3xx Fields

Chapter Summary

3xx Introduction

3xx fields

Use the 3xx fields for information about physical characteristics and arrangement, publication frequency, graphic representation, and security information.

300 Physical Description (R)

Input Standards

Mandatory/Mandatory
COM: Required if applicable/Required if applicable
1st Indicator Undefined
ⱥ Undefined
2nd Indicator Undefined
ⱥ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Extent (R)	**BKS, CNR, VIS, MIX, MAP, SCO, REC, COM:** Mandatory/Mandatory **SER:** Required if applicable for "in" analytics/Required if applicable for "in" analytics
‡b Other physical details (NR)	Required if applicable/Optional
‡c Dimensions (NR)	**BKS, CNR, MAP,:** Mandatory/Optional **VIS, MIX, REC, COM:** Required if applicable/Optional
‡c Dimensions (Scores) (R)	**SCO:** Mandatory/Optional **SCO:** Required if applicable for "in" analytics/Required if applicable for "in" analytics
‡d Accompanying material (NR)	Obsolete. Do not use/Obsolete. Do not use
‡e Accompanying material (NR)	**BKS, CNR, MIX, MAP, SCO, REC:** Optional/Optional **VIS, COM:** Required if applicable/Optional
‡f Type of unit (R)	Optional/Optional
‡g Size of unit (R)	Optional/Optional
‡3 Materials specified (NR)	Optional/Optional

Definition The physical description of the item which consists of the extent of the item and its dimensions. Use field 300 also for other physical details of the item and information concerning accompanying material.

Guidelines In records formulated following cataloging rules based on *International Standard Bibliographic Description* (ISBD), a relationship exists between prescribed ISBD punctuation and the identification of specific subfield data. AACR2 formulated bibliographic records follow ISBD principles for description and punctuation.

1st Indicator **Undefined.** The 1st indicator position is undefined and contains a blank (ⱥ).

ⱥ Undefined

2nd Indicator **Undefined.** The 2nd indicator position is undefined and contains a blank (ⱥ).

ⱥ Undefined

Subfields Descriptions of subfields ‡a, ‡b, ‡c and ‡e and examples are listed by format.

‡a Extent The extent of the item. In records formulated according to ISBD principles, subfield ‡a includes all data up to and including the next mark of ISBD punctuation (e.g., a colon [:], a semi-colon [;] or a plus sign [+]).

BKS For **books**, use subfield ‡a for the number of pages and/or number of volumes.

Do **not** repeat subfield ‡a. Enter multiple number sequences in the same subfield ‡a.

300 [115] p.

300 iii, 65, 93 p., [11] leaves of plates

300 xi, 116 p.

300 4 v. (loose-leaf)

300 5 v.

300 7, xxii, ca. 11, 26 p.

300 8 v. in 5

300 11 folded leaves

300 26 [i.e. 52] p.

300 96 p., 8 p. of plates

300 297 leaves

300 578 p.

Enter combined statements of pagination and illustrative matter in subfield ‡a.

300 15 p. of ill., 15 p. ; ‡c 27 cm.

300 27 leaves of plates, 5 p. ; ‡c 31 cm.

For multipart items that are **not** yet complete, enter *v.* in subfield ‡a.

300 v.

CNR

For **continuing resources**, use subfield ‡a for the number of physical units.

Do **not** repeat subfield ‡a. Enter multiple number sequences in the same subfield ‡a.

Enter the appropriate specific material designation (SMD) preceded by the number of physical units in Arabic numerals. See ACCR2, rule 12.5B1, for a list of SMDs.

300 11 v.

300 5 posters

For continuing resources that are **not** yet complete, enter the appropriate SMD. For printed continuing resources, the SMD is *no.*, *pt.* or *v*.

300 microfiches

VIS

For **visual materials**, use subfield ‡a for the number of physical units.

Enter the appropriate specific material designation (SMD) preceded by the number of physical units in Arabic numerals. Do **not** repeat subfield ‡a. Enter all applicable elements in the same subfield ‡a.

For *motion pictures and videorecordings*, enter the playing time or number of frames in parentheses following the SMD. See ACCR2, rule 7.5B1, for a list of SMDs.

300 2 film loops (11 min., 5 sec.)

300 3 videodiscs (60 min.)

300 5 videoreels (ca. 115 min.)

300 7 film cassettes (30 min. each)

300 15 film reels (157 min.)

For *graphic materials*, enter the number of frames, sheets or overlays in parentheses following the SMD. See ACCR2, rule 8.5B1, for a list of SMDs.

300 1 filmstrip (14 fr.)

300 1 filmstrip (ca. 65 fr.)

300 2 flip charts (15 sheets)

300 7 transparencies (15 overlays)

300 12 stereograph reels (7 double fr.)

300 119 slides

For *three-dimensional artifacts and realia*, enter the number and the name(s) of the component pieces. See ACCR2, rule 10.5B1, for a list of SMDs.

300 2 games

300 3 jigsaw puzzles (550 pieces)

300 14 dioramas (various pieces)

300 57 microscope slides

For *multipart items that are **not** yet complete*, enter the appropriate SMD.

300 filmstrips

You may repeat field 300 to describe different parts of multipart items.

300 1 reel (312 ft.) : ‡b si., b&w ; ‡c16 mm. ‡3 ref print.
300 1 reel (312 ft.) : ‡b si., b&w ; ‡c16 mm. ‡3 dupe neg.
[Repeated field in a record for motion pictures.]

300 65 prints : ‡b relief process ; ‡c 29 x 22 cm.
300 8 albums (555 photoprints) ; ‡c 51 x 57 cm. or smaller.
[Repeated field in a record for graphic materials.]

MIX

For **manuscripts**, use subfield ‡a for the number of leaves, pages, items, containers, volumes or linear feet. If you separately code the type of unit in subfield ‡f (Type of unit), subfield ‡a contains only the numeric extent designation.

300 [26] p.

300 [157] leaves, bound

300 viii, 78 leaves

300 9 microfiches

300 11 v.

300 15 ft. of microfilm

300 32 leaves

300 76 ft.

300 111 linear ft.

300 257 items

300 368 microfilm reels

300 ca. 11,000 items

300 157 ‡f cu. ft.

300 ‡3 poems ‡a 1 ‡f page ; ‡c 118 cm. x 35.5 cm.

Do **not** repeat subfield ‡a if you are entering multiple number sequences. Enter multiple adjacent phrases in the same subfield ‡a. However, repeat subfield ‡a, if subfield ‡f intervenes.

300 26 ‡f boxes ‡a (9 ‡f linear ft.)

300 ‡3 diary ‡a 1 ‡f volume ‡a (575 ‡f pages)

Enter the number of columns (if more than one) and the average number of lines to the page in parentheses following the number of leaves or pages. Enter the number of items in parentheses following the number of containers or volumes. Enter the number of items, containers or volumes in parentheses following the number of linear feet.

300 5 ft. (58 v.)

300 24 boxes (54 linear ft.)

300 257 items (on 21 microfilm reels)

300 ‡3 diary ‡a 1 ‡f volume ‡a (575 ‡f pages)

MAP

For **maps**, use subfield ‡a for the number of physical units.

Enter the appropriate specific material designation (SMD) preceded by the number of physical units in Arabic numerals. See AACR2, rule 3.5B1, for a list of SMDs. Do **not** repeat subfield ‡a. Enter multiple number sequences in the same subfield ‡a.

300 1 atlas (269 p.)

300 1 globe

300 14 maps on 5 sheets

300 ca. 1,000 maps

For multipart items that are **not** yet complete, enter the appropriate SMD.

300 maps

SCO

For **scores**, use subfield ‡a for the number of physical units.

Enter the appropriate specific material designation (SMD) preceded by the number of physical units in Arabic numerals. See ACCR2, rule 5.5B1, for a list of SMDs. Do **not** repeat subfield ‡a if you are entering multiple adjacent phrases. Enter multiple adjacent phrases in the same subfield ‡a. However, repeat subfield ‡a if you are cataloging scores and parts that are **not** adjacent because subfield ‡b or subfield ‡c separates it from the main extent data.

Enter the pagination or number of volumes in parentheses following the SMD. If you are cataloging different types of scores and/or parts, separate the information with a space-plus sign-space (+).

300 1 score (iv, 21 p.)

300 2 scores (58 p.) + 1 piano conductor part (14 p.) + 8 parts

300 5 scores (ix, 157 p.) + 7 parts

300 14 miniature scores (2 v.)

300 1 score (30 p.) ; ǂc 20 cm. + ǂa 16 parts ; ǂc 32 cm.

For multipart items that are **not** yet complete, enter *v.* Do **not** enter spaces at the beginning of subfield ǂa. The print program supplies three spaces on cards. See "Printing" for more information.

300 v.

REC

For **sound recordings**, use subfield ǂa for the number of physical units.

Enter the appropriate specific material designation (SMD) preceded by the number of physical units in Arabic numerals. See ACCR2, rule 6.5B1, for a list of SMDs. Do **not** repeat subfield ǂa. Enter all applicable elements in the same subfield ǂa.

Enter the playing time in parentheses following the SMD when appropriate.

300 2 sound discs (8 min., 57 sec.)

300 8 sound cassettes (576 min.)

300 on 1 side of 2 sound discs (ca. 57 min.)

For multipart items that are **not** yet complete, enter the appropriate SMD. Do **not** enter spaces at the beginning of subfield ǂa. The print program supplies three spaces on cards. See "Printing" for more information.

300 sound discs

COM

For **computer files**, use subfield ǂa for the number of physical units.

Enter the appropriate specific material designation (SMD) or "conventional terminology" preceded by the number of physical units in Arabic numerals. See ACCR2, rule 9.5B1, for an explanation of the options. Do **not** repeat subfield ǂa. Enter all applicable elements in the same subfield ǂa.

300 1 CD-ROM

300 1 computer disk

300 1 computer optical disc

300 2 Photo CDs

300 21 computer tape reels

For multipart items or continuing computer files that are **not** yet complete, enter the appropriate SMD or "conventional terminology." Do **not** enter spaces at the beginning of subfield ǂa. The print program supplies three spaces on cards. See "Printing" for more information.

