar	Icelandic
hinir	Icelandic
hinn	Icelandic
hinna	Icelandic
hinnar	Icelandic
hinni	Icelandic
hins	Icelandic
hinu	Icelandic
hinum	Icelandic
hið	Icelandic
ho	Classical Greek, Greek
hoi	Classical Greek, Greek
i	Italian
ih'	Provencal
il	Italian, Provencal/Occitan

il-	Maltese
in	Frisian
it	Frisian
ka	Hawaiian
ke	Hawaiian
l'	Catalan, French, Italian, Provencal/Occitan, Walloon
l-	Maltese
la	Catalan, Esperanto, French, Italian, Provencal/Occitan, Spanish
las	Provencal/Occitan, Spanish
le	French, Italian, Provencal/ Occitan
les	Catalan, French, Provencal/Occitan, Walloon
lh	Provencal/Occitan
lhi	Provencal/Occitan
li	Provencal/Occitan
lis	Provencal/Occitan
lo	Italian, Provencal/Occitan, Spanish
los	Provencal/Occitan, Spanish
lou	Provencal/Occitan
lu	Provencal/Occitan
mga	Tagalog

mia	Greek
'n	Afrikaans, Dutch, Frisian
na	Hawaiian, Irish, Scottish Gaelic
na h-	Irish, Scottish Gaelic
një	Albanian
ny	Malagasy
'o	Neapolitan Italian
o	Galician, Hawaiian, Portuguese, Romanian
os	Portuguese
'r	Icelandic
's	German
't	Dutch, Frisian
ta	Classical Greek, Greek
tais	Classical Greek
tas	Classical Greek
tē	Classical Greek
tēn	Classical Greek, Greek
tēs	Classical Greek, Greek
the	English
to	Classical Greek, Greek

tō	Classical Greek
tois	Classical Greek
ton	Classical Greek, Greek
tōn	Classical Greek, Greek
tou	Classical Greek, Greek
um	Portuguese
uma	Portuguese
un	Catalan, French, Italian, Provencal/Occitan, Romanian, Spanish
un'	Italian
una	Catalan, Italian, Provencal/Occitan, Spanish
une	French
unei	Romanian
unha	Galician
uno	Italian, Provencal/Occitan
uns	Provencal/Occitan
unui	Romanian
us	Provencal/Occitan
y	Welsh
ye	English
yr	Welsh

2.3.19.6: Appendix F- Initial Definite and Indefinite Articles is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.19.7: Appendix G- Format Changes for Update No. 33 (November 2021)

This section is provided for the lists of format changes that accompany each update to the *MARC 21 Format for Bibliographic Data*.

MARC 21 FORMAT FOR BIBLIOGRAPHIC DATA

FORMAT CHANGE LIST

Update No. 33, November 2021

This page documents the changes contained in the thirty-third update to the 1999 edition of the *MARC 21 Format for Bibliographic Data*. Update No. 33 (November 2021) includes changes resulting from proposals that were considered by the MARC 21 community since the publication of Update No. 32 (June 2021).

Format changes in previous updates can be found on the MARC Format Overview page.

UPDATE 33 CHANGES

■ New content designators:

Subfields

$j **Original capture and storage technique (R)** *in* 344 (Sound Characteristics)

$l **Binding (R)** *in* 340 (Physical Medium)

$y **Incorrect ISSN (R)** *in* 490 (Series Statement)

$z **Canceled ISSN (R)** *in* 490 (Series Statement)

■ Changes in content designator names and definitions:

Field

034Coded Cartographic Mathematical Data field definition and scope *redescribed*.

Character Position

007/13 (Sound Recording) - Capture and storage technique *renamed* **Original capture and storage technique** and *redescribed*.

Codes

a - Acoustical capture, direct storage *renamed* **Acoustical capture, analog direct storage** and *redescribed in* Sound Recording 007/13 (Original capture and storage technique)

b - Direct storage, not acoustical *renamed* **Electrical capture, analog direct storage** and *redescribed in* Sound Recording 007/13 (Original capture and storage technique)

d - Digital storage *renamed* **Electrical capture, digital storage** and *redescribed in* Sound Recording 007/13 (Original capture and storage technique)

e - Analog electrical storage *renamed* **Electrical capture, analog electrical storage** and *redescribed in* Sound Recording 007/13 (Original capture and storage technique)

u - Unknown *renamed* **Unknown capture and storage** and *redescribed in* Sound Recording 007/13 (Original capture and storage technique)

UPDATE 33 LOCAL PRINT GUIDE

The following sections and fields were created/changed in Update No. 33 and should be printed to keep a print copy of the format up-to-date. Changes appear in red.

- 007 - Physical Description Fixed Field - General Information
- 007 - Sound Recording
- 034 - Coded Cartographic Mathematical Data
- 340 - Physical Medium
- 344 - Sound Characteristics
- 490 - Series Statement

2.3.19.7: Appendix G- Format Changes for Update No. 33 (November 2021) is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.19.8: Appendix H- Local Data Elements

Selected fields and subfields that were formerly valid in the MARC 21 formats are described here for reference purposes.

Fields

261 - Imprint Statement of Films (Pre-AACR 1 Revised) (NR)

262 - Imprint Statement of Sound Recordings (Pre-AACR 2) (NR)

400 - Series Statement/Added Entry - Personal Name (R)

410 - Series Statement/Added Entry - Corporate Name (R)

411 - Series Statement/Added Entry - Meeting Name (R)

440 - Series Statement/Added Entry - Title(R)

9XX - Equivalence and Cross-Reference Fields (R)

Subfield

$d - Plate or Publisher's Number for Music (Pre-AACR 2) (NR)

2.3.19.8: Appendix H- Local Data Elements is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.3.19.9: Appendix I- Organization Code Sources

Bibliographic citations of sources for organization codes used throughout the MARC 21 formats.

MARC Code List for Organizations.

Washington, D.C.: Network Development and MARC Standards Office, Library of Congress.

Online: www.loc.gov/marc/organizations

ISIL- und Sigelverzeichnis online.

Berlin: Deutsche ISIL-Agentur und Sigelstelle, Staatsbibliothek zu Berlin.

Online: http://sigel.staatsbibliothek-berlin.de/

Symbols and Interlibrary Loan Policies in Canada.

Ottawa, ON: Interlibrary Loan Division, Library and Archives Canada.

