

Introduction

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Bibliographic Formats and Standards is a guide to the bibliographic information on records in WorldCat®. It provides tagging conventions, input standards and guidelines for entering information.

WorldCat is a database of cataloging and classification information. Records are machine-readable bibliographic descriptions of items held by OCLC member institutions. The system links each bibliographic record to locations information.

During the cataloging process, institutions create bibliographic records for items or add their OCLC symbol to existing records.

Members catalog library materials according to the current revision/update of *Anglo-American Cataloguing Rules*, second edition (AACR2), and its amendments, published by the American Library Association (ALA). They can catalog all types of library materials in languages that use the Roman alphabet and those that use Arabic, Chinese, Japanese, Korean, Hebrew, Cyrillic, and Greek characters.

Members may also enter pre-AACR2 cataloging copy during retrospective conversion.

Members may enter records according to Dublin Core (DC) practices. These records will **not** conform to AACR2. For more information, see Connexion documentation available at <http://www.oclc.org/support/documentation/connexion/browser/> >.

1.1 Machine-Readable Bibliographic Records

Definition

A machine-readable (MARC) bibliographic record consists of fields. A **field** is an area in which the same kind of bibliographic information is consistently entered. MARC bibliographic records in WorldCat have two kinds of fields:

- One **fixed field** for coded information that facilitates retrieval and data manipulation and
- Multiple **variable fields** for textual information

Fixed field

An OCLC-MARC record has one fixed field composed of the 008 field and Leader information. Mnemonic labels identify elements that contain coded information describing the item and the record itself. For more information, see OCLC-MARC Records on the web at <http://www.oclc.org/support/documentation/worldcat/records/subscription/>.

Variable fields

The remaining fields in MARC records are variable in length and number. Each variable field may have from 1 to 9,999 characters. MARC variable fields have three parts:

- A three-digit tag
- Up to two single-digit indicators
- One or more subfields

Tags

MARC tags identify variable fields and are grouped numerically by function. In the following list, xx stands for a numeric value between 00 and 99:

Tag Group	Function
0xx	Bibliographic control numbers and coded information
1xx	Main entries
2xx	Titles, edition and imprint information, etc.
3xx	Physical description, etc.
4xx	Series statements
5xx	Notes
6xx	Subject access entries
7xx	Added entries other than subject or series and linking fields
8xx	Series added entries and holdings
9xx	Local use fields

Indicators

In MARC records, indicators supply information about the field for indexing, card production or other system functions. Numbers in the indicator positions have assigned meanings and in some fields, a blank space is meaningful. Variable field indicators may have:

- A number in both positions
- A number in one position and a blank space in the other
- Two blank spaces

1.1 Machine-Readable Bibliographic Records (continued)

Subfields

Subfields are the smallest logical unit of information in a variable field. Subfield codes (letters or numbers) identify subfields and are preceded by subfield delimiters (⌘). In Connexion browser (and when controlling headings in Connexion client), the subfield delimiter displays as a dollar sign (\$).

Subfields usually contain the textual information for the bibliographic description of the item, although in some cases they contain coded information. (Subfield ⌘a is implicit at the beginning of each field and does **not** display. However, subfield ⌘a does display if it is preceded by another subfield.)

1.2 Bibliographic Formats

OCLC Connexion uses eight MARC formats: Books (BKS), Serials (SER), Visual Materials (VIS), Mixed Materials (MIX), Maps (MAP), Scores (SCO), Sound Recordings (REC), and Computer Files (COM).

Note: There are five MARC 21 data communication formats (Bibliographic, Authority, Classification, Holdings, Community Information). Under the MARC 21 Format for Bibliographic Data, there were historically eight bibliographic 'formats' for the different types of materials and modes of issuance that libraries traditionally collected (books, serials, visual materials, mixed materials, maps, scores, sound recordings, computer files). As a result of Format Integration in the 1990s, these eight 'formats' became the single integrated MARC 21 Bibliographic format, but in many contexts, they remain convenient shorthand. In this book (and in any other context of creating and editing records for materials), 'format' usually refers to these eight kinds of materials and modes of issuance. In OCLC Connexion, they correspond to the workforms used to create new bibliographic records; they also serve as search qualifiers.

Choosing a format

Together the *Type* (Type of Record) code and the *BLvl* (Bibliographic Level) code characterize the kind of library material represented by the record. You must determine the appropriate *Type* and *BLvl* for the material you are cataloging.

More information

To choose a format for electronic resources, see “Cataloging Electronic Resources: OCLC-MARC Coding Guidelines” at < <http://www.oclc.org/support/documentation/worldcat/cataloging/electronicresources/> >.

Format	Type Code	BLvl Code	
Books	a	Language material	a, c, d, m
	t	Manuscript language material	a, c, d, m
Textual Serials	a	Language material	b, s
Visual Materials	g	Projected medium	a, b, c, d, m, s
	k	Two-dimensional nonprojected graphic	a, b, c, d, m, s
	r	Three-dimensional artifact or naturally occurring object	a, b, c, d, m, s
	o	Kits	a, b, c, d, m, s
Mixed Materials	p	Mixed material	c, d
Maps	e	Cartographic material	a, b, c, d, m, s
	f	Manuscript map	a, c, d, m
Scores	c	Printed music	a, b, c, d, m, s
	d	Manuscript music	a, c, d, m
Sound Recordings	i	Nonmusical sound recording	a, b, c, d, m, s
	j	Musical sound recording	a, b, c, d, m, s
Computer Files	m	Computer file	a, b, c, d, m, s

1.2 Bibliographic Formats (continued)

BLvl codes

The following is a list of codes for *BLvl*. See the fixed-field elements and *BLvl* for more information.

