INTRODUCTION

Updates to the *Descriptive Cataloging Manual* (DCM) will no longer be made available in printed form on paper. Instead, they will continue to be available on Cataloger's Desktop and in Portable Document Format (PDF) at: www.loc.gov/cds/freepdf.html . Initially, updates will be done on a quarterly basis in an attempt to synchronize DCM updates with those of the LCRIs and the Cataloger's Desktop. If actual updates are fewer than quarterly, the numbering of the update will be adjusted to reflect quarterly numbering (e.g., this first update is numbered 1-2 because it is the first actual update of 2006).

To assure synchronization between a particular PDF DCM and any counterpart printed version on paper derived from it, each update to a DCM will consist of the complete DCM with changes highlighted. Each update will also contain a separate statement describing any new or updated DCM.

DCM	Title	Action/Change
TOC	Table of Contents	Revised to reflect this update.
B13	Copy Cataloging Manual	September 2004 revision never issued in paper form. Initially mounted on CPSO staff home page.
C8	Procedures Applicable to Materials Stored at Ft. Meade	Never issued in paper form. Initially mounted on CPSO staff home page.
C12	Multipart Items and Added Volumes	C12.5.1 revised to change a reference from "C12.5.5" to "C12.5.4.1."
C13	Record/Catalog Maintenance (Bibliographic Records)	Cancel; covered by DCM M3.
C15	Canceling Bibliographic Records [Draft]	Cancel; covered by DCM M3.

Update Information
2006 Update Numbers 1-2

DCM	Title	Action/Change
C16	The Local Bibliographic Record and Local Data Fields-- Concise Version	C16.16.1.2 and C16.16.5 revised to change references. In C16.23.1 contents concerning changes in type of record and bibliographic level were removed and replaced by references to new DCM M3.3.5 and M3.3.6.
C16	The Local Bibliographic Record and Local Data Fields-- Full Version	Never issued in paper form. Initially mounted on CPSO staff home page. C16.16.1.2 and C16.16.5 revised to change references. In C16.23.1 contents concerning changes in type of record and bibliographic level were removed and replaced by references to new DCM M3.3.5 and M3.3.6.
C18	2A Cataloging	C18.8.1, C18.8.2, and C18.8.3 removed from Table of Contents because they are no longer part of the DCM.
M3	Bibliographic and Authority Database Maintenance in the LC ILS (Working Draft)	A new DCM that represents a reworking and repackaging of existing documentation to remove MUMS-era language, to reflect the current ILS environment, to incorporate Bibliographic Workflow Training Documents, and to condense existing information.

The version of DCM M3 included in this release is a **working draft**. LC staff should apply it immediately in regular work, but should also submit comments, corrections, and suggestions for improving the final document to CPSO (cpso@loc.gov) by May 17, 2006.

DCM M3 presents guidelines for LC staff on maintaining bibliographic and name, title, and series authority records in the LC ILS database. Principal topics are modifying records for maintenance purposes, canceling records, and changes to bibliographic or authority records due to changes in cataloging approach. Changes in policy include:

LC divisions/units establish their own criteria for whether to absorb record maintenance into their

DCM	*Title*	*Action/Change*

local workloads or refer the work to CPSO, without any imposed cutoff point based on number of records affected.

LC staff who discover an in-process record requiring maintenance are encouraged to take over maintenance and completion of the record, if possible, rather than refer it elsewhere.

DCM M3 incorporates content from DCMs C13 and C15, which are being canceled. Some references to DCM C13 and C15 in other documentation remain unchanged for the time being. Instructions on referrals for serial versus non-serial cataloging decisions, formerly in DCM B15 appendices, are being re-drafted as DCM M4. CPSO will announce the release of DCM M4 when it is available.

DCM M3 also incorporates content from Bibliographic Workflow Training Document #11, which will remain available until guidelines within it on maintaining subject heading authorities and holdings and item records (which DCM M3 has not included) are re-distributed to new or revised documentation. Until that occurs, this information will be available on the CPSO staff Web site.

Update Information
2006 Update Numbers 1-2

DCM	Title	Action/Change
Z1	Name and Series Authority Records	Revised yellow pages are listed below with a summary of the changes in content:

        053 - reminder added to delete existing 053 when converting a previously differentiated NAR to undifferentiated

        1XX - deleted outdated procedures with regard to the English Short Title Catalog (ESTC) Project

        64X - changed to add the names of other institutions providing LC series treatment in SARs

        667 - clarified that types of earlier/later jurisdictional headings must be linear and that the procedures are not followed for changes involved with mergers or splits

        670 - corrected typo and added example for use of subfield $u

Revisions related to the June 1, 2006 implementation of LC's policy concerning controlled series access points will be included in the next update.

Part 1: General

B13.1　　　　　　INTRODUCTION

B13.1.1　　　　　　**Purpose Of The Manual**
　　　　　　The Copy Cataloging Manual (CCM) draws together within the *Descriptive Cataloging Manual* the information and guidelines applicable to **all** aspects of LC copy cataloging, although these aspects go beyond those of descriptive cataloging itself. The CCM is oriented toward books. Documentation relevant to other forms of material may be made available, usually by CPSO in consultation with the appropriate units. The manual assumes that staff performing copy cataloging have received classroom and/or one-on-one training in the aspects of copy cataloging review for which they are responsible.

B13.1.2　　　　　　**Multiple Workflows For Copy Cataloging**
　　　　　　Copy cataloging may be performed by technicians, descriptive catalogers, subject catalogers, or whole book catalogers, or various combinations of same, according to team practice. The general orientation of this manual is to a workflow in which descriptive cataloging, subject cataloging/classification, and shelflisting are reviewed by staff who would do original cataloging of that type. Specific procedures for technicians and for descriptive catalogers who perform subject-string validation are covered by notes at appropriate places in the text.

B13.1.3　　　　　　**Levels Of Copy Cataloging**
　　　　　　Copy cataloging may be done as "full" or as "Encoding-level 7" (EL7 lccopycat). The "PCC adapt" procedure (use of records created by participants in the Program for Cooperative Cataloging (PCC)) is also a form of copy cataloging but is treated distinctly and separately because the authority work in such records is supposed to have been done. This manual is written primarily for "full" copy cataloging. Exceptional instructions for EL7 lccopycat and records imported through the RLIN MARCADIA service are found in B13.10 (Appendix 7) and B13.11 (Appendix 8). For a description of all cataloging streams, including PCC adapt procedures, see DCM E1.5 (Cataloging Streams/Initial Bibliographic Control: Books).

B13.1.4　　　　　　**Organization Of The Manual**
　　　　　　The first part of the CCM contains general information about various aspects of LC copy cataloging. The second part provides the principles that govern the review of copy cataloging and instructions that apply to all parts of the catalog record. The third part gives instructions pertaining to each field (fixed/variable) that is commonly encountered in copy cataloging, arranged in the order the fields normally appear in the LC ILS record. The last part of the CCM is a series of appendices containing information or procedures related to the copy cataloging stream.

B13.1.5　　　　　　**Background Of LC Copy Cataloging**
　　　　　　To increase cataloging productivity when faced with budgetary restraints, the Library has used various programs in the past. In the 1950's there were the "priority 4" and "limited cataloging" programs. The next decade introduced the "shared cataloging" program. The 1980's brought minimal level cataloging (MLC), "enhanced" minimal level cataloging, and "speed" subject cataloging. Most of these programs limited the data elements given in a catalog record or modified the manner in which they were assigned.

　　　　　　As early as the 1980's and certainly by the 1990's, changing technologies and

cataloging philosophies made it possible to use "external source records" created in other libraries and residing in external databases such as OCLC and RLIN to bolster cataloging productivity and provide more data than was possible in MLC records. Copy cataloging represents a change from a largely LC-oriented environment to one in which records are created and shared by various agencies.

B13.1.6   **Sources Of Copy Cataloging Records**

Copy cataloging records can come to a cataloger from many sources and the placement of certain fields may differ, depending on the source of the record and the technique used for importing it. (See B13.11 (Appendix 8) for information on unusual order of fields.)

CIP Division and the Acquisitions divisions search for copy cataloging records, primarily in the OCLC and RLIN databases. These records usually come to the teams slipped with a white "copycat (906 $c = copycat)" slip (393 (1999/07)). Records created by libraries participating in the PCC (for more information see: DCM E1.5 and http://www.loc.gov/catdir/pcc/2001pcc.html) bear many characteristics of copy cataloging records but are slipped with a pink "pccadap (906 $c = pccadap)" slip (1345 (1999/07)).

Since 2000, some cataloging divisions have made use of the Library's contract with RLIN's MARCADIA service (see DCM E1.4.2 and E1.5.5). LC submits copies of IBC records to RLIN. They are automatically searched against the RLIN database and any matched records are returned to LC and replace the existing counterpart LC IBC record. (See B13.11 (Appendix 8) for exceptional procedures for handling these records.)

Acquisitions units, CIP staff, or catalogers or technicians in a team may search for and import records using software called Z-Processor (see BWTD 12) or a new, improved version called Z-Processor (see DCM E2.3) especially designed for this purpose. The programs execute various data manipulations tailored to the cataloging stream under which a particular record is being imported.

B13.1.7   **Eligibility For Copy Cataloging Importing**

See B13.9 (Appendix 6) to determine the conditions under which an external record may be imported to use as copy cataloging.

B13.1.8   **Identifying Copy Cataloging Records**

The following tables show first, the complement of data elements that identify LC copy cataloging records, and second, a summary and comparison of the data elements applicable to copy cataloging records and PCC records. See the respective tag numbers in B13.3.4 for complete information about the values appropriate to each field.

Complement of Data Elements that Identify LC Copy Cataloging Records

= "blank"   MCLO = MARC Code List for Organizations Symbol (formerly NUC symbol)

Tag	Data Element Name	Copy Cataloging Values
008/39	Cataloging source	d = (Other) if not from a national bibliographic agency # = (National bibliographic agency) or an LC-issued enc/lvl 5 record (in-process; often lcode) upgraded by an external agency c = (Cooperative cataloging program) # = (National bibliographic agency) for PCC adapt
906 $c	Local processing workflow	copycat (042 = lccopycat; 008/39 = d or #) pccadap (042 = pcc; 008/39 = c or #)
035	System control number	Control number of the system from which the imported record originated; consists of MCLO symbol of the agency in parentheses followed without spacing by the control number itself
040	Cataloging source	$a subfield: MCLO/OCLC symbol of the original cataloging agency $c subfield: MCLO/OCLC symbol of the transcribing (inputting) agency $d subfields (multiple possible): MCLO/OCLC symbol of each agency, including LC (DLC; DLC-R (LC staff working in RLIN)), that modifies the record subsequent to initial input
042	Authentication code	lccopycat if 906 $c = copycat and 008/39 = d or # pcc if 906 $c = pccadap and 008/39 = c or #

Summary and Comparison of Data Elements Applicable to Copy Cataloging and PCC Records

= "blank"   MCLO = MARC Code List for Organizations Symbol (formerly NUC symbol)

Tag	Data Element Name	Copy Cataloging	PCC Adapts
008/39	Cataloging source	d if not from natl. bib. agency # if from natl. bibl. agency or record is an LC-issued enc/lvl 5 ("in-process"record; often lcode) upgraded by an external agency	c or # if from national bibliographic agency
906 $c	Local processing workflow	copycat	pccadap
035	System control number	Control number of the system from which the imported record originated; consists of MCLO symbol of the agency in parentheses followed without spacing by the control number itself	
040	Cataloging source	$a subfield: MCLO/OCLC symbol of the original cataloging agency $c subfield: MCLO/OCLC symbol of the transcribing (inputting) agency $d subfields (multiple possible): MCLO/OCLC symbol of each agency, including LC (DLC; DLC-R) that modifies the record subsequent to initial input	
042	Authentication code	lccopycat	pcc

B13.1.9   **STARS Reporting**

If an item is received in a cataloging team already identified as copy cataloging (e.g., with a white "copycat" slip), log it in as Activity = X. Log it out as Completion activity = X.

If an item is received in a cataloging team identified for some other workstream (most commonly, full cataloging), log it in as Activity = F (or other appropriate code). Log it out as Completion activity = X.

In either case, Source = R (regular) or O (an LC overseas office).

B13.1.10   **Forwarding Completed Work Out Of Team**

When all aspects of a record have been reviewed within a cataloging team, forward the item to the Children's Literature Team/HLCD, to the Decimal Classification Division, or to BCCD, according to current practice.

B13.2   PRINCIPLES OF COPY CATALOGING

B13.2.1   Basis For Determining Components Of Copy Cataloging Record
Copy cataloging exemplifies most of the characteristics of LC original cataloging. LC copy cataloging records contain the usual prescribed content and, in general, the same level of main and added entries as original cataloging done by LC. The records reflect AACR2 rules and ISBD punctuation. Records contain both an LC call number and at least one LC subject heading in those cases for which LC cataloging policy calls for subject headings. The records are fully content designated and in general follow the content requirements specified in *MARC 21 Format for Bibliographic Data* for full-level machine-readable bibliographic records that are contributed to a national database.

Because copy cataloging relies on cataloging done by other libraries, there may be significant differences from LC original cataloging:

1)   records may contain elements that LC does not employ;
2)   records may not necessarily reflect LC practice in all aspects;
3)   there is no attempt to ensure that the records adhere to all the conventions of original cataloging as stated in the relevant documentation.

LC copy cataloging focuses on accepting the cataloging of other libraries as much as possible, limiting changes to those judged "egregious." (Egregious in this context means data that are inaccurate, misleading, or that result in denial of access.) Limit changes to those relating to accuracy, substance, or retrievability. In judging whether data are "egregiously misleading," consider them in the light of whether

1)   they result in seriously misleading description (e.g., someone might regard the item to be a different one were a change not made);
2)   they might result in seriously misleading access (e.g., the item is classified under a number for an artist's painting when in fact the work is really about the artist's sculpture, or, the heading selected for the main entry is a different person with the same name).

Do not strain for "uniformity of product" and do not make changes only for matters of style. When LC practice has varied over time, accept what is present in the imported record unless otherwise instructed in the CCM. In matters of the application of cataloger judgment, generally accept what is present in the imported record.

B13.2.2   General Guidelines
The general guidelines for LC copy cataloging are as follows.

1)   accept what is present in the imported record to the extent possible within the guidelines spelled out in the CCM, particularly in Part 3 on review of individual fields;
2)   generally do not delete information unless inaccurate, egregiously misleading, or specified for deletion in the CCM (note, however, that

there are specific provisions for deleting access points that exceed what LC would supply under LC original cataloging--the method of handling such deletes varies, depending upon the source system of the record being used for copy cataloging); to the extent possible, limit changes to those that relate to accuracy, substance, or retrievability, but NOT style;

3) in the descriptive aspect of cataloging, focus on a set of basic data elements that:

a) identifies an item both from an internal and external perspective;
b) distinguishes editions;
c) avoids ambiguity, i.e., a staff member at any stage in the recommending, acquisitions, searching, or cataloging process can look at a record and determine whether or not it fits a particular citation or item in hand;

4) ensure that the name and subject headings present in imported records fit into the heading structure of the catalog by searching for authority records and creating or modifying name, series, or subject authority records according to the policies for full cataloging; all access points that are given must be constructed according to AACR2 or LCSH; for copy cataloging processed under EL7 lccopycat guidelines, see B13.10 (Appendix 7); if copy cataloging is performed by a technician or by a cataloger who does not have expertise in both descriptive and subject cataloging, questions and problems should be referred according to team practice to someone in the team with the relevant expertise;

5) adjust the call number to fit properly within LC's shelflist.