Online: www.collectionscanada.gc.ca/illcandir-bin/illsear/l=0/c=1/d=1

UK National Agency for MARC Organisation Codes.

Boston Spa, Wetherby: Bibliographic Standards, The British Library.

Online: www.bl.uk/bibliographic/marcagency.html

2.3.19.9: Appendix I- Organization Code Sources is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

2.4: Understanding MARC 21



Source Information

Understanding MARC 21

- Nebraska Library Commission
- https://www.youtube.com/watch?v=gRkNdMV_NTc
- CC BY

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2.5: V (MARC Training)

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CHAPTER OVERVIEW

3: Copy Cataloging

3.1: Training Materials for the Basic Serials Cataloging Workshop

3.2: W (Best Practices for Cataloging DVD-video and Blu-ray Discs Using RDA and MARC21)

3.3: RDA and Music Basics- Sound Recordings

3.4: CONSER RDA Core Elements for Serials

3: Copy Cataloging is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

3.1: Training Materials for the Basic Serials Cataloging Workshop

https://www.loc.gov/aba/pcc/conser/scctp/basicppt.html

Source Information

Training Materials for the Basic Serials Cataloging Workshop

- Library of Congress
- https://www.loc.gov/aba/pcc/conser/scctp/basicppt.html
- In the public domain

3.1: Training Materials for the Basic Serials Cataloging Workshop is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

3.2: W (Best Practices for Cataloging DVD-video and Blu-ray Discs Using RDA and MARC21)

3.2: W (Best Practices for Cataloging DVD-video and Blu-ray Discs Using RDA and MARC21) is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

3.3: RDA and Music Basics- Sound Recordings

Overview of the significant differences in cataloging sound recordings between *AACR2* and RDA, addressing both descriptive elements and access points. Examples of RDA in MARC 21 Bibliographic and Authority records provided.

An ALCTS webcast

Who Should Attend

Attendees should have some experience cataloging sound recordings under *AACR2* and want to learn more about how cataloging practices for these resources will change with RDA.

Presenter

Kathy Glennan is the Head of Special Resources Cataloging at the University of Maryland and has more than 25 years experience cataloging scores and sound recordings. She currently chairs the Music Library Association's Bibliographic Control Committee and has been active in ALA's Committee on Cataloging: Description and Access, where she worked on development of RDA instructions in relation to music materials. She has given numerous presentations on RDA, FRBR, and MARC Formats issues. She holds an MLS from UCLA.

Registration

How to Register

No registration required. Access the session now:

recording (YouTube)

presentation slides (.ppt)

Tech Requirements

Computer with Internet access (high-speed connection is best) and media player software. Headphones recommended.

If you receive a Codec error when playing the recorded file with Windows Media Player, download the gotowebinar codec file from: https://www1.gotomeeting.com/codec?Portal=www.gotomeeting.com The Codec acts as a patch that allows the recording, which is created with a higher version of Media Player, to play in version 7. For more information on playing the recording, see the FAQ.

Credits

none

Questions?

For questions or comments related to the webcasts, contact Julie Reese, ALCTS Events Manager at 1-800-545-2433, ext. 5034 or jreese@ala.org.

Source Information

RDA and Music Basics: Sound Recordings

- Association for Library Collections & Technical Services (ALCTS)
- http://www.ala.org/alcts/confevents/upcoming/webinar/cat/102611
- No cost (all ALCTS' archived webinars are free)

3.3: RDA and Music Basics- Sound Recordings is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

3.4: CONSER RDA Core Elements for Serials

This session will provide an overview of the serials cataloging and training tools being developed for the implementation of Resource Description and Access (RDA). CONSER, the cooperative serials cataloging component of the Program for Cooperative Cataloging (PCC) has defined CONSER RDA core elements for serials and posted them at on the CONSER website. The overview is intended for any catalogers interested in serials cataloging and RDA implementation. The session is general in nature and not intended as CONSER Program training.

This session is part of a two-webinar series that includes Programmatic Changes to the LC/NACO Authority File for RDA on May 8.

Who Should Attend?

Catalogers interested in serials cataloging and RDA implementation.

Presenter

Les Hawkins is Coordinator of CONSER, the Cooperative Serials Program of the Program for Cooperative Cataloging (PCC). As part of his duties in the Cooperative and Instructional Program Division at Library of Congress (LC), Les has been involved in RDA course development and instruction of Library of Congress staff members. During 2012–2013, he worked with CONSER members on a CONSER RDA core element set and the development of bridge training for serials catalogers transitioning from AACR2 to RDA.

Registration

How to Register

No registration needed. Access recording now:

Recording (YouTube)

Recording (.wmv)

Slides (.pdf)

Tech Requirements

Computer with Internet access (high-speed connection is best) and media player software. Headphones recommended.

If you receive a Codec error when playing the recorded file with Windows Media Player, download the gotowebinar codec file from: https://www1.gotomeeting.com/codec?Portal=www.gotomeeting.com The Codec acts as a patch that allows the recording, which is created with a higher version of Media Player, to play in version 7. For more information on playing the recording, see the FAQ.

Credits

none

Contact

For questions or comments related to the webinars, contact Julie Reese, ALCTS Events Manager at 1-800-545-2433, ext. 5034 or jreese@ala.org.

Source Information

CONSER RDA Core Elements for Serials

- Association for Library Collections & Technical Services (ALCTS)
- http://www.ala.org/alcts/confevents/upcoming/webinar/cat/021313
- No cost (all ALCTS' archived webinars are free)

3.4: CONSER RDA Core Elements for Serials is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

CHAPTER OVERVIEW

4: Non-MARC Cataloging Standards

4.1: Metadata Standards and Applications
4.2: Overview of the BIBFRAME 2.0 Model
4.3: BIBFRAME 2.0, the Library of Congress Pilot and Next Steps
4.4: Dublin Core User Guide- Creating Metadata
4.4.1: About the examples
4.4.2: Titles
4.4.3: Relationships between Resource and Agents
4.4.4: Type
4.4.5: Format
4.4.6: Extent
4.4.7: Medium
4.4.8: Language
4.4.9: Identifiers
4.4.10: Descriptions
4.4.11: Subject
4.4.12: Coverage
4.4.13: Dates
4.4.14: Source and Relations
4.4.15: Rights
4.4.16: Special properties for the description of education material
4.4.17: Special properties for the description of collections
4.4.18: Provenance

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4.1: Metadata Standards and Applications

Materials for Instructors	Materials for Sponsors
Trainee Manual [PDF: 10.2MB / 312 pp.]	Guidelines for Sponsoring a Workshop
Instructor's Manual [PDF: 11.4MB / 472 pp.]	Needs Assessment Form [PDF: 23KB / 2 pp.]
Powerpoint Slides [PPT: 8.12MB]	List of Trainers [PDF: 54KB / 1 p.]
	Certificate of Completion [Word: 24KB / 1 p.]