300 CD-ROMs

300 computer disks

‡b Other physical details

Further characteristics of an item. In records formulated according to ISBD principles, subfield ‡b includes all data following a colon (:) and up to and including the next mark of ISBD punctuation.

BKS

For **books**, use subfield ‡b for any illustrative matter.

Do **not** repeat subfield ‡b. Enter multiple illustration statements in the same subfield ‡b.

300 x, 577 p. : ‡b ill., col. maps, ports. (some col.)

300 xii, 115 p. : ‡b maps, ports.

300 115 p. : ‡b ill. ; ‡c 20 cm.

300 v. : ‡b ill. (some col.) ; ‡c 26 cm.

Use field 500 to note illustrations on lining papers.

300 267 p. : ‡b ill., maps
500 Maps on lining papers.

If you are cataloging a negative microform, enter that information in subfield ‡b.

300 147 microfilm reels : ‡b negative

CNR

For **print continuing resources**, use subfield ‡b for any illustrative matter. For **non-print continuing resources**, use subfield ‡b for the other physical details appropriate to the type of material.

Do **not** repeat subfield ‡b. Enter multiple illustration statements or physical detail statements in the same subfield ‡b.

300 filmstrips : ‡b sd., col.

300 v. : ‡b ill. (some col.)

VIS

For **visual materials**, use subfield ‡b for the other physical details appropriate to the material.

For *motion pictures and videorecordings*, enter the aspect ratio and special projection characteristics, sound characteristics, color characteristics and projection speed.

300 1 videodisc (5 min.) : ‡b sd., col.

300 1 videodisc (324 min.) : ‡b sd., b&w

300 2 film reels (3 min., 6 sec.) : ‡b si., col., 26 fps

300 24 film reels (149 min.) : ‡b Panavision ; ‡c 16 mm.

For *graphic materials*, enter medium-specific details and color characteristics

300 2 art originals : ‡b pastel on paper

300 7 stereograph reels (7 double fr.) : ‡b col.

300 14 slides : ‡b sd., col.

300 21 art prints : ‡b lithograph, col.

For *three-dimensional artifacts and realia*, enter the composition of material and color characteristics.

300 4 microscope slides : ‡b plastic

300 microscope slide : ‡b stained

Do **not** repeat subfield ‡b. Enter multiple physical detail statements in the same subfield ‡b.

300 1 diorama (various pieces) : ‡b plywood and plastic

300 1 flip chart (10 sheets) : ‡b double sided, col.

300 1 model : ‡b balsa wood and paper, b&w

300 1 print : ‡b lithograph, 4 cols. ; ‡c sheet 21 x 22 cm.

300 2 videocassettes (48 min.) : ‡b sd., b&w with col. introductory sequence

300 2 videoreels (15 min.) : ‡b sd., b&w ; ‡c 1/2 in.

MIX

For **manuscripts**, use subfield ‡b for the material on which a single manuscript is written (except when that material is paper) and also for illustrative matter in the manuscript or the manuscript collection.

Do **not** repeat subfield ‡b. Enter multiple physical detail statements or illustration statements in the same subfield ‡b.

300 [2] leaves : ‡b parchment

300 [3], 20 leaves : ‡b vellum, ill., maps

300 [20] leaves : ‡b vellum

300 11 v. (216 items) : ‡b some ill. (some col.)

300 30 p. : ‡b ill.

MAP

For **maps**, use subfield ‡b for the number of maps in an atlas, color characteristics, composition of material and mounting.

Do **not** repeat subfield ‡b. Enter multiple physical detail statements in the same subfield ‡b.

300 1 atlas (207 p.) : ‡b 100 col. maps (some folded)

300 1 globe : ‡b col., wood, mounted on brass stand ; ‡c 7 cm. in diam.

300 1 map : ‡b col.

300 1 map : ‡b col., mounted on silk

300 3 maps : ‡b 2 col., plastic

300 120 maps : ‡b some col.

SCO

For **scores**, use subfield ‡b for any illustrative matter.

Do **not** repeat subfield ‡b. Enter multiple illustration statements in the same subfield ‡b.

300 1 score (vi, 27 p.) : ‡b ill.

300 1 score (26 p.) : ‡b ill., ports. (some col.)

Enter illustration statements following the score or part to which it pertains.

300 1 score (26 p.) : ‡b ill. + ‡a 16 parts

REC

For **sound recordings**, use subfield ‡b for the type of recording, the playing speed, the groove characteristic, the track configuration, the number of tracks and sound channels and the recording and reproduction characteristics.

Do **not** repeat subfield ‡b. Enter multiple physical detail statements in the same subfield ‡b.

300 1 sound cassette (45 min.) : ‡b analog, stereo., Dolby processed

300 1 sound disc (15 min.) : ‡b analog, 78 rpm, microgroove

300 1 sound disc (70 min.) : ‡b digital, stereo.

300 1 sound tape reel (ca. 60 min.) : ‡b analog, 7 1/2 ips, 2 track, mono.

300 1 sound track film reel (11 min.) : ‡b magnetic, 24 fps

300 2 sound discs (30 min.) : ‡b analog, 33 1/3 rpm, stereo. ; ‡c 14 in.

COM

For **computer files**, use subfield ‡b for the sound and/or display encoding, the number of sides used, the recording density and the sectoring.

Do **not** repeat subfield ‡b. Enter multiple physical detail statements in the same subfield ‡b.

300 1 CD-ROM : ‡b sd., col.

300 1 computer disk cartridge : ‡b sd., col.

300 2 computer disks : ‡b sd., col. ; ‡c 3 1/2in.

‡c Dimensions

The dimensions of an item. In records formulated according to ISBD principles, subfield ‡c includes all data following a semicolon (;) and up to and including the next mark of ISBD punctuation.

BKS

For **books**, use subfield ‡c for the size (e.g., height) of the item.

Do **not** repeat subfield ‡c. Enter multiple size statements (e.g., height and width or a range of heights) in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 11 v. : ‡b ill. ; ‡c 24 cm.

300 39 p. : ‡b ill. (woodcuts) ; ‡c 20 cm. (8vo)

300 44 leaves : ‡b ill. ; ‡c 20 cm., folded to 11 x 14 cm.

300 114 p. : ‡b ill. ; ‡c 76 mm.

300 149 p. : ‡b ill. ; ‡c 27 cm.

300 457 p. : ‡b maps, ports. ; ‡c 20 x 8 cm.

If you enter a range of heights in subfield ‡c do not enter spaces before or after the hyphen so that oversize designations print correctly. See “Oversize printing” for more information.

300 v. : ‡b ill. ; ‡c 22-35 cm.

CNR

For **print continuing resources**, use subfield ‡c for the size (e.g., height) of the item. For **non-print continuing resources**, use subfield ‡c for the dimensions appropriate to the type of material.

Do **not** repeat subfield ‡c. Enter multiple size statements (e.g., height and width or a range of heights) or dimension statements in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 8 v. ; ‡c 24-27 cm.

300 v. : ‡b ill. ; ‡c 24 cm.

300 v. ; ‡c 20 x 24 cm.

300 filmstrips : ‡b col. ; ‡c 35 mm.

If you enter a range of heights in subfield ‡c do not enter spaces before or after the hyphen so that oversize designations print correctly. See “Oversize printing” for more information.

300 v. : ‡b ill. ; ‡c 22-35 cm.

VIS

For **visual materials**, use subfield ‡c for the size (e.g., gauge or height and width) of the item.

Do **not** repeat subfield ‡c. Enter multiple size statements in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 1 art reproduction : ‡b col. ; ‡c 21 x 31 cm.

300 1 film cassette (46 min.) : ‡b sd., col. ; ‡c standard 8 mm.

300 1 film reel (14 min.) : ‡b sd., b&w ; ‡c 16 mm.

300 1 filmstrip (54 fr.) : ‡b col. ; ‡c 35 mm.

300 1 model (11 pieces) : ‡b col. ; ‡c 16 x 32 x 3 cm., in case 21 x 34 x 7 cm.

300 1 photograph : ‡b daguerreotype ; ‡c visible oval image 9 x 7 cm., in case 11 x 9 cm.

300 1 print : ‡b lithograph, b&w ; ‡c image 33 x 41 cm., on sheet 46 x 57 cm.

300 1 videocassette (30 min.) : ‡b sd., col. ; ‡c 1/2 in.

300 1 videodisc (40 min.) : ‡b sd., col ; ‡c 4 3/4 in.

300 1 videodisc (5 min.) : ‡b sd., b&w ; ‡c 8 in.

300 2 videoreels (30 min.) : ‡b sd., b&w ; ‡c 1/2 in.

300 3 transparencies (5 overlays each) : ‡b col. ; ‡c 20 x 24 cm.

300 4 slides : ‡b b&w ; ‡c 3 x 3 cm.

300 7 microscope slides : ‡b stained ; ‡c 8 x 3 cm.

300 8 reels (7557 ft.) : ‡b sd., col. ; ‡c 35 mm. ‡3 dupe neg nitrate (copy 2).

300 124 slides : ‡b col. ; ‡c 2 x 2 cm.

MIX

For **manuscripts**, use subfield ‡c for the size (e.g., height or height, width and depth) of the manuscript, item, container or volume.

Do **not** repeat subfield ‡c. Enter multiple size statements in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 1 item (on 1 leaf) ; ‡c 24 cm.

300 7 ‡f p. ; ‡c 24 x 30 cm.

If you enter a range of heights in subfield ‡c, do not enter spaces before or after the hyphen so that oversize designations print correctly. See “Oversize printing” for more information.

300 14 v. ; ‡c 32-38 cm.

MAP

For **maps**, use subfield ‡c for the size (e.g., height; height, width and depth or diameter) of the item.

Do **not** repeat subfield ‡c. Enter multiple size statements in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 1 map : ‡b both sides ; ‡c 34 x 72 cm., on sheet 46 x 43 cm.

300 1 map : ‡b both sides, col., rayon ; ‡c 69 x 53 cm., on sheet 48 x 57 cm.

300 1 map : ‡b col. ; ‡c 24 x 21 cm.

300 1 map : ‡b col. ; ‡c 46 cm. in diam.