B13.2.3 Specific Guidelines Governing All Aspects Of The Record

B13.2.3.1 *Order of variable fields*
In general, accept the order of fields present in the imported record, particularly for note fields (5XX) and added entries (7XX). Ensure that the first subject heading reflects the classification number but otherwise accept the order of subject headings (6XX). See B13.11 (Appendix 8) for further information about unusual order of certain fields.

B13.2.3.2 *Punctuation/spacing*
Generally, accept punctuation or spacing as found. Do make changes relating to: ISBD punctuation/spacing; end-of-field punctuation; punctuation/spacing in headings (cf. LCRI 1.0C). Follow LCRI 1.1B1 when a colon, a slash, or an equal sign appears in the body of the entry as normal punctuation.

Accept, e.g.:

```
245 10 $a Hard beds, hard crackers and hard marches : $b
       army life during the Civil War /$c W. W. Wilkins.
```
(LC practice: … hard crackers, and … / $c W.W. Wilkins.)

Change, e.g.:

```
245 10 $a [Title] / $c editors, Henry Wiggins, Allan Hale.
```
(*Imported record:* … /$c editors: Henry Wiggins, Allan Hale.)

B13.2.3.3   *Capitalization*
          Generally accept capitalization as found. Do make changes relating to: errors in headings; any failure to capitalize a proper name; any failure to capitalize the first word in the title of an item; words in the name of a document.

          Accept, e.g.:

```
245 10 $a Twentieth-century communism ...
245 10 $a Report concerning a Member of the Academy ...
245 10 $a Essays on Lutheran Theology ...
```

B13.2.3.4   *Abbreviations*
          Accept abbreviation or full forms as found except when a matter of transcription (the need to reflect accurately the form found on the item being cataloged) or consistency to ensure access, as in headings.

          Accept, e.g.:

```
250 ## $a Second Edition.
260 ## $a Salem, Oregon : $b Pierre Publishing Company, $c
        1990.
260 ## $a Dubuque, Ia. : $b Holt, $c 1993.
           (On t.p.: Dubuque, Iowa)
```

          Change, e.g:

```
245 00 $a ... Herausgeber, Jos. Katz
             (On t.p.: Josef Katz)
```

B13.2.3.5   *Numerals*
          Accept the form of numerals as found except when a matter of transcription (the need to reflect accurately the form found on the item being cataloged) or consistency to ensure access as in headings.

          Accept, e.g.:

```
250 ## $a 2d ed.
500 ## $a 1st published in 1954.
```

          Change, e.g.:

```
111 20 $a International Conference on Pipewelding $n (2nd :
        $d 1979 : $c London, England)
```

(In imported record: `... $n (2d : $d 1979 : $c London, England)` *)*

B13.2.3.6   *Typographical errors*
                    Correct all typographical errors, i.e., any misspellings or
mistranscriptions in data copied from the item cataloged and data given in notes and headings.

B13.2.3.7   *Factual errors*
                    Unless there is a guideline to the contrary for a particular field, correct
any factual errors.

         Change, e.g.:

```
250 ## $a 22nd ed.
              (On t.p.: Second Edition)

260 ## $a ... $b ... , $c 1992.
              (On t.p.: 1994)

300 ## $a 130 p. ; $c ...
              (Book has pages numbered 1-132)

650 -0 $a [Subject] $z Australia.
              (Book is about Austria; correct geographic subdivision)
```

B13.2.3.8   *Data from prescribed sources of information*
                    AACR2 prescribes sources of information for certain areas of the
description. To avoid ambiguity between the bibliographic record and the item itself, ensure that
unbracketed data actually appear in the prescribed source for the area. Conversely, ensure that bracketed
data do not appear in the prescribed source for the area.

B13.2.3.9   *Headings*
                    Ensure that all headings (1XX, 240, 440, 600-651, 7XX, 8XX) are in the
established form as reflected in the appropriate authoritative source and agree with respect to
construction of the heading, prescribed additions, and all the details of spacing, punctuation,
capitalization, use of diacritical marks and special characters, etc. Refer, according to team practice, for
authority work any heading lacking an authority record or any existing heading requiring authority work.
(See B13.10 (Appendix 7) for exceptions for EL7 lccopycat procedures.)

                    With respect to series, the series must not only reflect the heading in the
authority record itself, but also the other aspects of series stated in the authority record: analysis,
classification treatment, tracing practice, form of numbering in series that are traced.

                    With respect to works of literary authors, determine whether the author's
authority record contains a literary author number from the LC classification scheme; if so, note it for use
at the classification step.

B13.2.3.10   *Initial articles*
                    Adjust the presence or absence of initial articles and the filing indicators

for them according to LC policy. When an article is present in a field in which LC does not retain articles, e.g., 246, delete the article and, if the field has an indicator for nonfiling characters, ensure the indicator is set to 0.

LC practice on initial articles, in general, is:

1)   retain articles in those fields in which the intent is to reflect what is actually on the item itself, e.g., 245, 4XX;

2)   delete articles in those fields that are cataloger constructs, e.g., heading fields such as 1XX, 240, 6XX, 7XX, 8XX, and field 246 unless they are to be filed on (e.g., Los Angeles).

B13.2.3.11   *Pass-through data elements that contain errors*

Pass-through data elements are data elements in imported records that LC does not actively supply (cf. B13.5 (Appendix 2)). An example is 015 (National Bibliography Number). Sometimes these data elements contain errors that are signaled by error messages generated by the Validator program or the LC ILS. Delete the field. Do not attempt to correct the problem.

B13.2.3.12   *Obsolete practices*

An imported record may contain data that reflect an obsolete practice. Follow the guidelines stated at the appropriate place in the CCM and summarized in B13.12 (Appendix 9). In general, the approach is to keep to a minimum the requirement to change to current practice unless failure to use the current practice would result in an error message, e.g., for certain indicator values. (Teams may opt to follow current practice in all cases.) On the other hand, if a change can be done easily in support of consistent treatment with minimum overall impact, the change may be required. An example of this kind of mandatory change is deleting dates from certain analytical added entries.

For data newly added at LC to imported records, follow current practice, even if this means that the record will contain both old and new practice, as with fields 246 and 740.

B13.3.1   INTRODUCTION
            In the course of review of a copy cataloging record, each element of the record must be reviewed according to the principles and guidelines stated above in Part 2. Whether this is done by a technician, a descriptive or subject cataloger, a whole-book cataloger, or some combination thereof is a matter of team policy. Those who lack expertise in a particular area should refer questions and problems to members of the team who have such expertise.

            The following guidelines are for data elements actively supplied by LC. They are given in the order they are normally encountered in the record undergoing review, i.e, in field number order except for fields 906, 925, and 955. If a data element in a record is not listed here, it is likely a pass-through data element. For the treatment of such data elements, consult the data element checklist in B13.5 (Appendix 2). Note also that some methods of importing rearrange the order of fields from the standard LC ILS order. See B13.11 (Appendix 8) for more information.

B13.3.1   Review Of Descriptive Data
            Review the data elements associated with descriptive cataloging to ensure that:

    1)   access is provided through appropriate main and added entries
            (including series) appropriate to the record's cataloging level and
            through other access such as standard numbers;
    2)   name and series headings fit into the heading structure of the catalog.;
    3)   editions are distinguished and the record unambiguously identifies the
            manifestation so that anyone searching with a citation or item in hand
            can determine whether their manifestation or citation is a duplicate or an
            edition.

            In addition to the guidelines below, consult the "Descriptive Cataloging Documentation" and "MARC 21 Documentation" sections of Library of Congress Cataloging Documentation at: http://www.loc.gov/staff/catdir/cpso/catdoc.html

B13.3.2   Review Of Subject And Call Number Data
            (See also Shelflisting review, B13.3.3 below.)   Review the data elements associated with subject cataloging, classification, and shelflisting to ensure that:

    1)   the completed record contains a valid call number in the 050 field (with
            indicators set to "00") that fits properly into the LC shelflist;
    2)   the record contains at least one LC subject heading in those cases in
            which LC subject cataloging policy calls for subject headings and that
            all LC subject headings and their subdivisions are valid;
    3)   any geographic area codes in an 043 field are valid and correctly applied
            to the item in hand;
    4)   fixed field (008) values for conference publication, juvenile literature,
            fiction, biography, nature of contents are correct according to SCM D
            145.

            In addition to the guidelines below, consult the "Subject Cataloging

Documentation," "Shelflisting Documentation," and "MARC 21 Documentation" sections of *Library of Congress Cataloging Documentation* at: http://www.loc.gov/staff/catdir/cpso/catdoc.html

B13.3.3   **Shelflisting Review**
Review the data elements associated with shelflisting to ensure that:

1)   an LCC-based number is a valid number in LC *Classification Web* and, if the classification number or Cutter number is from a table, that the table was correctly applied;
2)   **every** aspect of the classification number, call number, or Cutter number reflects LC practice, including date, punctuation, spacing, capitalization, and content designation, etc., e.g.:

a)   ensure that the item files in its appropriate location in the shelflist;
b)   adjust the Cutter number to match a specific Cutter already in the shelflist; conform to a prescribed Cutter table; conform to standard LC Cuttering practices;
c)   adjust the Cutter number to agree with a change in main entry;
d)   add/change the volume numbering of a collected set, etc.;
e)   delete any "trailing x" added to the call number by the original cataloging library, e.g.:

before: `050 04 $a DS33.3 $b L63x 1987`
after: `050 00 $a DS33.3 $b L63 1987`

B13.3.4   INDIVIDUAL DATA ELEMENTS

B13.3.4.1   **Leader**
In general, when importing records select records that reflect values appropriate to the item being cataloged, particularly with respect to Type of record (Ldr/06) and Bibliographic level (Ldr/07). Note that in Type of record LC does not use value "o" (Kit). For existing imported IBC records, change values as needed to reflect regular LC practice:

Record status (Ldr/05)	No action required (the values in this position are managed by the system)
Type of record (Ldr/06)	Usually no action required unless the value does not reflect the type of material represented by the record or the value is "o" (Kit); in such a case, consult CPSO
Bibliographic level (Ldr/07)	Usually no action required unless the value does not reflect the bibliographic level of the item being cataloged; in such a case, consult CPSO
Type of control (Ldr/08)	No action required
Encoding level (Ldr/17)	Set to the value that reflects the level of cataloging

Desc. cat form (Ldr/18)	If other than value "a" (AACR 2), change to "a" and make any needed adjustments to reflect AACR2

Note: For records imported through MARCADIA, the encoding level is automatically set to "7" except for PCC adapts (042 = pcc), which are set to "5" if full level or "4" if core level.

B13.3.4.2   **008 (Fixed Fields)**

Add/change values as needed to ensure that values related to the item are assigned in the 008 field according to regular LC practice. Further information on appropriate values can be found in *MARC 21 Format for Bibliographic Data* and, for those related to subject cataloging, in SCM D 145. See B13.7 (Appendix 4) for dates in the 008 field for multipart monographs.

= blank

LC ILS Name of Data Element	Action
Type of date (008/06)	Ensure code reflects type of date in field 260
Date 1 (008/07-10)	Ensure date is correct and agrees with date in field 260
Date 2 (008/11-14)	Ensure date is correct, if needed, and agrees with a 2nd date in field 260 or possibly field 500
Place of publication (008/15-17)	Ensure code reflects place of publication of item
Illustrations (008/18, 19, 20, 21)	Codes (up to 4 may be given) must agree with data in field 300 $b or $a for plates
Target audience (008/22)	If juvenile literature, ensure code is "j"
Form of item (008/23)	# unless large print ("d") or microform (code as appropriate)
Nature of contents (008/24, 25, 26, 27)	Ensure codes (up to 4 may be given) reflect nature of contents (bibliography, etc.) of item
Government publication (008/28)	If a government publication, ensure appropriate code
Conference publication (008/29)	If a conference publication, ensure code is "1"
Festschrift (009/30)	If a Festschrift, ensure code is "1"
Index (008/31)	If an index present, ensure code is "1"
Literary form (008/33)	If fiction, ensure code is "1"
Biography (008/34)	If biography, ensure appropriate code
Language (008/35-37)	Ensure code reflects language of item
Modified record (008/38)	# unless "o" for a romanizing language (e.g., Russian)
Cataloging source (008/39)	Copy cataloging: ensure "d" (if not natl. bib. agency) or "#" if natl bibl agency or an LC-issued enc/lvl 5 rec. (usually lcode) upgraded externally PCC adapt: "c" (if not natl. bib. agency) or "#" if natl. bib. agency

B13.3.4.3   **906 Field (Local Processing Data)**

The following table states the values/codes for local processing data for the copy

cataloging and PCC adapt workflows. The values/codes are used in the same manner as for LC original cataloging but with some codes specific to a particular workflow. For further information, see DCM C16.10.

906 Field			
Cataloging Workflow	**Subfield**	**IBC Stage**	**Completed Stage**
Copy Cataloging	Distribution controller ($a)	0	7
	Record completion state ($b)	ibc	cbc
	Processing workflow ($c)	copycat	copycat
	Priority ($d)	Priority number (1-3)	Priority number (1-3)
	CIP/PCN flag ($e)	ncip	ncip
	Century flag ($f) (LCCN year)	19 if before 2000 20 if 2000-	19 if before 2000 20 if 2000-
	Stakeholder code ($g)	y-gencatlg	y-gencatlg
PCC Adapt	Distribution controller ($a)	0	7
	Record completion state ($b)	ibc	cbc
	Processing workflow ($c)	pccunad	pccadap
	Priority ($d)	Priority number (1-3)	Priority number (1-3)
	CIP/PCN flag ($e)	ncip	ncip
	Century flag ($f) (LCCN year)	19 if before 2000 20 if 2000-	19 if before 2000 20 if 2000-
	Stakeholder code ($g)	y-gencatlg	y-gencatlg

B13.3.4.4   **010 Field (Library of Congress Control Number)**

If an item has an LCCN (either preassigned or supplied by an acquisitions unit), that number should normally be retained. If there is no LCCN in the item or in an IBC record for it, affix to the verso of the t.p. (or its substitute) a barcode label with a new LCCN for the current year and wand or type this number into the 010 field of the copy cataloging record. If the LCCN is typed into the record, run the Validator program to ensure the correct format.

B13.3.4.5   **020 Field (International Standard Book Number)**

Apply the following to ISBNs:

1)   ensure that any ISBNs present in the record are transcribed accurately;
2)   add as the first ISBN an ISBN for the item in hand if it appears on the item but is not already in the record;
3)   in cases of multiple ISBNs, ensure that the ISBN given first is for the manifestation represented by the record;
4)   do not add or delete other ISBNs that may be present on the item but which reflect other bindings, formats, etc.;
5)   except for ISBN 13/ISBN 10 pairs, do not add a qualifier; accept

qualifiers and abbreviations for them as given; for ISBN 13/ISBN 10
pairs, follow the *LC practice* stated in LCRI 1.8;

6)   accept price as given; do not add, do not delete.

B13.3.4.6   **035 Field (System Control Number)**

Each copy cataloging record contains an 035 field consisting of an MCLO
symbol identifying the organization from which the record was imported and that system's control
number. Examples:

```
035 ## $a (OCoLC)ocm30449771
035 ## $a (CStRLIN)CLAG94-B16699
```

Multiple occurrences of the field with different system control numbers may be present. Accept them as
given; their order does not matter.