Course Description

Current Version: 2.1 (February 2009)

The Metadata Standards & Applications course presents bibliographic control concepts for the 21st century with an emphasis on digital resources. The goal of the course is to expand on attendees' current knowledge about library catalog metadata to include other additional forms of library metadata used in digital libraries. The course explores the following topics:

- Introduction to digital libraries
- Descriptive metadata standards
- Technical and administrative metadata standards
- Metadata syntaxes and containers
- Applying metadata standards: application profiles
- Controlled vocabularies
- Approaches to metadata creation, storage and retrieval in the digital environment
- Metadata interoperability and quality issues

Intended Audience

This course is designed for practicing catalogers (with or without MLS degrees) from all types of libraries, with a working knowledge of MARC and concepts of bibliographic control.

Course Hours

The course is designed as a two day workshop, consisting of 11 instruction hours.

Source Information

Metadata Standards & Applications

- Library of Congress
- http://www.loc.gov/catworkshop/courses/metadatastandards/
- In the public domain

4.1: Metadata Standards and Applications is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.2: Overview of the BIBFRAME 2.0 Model

BIBFRAME (Bibliographic Framework) is an initiative to evolve bibliographic description standards to a linked data model, in order to make bibliographic information more useful both within and outside the library community.

When a resource is cataloged -- a book, for example -- the resulting description includes information elements such as the author, what the book is about, various published forms, and information about copies of the book.

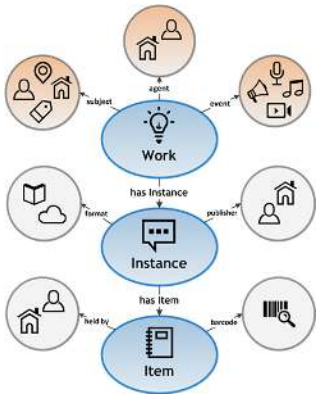


Figure **4.2.1**

BIBFRAME 2.0 organizes this information into three core levels of abstraction: ***Work***, ***Instance***, and ***Item***.

- **Work**. The highest level of abstraction, a Work, in the BIBFRAME context, reflects the conceptual essence of the cataloged resource: authors, languages, and what it is about (subjects).
- **Instance**. A Work may have one or more individual, material embodiments, for example, a particular published form. These are Instances of the Work. An Instance reflects information such as its publisher, place and date of publication, and format.
- **Item.** An item is an actual copy (physical or electronic) of an Instance. It reflects information such as its location (physical or virtual), shelf mark, and barcode.

BIBFRAME 2.0 further defines additional key concepts that have relationships to the core classes:

- **Agents**: Agents are people, organizations, jurisdictions, etc., associated with a Work or Instance through roles such as author, editor, artist, photographer, composer, illustrator, etc.
- **Subjects**: A Work might be “about” one or more concepts. Such a concept is said to be a “subject” of the Work. Concepts that may be subjects include topics, places, temporal expressions, events, works, instances, items, agents, etc.
- **Events**: Occurrences, the recording of which may be the content of a Work.

The BIBFRAME vocabulary consists of RDF classes and properties. Classes include the three core classes listed above as well as various additional classes, many of which are subclasses of the core classes. Properties describe characteristics of the resource being described as well as relationships among resources. For example: one Work might be a “translation of” another Work; an Instance may be an “instance of” a particular BIBFRAME Work. Other properties describe attributes of Works and Instances. For example: the BIBFRAME property “subject” expresses an important attribute of a Work (what the Work is about), and the property “extent” (e.g. number) expresses an attribute of an Instance.

Source Information

Overview of the BIBFRAME 2.0 Model

- Library of Congress
- https://www.loc.gov/bibframe/docs/bibframe2-model.html
- In the public domain

4.2: Overview of the BIBFRAME 2.0 Model is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.3: BIBFRAME 2.0, the Library of Congress Pilot and Next Steps

https://www.loc.gov/item/webcast-8657#?

About this Item

Title

BIBFRAME 2.0, the Library of Congress Pilot & Next Steps

Summary

Beacher Wiggins highlighted the goals and accomplishments of the Library of Congress' BIBFRAME 2.0 pilot to date and gave an overview of the next steps. Nate Trail discussed the development of the BIBFRAME database, a complete base file that includes all the bibliographic records from Voyager. Catalogers use the bibliographic data in combination with authority data from id.loc.gov to describe resources for the BIBFRAME 2.0 pilot. Trail demonstrated features of the BIBFRAME database interface including end-user search capability, use of linked data queries to highlight relationships between resources and how the database interacts with data entered through the BIBFRAME editor. Jodi Williamschen and Les Hawkins discussed profiles developed for the BIBFRAME editor and illustrated workflows such as creation of a new work and instance, adding instance descriptions to an existing work, updating of an initial bibliographic control (IBC) description and creating new expressions relating to an existing work.

Event Date

June 12, 2018

Notes

- Les Hawkins is CONSER coordinator in the Cooperative and Instructional Programs Division at the Library of Congress.
- Jodi Williamschen is senior technical metadata standards specialist in the Network Development and MARC Standards Office at the Library of Congress.
- Nate Trail is digital project coordinator in the Network Development and MARC Standards Office at the Library of Congress.
- Beacher Wiggins is director for Acquisitions and Bibliographic Access at the Library of Congress.

Running Time

58 minutes 55 seconds

Online Format

video

image

online text

Source Information

BIBFRAME 2.0, the Library of Congress Pilot & Next Steps

- Library of Congress
- https://www.loc.gov/today/cyberlc/feature_wdesc.php?rec=8657
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4.4: Dublin Core User Guide- Creating Metadata

Source Information

Dublin Core User Guide: Creating Metadata

- Dublin Core Metadata Initiative
- https://www.dublincore.org/resources/userguide/creating_metadata/
- CC BY 3.0

4.4: Dublin Core User Guide- Creating Metadata is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.4.1: About the examples

We are presenting the examples in tables. To interpret these tables please consider that:

- **yellow rows** are standing for statements describing a resource,
- **white rows** are standing for statements describing a resource that is the value of another statement but is not described by another record,
- **bold** strings are standing for properties,
- **italicized** strings are standing for values,
- **red strings** are standing for values linking to records.

example (see turtle explanation)

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4.4.2: Titles

Title

Title is a property that refers to the name or names by which a resource is formally known.

