Fixed-Field Elements

S/L	Entry Convention	**FF:70**
SpFm	Special Format Characteristics	**FF:71**
Srce	Cataloging Source	**FF:72**
SrTp	Type of Continuing Resource	**FF:73**
Tech	Technique	**FF:74**
Time	Running Time	**FF:75**
TMat	Type of Material	**FF:76**
TrAr	Transposition and Arrangement	**FF:78**
Type	Type of Record	**FF:79**

Input Standards for Fixed-Field Elements and 006

Use the same input standard for the fixed-field and 006 elements. See "006 Introduction" for more information about the 006 elements.

Mnemonic	Name	BKS	CNR	COM	MAP	MIX	REC	SCO	VIS
AccM	Accompanying Matter	–	–	–	–	–	O	O	–
Alph	Original Alphabet or Script of Title	–	O	–	–	–	–	–	–
Audn	Target Audience	O	–	O	–	–	O	O	O
Biog	Biography	O	–	–	–	–	–	–	–
BLvl	Bibliographic Level	M	M	M	M	M	M	M	M
Comp	Form of Composition	–	–	–	–	–	O	O	–
Conf	Conference Publication	M	O	–	–	–	–	–	–
Cont	Nature of Contents	O	O	–	–	–	–	–	–
CrTp	Type of Cartographic Material	–	–	–	M	–	–	–	–
Ctrl	Type of Control	R	R	R	R	R	R	R	R
Ctry	Country of Publication, etc.	R	R	R	R	R	R	R	R
Dates	Date 1 and Date 2	M	M	M	M	M	M	M	M
Desc	Descriptive Cataloging Form	M	M	M	M	M	M	M	M
DtSt	Type of Date/Publication Status	M	M	M^1	M	M	M	M	M
ELvl	Encoding Level	M	M	M	M	M	M	M	M
Entered	Date Entered	SS	SS	SS	SS	SS	SS	SS	SS
EntW	Nature of Entire Work	–	O	–	–	–	–	–	–
Fest	Festschrift	M	–	–	–	–	–	–	–
File	Type of Computer File	–	–	O	–	–	–	–	–
FMus	Format of Music	–	–	–	–	–	SS	O	–
Form	Form of Item	R	R	–	R	R	R	R	R
Freq	Frequency	–	O	–	–	–	–	–	–
GPub	Government Publication	M	M	M	M	–	–	–	M
Ills	Illustrations	O	–	–	–	–	–	–	–
Indx	Index	O	–	–	O	–	–	–	–
Lang	Language Code	M	M	M	M	M	M	M	M
LitF	Literary Form	O	–	–	–	–	–	–	–
LTxt	Literary Text for Sound Recordings	–	–	–	–	–	O	SS	–
MRec	Modified Record	R	R	R	R	R	R	R	R
OCLC	OCLC Control Number	SS	SS	SS	SS	SS	SS	SS	SS
Orig	Form of Original Item	–	R,O^2	–	–	–	–	–	–
Part	Music Parts	–	–	–	–	–	SS	O	–
Proj	Projection	–	–	–	R	–	–	–	–
Rec stat	Record Status	SS	SS	SS	SS	SS	SS	SS	SS
Regl	Regularity	–	O	–	–	–	–	–	–
Relf	Relief	–	–	–	M	–	–	–	–
Replaced	Date of Last Replace	SS	SS	SS	SS	SS	SS	SS	SS
S/L	Entry Convention	–	M	–	–	–	–	–	–
SpFm	Special Format Characteristics	–	–	–	M	–	–	–	–
Srce	Cataloging Source	M	M	M	M	M	M	M	M
SrTp	Type of Continuing Resource	–	M	–	–	–	–	–	–
Tech	Technique	–	–	–	–	–	–	–	O
Time	Running Time	–	–	–	–	–	–	–	M^1
TMat	Type of Material	–	–	–	–	–	–	–	M
TrAr	Transposition and Arrangement	–	–	–	–	–	SS	O	–
Type	Type of Record[3]	M	M	M	M	M	M	M	M

SS = System-supplied; M = Mandatory; R = Required if applicable or readily available; O = Optional

[1] Mandatory for motion pictures and videorecordings. Use *nnn* for other materials in VIS.

[2] Required if applicable for microform items; Optional for non-microform items.

[3] Includes Type of Material (006)

006 Introduction—Additional Material Characteristics

Definition

Note: If an element is in a 006 field, it has the same input standard as the fixed field. See "Input Standards for Fixed-Field Elements and 006" on FF:3.

Code for characteristics of an item that cannot be coded in the fixed field. Such characteristics are by definition "additional." Characteristics coded in the fixed field are "main." For example, you may use field 006 to code for the serial-related information of a sound recording that is issued as a serial.

Use also to code the characteristics of accompanying material. For example, you may use it to code for a book that accompanies a map.

006 mnemonics

The mnemonics are the same as the fixed field mnemonics for each format. Use the same codes in 006 mnemonics as you do in the related fixed-field mnemonics. See the fixed-field information in this manual to determine appropriate coding and input standards.

Type of material

In Connexion client, Type is the first element in every guided entry prompt. In Connexion browser, Type is identified by a label "006 fields for [format]" and a drop-down list with names for each Type instead of codes. Other elements display depending on the code of the Type. Type codes are the same as Type of Record (Type) except that the 006 Type code for Continuing Resources is *s*. Type identifies the type of material of the additional characteristics or accompanying material.

Codes. The system supplies a default Type when you send the command to retrieve the guided entry prompt, but you can use alternative codes. Use the following list to determine appropriate Type codes:

Additional characteristics	The default code is	You can also use
Books	a Language material	t Manuscript language material
Computer Files	m Computer file	No alternative codes
Maps	e Cartographic material	f Manuscript cartographic material
Mixed Materials	p Mixed materials	No alternative codes
Scores	c Notated music	d Manuscript notated music
Continuing resource	s Serial/integrating resource	No alternative codes
Sound Recordings	j Musical sound recording	i Nonmusical sound recording
Visual Materials	g Projected medium	k Two-dimensional nonprojectable graphic o Kit r Three-dimensional artifact or naturally occurring object

Summary of Leader and 008 Field Bytes

The fixed field is made up of the Leader and the 008 field. The 006 field functions as an extension of the 008 field when the item has multiple format characteristics; it contains a subset of the positions defined in the 008 field. Elements in those fields are identified by position. The following tables show the byte position and the fixed field mnemonic and/or name and, when applicable, the input standard. These tables will allow you to identify elements when setting up your local technical specifications or if viewing them in a display other than through the OCLC Online System or a straight MARC display in your local system.

Byte	Leader	
00–04	Logical Record Length	
05	*Rec stat*	SS
06	*Type*	M
07	*BLvl*	M
08	*Ctrl*	R
09	Character Coding Scheme	
10	Indicator Count	
11	Subfield Code Count	
12–16	Base Address of Data	
17	*ELvl*	M
18	*Desc*	M
19	Linked Record Requirement	
20	Length of the Length-of-Field Portion	
21	Length of the Starting-Character-Position Portion	
22	Transaction Type Code in Hexadecimal (OCLC defined)	
23	Undefined	

Byte	008 Control Field	
00–05	*Entered*	SS
06	*DtSt*	M
07–10	*Dates* (Date 1)	M
11–14	*Dates* (Date 2)	M
15–17	*Ctry*	R
18–34	Format specific (See "Summary of 008 and 006 Field Bytes" on the following page.)	
35–37	*Lang*	M
38	*MRec*	R
39	*Srce*	M

SS = System-supplied; M = Mandatory; R = Required if applicable or readily available; O= Optional

Summary of 008 and 006 Field Bytes

008 Byte	006 Byte	BKS		CNR		COM		MAP		MIX		REC		SCO		VIS	
	0	a, t		s		m		e, f		p		i, j		c, d		g, k, o, r	
18	1	*Ills*	O	*Freq*	O	–		*Relf*	M	–		*Comp*	O	*Comp*	O	*Time*	M[1]
19	2			*Regl*	O	–				–							
20	3				–	–				–		*FMus*	SS	*FMus*	O		
21	4			*SrTp*	M	–				–		*Part*	SS	*Part*	O	–	
22	5	*Audn*	O	*Orig*	R,O[2]	*Audn*	O	*Proj*	R	–		*Audn*	O	*Audn*	O	*Audn*	O
23	6	*Form*	R	*Form*	R	–				*Form*	R	*Form*	R	*Form*	R	–	
24	7	*Cont*	O	*EntW*	O	–		–		–		*AccM*	O	*AccM*	O	–	
25	8			*Cont*	O	–		*CrTp*	M	–						–	
26	9					*File*	O	–		–						–	
27	10					–		–		–						–	
28	11	*GPub*	M	*GPub*	M	*GPub*	M	*GPub*	M	–						*GPub*	M
29	12	*Conf*	M	*Conf*	O	–		*Form*	R	–						*Form*	R
30	13	*Fest*	M	–		–		–		–		*LTxt*	O	*LTxt*	SS	–	
31	14	*Indx*	O	–		–		*Indx*	O	–						–	
32	15	–		–		–		–		–		–		–		–	
33	16	*LitF*	O	*Alph*	O	–		*SpFm*	M	–		*TrAr*	SS	*TrAr*	O	*TMat*	M
34	17	*Biog*	O	*S/L*	M	–				–		–		–		*Tech*	O

– = Undefined; SS = System-supplied; M = Mandatory; R = Required if applicable or readily available; O= Optional

1 Mandatory for motion pictures and videorecordings. Use *nnn* for other materials in VIS.
2 Required if applicable for microform items; Optional for non-microform items.

AccM   Accompanying Matter

Bytes	SCO, REC: 008/24–29; 006/07–12
Input Standards	**SCO, REC:** Optional. Up to six one-character codes. Default: ʋʋʋʋʋʋ

Definition

SCO, REC, 006   The contents of program notes and other accompanying material for sound recordings, music manuscripts or printed music. Generally, a specific code is used only if a significant part of the accompanying material is the type of material represented by the code. Up to six codes may be recorded in alphabetical order. If fewer than six codes are assigned, the codes are left-justified and unused positions contain blanks. If more than six codes are appropriate, only the six most important are recorded.

Codes

SCO, REC, 006   Use the following codes for accompanying matter that is substantial or unique and cannot be found in standard reference works:

ʋ   **No accompanying matter**

a   **Discography.** Accompanying matter contains a discography or other bibliography of recorded sound.

b   **Bibliography.** Accompanying matter includes a bibliography.

c   **Thematic index.** Accompanying matter includes a thematic index.

d   **Libretto or text.** Accompanying matter includes a printed transcription of the libretto or other text (e.g., a transcript of verbal contents of a sound recording).

e   **Biography of composer or author.** Accompanying matter includes significant biographical information about the composer or author.

f   **Biography of performer or history of ensemble.** Accompanying matter includes significant biographical information about the performer or the history of the ensemble.

g   **Technical and/or historical information on instruments.** Accompanying matter includes technical and/or historical information on the instruments.

h   **Technical information on music.** Accompanying matter includes significant technical information, including instructions for performance.

i   **Historical information.** Accompanying matter includes significant historical information.

k   **Ethnological information.** Accompanying matter includes significant ethnological information.

r   **Instructional materials.** Accompanying matter includes instructional materials.

s   **Music.** Accompanying matter contains a score or other music format than that of the main item.

z   **Other accompanying matter.** None of the other codes is appropriate.

Alph   Original Alphabet or Script of Title

Bytes	CNR: 008/33; 006/16
Input Standards	**CNR:** Optional. One-character code. Default: ƀ

Definition

CNR, 006 The original alphabet or script of the title on the source item upon which the key title (field 222) is based. If no key title present, the code value may relate to the title proper (field 245). This data element is mandatory for bibliographic records created or updated by one of the centers participating in the ISSN Network. For other non-ISSN Network records it is optional.

Guidelines The National Serials Data Program (NSDP) and the ISSN Network require the original alphabet information of the title.

> Alph: b
> 222 0   Revista de biología del Uruguay
>> *[Code b used if the language itself has diacritics even if the title in hand does **not** contain any characters from the extended alphabet.]*

> Alph: z
> 222 0   Report -- Österreichische Länderbank
>> *[Code z used when the title incorporates words from more than one alphabet or script.]*

Codes

ƀ **No original alphabet or script given/No key title.** There is no alphabet or script for the key title (field 222). Use also when there is no key title (field 222) and you choose **not** to code *Alph* for the cataloging title (field 245).

a **Basic Roman.** Items that include no special characters or diacritics.

b **Extended Roman**

c **Cyrillic**

d **Japanese**

e **Chinese**

f **Arabic**

g **Greek**

h **Hebrew**

i **Thai**

j **Devanagari**

k **Korean**

l **Tamil**

u **Unknown**

z **Other.** Use also for key titles that incorporate words from more than one alphabet.

Audn   Target Audience

Bytes	BKS, VIS, SCO, REC, COM: 008/22; 006/05
Input Standards	**BKS, VIS, SCO, REC, COM:** Optional. One-character code. Default: ♭

Definition

BKS, VIS, SCO, REC, COM, 006   The intellectual level of the audience for which the item is intended.

BKS, 006   When an item is appropriate for more than one target audience, use the code for the primary target audience. If the record has both reading grade and interest age information in field 521, code *Audn* for the interest age.

VIS, 006   When an item is considered appropriate for more than one target audience, use the code for the highest level appropriate.

Use primarily for educational audiovisual materials.

SCO, REC, 006   When an item is appropriate for more than one target audience, use the code for the primary target audience.

Use primarily to identify music used or performed by a specific target audience.

COM, 006   When an item is appropriate for more than one target audience, use the code for the primary target audience. If the record has both reading grade and interest age information in field 521, code *Audn* for the interest age.

Use primarily for educational electronic materials.

Transcribing LC copy for BKS, SCO, REC   If you are transcribing LC copy, the following characteristics may help to identify the item as juvenile:

- The record includes the word *juvenile* in its subject heading(s).
- The record uses a subdivision such as *juvenile literature* with the main subject heading.
- The record has the letter *j* printed with the Dewey Decimal classification number.
- The record uses an LC classification number for the works of juvenile literature (PZ5-PZ10.7).

Annotated card program. Annotated card program records use the letter *E* or the abbreviation *fic* instead of a Dewey number. An LC card number with the prefix *AC* does **not** necessarily identify a juvenile work since the Annotated Card Program includes young adult books and adult reference books in addition to children's books.

Codes

♭   **Unknown or unspecified.** The target audience for the item **not** known or **not** specified.

a   **Preschool.** The item is intended for children, approximate ages 0–5 years.

b   **Primary.** The item is intended for children, approximate ages 6–8 years.

c   **Pre-adolescent.** The item is intended for young people, approximate ages 9–13 year.

d   **Adolescent.** The item is intended for young people, approximate ages 14–17 years.

e   **Adult.** The item is intended for adults.

f   **Specialized.** The item is aimed at a particular audience and the nature of the presentation makes the item of little interest to another audience. Examples include:

- Items which address a limited audience, e.g., the employees of a single organization.
- Technical software or sound recordings geared to a specialized audience.
- Training films intended for the special education of the physically or mentally handicapped.

g   **General.** The item is of general interest and **not** aimed at an audience of a particular intellectual level. Use for items that are **not** covered more appropriately by the other codes.

j   **Juvenile.** The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is **not** desired.

Biog   Biography

Bytes	BKS: 008/34; 006/17
Input Standards	**BKS:** Optional. One-character code. Default: b̸

Definition

BKS, 006   Whether the item is biographical.