B13.3.4.7   **040 Field (Cataloging Source)**

B13.3.4.7.1   *Subfields $a, $c, and $d*

Accept subfields $a, $c, and $d as given regarding number of subfields
and the library symbols given in the subfields. (Note that the symbols are those from the MCLO except
for records from OCLC, which have symbols from OCLC's own code list.) Ensure that:

1)   subfield $a (symbol of the Original cataloging agency), and
subfield $c (symbol of the Transcribing (inputting) agency) are
present;

2)   the last $d subfield (modifying agency) is DLC or DLC-R (for
items cataloged in RLIN).

Subfields $a and $c may not be present. Apply the following
conventions:

3)   if no 040 $a and $c are present, use "XX-XxUND" (MCLO code
for "undetermined") in both subfields;

4)   if no 040 $a is present but an 040 $c is, use the code in $c also in
$a;

5)   if an 040 $a is present but no 040 $c is, use the code in $a also in
$c.

Delete subfield $e (Description conventions) if present.

B13.3.4.7.2   *Subfield $b: Language of cataloging*

The language of cataloging is the language used in the physical
description, notes, etc. Do not confuse this with the language of text (008/35-37; 041 $a subfield).
Subfield $b has been defined to contain a code for the language used in cataloging. If subfield $b is not
present in a record, assume the language of cataloging to be English. With respect to copy cataloging,
observe the following two points:

1)   external records are candidates for use in copy cataloging **only** if the language of cataloging is English (040 $b not present or, if present, contains "eng");

2)   if 040 subfield $b is present, ensure that it is "eng"; if it is anything other than "eng" do not do the item as copy cataloging; refer, according to team practice, to have the item cataloged under some other mode of cataloging; ensure that field 035 is **removed** from the record (to ensure that the record issued by LC does not merge/replace a "parallel" record that might be in OCLC (i.e., another record for the same item but with a different language of cataloging)).

B13.3.4.7.3   *Externally upgraded LC lcode encoding level 5 records*

These are LC records either originally issued as IBC/in-process records (encoding level = 5) from an overseas office (042 = lcode) or encoding level 5 records for JACKPHY materials created in RLIN by LC staff for which an external source has completed the cataloging and upgraded the record to full level (encoding level = blank) or core (encoding level = 4). Such records are candidates for import. If the upgrading library is a non-PCC library, treat such records as copy cataloging EXCEPT leave 008/39 (Cataloging Source) blank. Accept the 040 field as is and add a $d subfield with "DLC" or "DLC-R." In field 042 add an $a subfield with the code "lccopycat" (following an existing $a with the code "lcode" if present; in the example, UPL = upgrading library):

```
040 ## $a DLC $c DLC $d UPL $d DLC
042 ## $a lcode $a lccopycat

040 ## $a DLC-R $c DLC-R $d UPL $d DLC-R
042 ## $a lccopycat
```

If the upgrading library is a PCC library, treat such records as PCC adapts **EXCEPT** leave 008/39 (Cataloging source) blank (National bibliographic agency). Accept the cataloging level (full or core), and accept the 040 field as is and add a $d subfield with "DLC" or "DLC-R." In field 042 add an $a subfield with the code "pcc" (following an existing $a with the code "lcode" if present; in the example, UPL = upgrading library):

```
040 ## $a DLC $c DLC $d UPL $d DLC
042 ## $a lcode $a pcc

040 ## $a DLC-R $c DLC-R $d UPL $d DLC-R
042 ## $a pcc
```

B13.3.4.8   **041 Field (Language Code)**

An 041 field should be present as appropriate. Retain, add, or delete according to the situation. Ensure that the codes are valid ones as listed in *MARC Code List for Languages* and that the first code is the same as that used in 008/35-37. [Technicians: If there is doubt about the 041 field or if it is not present but it seems one should be, refer to a descriptive cataloger.]

B13.3.4.9   **042 Field (Authentication Code)**

Ensure that this field is present and that it contains the code "lccopycat."

If more than one code is present in repeated $a subfields, ensure that the codes are mutually exclusive (delete any occurrences of "lccopycat" beyond a single occurrence) and that "lccopycat" is given last.

```
042 ## $a nlmcopyc
042 ## $a lccopycat
```

results in

```
042 ## $a nlmcopyc $a lccopycat
```

One of the other codes that may be present is "lcode," indicating that the record originated in an LC overseas office (cf. DCM E1.2.3-4) or "lcac," indicating the record is part of the annotated card program for children's literature.

B13.3.4.10   043 Field (Geographic Area Code)
Verify that any geographic area code in an imported record is a valid one and is correctly applied to the item in hand. (Cf. SCM D 155 and the *MARC Code List for Geographic Areas*.) If lacking, and the item in hand is a candidate for a geographic area code, add, at the discretion of the team.

B13.3.4.11   050/090/097/950 Fields (LC And LCC-Based Classification/Call Numbers)

B13.3.4.11.1   General information.
The term "LCC-based number" is used to indicate a number based on Library of Congress Classification/Classification Web but assigned externally by the original cataloging library. It is a means of distinguishing such numbers from the final LC classification/call numbers chosen (either the one externally assigned and accepted or one assigned by LC).

Each final record issued by LC must have an LC call number. There are several ways to obtain it, depending upon team practice and the cataloging stream being followed. See B13.3.4.11.2-4 below for details. A technician or descriptive cataloger should refer the item to a person with subject cataloging expertise if a call number cannot be supplied by one of the methods described.

B13.3.4.11.2   Converting an LCC-based number to an LC number
An LCC-based number may be found in an 090, 097, 050, or 950 field, depending on when the copy cataloging record was created and the process used to import it. (Since it is most frequently in the 097 field, that number is used in this discussion.) The number may be a full call number or only a classification number ($a subfield). Unless one of the special conditions in B13.3.4.11.4 below applies, retain the LCC-based number.

If the LCC-based number is to be used as the classification number, change the 090 or 097 tag to 050. Change the first indicator value to "0" if the item is to be retained in LC or to "1" if the item is not to be added to the collections. Change the second indicator to value "0" if not already set to that value. Add a "+" after the number to indicate that the item is still in process (cf. BWTD 18 III.F). Example:

before: `097 14 $a QA297 $b .B37 1993`
after:　`050 00 $a QA297 $b .B37 1993 +`

Catalogers (unless they have been trained to do shelflisting) do not adjust the Cutter numbers, add any that are missing, add/change a date, etc. This will be done as part of the shelflisting aspect. **EXCEPTION:** Where double Cutter numbers are used (e.g., for an artist), correct the Cutter number if it is clearly not the one that LC uses (or provide it according to team practice).

If an 097 field is present but a different classification number is used, convert the 097 to an 050 field with the proper classification number according to the instructions above. A 950 field MUST be converted to an 097 or 050 field or deleted; otherwise the record cannot be saved.

B13.3.4.11.3　　　　　*Obsolete practice*
A record created prior to 1982 may contain the obsolete value blank (Undefined) in indicator position 2 of field 050. Change it to "0" (Assigned by LC).

A record created before the implementation of the ILS on August 16, 1999 may contain one or more 050 fields with some variety of "IN PROCESS" or "BOOK NOT YET IN LC" legend. Delete all 050 fields except the one ultimately used for the LC call number.

B13.3.4.11.4　　　　　*Special conditions*
In the special conditions stated below in 1)-9), follow the instructions given for each condition. The principles governing the instructions are:

- obtain an LC-assigned classification number through one of the techniques described below; or,

- if a descriptive cataloger or technician is performing the copy cataloging, refer the item, according to team practice, to someone who does subject cataloging for classification when there is no LCC-based number in the imported record or such a number is present but there is any question about it, e.g., the LCC-based number cannot be found in the classification schedules or other works in the catalog with the same class number seem to be on a different topic or the number is obsolete.

1)　　　Another edition
If there is another recent edition or translation of the item in hand, use the call number from that other edition/translation but do not do any adjustments to reflect the item in hand, e.g., do not change the date. Example:

`050 00 $a E559.7.C55 $b D4 2000` +
(Edition in hand is 2004; the date in the call number will be changed at the time of shelflisting.)

EXCEPTION: For Chinese materials, use a Cutter based on Pinyin for an edition in hand unless the Cutter is printed in a classification schedule or is recorded in field 053 in a NAR.

2) **LC collected set number**

If there is an LC series authority record or collected set record for a series of which the item in hand is a part, and the series or multipart monograph is one that LC classes as a collection, use the collected set number from the series authority record or the collected set record. Example:

```
050 00$a QA3 $b .L28 +
```
(Item in hand is number 21 in the set; the volume numbering will be added at the time of shelflisting.)

LC copy cataloging does not contain alternate classification numbers. Do not add. Delete if present.

3) **Collected set number not assigned by LC.**

If the 097 field contains a collected set number not assigned by LC, do the following:

a) if there is an LC-assigned collected set number available, use it; adjust the 097 field accordingly;

b) otherwise, technicians/descriptive catalogers identify a number through one of the other methods described or refer for classification.

4) **Literary author classification number**

If the item in hand is a work of literature (fiction, poetry, prose, drama, etc.), search for a name authority record for the author of the work. Look for an 053 field. If present, use that number. If an 097 field is present in the bibliographic record, adjust it accordingly; otherwise, supply the number to be used according to team practice. If no author number is found, technicians/descriptive catalogers refer for classification. Example:

```
050 00 $a   PS3557.R355 +
```
(The second Cutter number, date, etc. will be added at the time of shelflisting.)

5) **FC classification numbers**

FC classification numbers supplement Library of Congress Classification and are used by Canadian libraries. Technicians/descriptive catalogers refer for classification.

6) **PS8001-8599 classification numbers**

PS8001-8599 classification numbers supplement Library of Congress Classification and are used by Canadian libraries. Technicians/descriptive catalogers refer for classification.

7) **PZ3 and PZ4 classification numbers**

PZ3 and PZ4 classification numbers are obsolete. Technicians/ descriptive catalogers refer for classification.

8) **Bibliographies**

Topical bibliographies in subjects other than law and music are classed in Z. Do not provide an alternate classification number. If the item in hand is a topical bibliography in other than law and music, do the following:

- a) if an 097 field is present and contains a Z classification number, use the Z number unless it inaccurately represents the contents of the work;
- b) if an 097 field is present but does not contain a Z classification number, technicians/descriptive catalogers refer for classification.

9) **Class number/first subject heading**

Supply a class number that corresponds to the first subject heading. See B13.8 (Appendix 5) for further information.)

B13.3.4.12 **082 field (Dewey Decimal Classification Number)**

Retain if the second indicator value is set to "4" (Assigned by an agency other than LC; set by the Z-Processor program); otherwise delete. Items undergoing copy cataloging are forwarded to Dewey under the same conditions as for original cataloging. If an item is forwarded to Dewey, and if it is among the materials actually assigned a classification number there, staff in Dewey will assess any 082 field with second indicator value "4," change as needed, and set the second indicator value to "0" (Assigned by LC).

B13.3.4.13 **090 Field (LCC-Based Classification/Call Number)**

See 050/090/097 fields above under B13.3.4.11.

B13.3.4.14 **092 Field (Local Dewey Decimal Classification Number)**

Delete the field. Do not convert it to an 082 field.

B13.3.4.15 **097 Field (LCC-Based Classification/Call Number)**

See 050/090/097 fields above under B13.3.4.11.

B13.3.4.16 **1XX Field (Main Entry)**

B13.3.4.16.1 *Choice of entry*

Assess the choice of main entry according to the rules of AACR2 and the LCRIs. If the situation is one in which the application of the appropriate AACR2 provision is a matter of judgment, accept the choice. If the choice violates one of those rules, change it. [Technicians: if in doubt, consult a descriptive cataloger.] Be particularly aware of the following common errors:

entry under title proper (245 field), but the work is clearly by a single author;
entry under title proper (245 field), but there is an established uniform title heading (130 field or 1XX/240 combination);
entry under a personal name, but that person is clearly identified on the chief source as editor and should be given as an added entry (700).

B13.3.4.16.2   *Form of entry*

Once the choice of main entry is determined, ensure that the form of that choice agrees with the established form. If there is no established form, create appropriate authority records. [Technicians: refer for authority work.] (For EL7 lccopycat guidelines, see B13.10 (Appendix 7)).

B13.3.4.16.3   *Obsolete practice*

If the second indicator is "0" (Main entry/subject relationship irrelevant), change it to a blank (Undefined). If "1" (Main entry is subject), change it to a blank and add the entity in the 1XX as a 6XX.

B13.3.4.17   **240 Field (Uniform Title)**

Determine whether a uniform title is appropriate according to AACR2 and the LCRIs. If one is present, retain it if determined to be appropriate. If one is not present, add it. Once the appropriate uniform title is determined, ensure that the form of that choice agrees with the established form. If there is no established form, do needed authority work. [Technicians: refer for questions or authority work.] Delete any initial article and change the non-filing indicator to "0."

B13.3.4.18   **245 field (Title Statement)**

B13.3.4.18.1   *Transcription*

Ensure that the title proper ($a, $n, $p), other title information ($b), and statement of responsibility ($c) are transcribed accurately and completely from the chief source of the item in hand. Add any data associated with these data elements as needed. Generally accept stylistic differences except as follows:

1)   **punctuation:** correct ISBD and end-of-field punctuation as needed; accept other internal punctuation as given;

2)   **spacing:** correct spacing associated with ISBD punctuation; accept other internal spacing as given;

3)   **abbreviations:** transcribe abbreviations actually occurring in the chief source to reflect accurately the form found on the item being cataloged.

Retain "extra" parallel titles (cf. LCRI l.lD2). See section on field 246 (B13.3.4.19) for instructions on counterpart 246 fields.

Teams may exercise discretion in treating issues that are characteristic of the materials they catalog. For JACKPHY materials, limit counterpart vernacular data to the core fields (245, 250, 260, 4XX); do not add vernacular data for other fields but retain if present.

B13.3.4.18.2   *Access*

If a 1XX field is present, ensure that the first indicator position of field 245 is set to "1" (Added entry).

B13.3.4.19   **246 field (Varying Form Of Title)**

The implementation in February 1995 of changes related to format integration introduced a major change in the mechanism used for providing title added entries for varying forms of titles in machine-readable bibliographic records for monographs. Whereas previously all title added entries for varying forms of title had been recorded in a 740 field (with statements about such titles recorded in 500 note fields), the 246 field now carries most varying forms of title (see LCRI 21.30J for details).

Accept either 246 or 740 fields. (For 740 fields, see under that field.)

In general, accept any 246 field given, whether "justified" in the record or not, except for any field that may be egregiously misleading. Accept the order in which the fields are given. Ensure that the indicator values used are appropriate to the situation.

Ensure that the complement given provides basic access, namely, for alternative titles, parallel titles, titles on added title pages, and cover titles.

Change/add data as follows:

1) add a 246 field when required for basic access; in adding such a field, follow LC practice;
2) in general, retain a 246 field even though LC would not normally provide it; **exceptionally**, when a record exemplifies a much deeper level of access, e.g., some records from specialist libraries that contain large numbers of 246 fields, often with indicators set to "33," retain, according to team/division practice, only the complement of 246 fields that LC would supply; if working in RLIN 21, delete the fields; if the source record is from OCLC, use the EL7 lccopycat technique;
3) retain any 246 fields that are counterparts to "extra" parallel titles, but do not add "extra" 246s for them;
4) delete any initial article and change the non-filing indicator to "0."

B13.3.4.20   **250 Field (Edition Statement)**

Determine whether an edition statement is appropriate according to AACR2 and the LCRIs. If so and one is present, retain it; if one is not present, add it. Generally accept stylistic differences except as follows:

1) **punctuation:** correct ISBD and end-of-field punctuation as needed; accept other internal punctuation as given;
2) **spacing:** correct spacing associated with ISBD punctuation; accept other internal spacing as given;
3) **abbreviations:** do not change abbreviations or change for fullness of a word.