300 1 map ; ‡b col. ; ‡c 200 x 354 cm., folded to 20 x 15 cm., in plastic case 24 x 20 cm.

300 1 map ; ‡c 19 x 24 cm., on sheet 48 x 60 cm.

300 1 relief model : ‡b col., wood ; ‡c 34 x 26 x 3 cm.

300 74 maps ; ‡c 21 x 55 cm. and 48 x 76 cm.

REC

For **sound recordings**, use subfield ‡c for the size (e.g., diameter, gauge or height and width) of the item.

Do **not** repeat subfield ‡c. Enter multiple size statements in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 1 sound cassette (70 min.) : ‡b 3 3/4 ips, mono. ; ‡c 7 1/4 x 3 1/2 in., 1/4 in. tape.

300 1 sound disc (65 min.) : ‡b digital, stereo. ; ‡c 4 3/4 in.

300 1 sound tape reel (70 min.) : ‡b analog, 7 1/2 ips, mono. ; ‡c 7 in., 1/2 in. tape

300 2 sound discs (46 min.) : ‡b analog, 33 1/3 rpm, stereo. ; ‡c 12 in.

300 2 sound track film reels (11 min.) : ‡b magnetic, 24 fps, centre track ; ‡c 16 mm.

COM

For **computer files**, use subfield ‡c for the size (e.g., diameter, length or length and height) of the item.

Do **not** repeat subfield ‡c. Enter multiple size statements in the same subfield ‡c.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 1 CD-ROM : ‡b sd., col. ; ‡c 4 3/4 in.

300 1 computer disk : ‡b sd., col. ; ‡c 3 1/2 in.

300 2 computer chip cartridges ; ‡c 3 1/2 in.

‡c Dimensions (Scores)

For **scores**, use subfield ‡c for the size (e.g., height) of the item.

SCO

Do **not** repeat subfield ‡c when dimensions are given as part of the description of accompanying material. However, repeat subfield ‡c when dimensions are associated with a repeated subfield ‡a. Also, if the dimensions of the score or parts differ, enter each dimension in a separate subfield ‡c following the score or part to which it pertains.

Enter a space on each side of the multiplication sign (x) that separates height and width.

300 1 miniature score (34 p.) ; ‡c 21 cm.

300 1 score (20 p.) + 1 part (3 p.) ; ‡c 27 cm.

300 1 score (vi, 27 p.) : ‡b ill. ; ‡c 20 x 32 cm.

300 1 score (vi, 64 p.) ; ‡c 20 cm. + ‡a 16 parts ; ‡c 32 cm.

If you enter a range of heights in subfield ‡c, do not enter spaces before or after the hyphen so that oversize designations print correctly. See “Oversize printing” for more information.

300 3 miniature scores (7 v.) : ‡b ill. ; ‡c 24-26 cm.

‡d Accompanying material

Obsolete. Do not use.

‡e Accompanying material

A description of the accompanying material. Enclose any associated physical description statements in parentheses. In AACR2 records formulated according to ISBD principles, subfield ‡e follows a plus sign (+) and includes all the remaining data in the field. In non-AACR2 records formulated according to ISBD principles, subfield ‡e precedes an ampersand (&). For non-ISBD records, subfield ‡e precedes the word *and*.

BKS

For **books**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 xix, 271 p. : ‡b ill. ; ‡c 22 cm. + ‡e 1 atlas (301 p., 19 leaves : col. maps ; 34 cm.)

300 32 p. : ‡b col. ill. ; ‡c 29 cm. + ‡e 3 maps + teacher’s manual.

300 34 p. : ‡b ill. ; ‡c 22 cm. + ‡e 1 sound disc (24 min. : analog, 33 1/3 rpm, mono. ; 14 in.)

300 61 p. : ‡b ill. ; ‡c 27 cm. + ‡e 1 answer book.

300 200 p. : ‡b ill. ; ‡c 25 cm. + ‡e 1 CD-ROM (sd., col. ; 4 3/4 in.)

300 299 p. : ‡b ill. ; ‡c 24 cm. + ‡e teacher's notes.

Example of a non-ISBD record:

300 3 1., 111 p. ‡b illus. ‡c 24 cm. ‡e and portfolio (24 plates) 30 cm.

Use field 500 (General Note) to note accompanying material in pockets.

300 246 p. : ‡b ill., col. maps
500 Six maps on 3 folded leaves in pocket.

See "Oversize printing for accompanying material" for more information.

CNR

For **continuing resources**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 11 v. ; ‡c 24 cm. + ‡e 1 answer book.

300 v. : ‡b ill. ; ‡c 22 cm. + ‡e slides.

See "Oversize printing for accompanying material" for more information.

VIS

For **visual materials**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 1 film cassette (8 min.) : ‡b sd., col. ; ‡c standard 8 mm. + ‡e 1 teacher's guide.

300 6 models : ‡b col. ; ‡c in box 18 x 20 x 14 cm. + ‡e 1 teacher's manual (6 v. ; 24 cm.)

300 11 slides : ‡b col. + ‡e 1 sound disc (30 min. : analog, 33 1/3 rpm, mono. ; 14 in.) + 1 script.

MIX

For **manuscripts**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 48 p. : ‡b col. ill. ; ‡c 24 cm. + ‡e 3 maps.

MAP

For **maps**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 1 map : ‡b col. ; ‡c 70 x 59 cm., folded to 12 x 16 cm. + ‡e 1 v. (119 p. ; 24 cm.)

SCO

For **scores**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 1 score (iv, 24 p.) ; ‡c 27 cm. + ‡e 1 sound tape reel (60 min. : analog, 7 1/2 ips, mono. ; 7 in., 1/2 in. tape) + 7 slides.

300 1 score (43 p.) + 6 parts ; ‡c 26 cm. + ‡e 2 sound tape reels.

REC

For **sound recordings**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 1 sound disc (54 min.) : ‡b analog, 33 1/3 rpm, stereo. ; ‡c 14 in. + ‡e 1 pamphlet (12 p. : col. ill. ; 24 cm.)

COM

For **computer files**, use subfield ‡e for the type of accompanying material. Enter the physical description of the accompanying material in parentheses.

Do **not** repeat subfield ‡e. Enter multiple accompanying material statements in the same subfield ‡e.

300 1 CD-ROM : ‡b sd., col. ; ‡c 4 3/4 in. + ‡e 1 user guide.

300 1 computer disk : ‡b col. ; ‡c 5 1/4 in. + ‡e 2 demonstration disks + 2 codebooks.

300 1 computer disk ; ‡c 3 1/2 in. + ‡e reference manual.

300 1 computer disk ; ‡c 5 1/4 in. + ‡e 1 v. (21 p. : ill. ; 20 cm.)

300 4 computer disks ; ‡c 5 1/4 in. + ‡e 2 user's guides.

‡f Type of unit

The type of unit (e.g., box, cu. ft., linear ft., page, or volume) to which the extent of an item relates. Use to identify the configuration of material and how it is stored.

All formats

300 21 ‡f boxes ‡a (7 ‡f linear ft.)

300 24 ‡f file drawers.

Repeat subfield ‡f when alternate or additional forms of extent data are given. Record alternate forms of extent data in parentheses.

300 5 ‡f boxes ‡a (3 ‡f linear ft.)

‡g Size of unit

The size of the type of unit recorded in the preceding subfield ‡f.

All formats

300 ‡3 diary ‡a 1 ‡f volume ‡a (464 ‡f pages) ‡g 21 x 35 cm.

300 ‡3 records ‡a 1 ‡f box ‡g 2 x 4 x 3 1/2 ft.

Repeat subfield ‡g when additional forms of extent data are given.

‡3 Materials specified

The part of the described materials to which the field applies. Subfield ‡3 is either immediately before or after the physical description data.

All formats

300 1 reel of 1 (34 ft.) : ‡b si., b&w ; ‡c 35 mm. ‡3 dupe neg.

300 ‡3 personal correspondence ‡a 21 ‡f linear ft.

300 ‡3 unprocessed remainder ‡a 35 ‡f linear ft.

300 ‡3 diaries ‡a 3 ‡f v.

300 ‡3 correspondence ‡a 3 ‡f boxes.

Printing

ISBD records. Field 300 prints in the physical description area as a new paragraph following the imprint. Subfield ‡3 prints as entered.

300 79, [1], 64 p. : ‡b ill. ; ‡c 19 cm.
490 0 The King Penguin books ; ‡v 27

Prints as:

79, [1], 65 p. : ill. ; 19 cm. -- (The King Penguin books ; 27)

BKS, CNR, VIS, MAP, REC, SCO, COM. The print program provides three leading spaces if subfield ‡a (Extent) does **not** contain a number.

VIS, MIX. If a record contains more than one 300 field, only the first 300 field prints.

Oversize printing

BKS, CNR, MIX, SCO. Information in subfield ‡c determines printing of an oversize symbol.

If subfield ‡c indicates that the item is oversize (according to your profile), the print program supplies an oversize designation.

To determine whether the item is oversize, the system checks the size entered in centimeters (cm.). If you enter a size in millimeters (mm.), the system calculates the equivalent value in centimeters.

If subfield ‡c contains a range of heights the print program uses the second height to determine whether an item is oversize. Do **not** enter spaces before or after the hyphen. Spaces entered before and after the hyphen cause the print program to use only the first height.

300 v. : ‡b ill. ; ‡c 22-35 cm

If subfield ‡c has both height and width, the print program uses both dimensions to determine whether the item is oversize.

An oversize designation is not supplied for subfield ‡g.

SCO. If a 300 field has two subfield ‡c's, the system checks only the first to determine whether the item is oversize.

Printing of oversize for accompanying material

If the accompanying material is oversize and the main piece is not and you want an oversize symbol to be printed, enter the oversize symbol as an input stamp in field 049.

A field 049 is useful only if the regular oversize symbol prints either above or below the call number and if the appropriate input stamp (above or below the call number) prints on the appropriate cards.

If you cannot use an input stamp in field 049, enter the call number, including oversize symbol, in field 099.