Alternative

Alternative is a property that refers to a name or names of a resource used as a substitute or alternative to the formal title. These are secondary titles, abbreviations, translations of a title, etc.

Guidelines for the creation of title content

For the title use the name given to the resource.

title	*Alvar Aalto Chair No. 66*

as linked data

In most databases title is one of the main criteria to identify search results. So **if there is no formal title resp. name** you should formulate an adequate one by yourself.

title	*Data from a survey about the usage of metadata*

as linked data

If there is **more than one title resp. name** you should repeat the title property

title	*Autumn Leaves*
title	*The Dead Leaves*

as linked data

or use the alternative property.

Typically alternative is used for **secondary titles**,

title	*Passion for Pulses*
alternative	*A Feast of Beans, Peas and Lentils from Around the World*

as linked data

or for **abbreviations**.

title	*American Meteorological Association Newsletter*
alternative	*AMA Newsletter*

as linked data

If the title resp. name is expressed in **different languages** you should use language tags.

title	*La Joconde*	fre
title	*Mona Lisa*	eng
title	*La Gioconda*	ita

as linked data

the same is true for alternative

title	*EU Stability Programm of Belgium*	eng
alternative	*Council Opinion on the Updated Stability Programm of Belgium 2009 - 2010*	eng
alternative	*Stellungnahme des Rates zum aktualisierten Stabilitätsprogramm Belgiens für 2009 - 2012*	ger

as linked data

It is recommended to describe titles with plain text (as done in the examples above). But sometimes it is necessary to **create a relationship between the described resource and a more detailed title description**.

This should be used to refer to **a title with different transliterations**,

title		
	in greek	*Οιδίπους Τύραννος*
	in latin	*Oidipous Tyrannos*

as linked data

or to refer to a **title authority**.

title	*Nibelungenlied Handschrift B*
title	*nibelungenlied*

title	*Nibelungenlied Handschrift C*
title	

identifier	*nibelungenlied*
label	*Der Nibelunge Not*
alternative label	*Nibelungenlied*
alternative label	*Nibelungenklage*
alternative label	*Nibelungensage*
description	*The Nibelungenlied exists of 39 aventiuren created between 1180 and 1210*

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4.4.3: Relationships between Resource and Agents

Using agent properties in Dublin Core

Persons, organizations and services can relate to resources in various ways. DCMI defined only a few common properties to describe the relationship between resources and agents. So when necessary other vocabularies should be used describing these relationships more detailed. In these cases we recommend to use the marcrelator codes. How to use them is described in

- MARC Relator terms and Dublin Core
- MARC Relator properties in Dublin Core™ metadata

Contributor

The contributor property represents a relationship between the resource and a person, an organization, or a service making a contribution to a resource.

Creator

The creator property represents a relationship between the resource and a person, an organization, or a service primarily responsible for making the content of a resource.

Publisher

The publisher property represents a relationship between the resource and a person, an organization, or a service responsible for making the resource available and provide access to the resource.

RightsHolder

This property represents a relationship between the resource and a person or an organization owning or managing rights over this resource.

Guidelines for the creation of content for agents

If you know there is a **URI standing for a person or organization** you should use it. For further information you should handle the person or organization like another resource.

Example with an **organization**:

rights holder	gnd	*39454-3*
	name	*Bundesarchiv Koblenz*
	homepage	*http://www.bundesarchiv.de/index.html.de*

as linked data

Example with a **person**:

contributor	gnd	*135066719*
	family name	*Elliott*
	given name	*Missy*
	nick name	*Missy E*

as linked data

Regardless of the existence of a URI **personal names** should be grouped in family name resp. surname as one part of the name and forename resp. given name as the other part .

You should handle the person name like **another resource**,

creator		
	family name	*Shakespeare*
	given name	*William*

as linked data

or you could devide these names **by comma**.

creator	*Shakespeare, William*

as linked data

When you **in doubt about family name and given name** give the name as it appears.

contributor	*Snoop Dogg*

as linked data

If there is **more than one contributor/creator/publisher/rightsHolder**, each should be listed separately,

like another resource,

publisher	gnd	*2125990-2*
	name	*Rossijskaja Gosudarstvennaja Biblioteka*
	homepage	*http://www.rsl.ru/*
publisher		
	name	*Knižnaja Palata*

as linked data

or with plain text.

creator	*Hubble Telescope*
publisher	*University of Nowhere*
publisher	*All Your Data Inc.*

as linked data

4.4.3: Relationships between Resource and Agents is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.4.4: Type

The type property refers to a description of the nature or genre of the content of a resource (e.g. a stylistic category, a function or an aggregation level). To describe the physical or digital manifestation, use format.

Guidelines for the creation of type content

We recommend to **select a value from a controlled vocabulary** (e. g. DCMI Type Vocabulary).

type	dctype	
		Still Image

as linked data

But you may also use **plain text**.

type	*Conference*

as linked data

If **no formal controlled vocabulary** exists, you could create a domain specific one.

type	*conference*

identifier	*conference*	
label	*Conference*	eng
label	*Tagung*	ger
label	*съезд*	rus

as linked data

Is the resource composed of **multiple components of different types** the property should be repeated.

type	dctype	
		Interactive Resource
type	dctype	
		Text

as linked data

Different communities use a variety of type vocabularies. To ensure interoperability you can use terms from different vocabularies side by side - e.g. a type of the DCMI Type vocabulary in addition to **a non-controlled or domain specific type term**.

type		
		PC Game
type	dctype	
		Software

as linked data

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4.4.5: Format

The property format refers to the file format, the physical medium (e.g. the data storage medium), or the dimension (the size or duration) of a resource. The information can be relevant to determine the equipment needed to display or operate a resource (e.g. if the described resource has format pdf you need a pdf reader to use it). To specify the different categories of format you should use extent and/or medium. To reference to the nature or genre of the content use type.