B13.3.4.21   **260 Field (Publication, Distribution, Etc. (Imprint))**

To the extent possible, accept what is present, but ensure that data constituting the substance of the publication, distribution, etc., area match the item. Be less concerned with the style

in which they are presented. Generally accept stylistic differences except as follows:

1) **punctuation:** correct ISBD and end-of-field punctuation as needed; accept other internal punctuation as given;

2) **spacing:** correct spacing associated with ISBD punctuation; accept other internal spacing as given;

3) **abbreviations:** do not change abbreviations or change for fullness of a word.

B13.3.4.21.1   *Place*
If a U.S. place is appropriate to the item being cataloged but is lacking in the imported record, add it according to LC practice (LCRI 1.4D4). Change/do not change data as follows:

1) do not change "[S.l.]" to a probable place;
2) do not change to add a larger place:

Example:

on item:	New York, N.Y., U.S.A.
accept:	New York
	New York, N.Y.
	New York, U.S.A.

B13.3.4.21.2   *Publisher*
If a U.S. publisher or distributor is appropriate to the item being cataloged but is lacking in the imported record, add it according to LC practice (LCRI 1.4D4). Change/do not change existing data as follows:

1) do not change to a fuller or shorter form–accept as found in the imported record;

Examples:

"Rowe" vs. "D.N. Rowe"
"The Entomological Society of Canada" vs. "Entomological
         Society of Canada"
"Western Publishing" vs. "Western Publishing Company"

2) do not substitute an abbreviated form for a spelled out form;

Examples:

accept:	Western Publishing
do not substitute:	Western Pub.

accept: Government Printing Office
do not substitute: G.P.O.

3) do not change "[s.n.]" to a probable publisher.

B13.3.4.21.3 *Date*
Ensure that any prime date reflects the item accurately; as long as that is true, retain other dates given even though they would not be given according to LC practice, e.g., a publication date followed by a copyright date.

Example: `260 ## $a New York : $b Doubleday, $c 1995, c1994.`

For imported records representing a printing different from that of the item in hand, consult the *LC practice* statement in LCRI 1.4G4 and apply it accordingly.

See B13.7 (Appendix 4) for dates for multipart monographs.

B13.3.4.21.4 *Obsolete practice*
If the first indicator is "0" (Publisher, distributor, etc., is present) or "1" (Publisher, distributor, etc., not present), change to a blank (No information provided).

B13.3.4.22 300 Field (Physical Description)

B13.3.4.22.1 *Single-volume works*
Ensure that the extent statement ($a subfield) accurately reflects the item being cataloged; add preliminary paging if omitted. Accept the statement of illustrative matter; add "ill." if lacking but the item is obviously illustrated and adjust 008/18 accordingly. Accept the size; if lacking, add it.

B13.3.4.22.2 *Multipart monographs*
See B13.7 (Appendix 4).

B13.3.4.23 4XX Fields (Series Statement) (See also 8XX fields)
[Technicians: In case of doubt about any of the situations listed below, refer to a descriptive cataloger.]

Ensure that all the following conditions have been met:

1) all the series statements (4XX) in the item in hand are present in the record resulting from copy cataloging; add already established series as necessary; if not established, create series authority record or refer to a descriptive cataloger;

2) all the series statements (4XX) in the imported record are present in the item in hand; delete any statements not found in the item in hand;

3) all the series statements (4XX) are transcribed accurately according to AACR2 and the LCRIs; change the data and content designation in any

400-411 fields to reflect AACR2 and LC tracing practice;

4) all the series statements (4XX) are represented by series authority records and that the series added entries (440/8XX) reflect the form in the authority record; [Technicians: refer to a descriptive cataloger if there is no series authority record or if an existing series authority record needs modifying];

5) all the series added entries (8XX) have corresponding series statements (4XX); delete any 8XX field for which a series statement is not found in the item;

6) the conditions associated with series (analysis, classification, tracing, volume numbering of traced series) reflect LC practice as stated in the series authority record;

7) the series authority record shows LC practice ($5 DLC) for volume numbering (642 field), analysis (644 field), tracing (645 field), and treatment (646 field) of traced series. [Technicians: if it does not, refer to a descriptive cataloger.]

B13.3.4.24 **5XX Fields (Notes)**
In general, accept differences in style. Change notes only if they contain typographical errors, are factually incorrect, or their meaning is not clear. Add notes other than those described below only when considered absolutely essential to fit specific situations, e.g. a thesis or dissertation note, a copy-specific note related to LC's copy. Use the following guidelines:

1) **abbreviations vs. spelled out forms:** accept as long as the meaning is clear; abbreviations need not follow AACR2, Appendix B;

2) **bibliography and index notes:** do not change or combine to reflect current LC style, but add as appropriate, formulating them according to current LC style and synchronizing them with their related fixed fields;

3) **contents note (505 field):**
for multipart monographs with separate titles: add, change, or retain according to B13.7 (Appendix 4); for single-part items: retain subfields $g, $r, and $t;

4) **accompanying computer file disk, sound recording, or videorecording:** follow DCM B18, B20, or B21 respectively;

5) **local note (590/591 field) or a copy-specific note in a 500 field:** follow DCM B17 if the information is applicable to LC; delete the note if it is not; add if appropriate to LC's copy;

6) **reproduction note (533 field):** add as appropriate;

7) **restrictions on access note (506 field):** add in any case of restricted access to LC materials;

8) **"With" note (501 field; subfield $5):**
if the "With" note applies to LC's copy but not to those of other libraries, add a "With" note (501 field; subfield $5) either according to the practice for general cataloging (LCRI 1.7B21) or the practice applied to rare books (DCRB 7C19);
if the "With" note applies to another library's copy but not to LC's,

ensure the note contains an MCLO symbol for the other library in subfield $5 (Institution to which field applies) (if the note comes as 500 instead of 501, leave as is); in the unlikely event the "With" note applies to both another library's copy and LC's copy, add a separate "With" note for the LC copy (this is necessary because subfield $5 is not repeatable) .

B13.3.4.25   **6XX Fields (Subject Added Entries)** (See also 653 field)

B13.3.4.25.1   *General.*
                    In general, accept the complement of subject headings as given. Assessing the subject headings in the imported record is essentially one of answering the questions that follow. If the answer to any of the questions is "no" or there is any doubt about the correctness of a subject heading, descriptive catalogers or technicians should refer to or consult with a subject cataloger according to team practice.

> 1)   Does the imported record have at least one LC subject heading in cases in which LC subject cataloging policy calls for them?
> 2)   Is the subject heading appropriate to the work (or at least not grossly inappropriate)?
>
>> A subject heading may be completely incorrect, e.g.:
>>
>>> title is *Australian art*
>>> subject heading is Art, Austrian.
>>
>> A subject heading may be too broad or too general, e.g.:
>>
>>> title is *Pueblo architecture of Chaco Canyon, New Mexico*
>>> subject heading is "Housing."
>>
>>> title is *Agricultural research in Oregon, 1850-1929*
>>> subject heading is "Agriculture."

The degree to which appropriateness of subject headings can be evaluated will vary according to the circumstances in each team, the experience of the staff doing copy cataloging, and the time available for consultation with staff with subject expertise.

> 3)   Is the subject heading and its components covered by an authority record or a free-floating subdivision?
> 4)   Is the subject heading constructed following LC rules and procedures according to the guidelines given below?

B13.3.4.25.2   *Order of subject headings*

Generally accept the order of the subject headings as given. However, to the extent practicable, ensure that the LC classification number and the first LC subject heading correspond, i.e., ensure that the first subject heading is the one that represents the predominant topic of the work in hand.

B13.3.4.25.3   *6XX second indicator*

The second indicator position of 6XX fields contains a value indicating the subject heading system represented by the subject heading. Subject headings with second indicator values 0-7 may be present in an imported record. Treat these categories as follows:

> 0 - Library of Congress subject headings
>> Search and validate according to the guidelines given below in B13.8 (Appendix 5).
>
> 1 - LC subject headings for children's literature
>> Follow the guidelines in B13.6 (Appendix 3) for the treatment of children's materials.
>
> 2 - Medical subject headings/National Library of Medicine
>> Retain as given.
>
> 3 - National Agricultural Library subject headings
>> Retain as given. (Unlikely to occur in current imported records.)
>
> 4 - Source not specified
>> Delete if it is immediately obvious that any one is:
>>
>> a)   redundant to any LC subject heading(s) in the record;
>> b)   less specific than any LC subject heading(s) in the record;
>> c)   incorrect, e.g. the subject heading is Australia, but the item in hand is about Austria.
>>
>> If this determination cannot be made quickly or there is doubt about any aspect, retain as given.
>
> 5 - Canadian Subject Headings
>> Retain as given.
>
> 6 - Répertoire des vedettes-matière
>> Retain as given.
>
> 7 - Source specified in subfield $2
>> Retain as given.

B13.3.4.25.4   *Search and validation*

For detailed instructions on searching subject headings, see B13.8 (Appendix 5). Apply the search and validation procedures only to those subject headings with a second indicator value of "0" (Library of Congress subject headings). Do not search/validate subject headings with 6XX second indicator values "1-7."

In searching subject headings, distinguish between a "main subject heading" and any "subject subdivisions." The "main subject heading" is the principal element of the subject string; it is that part of the string to which subject subdivisions may be appended. For topical subject headings, the main subject heading is a single $a subfield, e.g.:

```
650 #0 $a Camping $z Oregon $v Guidebooks.
        ("Camping" is the main subject heading.)
```

For other subject headings, the main subject heading may be a single $a subfield or a combination of an $a subfield and other subfields other than $v, $x, $y, and $z, e.g.:

```
600 10 $a Shakespeare, William, $d 1564-1619.
        $t Hamlet $v Indexes.
("Shakespeare, William, 1564-1619. Hamlet" is the main subject heading.)
```

"Subject subdivisions" consist of:

- form subdivision ($v subfield)
- general subdivision ($x subfield)
- chronological subdivision ($y subfield)
- geographic subdivision ($z subfield).

Determining the validity of each subject heading involves several separate actions.

1) **Main subject heading.** Search to determine that each main subject heading matches an established name or subject authority record. (See B13.8 (Appendix 5) for guidelines on searching subject headings.)

2) **General ($x subfield), form ($v subfield), or chronological ($y subfield) subdivision.** Search to determine that each general, form, or chronological subdivision either:

   a)   matches an established subdivision authority record, i.e., there must be a separate authority record for the main subject heading in combination with the particular subdivision; or

   b)   is a free-floating subdivision that is correctly applied to the heading at hand as prescribed in the *Subject Cataloging Manual: Subject Headings* (SCM). Consult *Free-Floating Subdivisions: An Alphabetical Index* to locate the pertinent instruction in the SCM for each free-floating subdivision.

3) **Geographic subdivision ($z subfield).**

    a)   Verify that any name used as a geographic subdivision ($z subfield) is established as a geographic heading.

    b)   Ensure that for each geographic subdivision: 1) there is an indication in either a subject authority record or with a free-floating subdivision that the heading may be subdivided geographically; and 2) any indirect geographic subdivision is constructed as directed in SCM H 830.

    4)   **Order of subdivisions.** Ensure that any combination of subject subdivisions is in the correct order. That order must either a) agree with the order of subdivisions in a subject authority record or b) be in the order prescribed in the SCM.

B13.3.4.25.5   *Changes related to LC subject headings*

Change any LC subject headings or subdivisions in an imported record that clearly vary from the established LC form, e.g.:

> before: `650 #0 $a Map-making $z Gulf of Mexico.`
> after: `650 #0 $a Cartography $z Mexico, Gulf of.`

In case of doubt, or if there is any suspicion that the variant heading or subdivision may be a different subject, refer according to team practice.

> Change any error in the order of subject subdivisions, e.g.:

> before: `650 #0 $a Children $x Folklore $z England.`
> after: `650 #0 $a Children $z England $x Folklore.`

> Change any errors of indirect geographic subdivision, e.g.:

> before: `650 #0 $a Museums $z Toledo (Ohio)`
> after: `650 #0 $a Museums $z Ohio $z Toledo.`

> Change any errors of MARC content designation, e.g.:

> before: `600 10 $a Dowling, $c Father (Fictitious`
>   `character) $v Fiction.`
> after: `650 #0 $a Dowling, Father (Fictitious`
>   `character) $v Fiction.`

B13.3.4.26   **653 Field (Index Term--Uncontrolled)**

Delete such fields if it is immediately obvious that any one is:

    1)   redundant to an LC subject heading(s) present in the record;
    2)   less specific than an LC subject heading(s) present in the record;
    3)   incorrect for the item in hand, e.g. the assigned index term is Australia, but the item in hand is about Austria.

If this determination cannot be made quickly or there is doubt about any aspect, retain the 653 field as

given.

B13.3.4.27   **700-730 Fields (Added Entries)**

B13.3.4.27.1   *Basic access*
To the extent possible, accept the complement given, whether "justified" elsewhere in the record or not, except for any field that may be egregiously misleading. Accept the order in which the fields are given. Ensure that the complement given provides basic access as follows (in adding added entries, follow LC practice):

1)   **Persons**
Joint authors: If the main entry is under the heading for one of two or three collaborating persons, there should be added entries under the headings for the others (AACR2 21.30B1).
Editors: There should be an added entry under the heading for a prominently named editor (AACR2 21.30D1).

2)   **Corporate bodies**
There should be an added entry under the heading for a prominently named corporate body, unless it functions only as publisher or as issuing body of the series. Note that *LC practice* prior to December 2001, was to make added entries for conferences, expeditions, or events, under certain circumstances, depending upon where the name appeared. Effective December 2001 the practice for a work covered by Category "d)" of 21.1B2 is to enter under the heading for the name of a conference, expedition, or event if the name appears anywhere in the item being cataloged (see LCRI 21.30E).

3)   **Related works**
There should be an added entry under the heading for a work to which the work being cataloged is closely related (AACR2 21.30G1) when cataloging adaptations (AACR2 21.10A), revisions (AACR2 21.12), or supplements or screenplays (AACR2 21.28A).

4)   **Analytical added entries (AACR2 21.30M)**
There should be an analytical added entry under the heading for a work contained within the item being cataloged when cataloging commentaries with text (AACR2 21.13) or collections covered by AACR2 21.7B, 21.7C, and 25.7.

B13.3.4.27.2   *Changes/additions*
[Technicians: if it appears that added entries may need to be added to ensure basic access, or; if there is doubt about already existing added entries, refer to a descriptive cataloger.]

Change/add data as follows:

1)   in general, retain an added entry even though LC would not

normally provide it; **exceptionally**, when a record exemplifies a much deeper level of access, e.g., some records from specialist libraries that contain large numbers of added entries, retain, according to team/division practice, only the complement of added entries that LC would supply; if working in RLIN 21, delete the fields; if the source record is from OCLC, use the EL7 lccopycat technique;

2) change added entries to reflect LC policy on initial articles; e.g., delete an initial article in the title portion of name/title added entries; when deleting an initial article at the beginning of a field (e.g., 730), also change the non-filing indicator to "0";

3) delete an added entry for a person or title that does not appear in the item in hand;

4) delete an added entry that duplicates exactly the main entry;

5) delete an added entry for what is determined, according to LC practice, to be an unnamed conference;

6) delete dates from certain analytic added entries (cf. LCRI 21.30M); see below B13.3.4.27.4 no. 2;

7) for books, delete all designations of function (subfield $e) except for "ill." in added entries for illustrators in records for resources intended for children.