305 Physical Description for Sound Recordings (NR)

Input Standards

Obsolete. Do not use/Obsolete. Do not use

1st Indicator Undefined

ⱥ Undefined

2nd Indicator Undefined

ⱥ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Extent or Number of slides, albums, cylinders, reels, etc. (NR)	Obsolete. Do not use/Obsolete. Do not use
‡b Other physical details or Size (NR)	Obsolete. Do not use/Obsolete. Do not use
‡c Size or Speed (NR)	Obsolete. Do not use/Obsolete. Do not use
‡d Microgroove or standard (NR)	Obsolete. Do not use/Obsolete. Do not use
‡e Stereophonic, monaural or quadraphonic (NR)	Obsolete. Do not use/Obsolete. Do not use
‡f Number of tracks (NR)	Obsolete. Do not use/Obsolete. Do not use

Definition

REC Field 305 was used for the physical description of sound recordings cataloged prior to AACR2. Use field 300 for physical description of sound recordings in current cataloging.

1st Indicator

Undefined. Obsolete. Do **not** use.

ⱥ Undefined

2nd Indicator

Undefined. Obsolete. Do **not** use.

ⱥ Undefined

Subfields

‡a Extent or Number of slides, albums, cylinders, reels, etc. Obsolete. Do not use.

‡b Other physical details or Size Obsolete. Do not use.

‡c Size or Speed Obsolete. Do not use.

‡d Microgroove or standard Obsolete. Do not use.

‡e Stereophonic, monaural or quadraphonic Obsolete. Do not use.

‡f Number of tracks Obsolete. Do not use.

Printing Field 305 prints in the physical description area as a new paragraph, following the imprint.

306 Playing Time (NR)

Input Standards

Optional/Optional

1st Indicator Undefined

⍽ Undefined

2nd Indicator Undefined

⍽ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Playing time (R)	Mandatory/Mandatory

Definition The duration of a sound recording. Use also for the duration of the performance of a music manuscript or printed music if the duration is on the item. Use six character positions in subfield ‡a. The six positions represent the duration of a work in hours, minutes, and seconds. Use field 500 to enter duration information as a note. In such cases, you may enter field 306 and field 500 in the same record.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (⍽).

⍽ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (⍽).

⍽ Undefined

Subfields

‡a Playing time

First and second positions are for number of hours. The third and fourth positions, the number of minutes. The fifth and sixth positions, number of seconds. Use the following guidelines:

- Enter one hour (exactly) as 60 minutes. Enter one minute (exactly) as 60 seconds.
- Enter any duration more than an hour in terms of hours, minutes, and seconds.
- Enter any duration more than one minute and less than one hour in terms of minutes and seconds.

Duration	Enter
1 hour	306 006000
75 minutes	306 011500
1 hour, 45 min.	306 014500
1 minute	306 000060
20 min. 16 sec.	306 002016

- If a duration is expressed as a range, enter the higher number.

Duration	Enter
ca. 17:00-18:00	306 001800

- If a sound recording or score has two or more pieces, enter the duration for each piece in a separate subfield ‡a. For example, two durations are 37 min., and 10 min., 50 seconds, enter:

  306 003700 ‡a 001050

Printing

Field 306 does **not** print. Use field 500 for notes.

306 014500
500 Duration: 1 hr., 45 min.

307 Hours, Etc. (R)

Input Standards

Optional/Optional

1st Indicator Display constant controller

⎵ Hours

8 No display constant generated

2nd Indicator Undefined

⎵ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Hours (NR)	Mandatory/Mandatory
‡b Additional information (NR)	Required if applicable/Required if applicable

Definition The chronological information identifying the days and/or times an item is available or accessible. Use primarily in records for electronic resources.

1st Indicator **Display constant controller**

⎵ Hours. Generates the display constant *Hours:* before the note.

307 M-F, 9:30am-3:30pm, USA EST.

Prints as:

Hours: M-F, 9:30am-3:30pm, USA EST.

8 No display constant generated. No display constant generated.

307 8 Date: Dec. 1, 1993, 2:00 p.m.

Prints as:

Date: Dec. 1, 1993, 2:00 p.m.

2nd Indicator **Undefined.** The 2nd indicator position is undefined and contains a blank (⎵).

⎵ Undefined

Subfields

‡a Hours The days and/or hours an item is available or accessible. Use also for informal references to the A.M. and P.M. time references and time zone, if needed.

307 M-F, 9AM-10PM.

307 Tu-F, 10-6, Sa, 1-5, USA PST.

307 M, 8:30-6:00, Tu, 8:30-7:00, W-F, 8:30-6:00; ‡b not available on weekends.

307 8 8:00 p.m. Tu-F, 5:00 and 9:00 p.m., Sa; 2:00 and 7:00 p.m., Su (all times, EST)

‡b Additional information Additional information about the hours of availability of the item.

307 M-F, 6:30am-9:00pm (EST); ‡b with brief interruptions for periodic update/backup of data.

307 Daily, 7am-7pm; ‡b text files only.

307 M-F, 6:30 AM to 9:30 PM, Sa, 8:00 AM to 5:00 PM, Su, 1:00 PM to 5:00 PM; ‡b closed on national holidays (all times are EST or ESDT)

Printing Field 307 prints in notes following field 028, but before the 5xx notes.

310 Current Publication Frequency (NR)

Input Standards

Required if applicable/Optional

1st Indicator Undefined

␢ Undefined

2nd Indicator Undefined

␢ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Current publication frequency (NR)	Mandatory/Mandatory
‡b Date of current publication frequency (NR)	Required if applicable/Required if applicable

Definition

The current publication frequency of a continuing resource (serial or integrating resource).

See *Freq* (Frequency) and *Regl* (Regularity) and field 321 (Former Publication Frequency) for more information.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (␢).

␢ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (␢).

␢ Undefined

Subfields

‡a Current publication frequency

A note that describes the frequency of the continuing resource. Use the following guidelines to enter information in subfield ‡a so that your notes print correctly.

- Capitalize the first letter of the first word in subfield ‡a.
- Enter a comma between subfields ‡a and ‡b.
- Do not enter final punctuation unless the field ends with an abbreviation.
- If the field begins with a number and does **not** have field 321, spell out the number.

  310 Seven issues yearly, ‡b Jan. 1986-
  [No field 321 is used.]

- If the record has a 310 field and one or more 321 fields, use Arabic numerals in field 310 and spell out the number in the first field 321.

  310 4 issues yearly, ‡b Aug. 1904-
  321 Five issues yearly, ‡b 1901-June 1904

  310 Monthly, ‡b 1949-1956
  321 Five issues yearly, ‡b 1947
  321 14 issues yearly, ‡b 1948

‡b Date of current publication frequency

Date of current publication frequency. Use for dates if the beginning date of the current frequency is not the same as the beginning date of publication.

Printing

The following rules govern printing of current, multiple, and former frequency notes:

- The current and former frequencies (field 310 and field 321) print as the first note.

- Former frequencies (field 321) print first in order of their appearance in the record, which should be earliest to most recent.
- Current frequency (field 310) prints following former frequencies.
- Multiple frequency statements print in the order of earliest to most recent.

AACR2 records

The print program supplies a comma and a space between multiple frequency statements. The print program also supplies a period at the end of the note unless final punctuation (. ! ?) is present.

310 Monthly, ‡b 1949-1956
321 Five issues yearly, ‡b 1947
321 14 issues yearly, ‡b 1948

Prints as:

Five issues yearly (1947), 14 issues yearly (1948), Monthly, (1949-1956).

The print program supplies parentheses around the dates in subfield ‡b of fields 310 and 321. If the final character in subfield ‡b is a hyphen, the print program supplies three spaces before the closing parenthesis.

Freq: m
Regl: r
310 Monthly, ‡b 1968-

Prints as:

Monthly, (1968-).

Pre-AACR2 records

The print program supplies a semicolon and a space between multiple frequency statements. The print program also supplies a period at the end of the note unless final punctuation (.? !) is present.

310 5 no. a year, ‡b 1945-48
321 Four no. a year, ‡b 1931-44

Prints as:

Four no. a year, 1931-44; 5 no. a year, 1945-48.

Records with no 310 fields

If a record has no 310 field, the print program supplies a frequency note based on the *Freq* code. See *Freq* (Frequency) for more information.

321 Former Publication Frequency (R)

Input Standards

Required if applicable/Optional

1st Indicator Undefined

ⱥ Undefined

2nd Indicator Undefined

ⱥ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Former publication frequency (NR)	Mandatory/Mandatory
‡b Dates of former publication frequency (NR)	Required if applicable/Required if applicable

Definition

The former publication frequency of either an item or an update to an item. Use only when a current publication frequency is given in field 310.

If a record has multiple 321 fields, delete them when you add a *Frequency varies* note.

Use the following guidelines for capitalization, punctuation, and representation of numerals so that the current and former frequencies print correctly:

- Capitalize the first letter of the first word in subfield ‡a.
- Enter a comma between subfields ‡a and ‡b.
- Do **not** enter final punctuation unless the field ends with an abbreviation.
- If the first 321 field begins with a number and if field 310 is also present, spell out the number in the first 321 field.

  310 4 issues yearly, ‡b Aug 1904-
  321 Five issues yearly, ‡b 1901-June 1904

- Enter each former frequency in a separate 321 field. Enter the former frequencies in the order of earliest to most recent.
- Spell out a number appearing in the first 321 field only. Use an Arabic numeral in subsequent 321 fields.

  310 Monthly, ‡b 1949-1956
  321 Five issues yearly, ‡b 1947
  321 14 issues yearly, ‡b 1948

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (ⱥ).

ⱥ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (ⱥ).

ⱥ Undefined

Subfields

‡a Former publication frequency

The complete statement, exclusive of dates, of the former publication frequency.

‡b Dates of former publication frequency

The dates of the former publication frequency.

321 Monthly, ‡b 1957-1962

321 Bimonthly (irregular), ‡b 1964-1967

Printing

The current and former frequencies (field 310 and field 321) print as the first note. See field 310 for more information.