Guidelines

BKS   The following types of material are biographical:

- Straightforward accounts of the life of a person (character, thought, and activities).
- Accounts of limited periods or aspects of the life of a person (e.g., Goethe as a government official). Collections of materials that serve as a source of or substitute for an account of a life. These include: (1) collections of correspondence unless they clearly relate to a particular subject or to an event **not** in the life of the writer (2) journals and diaries and (3) memoirs or reminiscences. Collective biographies.
- Literary criticism if more than half of the work is biographical.
- A work about a ruler and his or her reign if the ruler's life is given considerable attention.
- A work about a doctrine or movement if the work is largely biographical.

The following are **not** biographical:

- Documents relating to a person's life (birth, marriage and death certificates, commissions, diplomas, etc.). Obituaries, funeral orations, eulogies.
- Collections of portraits unless accompanied by substantial biographical description.
- Interviews and conversations.
- Bio-bibliographies.
- Genealogies.
- A vita within a work does **not** qualify the work as biographical. However, a biographical work may have a vita.

Codes

b̸   **No biographical material.** Use also for fictional biography.

a   **Autobiography**

b   **Individual biography**

c   **Collective biography.** Items containing two or more individual biographies.

d   **Contains biographical information**

BLvl   Bibliographic Level

Bytes	ALL: Leader/07
Input Standards	**BKS, VIS, MIX, MAP, SCO, REC, COM:** Mandatory. One-character code. Default: m
	CNR: Mandatory. One-character code. Default: s
Definition	The relationship between the item being cataloged and its constituent parts.
Guidelines	**Appropriate *Type*/*BLvl* combinations.** All codes are valid for all formats; however, **not** every code is appropriate for every type of material. The online system does **not** allow incorrect combinations of *Type* and *BLvl*, for example, *Type* code *p* (Mixed materials) and *BLvl* codes *m* or *a*; *Type* code *d* (Manuscript music) and *BLvl* codes *b* or *s*. See *Type* for more information.

Codes

a **Monographic component part.** A component (i.e., a bibliographic unit that is physically contained in another bibliographic unit) of a monograph. See the definition of a monograph in code *m*. Identify the host item in field 773 so that the component may be located.

b **Serial component part.** A component (i.e., a bibliographic unit physically contained in another bibliographic unit) that is itself a serial. See the definition of a serial in code s. Identify the host item in field 773 so that the component may be located.

c **Collection.** A 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.** A component of an archival unit described collectively elsewhere. A subunit may be folders, boxes, series, subgroups or subcollections. Identify the archival unit in field 773 so that the component may be located.

i **Integrating resource.** A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources may be finite or continuing. Examples include: Updating loose-leafs and updating Web sites.

m **Monograph/Item.** A monograph is a nonserial item that is either complete in one part or complete or intended to be completed in a finite number of separate parts.

s **Serial.** A serial is a publication in any medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals; newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings and transactions of societies; and numbered monographic series. Serials are **not** published items containing collections of works.

Comp   Form of Composition

Bytes	SCO, REC: 008/18–19; 006/01–02
Input standards	**SCO, REC:** Optional. Two-character code. Default: uu
Definition	
SCO, REC, 006	The form of composition of printed and manuscript music and musical sound recordings. The form of composition code is based on the terminology in the work itself and provides a coded approach to the content of the work. In addition to codes for forms, the list also includes codes for musical genres (e.g., Ragtime music). The codes are based on LC subject headings.
Guidelines	Assign codes when they apply to the item as a whole (e.g., if the item is a symphony and one of the movements is in sonata form, only the code for symphonies is recorded). If more than one code is appropriate, use the code *mu* (Multiple forms), with appropriate specific codes given optionally in field 047 (Form of Musical Composition Code). Also use code *mu* when non-MARC codes are contained in field 047.
Codes	ƀ **No information supplied**

an **Anthems.** Anthems, antiphons and magnificats.

bd **Ballads**

bt **Ballets**

bg **Bluegrass music**

bl **Blues**

cn **Canons and rounds.** Canons, rounds and other compositions employing strict imitation throughout.

ct **Cantatas**

cz **Canzonas.** Instrumental music so designated.

cr **Carols**

ca **Chaconnes**

cs **Chance compositions**

cp **Chansons, polyphonic**

cc **Chant, Christian**

cb **Chants, Other**

cl **Chorale preludes**

ch **Chorales**

cg **Concerti grossi**

co **Concertos**

cy **Country music**

df **Dance forms.** Music for individual dances, except Mazurkas, Minuets, Pavanes, Polonaises and Waltzes.

dv **Divertimentos, serenades, cassations, divertissements and notturni**

ft   **Fantasias.** Also for fancies, fantasies, etc.

fm **Folk music.** Includes folk songs.

fg   **Fugues**

gm **Gospel music**

hy **Hymns**

jz   **Jazz**

md **Madrigals**

mr **Marches**

ms **Masses**

mz **Mazurkas**

mi **Minuets**

mo **Motets**

mp **Motion picture music**

mu **Multiple forms or non-MARC codes present in field 047**

mc **Musical revues and comedies**

nc **Nocturnes**

nn **Not applicable. Not** a musical sound recording.

op **Operas**

or   **Oratorios**

ov **Overtures**

pt   **Part-songs**

ps **Passacaglias.** All types of ostinato basses.

pm **Passion music**

pv **Pavans**

po **Polonaises**

pp **Popular music**

pr   **Preludes**

pg **Program music.** Do **not** use for symphonic poems.

rg   **Ragtime music**

rq   **Requiems**

rp   **Rhapsodies**

ri   **Ricercars**

rc   **Rock music**

rd   **Rondos.** Rondos and instrumental rondeaux.

sn **Sonatas**

sg **Songs**

sd **Square dance music**

st **Studies and exercises.** Items intended for teaching purposes (often entitled "Studies," "Etudes," etc.), **not** for "concert etudes."

su **Suites**

sp **Symphonic poems**

sy **Symphonies**

tc **Toccatas.** Instrumental music so designated.

ts **Trio-sonatas**

uu **Unknown.** Items whose form and genre are unstated or unknown or whose subject headings reflect only the medium of performance.

vr **Variations**

wz **Waltzes**

zz **Other forms not found on this list.** Genres or forms specified on the item, but **not** on the preceding list.

Conf   Conference Publication

Bytes	BKS, CNR: 008/29; 006/12
Input standards	**BKS:** Mandatory. One-character code. Default: 0
	CNR: Optional. One-character code. Default: ▌

Definition

   BKS, CNR, 006   Whether the item consists of the proceedings, reports or summaries of a conference.

Codes

▌ **No attempt to code the position.**

0 **Not a conference publication.** The following types of publications are **not** conference publications:

- Works composed of, or based on, a single paper.
- Hearings of legislative bodies.
- Courses given in a school, unless the main entry is the name of a conference.

1 **Conference publication.** The following types of publications are considered to be conference publications:

- Proceedings, including collections or partial collections of papers (or of contributions, essays, etc., that are based upon papers) presented at a conference.
- A partial collection, defined as a work containing two or more papers (or contributions, essays, etc., that are based upon papers) presented at a conference.
- A collection of preprints of conference papers.

Cont   Nature of Contents

Bytes	BKS: 008/24–27; 006/07–10
	CNR: 008/25–27; 006/08–10
Input Standards	**BKS:** Optional. Four one-character codes. Default: ƀƀƀƀ
	CNR: Optional. Three one-character codes. Default: ƀƀƀ

Definition

BKS, 006
: The item contains certain types of materials. Generally, use a specific code only if a significant part of the item is the type of material represented by the code. Information for these character positions is usually derived from other areas of the bibliographic record (e.g., from field 245 or the 5xx or 6xx fields).

Use up to four codes in alphabetical order. If you assign fewer than four codes, left-justify and leave the unused positions blank. If more than four codes are appropriate, select the four most significant. If no codes are applicable, leave blank.

CNR, 006
: The item contains certain types of materials. Generally, a specific code is used only if a significant part of the item is the type of material represented by the code.

Use up to three codes in alphabetical order. If you assign fewer than three codes, left-justify and leave the unused positions blank. If more than three codes are appropriate, select the three most significant. If no codes are applicable, leave blank.

Codes

ƀ   **Not specified. BKS, CNR.** The nature of the contents of an item is **not** specified.

a   **Abstracts/summaries. BKS, CNR.** The item contains abstracts or summaries of other publications. Do **not** use when a publication includes an abstract or summary of its own content.

b   **Bibliographies. BKS, CNR.** All or part of an item is a bibliography or bibliographies. Use only if the bibliography is substantial enough to be mentioned in the bibliographic record. Because bibliographies are part of the definition of code *n*, do **not** use code *b* when code *n* is present.

c   **Catalogs.**
BKS. The item is a catalog. It also includes lists of collectible objects, such as stamps and coins or trade catalogs. For catalogs of books, sound recordings or motion pictures, use code *b*, code *k* or code *q* with code *c*.

CNR. The item includes a catalog (i.e., a list of items in a collection). It also includes lists of collectible objects, such as stamps and coins or trade catalogs. For catalogs of books, sound recordings or motion pictures, code *b*, code *k* or code *q*, is given with code *c*.

d   **Dictionaries. BKS, CNR.** The item is a dictionary, glossary or gazetteer. Use code *i* for concordances. Code monographic biographical dictionaries as collective biography (*Biog,* code *c*) rather than using code *d* in *Cont*. Code *h* is used for serial biographical dictionaries.

e   **Encyclopedias. BKS, CNR.** The item is an encyclopedia or is an encyclopedic treatment of a specific topic.

f   **Handbooks. BKS.** The item is a handbook.

g   **Legal articles. BKS, CNR.** The item has substantive articles on legal topics (e.g., those published in law school reviews).

h   Biography.
BKS. Do **not** use.

CNR. Use for serials if the serial has biographical information and other material. The following items are biographical:

- Straightforward accounts of the life of a person.
- Accounts of limited periods or aspects of the life of a person.
- Collections of materials that serve as a source of, or substitute for, an account of a life.
- Collective biographies.
- Literary criticism if more than half of the work is biographical.
- A work about a ruler and his reign if the ruler's life is given considerable attention.
- A work about a doctrine or movement if the work is largely biographical. However, material classified as *genealogy* is **not** biographical.

i   Indexes.
BKS. The item is an index to bibliographic material other than itself. Do **not** use code *i* when a publication contains an index to its own content.

CNR. The item has indexes of other material. Use for newspaper indexes, periodical indexes, concordances, etc. This category includes only indexes to bibliographical items. It does **not** include publications like *Merck Index*. It does **not** include indexes to the item itself.

j   Patent document. BKS. The item contains a detailed description of an invention or discovery of a new and useful process, machine, manufacture, composition of matter or improvements thereof. A patent document may be one of several kinds of documents: a patent or similar document (e.g., inventor's certificate), a patent application (domestic, foreign, priority application, etc.) or a continuation/division of one of the above.

k   Discographies. BKS. The entire item or a significant part of the item is a discography or discographies, or other bibliography of recorded sound. Use only if the discography is substantial enough to be mentioned in the bibliographic record. For discographies that are also catalogs, use both *k* and *c*.

l   Legislation. BKS, CNR. The item contains full or partial texts of enactments of legislative bodies, published either in statutes or in code form. Use also when a work consists of texts of rules and regulations issued by executive or administrative agencies.

m   Theses. BKS, CNR. The item is a thesis, dissertation or work identified as having been created to satisfy the requirements for an academic certification or degree.

n   Surveys of the literature in a subject area. BKS, CNR. Such surveys summarize what has been published about a subject and, in most cases, include a list of references either in the body of the work or as a bibliography. Since bibliographies are included as part of the definition of code *n*, do **not** use code *b* and code *n* together.

o   Reviews.
BKS. The item is entirely devoted to critical reviews of published or performed works (e.g., books, films, sound recordings, theater, etc.).

CNR. The serial includes critical reviews of published or performed works (e.g., books, films, sound recordings, theater, etc.).

p   Programmed texts. BKS, CNR. The item is a programmed text.

q   Filmographies. BKS, CNR. The entire item, or a significant part of it, is a filmography or filmographies. Use only if the filmography is substantial enough to be mentioned in the bibliographic record. For filmographies that are also catalogs, use both code *q* and code *c*.

r   Directories. BKS, CNR. An item is a directory or register of persons or corporate bodies. Code monographic biographical dictionaries as collective biography (*Biog*, code *c*) rather than using code *d* in *Cont*.

Serial biographical dictionaries are coded in *Cont* as Biography (code *h*).

s   Statistics. BKS, CNR. The entire item or a significant part of it, is a collection of statistical data on a subject. Do **not** use for works about statistical methodology.

t   Technical reports. BKS, CNR. The item contains technical report material. This is an item that is the result of scientific investigation or technical development, testing or evaluation, presented in a form suitable for dissemination to the technical community.

u   Standards/specifications.
BKS. An item is either a national, international or industry standard or a specification giving a precise statement of a process or a service requirement.

CNR. An item includes either a national, international or industry standard or a specification giving a precise statement of a process or a service requirement.

v   Legal cases and case notes. BKS, CNR. The item contains discussions such as those in the case comments section of law school reviews, of particular legal cases that have been decided by or that are pending before courts or administrative agencies.

w   Law reports and digests. BKS, CNR. The item contains the texts of decisions of courts or administrative agencies. Use also when an item consists of texts of digests of such decisions.

x   Other reports. BKS. Library and Archives Canada use in serials only.

z   Treaties. BKS, CNR. The item is a treaty or accord negotiated between two or more parties to settle a disagreement, establish a relationship, grant rights, etc.

CrTp   Type of Cartographic Material

Bytes	MAP: 008/25; 006/08
Input standards	**MAP:** Mandatory. One-character code. Default: a
Definition	
MAP 006	The type of cartographic item being described.
Codes	

a   **Single map**

b   **Map series.** A map series is a number of related but physically separate and bibliographically distinct cartographic units intended by the producers or issuing bodies to form a single group. Do **not** use for atlas series.

c   **Map serial.** A map serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. If you use code *c*, you must use code *s* in *BLvl*.

d   **Globe**

e   **Atlas.** An atlas, including atlas series and serially issued atlases.

f   **Separate supplement to another work.** The cartographic item or material is a supplement to another work. The other work does **not** have to be cartographic material.

g   **Bound as part of another work.** The cartographic item or material has been bound as part of another work. The other work does **not** have to be cartographic material.

u   **Unknown.** The type of cartographic material is **not** known.

z   **Other.** The cartographic material cannot be defined by any other code.

Ctrl   Type of Control

Bytes   ALL: Leader/08
Input standards   **ALL:** Required if applicable. One-character code. Default: ƀ

Definition

   All formats   Archival control status.

Codes   ƀ   **No specific type of control.** No type of control applies.

                                     a   **Archival.** The material is described according to archival descriptive rules, focusing 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 (Cataloging Source) subfield ‡e. All forms of material can be controlled archivally.

Ctry   Country of Publication, etc.

Bytes	ALL: 008/15–17
Input Standards	**ALL:** Required if applicable. Two- or three-character code. Default: ■ ■ ■

Definition

ALL
The state or country of publication, production or execution. Use production information or the imprint (field 245 subfield ‡c, field 260, field 261 or field 262) or notes (5xx fields) to determine which code to use.

CNR
In records for serial items, *Ctry* reflects the place of publication of the latest issue, iteration, or part. For serials, *Ctry* may **not** reflect the place found in the publication information because AACR2 bases cataloging on the earliest issue. If you are updating a record and the place has changed, update *Ctry* and add a note (5xx field).