B13.3.4.27.3   *Form of added entries*

Once the complement of added entries has been determined, ensure that the form of each reflects the form in the authority record; if there is no authority record or an existing one needs modification, technicians, refer for authority work, including those for which LC would not normally supply the added entry. (See also B13.10 (Appendix 7) for EL7 lccopycat guidelines.)

B13.3.4.27.4   *Obsolete practice*

Make the following changes:

1) in 700-730 fields, second indicator position (Type of added entry) change the obsolete values 0 (Alternative entry) and 1 (Secondary entry) to blank (No information provided);

2) in 700-730 fields, second indicator position (Type of added entry), value 2 (Analytical entry), subfield $f (Date of a work), delete dates of a work from analytical added entries except when occurring in added entries for the Bible, for "Works," and for "Selections" (cf. LCRI 21.30M).

B13.3.4.28   **740 field (Added Entries For Variant Titles (Old) And Uncontrolled Analytical Title Added Entries (New))**

The implementation in February 1995 of changes related to format integration introduced a major change in the mechanism used for providing title added entries for varying forms of titles in machine-readable bibliographic records for monographs. Whereas previously all title added entries for varying forms of title had been recorded in a 740 field then defined as "Added entry--variant

title" (with statements about such titles recorded in 500 note fields), the 246 field now carries most varying forms of title (see LCRI 21.30J for details). Field 740 is now limited to added entry access for the uncontrolled form of two kinds of titles:

> a)   uncontrolled analytical added entries for titles of independent works contained within the item;
>
> b)   uncontrolled added entries for titles of related works external to the item.

Accept either 740 or 246 fields. (For 246 fields, see under that field (B13.3.4.19).) Since new title access fields added at LC will be given in 246 fields, a mixed practice within a single record may result.

Accept any 740 fields given, whether "justified" in the record or not, except for any field that may be egregiously misleading. Accept the order in which the fields are given. If a 740 is an analytical added entry, ensure the value in indicator position two is "2." If additional titles are needed to provide basic access (cf. B13.3.4.27.1 above), add them as 246 fields.

For items without a collective title, there should be the title added entries specified by LCRI 21.30J.

B13.3.4.28.1   *Changes/additions*
Change/add data as follows:

> 1)   retain a 740 field even though LC would not normally provide it;
>
> 2)   delete a 740 field for a title that does not appear on the item in hand;
>
> 3)   delete any initial article and change the non-filing indicator to "0."

B13.3.4.28.2   *Obsolete practice*
Make the following changes:

> 1)   in the second indicator position (Type of added entry) change the obsolete value 0 (Alternative entry) to blank (No information provided) if the 740 is equivalent to what is now recorded in field 246 or if it is for the uncontrolled form of a title of a related work external to the item being cataloged;
>
> 2)   in the second indicator position change the obsolete value 1 (Secondary entry) to 2 (Analytical entry) if an uncontrolled analytical added entry for the title of an independent work contained within the item.

B13.3.4.29   **8XX Fields (Series Added Entries)** (See also 4XX fields)
Ensure that:

> 1)   all 8XX fields in the imported record are appropriate to the item in hand;

2)   no 8XX field is redundant, e.g., delete an 830 field if there is also a 440 field for the same series and they match exactly; if they do not, convert the 440 to 490 1#;

3)   all the series added entries (8XX) have corresponding series statements (4XX); delete any 8XX field for which a series statement is not found in the item;

4)   the form of each series added entry reflects the form in the series authority record; [Technicians: if there is no authority record, refer for authority work];

5)   ensure that all the other conditions associated with series added entries (analysis, classification, tracing; form of numbering of traced series) reflect LC practice as stated in the series authority record.

B13.3.4.30   923 Field (Local Shipment/Invoice Information)

Some methods of importing (e.g., MARCADIA) result in the 923 field being positioned at the top of the record (between 906 and 925 fields). It is not necessary to reposition.

B13.3.4.31   950 field (Local Call Number)

If a 950 field is in an imported record, the record cannot be saved. Either delete the field or convert it temporarily to an 097 field or use it for the eventual 050 field. (See B13.3.4.11 050/090/097 Fields above.) Since about March 2004 the pre-processing software applied to MARCADIA imports checks any 950 field. If a class or call number is present, the field is changed to 097. If there is no class or call number present, the field is deleted.

B13.3.4.32   952 Field (Local Cataloger's Permanent Note)

Retain if present only if the data in the field are pertinent to the item being cataloged. See B13.7 (Appendix 4) for multipart monographs.

B13.3.4.33   955 field (Local Functional Tracking Information)

Some methods of importing (e.g., Z-Processor, MARCADIA) result in a new 955 field being positioned at the top of the record and the old one positioned at the bottom. Do not delete or add to the old 955 field.

B13.3.4.34   985 field (Local Record History)

This field is used to identify records for various purposes, usually the source of the record (e.g., LC's overseas offices) or a particular service (e.g., RLIN's MARCADIA service):

```
985 ## $a rlin $c rlin $e marcadia
```

Field 985 is added to the record through pre-processing or other software; retain it, but it does not need to be reviewed.

B13.4   The following are often-used terms in the context of LC copy cataloging:

cataloging stream   a combination of two sets of conditions: 1) the first set includes aspects of IBC, workflow, and identifying characteristics related to a catalog record in both an in-process and a completed state; 2) the second set is related to an item itself, usually in the form of slips inserted in the item and data written/pasted in it (LCCN; call number in paperbacks)

copy cataloging -   cataloging an item by editing a bibliographic record created by another agency

copy review -   the stage of the LC copy cataloging workflow in which the cataloging of an item is done through the process of considering it in relation to an imported record and making needed adjustments/additions according to the guidelines developed for copy cataloging

export -   transmission of a record from one site to another; the originating site at which the source record initially resides is the exporting site (e.g., OCLC exports a record to LC)

external source record -   a record usually, but not always, created by an external source; in all cases the record resides in an external site or in an internal resource file; synonymous with "imported record"

import -   transmission of a record from one site to another; the receiving site is the importing site (e.g., LC imports records from other sites)

imported record -   a record usually, but not always, created by an external source; in all cases the record resides in an external site or in an internal resource file; synonymous with "external source record"

LCC-based number -   a classification/call number based on *Library of Congress Classification* but assigned externally by the original cataloging library

LCDB -   Library of Congress Database

MARCADIA -   a service available from RLIN whereby LC submits copies of IBC records to RLIN; they are automatically searched against the RLIN database and any matched records are returned to LC and replace the existing counterpart LC IBC record

MCLO -   MARC Code List for Organizations (http://www.loc.gov/marc/organizations/). This list is the successor to *Symbols of American Libraries*, sometimes referred to as NUC (National Union Catalog) symbols.

original cataloging -   cataloging an item by creating a bibliographic record

pass-through data element -   a data element not actively assigned by LC; it is present in an imported record, is retained, and is present in the record re-issued by LC, thus a "pass-through" data element; no action is taken against a pass-through data element during copy review unless the data element is in error as indicated by an error message generated by the LC ILS; in such cases the data element is deleted

PCN   Preassigned Control Number Program. A program administered by the CIP

Division whereby publishers may obtain a Library of Congress Control Number (LCCN) prior to publication so that the LCCN can be printed in the book.

refer -   in the context of LC copy cataloging "refer" means that a staff member who does not possess a particular knowledge or expertise consults with or refers an item to a staff member who does, usually within the same team and according to team practice; for example, authority work for a descriptive cataloging access point is done by a cataloger with descriptive cataloging expertise; a problem relating to subject access or classification is considered by a cataloger with subject cataloging expertise; problems relating to shelflisting are considered by staff with shelflisting expertise

replace/merge -   the process of importing a record when a record for the same title already exists in the LC ILS; the resulting record is a combination of mostly data elements from the imported record combined with some of the data elements retained from the already existing LC record

Z39.50 information retrieval -   a complement of software that permits searching an external database using the searching conventions of the site from which the search is being initiated; in the LC ILS a Z39.50 search is initiated by using the "Remote" button on the Search window; permits import of records to LC from various sites; usually referred to as just "Z39.50" (spoken as "zee thirty-nine dot fifty")

Z-Processor   a special program developed to import records for various cataloging streams; the program attempts to minimize for each stream the data manipulations required to be performed by the staff member importing the record

B13.5.1   INTRODUCTION
                 The checklist of data elements given in the next section is a list of MARC 21 data elements that may occur in imported records. Some are more likely to occur than others, e.g., it is less likely that data elements defined especially to accommodate some of the particular characteristics of serials will also occur in records for monographs.

The purpose of the checklist is to indicate:

1)   the data elements and fields that must be reviewed, corrected, deleted, or supplied by the LC staff member doing copy cataloging;
2)   the data elements and fields that can be accepted as they are.

The former are referred to as data elements actively supplied by LC, the latter are referred to as pass-through data elements. No action is taken against a pass-through data element during copy review unless the data element is in error as indicated by an error message generated by the Validator program or the LC ILS. In such cases delete the data element.

          In the checklist below, the column to the left indicates the MARC 21 variable field tag, the next column the name of the field. The next column contains one or more codes from the following list, and the final column on the right includes explanatory comments for some fields.

yy -   indicates a data element actively supplied by LC in original cataloging; for LC copy cataloging, review and change the data element as needed according to the instructions given in Part 3 of the CCM or any annotation given in the checklist; even though actively supplied in original cataloging, **add** only if provided for in the CCM.

nn -   usually indicates a data element not actively supplied by LC in original cataloging--thus a "pass-through" data element; do not review or change the data element **unless** there is an error message associated with it, in which case delete it ("nn" alone not followed by "ss").

yn -   indicates a partially supplied, partially pass-through data element condition; in LC the data element may be actively supplied on a limited basis, e.g., by specific cataloging units or for specific cataloging situations or only limited aspects are supplied, e.g., only certain subfields of a variable field; the data elements or portions actively supplied are reviewed by staff or units that actively supply them when those units or staff are doing copy cataloging; otherwise they are pass-through (if not applied in a team, do not refer for review).

dd -   delete the data element (either not wanted by LC or not retained as a pass-through data element).

rr -   the data element is copy specific or applicable specifically to the resource being cataloged; retain only if applicable to the LC resource (not very likely)

ss -   the data element is or may be system supplied (LC ILS); this code will appear as a second code in the column for codes as applicable.

Sometimes a code is followed by a comment in the last column.

B13.5.2   CHECKLIST

B13.5.2.1   **Leader**
In general, when importing records select records that reflect values appropriate to the item being cataloged, particularly with respect to Type of record (Ldr/06) and Bibliographic level (Ldr/07). Note that in Type of record LC does not use value "o" (Kit). For existing imported IBC records, change values as needed to reflect regular LC practice:

Record status (Ldr/05)	No action required (the values in this position are managed by the system)
Type of record (Ldr/06)	Usually no action required unless the value does not reflect the type of material represented by the record or the value is "o" (Kit); in such a case, consult CPSO
Bibliographic level (Ldr/07)	Usually no action required unless the value does not reflect the bibliographic level of the item being cataloged; in such a case, consult CPSO
Type of control (Ldr/08)	No action required
Encoding level (Ldr/17)	Set to the value that reflects the mode of cataloging
Desc. cat form (Ldr/18)	If other than value "a" (AACR 2) change to "a" and make any needed adjustments to reflect AACR 2

B13.5.2.2   **Variable Control Fields**
001 (Control Number (LC ILS control number)), 003 (Control Number Identifier), and 005 (Date and Time of Latest Transaction) are set by the LC ILS. 006 (Fixed-Length Data Elements--Additional Material Characteristics) is only actively supplied by LC for integrating resources. For other publications it is treated as a pass-through data element. 007 (Physical Description Fixed Field) is actively supplied for certain cartographic materials, electronic resources, graphics, microforms, and moving image materials. For other materials, e.g., an 007 field related to material accompanying a book, treat the field as a pass-through data element. 008 (Fixed Length Data Elements) is actively supplied with some limitations for EL7 lccopycat (see DCM B13.10.2.2 (Appendix 7)) and MLC (see DCM B11).

B13.5.2.3   **Variable Data Fields**

Tag	Name of Field	Code	Comment
010	Library of Congress Control Number	yy	
013	Patent Control Information	nn	
015	National Bibliography Number	nn	
016	National Bibliography Number	nn	
017	Copyright or Legal Deposit Number	nn	
018	Copyright Article-Fee Code	nn	
020	International Standard Book Number	yy	
022	International Standard Serial Number	nn	
024	Other Standard Number	nn	

Tag	Name of Field	Code	Comment
025	Overseas Acquisition Number	yy	Supplied by LC overseas offices
026	Fingerprint Number	dd	
027	Standard Technical Report Number	yn	LC practice is to use if known to be a STRN; other-wise a quoted note if given; accept as pass through the treatment in the copy cataloging record
028	Publisher Number	nn	
030	CODEN Designation	nn	
032	Postal Registration Number	nn	
033	Date/Time and Place of an Event	nn	
034	Coded Cartographic Mathematical Data	yy	Responsibility of G & M staff
035	System Control Number	yy ss	
036	Original Study Number for Computer Data Files	nn	
037	Source of Acquisition	yn	LC practice is to use for numbers known to be stock numbers, e.g., GPO stock number; otherwise a quoted note if given; accept as pass through the treatment in the copy cataloging record
038	Record Content Licensor	nn	
040	Cataloging Source	yy	
041	Language Code	yy	
042	Authentication Code	yy	
043	Geographic Area Code	yy	
044	Country of Publishing/Producing Entity Code	nn	
045	Time Period of Content	nn	
046	Special Coded Dates	yn	Use for B.C. date in conjunction with 008/06 "b"; LC does not actively supply subfields $j, $k, $l, $m, $u, $2
047	Form of Musical Composition	nn	
048	Number of Musical Instruments	nn	
050	Library of Congress Call Number	yy	
051	Library of Congress Copy, Issue, Offprint Statement	yy	

Tag	Name of Field	Code	Comment
052	Geographic Classification	yn	Responsibility of G & M staff; LC does not actively supply 1st Indicator value "1"
055	Classification Numbers Assigned in Canada	nn	
060	National Library of Medicine Call Number	nn	
061	National Library of Medicine Copy Statement	nn	
066	Character Sets Present	yy ss	Applies to records containing nonroman scripts
070`	National Agricultural Library Call Number	nn	
071	National Agricultural Library Copy Statement	nn	
072	Subject Category Code	nn	
074	GPO Item Number	nn	
080	Universal Decimal Classification Number	nn	
082	Dewey Decimal Classification Number	yy	
084	Other Classification Number	nn	
086	Government Document Classification Number	nn	
088	Report Number	yn	LC practice is to use for numbers not STRNs; if in doubt a report no., use quoted note if given; accept as pass through the treatment in the copy cataloging record
09X	Local Call Numbers	yy	Changed to 097 by Z-Processor; change to 050 at end-stage proc.
100	Main Entry - Personal Name	yy	
110	Main Entry - Corporate Name	yy	
111	Main Entry - Meeting Name	yy	
130	Main Entry - Uniform Title	yy	
210	Abbreviated Title	nn	
222	Key Title	nn	
240	Uniform Title	yy	
242	Translation of Title by Cataloging Agency	nn	
243	Collective Uniform Title	dd	
245	Title Statement	yy	
246	Varying Form of Title	yy	