340 Physical Medium (R)

Input Standards

Optional/Optional

1st Indicator Undefined

ⱱ Undefined

2nd Indicator Undefined

ⱱ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Material base and configuration (R)	Required if applicable/Required if applicable
‡b Dimensions (R)	Required if applicable/RequiredRequired if applicable
‡c Material applied to surface (R)	Required if applicable/Required if applicable
‡d Information recording technique (R)	Required if applicable/Required if applicable
‡e Support (R)	Required if applicable/Required if applicable
‡f Production rate/ratio (R)	Required if applicable/Required if applicable
‡h Location within medium (R)	Required if applicable/Required if applicable
‡i Technical specifications of medium (R)	Required if applicable/Required if applicable
‡3 Materials specified (NR)	Required if applicable /Required if applicable **VIS, MIX:** Optional /Optional

Definition

Textual information concerning the physical characteristics of the materials. Coded physical information is contained in a 007 Physical Description Fixed Field (0xx Fields). Use for special types of materials (i.e., those requiring technical equipment for their use or those with special conservation and storage needs).

Repeat field 340 for each subfield ‡3.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (ⱱ).

ⱱ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (ⱱ).

ⱱ Undefined

Subfields

‡a Material base and configuration

The material base (physical substance) and configuration on which the information is recorded. Material bases include acetate, canvas, clay, film, glass, vellum and wood. Configurations include cartridge, chip, dot, fiche, globe and sheet. Also included are those configurations beginning with prefixes such as audio-, magnetic-micro-, ultra- and videotape.

340 marble.
[The medium is for a sculpture.]

‡b Dimensions

The measurements of the material configuration (e.g., 35 mm. for film, 90 minute for cassette tape, 4” x 6” for microfiche and 12 inch for sound disc).

340 parchment ‡b 20 cm. folded to 10 x 12 cm.

‡c Material applied to surface

The physical substance applied to the material base (e.g., ink, oil, paint, tempera or a specific photographic emulsion such as albumen).

340 ‡3 self-portrait ‡a rice paper ‡b 7” x 9” ‡c colored inks ‡e none ‡h between entry for April 7 and April 19, 1843.

340 Physical Medium (R) (cont.)

‡d Information recording technique

The means or technique used to record the information in or on the material base (e.g., cut, embossed, molded, pressed, punched, thermofax and x-ray).

340 ‡d handwritten ‡d typed.

‡e Support

The physical material on which or in which records are mounted, bound or otherwise supported.

340 canvas ‡b 30 x 57 cm. ‡c colored oil-based paints ‡e wood.

‡f Production rate/ ratio

The normal rate or ratio at which the information in the material must be used to be meaningful (e.g., inches per second for tape recordings, magnification ratio for photographic reductions, revolutions per minute for recordings and scale for maps).

340 ‡3 case files ‡a aperture cards ‡b 9 x 19 cm. ‡d microfilm ‡f 48x.

‡h Location within medium

The location of the described materials within the material base (e.g., band, page, track and frame number).

340 glass ‡b 45 x 15 ft. ‡d embedded ‡e lead ‡h center panel.

‡i Technical specifications of medium

Access requirements involving technical equipment.

340 paper tape ‡d punched ‡i Ibord Model 74 tape reader.

‡3 Materials specified

The part of the described materials to which the field applies.

340 ‡3 case files ‡a aperture cards ‡b 9 x 19 cm. ‡d microfilm ‡f 48x.

Printing

Field 340 does **not** print.

342 Geospatial Reference Data (R)

Input Standards

Required if applicable/Required if applicable

1st Indicator Geospatial reference dimension

0 Horizontal coordinate system
1 Vertical coordinate system

2nd Indicator Geospatial reference method

0 Geographic
1 Map projection
2 Grid coordinate system
3 Local planar
4 Local
5 Geodetic model
6 Altitude
7 Method specified in ‡2
8 Depth

Subfields (R=Repeatable NR=Nonrepeatable)		**Input Standards**
‡a	Name (NR)	Required if applicable/Required if applicable
‡b	Coordinate or distance units (NR)	Required if applicable/Required if applicable
‡c	Latitude resolution (NR)	Required if applicable/Required if applicable
‡d	Longitude resolution (NR)	Required if applicable/Required if applicable
‡e	Standard parallel or oblique line latitude (R)	Required if applicable/Required if applicable
‡f	Oblique line longitude (R)	Required if applicable/Required if applicable
‡g	Longitude of central meridian or projection center (NR)	Required if applicable/Required if applicable
‡h	Latitude of projection center or projection origin (NR)	Required if applicable/Required if applicable
‡i	False easting (NR)	Required if applicable/Required if applicable
‡j	False northing (NR)	Required if applicable/Required if applicable
‡k	Scale factor (NR)	Required if applicable/Required if applicable
‡l	Height of perspective point above surface (NR)	Required if applicable/Required if applicable
‡m	Azimuthal angle (NR)	Required if applicable/Required if applicable
‡n	Azimuth measure point longitude or straight vertical longitude from pole (NR)	Required if applicable/Required if applicable
‡o	Landsat number and path number (NR)	Required if applicable/Required if applicable
‡p	Zone identifier (NR)	Required if applicable/Required if applicable
‡q	Ellipsoid name (NR)	Required if applicable/Required if applicable
‡r	Semi-major axis (NR)	Required if applicable/Required if applicable
‡s	Denominator of flattening ratio (NR)	Required if applicable/Required if applicable
‡t	Vertical resolution (NR)	Required if applicable/Required if applicable
‡u	Vertical encoding method (NR)	Required if applicable/Required if applicable
‡v	Local planar, local or other projection or grid description (NR)	Required if applicable/Required if applicable
‡w	Local planar or local georeference information (NR)	Required if applicable/Required if applicable
‡2	Reference method used (NR)	Required if applicable/Required if applicable

Definition The frame of reference for the coordinates in a data set. Include enough information so that the user can identify how location accuracy has been affected through the application of a geospatial reference method, and can manipulate the data set to recover location accuracy. Use in conjunction with the *Content Standards for*

Digital Geospatial Metadata available at the Federal Geographic Data Committee web site (http://www.fgdc.gov/standards/standards_publications/).

Code the map projection in *Proj* (Projection).

Guidelines

Map projections

Every flat map misrepresents the surface of the Earth in some way. A map or parts of a map can show one or more—but never all—of the following true directions: true distances; true areas; true shapes.

On an equidistant map, distances are true only along particular lines, such as those radiating from a single point selected as the center of the projection. Shapes are more or less distorted on every equal-area map. On conformal maps, sizes of areas are distorted even though shapes of small areas are shown correctly. The degree and kinds of distortion vary with the projection. Some projections are suited for mapping large areas that are mainly north-south in extent, others for large areas that are mainly east-west in extent, and still others for large areas that are oblique to the Equator.

Use the following subfields for the designated projection:

Projection	Subfields
Albers conical equal area	‡a, ‡e, ‡g, ‡h, ‡i, ‡j
Azimuthal equidistant	‡a, ‡g, ‡h, ‡i, ‡j
Equidistant conic	‡a, ‡e, ‡g, ‡h, ‡i, ‡j
Equirectangular	‡a, ‡e, ‡g, ‡i, ‡j
General vertical near-sided perspective	‡a, ‡l, ‡g, ‡h, ‡i, ‡j
Gnomonic	‡a, ‡g, ‡h, ‡i, ‡j
Lambert azimuthal equal area	‡a, ‡g, ‡h, ‡i, ‡j
Lambert conformal conic	‡a, ‡e, ‡g, ‡h, ‡i, ‡j
Mercator	‡a, ‡e or ‡k, ‡g, ‡i, ‡j
Miller cylindrical	‡a, ‡g, ‡i, ‡j
Modified stereographic for Alaska	‡a, ‡i, ‡j, ‡a, ‡g, ‡i, ‡j
Oblique Mercator	‡a, ‡k, ‡m and ‡n or ‡e, ‡f, ‡e, ‡f, ‡h, ‡i, ‡j
Orthographic	‡a, ‡g, ‡h, ‡i, ‡j
Polar stereographic	‡a, ‡n, ‡e or ‡k, ‡i, ‡j
Polyconic	‡a, ‡g, ‡h, ‡i, ‡j
Robinson	‡a, ‡g, ‡i, ‡j
Sinusoidal	‡a, ‡g, ‡i, ‡j
Space oblique Mercator	‡a, ‡o, ‡i, ‡j
Stereographic	‡a, ‡g, ‡h, ‡i, ‡j
Transverse Mercator	‡a, ‡k, ‡g, ‡h, ‡i, ‡j
Van der Grinten	‡a, ‡g, ‡i, ‡j

Punctuation

Omit punctuation at the end of the field unless the field ends with an abbreviation, initial/letter, or other data that requires punctuation.

342 Geospatial Reference Data (R) (cont.)

1st Indicator

Geospatial reference dimension. Indicate a system which measures linear or angular quantities or a system which measures vertical distances (altitudes or depths).

0 Horizontal coordinate system. A system which measures linear or angular distances.

342 01 Polyconic ‡g 0.9996 ‡h 0 ‡i 500,000 ‡j 0

1 Vertical coordinate system. A system which measures vertical distances (altitudes or depths).

342 16 National geodetic vertical datum of 1929 ‡v 1 ‡b meters ‡w Implicit coordinates

2nd Indicator

Geospatial reference method. Indicates the method used to identify the system.

0 Geographic. A coordinate system that defines the position of a point on the Earth's surface with respect to a reference spheroid.

342 00 ‡c 0.0004 ‡d 0.0004 ‡b Decimal degrees

1 Map projection. A systematic representation of all or part of the surface of the Earth on a plane.

342 01 Polyconic ‡g 0.9996 ‡h 0 ‡i 500,000 ‡j 0

2 Grid coordinate system. A plane-rectangular coordinate system usually based on, and mathematically adjusted to, a map projection so that geographic positions can be readily transformed to and from plane coordinates.

342 02 Universal transverse Mercator

3 Local planar. Any right-handed planar coordinate system of which the z-axis coincides with a plumb line through the origin that is aligned locally with the surface of the Earth.