- a Component, monograph
- b Component, serial
- c Collection
- d Subunit
- i Integrating resource (not yet implemented)
- m Monograph
- s Serial

1.3 WorldCat Bibliographic Records

Master record

A bibliographic record in WorldCat is the master record. When you retrieve records, the system displays a temporary working copy of the master record. You can modify the copy for local use, but the master record does **not** retain these modifications. You can also upgrade the copy. In this case, the master record does retain these modifications. In either case, the system maintains an archival record of your modifications.

If a master record does **not** exist for the item, you may create one or derive one from an existing record.

Existing records

If a record exists for the item you want to catalog, you may modify the record for local use and add your OCLC symbol to the locations information.

Derive new records

If you retrieve a record that has information in common with the item you want to catalog, you may use that record as the basis for the new record. For example, use the record from a previous edition as the basis for a new record for a new edition or use the record from the Books format as the basis for a new record for the books on tape record.

When you derive the new record, the system transfers selected fields from the existing record to the new one.

Workforms

If you do **not** find an existing or a similar record, you may use a workform to input a record. Workforms are templates that contain commonly used fixed-field elements, variable fields and subfields. Each of the eight formats has a specific workform.

More information

For instructions on how to modify existing MARC records, replace master records, create new records and use workforms, see the Connexion documentation on the web at < <http://www.oclc.org/support/documentation/connexion/> >.

1.4 Information in Bibliographic Records

When entering bibliographic information in MARC records, apply the most current edition of the Anglo-American Cataloguing Rules (AACR2), and its amendments. Dublin Core users follow different practices. Use the following documents and systems to determine appropriate practice in MARC records:

LC published

- *Archival Moving Image Materials: A Cataloging Manual*, 2nd. ed. (Library of Congress, 2000).
- *CONSER Cataloging Manual* (Library of Congress, 2002)
- *CONSER Editing Guide* (Library of Congress, 2002)
- *Descriptive Cataloging of Rare Books*, 2nd ed. (Library of Congress, 1991)
- *Geographic Cutters*, 2nd ed. (Library of Congress, 2001)
- *Graphic Materials: Rules for Describing Original Items and Historical Collections* (Elisabeth Betz Parker, Library of Congress, 1982) Out of print, but updated to 1997 on the web: < <http://www.loc.gov/r/print/gm/graphmat.html> >
- *Library of Congress Rule Interpretations*, 2nd ed. (Library of Congress, 2002)
- *Map Cataloging Manual* (Library of Congress, 1991)
- *MARC Code List for Countries*, Rev.ed. (Library of Congress, 2003) < <http://lcweb.loc.gov/marc/countries> >
- *MARC Code List for Geographic Areas*. (Library of Congress, 2002) < <http://lcweb.loc.gov/marc/geoareas> >
- *MARC Code List for Languages*. (Library of Congress, 2003) < <http://lcweb.loc.gov/marc/languages> >
- *MARC Code List for Organizations*. (Library of Congress, 2000) < <http://lcweb.loc.gov/marc/organizations> >
- *MARC Code Lists for Relators, Sources, Description Conventions*, 2000 ed. (Library of Congress, 2000) < <http://lcweb.loc.gov/marc/relators> >
- *Standard Citation Forms for Published Bibliographies and Catalogs Used in Rare Book Cataloging*, 2nd ed. (Peter M. VanWingen, Library of Congress, 1995)
- *Subject Cataloging Manual: Subject Headings*, 5th edition. (Library of Congress, 1996, updated semi-annually)

ALA published

- American Library Association, *Anglo-American Cataloguing Rules*, 2nd ed., rev. 2002, 2004 update, (AACR2)
- *Cartographic Materials: A Manual of Interpretation for AACR2*, 2002 revision, 2nd ed., (American Library Association, 2003)

Other publishers

- *Archives, Personal Papers, and Manuscripts: A Cataloging Manual for Archival Repositories, Historical Societies, and Manuscripts Libraries*, 2nd ed. (Steven L. Hensen, Society of American Archivists, 1989)
- *Music Cataloging Bulletin* (Music Library Association, 1970–)

1.4 Information in Bibliographic Records (continued)

- *Symbols and Interlibrary Loan Policies in Canada*. (Latest edition)

Databases

- OCLC Authority File

1.5 Offline Cataloging Products

Introduction

After cataloging an item, you can produce customized products such as catalog cards, accession lists and machine-readable records that conform to your local cataloging practices. OCLC generates these products from archive records of your institution's cataloging transactions.

You create an archive record by taking "final action" on a bibliographic record. For more information about final actions, see the Connexion documentation that covers taking actions.

- Connexion browser: < http://www.oclc.org/support/documentation/connexion/browser/cataloging/actions_bib_records/#rc-rec-alt-produce >
- Connexion client: < http://www.oclc.org/support/documentation/connexion/client/cataloging/bibactions/#cat_act_for_bibrecords_htm >

Catalog cards

Catalog cards conform to the requirements specified by your institution. A catalog card profile describes your collections, the number and types of your catalogs, filing arrangements within each catalog and information on each card.

Accession lists

Accessions lists represent titles processed during a given period. Lists represent current transactions. You can choose from several different sort sequences and distribution frequencies. You can mount them on your web site, distribute them electronically or reproduce them for distribution to patrons.

OCLC-MARC record services

OCLC provides electronic file transfer services. You may also export records using the Export command.

The **Electronic MARC Subscription Service** provides daily file transfers of your institution's cataloging transactions via the Internet.

You can use transferred files or exported records to maintain local computer-based products and services (e.g., automated circulation systems, online public access catalogs).

1. Introduction (continued)