Guidelines for the creation of format content

For the description of the **file format** we recommend to use a controlled vocabulary - e.g. the list of Internet Media Types(MIME).

format	mime	*jpeg*

as linked data

You should repeat the properties when **more than one type of value exists**.

format	mime	*jpeg*
format		*40 x 512 pixels*

as linked data

4.4.5: Format is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.4.6: Extent

This property refers to the size (e.g. bytes, pages, inches, etc.) or duration (e.g. hours, minutes, days, etc.) of a resource.

Guidelines for the creation of extent content

Typically the value used for the description of the extent consists of a **numeric value and a caption** to specify it. You may use a text string to present it

extent	
	21 minutes

as linked data

or use controlled values for the caption.

extent		
	minutes	*21*

as linked data

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4.4.7: Medium

This property refers to the physical carrier of the resource and may only be used if the resource is of physical nature (e.g. a painting, a sculpture, etc.)

Guidelines for the creation of medium content

Note that the **media types must not be used with the property medium** because medium describes only physical objects.

We recommend to **use a controlled vocabulary**. If no formal controlled vocabulary exist you should nonetheless handle the media type like another resource.

medium	
	oil on wood
	oil
	wood

as linked data

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4.4.8: Language

This properties refers to the language of the intellectual content of the resource.

Guidelines for the creation of language content

For the identification of languages please follow RFC 4646. Best practice would be to **select a value from the three letter language tags of ISO 639** (e.g. http://www.sil.org/iso639-3/codes.asp).

title	*A great deliverance*	
language	ISO 639-3	*eng*

as linked data

or

title	*A great deliverance*	
language		
	RFC 4646	*eng*

as linked data

If the content is in **more than one language**, the property should be repeated.

title	*Charlie Wilson's War*	
language	ISO 639-3	*eng*
language	ISO 639-3	*hun*
language	ISO 639-3	*tur*

as linked data

But if **every language version has it's own identifier**, they have to be treated like single resources.

Video1

title	*Medieval helpdesk with English subtitles*	
identifier	*http://www.youtube.com/watch?v=pQHX-SjgQvQ&feature=player_embedded*	
isVersionOf	*Video2*	
language	ISO 639-3	*nor*
language	ISO 639-3	*eng*

Video2

title	*Book help (better verson)*	
identifier	*http://www.youtube.com/watch?v=UOorZQLsmuA&feature=related*	
isVersionOf	*Video1*	
language	ISO 639-3	*nor*

as linked data

You could also use plain text

title	*The Power of Orange Knickers*
language	*English*

as linked data

or create your own language vocabulary.

title	*The Power of Orange Knickers*
language	*english*

identifier	*english*
label	*English*
ISO 639-1	*en*
ISO 639-3	*eng*

as linked data

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4.4.9: Identifiers

Identifier

An identifier is an unambiguous reference to a resource. Examples of formal identification systems include the Uniform Resource Identifier (URI) - including the Uniform Resource Locator (URL), the Digital Object Identifier (DOI) or the International Standard Book Number (ISBN).

BibliographicCitation

- dcterms:bibliographicCitation

BibliographicCitation is a bibliographic reference to a resource identifying the resource by bibliographic details. Typically the described resource is the child in a parent/child relationship where the bibliographicCitation is not describing the relationship but the location of the described resource within the parent resource (e.g. the bibliographic citation of an article consists of the name of a journal as well as the number of volume, issues and even page references). For the description of parent/child relations see hasPart or isPartOf. BibliographicCitation may only be used to describe bibliographic resources like books, articles or other documentary resource.

Guidelines for the creation of identifier content

Best practice is to **declare the identification system** from which an identifier is selected.

title	*What's a URI and why does it matter?*	
identifier	*http://www.ltg.ed.ac.uk/~ht/WhatAreURIs/*	URI

as linked data

Identifiers should be selected from formal identification systems as above but can also be **local identifiers** as long as there is a proper declaration of these.

title	*Small and medium sized companies in Kathmandu*	
identifier	*03KTM147*	local ID

as linked data

Note that the identifier of the description of a resource (e. g. of the metadata record) is not the same as the identifier of the resource itself.

metadata record		
created	*2010*	W3CDTF
identifier	*013234098*	database ID
my Video		
title	*Medieval helpdesk with English subtitles*	
created	*2007*	W3CDTF
identifier	*http://www.youtube.com/watch?v=pQHX-SjgQvQ&feature=player_embedded*	URI

as linked data

If no identifier from a formal identification system exist, the identifier can be generated by a **bibliographic citation**. The bibliographic citation can be created as **text citation**,

title	*Prototyping Digital Library Technologies in zetoc*
bibliographicCitation	*Lecture Notes in Computer Science 2458, 309-323 (2002)*

as linked data

or as **machine readable citations**.

title	*Prototyping Digital Library Technologies in zetoc*
bibliographicCitation	*&ctx_ver=Z39.88-2004&rft_val_fmt=info:ofi/fmt:kev:mtx:journal&rft.jtitle=Lecture Notes in Computer Science&rft.volume=2458&rft.spage=309"^^info:ofi/fmt:kev:mtx:ctx*

as linked data

You can also **structure the bibliographic information**.

title	*My first article about metadata*	
identifier		
	journal title	*My Favorite Journal*
	volume	*3*
	issue	*2*
	start page	*14*
	date	*2010*

as linked data

For additional information on bibliographicCitation see "Guidelines for Encoding Bibliographic Citation Information in Dublin Core™ Metadata".

4.4.9: Identifiers is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.4.10: Descriptions

Description

This property refers to the description of the content of a resource. The description is a potentially rich source of indexable terms and assist the users in their selection of an appropriate resource. To refine the character of a description use abstract or tableOfContent.

Abstract

This property is used when the description of a resource is a formal abstract.

TableOfContent

This property is used when the description of a resource is a structured list of the contents of a resource.