342 03 North American datum of 1927

4 Local. Any coordinate system that is not aligned with the surface of the Earth.

5 Geodetic model. Parameters for the shape of the Earth.

342 05 ‡s World geodetic system 72 ‡t 6378135 ‡u 298.26

6 Altitude. A system which measures altitudes (elevations).

342 16 National geodetic vertical datum of 1929 ‡v 1 ‡b meters ‡w Implicit coordinates

7 Method specified in ‡2. The geospatial reference method used.

8 Depth. A system that measures depths.

342 18 Lowest astronomical tide

Subfields

‡a Name

Base content on the 2nd indicator value.

2nd indicator	Use for
1	Name of a map projection
2	Grid coordinate system
5	Horizontal datum name (the system used for defining the coordinates of points)
6	Altitude datum name (the level surface from which altitudes are measured)
8	Depth datum name (the surface from which depths are measured

‡b Coordinate or distance units

Base content on the 2nd indicator value.

2nd indicator	Use for
0	Geographic coordinate units (units of measure used for latitude and longitude values)
6	Altitude distance units (units in which altitudes are recorded)
8	Depth distance units (units in which depths are recorded)

342 16 National geodetic vertical datum of 1929 ‡v 1 ‡b meters ‡w Implicit coordinates

‡c Latitude resolution

The minimum difference between two adjacent latitude values expressed in geographic coordinate units of measure.

342 00 ‡c 0.0004 ‡d 0.0004 ‡b Decimal degrees

‡d Longitude resolution

The minimum difference between two adjacent longitude values expressed in geographic coordinate units of measure.

342 05 World Geodetic System 1984 (WGS-84) ‡c 0.0000001 ‡d 0.0000001 ‡b Degrees, Minutes, and Decimal seconds ‡q World Geodetic System 1984 (WGS-84) ‡r 6378137.0 ‡s 298.257223563

‡e Standard parallel or oblique line latitude

Use when 2nd indicator value is *1*. Base content on subfield ‡a.

If subfield ‡a is	Use for
Albers conical equal area, Equidistant conic, Equirectangular, Lambert conformal conic, Mercator, or Polar stereographic.	Standard parallels (lines of constant latitude at which the surface of Earth and the place intersect)
Oblique Mercator.	Oblique line latitudes (latitude of a point defining the line along which the projection is centered)

342 01 Lambert Conformal Conic ‡e 38.3 ‡e 39.45 ‡g -77 ‡h 37.8333 ‡i 800,000 ‡j 0

‡f Oblique line longitude

Longitudes of a point defining the line along which the Oblique Mercator projection is centered.

‡g Longitude of central meridian or projection center

Use when 2nd indicator value is *1*. Base content on subfield ‡a.

If subfield ‡a is	Use for
Albers conical equal area, Azimuthal equidistant, Equidistant conic, Equirectangular, Lambert conformal conic, Mercator, Miller cylindrical, Polyconic, Sinusoidal, Transverse Mercator or Van der Grinten.	Longitude of the central meridian (the line of longitude at the center of a map projection)
General vertical near-sided projection, Gnomonic, Lambert azimuthal equal area, Orthographic, Robinson or Stereographic.	Longitude of projection center (longitude of the point of projection for azimuthal projections)

342 01 Polyconic ‡g 0.9996 ‡h 0 ‡i 500,000 ‡j 0

‡h Latitude of projection center or projection origin

Use when 2nd indicator value is *1*. Base content on subfield ‡a.

If subfield ‡a is	Use for
General vertical near-sided projection, Gnomonic, Orthographic or Stereographic.	Latitude of projection center (latitude of the point of projection for azimuthal projections)
Albers conical equal area, Azimuthal equidistant, Equidistant conic, Lambert conformal conic, Oblique Mercator, Polyconic or Transverse Mercator.	Latitude of projection origin (latitude chosen as the origin of rectangular coordinates for a map projection)

342 02 Universal Transverse Mercator ‡p 13 ‡k 0.9996 ‡g -105.00 ‡h 0.00 ‡i 500,000 ‡j 0.0

‡i False easting

The value added to all *x* values in the rectangular coordinates for a map projection.

342 02 State Plane Coordinate System 27, Lambert Conformal Conic ‡p 0405 ‡g -69.0 ‡h 0.0 ‡i 500,000.0 ‡j 0.0

‡j False northing

The value added to all *y* values in the rectangular coordinates for a map projection.

342 01 Polyconic ‡g 0.9996 ‡h 0 ‡i 500,000 ‡j 0

‡k Scale factor

Use when the 1st indicator is *1*. Base content on subfield ‡a.

If subfield ‡a is	Use for
Mercator	Equator (a multiplier for reducing a distance obtained from a map to the actual distance along the equator).
Oblique Mercator	Center line (a multiplier for reducing a distance obtained from a map to the actual distance along the center line).
Transverse Mercator	Central meridian (a multiplier for reducing a distance obtained from a map to the actual distance along the central meridian).
Polar stereographic	The projection origin (a multiplier for reducing a distance obtained from a map to the actual distance at the projection origin).

342 12 Universal transverse Mercator ‡p 13 ‡k 0.9996 ‡g -105.00 ‡h 0.00 ‡i 500,000 ‡j 0.0

‡l Height of perspective point above surface

The height of the viewpoint above the Earth, expressed in meters, for the General vertical near-sided projection.

‡m Azimuthal angle

The angle measured clockwise from north and expressed in degrees when ‡a is Oblique Mercator.

‡n Azimuth measure point longitude or straight vertical longitude from pole

Base content on subfield ‡a.

If subfield ‡a is	Use for
Oblique Mercator	Azimuth measure point longitude (longitude of the map projection origin)
Polar stereographic	Straight vertical longitude from pole (a longitude to be oriented straight up from the North or South Pole)

‡o Landsat number and path number

The identification number of the Landsat satellite and the path number for the Space Oblique Mercator projection.

‡p Zone identifier

A zone identifier for the grid coordinate system identified in subfield ‡a.

342 02 State Plane Coordinate System 27, Lambert Conformal Conic ‡p 0405 ‡g -69.0 ‡h 0.0 ‡i 500,000.0 ‡j 0.0

‡q Ellipsoid name

An identification given to an established representation of the Earth's shape.

342 02 North American Datum of 1927 ‡q Clarke 1866 ‡r 6378206.4 ‡s 294.98

‡r Semi-major axis

The radius of the equatorial axis of the ellipsoid.

342 03 ‡v Missouri East State Plane NAD27 ‡q Clarke 1866 ‡r 6378206.4 M ‡s 294.97869821

‡s Denominator of flattening ratio

The denominator of the ratio of the difference between the equatorial and polar radii of the ellipsoid when the numerator is 1.

342 05 ‡s 294.98 ‡t 6378135 ‡u 298.26

‡t Vertical resolution

Base content on 2nd indicator value.

2nd indicator	Use for
6	Altitude resolution (the minimum distance possible between two adjacent altitude values, expressed in altitude distance units of measure).
8	Depth resolution (the minimum distance possible between two adjacent depth values, expressed in depth distance units of measure).

342 06 ‡s 294.98 ‡t 6378135 ‡u 298.26

‡u Vertical encoding method

Base content on the 2nd indicator value.

2nd indicator	Use for
6	Altitude encoding method.
8	Depth encoding method.

342 18 NGVD 1929 ‡t 0.01 ‡b feet ‡u Explicit depth coordinate included with horizontal coordinates

‡v Local planar, local or other projection or grid description

Base content on the 2nd indicator value.

2nd indicator	Use for
1	Complete description for an undefined projection used for the data set. Include the name of the projection, the names of the parameters and values used for the data set, and the citation of the specification for the algorithms that describe the mathematical relationship between the Earth and the plane for the projection.
2	Complete description for an undefined grid system used for the data set. Include the name of the grid system, the names of the parameters and values used for the data set, and the citation of the specification for the algorithms that describe the mathematical relationship between the Earth and the coordinates of the grid system.
3	Description of a local planar system (any right-handed planar coordinate system of which the z-axis coincides with a plumb line through the origin that is aligned locally with the surface of the Earth).
4	Description of a local system (any coordinate system that is not aligned with the surface of the Earth and its orientation to the surface of the Earth).

‡w Local planar or local georeference information

Base content on the 2nd indicator value.

2nd indicator	Use for
3	Local planar georeference information (a description of the information provided to register the local planar system to the Earth. For example, control points, satellite ephemeral data, inertial navigation data).
4	Local georeference information (a description of the information provided to register the local system to the Earth. For example control points, satellite ephemeral data, inertial navigation data).

‡2 Reference method used

Use when the 2nd indicator value is *7* for the geospatial reference method used in the data set.

Printing

Field 342 does **not** print.

343 Planar Coordinate Data (R)

Input Standards

Required if applicable/Required if applicable

1st Indicator Undefined

␣ Undefined

2nd Indicator Undefined

␣ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Planar coordinate encoding method (NR)	Required if applicable/Required if applicable
‡b Planar distance units (NR)	Required if applicable/Required if applicable
‡c Abscissa resolution (NR)	Required if applicable/Required if applicable
‡d Ordinate resolution (NR)	Required if applicable/Required if applicable
‡e Distance resolution (NR)	Required if applicable/Required if applicable
‡f Bearing resolution (NR)	Required if applicable/Required if applicable
‡g Bearing units (NR)	Required if applicable/Required if applicable
‡h Bearing reference direction (NR)	Required if applicable/Required if applicable
‡i Bearing reference meridian (NR)	Required if applicable/Required if applicable

Definition

Information about the coordinate system developed on a planar surface. Include enough information to allow the user of a geospatial data set to identify the quantities of distances, or distances and angles. These define the position of a point on a reference plane onto which the surface of the Earth has been projected. Use with the *Content Standards for Digital Geospatial Metadata* available at the Federal Geographic Data Committee web site (http://www.fgdc.gov/standards/standards_publications/).

Punctuation. Enter a period at the end of field 343 unless another mark of punctuation is present. Use a semicolon (;) to separate each subfield.

Punctuation. Enter a period at the end of field 343 unless another mark of punctuation is present. Use a semicolon (;) to separate each subfield.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (␣).

␣ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (␣).

␣ Undefined

Subfields

‡a Planar coordinate encoding method

The means used to represent horizontal positions.

343 Distance and bearing.

‡b Planar distance units

The unit of measure used for distances.

343 ‡b International feet.

‡c Abscissa resolution

The (nominal) minimum distance between the *x* or column values of two adjacent points, expressed in planar distance units of measure.