MIX
In records for mixed materials, *Ctry* reflects the repository where the materials are assembled. If applicable, use production information or the imprint (field 245 subfield ‡c, field 260, field 261 or field 262) or notes (5xx fields) to determine which code to use.

REC
For sound recordings, the code represents the place where the recording company is located. For items cataloged under pre-AACR2, use information from field 262 to determine the code.

VIS
For still images that are original or historical graphics, if geographical information can be deduced (as with some photographs, from information in field 245), a Place of publication, etc. code is recorded in Ctry. For archival moving images, the Ctry code represents the country of the producing entity from field 257. If the archival moving image is a multicountry production, the code for the first state or country is recorded in Ctry. Optionally, enter that code also in 044 Country of Publishing/Producing Entity Code (NR) followed by the codes for other states or countries involved in production. See field 044 for more information.

For most mass produced, commercially available videorecordings cataloged under AACR2, the code recorded in Ctry should correspond to the Place of Publication, Distribution, etc. in field 260 subfield ‡a.

For items cataloged under pre-AACR1, use information from field 261 to determine the code.

Use *Ctry* code *xx⌀* if:

- No place of production is applicable in field 245, field 260, field 261 or in notes.

- The material is a single unpublished graphic item having no geographic information in its statement of responsibility (field 245 subfield ‡c).

- A graphic collection consists primarily of unpublished items.

Codes
See *MARC Code List for Countries* (http://www.loc.gov/marc/countries/). Use the following guidelines for entering codes:

United States, Canada, United Kingdom. For items published in the United States, Canada or the United Kingdom, use a three-character code. The first two characters represent the state, province or other subdivision. The third character represents the country.

Australia. For items published in Australia, use either the three-character codes for Australian states and territories or the two-character code *at* for Australia. In the

three-character codes, the first two characters represent the state or territory and the third character represents the country.

Two-character codes represent other countries. Enter such codes left-justified with blank in the third position.

Reproductions. If the item is a reproduction, use the code for the place of publication of the **original**, which is in field 260 subfield ‡a, **not** for the place of **reproduction,** which is in field 533 subfield ‡b. You may supply *Ctry* codes for the place of the reproduction in field 539 subfield ‡d.

Name and possession changes. Follow MARC 21:

Codes are assigned according to present geographic boundaries. A place which has historically been located in more than one political jurisdiction is coded for the jurisdiction in which it is presently located. See *MARC Code List for Countries* (http://www.loc.gov/marc/countries/).

Unknown place of publication. If no place of publication is in field 260, field 261 or field 262, use code *xxb* (unknown). If the imprint has the abbreviation *n.p.* or *s.l.,* use code *xxb*. If the place (e.g., city) is known but the country is unknown, use code *xxb*.

Theses and dissertations. If a commercially published thesis or dissertation contains a commercial-publisher name in field 260, use the place in field 260 subfield ‡a for *Ctry*. Use code *xxb* for original and reproduced theses and dissertations.

Multiple places of publication. If more than one place of publication appears in the imprint, use the code that represents the state or country of the first place listed. Usually, the British Library codes UK MARC records for the British place of publication, although another place may be listed first. Optionally, the code may be repeated in field 044 (Country of Publication).

Various places of publication. Use the code for various places of publication (*vpb*) only if the imprint has *v.p.* Do **not** use the abbreviation *v.p.* in AACR2 cataloging. Do **not** use code *vpb* for original cataloging.

Questionable places of publication. If a question mark follows the place of publication in the imprint, code as if there is no doubt about the place of publication. If the place of publication is in brackets, code for that place as if there is no doubt about the place of publication.

Fictitious places of publication. If field 260 names both a fictitious place of publication and a real place of publication, use the code for the real place. If the real place of publication is unknown, use the code for the fictitious place.

Multipart items. If you are cataloging a multipart item, use the code for the state or country of publication of the first piece cataloged. Do **not** change the code if later parts are published in a different place.

Dates   Date 1 and Date 2

Bytes ALL: 008/07–14
Input standards **BKS, VIS, MIX, MAP, SCO, REC, COM:** Mandatory. Eight-character code.
Default: ■■■■, ⋫⋫⋫⋫
CNR: Mandatory. Default: ■■■■, 9999

Definition

   All formats   *Dates* represents two MARC fields: *Date 1* and *Date 2*. Each date has four digits, separated by a comma.

Guidelines   Choose the code for *DtSt* concurrently with choosing dates in *Date 1* and *Date 2*. For most records you derive date information from field 260 subfield ‡c, field 261 subfield ‡d for Pre-AACR1 Revised films, field 262 subfield ‡d for pre-AACR2 sound recordings, field 362 (Dates of Publication and/or Sequential Designation) and notes (5xx). See *DtSt* for more information.

   In Connexion client, if field 260 subfield ‡c contains a date and the fixed field element *Date 1* is blank, the client transfers the date in 260 subfield ‡c to *Date 1* upon reformatting the record.

   CNR   Use *Date 1* for the beginning date of publication (chronological designation) and *Date 2* for the ending date. See *DtSt* for more information.

   Reprints and reproductions. Enter the dates of the original in *Dates*. Code *DtSt* for the original. Enter date information for the reprint or reproduction in field 533 and field 539 subfields ‡a, ‡b and ‡c.

   Date of serial covers more than one year. Enter the latest named year.

   Dates   1967, 9999
   362 0   1966/67-

   Dates: 1924, 1956
   362 0   1923/24-1955/56

   Base date on period covered. Enter data based on the period covered.

   Dates: 1979, 9999
      [Biennial report for 1978/79 (1980-).]

   Dates: 1985, 9999
      [Projections for 1985 (1975-).]

   Serial date has more than one date in the Christian era. Enter the first named Christian era year.

   Dates: 1971, 9999
   362 0   1350 [1971 or 1972]-

Codes   **u**   **Use *u* for missing digits.** Use the following guidelines.

   - Use *u* in *Dates* when the exact digit of a date is missing.
   - Use *u* for digits missing in probable dates.
   - Enter the date to the closest decade or century. Substitute a lowercase *u* for each missing digit.
   - Use *u* for "No dates [n.d.]" for pre-AACR2 cataloging.

   DtSt: m
   Dates: uuuu,1980
   [-1980 Exact digits missing.]

DtSt: u
Dates: 19uu,uuuu
[Sometime after 1899.]

DtSt: q
Dates: 18uu,19uu
260   Amsterdam : ‡b Elsevier, ‡c [19th century and early 20th century]
[Decade is missing for both earliest and latest date.]

DtSt: u
Dates: 1uuu,uuuu
[If a date is completely missing, you may infer the millennium.]

DtSt: r
Dates: 1966,uuuu
260   New York : ‡b Macmillan, ‡c 1966
500   Reprinted from Green Howard's Gazette.
[Original date of publication is missing.]

DtSt: r
Dates: uuuu,1963
260   New York ‡c [n.d.]
500   Previously published in 1963.
[Pre-AACR2 cataloging.]

DtSt: m
Dates: 1943,197u
260   New York : ‡b Dover ‡c 1943- [197-?]
[Probable date has missing digit (197-?).]

DtSt: e
Dates: 1976, 11uu
260   U.S. : ‡b Triangle Film Corp. ‡c Nov. 1976.
*[Televised material giving the date of original broadcast. Day of month is **not** given, but you can infer that the broadcast occurred on a specific day.]*

DtSt: r
Dates: 1983,1857
260   Boston : ‡b [s.n., ‡c 1983?].
500   Original version: Pittsburg, Pa. : W'm Schuchman & Bro. Lith, [1857]
*[Probable date has no missing digits. Do **not** use u.]*

DtSt: s
Dates: 1966, ƀƀƀƀ
260   Boston : ‡b Target Press, ‡c 1966?
*[Single probable date. Do **not** use u.]*

ƀ   **Blanks.** Use blanks when the Dates are **not applicable**. For example in B.C. dates, single date in *Date 1* or if no day is given for technical report (see examples below).

DtSt: b
Dates: ƀƀƀƀ, ƀƀƀƀ
046   k ‡b 150 ‡d 100
260   ‡c [150-100 B.C.]
[B.C. dates.]

DtSt: s
Dates: 1968, ҍҍҍҍ
260   ǂc 1968.
[Single date in Date 1.]

DtSt: e
Dates: 1977,05ҍҍ
260   ǂc May 1977.
[No day is given (and you cannot infer a specific day) for a technical report.]

9999. Use 9999 in Dates 2 for current serials and for incomplete multipart nonserials.

DtSt: c
Dates: 1984,9999
260   New York : ǂb Xerox Films, ǂc 1984-
362 0   1984-
[Current serial]

DtSt: k
Dates: 1929,9999
[Incomplete multipart nonserial.]

Desc   Descriptive Cataloging Form

Bytes	ALL: Leader/18
Input Standards	**ALL:** Mandatory. One-character code. Default: ▌

Definition

All formats   The form of descriptive cataloging; that is, whether the item has been cataloged according to the provisions of International Standard Bibliographic Description (ISBD).

Codes

ƀ   **Non-ISBD.** Item has **not** been cataloged according to ISBD.

a   **AACR2.** Item has been cataloged according to *Anglo-American Cataloguing Rules*, second edition. Use also for materials cataloged according to *Cartographic Materials: A Manual of Interpretation for AACR2* or other AACR2 manuals approved by LC or ALA.

In some cases, enter the appropriate code for the rules on which the cataloging is based in field 040 subfield ‡e. See field 040 for more information.

i   **ISBD.** Record has the descriptive cataloging and punctuation conventions of ISBD, but is known to be a non-AACR2 record (e.g., retrospective records entered with ISBD punctuation but pre-AACR2 access points). In some cases, enter the appropriate code for the rules on which the cataloging is based in field 040 subfield ‡e. See field 040 for more information.

u   **Unknown.**

- Item has been cataloged according to Dublin Core.
- Defined only for *ELvl* codes *3*, *5* and *M*

Printing   The print program uses *Desc* to identify records cataloged according to the provisions of ISBD. For such records, the print program supplies a space-dash-space (--) between areas, as specified by ISBD and AACR2.

For records with *Desc* code *a* or *i*, the print program supplies the space-dash-space (--) before the following areas:

- Edition Statement (field 250)
- Musical Presentation Statement (field 254)
- Cartographic Mathematical Data (field 255)
- Computer File Characteristics (field 256)
- Publication, Distribution, Etc. (Imprint) (field 260)
- Dates of Publication and/or Volume Designation (field 362, first indicator 0)
- First series statement (4xx fields)

If any of the preceding fields ends in final punctuation (. ? !), the print program supplies space-dash-space (--). If the field does **not** end in final punctuation, the print program supplies period, space-dash-space (. --).

Print constants for notes (5xx and field 773) vary in style for AACR2 and pre-AACR2 records. The print program uses *Desc* to differentiate AACR2 and pre-AACR2 records to supply appropriate print constants.

DtSt   Type of Date/Publication Status

Bytes	ALL: 008/06
Input standards	**BKS, VIS, MIX, MAP, SCO, REC, COM:** Mandatory. One-character code. Default: ▌
	CNR: Mandatory. One-character code. Default: c

Definition

BKS, CNR, VIS, MAP, COM, 006
Use *DtSt* to categorize the type of date (e.g., production, distribution or copyright) in *Dates*.

Guidelines
In Connexion client, if field 260 subfield ‡c contains a date and in the fixed field *Dates*, element *Date 1* is blank, the client transfers the date in 260 subfield ‡c to *Date 1* upon reformatting the record.

CNR
For continuing resources in any format, use *DtSt* to indicate the publication status; that is, whether the continuing resource is currently published, has ceased publication or the publication status is unknown.

Local receipt. *DtSt* is independent of local subscription or receipt status.

VIS
Enter the production and release dates in field 261 for non-ISBD records. Enter values in both *DtSt* and *Dates* (Connexion does not automatically transfer Dates field 261).

REC
Enter the production and release dates in field 262 for non-ISBD records. Enter values in both *DtSt* and *Dates* (Connexion does not automatically transfer Dates field 262).

Non-continuing resources
Use *DtSt* to categorize the type of date (e.g., production, distribution or copyright) in *Dates*.

Precedence for non-continuing resources. If more than one code applies, use the following chart to determine precedence.

Single items or multipart items complete in one year		Collections or multipart items complete in more than one year	
b	B.C. date	b	B.C. date
r	Reprint/Original date	i	Inclusive date
e	Detailed date	k	Range of years
s	Single date	r	Reprint/original date
p	Distribution/production date	m	Initial/terminal date
t	Publication and copyright date	t	Publication and copyright dates
q	Questionable date	n	Unknown date
n	Unknown date		

Codes
Choose the code for *DtSt* concurrently with the dates in *Date 1* and *Date 2*.

B.C. date

b   **B.C. date.** Use blanks in *Dates* if one or more of the dates are B.C. dates. Enter codes and B.C. dates in field 046.

    DtSt: b
    Dates: ƀƀƀƀ, ƀƀƀƀ
    046   k ‡b 150 ‡d 100
    260   ‡c [150-100 B.C.]

Single dates

e   **Detailed date.** Use if the issue date includes year and month or year, month and day. Used primarily for technical reports in BKS. Use also for televised material to give the date of the original broadcast in VIS. Use the form *yyyy,mmdd*.

> DtSt: e
> Dates: 1983,0615
> 260   Washington, D.C. : ‡b Dept. of Commerce, ‡c June 15, 1983
> 500   June 15, 1983

> DtSt: e
> Dates: 1976,11uu
> 260   U.S. : ‡b Triangle Film Corp., ‡c Nov. 1976.
> *[Televised material giving the date of original broadcast. Day of month is **not** given, you can infer the broadcast occurred on a specific day.]*

Technical reports. If there is no day on the item, leave the final two characters of *Date 2* blank.

> DtSt: e
> Dates: 1977, 05ƀƀ
> 260   ‡c May 1977.
> *[Issue date is May 1977. Day is "not applicable," because the publication is identified by month only and you cannot infer a date.]*

s   **Single dates.** A single year is on the item as the date of distribution, publication, release, production, execution or writing. Enter the year in *Date 1*. Leave *Date 2* blank.

Use also for unpublished items that have single dates of execution. (Use code *m* for unpublished items that have a range of dates of execution.)

Use also for a probable, approximate or conjectural (uncertain or qualified) date that can be represented by four digits.

> DtSt: s
> Dates: 198u,ƀƀƀƀ
> *[198-]*

> DtSt: s
> Dates: 19uu,ƀƀƀƀ
> *[19- -]*

> DtSt: s
> Dates: 197u,ƀƀƀƀ
> *[197-?]*

> DtSt: s
> Dates: 1968,ƀƀƀƀ
> *[c1968]*

> DtSt: s
> Dates: 1965,ƀƀƀƀ
> *[1966 [i.e., 1965]]*

> DtSt: s

Dates: 1966,bbbb
[[1965 [i.e., 1966]]

DtSt: s
Dates: 1939,bbbb
[anno 18 [1939]]

DtSt: s
Dates: 1966,bbbb
[1966?]

DtSt: s
Dates: 1968,bbbb
[ca. 1968]

DtSt: s
Dates: 1967,bbbb
[1967/1968]

DtSt: s
Dates: 1932,bbbb
[1932 [cover 1934] (Pre-AACR2)]

DtSt: s
Dates: 1969,bbbb
[1969 printing]

DtSt: s
Dates: 1966,bbbb
[1965 [i.e., 1966] (1968 printing)]

DtSt: s
Dates: 1929,bbbb
[Letter, 1929 Feb. 8]

DtSt: s
Dates: 1886,bbbb
[Will, 1886 March 8]

DtSt: s
Dates: 1970,bbbb
[1970, t.p. 1973 [pre-AACR2] Ignore the date of a later impression if that date follows the publication date and qualifies its position on the publication.]