Guidelines for the creation of descriptions

A description may be **a free text account**,

title	*Bugs from New Zealand*
description	*A box of ten bugs collected in New Zealand between 1845 and 1846*

as linked data

an **abstract**,

title	*The Foundations of Programm Verification*
abstract	*This revised edition provides a precise mathematical background to several program verification techniques. It concentrates on those verification methods that have now become classic, such as the inductive assertions method of Floyd, the axiomatic method of Hoare, and Scott's fixpoint induction. The aim of the book is to present these different verification methods in a simple setting and to explain their mathematical background. In particular the problems of correctness and completeness of the different methods are discussed in some detail and many helpful examples are included.*

as linked data

a **table of contents**,

title	*Remains of Claire Klawitter*
table of content	*Diary 1822 - 1824 -- 20 pictures of Indian farmers -- 5 letters to Rudi Ratlos -- 1 map of North India*

as linked data

or a **reference to a description**.

title	*Thriller*
description	*http://en.wikipedia.org/wiki/Thriller_(album)*

as linked data

You can give some **information about the description you refer to**.

title	*Coriandrum sativum*	
description	*http://en.wikipedia.org/wiki/Coriander*	
	title	*Coriander*
	contributor	*Wikipedia*

as linked data

If **descriptions in different languages** exist, the property should be repeated with language tags.

title	*Delvig and Kjuchelbeker*	
abstract	*The book is a collection of works of two poets - contemporaries and friends of Pushkin - A. A. Delvig and V. K. Kjuchelbeker. It includes poems and prosa by Kjuchelbeker, parts of his diary, the poem Jurij and Xenia and reviews by Delvig. The attachment presents some retrospections to Delvig and Kjuchelbeker. A detailed biographic description tells us something about the life of the poets.*	eng
abstract	*Сборник впервые обединяет произведения двух поетов - современников и друзей Пушкина - А. А. Дельвига и В. К. Кюхельбекера. Наряду со стихотворениями в книгу включены проза Кюхельбекера, фрагменты из его дневника, поема "Юрий и Ксения", а также рецензии Дельвига. В "Приложении" печатаются воспоминания о Дельвиге и Кюхельбекерею. Подробные биографические очерки рассказывают о жизненном пути поэтов.*	rus

as linked data

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4.4.11: Subject

The property subject represents a relationship between a resource and another resource which is a topic of the first resource rsp. describes the intellectual content of the first resource. If the topic of the resource has a spatial or temporal character, use coverage, spatial or temporal.

Guidelines for describing the subject of a resource

To express the topic of a resource we recommend to **use a URI representing another resource describing this topic**,

title	*Inviato alla Biennale : Venezia, 1949 - 2009*	
subject	*http://www.labiennale.org/en/Home.html*	
	title	*La Biennale di Venezia*

as linked data

or a URI representing the value of a controlled vocabulary,

- like **entries from authority file systems** (e.g. the Library of Congress Subject Headings or the authority files of the German National Library, etc.),

title	*My Winter Wonderland*	
subject	*http://id.loc.gov/authorities/sh88004323#concept*	
	label	*Cross-country skiing--Skating*

as linked data

- like **entries from classification systems** ((e.g. the Dewey Decimal Classification, or Linnaean taxonomy, etc.).

title	*Transports in Kazakhstan 2000 - 2010*
subject	*W03_7*
subject	*G06_3*

label	*W03.7*
name	*Freight Transport*
broader	*W03*
narrower	*W03.72*
narrower	*W03.75*

label	*G06_3*
name	*Kazakhstan*
broader	*G06*
narrower	*G06_31*
narrower	*G06_35*

as linked data

You may also use plain text. But if you need **more than one entry to describe the content** you should repeat the property.

title	*How to get an aircraft*
subject	*aircraft*
subject	*leasing*

as linked data

If you want to use a keyword or keyphrase in **different languages**, you should use language tags.

title	*KONSTYTUCJA RZECZYPOSPOLITEJ POLSKIEJ*	
subject		
	Rzeczpospolita Polska	pol
	Republic of Poland	eng

as linked data

If the **subject is a person or organization** you should use names from formal name authorities (e.g. from the Library of Congress Name Authority Headings [1], or from the Virtuell International Authority File [2]).

title	*Candle in the wind*	
subject	gnd	*118583549*
	family name	*Monroe*
	given name	*Marilyn*
	born	*1926*
	died	*1962*

as linked data

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4.4.12: Coverage

Coverage

The property coverage describes a relationship between a resource and another resource which represents the extent or scope of the content of the first resource. This includes the spatial locations (a place name or geographic co-ordinates), temporal periods (a period label, a date or a date range), or jurisdictions (states, counties, or other administrative entities). If you want to make a destinction between the temporal or spatial character of the content use temporal or spatial.

Temporal

This property describes the relationship between a resource and another resource which represent the temporal characteristics of the intellectual content of the first resource expressed by period labels or date encoding. If you want to describe date of the lifecycle of a resource use the date properties.

Spatial

This property describes the relationship between a resource and another resource which represents spatial characteristics of the intellectual content of the first resource expressed by by geographic names, latitude/longitude, or other established georeferencing.

Guidelines for describing the coverage, spatial or temporal character of a resource

To describe the **temporal** characteristic of a resource

you may use plain text,

title	*Transports in Kazakhstan 2000 - 2010*
coverage	*2000 - 2010*

as linked data

or **structure your entry** using dates,

title	*Transports in Kazakhstan 2000 - 2010*		
temporal			
	start	*2000*	W3CDTF
	end	*2010*	W3CDTF

as linked data

or **period labels**.

title	*Analysis of rocks collected in Perth*	
temporal		
	start	*Cambrian period*
	scheme	*Geological timescale*
	name	*Phanerozoic Eon*

as linked data

Further information on encoding temporal characteristics you will find in the DCMI Period Encoding Scheme.

To describe the **spatial** character of a resource, you could use plain text,

title	*Analysis of rocks collected in Perth*
coverage	*Perth, W. A.*

as linked data

or express it by **georeferencing**,

title	*Analysis of rocks collected in Perth*	
spatial		
	east	*115.85717*
	north	*-31.95301*
	name	*Perth, W. A.*

as linked data

or **reference to a formal encoding**.

title	*The growth of trees in the suptropical highlands*	
spatial		
	label	*Cwb*
	source	*Köppen-Geiger Climate Classification*
	main Climates	*warm temperate*
	precipitation	*winter dry*
	temperature	*warmest month averaging below 22°C*

as linked data

Further information on encoding spatial characteristics you will find in the DCMI Box Encoding Scheme and the DCMI Point Encoding Scheme.

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4.4.13: Dates

Date

The property date refers to a description of any dates or ranges in the lifecycle of a resource and is typically associated with the creation or availability. If the destinction between different sorts of date is necessary, the following subproperties should be used. If a date is describing the content of a resource the properties coverage or temporal have to be used.

Created

This property refers to a description of the date or range of the creation of a resource. According to the one-to-one principle this has to be the creation date of the resource being described and not the creation date of any other resource from which the described resource derives (e.g. a former version or a superior resource). So a resource is created only once, every other date of creation belongs to another resource that has to be described on its own.