Tag	Name of Field	Code	Comment
247	Former Title	yn	Used for integrating resources only; otherwise, pass through
250	Edition Statement	yy	
254	Musical Presentation Statement	nn	
255	Cartographic Mathematical Data	yy	Responsibility of G & M staff
256	Computer File Characteristics	nn	
257	Country of Producing Entity for Archival Films	nn	
260	Publication, Distribution, etc. (Imprint)	yy	
263	Projected Publication Date	yy	Used in CIP records only
270	Address	nn	
300	Physical Description	yy	
306	Playing Time	nn	
307	Hours, etc.	nn	
310	Current Publication Frequency	nn	
321	Former Publication Frequency	nn	
340	Physical Medium	nn	
342	Geospatial Reference Data	yy	Responsibility of G & M staff
343	Planar Coordinate Data	yy	Responsibility of G & M staff
351	Organization and Arrangement of Materials	yy rr	Used in some rare book cataloging
352	Digital Graphic Representation	yy	Responsibility of G & M staff
355	Security Classification Control	nn	
357	Originator Dissemination Control	nn	
362	Dates of Publication and/or Sequential Designation	yy	Used in multipart items, integrating resources, and serials
365	Trade Price	nn	
366	Trade Availability Information	nn	
400	Series Statement/Added Entry - Personal Name	yy	Change to 440 or 490
410	Series Statement/Added Entry - Corporate Name	yy	Change to 440 or 490
411	Series Statement/Added Entry - Meeting Name	yy	Change to 440 or 490
440	Series Statement/Added Entry - Title	yy	
490	Series Statement	yy	
500	General Note	yy	

Tag	Name of Field	Code	Comment
501	With Note	yy	
502	Dissertation Note	yy	
504	Bibliography, Etc. Note	yy	
505	Formatted Contents Note	yy	
506	Restrictions on Access Note	yn rr	Used in some rare book cataloging (subfields $a and $u only)
507	Scale Note for Graphic Material	nn	
508	Creation/Production Credits Note	nn	
510	Citation/References Note	yy	Used regularly in rare book cataloging
511	Participant or Performer Note	nn	
513	Type of Report and Period Covered Note	nn	
514	Data Quality Note	yy	Responsibility of G & M staff
515	Numbering Peculiarities Note	nn	
516	Type of Computer File or Data Note	nn	
518	Date/Time and Place of an Event Note	nn	
520	Summary, Etc.	yn	Used by Children's Literature Team, HLCD, overseas offices, and for electronic resources ; otherwise, pass through except for vendor records judge whether appropriate and retain or not according to team/division practice
521	Target Audience Note	yn	Used by Children's Literature Team, HLCD(when information readily available); otherwise, pass through
522	Geographic Coverage Note	nn	
524	Preferred Citation of Described Materials Note	rr	
525	Supplement Note	nn	
526	Study Program Information Note	nn	
530	Additional Physical Form Available Note	yy	
533	Reproduction Note	yy	
534	Original Version Note	nn	LC uses 500
535	Location of Originals/Duplicates Note	yy rr	Used in some rare book cataloging
536	Funding Information Note	nn	
538	System Details Note	yy	

Tag	Name of Field	Code	Comment
540	Terms Governing Use and Reproduction Note	yy rr	Used in some rare book cataloging
541	Immediate Source of Acquisition Note	nn	
544	Location of Other Archival Materials Note	yy rr	Used in some rare book cataloging
545	Biographical or Historical Data	yy rr	Used in some rare book cataloging
546	Language Note	yy	
547	Former Title Complexity Note	nn	
550	Issuing Body Note	nn	
552	Entity and Attribute Information Note	yy	Responsibility of G & M staff
555	Cumulative Index/Finding Aids Note	yy rr	LC uses in certain cases of remotely accessed electronic resources and in some rare book cataloging
556	Information about Documentation Note	nn	
561	Ownership and Custodial History	yy rr	Used in rare book cataloging
562	Copy and Version Identification Note	rr	
563	Binding Information	rr	
565	Case File Characteristics Note	rr	
567	Methodology Note	rr	
580	Linking Entry Complexity Note	nn	
581	Publications About Described Materials Note	rr	
583	Action Note	yy rr	Responsibility of staff doing replacement microforms
584	Accumulation and Frequency of Use Note	rr	
585	Exhibitions Note	nn	
586	Awards Note	yn	Used by Children's Literature Team, HLCD when information readily available; otherwise, pass through
590	Local Note	yy rr	Used for split volumes (DCM C6) and copy cataloging (DCM B13.7.2 6))
591	Local With Note	rr	No longer used at LC
600	Subject Added Entry - Personal Name	yy	
610	Subject Added Entry - Corporate Name	yy	
611	Subject Added Entry - Meeting Name	yy	
630	Subject Added Entry - Uniform Title	yy	

Tag	Name of Field	Code	Comment
648	Subject Added Entry - Chronological Term	nn	
650	Subject Added Entry - Topical Term	yy	
651	Subject Added Entry - Geographic Name	yy	
653	Index Term - Uncontrolled	yy	
654	Subject Added Entry - Faceted Topical Term	nn	
655	Index Term - Genre/Form	yn	Used in rare book cataloging; some fiction cataloging, and some special format cataloging; otherwise, pass through
656	Index Term - Occupation	nn	
657	Index Term - Function	nn	
658	Index Term - Curriculum Objective	nn	
700	Added Entry - Personal Name	yy	
710	Added Entry - Corporate Name	yy	
711	Added Entry - Meeting Name	yy	
720	Added Entry - Uncontrolled Name	nn	
730	Added Entry - Uniform Title	yy	
740	Added Entry - Uncontrolled Related/Analytical Title	nn	
752	Added Entry - Hierarchical Place Name	yn	Used in rare book cataloging; otherwise, pass through
753	System Details Access to Computer Files	nn	
754	Added Entry - Taxonomic Identification	nn	
760	Main Series Entry	nn	
762	Subseries Entry	nn	
765	Original Language Entry	nn	
767	Translation Entry	nn	
770	Supplement/Special Issue Entry	nn	
772	Supplement Parent Entry	nn	
773	Host Item Entry	yy rr	LC uses actively only in very rare cases; may use for BIP procedures for older material
774	Constituent Unit Entry	yy rr	Used in some rare book cataloging
775	Other Edition Entry	nn	
776	Additional Physical Form Entry	yy rr	LC uses for reproduction microforms

Tag	Name of Field	Code	Comment
777	Issued With Entry	nn	
780	Preceding Entry	nn	
785	Succeeding Entry	nn	
786	Date Source Entry	nn	
787	Nonspecific Relationship Entry	nn	
800	Series Added Entry - Personal Name	yy	
810	Series Added Entry - Corporate Name	yy	
811	Series Added Entry - Meeting Name	yy	
830	Series Added Entry - Uniform Title	yy	
850	Holding Institution	dd	
852	Location	dd	
856	Electronic Location and Access	yy	
880	Alternate Graphic Representation	yy	Applies to records containing nonroman scripts
886	Foreign MARC Information Field	dd	
887	Non-MARC Information Field	dd	
906	Local Processing Data	yy rr	
923	Local Shipment/Invoice Information	yy rr	
925	Local Selection Decision	yy rr	
952	Local Cataloger's Permanent Note	yy rr	
955	Local Functional Tracking Information	yy rr	
963	Local Related CIP or PCN Data	yy rr	
985	Local Record History	yy rr	

B13.6

When a team receives a children's book (or a candidate for that category) being processed under copy cataloging, use the following guidelines for its treatment:

1.   If the item does NOT contain a slip stating "SELECTED FOR ANNOTATED CARD PROGRAM" (64-121),

> BUT

> the imported record contains any one or a combination of

>> 6XX with one or more subject subdivisions "Juvenile literature" or "Juvenile fiction" or other inherently children's headings;
>> 008/22 = j (Juvenile)
>> 520 field (Summary, Etc.)
>> 6XX with second indicator = 1 (LCSH for Children's Literature)

> OR ELSE

> the item appears to be a juvenile book according to SCM D500, even though it lacks any of the characteristics listed above,

>> THEN DO THIS

>> 1.   Do not assign "lcac" in field 042
>> 2.   Assign LC subject headings with appropriate juvenile subject subdivisions according to SCM H 1690
>> 3.   Assign " j" in 008/22 if not already present
>> 4.   After shelflisting, log out of STARS (Activity = X; Source = R; any action by the Children's Literature Team is reported as reflecting AC activity, not copy cataloging)
>> 5.   Forward item to Children's Literature Team/HLCD

2.   If the item DOES contain a slip stating "SELECTED FOR ANNOTATED CARD PROGRAM" (64-121)

>> THEN DO THIS

>> 1.   Assign "lcac" in field 042
>> 2.   Assign LC subject headings with appropriate juvenile subject subdivisions according to SCM H 1690
>> 3.   Assign " j" in 008/22 if not already present
>> 4.   After shelflisting, log out of STARS (Activity = X; Source = R; any action by the Children's Literature Team is reported as reflecting AC activity, not copy cataloging)
>> 5.   Forward item to Children's Literature Team/HLCD

This appendix assumes that all standard practices applicable will have been applied, according to team practice, to multipart monographs. Those practices having been applied, the following are the guidelines relevant to the copy cataloging aspect of the multipart monograph.

B13.7 HOLDINGS

In cases of multipart monographs the holdings in an imported record may vary from LC holdings. Use the following guidelines for treating multipart monographs, including two-volume sets.

B13.7.1 **Individual Volumes Do Not Have A Separate, Distinct Title**

If the multipart monograph is one in which each volume does not have a distinctive title:

1) adjust the 260 field to reflect LC holdings in all aspects; if the date volume 1 was published is given in the imported record's 260 field subfield $c but LC does not hold volume 1, retain the information about the publication date of volume 1 by recording it in field 362, e.g.:

  `362 1# $a Began publication in [date].`

2) adjust 008 values for Type of date (008/06), Date 1 (008/07-10), and Date 2 (008/11-14) to reflect LC holdings in all aspects according to regular practice;

3) record LC holdings in the physical description area (field 300, subfield $a enclosed within angle brackets until complete) according to regular practice;

4) if the multipart monograph itself is in a numbered series (4XX field in the multipart collected set record), do not delete series numbering given in 4XX subfield $v even if LC lacks some of the volumes; if the series in the 4XX field is classified as a collection, use the earliest series number given in 4XX subfield $v and "etc." separated by comma-space in the 050 subfield $b even if LC lacks the first volume, e.g.:

  `050 00 $a _____ $b _____ vol. 25, etc.`

As volumes are received, add them to the record as indicated above until the set is complete.

B13.7.2 **Individual Volumes Have A Separate, Distinct Title**

If the multipart monograph is one in which each volume has a distinctive title and the classification decision is to class as a collection, follow the procedures of B3.7.1 above with the addition of::

5) insure that volumes held by LC are represented in the contents note (505 field) but if there are **additional** volumes represented there, retain them, i.e., do **not** delete them;

6) add a local note (590 field) that states specifically the volumes LC holds; introduce the note with a phrase beginning with "LC" followed by an intelligible statement of holdings appropriate to the situation; this signals the situation in which the statement of volumes in the contents note does not equate to the statement of holdings in the 300 field and explains that discrepancy:

Examples:

```
300 ## $a v. <1-2, 4-7> : $b ill., maps ; $c 24 cm.
505 0# $a [lists the titles of pts. 1-7]
590 ## $a LC has: pts. 1-2, 4-7 only.


300 ## $a v. <1-2, 4-12; in 12> ; $c 28 cm.
505 0# $a [lists the titles of all 12 volumes]
590 ## $a LC set incomplete: Manitoba lacking.
```
(Reflects 2A cataloging)

If the multipart monograph is of the type LC treats as 2A cataloging (see DCM C12.7), signal this fact by adding a 952 cataloger's note according to regular practice.

As volumes are received, add them to the record as indicated above until the set is complete. When the set is completed, remove any 590 note that may have been added according to the procedure described here.

B13.8.1   WHERE TO SEARCH
Both name and subject authorities reside in the LCDB. However, subject authorities are more easily searched in Classification Web, where authority for free-floating subdivisions is also easily found. Classification Web avoids some of the misleading ILS validation pitfalls, and it is not cluttered with bibliographic records and authority records for names and series.

ILS validation is frequently misleading:

1)   a "Heading Validated" response may occasionally result from a match with a NAR or SAR, not a subject authority;

2)   a "Heading Validated - Cosmetic differences" response may result from a match with a NAR or SAR, not a subject authority;

3)   a "Partial Heading Validation" response may seriously mislead the searcher: diacritics, spacing, capitalization, subfielding, etc. may be incorrect, and letters and words at the end of the authorized $a part of a subject heading may be missing; the diacritics, spacing, capitalization, subfielding, etc. in the "Near heading" column simply repeat whatever is in the bibliographic record;

4)   tags may be wrong; incorrect tags are accepted in the validation process.

B13.8.2   BASIC SEARCHING STRATEGIES
Basic searching strategies use Classification Web, the ILS, and the *Subject Cataloging Manual: Subject Headings*. The following guidelines present three possible approaches to the validation of subject headings:

1)   searching subject headings in Classification Web;
2)   searching subject subdivisions in Classification Web;
3)   searching subject headings in the ILS.

Note, however, these three approaches are not mutually exclusive.

B13.8.2.1   Contents Of Classification Web
Classification Web contains authorities for:

1)   topical subject headings (650 field);
2)   non-jurisdictional geographic names (651 field or $z subfield)
3)   headings for non-corporate buildings, structures, etc. (651);
4)   names of families, e.g., Adams family (600 field with a second indicator value of "3");
5)   topical subject headings with subject subdivisions;
6)   name headings with non-free-floating subject subdivisions;
7)   general and chronological subdivisions from the various instructions in SCM on free-floating subdivisions (e.g., H 1095, etc.), including the category of headings under which each subdivision may be used and a citation to the particular free-floating list in SCM on which the particular subdivision appears.

Use of Classification Web as recommended in these guidelines assumes that the searcher has taken the IDTD (formerly TPAIO) course "Classification Web: Introduction to Searching LCC."

B13.8.2.2   Contents Of LCDB
The LCDB contains all of the above (B13.8.2.1) and also authorities for:

1)   personal names (600 field);
2)   corporate names (610 field);
3)   meeting names (611 field);
4)   uniform titles (630 field);
5)   names of political jurisdictions (651 field).

B13.8.2.3   Searching Subject Headings In Classification Web
Use the subject headings selection from Classification Web to search the following kinds of subject headings

1)   topical headings (650 field);
2)   non-jurisdictional geographic names (651 field or $z subfield);
3)   names of families (600 field with a second indicator value of "3");
4)   any headings (600-651 fields) with subject subdivisions ($v, $x, $y, or $z subfields).

Open Classification Web, using: classweb.loc.gov/auto/   Select "LC Subject Headings" from the menu. Follow the search strategy recommended below for the conditions described. Use truncation in the search because it is easier to scroll forward than backward. When performing a search using the "Structured subject heading" category, submit the search by clicking on the "Browse" button.

B13.8.2.3.1   Main subject heading only, no subject subdivision

Examples:

Subject heading:	`650 #0 $a Barrier-free design`
Structured subject heading:	barrier free
Results:	"Barrier-free design" is established

Subject heading:	`600 30 $a Adams family`
Structured subject heading:	adams fam
Results:	"Adams family" is established
Click on R to open auth. rec.:	Verify tagging of the heading

Subject heading:	`650 #0 $a Nature`
Structured subject heading:	nature
Results:	"Nature" is established.