DtSt: s
Dates: 1969,bbbb
[c1969 (1971 printing) Ignore a date qualified by the word printing unless that date is the only date.]

DtSt: s
Dates: 1950,bbbb
[c1950 t.p. 1974 [pre-AACR2] Ignore the date of a later impression if that date follows a copyright date. Use this convention if you cannot find the publication date of the first impression of the first edition.]

DtSt: s

Dates: 1980,ҍҍҍҍ
[1980 [distributed in 1981] If the imprint includes both publication date and distribution date, ignore the distribution date.]

Do not use code *s* for the following:

- Single items having a probable range of years. Use code *q*.
- Collections. Use code *k* or *i* as appropriate.

Multiple dates

i   **Inclusive dates of collection.** Use *Date 1* and *Date 2* for the earliest and latest years covered. If a single year represents the inclusive dates, enter that year in both *Date 1* and *Date 2*. Use only in records with Bibliographic Level *c* or *d*.

DtSt: i
Dates: 1765,1770
260   ‡c 1765-1770.
[Copybook, 1765-1770]

DtSt: i
Dates: 1965,1975
[*Stock shots of Iowa State University, 1965-1975]*

DtSt: i
Dates: 1954,1954
[Personal photographs, 1954]

DtSt: i
Dates: 1960,1965
[Rehearsal tapes, 1960-1965.

DtSt: i
Dates: 1929,1942
[Field recordings, 1929-1942]

DtSt: i
Dates: 18uu,1890
260   ‡c 18--?-1890.
[Missing digits entered as u in Dates.]

DtSt: i
Dates: 1929,9999
[Archives, beginning 1929. Collection is growing.]

DtSt: i
Dates: 18uu,19uu
[19th and early 20th century. Use u in Dates for missing digits.]

DtSt: i
Dates: 187u,1896
[[187- -1896] Use u in Dates for missing digits.]

k   **Range of years of bulk of collection.** Bulk dates are the dates covered by the majority of the collection. Use *Date 1* and *Date 2* for the earliest and latest years covered. If a single year represents the bulk dates, use that year in both *Date 1* and *Date 2*. Use only in records with Bibliographic Level *c* or *d*.

DtSt: k
Dates: 1968,1970
[*Unedited newsfilm, 1963-1973 [bulk 1968-1970]]*

DtSt: k
Dates: 1942,1942
[*Souvenirs, [bulk 1942]]*

DtSt: k
Dates: 1796,1896
[Papers, 1750-1950 [bulk 1796-1896]]

DtSt: k
Dates: 1885,1885
[Memoirs [bulk 1885]]

DtSt: k
Dates: 1929,9999
[Archives, beginning 1929. Collection is growing, but the bulk of the collection is from 1929.]

DtSt: k
Dates: 1824,184u
[Papers [1810-1878, bulk 1824-184-]. Use u for missing digits.]

m   Multiple dates. Use *Date 1* for the initial year, *Date 2* for the terminal year. If initial year and terminal year are the same, use code *s*.

DtSt: m
Dates: 1972, 1975
260   Paris : ‡b Editions du Cerf, ‡c 1972-1975

DtSt: m
Dates: 1943, 1945
260   London : ‡b Gollancz, ‡c 1943-1945

DtSt: m
Dates: uuuu, 1981
260   Boston : ‡b Macmillan, ‡c -[1981]
*[Multipart item for which the earliest volume is **not** held.]*

DtSt: m
Dates: 197u, 1987
260   Paris : ‡b Hachette, ‡c [197-]-1987.
[Multipart item for which the publication date of the first volume is missing.]

DtSt: m
Dates: 1943, 197u
260   New York : ‡b Dover, ‡c 1943 -[197-?].
[Multipart item for which the publication date of the last volume is probable and has missing digits.]

DtSt: m
Dates: 1966, 1967
[1966-1967 [v. 1 , 1967]]

DtSt: m

Dates: 1966,9999
[1966-]

Kits. Use for kits that bear no single date of production or publication and when the kit's components bear different dates. Use *Date 1* for the earliest date on a component. Use *Date 2* for the latest date. Enter a note in field 500 to link components with their respective dates.

Integrating resources. For integrating resources that are currently published, use code *c*. For integrating resources that have ceased publication, use code *d*.

p **Date of distribution/release/issue and date of production/recording session when different.** The date of distribution/release/issue and the date of production/recording differ by at least one year. Use *Date 1* for the year of distribution/release/issue (e.g., the date the material became available). Use *Date 2* for the year of production/recording (i.e., the date the material was made).

DtSt: p
Dates: 1973,1971
[London : Macmillan, 1971 [distributed 1973]]

DtSt: p
Dates: 1975, 1972
[London : BBC-TV, 1972 ; New York : Released by Time-Life Films, 1975]

DtSt: p
Dates: 1981,1964
[New York : MGM/CBS Home Video, 1981. Originally produced as a motion picture in 1964. Identical content, but different medium (i.e., a videorecording of a motion picture) with a different release date.]

DtSt: p
Dates: 1975,197u
[London : BBC-TV, [197-?] ; New York : Released by Time-Life Films, 1975. Missing digits in year of production.]

Codes for multiple dates of execution

r **Reprint/reissue date and original date.** Reprints and reissues. Enter reprint/ reissue date in *Date 1* and date of original in *Date 2*. Use for re-releases of motion pictures and videorecordings in the same medium. Use for reissues of sound recordings in the same medium or a different medium.

Use for previously published items and for items that have had a previous published existence. Do **not** use for items that have changed enough to be published as new editions. Use also for offprints.

Evidence of reprint. Evidence that an item is a reprint appears in a note or a series statement, often containing the word *reprint*, or in the title paragraph.

The word *reprint* in the publisher's name may be evidence that the item is a reprint. However, some publishers whose names include the word *reprint* also publish original works. Therefore, the publisher's name alone is **not** sufficient evidence.

Some edition statements, such as *1st paperback edition*, indicate a reprint/reissue of the work rather than a new edition.

If an item qualifies as a republication and only slight changes have been made (e.g., minor corrections or new material has been added, such as an introduction, preface, foreword), treat the item as a republication.

Use for items reproduced from two or more works, works that have first appeared in another country and works that have first appeared under a different title, unless there is evidence it is a translation.

Do not use code *r* for the following:

- New editions, including new editions published under a different title.
- Full-size, electronic or microform reproductions (including theses and dissertations whether previously published or **not**). Code *DtSt* and *Dates* for the original. Enter date information for the full-size, electronic or microform reproduction in field 533 and in field 539 subfields ‡a, ‡b and ‡c.
- Translations.
- Preprints or prepublications.

Evidence of re-release for motion pictures and videos. A re-release can be identified as follows:

- The graphic representation, form, content or subject content is essentially the same as the original issue.
- The change is from one film size to another (e.g., 35 mm. to 16 mm.).
- The change is from one medium for sound to another.
- The item has been issued as a single and also in a series without any changes other than the preceding.

Do not use code *r* for the following motion pictures and videos:

- A change in language or addition of subtitles in a language other than that of the sound track.
- A change from silent to sound or vice versa.
- A change from black-and-white to color or vice versa.
- A change from still to motion or vice versa.
- A change in the purpose of the film (e.g., released for educational purposes) when editing reflects that change in purpose.
- A change in running time from shorter to longer or vice versa.
- A change in form (e.g., a motion picture re-released as a videorecording).

Examples of code *r*

DtSt: r
Dates: 1966,1913
[The original date is 1913. The reproduction date is 1966.]

DtSt: r
Dates: 1966,1741
[The original date is 1741. The reproduction date is 1966. The copyright date is 1950.]

DtSt: r

Dates: 1866,uuuu
[The original date is missing. The reproduction date is 1866.]

DtSt: r
Dates: 1995,1963
[Unabridged and altered republication of the English language edition of the work first published in 1963.]

DtSt: r
Dates: 1990,1855
[Item is reproduced from two or more works. This edition 1990 republication of Crotchets and quavers, originally published in 1855 and Sharps and flats, originally published in 1890.]

DtSt: r
Dates: 1990,1926
*[Work has appeared as an item in another country, but is **not** a translation. This is a 1990 "1st American ed." First published under another title in 1926.]*

DtSt: r
Dates: uuuu,1963
260   New York ‡c [n.d.]
500   Previously published in 1963.
[No date is given in 260 (Pre-AACR2).]

DtSt: r
Dates: 1966,uuuu
260   New York : ‡b Macmillan, ‡c 1966.
500   Reprinted from Green Howard's Gazette
[Original date or publication is missing.]

DtSt: r
Dates: 1983,1857
260   Boston : ‡b [s.n., ‡c 1983?]
500   Original version: Pittsburg, Pa. : W'm Schuchman & Bro. Lith., [1857].

DtSt: r
Dates: 1980,1959
[Imprint 1980. Originally issued as Columbia ML5932 in 1959. Reissue in same or new medium: Reissue in Date 1, original issue in Date 2.]

DtSt: r
Dates: 1978,uuuu
[Imprint: 1978. "Previously released as SR 90165 and 90449."--Container notes. Reissue in same or new medium: Reissue in Date 1, original issue in Date 2.]

t   **Publication date and copyright date.** The item has a publication, release or production date and a copyright date. *Date 1* is the year of publication, release, or production; *Date 2*, the year of copyright. Treat deposit dates (preceded by D.L.) as copyright dates.

DtSt: t
Dates: 1966, 1962
[1966, c1962 (1968 printing)]

DtSt: t
Dates: 1966,1965
[1966, c1965]

DtSt: t
Dates: 1980,1957
[1980 printing, c1957]

DtSt: t
Dates: 198u,1979
260   Berlin : ‡b Springer, ‡c [198-?], c1979.

DtSt: t
Dates: 1982,1949
260   London : ‡b Macmillan, ‡c 1982, c1949.

Codes for unknown or questionable dates

n   **Dates unknown.** Use for naturally occurring objects. Use also for "No Dates
[n.d.]" in pre-AACR2 cataloging when no other code applies or in other cases in
which no reasonable date can be determined. In such cases, *Date 1* and *Date 2*
are *u*.

DtSt: n
Dates: uuuu,uuuu
[Naturally occurring object. No field 260.]

DtSt: n
Dates: uuuu,uuuu
260   New York : ‡b Dover, ‡c [n.d.]
[No date is given in 260 (Pre-AACR2).]

DtSt: n
Dates: uuuu,uuuu
260   [Spain]

DtSt: n
Dates: uuuu,uuuu
245   [English Victorian costume] ‡h [realia].

q   **Questionable date.** A range of years is the only date that can be specified (e.g.,
between 1824 and 1840). Give the earliest year in *Date 1* and latest in *Date 2*.

DtSt: q
Dates: 1966,1967
[1966 or 1967]

DtSt: q
Dates: 1965,1969
[Between 1965 and 1969]

DtSt: q

Dates: 18uu,19uu
260   Amsterdam : ‡b Elsevier, ‡c [19th century and early 20th century]
[Decade is missing for both earliest and latest date.]

DtSt: q
Dates: 1963,1966
260   New York : ‡b Hippocrene Books, ‡c [between 1963 and 1966]

DtSt: q
Dates: 1983,1984
260   Yerushalayim : ‡b E. Fisher, ‡c 744 i.e. 1983 or 1984]

Codes for continuing or integrating resource publication status

c   **Continuing or integrating resource currently published.** The continuing or integrating resource is currently being published. Currently published is defined as an item for which an issue has been received within the last three years.

DtSt: c
Dates: 1984,9999
260   New York : ‡b Xerox Films, ‡c 1984-

DtSt: c
Dates: 1953,9999
260   Chicago : ‡b University of Chicago Press,
362 1   Began with vol. for 1953.

DtSt: c
Dates: 195u,9999
500   Description based on: Vol. 2, no. 2 (Feb. 1956).
[Date of first issue is unknown.]

DtSt: c
Dates: 19uu,9999
260   New York : ‡b Wiley Interscience,
500   Description based on: 1981.
[Date of first issue is unknown, but can be estimated.]

DtSt: c
Dates: 1uuu,9999
260   New York : ‡b Doubleday,
500   Description based on: 1901.
[Date of first issue is unknown and cannot be estimated.]

d   **Continuing or integrating resource ceased publication.** Either new issues of a continuing or integrating resource have ceased to be published or a change in author or title has caused a successive entry record to be created.

DtSt: d
Dates: 1928,1941
260   Berlin : ‡b VZG, ‡c 1928-1941.
362 0   Vol. 1, no. 1 (Feb. 1928)-v. 14, no. 2 (Feb. 1941).

DtSt: d
Dates: 1uuu,1958
260   New York : ‡b American Statistical Association, ‡c -1959.
362 0   -1958.

DtSt: d
Dates: 1968,1975
362 0   1968-1975

DtSt: d
Dates: 1963,1963
362 0   Jan-Apr 1963

DtSt: d
Dates: 19uu,1929
260   Boston : ‡b The Society, ‡c -1929
[Beginning date is unknown, but can be estimated.]

DtSt: d
Dates: 1945,19uu
260   Chicago : ‡b The Association, ‡c 1945-
515   No more published?
[Ending date is missing, but can be estimated.]

DtSt: d
Dates: 1962,1962
362 0   Vol. 1, no. 1 (Jan. 1962)-no. 4 (Apr. 1962).
515   No more published?

u   **Continuing resource status unknown.** No clear indication exists that the publication of the continuing resource has ceased.

DtSt: u
Dates: 1948,uuuu
362 0   1948-

DtSt: u
Dates: 19uu,uuuu
500   Description based on: 1983.

DtSt: u
Dates: 1979,uuuu
260   New York : ‡b American Statistical Association, ‡c 1980-
362 0   1979-

ELvl   Encoding Level

Bytes	ALL: Leader/17
Input standards	**ALL:** Mandatory. One-character code. Default: ▌
Definition	
All formats	The degree of completeness of the machine-readable (MARC) record.
Codes	The Library of Congress (LC), National Library of Medicine (NLM), the British Library (BL), Library and Archives Canada (NLC), National Library of Australia (NLA) and National Serials Data Program (NSDP) use *blank* and numeric codes. Libraries participating in the Program for Cooperative Cataloging use *blank* and numeric codes when entering BIBCO or CONSER records (i.e., those containing an authentication code in field 042). All other OCLC participants cataloging online enter records at *I* for Full-level, *4* for Core-level and *K* for Minimal-level.

The following list identifies and defines the types of codes found in WorldCat records that are entered through online input or through a batch process. For more information on input of Full-, Core-, Minimal- and Abbreviated-level cataloging, see section 2.4, "Full, Core, Minimal and Abbreviated-Level Cataloging."

ƀ   **Full-level.** The most complete MARC record. The record's information is derived from a physical inspection of the item. Code *blank* is used by authorized national bibliographic agencies and libraries participating in PCC (BIBCO and CONSER). BIBCO and CONSER records will contain an authentication code in field 042.

All other OCLC participants cataloging online at Full-level, use *I*.

1   **Full-level, material not examined.** The next-most-complete MARC record after the Full-level. The record's information is derived from an existing description of the material (e.g., a printed catalog card). All the information as found on the existing description is input. The physical item is **not** reinspected.

Code *1* is used primarily in the retrospective conversion of records.