343 Coordinate pair; ‡b meters; ‡c 22; ‡d 22.

‡d Ordinate resolution

The (nominal) minimum distance between the *y* or row values of two adjacent points, expressed in planar distance units of measure.

343 Coordinate pair; ‡c 0.01; ‡d 0.01; ‡b U.S. feet.

343 Planar Coordinate Data (R) (cont.)

‡e Distance resolution

The minimum distance measurable between two points, expressed in planar distance units of measure.

343 Coordinate pair; ‡e 30.0; ‡f 0.0001; ‡g Degrees, minutes and decimal seconds; ‡h North; ‡b U.S. feet.

‡f Bearing resolution

The minimum angle measurable between two points, expressed in bearing units of measure.

343 Coordinate pair; ‡e 30.0; ‡f 0.0001; ‡g Degrees, minutes and decimal seconds; ‡h North; ‡b U.S. feet.

‡g Bearing units

The units of measure used for angles.

343 Coordinate pair; ‡e 30.0; ‡f 0.0001; ‡g Degrees, minutes and decimal seconds; ‡h North; ‡b U.S. feet.

‡h Bearing reference direction

A direction from which the bearing is measured.

343 Coordinate pair; ‡e 30.0; ‡f 0.0001; ‡g Degrees, minutes and decimal seconds; ‡h North; ‡b U.S. feet.

‡i Bearing reference meridian

An axis from which the bearing is measured.

343 ‡i Magnetic.

Printing

Field 343 does **not** print.

351 Organization and Arrangement of Materials (R)

Input Standards

Required if applicable/Optional

1st Indicator Undefined

␣ Undefined

2nd Indicator Undefined

␣ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Organization (R)	Required if applicable/Required if applicable
‡b Arrangement (R)	Required if applicable/Required if applicable
‡c Hierarchical level (NR)	Optional/Optional
‡3 Materials specified (NR)	Optional/Optional

Definition Information about the organization and arrangement of a collection of items. For instance, for computer files, the file structure and sort sequence; for visual materials, the arrangement of the collection.

1st Indicator **Undefined.** The 1st indicator position is undefined and contains a blank (␣).

␣ Undefined

2nd Indicator **Undefined.** The 2nd indicator position is undefined and contains a blank (␣).

␣ Undefined

Subfields

‡a Organization The manner in which the items have been subdivided into smaller units (e.g., as record groups divided into series and series into subseries). Use also for individual series titles.

351 ‡c Series; ‡a Organized into five subseries; ‡b Arranged by form of material.

351 ‡3 Diaries and notebooks ‡a Organized into four series: I. Youth, 1846-1852. II Early Career, 1853-1865. III. Political Life, 1866-1895. IV. Retirement, 1896-1903; ‡b Chronological arrangement.

351 ‡3 Records ‡a Organized into four subgroups; ‡b Arranged by office of origin.

351 ‡3 Permits for fishery operations 1914-24 ‡c Subseries; ‡b Alphabetical by state then by year of renewal and within year by permit number.

COM Use for information about the file structure. When the organization is dependent on the software of a particular database management system, the name of the software or the system is given.

351 SPSS system file.

351 System 2000.

‡b Arrangement Terms used to describe the pattern of arrangement of materials within a unit, such as alphabetical, chronological, by country, by office of origin, etc.

351 Fixed-length, nonhierarchical; ‡b Month by carrier code and flight number.

351 Rectangular; ‡b Enumeration district and block group tract within county within state.

351 Hierarchical; ‡b Geographic area or cruise number.

351 ‡b Includes general records, 1898-1945 (922 ft.); other records relating to the Philippine Islands, 1897-1938 (47 ft.); library records, 1868-1945 (685 ft.); miscellaneous records, 1898-1937 (49 ft.); and audiovisual records, 1898-1939 (14,570 items).

COM Use for information about the sort sequence.

351 ‡b Alphabetical by surname.

‡c Hierarchical level The hierarchical position of the items relative to each other with the same provenance (e.g., group, subgroup, packaging unit, folder or item).

351 ‡c Series; ‡a Organized into five subseries; ‡b Arranged by form of material.

351 ‡c Series; ‡b Alphabetical by sitter.

‡3 Materials specified Distinguishes a subset of the described materials. Determine placement according to use.

351 ‡3 Thirty-one units of original materials ‡b Numbered series, kept in the order in which they arrived.

Printing Field 351 does **not** print.

352 Digital Graphic Representation (R)

Input Standards

Required if applicable/Required if applicable

1st Indicator Undefined

⍽ Undefined

2nd Indicator Undefined

⍽ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)		**Input Standards**
‡a	Direct reference method (NR)	Optional/Optional
‡b	Object type (R)	Optional/Optional
‡c	Object count (R)	Optional/Optional
‡d	Row count (NR)	Optional/Optional
‡e	Column count (NR)	Optional/Optional
‡f	Vertical count (NR)	Optional/Optional
‡g	VPF topology level (NR)	Optional/Optional
‡i	Indirect reference description (NR)	Optional/Optional
‡q	Format of digital image (NR)	Required if applicable/Required if applicable

Definition

A description of the method of referencing and the mechanism used to represent graphic information in a data set. Include the type of storage technique used and the number of items in the data set.

Punctuation. Enter a period at the end of field 352 unless another mark of punctuation is present.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (⍽).

⍽ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (⍽).

⍽ Undefined

Subfields

‡a Direct reference method

The system of objects used to directly represent space in the data set.

352 Vector.

‡b Object type

The specific type of point vector or raster graphic objects used to locate geometric locations in a data set.

352 Point : ‡b Entity point.

352 Vector : ‡b Network chain, non-planar graph.

352 Raster : ‡b pixel.

‡c Object count

The number of each point or vector object type used in a data set.

352 Vector : ‡b GT-polygon composed of chains ‡c (70).

‡d Row count

The maximum number of raster objects along the coordinate (y) axis. Use row count with rectangular raster objects.

‡e Column count

The maximum number of raster objects along the abscissa (x) axis. Use column count with rectangular raster objects.

‡f Vertical count

The maximum number of raster objects along the vertical (z) axis. Use vertical count with rectangular volumetric raster objects (voxels).

352 Digital Graphic Representation (R) (cont.)

‡g VPF topology level The level of completeness of the topology carried by the data set. Use levels defined in Department of Defense 1992, *Vector Product Format* (MIL-STD-600006; Philadelphia PA/Department of Defense/Defense Printing/Service Detachment Office).

‡i Indirect reference description A description of the graphic features addressing schemes or other means through which locations are referenced.

352 Vector :‡i 100 year floodplain boundary, 500 year floodplain boundary.

‡q Format of digital image A description of the method of referencing and the mechanism used to represent graphic information in a data set. Include the type of storage technique used and the number of items in the data set.

352 Vector : ‡b Point ‡c (13671), ‡b string ‡c (20171), ‡b GT-polygon composed of chains ;‡c (13672) ; ‡q ARC/INFO export.

352 Raster : ‡b pixel ‡d (5,000 x ‡e 5,000) ; ‡q Tiff.

Printing Field 352 does **not** print.

355 Security Classification Control (R)

Input Standards

Required if applicable/Optional

1st Indicator Controlled element

0 Document
1 Title
2 Abstract
3 Contents note
4 Author
5 Record
8 Other element

2nd Indicator Undefined

⎀ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)		**Input Standards**
‡a	Security classification (NR)	Mandatory/Mandatory
‡b	Handling instructions (R)	Required if applicable/Optional
‡c	External dissemination information (R)	Required if applicable/Optional
‡d	Downgrading or declassification event (NR)	Required if applicable/Optional
‡e	Classification system (NR)	Required if applicable/Optional
‡f	Country of origin code (NR)	Required if applicable/Optional
‡g	Downgrading date (NR)	Required if applicable/Optional
‡h	Declassification date (NR)	Required if applicable/Optional
‡j	Authorization (R)	Required if applicable/Optional

Definition

The security classification information for the document, title, abstract, contents note, and/or author. Use for handling instructions and external dissemination information. Use for downgrading or declassification data, the name of the classification system, and a country of origin code.

Use for classified or unclassified material. Use when the security information is too specific to be handled by field 506 (Restrictions on Access Note).

You may repeat field 355 when multiple classification and/or dissemination specifics are applicable.

Field 355 is not retained in the master record. It is retained in archive records, institution records, OCLC-MARC records, and exported records.

1st Indicator

Controlled element. Which part of the item is controlled by the security classification.

0 Document. The security classification pertains to the document as a whole.

1 Title. The security classification pertains to the title recorded in fields 21x–24x (2xx Fields) and field 740 (Added Entry–Uncontrolled Related Analytical Title).

2 Abstract. The security classification pertains to the abstract recorded in field 520 (Summary, Etc. Note).

3 Contents note. The security classification pertains to the note recorded in field 505 (Formatted Contents Note).

4 Author. The security classification pertains to the statement of responsibility recorded in field 245 subfield ‡c and in fields 100–111 (1xx Fields) as main entries and in fields 700–711 (7xx Fields) as added entries.

5 Record. The security classification pertains to the entire record.

8 Other element. None of the other values is appropriate.

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (␣).

␣ Undefined

Subfields

‡a Security classification

The security classification (e.g., Unclassified, Secret, Confidential) associated with the document, title, abstract, contents note, or author.

‡b Handling instructions

The handling instructions as to who internally in the organization may handle the document, title, abstract, contents note or author.

‡c External dissemination information

The external dissemination information as to which foreign countries may see the document, title, abstract, contents note or author.

‡d Downgrading or declassification event

Data about the security classification, often a phrase pertaining to downgrading or declassification, e.g., OADR (Original Agency Determination Required). Dates relating to the downgrading or declassification are recorded in subfields ‡g and ‡h.

355 0 Secret ‡b FRD ‡c AS ‡d OADR

‡e Classification system

The name of a security classification system. The name does not necessarily come from a controlled list.

355 0 Top secret ‡e NATO

‡f Country of origin code

A code for the country of origin of the classification. For the U.S. intelligence community, do not use if the country of origin of the classification is the United States. See *MARC Code List for Countries* (http://www.loc.gov/marc/countries/cntrhome.html).