Issued

This property refers to a description of the date of the formal issuance resp. publication of a resource. A resource is issued only once, every other issuance belongs to another resource that has to be described on its own. If the issuance of a resource is not formal the property "available" should be used.

Available

This property refers to a description of the date a resource did become or will become available. A resource becomes available only once, every other availability belongs to another resource that has to be described on its own. If the availability of a resource starts with the formal issuance resp. publication use "issued".

Modified

This property refers to a description of the date a resource was changed. You may record every date a resource was modified by repeating this property or record only one date (this should be the last one).

Valid

This property refers to a description of the date or range a resource is, was or will be valid. This property should be used if a resource is only valid resp. relevant until a particular date.

DateCopyrighted

This property refers to a description of the date or range of the copyright of the resource.

DateSubmitted

This property refers to a description of the date a resource was submitted (e.g. a thesis at a university department, an article at the editorial board of a journal, etc.).

DateAccepted

This property refers to a description of the date a resource was accepted (e.g. a thesis by a university department, an article by the editorial board of a journal, etc.)

Guidelines for the creation of content for dates

For the structure of date properties we recommend the usage of the **W3CDTF profile of ISO 8601** [W3CDTF]. It allows to sort search results by date and facilitates the merging of metadata of different applications.

You should use this encoding for **a point in time**

created	*2003-04-10*	W3CDTF

as linked data

but must not use it with **a range**,

valid	*2007-05-06/2007-07-15*

as linked data

or when the date is located **before the common area**.

created	*-500*	gYear

as linked data

If you need to **structure range data**, make a distinction of start and end date.

date			
	start	*2007-05-06"*	W3CDTF
	end	*2007-07-15*	W3CDTF

as linked data

If the **complete date is unknown** you should use

month and year

available	*2006-07*	W3CDTF

as linked data

or only the year

issued	*2009*	W3CDTF

as linked data

If **more than one date of the same type** (e.g. modified) is recorded, the property must be repeated.

modified	*2009-12-22*	W3CDTF
modified	*2010-01-08*	W3CDTF
modified	*2010-02-15*	W3CDTF

as linked data

Since a resource has only one date of creation, issuance, availability and/or copyright you may repeat the properties created, issued, available and dateCopyrighted only if you want to **provide the same date in another structure**.

created	*1752*	W3CDTF
created	*probably after 1752*	

as linked data

If the described date is **only approximately known**, you may use plain text,

created	*aprox. 500 B.C.*

as linked data

or describe it.

date		
	year	*500*
	qualifier	*approx.*
	epoch	*B.C.*

as linked data

Another date of creation, issuance, availability and/or copyright however belongs to another resource that has to be described on its own. The relation of both resources may be described by one of the relation properties or by source.

title	*Population estimates in Scandinavia*		
created	*2004*	W3CDTF	
source			
	title	*World health report 2002 statistical annex*	
	created	*2002*	W3CDTF

as linked data

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4.4.14: Source and Relations

Relation

Relation represents the relationship between the described resource and another resource, that is related to the described resource in some way. Such relationship may be expressed reciprocally but this is not required and depends on the sort of relation. If the relation shall be specified more precicely use one of the following properties.

Source

Source describes the relationship between the described resource and another resource, from which the described resource is derived in whole or in part (e.g. data of a climate centre are the source of a forecast, a book or journal is the source of a scan, etc.)

IsPartOf

This property describes the relationship between the described resource and another resource of which the described resource is a physical or logical part (e.g. a painting as part of a collection, an article as part of a journal, etc.). The described resource is like a "child" in a hierarchical or "parent/child" relationship. For the reciprocal statement use hasPart.

HasPart

This property describes the relationship between the desribed resource and another resource which is a physical or logical part of the described resource (e.g. the described resource is a collection of paintings, or a journal with different articles, etc.). The described resource is like the "parent" in a hierarchical or "parent/child" relationship. For the reciprocal statement use isPartOf.

IsVersionOf

This property describes the relationship between the described resource and another resource, that is a former version, edition or adaptation of the described resource (e.g. the described resource is the revision of a book, or another recording of a song, etc.). Another version implies changes in the content of a resource. For resources with different formats use isFormatOf. For the reciprocal statement use hasVersion.

HasVersion

This property describes the relationship between the desribed property and another property, that is a later version, edition or adaptation of the described resource (e.g. the described resource is the older version of a revised book, or of a song, etc.). Another version implies changes in the content of a resource. For resources with different formats use hasFormat. For the reciprocal statement use isVersionOf.

IsFormatOf

This property describes the relationship between the described resource and another resource, that is a former version of the described resource with the same intellectual content but presented in another format (e.g. the described resource is the microfilm version of a printed book, or the pdf version of a doc document). For intellectual changes between resources use isVersonOf. For the reciprocal statement use hasFormat.

HasFormat

This property describes the relationship between the described resource and another resource, that is a later version of the described resource with the same intellectual content but presented in another format (e.g. the desribed resource is a printed book that is also availabel as a microfilm, or a doc document that is also available as pdf). For intellectual changes between resources use hasVersion. For the reciprocal statement use isFormatOf.

Replaces

This property describes the relationship between the described resource and another resource, that has been supplanted, displaced or superseeded by the described resource. It is used for the valid version in chain of versions (e.g. the described resource is the the last draft of a contract, or the current version of guidelines). For the reciprocal statement use isReplacedBy.

IsReplacedBy

This property describes the relationship between the described resource and another resource, that supplants, displaces or superseedes the described resource. It is used, when in chain of versions only one version is valid (e.g. the described resource is one of the former drafts of a contract, or a former version of guidelines). For the reciprocal statement use replaces.

Requires

This property describes the relationship between the described resource and another resource supporting the function, delivery or coherence of the content of the described resource (e.g. the described resource is an application that can be used only with a particular software, or hardware). For the reciprocal statement use isRequiredBy.

IsRequiredBy

The described resource is necesssary for the function, delivery or coherence of the content of the resource the property references to (e.g. the described resource is a software or hardware necesssary to use a particular application). For the reciprocal statement use requires.

References

This property describes the relationship between the described resource and another resource that is cited, referenced, or otherwise pointed to by the described resource (e.g. the described resource is an article citing a book, or an interview pointing to a play). For the reciprocal statement use isReferencedBy.