2   **Less-than-full level, material not examined.** A record between Minimal-level and Full-level cataloging. The record's information is derived from an existing description of the material (e.g., a printed catalog card). The physical item is **not** reinspected. All of the descriptive access points are transcribed. The authoritative headings may **not** be current. Code *2* is used, for example, when only a subset of data elements is transcribed from a catalog card during a retrospective conversion to the MARC format.

Code *2* is used only by the Library of Congress.

3   **Abbreviated level.** A brief record that does **not** meet Minimal-level cataloging specifications. Headings in the record may reflect established forms to the extent that such forms are available at the time the record was created.

Code *3* is used for defined projects.

4   **Core-level.** A record that is less-than-full, but greater-than-minimal-level cataloging and that meets core record standards for completeness. Any OCLC participant may enter a Core-level record as long as Core-level input standards are followed. A Core-level record that is entered by a library participating in PCC through BIBCO or CONSER will contain an authentication code in field 042.

5   **Partial (preliminary) level.** A record in process. Such a record is **not** final. You cannot make assumptions about the status of the headings or the descriptive cataloging level.

7   **Minimal-level.** A record that meets the *National Level Bibliographic Record* specifications. The creating agency considers such a record final. Headings are checked against an authority file and reflect established forms to the extent that such forms are available at the time the Minimal-level record was created.

OCLC participants cataloging online at Minimal-level, use *K*.

8   **Prepublication level.** A prepublication-level record. This includes a record created through the Cataloging-in-Publication (CIP) program and the National Serials Data Program.

I   **Full-level input by OCLC participants.** A record that conforms to OCLC's level *I* input standard. The level *I* input standard represents full cataloging. Use level *I* when transcribing LC or NLM copy.

K   **Less-than-full input by OCLC participants.** A record that conforms to OCLC's level *K* input standard. The level *K* input standard represents less-than-full cataloging.

L   **Full-level input added from a batch process.** A full-level record batchloaded from an institution other than LC, NLM, BL, NLC or NLA.

M   **Less-than-full added from a batch process.** A less-than-full record batchloaded from institutions other than LC, NLM, BL, NLC or NLA.

E   **System-identified MARC error in batchloaded record.** The system assigns code *E* to indicate that a machine-detected MARC error(s) was found in the bibliographic record during the batchloading. These system-detected errors are often obvious (e.g., an illegal tag, invalid subfield codes, etc.). Use *E*-level records to Produce cards or Update holdings. However, you cannot change code *E*. Before using an *E*-level record, correct any errors apparent in the record. OCLC reviews and corrects these records. Corrected records have the appropriate *ELvl*.

J   **Deleted record.** The record has been deleted by the institution which created it. The code is used only for special cases of batchloaded records for selected files, such as national libraries (LC, NLM, BL, etc.) and some files loaded as resources for cataloging (NetFirst, Puvill, etc.)

Entered   Date Entered

Bytes   ALL: 008/00–05
Input standards   ALL: System Supplied. Eight-digit date. Default: Current date
Definition

   All formats   The format for the date in *Entered* is *yyyymmdd*—*yyyy* represents the year; *mm,* the month; *dd,* the day.

Entered is the date the record was input into WorldCat.

For batchloaded records, OCLC uses the date created or converted at the institution of origin, **not** the date OCLC added the record.

OCLC does **not** change *Entered* for corrected or replaced records with *Rec stat* code *c* (corrected or revised record)*.* OCLC retains the original date of input or the date a tapeloaded record was created in the system of origin.

When OCLC replaces a member-input record with a batchloaded record, the system changes *Entered* to the record creation date from the batchloading institution. OCLC does **not** retain the original *Entered* date of the member-input record.

EntW   Nature of Entire Work

Bytes	CNR: 008/24; 006/07
Input Standards	**CNR:** Optional. One-character code. Default: ƀ
Definition	
CNR, 006	The nature of an item if it consists *entirely* of a certain type of material. Use to specify what type of publication the item *is* as opposed to what it *contains*. If the item can be considered more than one type of material, record the types in *Cont* and leave *EntW* blank.
Codes	ƀ **Not specified.** The nature of the entire item is **not** specified.

ƀ **Not specified.** The nature of the entire item is **not** specified.

a **Abstracts/summaries.** The entire item consists of abstracts or summaries of other publications.

b **Bibliographies.** The entire item is a bibliography or bibliographies.

c **Catalogs.** The entire item is a catalog (i.e., a list of items in a collection, such as a collection of books, a collection of art objects, etc.).

d **Dictionaries.** The entire item is a dictionary, glossary or gazetteer. Code concordances as Indexes (code *i*). Code serial biographical dictionaries as Biography (code *h*).

e **Encyclopedias.** The entire item is an encyclical or an encyclopedic treatment of a specific topic.

f **Handbooks.** The entire item is a handbook.

g **Legal articles.** The entire item contains substantive articles on legal topics, such as those published in law school reviews.

h **Biography.** The entire item contains biographical material, whether autobiography, collective biography or individual biography. Do **not** code *genealogy* as biography.

i **Indexes.** The entire item is an index to bibliographical material other than itself (e.g., an indexing journal).

k **Discographies.** The entire item is a discography or discographies or other bibliography of recorded sound.

l **Legislation.** The entire item contains full or partial texts of enactments of legislative bodies, published either in statute or in code form. Use code *l* also when a work consists of texts of rules and regulations issued by executive or administrative agencies.

m **Theses.** The entire item contains theses, dissertations or works identified as having been created to satisfy the requirements for an academic certification or degree.

n **Surveys of the literature in a subject area.** The entire item contains authored surveys that summarize what has been published about a subject, usually with a list of references either in the body of the work or as a bibliography.

o **Reviews.** The entire item is devoted entirely to critical reviews of published or performed works (e.g., books, films, sound recordings, theater, etc.).

p **Programmed texts.** The entire item is a programmed text.

q   **Filmographies.** The entire item is a filmography, filmographies or other bibliography of moving images.

r   **Directories.** The entire item is a directory or register of persons or corporate bodies. Code serial biographical dictionaries as Biography (code *h*).

s   **Statistics.** The entire item is a collection of statistical data on a subject. Do **not** use for works about statistical methodology.

t   **Technical reports.** The entire item contains technical report material. This is an item that is the result of scientific investigation or technical development, testing or evaluation, presented in a form suitable for dissemination to the technical community.

u   **Standards/specifications.** The item is either a national, international or industry standard or a specification giving a precise statement of a process or a service requirement.

v   **Legal cases and case notes.** The entire item contains discussions, such as those in the case comments section of law school reviews, of particular legal cases that have been decided by or that are pending before courts or administrative agencies.

w   **Law reports and digests.** The entire item contains the texts of decisions of courts or administrative agencies. Use code *w* also when an item consists of texts of digests of such decisions.

x   **Other reports.** NLC use only.

z   **Treaties.** The entire item contains treaties or accords negotiated between two or more parties to settle a disagreement, establish a relationship, grant rights, etc.

Fest Festschrift

Bytes   BKS: 008/30; 006/13
Input standards   **BKS:** Mandatory. One-character code. Default: 0

Definition

  BKS, 006   Whether the work is a festschrift.

Codes   **0**   **Not a festschrift**

     1   **Festschrift.** A festschrift is a collection of two or more essays or addresses. Usually, it is biographical, bibliographical, scientific or other contributions, often embodying the results of research, and published in honor of a person, an institution or a society on the occasion of an anniversary celebration.

File   Type of Computer File

Bytes	COM: 008/26; 006/09
Input standards	**COM:** Optional. One-character code. Default: u
Definition	
COM, 006	The type of computer file. Such a file is a body of information or instructions encoded so that it requires the use of a computer (or related machine) to be properly interpreted. This term encompasses both data files (numeric files, representational files and text files) and computer program files.

Codes

a   **Numeric data.** Files that are mostly numbers or representation by numbers (e.g., student test scores, football team statistics, etc.). The information may be original surveys or information that has been summarized or statistically manipulated.

b   **Computer program.** Ordered sets of instructions directing the computer to perform operations and identifying the information and mechanisms required. A program is a series of instructions given to complete a task.

Use for micro-computer software.

Use also for computer models, which are a characterization in mathematical terms of a process, object or concept, that enables the manipulation of variables to determine how the process, object or concept would behave in different situations.

c   **Representational.** Files that have pictorial or graphic data. The pictorial and graphic data can be manipulated in conjunction with other types of files to produce graphic patterns, which can be used to interpret and give meaning to the information. Use for both still and moving images.

d   **Document.** Files that are mostly alphabetic information (words or sentences) converted into a code that can be processed, sorted and manipulated by machine and then retrieved in many optional formats.

Use for records containing full text of documents and material intended to constitute a textual document, whether represented as ASCII or image data.

Use for both single bibliographic entities or a collection of bibliographic entities. Documents whose primary purpose is textual, even if search software is present, are coded *d*.

e   **Bibliographic data.** Data that are bibliographic citations, including library catalogs or citation databases. May be structured or unstructured.

f   **Font.** File contains information for a computer to produce fonts.

g   **Game.** File is for recreational or educational use. Usually text and software, including videogames.

h   **Sounds.** File has data encoding computer producible sounds.

i   **Interactive multimedia.** Item supports navigation through and manipulation of many kinds of media (audio, video, etc.) in which the user has an almost conversational interaction with the computer.

j   **Online system or service.** Record is for an online system or service that may contain nonbibliographic information. An online system or service supports

system based user interaction. For example, online library systems, FTP sites, electronic bulletin boards or network information centers.

m   **Combination.** Computer models and numeric data files or computer programs and text files.

u   **Unknown**

z   **Other**

FMus   Format of Music

Bytes	SCO, REC: 008/20; 006/03
Input standards	**SCO:** Optional. One-character code. Default: u
	REC: System Supplied. One-character code. Default: n

Definition

SCO, REC, 006   The format of the music manuscript or printed music. Determine the format from information in the title (field 245), uniform title (field 240) or physical description (field 300). If the item being cataloged consists of one or more scores along with other materials (e.g., one or more parts), consider only the score or scores in coding this character position. Always use code *n* for REC.

Codes

ƀ **Information not supplied**

a **Full score.** Notations showing all parts of a vocal and/or instrumental ensemble arranged one underneath the other, usually on different staves. For popular music, use if the score has two staves for piano and a separate staff for the vocal, with or without guitar chords. If the item consists of one or more scores along with other materials (e.g., one or more parts), consider only the score or scores in coding this character position. For sound recordings, use code *n*.

b **Full score, miniature or study size.** The same types of scores described for code *a*, but with the size of notes and staves reduced and not usually intended to be used in performance.

c **Accompaniment reduced for keyboard.** Orchestral or instrumental ensemble part reduced to a version for piano or other keyboard instrument (occasionally two keyboard instruments); vocal parts or solo instrumental parts remain the same. Use for concertos and other concerted works arranged for solo instruments and piano and piano-vocal scores of operas, cantatas, etc.

d **Voice score.** Editions of a work for voices and instruments in which the voice parts are notated and the instrumental parts omitted completely. Vocal and choral works originally composed without accompaniment are assigned other codes, as appropriate.

e **Condensed score or piano-conductor score.** Instrumental parts reduced to a version for piano on two or more staves, but with instrumental cues added.

g **Close score.** Close scores and hymnals in which all the separate parts are transcribed on two staves.

m **Multiple formats.** Several types of scores issued together (e.g., band music with a full score and a condensed score).

n **Not applicable. REC.** Not a music manuscript or printed music.

u **Unknown**

z **Music in other than score form.** A format of music for which none of the other codes are appropriate, such as music for solo instrument, compositions in graphic notation, or compositions that consist only of instructions for performance. Use if the item consists only of parts. For popular music, use if the score consists of two staves for piano with words printed between the staves, with or without guitar chords.

Form   Form of Item

Bytes	BKS, CNR, MIX, SCO, REC: 008/23; 006/06
	MAP, VIS: 008/29; 006/12
Input Standards	**BKS, CNR, VIS, MIX, MAP, SCO, REC:** Required if applicable. One-character code.
	Default: ƀ

Definition

BKS, CNR, VIS, MIX, MAP, SCO, REC, 006   The form of material being described.

Codes

ƀ   **None of the following.** None of the other codes is appropriate.

a   **Microfilm.** Item is a microfilm.

b   **Microfiche.** Item is a microfiche.

c   **Microopaque.** Item is a microopaque.

d   **Large print.** Item is in a large print format. Items are usually identified as large-print by a qualifier to the ISBN, a series statement, or a formal edition statement. Although there are various definitions for large print, OCLC recommends coding according to the standard set by the National Library Service for the Blind and Physically Handicapped of the Library of Congress. Consider a resource to be large print if both of these conditions are met:

- The item is printed in characters in a 14 point or larger font
- The item is labeled "large print"or "larger print"

See *Reading Materials in Large Print: A Resource Guide* (http://www.loc.gov/nls/reference/circulars/largeprint.html).

f   **Braille.** Item is in braille.

r   **Regular print reproduction.** Item is a reproduction in regular eye-readable print (e.g., a photocopy).

s   **Electronic.** Item is intended for manipulation by a computer. The item may reside in a carrier accessed either directly or remotely. The item may also require the use of peripheral devices attached to the computer (e.g., a CD-ROM player). Do **not** use code *s* for items that do **not** require the use of a computer (e.g., music compact discs and videodiscs).

Freq   Frequency

Bytes	CNR: 008/18; 006/01
Input standards	**CNR:** Optional. One-character code. Default: ▌
Definition	The frequency of an item, or, in the case of integrating resources, updates to an item.
Codes	▌ **No attempt to code the position.**

ƀ   **No determinable frequency.** The item has no determinable frequency. Use when the frequency is known to be intentionally irregular.

a   **Annual.** The item is issued or updated once a year.

b   **Bimonthly.** The item is issued or updated every two months. Use also for publications whose frequency is identified as six, seven or eight numbers a year.

c   **Semiweekly.** The item is issued or updated twice a week.

d   **Daily.** The item is issued or updated once a day. May include Saturday and Sunday.

e   **Biweekly.** The item is issued or updated every two weeks.

f   **Semiannual.** The item is issued or updated twice a year. Use also for publications whose frequency is identified as two numbers a year.

g   **Biennial.** The item is issued or updated every two years.

h   **Triennial.** The item is issued or updated every three years.

i   **Three times a week.** The item is issued or updated three times a week.

j   **Three times a month.** The item is issued or updated three times a month.

k   **Continuously updated.** The item is updated more frequently than daily.

m   **Monthly.** The item is issued or updated every month. Includes frequencies of nine, ten, eleven or twelve numbers a year.

q   **Quarterly.** The item is issued or updated every three months. Use also for publications whose frequency is identified as four numbers a year.

s   **Semimonthly.** The item is issued or updated twice a month.

t   **Three times a year.** The item is issued or updated three times a year.

u   **Unknown.** The current frequency is not known. When code *u* is used in Freq, code *u* must also be used in *Regl*.

w   **Weekly.** The item is issued once a week.

z   **Other.** The frequency of the item cannot be defined by any of the other codes.

Assigning codes

The *Freq* code in a record should agree with the *Regl* code in that record. See field 310 and field 321 for more information.

Known irregular items. If you know the item is irregular, use blank in *Freq* and *x* in *Regl*.

Unknown frequency, unknown irregularity. If you do **not** know the frequency, and the item is **not** known to be irregular, use *u* for both *Freq* and *Regl*.

Complete in one volume, frequency given. If a serial is complete in one volume and frequency is given, follow the general instructions for *Freq* and *Regl*.