‡g Downgrading date

The date associated with the downgrading of the document, title, abstract, contents note, or author. Downgrading involves changes to security classification from a higher to a lower level.

355 0 Confidential ‡b NOCONTRACT ‡c UK ‡g 20281001
[The review for downgrading of the classification is in October 2028.]

‡h Declassification date

The date associated with the declassification of the document, title, abstract, contents note, or author. Declassification involves the removal of any security classification on an item.

355 0 Restricted ‡c US ‡c CA ‡f xxk ‡h 20230301
[Security classification for a document eligible for declassification in March 2023.]

‡j Authorization

The agency that made the security classification change. See *MARC Code List for Organizations* (http://www.loc.gov/marc/organizations/orgshome.html).

Printing

Field 355 does **not** print.

357 Originator Dissemination Control (NR)

Input Standards

Required if applicable/Optional

1st Indicator Undefined

ⱥ Undefined

2nd Indicator Undefined

ⱥ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Originator control term (NR)	Mandatory/Mandatory
‡b Originating agency (R)	Mandatory/Mandatory
‡c Authorized recipients of material (R)	Required if applicable/Optional
‡g Other restrictions (R)	Required if applicable/Optional

Definition

Specific information about the originator's (author, producer) control of the dissemination of the material.

Field 357 is not retained in the master record. It is retained in archive records, institution records, OCLC-MARC records, and exported records.

1st Indicator

Undefined. The 1st indicator position is undefined and contains a blank (ⱥ).

ⱥ Undefined

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (ⱥ).

ⱥ Undefined

Subfields

‡a Originator control term

A term assigned by the originating agency indicating that it has control of the item's dissemination.

‡b Originating agency

A name or abbreviation of the originator.

‡c Authorized recipients of material

A name or abbreviation.

‡g Other restrictions

Other restrictions (imposed by the originating agency) associated with the use of the material in hand.

357 ORCON ‡b ITAC ‡c 313 th MIB ‡c Distribution List B-32-91 ‡g Must be returned to originator after 30 days

Printing

Field 357 does **not** print. It is not retained in the master record.

362 Dates of Publication and/or Sequential Designation (R)

Input Standards

Required if applicable/Required if applicable

1st Indicator Format of date

0 Formatted style

1 Unformatted note

2nd Indicator Undefined

⎵ Undefined

Subfields (R=Repeatable NR=Nonrepeatable)	**Input Standards**
‡a Dates of publication and/or sequential designation (NR)	Mandatory/Mandatory
‡z Source of information (NR)	Optional/Optional

Definition

For serials, field 362 contains beginning and/or ending alphabetic, numeric and/or chronological designations of the issues or parts. Chronological designations used in this field are dates that identify individual issues of a serial. In general, publication dates are input in field 260. Do **not** use this field for incomplete serial dates. Record uncertain dates/numbers in an unformatted note followed by a question mark.

For integrating resources, field 362 contains beginning and/or ending publication dates when the first or last iteration of the resource is **not** available. Record publication dates in field 260 when the first or last iteration is available. For integrating resources, use this field for incomplete dates. Use field 362 only as an unformatted note.

Dates in field 362 may be identical to the information in the fixed-field element Dates. See Dates for more information.

Repeat field 362 only when one of the fields has a 1st indicator value of *0* and the other has a 1st indicator value of *1*. When both beginning and ending designations are formatted, or both are unformatted, record them in a single 362 field.

1st Indicator

Format of date. Whether the date is in a formatted style or an unformatted note.

0 Formatted style. The date is in a formatted rather than a note form. Formatted dates are displayed following the title and edition statements. Record the numeric and/or alphabetic, chronological or other designation as it appears on the piece.

1 Unformatted note. The date is given in an unformatted note style. Unformatted date information is displayed as a note. Use when the first and/or last piece is **not** in hand, but the information is known from other pieces or sources.

2nd Indicator

Undefined. The 2nd indicator position is undefined and contains a blank (⎵).

⎵ Undefined

Subfields

‡a Dates of publication and/or sequential designation

The sequential designation and/or dates of publication. The sequential designation may consist of edition number, issue number, volume number, series of volume numbers or other sequential designations according to the usage of the publisher.

The date may consist of the month and/or day and year; month or season and year; or year alone, depending upon the frequency of publication and the usage of the publisher. Sequential designators and dates are recorded as given on the item. When both a numeric designation and a chronological designation are given, the chronological designation is enclosed in parentheses. The ending designation is recorded following the beginning designation.

AACR2 prescribes four spaces after the hyphen of an open numbering scheme. However, the system displays only one space at the end of a subfield. Therefore, enter only one space after a hyphen that is the final character of subfield ‡a.

362 0 1-

362 0 No. 1-

362 0 Vol. 2, no. 6-

362 0 Issue no. 1

362 0 Pt. 1-

362 0 No. 1 (Feb. 1973)-

362 0 Vol. 1, no. 1 (Jan./Mar. 1974)-

362 0 PPL, 75/1-

362 0 1975-

362 0 No. 1-

362 0 Vol. ASSP-22, no. 1 (Feb. 1974)-

If the serial is complete, use subfield ‡a for the designation of the first issue followed by the designation of the last issue.

362 0 1950-1957.

362 0 Vol. 1, no. 1 (Sept./Oct. 1980)-v. 2, no. 3 (Jan./Feb. 1982).

362 0 Vol. 3, no. 6 (Aug./Sept. 1970)-v. 5, no. 3 (Mar. 1972).

362 0 -v. 116, no. 5 (Nov. 1959).

If the serial has more than one system of designation, enter all the systems in a single subfield ‡a. Enter space equal-sign space (=) before an alternative numbering. If the serial is incomplete, enter three spaces after a hyphen that is followed by other data.

362 0 Vol. 3, no. 7- = no. 31-

Enter successive designations in subfield ‡a. Enter a space-semicolon-space (;) before each new sequence.

362 0 Vol. 1 no. 1 (Nov. 1943)-v. 10 no. 12 (June 1953) ; no. 1 (July 1974)-

If you are cataloging a facsimile or other reprint, enter the numeric and/or alphabetic designation of the original. Enter the date on which the publication started on a regular basis, not the date of a preview or sample issue.

362 0 Mar. 1973-
515 Preceded by a “preview edition” dated Oct. 1971.

You may enter a statement of dates and volume designations in an unformatted note.

362 1 Began with Oct. 1926 issue. ‡z Cf. Union list of serials.

362 1 Began publication in 1961. ‡z Cf. New serial titles, 1964.

362 1 Ceased with Sept. 1954 issue. ‡z Cf. New serial titles.

Follow these guidelines for entering dates for integrating resources:

- When no date information is present, omit field 260 subfield ‡c and record the approximate date in field 362 subfield ‡a, with the first indicator value *1*.

  362 1 Began in 1990s.

- When only a single copyright date is present, omit field 260 subfield ‡c and record the approximate beginning date in field 362 subfield ‡a, with the 1st indicator value 1.
- When a range of copyright dates is present, suggesting that the first date may be the beginning date, omit field 260 subfield ‡c and record the probable beginning date in field 362 subfield ‡a, with the 1st indicator value 1.

  362 1 Began publication in 1998?

- When an explicit statement of when the integrating resource first came online is present, record it as the beginning date in field 260 subfield ‡c.

‡z Source of information

A citation of the source of the information contained in subfield ‡a. Use only when the 1st indicator is value *1*. The title of the publication cited is preceded by the abbreviation *Cf*.

362 1 Ceased with Sept. 1954 issue. ‡z Cf. New serial titles.

Printing

Field 362 prints in the title paragraph if the 1st indicator value is *0*. If the 1st indicator value is *1*, field 362 prints as a note.

The print program prints up to two 362 fields. It prints one 362 field with 1st indicator value *0* and one with 1st indicator value *1* or two 362 fields with two 1st indicator values of *1*.

Notes print following the frequency note (*Freq* or fields 310 and 321). If there is no frequency note, field 362 prints as the first note.

If the record contains a field 362 with 1st indicator value *0*, the print program supplies a space-dash-space (--) between the fields that precede it and the fields that follow it.

AACR2 prescribes four spaces after the hyphen of an open numbering scheme. The print program does not standardize the number of spaces that follow a hyphen within a subfield. Therefore, when you are editing an existing record for card production, you must enter four spaces between a hyphen and following data.

However, the print program standardizes the number of spaces at the beginning and ending of field 362 if it begins or ends with a hyphen. If field 362 begins with a hyphen, the print program supplies three spaces preceding the hyphen. If field 362 ends with a hyphen, the print program supplies three spaces after the hyphen.

245 00 Papers on formal linguistics.
260 Philadelphia : ‡b University of Pennsylvania, Dept. of Linguistics, ‡c 1961-
362 0 No. 1-

Prints as:

Papers on formal linguistics. -- No. 1- . -- Philadelphia : University of Pennsylvania, Dept. of Linguistics, 1961-

245 00 Word processing report.
250 International ed.
260 London : ‡b Geyer-McAllister Publications, ‡c 1971-
362 0 Vol. 1, no. 6 (Oct. 1971)-

Prints as:

Word processing report. -- International ed. -- Vol. 1, no. 6 (Oct. 1971)- . -- London : Geyer-McAllister publications, 1971-

245 04 The National geographic magazine.
260 Washington : ‡b National Geographic Society, ‡c -1959
362 0 -v. 116, no. 5 (Nov. 1959).

Prints as:

The National geographic magazine. -- -v. 116, no. 5 (Nov. 1959). -- Washington : National Geographic Society, -1959.

110 10 United States. ‡b Congress. ‡b Senate.
245 10 United States congressional roll call voting records. ‡p Senate file ‡h [electronic resource].
250 ICPSR ed.
260 Ann Arbor, Mich. : ‡b Inter-university Consortium for Political and Social Research, ‡c 1967-
362 0 1789-

Prints as:

United States. Congress. Senate.
United States congressional roll call voting records. Senate file [electronic resource]. -- ICPSR ed. -- 1789-. -- Ann Arbor, Mich : Inter-university Consortium for political and Social Research, 1967-

(cont.)