IsReferencedBy

This property describes the relationship between a resource and another resource that points to the described resource by citation, acknowledgement, etc (e.g. the described resource is a book cited in an article, or a play pointed to in an interview, etc.). For the reciprocal statement use references.

ConformsTo

This property describes the relationship between a resource and an established standard, to which the described resource conforms (e.g. a metadata record that conforms to the RDA standard, or a pipe that conforms to ISO 3183, etc.)

Guidelines for the creation of content for relations and source

You may refer to the related resource by plain text or by a URI representing the related resource. If you use plain text, you should **use a formal citation**.

issued	*2009*	W3CDTF
isFormatOf		
	Eike von Repgow: Sachsenspiegel, Auffs newe vbersehen mit Summarijs vnd Additionen ...; Leipzig 1561/1563	

as linked data

However recommended best practice is to **use an identifier instead of text**,

conformsTo	*http://www.w3.org/2001/XMLSchema*	-

as linked data

or to **describe the related resources like another resource**.

references			
	creator	*Black, Carl*	
	contributor	*White, Stuart*	
	title	*Black and White*	
	date	*1988*	W3CDTF

as linked data

If there is **more than one relation of the same sort** you have to repeat the property:

requires	
	audio
	video

as linked data

If **both resources of a relationship are described** the relation could be expressed reciprocally whereupon reciprocality could be generated automatically

identifier	*mySong1*	
title	*Candle in the wind*	
issued	*1973*	W3CDTF
description	*Portayal of the life of Marilyn Monroe*	
hasVersion	*mySong2*	

as linked data

identifier	*mySong2*	
title	*Candle in the wind*	
alternative	*Goodbye England's Rose*	
issued	*1997*	W3CDTF
description	*Tribut to the dead princess of Wales*	
isVersionOf	*mySong1*	

as linked data

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4.4.15: Rights

Rights

The rights property represents the relationship between a resource and information about rights held in and over this resource. This includes information like access rights, Intellectual Property Rights (IPR), copyrights, references to legal documents describing how to use a resource, etc. To specify rights more precicely use accessRights or license.

AccessRights

This property represents the relationship between a resource and information about who can access a resource or an indication of its security status. Access rights provides information about restrictions to view, search or use a resource based on attributes of the resource itself or the category of user.

License

This property represents the relationship between a resource and a legal document giving official permission to do something with the resource (e.g. an otherwise free resource may not be used for reproduction within commercial applications). Examples of such licenses you will find at http://creativecommons.org/.

Guidelines for the creation of rights content

A rights statement may be **a text**,

title	*Data from my last evaluation*
accessRights	
	My colleagues only

as linked data

or **a URI** referencing to formal rights information,

title	*You and me*
rights	*http://creativecommons.org/licenses/by/3.0/legalcode*

as linked data

or a **combination of both**.

title	*GeoNetwork - Geographic Metadata Catalog*
license	*http://www.gnu.org/licenses/gpl.html*
	GNU General Public License

as linked data

If there are no formal rights statements to use you may also **create your own rights statement**.

title	*Diaries of Juanita Ramirez*
rights	*accessConditions*

identifier	*accessConditions*
title	*Access to my stuff*
description	*Resources under this right can only be read, searched and used by members of the myProject*

as linked data

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4.4.16: Special properties for the description of education material

Audience

The property audience represents the relationship between a resource and the class of persons for whom the resource is intended or useful (e.g. the resource is a textbook for psychologists, etc.). To specify an audience more precisely use mediator or educationLevel.

Mediator

This property represents the relationship between a resource and the class of persons who mediate access to the resource and for whom it is intended or useful. This might be teachers, parents etc. (e.g. teachers are mediators for a resource intended to be used in elementary school lessons)

EducationLevel

This property refers to information about the progress of an audience through the educational or training context, for which the described resource is intended (e.g. the resource is an English workbook for students of the 4th - 5th grade).

InsctructionalMethod

This property refers to the process used to engender knowledge, attitudes and skills, that the described resource is designed to support. Typically it includes ways of presenting instructional materials or conducting instructional activities, patterns of learner-to-learner and learner-to-instructor interactions, and mechanisms by which group and individual levels of learning are measured. Instructional methods include all aspects of the instruction and learning processes from planning and implementation through evaluation and feedback.

Guidelines for the creation of content for properties describing education material

You should use formal or informal **controlled vocabularies**. Though none are registered by DCMI, implementors are encouraged to develop local lists of values, and to use them consistently.

title	*Advances Physics*
audience	
	elementary school pupils

as linked data

mediator	
	schoolteacher

as linked data

educationLevel	
	3rd - 4th grade

as linked data

InstructionalMethod	
	experimental learning

4.4.16: Special properties for the description of education material is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.4.17: Special properties for the description of collections

AccrualMethod

This property refers to the method by which items are added to a collection.

AccrualPeriodicity

This property refers to the frequency with wich items are added to a collection.

AccrualPolicy

This property refers to the policy governing the addition of items to a collection.

Guidelines for the creation of content for properties describing collections

Resources described by these properties **have to be collections**. We recommend to use values of formal or informal **controlled vocabularies**.

title	*Pottery in Scandinavia in the second half of 19th century*
accrualMethod	
	purchase

as linked data

accrualPeriodicity	
	irregular

as linked data

accrualPolicy	
	Objects of this collection have to be Scandinavian ceramics from 1940s to 1999s.

as linked data

4.4.17: Special properties for the description of collections is shared under a not declared license and was authored, remixed, and/or curated by LibreTexts.

4.4.18: Provenance

This property refers to a description of changes in ownership and custody. The statement should include any changes of the resource that are significant for its authenticity, integrity and interpretation.

Guidelines for the creation of content for provenance

The description of the provenance of a resource includes all changes made to a resource.

The provenance can be **described by text**,

title	*Luxor Obelisk*
provenance	
	Originally located at the entrance to the Luxor temple the obelisk came to Paris in 1836 as a gift by Muhammad Ali Pasha.

as linked data

or **desribed like another resource**.

title	*The flea circus*	
provenance		
	ownedBy	*1829 - 1833; Jim Button*
	ownedBy	*1833 - 1915; My Library*
	ownedBy	*since 1915; Flea Academy*

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Sample Word 1 | Sample Definition 1

Detailed Licensing

Overview

Title: LIBT331: Library Cataloging Procedures (Li)

Webpages: 94

All licenses found:

- Undeclared: 100% (94 pages)

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