Complete in one volume, no frequency. If a serial is complete in one volume and no frequency is given, use *u* for both *Freq* and *Regl*.

Ceased publication. If the item has ceased publication, use the latest frequency in *Freq*.

Reproductions. Use the code for the frequency and regularity of the original. Use field 539 subfields ‡e and ‡f for frequency and regularity of the reproduction.

One-time reproduction. Use *u* for field 539 subfields ‡e and ‡f.

Inadequate expression by *Freq* and *Regl* codes. Use field 310 for current frequency if *Freq* and *Regl* codes cannot adequately express the frequency or if the beginning date of the current frequency does not coincide with the beginning date of publication. (See field 310 for more information.)

If you are using field 310, use the closest available code in *Freq*. If no close code is available, use z. The phrases two issues yearly, four issues yearly, six issues yearly, and twelve issues yearly are used in field 310 for serials issued in the stated number of issues, but not appearing at regular intervals. If the item is issued on a regular semiannual, quarterly, bimonthly or monthly schedule, the appropriate *Freq* code is sufficient. The *Regl* code is *r*.

Field 310	Freq	Regl
Two issues yearly	f	x
Four issues yearly	q	x
Five issues yearly	q	x
Six issues yearly	b	x
Seven issues yearly	b	x
Eight issues yearly	b	x
Nine issues yearly	m	x
Ten issues yearly	m	x
Eleven issues yearly	m	x
Twelve issues yearly	m	x
Quinquennial	z	x

Frequency varies note. If the record has a "Frequency varies" note in field 321, use *z* in *Freq* and *x* in *Regl*.

Cumulations. If the record describes a serial that cumulates, use the code in *Freq* for the frequency of issue, including cumulation. Describe the frequency of issue and cumulation in field 310. Use the appropriate *Regl* code (*r*, *n*, *x* or *u*). If the serial is regular and the cumulation is a regularly numbered issue, use *r* in *Regl*. If the serial is regular and the cumulation is an extra issue, use *n* in *Regl*.

```
Freq:   b
Regl:   r
310     Bimonthly, with the last issue being cumulative for the year
```

Freq:	m
Regl:	n
310	Monthly (except July and August)

Printing

If a record has no field 310, the print program supplies a frequency note based on the *Freq* code. The frequency note prints as the first note for both AACR2 and pre-AACR2 records.

Freq	Note
♭	Irregular
a	Annual
b	Bimonthly
c	Semiweekly
d	Daily
e	Biweekly
f	Semiannual
g	Biennial
h	Triennial
i	Three times a week
j	Three times a month
m	Monthly
q	Quarterly
s	Semimonthly
t	Three times a year
w	Weekly

If you use *u* or *z*, **no** frequency note prints. If you use field 310, the print program ignores the value in *Freq* and field 310 (or field 321, if any) prints as the first note.

GPub   Government Publication

Bytes	BKS, CNR, VIS, MAP, COM: 008/28; 006/11
Input standards	**BKS, CNR, VIS, MAP, COM:** Mandatory. One-character code. Default: ƀ

Definition

BKS, CNR, VIS, MAP, COM, 006 Whether the item is a government publication and establishes the jurisdictional level of the issuing body.

Guidelines Use the following guidelines for *GPub* codes:

- **Current status of the governmental entity.** Choose a code based on the current status of the governmental entity, **not** on the status of the entity at the time of publication.

- **Joint publications by government bodies.** If an item is published jointly by government agencies at two different levels, use the code for the higher level.

- **Government bodies and their subdivisions.** Treat a government body and all its subdivisions as government bodies regardless of how they are entered as headings (i.e., entered under jurisdiction or **not**). The government body need **not** be a main or added entry, but it should be named as publisher in the imprint area or have caused the item to be published (usually inferred if the governmental body is responsible for the content of the item). If in doubt, treat the item as a government publication.

- **American Indian tribes.** Publications issued by American Indian tribes are government publications at the Federal/National level. Use code *f*.

- **Academic publications.** Treat an item published by an academic institution as a government publication if the government created or controls the institution. For example, publications of state university presses in the United States are government publications at the state level (code *s*). However, if a state university publication is reprinted by a commercial publisher, the reprint is **not** a government publication.

- **Socialist countries.** Since the coding of all items published in socialist countries as government publications would limit the usefulness of this element, coding should be used only for the same type of bodies that would be considered government in a non-socialist country. In coding items in this manner, when in doubt, treat the item as a government publication.

- **Theses and dissertations.** Theses and dissertations are **not** government publications.

- **National Film Board of Canada.** The National Film Board of Canada is **not** a government agency.

Codes

ƀ   **Not a government publication**

a   **Autonomous or semiautonomous components.** Autonomous or semiautonomous components of a country.

c   **Multilocal.** Regional combinations of jurisdictions below the state level.

f   **Federal/National**

i   **International intergovernmental**

l   **Local**

m   **Multistate.** Regional combinations of jurisdictions at the state, provincial and territorial level.

o   **Government publication-level undetermined**

s   **State, provincial, territorial, dependent, etc.**

u   **Unknown if item is government publication**

z   **Other.** The level cannot be specified by any other code.

Ills   Illustrations

Bytes   BKS: 008/18-21; 006/01-04
Input standards   BKS: Optional. Up to four, one-character codes. Default: ƀƀƀƀ

Definition

    BKS, 006   Illustration terms used in the physical description (field 300). Choose codes
according to terms found in the entire 300 field (including subfield ‡e). Disregard
illustration information elsewhere in the record (e.g., in body record or in notes).

                              Enter up to four codes in alphabetical order. If fewer codes apply, left-justify. Leave
the remaining positions blank. If more than four codes apply, enter the first four
codes. Disregard terms that appear in the illustration statements of older records but
are **not** in the following list of codes (e.g., *front.* or *graphs.*)

Physical Description	Ills
149 p. : ill., maps ; 26 cm.	Ills: abƀƀ
181 p. : ill., ports. ; 28 cm.	Ills: acƀƀ
259 p. : ill., charts, facsim., music, ports. ; 26 cm.	Ills: acdg
40 p., 2 leaves of plates : ill. ; 30 cm.	Ills: afƀƀ
No illustration statement in physical description	Ills: ƀƀƀƀ
202 p. front. 24 cm. *[Pre-AACR2.]*	Ills: ƀƀƀƀ
Maps on lining paper	Ills: ƀƀƀƀ *[Pre-AACR2.]*

Codes   **ƀ**   **No illustrations**

                           a   **Illustrations.** For pre-AACR2 cataloging, you may use code *a* for tables.

                           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**

Indx   Index

Bytes   BKS, MAP: 008/31; 006/14

Input standards   **BKS, MAP:** Optional. One-character code. Default: 0

Definition

    BKS, MAP, 006   Whether the work has an index, location index or gazetteer to its own contents.

    BKS   A one-character numeric code that indicates whether or not an item contains an index to its own contents. Information for this data element is derived from mention of an index in another part of the bibliographic record (e.g., in the title, or in a note).

    MAP   A one-character numeric code that indicates whether or not an item or accompanying material contains an index of place names or gazetteer. Information for this data element is derived from mention of an index or gazetteer in other parts of the bibliographic record (e.g., in the title or in a note). A map index to adjoining sheets is not considered an index when coding this position. This data element refers only to gazetteers, place name indexes, etc. Graphic indexes such as index maps are not coded.

Codes   **0**   **No index**

        1   **Index present**

Lang   Language Code

Bytes	ALL: 008/35-37
Input standards	**ALL:** Mandatory. Three-character code. Default: ▊▊▊
Definition	

All formats
The language of the work. *Lang* represents the language of the item. The item is the principal work, including legends, accompanying text, singing or spoken text and excluding preface, introduction, foreword and appendixes.

- A single language code may be insufficient to describe the language of an item. If the item is multilingual or a translation, use multiple language codes. Enter the first code in *Lang*. Enter the multiple codes (including the first code) in field 041 (Language Code).

- Use the predominant language code for a multilingual item that has two to six languages. If predominance cannot be determined, use the code that is first alphabetically. If the multilingual item has more than six languages, use the code for the language of the first title. If the item is multilingual with no predominant language and the cataloging institution has chosen not to specify a language, use code *mul*.

- Use field 041 if an item is multilingual or a translation or has accompanying material, summaries or tables of contents in another language. See field 041 for more information.

- If the language cannot be determined, use code *und* (undetermined). If the item is in a language without a code, report the language to your regional network office or OCLC.

- Accurate *Lang* codes are important because the system ignores initial articles according to the language of the text of the item when indexing corporate names and certain title fields. To identify the language of an item, the system checks the codes in field 041 or, if no 041 is present, in *Lang*.

- Use field 546 for language notes for all formats.

- If you are inputting a record without examining the item, determine the language code from the title or from a language note.

SCO, REC
If a score has no sung or spoken text, use *zxx*. Use *und* for vocalises, humming and other texts that are wordless or consist of nonsense syllables.

COM
Code for the language of the data and/or the user interface (e.g., textual displays) **not** the programming language (BASIC, C+, etc.).

VIS
Lang represents the language of the sound track or accompanying sound for projected media. If the item has no sound or has sound but no narration, use the language of the accompanying printed script or printed titles or subtitles. If the item has sound but no narration, printed script or titles or subtitles, use *zxx*.

Use the code for the predominant language if the sound track or accompanying sound, printed script, titles or subtitles are in more than one language.

Codes
See *MARC Code List for Languages* (http://www.loc.gov/marc/languages/langhome.html) for a list of codes.

LitF   Literary Form

Bytes	BKS: 008/33; 006/16
Input standards	**BKS:** Optional. One-character code. Default: 0

Definition

BKS, 006   Use numeric codes *0* and *1* to provide a generic identification of whether the item is a work of fiction. Use the alphabetic codes to identify specific literary forms.

Codes

0   **Not fiction (not further specified).** The item is **not** a work of fiction and no further identification of the literary form is desired.

1   **Fiction (not further specified).** The item is a work of fiction and no further identification of the literary form is desired

c   **Comic strips**

d   **Dramas**

e   **Essays**

f   **Novels**

h   **Humor, satires, etc.** The item is a humorous work, satire or of similar literary form.

i   **Letters.** The item is a single letter or collection of correspondence.

j   **Short stories.** The item is a short story or collection of short stories.

m   **Mixed forms.** The item is a variety of literary forms (e.g., poetry and short stories).

p   **Poetry.** The item is a poem or collection of poems.

s   **Speeches.** The item is a speech or collection of speeches.

u   **Unknown.** The literary form of the item is unknown.

LTxt   Literary Text for Sound Recordings

Bytes	SCO, REC: 008/30–31; 006/13–14
Input standards	**SCO:** System Supplied. Up to two, one-character codes. Default: n♭
	REC: Optional. Up to two, one-character codes. Default: ♭♭

Definition

SCO, REC, 006   The type of literary text on spoken word sound recordings.

- If only one *LTxt* code applies, use that code in the first position and leave the second position blank.
- If two codes apply to a single spoken sound recording, enter the two codes in the order of importance.
- If more than two types of spoken sound recordings exist on a single recording, use the two codes in the order of importance.
- Enter blank in both positions for musical recordings. Leave the default, *n♭,* for musical scores.

Codes

♭   **Item is a music sound recording**

a   **Autobiography**

b   **Biography**

c   **Conference proceedings**

d   **Drama**

e   **Essays**

f   **Fiction.** Novels, short stories, etc.

g   **Reporting**

h   **History.** May include historical dramas, historical poetry, etc.

i   **Instruction.** (How to...)

j   **Language instruction**

k   **Comedy**

l   **Lectures, speeches**

m   **Memoirs**

n   **Not applicable (SCO only).** The item is other than a sound recording. Do **not** use code *n* for sound recordings.

o   **Folktales**

p   **Poetry**

r   **Rehearsals**

s   **Sounds.** Nonmusical utterances and vocalizations that may or may **not** convey meaning; for example, sound effects, natural sounds and bird calls.

t   **Interviews**

z   **Other**

MRec   Modified Record

Bytes	ALL: 008/38
Input standards	**ALL:** Required if applicable. One-character code. Default: ƀ

Definition

All formats   Whether bibliographic information was modified for entry into machine-readable form.

Guidelines

Transcribing printed copy

Use the following guidelines when transcribing LC or NLM printed copy. If more than one *MRec* code applies, use the codes according to the following order of preference: *s, d, x, r, o.*

ƀ   Leave the default value of blank if transcribing LC or NLM cataloging exactly as found on LC or NLM printed copy. Modernization of a form of heading or of subject terminology does **not** require an *MRec* code.

If the printed copy has incidental non-Latin characters, unusual mathematical symbols or other special characters **not** included in the OCLC character set, follow these guidelines:

- Consider the copy to have incidental non-Latin or special characters if these characters occur in one field (or a portion of one field) among fields 245–260 or 4xx.
- Romanize non-Latin characters and describe special symbols with a word or phrase.
- Enclose the romanized or modified characters within brackets. (Romanization may apply to a single letter, to a single word, to several words or to the entire field.) Since the brackets identify modified characters, you need **not** indicate modification. Leave *MRec* blank.
- If two or more fields among fields 245–260 or 4xx require romanization, see code *r.*

s   Use code *s* to indicate that some data was omitted in order to comply with system limits. MARC bibliographic records have a maximum length of 99,999 characters. For more information, see *MARC 21 Record Specifications for Record Structure, Character Sets, and Exchange Media* (http://www.loc.gov/marc/specifications/specrecstruc.html).

d   If a pre-AACR2 record (e.g., retrospective cataloging being converted to machine-readable form), has a "dashed-on" entry, do **not** enter the dashed-on information. Enter your OCLC symbol in field 040 subfield ‡d and use code *d.* Create a separate bibliographic record describing the dashed-on item.

r   If LC or NLM cataloging is in a non-Latin alphabet, enter the record in romanized form. LC prints non-Latin cataloging for Chinese, Japanese, Korean, Arabic, Persian and the Hebraic script. In such cases, use code *r* and enter your OCLC symbol in 040 subfield ‡d

o   If LC or NLM cataloging is itself romanized, enter the record in romanized form. LC romanizes its printed cataloging for non-Latin alphabets, except Chinese, Japanese, Korean, Arabic, Persian and the Hebraic script. In such cases, use code o but do not enter your OCLC symbol in field 040 subfield ‡d since the machine-readable record matches the printed record.

Original cataloging

Use the following guidelines if you are inputting original cataloging and other non-LC or non-NLM cataloging. If more than one *MRec* code applies, use codes according to the following order of preference: *s, r, o.*

ƀ   Not modified

If the original bibliographic data has incidental non-Latin characters, unusual mathematical symbols or other special characters **not** included in the character set, follow these guidelines:

- Consider the data to have incidental non-Latin or special characters if these characters occur in one field (or a portion of one field) among fields 245–260 or 4xx.
- Romanize non-Latin characters and describe special symbols using a word or phrase.
- Enclose the romanized or modified characters within brackets. Romanization may apply to a single letter, to a single word, to several words or to the entire field. Since the brackets identify modified characters, no additional indication of modification is necessary, leave *MRec* blank.
- If two or more fields among fields 245–260 or 4xx require romanization. See codes *r* and *o*.

o   If the original bibliographic data are in a non-Latin alphabet, enter the record in romanized form. If LC printed cataloging for the item would also be romanized, use code *o*. LC romanizes its printed cataloging for non-Latin alphabets, except Chinese, Japanese, Korean, Arabic, Persian and Hebraic script.

r   If the original bibliographic data are in a non-Latin alphabet, enter the record in romanized form. If LC printed cataloging for the item would also be in a non-Latin alphabet, use code *r*. LC prints non-Latin cataloging for Chinese, Japanese, Korean, Arabic, Persian and Hebraic script.

s   Use code *s* to indicate that some data was omitted in order to comply with system limits. MARC bibliographic records have a maximum length of 99,999 characters. For more information, see *MARC 21 Record Specifications for Record Structure, Character Sets, and Exchange Media* (http://www.loc.gov/marc/specifications/specrecstruc.html).