Some subject headings contain the free-floating terms or phrases "... Metropolitan Area," "... Region, or "... Suburban Area", which do not have their own authority records. To validate them, it is necessary to check 1) whether the basic heading is established and 2) whether the free-floating phrase or term has been combined correctly with the basic heading. For information on the use and construction of these free-floating subject headings, consult SCM H 362, H760, and H790. When searching these headings, omit the free-floating term. If the search reveals that the basic heading is established, then check the relevant SCM instruction to ensure that the heading is correctly constructed.

Examples:

Subject heading:	`651 #0 $a Baikal, Lake, Region (Russia)`
Structured subject heading:	baikal la
Results:	"Baikal, Lake (Russia)" is established
Check SCM: H 760	Heading is correctly formulated
Subject heading:	`651 #0 $a Toledo Mountains Region (Spain)`
Structured subject heading:	toledo mo
Results:	"Toledo Mountains (Spain)" is established
Check SCM: H 760	Heading is correctly formulated
Subject heading:	`651 #0 $a Boston Metropolitan Area (Mass.`
Search in the ILS:	boston mass
Results:	"Boston (Mass.)" is established
Check SCM: H 790	Heading is correctly formulated

B13.8.2.3.2   *Subject heading with general/form/topical subdivision(s) but not geographic subdivision*
Do the following:

1)   construct the search in Classification Web using the "Structured subject heading" category so as to retrieve the authority record for the main subject heading without subdivisions;
2)   if the $a part is found, scroll down to determine whether the subdivision is established with that heading;
3)   if the main subject heading is established but any of the subdivisions are not established with that heading, search for the subdivisions using the "Structured free-floating subdivision" category; determine whether the instructions include the heading cited;
4)   if the $a part is not found, or if the main subject heading is a name heading (other than a family name) and not found in Classification Web, do a second search in the ILS for only the name heading as described below in B13.8.2.3.3.

Examples:

Subject heading:	`650 #0 $a Persian Gulf War, 1991 $x Causes`
Structured subject heading:	persian gu
Results:	Scrolling down reveals that Persian Gulf War, 1991 is valid, but –Causes is not established under it
Search 2: Structured free -floating subdivision:	Causes
Results:	usable under wars
Conclusion:	heading is ok
Subject heading:	`650 #0 $a Hot air balloons $x Construction` `$v Juvenile literature`
Structured subject heading:	hot air b
Results:	Hot air balloons is valid
Search 2: structured free -floating subdivision:	Construction; valid but not under Hot air balloons
Conclusion:	Refer (or notice the reference to Design and construction)
Subject heading:	`651 #0 $a Jamaica $x History $y To 1962`
Structured subject heading:	jamaica
Results:	Jamaica seems to be valid: there is no authority record, but there are established subdivisions, including –History–To 1962; search in the ILS to verify Jamaica is established
Conclusion:	Heading is ok
Subject heading:	`610 20 $a United States Military Academy.` `$b Class of 1991 $x History`
Structured subject heading:	united states mil
Results:	No hits on the $a part; search in the ILS
Results:	$a part is established; class of 1991 is not
Conclusion:	Refer.

B13.8.2.3.3   *Subject heading with geographic subdivision*
Do the following:

1)   construct the search so as to retrieve the authority record for the main subject heading without subdivisions;

2)   determine whether the authority record indicates that the heading may be subdivided geographically;

3)   then do a second search for the geographic name; if non-jurisdictional, continue searching in Classification Web; if jurisdictional, search the geographic name in the ILS;

4)   follow the rules in H 830 regarding indirect subdivision; established names of countries and regions larger than a country

may be used following $z; for places, jurisdictional or non-jurisdictional, that are within a country or cross the boundaries, consult H 830 for the rules.

Examples of information found in H 830:

```
650 #0 $a Art $z France $z Paris
```
not
```
650 #0 $a Art $z Paris (France)

650 #0 $a Geology $z Rocky Mountains
```
not
```
650 #0 $a Geology $z United States $z Rocky Mountains
```

Examples of searches:

Subject heading:	`650 #0 $a Fishing $z Potomac River`
Structured subject heading search 1:	fishing
Results:	"Fishing" is established and divided by place
Structured subject heading search 2:	potomac r
Results:	"Potomac River" is established
Conclusion:	Heading is ok
Subject heading:	`650 #0 $a Hiking $z Appalachian` `Trail`
Structured subject heading search 1	hiking
Results:	"Hiking" is established and divided by place
Structured subject heading search 2	appalachian t
Results:	"Appalachian Trail" is established
Conclusion:	Heading is ok
Subject heading:	`650 #0 $a Oil spills $z Persian Gulf`
Structured subject heading search 1	oil spill
Results:	"Oil spills" is established and divided by place
Structured subject heading search 2	persian g
Results:	"Persian Gulf" is established
Conclusion:	Heading is ok
Subject heading:	`650 #0 $a Local elections` `$z Klagenfurt, Austria`
Structured subject heading search:	local el
Results:	"Local elections" is established
ILS search:	"Klagenfurt (Austria)" is established
Conclusion:	Restructure heading to:

```
650 #0 $a Local elections $z Austria $z Klagenfurt
```
per H 830

B13.8.2.3.4   *Topical heading with geographic and form/topical subdivision*(s)
Combine the rules for B13.8.2.3.2 and B13.8.2.3.3.

Examples:

Subject heading:	`650 #0 $a  French language $z Canada` `          $x Figures of speech`
Structured subject heading:	french lang
Results:	"French language" is valid, and is divided by place; "–Figures of speech" is established under "French language" and is not divided
Results:	Heading is ok

Subject heading:	`650 #0 $a  Executives $z United States` `          $x Conduct of life`
Structured subject heading:	executives
Results:	"Executives" is valid, and is divided by place "Conduct of life" is established under "Executives" and is not divided
Results:	Heading is ok

Subject heading:	`650 #0 $a  Children $x Intelligence` `          testing $z United States`
Structured subject heading:	children
Results:	Children is valid and divided by place; scrolling down does not get to the subdivision; redo search as children–int
Search 2:	children–int Children–Intelligence testing is established and divided by place
Results:	Heading is ok

B13.8.2.4   **Searching Subject Headings In The ILS**
Use the ILS to search the following kinds of subject headings:

1)   name headings without subdivisions;
2)   name headings with subdivisions, if the main name heading was not found in Classification Web;
3)   names of political jurisdictions;
4)   uniform titles.

Always use a "browse" search in the ILS Subject Bib/Auth index.

Examples:

Subject heading: `600 10 $a Wright, Frank Lloyd, $d 1867`
                `-1959`

ILS Subject bib/auth: wright fr   scroll down to find heading
Results: Heading is ok

Subject heading: `600 10 $a Lindsley, A. L. $q (Aaron`
                `Ladner), $d 1817-1891`

ILS Subject bib/auth: lindsley a
Results: Heading is ok

Subject heading: `600 00 $a John Paul $b II, $c Pope,`
                `$d 1920- $x Journeys $z Poland`

ILS Subject bib/auth: john paul ii
Results: Name heading is established
Class Web search for subdivs: journeys
Results: use Travel (may subd geog)
Conclusion: Change heading to:
               `600 00 $a John Paul $b II, $c Pope,`
                `$d 1920- $x Travel; $z Poland`

Subject heading: `600 10 $a Poe, Edgar Allen, $d 1809-1849`
                `$x Characters $x Women.`

ILS Subject bib/auth: poe ed
Results: Name heading is established
Class Web search for subdivs: characters
Results: Characters is valid and may be followed by subdivisions
              for groups or categories
Conclusion: "-Characters-Women" is valid under Poe

Subject heading: `651 #0 $a Dorchester Co., Md. $x Census,`
                `1790`

ILS Subject bib/auth: dorchester c
Results: Dorchester County (Md.) is valid
Class Web search for subdivs: Census
Results: "Census, [date]" is valid as either form or subject
Conclusion: 1) Amend the place name in the subject heading
              2) See instructions in SCM H1366 to determine if $x or
                $v

If a geographic name is used as a subdivision, verify that the heading may be geographically subdivided. In the ILS display this is indicated by the authority record value "i" immediately following the date in the 008.

Subject heading: `650 #0 $a Water quality management`
                `$z Idaho $z Lewiston`

Class Web:	Water q
Results:	$a part is valid
ILS Subject bib/auth:	lewiston i
Results:	Established as Lewiston (Idaho)
Conclusion:	Record is ok per H 830

The following examples show that it may be necessary to search both Class Web and ILS, depending upon the situation and the results of the search. A search will be more efficient if one can predict which headings will not be in Class Web. (See DCM Z11 for help in determining what types of headings are "name headings" that are unlikely to be found in Class Web.)

Subject heading:	`610 20 $a United States Military Academy.` `$b Class of 1943 $x History`
ILS Subject bib/auth:	united states mil
Results:	Corporate body is established
Class Web search for subdivs:	History
Results:	Heading is ok

Subject heading:	`611 20 $a Notre Dame Symposium on the Dead`
	`Sea Scrolls $d (1993 : $c`
	`University of Notre Dame)`

ILS Subject bib/auth:	Notre Dame symp
Results:	Established

Subject heading:	`630 00 $aCartagena Agreement $d (1969)`
ILS Subject bib/auth:	cartagena a
Results:	Established

Subject heading:	`630 00 $a Bible. $p N.T. $p Revelation` `$x Criticism, interpretation, etc.`
ILS Subject bib/auth:	bible n t rev
Results:	Uniform title heading is established
Class Web search for subdivs:	crit
Results:	Subdivision is valid under sacred works

Subject heading:	`610 20 $a Congress Hall (Philadelphia,` `Pa.)`
Class Web	congress h
Results	Established

Subject heading:	`651#0 $a Pressmen's Home (Tenn.)` `$x History`
Class Web:	nothing

ILS Subject bib/auth:	Established; check tagging
Results:	Heading is ok as is

Subject heading:	`610 20 $a Tiger Stadium (Detroit, Mich.)`
Class Web:	nothing
ILS Subject bib/auth:	tiger st
Results:	Established

Subject heading:	`651 #0 $a Connor Basin Ranch (Utah)`
Class Web:	connor b
Results:	Established

Subject heading:	`650 #0 $a Franciscans $x Rules`
ILS Subject bib/auth:	franciscans
Results:	Established, but tag is `610 20`
Class Web search for subdivs:	rules
Results:	ok under individual monastic orders
Conclusion:	Change heading to:
	`610 20 $a Franciscans $x Rules`

Subject heading:	`600 00 $aDante Alighiere, $d 1265-1321`
	`        $v Concordances`
ILS Subject bib/auth:	dante a
Results:	Personal name is established
Class Web search for subdivs:	conco
Results:	Heading is ok

Subject heading:	`651#0 $a Canada $x Economic conditions`
Class Web:	Canada–ec
Results:	Established

Subject heading:	`650 #0 $a Eye $x Laser surgery`
	`        $x Instruments`
Class Web:	eye
Results:	Eye is established, subdivisions are not established under it
Class Web search for subdivs:	laser
Results:	"Laser surgery-Instruments" is valid under organs of the body

B13.9.1   GENERAL
        In general, the LC copy cataloging workflow parallels that described in DCM B5.6
(Appendix 1: Workflows). The aspects particular to the LC copy cataloging stream are described here.
Different teams will develop different workflows within these general guidelines. Searching and
importing records for copy cataloging may be performed by the person who will do or start the copy
cataloging review, or, the searching and importing procedure may be separate from the copy cataloging
review. The following are general guidelines that can be adapted to either model.

B13.9.2   BEFORE SEARCHING FOR COPY
        Items that are candidates for copy cataloging undergo pre-cataloging screening at the
team level (DCM B5.6.3.1) in the same manner as for full level cataloging. Eliminate by examining the
item and/or searching the LC ILS all of the following:

1)   **Titles that are out of scope by subject or language:** forward to the appropriate
       team.
2)   **Titles for which cataloging has already been done or started:** check the 955
       tracking field(s) carefully to be sure no one has started or completed any aspect
       of "post-IBC" processing.
3)   **Titles for which there is already a copy cataloging or pcc adapt record:** a
       work may have been mis-slipped in an acquisitions division or copy may have
       been imported later for another copy of the work; determine also whether the
       copy in hand is the first copy or a duplicate.
4)   **Titles to be done as Minimum Level Cataloging** (Enc/lvl = 7).
5)   **Duplicates:** search the item in hand to insure that it is still a candidate for copy
       cataloging and that no duplicate record exists. Search by title and/or ISBN.

Pre-Searching Before Searching for Copy: IBC Record Exists for Copy in Hand; Search by Title and/or ISBN	
Search Results	Action
Another record exists: LCCN is same as IBC record for copy in hand	Log out of STARS, refer to CPSO to synchronize with CDS, track referral in 955 of record for copy in hand
Another record exists: LCCN differs from IBC record for copy in hand	Usually a duplicate record that needs to be canceled; track LCCN of canceled record in 010 $z of retained record; process copy in hand according to selection decision in retained record
Another record exists: lacks LCCN	May be an "orphaned" record, possibly a copy cataloging record imported separately from an IBC record for title in hand; delete record that lacks LCCN

6)   **Similar records:** do title search (or other search judged appropriate) to
       determine if the same title (or a very similar one) has been previously cataloged.
       Assess whether the item in hand is an edition or is so similar to a previously

cataloged work that it is preferable to use the MAKE A COPY feature to copy a record from an internal instead of an external source. If a record from an internal source is found, do the following:

a)   check the call number of the previously cataloged work and determine whether it indicates that the item in hand is out of scope for the team; if so, redistribute the item to the appropriate team according to team practice;

b)   otherwise, decide whether to use the MAKE A COPY feature or to search for an external record.

7)   **Editions:** prefer the use of the MAKE A COPY feature to copy LC cataloging for an earlier edition instead of searching for outside library copy for the edition in hand.

8)   **Serials:** forward known or suspected serials to SRD according to team practice and DCM M4.

9)   **Added volumes:** route according to team procedures.

10)   **CIP verification titles:** route according to team procedures.

11)   **Referrals for language assistance:** re-route according to team procedures.

12)   **Titles in series not analyzed or not worth analysis:** refer according to team procedures.

13)   **Ephemera to be referred to a Selection Librarian:** refer according to team procedures.

B13.9.3   CRITERIA FOR SELECTING RECORDS TO IMPORT

B13.9.3.1   **General**
The primary concern is to find a record that will save time in the LC cataloging process. A record that is incomplete or requires extensive editing may not be more advantageous than doing original cataloging.

B13.9.3.2   **Language Of Cataloging**
The language of cataloging is the language used in the physical description, notes, etc. Do not confuse this with the language of text (008/35-37; 041 $a subfield). Subfield $b of field 040 has been defined to contain a code for the language used in cataloging. If subfield $b is not present in a record, assume the language of cataloging to be English. With respect to copy cataloging, observe the following two points:

1)   external records are candidates for use in copy cataloging **only** if the language of cataloging is English (040 $b not present or, if present, contains "eng");

2)   if 040 subfield $b is present, insure that it is "eng"; if it is anything other than "eng" look for a record that does have the language of cataloging in English; if none is available, import the record under the OrigRes cataloging stream, not that for copy cataloging; **remove** field 035 from the record (to insure that the record issued by LC does not merge/replace a "parallel" record that might be in OCLC (i.e., another record for the

same item but with a different language of cataloging).