Codes

ƀ   **Not modified**

d   **Dashed-on information omitted.** Pre-AACR2 only.

o   **Completely romanized/printed cards romanized**

r   **Completely romanized/printed cards in script**

s   **Shortened**

u   **Unknown.** Obsolete. Do **not** use.

x   **Missing characters**

OCLC   OCLC Control Number

Input standards   **ALL:** System Supplied. Default: NEW

Definition

    All formats   OCLC assigns a unique number to each bibliographic record input into WorldCat. You cannot change the control number.

On workforms and new records, the word *NEW* is in the OCLC control number position. The system assigns an OCLC number after Produce or Update.

Orig   Form of Original Item

Bytes	CNR: 008/22; 006/05
Input standards	**CNR:** Optional for non-microform items. One-character code. Default: ƀ
	CNR: Required if applicable for microform items. One-character code. Default: ƀ

Definition

    CNR, 006   The physical form in which the serial was originally published.

Codes   If a serial is published simultaneously in more than one physical form or if it is difficult to determine the original form, determine *Orig* from the first item received.

    ƀ   **None of the following.** None of the other codes is appropriate.

    a   **Microfilm.** The original item is published on microfilm.

    b   **Microfiche.** The original item is published on microfiche.

    c   **Microopaque.** The original item is published as a microopaque.

    d   **Large print.** The original item is published in a large print format.

    e   **Newspaper format.** The original item is printed in newspaper format. Newspaper format is when an item is on newsprint and/or looks like a newspaper. The serial does **not** need to fit the definition of a newspaper.

    f   **Braille.** The original item is published in braille.

    s   **Electronic.** The original item is intended for manipulation by a computer. The item may reside in a carrier accessed either directly or remotely. The item may also require the use of peripheral devices attached to the computer (e.g., a CD-ROM player). Do **not** use code *s* for items that do **not** require the use of a computer (e.g., music compact discs and videodiscs).

Part   Music Parts

Bytes   SCO, REC: 008/21; 006/04

Input standards   **SCO:** Optional. One-character code. Default: ƀ

                         REC: System Supplied. One-character code. Default: n

Definition

   SCO, REC, 006   A one-character code indicating whether the item contains parts. Do not use to indicate that parts may exist elsewhere.

Codes   ƀ   **No parts in hand or not specified.** No parts in hand or the musical parts are not specified.

        d   **Instrumental and vocal parts.** Both instrumental and vocal parts are present in the item being cataloged.

        e   **Instrumental parts.** Instrumental parts are present in the item being cataloged.

        f   **Vocal parts.** Vocal parts are present in the item being cataloged.

        n   **Not applicable.** The item is not notated music.

        u   **Unknown.** It is unknown whether the item being cataloged contains parts. Code *u* may be used for records created without examining the item, such as retrospective conversion from a printed card.

Proj   Projection

Bytes   MAP: 008/22–23; 006/05–06
Input Standards   **MAP:** Required if applicable. Two-character code. Default: ƀƀ

Definition

   MAP, 006   If a map specifies a type of projection, enter the two-character code in *Proj*. If a map does **not** specify a projection, leave *Proj* blank.

Codes   **ƀƀ Project not specified. No** projection is specified on the item. Use for most globes.

Azimuthal

aa Aitoff

ab Gnomic

ac Lambert's azimuthal equal area

ad Orthographic

ae Azimuthal equidistant

af Stereographic

ag General vertical near-sided

am Modified stereographic for Alaska

an Chamberlin trimetric

ap Polar stereographic

au **Azimuthal, specific type unknown.** Only the projection type (azimuthal) is known, **not** the specific projection.

az **Azimuthal, other.** None of the other codes for azimuthal projections is appropriate.

Cylindrical

ba Gall

bb Goode's homolographic

bc Lambert's cylindrical equal area

bd Mercator

be Miller

bf Mollweide

bg Sinusoidal

bh Transverse Mercator

bi Gauss-Kruger

bj Equirectangular

bo Oblique Mercator

br Robinson

bs Space oblique Mercator

bu Cylindrical, specific type unknown. Only the projection type (cylindrical) is known, **not** the specific projection.

bz Cylindrical, other. None of the other codes for cylindrical projections is appropriate.

Conic

ca Alber's equal area

cb Bonne

cc Lambert's conformal conic

ce Equidistant conic

cp Polyconic

cu Conic, specific type unknown. Only the projection type (conic) is known, **not** the specific projection.

cz Conic, other. None of the other codes for conic projections is appropriate.

Other projections

da Armadillo

db Butterfly

dc Eckert

dd Goode's homolosine

de Miller's bipolar oblique conformal conic

df Van Der Grinten

dg Dymaxion

dh Cordiform

dl Lambert conformal

zz Other. None of the other codes is appropriate.

Rec stat   Record Status

Bytes   ALL: Leader/05
Input standards   **ALL:** System Supplied. One-character code. Default: n

Definition

    All formats   The status of the record. The system supplies *Rec stat.* You cannot change *Rec stat.*

Codes   **a**   **Increase in encoding level.** If a partial-level or minimal-level record is replaced by a higher encoding level record, *Rec stat* changes to code *a.*

        c   **Corrected or revised.** If a master record is replaced without an upgrade in encoding level, *Rec stat* changes to code *c.*

        n   **New.** The record has **not** been replaced.

        p   **Increase in encoding level from prepublication.** If a Cataloging-in-Publication record is replaced with the full MARC record (i.e., *ELvl* changes from code *8* to code *ƀ* or *1*), *Rec stat* changes to code *p.*

Regl   Regularity

Bytes	CNR: 008/19; 006/02
Input standards	**CNR:** Optional. One-character code. Default: ▌

Definition

CNR, 006   The intended regularity of the serial. The system requires a valid code in *Regl* before the record can be input.

Codes   The *Regl* code and *Freq* code should agree. See *Freq* and field 310 and field 321 for more information.

▌   **No attempt to code the position.**

n   **Normalized irregular.** A serial is irregular in a predictable pattern (e.g., monthly, except July–August). If you use code *n,* describe the frequency in field 310.

r   **Regular**

u   **Unknown**

x   **Completely irregular**

Relf   Relief

Bytes	MAP: 008/18–21; 006/01–04
Input standards	**MAP:** Mandatory. Up to four, one-character codes. Default: ƀƀƀƀ

Definition

MAP, 006

A map's type of relief.

Some maps have several types of relief. If more than one code applies, enter them left-justified in order of their importance to the map. If fewer than four codes apply, leave the remaining positions blank.

Relief: aƀƀ

Relief: bcjƀ

Relief: fgib

Codes

ƀ   No relief shown

a   Contours. Relief is represented by contours.

b   Shading. Relief is represented by shading, usually of a single color.

c   Gradient and bathymetric tints. Relief is represented by gradient and bathymetric tints.

d   Hachures. Relief is represented by hachures, short lines which follow the direction of maximum slope.

e   Bathymetry, soundings. Underwater relief (depth) on the item is represented by soundings or spot heights.

f   Form lines. Relief is represented by form lines.

g   Spot heights. Relief is represented by spot heights.

i   Pictorially. Land forms and other topographic features are represented in the correct planimetric position by pictorial symbols representing their appearance from a high oblique view.

j   Land forms. Relief is represented by land forms.

k   Bathymetry, isolines. Underwater relief (depth) is represented by isolines, lines representing constant depth.

m   Rock drawings. Item is a relief rock drawing.

z   Other. None of the other codes is appropriate.

Replaced Date of Last Replace

Input standards   **ALL:** System Supplied. Sixteen-character date. Default: date entered

Definition

All formats   The format for the date in *Replaced* is *yyyymmddhhmmss.f—yyyy* is the year; *mm,* the month; *dd,* the day; *hh* the hour; *mm* the minute; *ss* the second; *f* the fraction of a second. You cannot change *Replaced.*

   19970605113525.3

Replaced represents the date of the last replace transaction. Replace transactions include replaces done by batchloading processes and corrections to the record made as a part of database quality activities. These transactions result in a change in the *Replaced* date. Such changes are **not** always reflected in changes to field 040 subfield ‡d.

For a record created online by a member institution, *Replaced* is the same as the *Entered* date until a replace transaction is completed.

For a batchloaded record, *Replaced* represents the date on which that record was loaded into WorldCat, until a replace transaction is completed.

If the system replaces a member-input with a batchloaded record, the *Replaced* date reflects the date on which the record was replaced. The *Replaced* date could change again if another replace transaction is done on the record.

SpFm   Special Format Characteristics

Bytes	MAP: 008/33–34; 006/16–17
Input standards	**MAP:** Mandatory. Up to two, one-character codes. Default: ƀƀ
Definition	
MAP, 006	The special format characteristics of a map. Enter one or two, one-character codes. Enter codes in order of importance.
Codes	If only one *SpFm* code applies, use that code in the first character position and leave the second position blank. Leave the default codes, ƀƀ for ordinary printed maps.

ƀ   **No specified special format characteristics.** Item is a regular printed map.

e   **Manuscript.** Item is drawn or fashioned by hand.

j   **Picture card, post card.** Item is a picture or post card.

k   **Calendar.** Item also functions as a calendar.

l   **Puzzle.** The item's image may be disassembled into pieces and reassembled.

n   **Game.** Item may be used as part of a game.

o   **Wall map.** Item is a wall map.

p   **Playing cards.** Item is in the form of playing cards.

r   **Loose-leaf.** Item consists of separate leaves intended to be stored in a binder or case. Loose-leaf items are often meant to be updated.

z   **Other.** None of the other codes is appropriate.

Srce   Cataloging Source

Bytes	ALL: 008/39
Input standards	**ALL:** Mandatory. One-character code. Default: d

Definition

All formats   Use to indicate the original cataloging source of the record. If the cataloging source is known, identify it in subfield ‡a of field 040 (Cataloging Source).

Codes   If you are inputting original cataloging on a workform or new record, enter ƀ, *c* or *d* in *Srce*. OCLC users at authorized national bibliographic agencies enter ƀ. BIBCO and CONSER participants, except for those at authorized national bibliographic agencies, enter *c*. All other OCLC users enter *d*. When you validate a record or enter it into WorldCat, the system supplies your OCLC symbol in field 040 subfield ‡a.

Note: If you are entering LC copy or any other LC cataloging, you must manually enter *DLC* in field 040 subfield ‡a. The system does **not** supply *DLC* in field 040 subfield ‡a.

ƀ   **National bibliographic agency.** Use to indicate that the creator of the original cataloging data is a national bibliographic agency (e.g., U.S. Library of Congress or Library and Archives Canada). Formerly used only for Library of Congress cataloging records. Now used for records from other national bibliographic agencies as well.

c   **Cooperative cataloging program.** Use to indicate that the creator of the cataloging data is a participant (other than a national bibliographic agency) in a cooperative cataloging program. See field 040 for guidelines on transcribing cataloging copy for 'old' LC cooperative cataloging projects.

d   **Other.** Use to indicate that the source of the cataloging data is an organization other than a national bibliographic agency or a participant in a cooperative cataloging program.

SrTp   Type of Continuing Resource

Bytes	CNR: 008/21; 006/04
Input Standards	**CNR:** Mandatory. One-character code. Default: Ƀ

Definition

CNR, 006   The type of continuing resource.

Codes

Ƀ   **None of the following.** The type of continuing resource is not specified by one of the other codes. Annual reports, yearbooks, and updating electronic resources are in this category.

d   **Updating database.** A collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system.

l   **Updating loose-leaf.** A bibliographic resource that consists of a base volume(s) updated by separate pages which are inserted, removed and/or substituted.

m   **Monographic series.** A group of analyzable items (i.e., each piece has a distinctive title) that are related to one another by a collective title. The individual items may or may not be numbered. Use for any title that is a series, regardless of its treatment.

n   **Newspaper.** A serial publication that is mainly designed to be a primary source of written information on current events connected with public affairs, either local, national and/or international in scope. It contains a broad range of news on all subjects and activities and is not limited to any specific subject matter.

p   **Periodical.** A serial publication that contains separate articles, stories, other writings, etc., and is published or distributed generally more frequently than annual.

w   **Updating Web site.** A Web site that is updated, but does **not** fit into one of the other codes, such as database, newspaper or periodical.

S/L   Entry Convention

Bytes	CNR: 008/34; 006/17
Input Standards	**CNR:** Mandatory. One-character code. Default: 0

Definition

> **CNR, 006**   Whether the record is successive entry cataloging, latest entry cataloging or integrated entry cataloging.

Codes

0   **Successive entry.** The record follows the successive entry convention in which a new record is created each time a title changes or a corporate body used as a main entry or uniform title qualifier changes. The earlier or later title or author/title is recorded in a linking field (field 780 or 785) on each record.

1 **Latest entry.** The record follows the latest entry convention in which a serial record is cataloged under its latest (most recent) title or issuing body. All former titles and/or issuing bodies are given in notes (fields 247, 547 and 550). The practice of latest entry cataloging for serials was abandoned with the introduction of AACR cataloging rules.

2 **Integrated entry.** A record is cataloged under its latest (most recent) title and/or responsible person or corporate body. Create a new record only for a major change in edition, a new work or a title merger or split. Use for integrating resources and electronic serials that do **not** retain their earlier titles. Refer to LCRI 12.0B1 for further information regarding the use of *S/L* code *2* for electronic serials.

Tech   Technique

Bytes	VIS: 008/34; 006/17
Input standards	**VIS:** Optional. One-character code. Default: n

Definition

VIS, 006

The technique used to create motion for motion pictures and videorecordings.

Use field 500, 508 or 520 to record the technique in note form. Use field 655 for genre information.

Codes

a   **Animation.** Indicates that the item consists primarily of animation. Animation techniques include: cartoon, graphic film, model film (or object animation), pixilation film, puppet film or puppet animation and silhouette film.

c   **Animation and live action**

l   **Live action.** Use also if the technique is **not** stated explicitly and cannot be determined.

n   **Not applicable**

u   **Unknown.** Use also if the subject matter suggests animation techniques **may** have been used, but you are **not** sure.

z   **Other.** Other techniques and for techniques that are neither live action nor animation. The following techniques are neither live action nor animation:

- Micro-cinematography
- Silhouette-live action
- Still film
- Time-lapse cinematography
- Trick cinematography

Use also for videorecordings and motion pictures made from still image slide sets or filmstrips without adding animation to the images.

Time   Running Time

Bytes	VIS: 008/18–20; 006/01–03
Input Standards	**VIS:** Mandatory. Three-digit number. Default: ▌▌▌

Definition

VIS, 006   Running time for motion pictures or videorecordings. *Time* applies **only** to motion pictures and videorecordings. Use *nnn* for other materials in VIS.

History   Pre-1980 records may have three blanks if time was **not** known or if the element did **not** apply. Some records are still blank.

Pre-1985 records may have the number of frames in filmstrips or the number of slides or transparencies. Some records still have digits for these materials.

Codes   Use the following guidelines for assigning times:

- Use a three-digit number. Right-justify numbers consisting of fewer than three digits. Enter leading zeros.

  Time: 009
  300   1 videocassette (9 min.)

- If the actual length exceeds three digits, enter three zeros.

  Time: 000
  300   24 film reels (50 min. each)

- Use the total running time if two or more motion pictures or videorecordings are present.

  Time: 060
  300   3 film cassettes (20 min. each)

- Use minutes. Convert seconds to the next higher minute.

  Time: 003
  300   1 film loop (2 min., 30 sec.)

- If length is unknown, enter three hyphens.

  Time: ---
  300   1 videoreel

- Use *nnn* for materials other than motion pictures and videorecordings.

  Time: nnn
  300   121 slides

TMat   Type of Material

Bytes   VIS: 008/33; 006/16
Input standards   **VIS:** Mandatory. One-character code. Default: ▌

Definition

    VIS, 006   The type of visual material. The code should correspond to the general material designation in the title (field 245) and to *Type*.

Codes

    Projected media   Use the following codes for projected media (*Type* code *g*):

    f **Filmstrip**

    m **Motion picture**

    s **Slide.** Use also for modern stereograph reels (e.g., Viewmaster reels).

    t **Transparency**

    v **Videorecording**

    Two-dimensional   Use the following codes for two-dimensional nonprojected graphic representations (*Type* code *k*):

    a **Art original.** Original two-dimensional art works created directly by an artist, **not** for reproductions of such works. Use for original collages, drawings or paintings.

    c **Art reproduction.** Two-dimensional mechanically reproduced copies of an art work, usually one of a commercial edition. Use for art prints, study prints, lithographs, engravings, etchings and woodcuts.

    i **Picture.** Two-dimensional visual representations accessible to the unaided eye and usually on an opaque backing. Use if a more specific category is **not** appropriate. Use for posters, postcards, radiographs, photographs, photoprints, photonegatives or stereograph cards.

    k **Graphic.** Use in place of *a*, *i*, *l*, *n* and *o* if descriptive cataloging is based on conventions other than AACR1 or AACR2 alone.

    l **Technical drawing.** Blueprints, architectural renderings, cross sections, diagrams, details, elevations, perspectives, plans and working plans made for use in an engineering or other technical context.

    n **Chart.** Opaque sheets that present data in either graphic or tabular form; graphic and tabular wall charts, flip charts or calendars.

    o **Flash card.** Cards or other opaque materials printed with words, numerals or pictures and designed for rapid display.

    Three-dimensional   Use the following codes for three-dimensional artifacts and realia (*Type* code *r*):

    a **Art original.** Original three-dimensional art objects created directly by an artist, **not** for reproductions of such works. Use for sculptures and statues.

    c **Art reproduction.** Three-dimensional mechanically reproduced copies of an art work usually one of a commercial edition. Use for reproductions of sculptures and statues.

d   **Diorama.** Three-dimensional representations of scenes created by placing objects or figures in front of two-dimensional backgrounds.

g   **Game.** Items or sets of items designed for play according to prescribed rules and intended for recreation or instruction. Includes puzzles and simulations.

p   **Microscope slide.** Transparent, usually glass, mounts containing a minute object to be viewed through a microscope or microprojector.

q   **Model.** Three-dimensional representations of real things or imagined objects, either of the exact size of the original or to scale. A model may or may **not** be operational. Use for mock-ups.

r   **Realia.** All naturally occurring objects and any other three-dimensional item made or modified by humans that does **not** fit into any of the other categories. Use for machines, stitchery, clothing, rubber stamps, templates, pattern stencils, alphabets for lettering, shapes for flow charts, jewelry, pottery, musical instruments, fabrics, tools, utensils, sea shells, rocks, holograms and furniture.

w   **Toy.** Material objects for children or others to play with, often an imitation of some familiar object (e.g., a plaything or something contrived for amusement rather than for practical use). Use for puppets.

Kits   Use the following codes for kits (*Type* code *o*):

b   **Kit.** Mixture of components from two or more categories (i.e., sound recordings, maps, filmstrips, etc.), no one of which is identifiable as the primary constituent of the item.

Other   All other *Type* codes:

z   **Other.** Types **not** in the preceding lists. Computer-produced graphics, duplication masters, transparency masters, spirit masters and garment patterns. Use code *r* for most other three-dimensional miscellany.

TrAr   Transposition and Arrangement

Bytes	SCO, REC: 008/33; 006/16
Input standards	**SCO:** Optional. One-character code. Default: ƀ
	REC: System Supplied. One-character code. Default: n

Definition

   SCO, REC, 006   A one-character code indicating whether all or part of the item is a transposition and/or arrangement of another work.

Codes

ƀ   **Not arrangement or transposition or not specified.** Indicates that the item or parts of the item are not arrangements or the transposition of the item is not specified.

a   **Transposition.** Indicates that the item being cataloged has been transposed to a different pitch than the original.

b   **Arrangement.** Indicates that the item being cataloged has been adapted as regards medium and/or texture.

c   **Both transposed and arranged.** Indicates that the item being cataloged has been both transposed to a different pitch than the original and has been adapted as regards medium and/or texture.

n   **Not applicable.** The item is not notated music

u   **Unknown.** It is unknown whether the item being cataloged is a transposition or arrangement.

Type   Type of Record

Bytes   ALL: Leader/06

Input standards   **ALL:** Mandatory. One-character code. Default: Determined by format

Definition

    All formats and 006   The type of record. Use to differentiate records created for various types of machine-readable information and specific types of material.

In Connexion client, use the codes given here in the 006 field guided entry prompt for Type, except for the continuing resource 006, in which case use code *s*, which is not a valid code in the Type of Record fixed field. In Connexion browser, Type is identified by a label "006 fields for [format]" and a drop-down list with names for each Type instead of codes.

Guidelines   Use the following guidelines to determine appropriate codes for materials whose designation may be uncertain:

Type material	Guideline
Microforms	Microforms, whether original or reproductions, are **not** identified by a distinctive type of record code. The type of material that was filmed takes precedence over the microform characteristics. Determine the type of material of the original item and use that format. Use Scores for microforms of scores, Books for microforms of books, Continuing Resource for microforms of continuing resources, Maps for microform of maps, Mixed material for microforms of mixed collections.
Theses (originals, reproductions, or copies)	Determine the type of material of the thesis and use that format. For most book-like theses, use Books format and code *t*. For Scores theses, use code *d*. For Map theses, use code *f.*
Manuscripts	Manuscripts are items written by hand or unpublished "single instance" items (a handwritten letter, hand-drawn map, handwritten score or galley proof). The handwritten or "single instance" characteristic distinguishes an item as a manuscript, compared with a mass printing, mass-produced or multiple-copy publications. Determine the type of material of the manuscript and use that format. Use code *d* for manuscript music, microforms of manuscript music and score theses.
Multiple kinds of material and collections	Use code *o* when the entity is **issued as a single unit** and no type of material predominates. Use code *p* when the entity is a made-up collection and no type of material predominates. Use *Ctrl* (Type of Control) to indicate archival control status. Use the code for the predominant type of material when the entity is a made-up collection and one type of material predominates. Use *Ctrl* to indicate archival control status.
Archival items (single items)	Determine the type of material of the item and use that format. Use *Ctrl* to indicate archival control status.
Single items with multiple characteristics (e.g., a slide that contains manuscript music.)	Determine the main type of material and use that format. Optionally, enter coded data for the additional characteristics in field 006. Usually, choose the format that corresponds to the specific material designation in field 300 subfield ‡a. For example, if a slide contains manuscript music, use Visual Materials format for the slide. Optionally, enter coded manuscript music characteristics in field 006 for music scores.

Type material	Guideline
Nonprint continuing resources, (e.g., a sound recording issued as a continuing resource or electronic or digital continuing resources)	Determine the type of nonprint material and use that format. Use code *b*, *s*, or *i* in *BLvl*. Optionally, enter the coded continuing resource characteristics in field 006 for continuing resources. Nontextual continuing resources are **no longer permitted** on Continuing Resource format as allowable duplicates.
Broadsides	Determine the type of material of the item and use that format. Use Books for textual broadsides, Scores for broadsides of musical scores and Visual Material for charts and other graphically oriented posters as appropriate depending on the purpose of the item.
Electronic resources	Determine the significant aspect of the electronic resource (language material, graphic material, cartographic material, sound, moving image, etc.) and code *Type* for that significant aspect of the content. Use code *s* in *Form* for the electronic aspect of the item. Also use the Computer File 006 field for the electronic aspect of the item, with appropriate coding of the *File* element. Use code *m* only for these general classes of electronic resources: computer software, numeric data, computer-oriented multimedia and online systems or services.
Integrating resources	An Integrating resource is a bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples include updating loose-leafs and updating Web sites. Use the Continuing Resources (formerly Serials) workform when creating records for textual integrating resources. For non-textual integrating resources: • Determine the significant aspect of the integrating resource (graphic material, cartographic material, sound, moving image, etc.) • Code *Type* for that significant aspect • Code *BLvl* as *i* for integrating resource • Continue to use the 006 field for Continuing Resources (formerly Serials) to create 006 fields for non-textual integrating resources

Codes

BKS, CNR   **a**   **Language material.** Nonmanuscript language material, microforms of nonmanuscript language material and essentially textual electronic resources.

BKS examples: Books, Pamphlets, Technical reports, Typescripts (multiple reproductions)

CNR examples: Periodicals, newspapers, annuals, journals, memoirs, proceedings.

Atlases (published): Use *e* for published atlases. Former practice was to use Books format. See "Code: Map."

BKS   **t**   **Manuscript language material.** Language materials in handwritten, typescript (single instance) or computer printout, including printed materials completed by hand or by keyboard. The intention of these materials is usually, either implicitly or explicitly, to exist as a single instance. This includes marked or corrected galley and page proofs, manuscript books, legal papers and

unpublished theses and dissertations. Use also for microforms of manuscript language material.

VIS   **g   Projected medium.** Filmstrips, motion pictures, slides, transparencies, videorecordings (including digital videos) and material specifically designed for overhead projection. All of the included media are intended for projection.

k   Two-dimensional nonprojectable graphic. Cards, charts, collages, computer graphics, drawings, duplication masters, flash cards, paintings, photonegatives, photoprints, pictures, digital pictureds, photo CDs, postcards, posters, prints, spirit masters, study prints, technical drawings, transparency masters, photomechanical reproductions and reproductions of any of these. Include any bound collections of reproducible masters.

r   Three-dimensional artifact or naturally occurring object. Models, dioramas, games, puzzles, simulations, sculptures and other three-dimensional art works, exhibits, machines, clothing, toys, and stitchery.

Also for microscope specimens (or representations of them) and other specimens mounted for viewing.

o   Kit. Mixtures of various components issued as a unit and intended primarily for instructional purposes. No one component is identifiable as the predominant component.

Examples are packages of assorted materials, such as a set of K–12 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.).

MIX   **p   Mixed materials.** Materials in two or more forms that are usually related by virtue of their having been accumulated by or about a person or body. The intended primary purpose is other than for instructional purposes (i.e., other than the purpose of those materials coded as *o*). This category includes archival fonds and manuscript collections of mixed forms of materials, such as text, photographs and sound recordings.

MAP   **e   Cartographic material.** Nonmanuscript maps, globes, atlases, aeronautical charts, navigational charts, celestial charts, remote-sensing images, computer-generated maps and other cartographic material. Microforms of nonmanuscript cartographic materials.

Map continuing resource: Use code *b*, *s*, or *i* in *BLvl*. Optionally, enter coded serial characteristics in field 006.

Digital cartographic materials: Optionally, enter coded computer file characteristics in field 006.

Atlases (published): Use code *e* for published atlases. Former practice was to use Books format.

f   Manuscript cartographic material. Manuscript cartographic materials. Microform of manuscript cartographic materials and map theses.

SCO   **c   Notated music.** Printed music material, including full score, choirs score, close score, condensed score, miniature score, part, books of musical studies and exercises. Includes microform and electronic notated music.

d   **Manuscript notated music.** Manuscript music, microforms of manuscript music and score theses.

Use the following guidelines for coding hymnals, operas, librettos and collections of songs with and without music:

With music—code *c*

- Use code *c* for hymnals with music either fully harmonized or with only melody.
- Use code *c* for publications of operas with words and music, either full scores, vocal scores, chorus scores or collections of arias.
- Use code *c* for collections of art songs (Lieder, melodies, etc.) with words and music.
- Use code *c* for collections of songs (e.g., popular, patriotic, national) with music.

Without music—code *a*

- Use code *a* (i.e., BKS format) for collections of songs without music.
- Use code *a* (i.e., BKS format) for hymnals with only text and no music and for collections of hymnal text **not** related to a particular hymnal.
- Use code *a* (i.e., BKS format) for separately published opera librettos with no music.
- Use code *a* (i.e., BKS format) for collections of art song texts, often published with translations.

Use the following guidelines for coding musical instruction materials:

- For items in LC classes MT170–MT950, use code *c* for items that are predominantly music.
- Use subject heading subdivisions as a tool in determining the correct *Type* code.

Subdivision	Code
Instruction and study	Usually *a*
Methods	*a* or *c*
Studies and exercises	*c*
Orchestra studies	*c*
Teaching pieces	*c*

REC   **i**   **Nonmusical sound recording.** Nonmusical sounds (e.g., speech). Use also for sound effects; bird calls; physical exercise recordings (e.g., aerobic workouts) that consist of spoken, shouted, sung or chanted instructions over musical accompaniment; stories read over incidental music accompaniment and plays with incidental music.

j   **Musical sound recording**

COM   **m**   **Computer file.** Items included in the following classes of electronic resources: computer software (including programs, games and fonts), numeric data, computer-oriented multimedia, online systems or services. For these classes of

materials, if a significant aspect causes it to fall into another *Type* category, code for that significant aspect.

Other classes are coded for their most significant aspect (e.g., language material, graphic or cartographic material, sound, music and moving image). In case of doubt or if the most significant aspect cannot be determined, consider the item a computer file. For additional information, see *Cataloging Electronic Resources: OCLC-MARC Coding Guidelines* (http://www.oclc.org/support/documentation/worldcat/cataloging/electronicreso urces/).

Combinations *BLvl* codes

The Type of Record (*Type*) and Bibliographic Level (*BLvl*) characterize the type of material being cataloged. While all combinations are valid, you must use appropriate combinations. The online system will **not** allow incorrect combinations of *Type* and *BLvl*, for example, *Type* code *p* and *BLvl m* or *a*; *Type* code *d* and *BLvl* codes *b* or *s*.

Format	Type Code	Description	BLvl code
Books	a	Language material	a, c, d, m
	t	Manuscript language material	a, c, d, m
Continuing resources	a	Language material	b, i, s
Visual Materials	g	Projected medium	a, b, c, d, i, m, s
	k	Two-dimensional nonprojected graphic	a, b, c, d, i, m, s
	r	Three-dimensional nonprojected graphic	a, b, c, d, i, m, s
	o	Kits	a, b, c, d, i, m, s
Mixed Materials	p	Mixed material	c, d, i
Maps	e	Cartographic material	a, b, c, d, i, m, s
	f	Manuscript cartographic material	a, c, d, i, m
Scores	c	Printed music	a, b, c, d, i, m, s
	d	Manuscript music	a, c, d, i, m
Sound Recordings	i	Nonmusical sound recording	a, b, c, d, i, m, s
	j	Musical sound recording	a, b, c, d, i, m, s
Computer Files	m	Computer files	a, b, c, d, i, m, s

BLvl codes

a   Monographic component part

b   Serial component part

c   Collection

d   Subunit

i   Integrating resource

m   Monograph/Item

s   Continuing resource