B13.9.3.3   Level Of Cataloging
          To be a candidate for copy cataloging, an external record must have English as
the language of cataloging and contain at least one LCSH subject heading in those cases in which LC
assigns subject headings, but it need not have an LCC-based classification number. A record is likely to
be a more complete record if its 042 field contains "pcc" or its Encoding level (Leader position 17) is
"blank" or "4," but neither of these always constitute reliable indicators of full cataloging. An indicator
of less-than-full cataloging is the absence of a crucial data element such as the 300 field. Less than full
records (encl/lvl = 3, 7 or OCLC local values K, M) may be imported for use in the OrigRes cataloging
stream but not for use in the copy cataloging stream. Follow team practice with respect to importing less-
than-full external records.

B13.9.3.4   Format/Mode Of Issuing
          Select an external record for the same format (book, map, sound recording, etc.)
issued in the same mode (monograph/serial) as the item in hand. Use the MARC 21 data elements
Leader/06 (Type of record) and Leader/07 (Bibliographic level) respectively to determine these
characteristics of a record.

B13.9.3.5   Exact Match
          Select an external record for the same edition, publisher, etc. as the item in hand.
The phrase "matching record" in the CCM always means a record that matches exactly the item in hand.

B13.9.3.6   Summary Of Records To Exclude
          Based on the general criteria stated above, in general do not select records:

1)   that are very brief or exemplify minimal level cataloging, i.e., one
        obviously lacking fields normally present in a full-level record; follow
        team practice with respect to whether such records are to be imported in
        the OrigRes cataloging stream;
2)   that obviously lack a required field, e.g., 260, 300;
3)   that lack subject headings in cases in which LC normally assigns them;
4)   that contain no more data than a basic LC IBC record or an existing IBC
        record;
5)   from the National Library of Canada that contain in 040 $b a sole code
        "fre"; records from other sources that contain in 040 $b a code other than
        "eng"; follow team practice with respect to whether such records are to
        be imported in the OrigRes cataloging stream;
6)   for novels or other belles-lettres unless they contain information beyond
        that of an LC IBC record, e.g., a note or an LC classification number;
7)   for items that contain an LC "Report of Searcher Edition or Translation"
        slip (use the LC cataloging for the other edition).

B13.9.3.7   Importing Records--Cataloging Streams
          There are currently three cataloging streams applicable to importing external
records. They are identified by the codes used in field 906 (Local Processing Field), subfield $c (Local

processing workflow) as follows (cf. DCM C16.10 and DCM E1):

copycat	LC copy cataloging stream (906 $c = copycat; 042 = lccopycat). Indicates a record created externally that is a candidate for use for an item LC now holds.
pccadap	PCC adapt (008/39 (Cataloging source) = c or #; 906 $c = pccadap; 042 = pcc). Indicates a PCC record created externally that is a candidate for use for an item that LC now holds.
origres	Indicates a record created externally that does not meet the criteria for LC copy cataloging but can, according to team practice, be a candidate for use for LC original cataloging based on that record.

When importing external records destined for these cataloging streams, certain data manipulations must be made to orient intelligibly the imported IBC record within the LCDB as well as identify the cataloging stream under which the record is being processed. These data manipulations are performed either by the staff member importing the record or special software as described below.

The circumstances under which an external record may be imported vary as follows:

1) there is no IBC record at all in the LCDB;
2) there is an IBC record but there may be a fuller external record;
3) there is a PCN record but there may be a fuller external record that now reflects the book;
4) there is a CIP record still in the CIP state but there may be an external record that now reflects the book;
5) the IBC record is an encoding level 5 lcode record from an LC overseas office but there now may be a version of the lcode record upgraded externally that reflects completed cataloging.

Records created by libraries participating in the Program for Cooperative Cataloging (PCC) are a subset of copy cataloging but are treated separately and distinctly because the headings in these records are supposed to reflect the authorized forms and any needed authority work is to have been done. There is not this predictability in non-PCC records (the headings may be authoritative but this is not known until each has been searched), and for this reason PCC records are preferred (008/39 (Cataloging source = c or # (National bibliographic agency); 042 = pcc).

B13.9.3.8   Importing Records--Methods

B13.9.3.8.1   *ILS Z39.50*
If an external record is imported through the ILS Z39.50 procedure (use of the Remote button on the Search screen), the data manipulations performed by the person importing the record are those described in DCM E2 for the particular cataloging stream being used.

B13.9.3.8.2   *Z-Processor*

Software outside the ILS developed in the Acquisitions & Bibliographic Access Directorate (ABA) that makes use of the Z39.50 protocol to search for and import records. The software has been designed to assist selection of candidate records prior to import and to minimize the data manipulations staff must do subsequent to import; see E2.6 (Appendix 1) for the guidelines for using Z-Processor.

B13.9.3.8.3   *RLIN 21 Copy Replace*

An RLIN 21 feature that makes it possible for staff working in RLIN 21 to "import" data from an already existing catalog record created by an RLIN member library into an LC IBC record--replacing the bibliographic data in a target record with those from a source record; this takes place within the RLIN 21 system itself; any data manipulations required subsequent to copy replace must be done by the person doing the copy replace.

B13.10.1   BACKGROUND
A special form of copy cataloging called "Encoding-level 7 copy cataloging" (EL7 lccopycat) was implemented beginning in March 1, 2000. It takes its name from the fact that encoding level 7 (Minimal level) is applied to records imported and done as LC copy cataloging (042 = lccopycat). This allows a team to take a flexible approach to copy cataloging without having a less-complete LC-issued record overlay an existing record in other databases, particularly in OCLC. This allows LC to adjust the complements of name and subject headings without having a negative impact on existing records in other systems. **NOTE:** do not apply this technique to PCC records.

Use of value 7 puts a record in the category ordinarily called "enhanced MLC." Nevertheless, this technique may be applied to current materials, i.e., without the cutoff period ordinarily applied to MLC. It is critically important that each cataloger following these procedures set the encoding level (Ldr/17) to "7" to prevent untoward overlay of an already existing record by an LC-issued record, particularly in OCLC. If this overlay occurs, the existing record in OCLC essentially disappears and data may be lost.

EL 7 lccopycat records may be less complete than standard copy cataloging records with respect to:

1)   fixed fields;
2)   authority work;
3)   the complement of 7XX added entries;
4)   the complement of 6XX subject headings.

The objective is still to "do no harm," i.e.:

a)   to ensure that the description of an item accurately reflects the item such that an observer of the record can determine whether it fits another copy of the item that is in hand;
b)   to fit the headings on a particular record within the catalog.

Value 7 in the encoding level (instead of "blank") is the signal that some of the fixed fields may not have been checked/supplied and that some of the name headings may not be represented by authority records. While it is possible that an imported record that is a candidate for EL7 lccopycat treatment may turn out to exemplify full level cataloging, teams choosing this approach may decide, as a matter of expediency, to apply the procedures to all copy cataloging or to all copy cataloging from a particular source such as MARCADIA, since the objective is to streamline procedures in an attempt to realize increased reductions in arrearages.

B13.10.2   INDIVIDUAL DATA ELEMENTS

B13.10.2.1   Leader
When **any** aspect of these guidelines is applied, ensure that the encoding level is 7. Records imported through MARCADIA go through certain preprocessing, including setting the encoding level to 7, before they are loaded into the LCDB. (MARCADIA is an RLIN service in which candidate IBC records sent to RLIN are run against the RLIN database and any matching records are

returned to LC.) Copy cataloging records from other sources will need to have the encoding level changed manually if these procedures are applied.

B13.10.2.2   **008 (Fixed Fields)**
Check/supply the appropriate values in the following basic set of fixed fields:

= blank

LC ILS Name of Data Element	Action
Type of date (008/06)	Ensure code reflects type of date in field 260
Date 1 (008/07-10)	Ensure date is correct and agrees with date in field 260
Date 2 (008/11-14)	Ensure date is correct, if needed, and agrees with a 2nd date in field 260 or a possible field 500
Place of publication (008/15-17)	Ensure code reflects place of publication of item
Form of item (008/23)	# unless large print ("d") or microform (code as appropriate)
Language (008/35-37)	Ensure code reflects language of item
Modified record (008/38)	# unless "o" for a romanizing language (e.g., Russian)
Cataloging source (008/39)	Ensure "d" (if not natl. bib. agency) or "#" if natl. bib. agency

Accept the values present in the other fixed fields, including the fill character (indicates that no attempt was made to supply a value).

B13.10.2.3   **Field 040**
Subfields $a and $c may not be present. Apply the following conventions:

> if no 040 $a and $c are present, use "XX-XxUND" (MCLO code for "undetermined") in both subfields;
>
> if no 040 $a is present but an 040 $c is, use the code in $c also in $a;
>
> if an 040 $a is present but no 040 $c is, use the code in $a also in $c.

Delete subfield subfield $e (Description conventions) if present. Ensure the language of cataloging is English and the descriptive cataloging is AACR2.

B13.10.2.4   **Field 042**
Field 042 is not repeatable. If a record represents more than one condition requiring an 042 code, put them in one field with repeated $a subfields:

```
042 ## $a nlmcopyc
042 ## $a lccopycat
```

results in

```
042     $a nlmcopyc $a lccopycat
```

B13.10.2.5   **Descriptive Headings**
Search each name and series heading according to standard procedure. If a descriptive heading is not represented by an authority record, a team may choose to apply minimal level cataloging guidelines to headings as follows.

B13.10.2.5.1   *Authority work*
If a search determines that there is no authority record, the form of the name/series must be formulated according to AACR2. Staff authorized to do authority work may judge whether to proceed to do so, using the automatic authority record generation feature of the ILS. If, for whatever reason, staff do not do the authority work, they may proceed without doing so **provided the encoding level is changed to 7.** It is the change in encoding level that will alert any subsequent observer of the record that the name/series headings may not be represented by authority records. With the change of encoding level to 7, the following MLC guidelines for authority record creation apply, including the exceptional need for authority work under certain conditions, e.g., to break a conflict:

1)   when a conflict cannot be resolved by adding to the heading in hand, change the existing heading and do appropriate authority work for it;
2)   when a conflict cannot be resolved, create or add to a non-unique NAR;
3)   when a heading used differs so significantly from the form on the item in hand as to be unfindable without a cross reference, do whatever authority work is required to trace the reference;
4)   create authority records for uniform titles in the same manner as for full cataloging, including the name heading for a name/title uniform title.

Special note regarding treatment of series/multipart item: Follow the pertinent guidelines in B13.3.4.23 (4XX Fields (Series Statement)) and B13.3.4.29 (8XX Fields (Series Added Entries)). If a series authority record exists, ensure the series authority record shows LC practice ($5 DLC) for volume numbering (642 field), analysis (644 field), tracing (645 field), and treatment (646 field) of traced series. [Technicians: if it does not, refer to a descriptive cataloger.] If there is no series/multipart authority record and the decision is not to make one, search to see if the series/multipart item is represented in the catalog in bibliographic records. If so, follow the practices exemplified in those records. If not, treat the series as an untraced one, and tag the series statement 4900.

B13.10.2.5.2   *Complement of 7XX added entries*
If a record contains added entries that LC would ordinarily not make, one or more may be deleted, **provided the encoding level is changed to 7.** This is **VERY IMPORTANT** because it is necessary to prevent the LC-issued record from overlaying an already existing record, particularly in OCLC, and thereby "zapping" the added entries that LC did not use.

B13.10.2.6   **LC Call Number**
Provide an LC call number in all instances, i.e., do not use an MLC shelf number. When a new class number or topical Cutter number is needed, propose one according to team practice.

B13.10.2.7   **Subject Headings**
Accept the subject headings that are present (except for any that are egregiously in error, e.g., the book is about Australia, but the subject heading is for Austria) and ensure they are constructed according to current practice.

B13.10.2.7.1   *Validation of LC subject headings*
The overall objective is to take the actions needed to validate subject strings labeled as Library of Congress Subject Headings (6XX second indicator = 0). "Validate" in this context means checking to see that:

1)   for field 650, the term in subfield $a is represented by a subject authority record;

2)   for field 651, any non-jurisdictional geographic entity in subfield $a is represented by a subject authority record;

3)   non free-floating subject subdivisions, e.g., chronological subdivisions, non-jurisdictional geographic names used as subdivisions, are represented by subject authority records;

4)   the configuration of free-floating subject subdivisions will be left to cataloger's judgment in following the SCM's instructions;

5)   for fields 600, 610, 611, 630, and names of jurisdictions in 651 fields, the MLC conventions apply, i.e., search the entity and if represented by a name authority record (NAR) use that form; if not represented by a NAR, ensure the entity is formulated according to AACR2; only do the authority work required by MLC guidelines (see B13.10.2.5.1 above); any subject subdivisions associated with such names/titles used as subjects should represent valid strings.

B13.10.2.7.2   *Method of proceeding*
Use the authority validation aspect of the LC ILS to determine the validity of subject strings. Turn on the validation that takes place when a record is saved to the database. (It is also possible to validate particular subject headings by right-clicking on the subject heading as it occurs in a bibliographic record.) If a subject heading or a part thereof that needs to be represented by subject authority records is declared to be invalid, do the following:

1)   if a 650 topical subject heading or a 651 non-jurisdictional geographic subject heading is the first of multiple subject headings or is the sole subject heading in the record, do the necessary subject authority work done according to team practice; this is to ensure the relationship between the first/sole subject heading and the classification number to be assigned;

note that such authority work may be required either for the main part of the heading (subfield $a) or for a non-free floating subdivision (subfield $x or $y or $z) or for both a heading and a non-free floating subdivision;

2)   if there are multiple subject headings and any one subsequent to the first is a 650 topical subject heading or a 651 subject heading for a non-jurisdictional geographic entity in which the term in subfield $a or in any non-free floating subdivision is declared invalid, delete the field.

B13.10.3   STARS

Log items done under this mode of cataloging out of STARS as copy cataloging (activity value "X").

B13.11.1 GENERAL
    Depending on the source of imported records or the technique used to import them, there may be some variations from the standard order of fields. The values in some fields may be set programmatically and therefore need to be examined during the course of copy review.

B13.11.2 MARCADIA
    Records imported automatically through RLIN's MARCADIA service contain the following variations from standard LC cataloging records.

1) Identification:

  955 field at the top of the record: `$a marcadia import`

  985 field at the bottom of the record:`$a rlin $c rlin $e marcadia`

2) Variant order of fields:

  923 field (vendor information) at top (between 906 and 925): leave as is

  new 955 field (tracking) at top of record: add all new 955 data here
  old 955 field at bottom of record: leave as is; do not add to it

  985 field (record history) added at bottom: do not change

3) Values set by program:

Encoding level:

  non-pcc adapts: encoding level set to "7": change or not according to team
      practice

  pcc adapts: encoding level set either to:

    "5" (PCC library has done as full cataloging): change to "#" at end-stage
      processing)
    "4" (PCC library has done as core): retain "4,"do not change

    925 field (selection decision): prior to May 2004 subfield $b (Number of shelf copies/sets desired) was set by program to "1 shelf copy"; change or retain according to team practice. After April 2004 subfield $b from the existing IBC record is retained at the time of merge; change or retain according to team practice.

    950 field (RLIN local LCC-based call number): prior to February 2004 retained in merged record if present in RLIN record; convert to 050 or 097 or delete; record cannot be saved with this field present. Since February 2000 the pre-processing software converts 950 $a and $b (if present) to 097 $a and $b. If no $a subfield is present (meaning no class number is present), the field is not retained.

B13.11.3   Z-PROCESSOR
Records imported through the Z-PROCESSOR program contain the following variations from standard LC cataloging records.

1)   **Identification:**

955 field at the top of the record: $a [code] [date] z-processor

2)   **Variant order of fields:**

In records imported from OCLC, the 0XX fields will not necessarily reflect strict tag number order. This order reflects that of the imported record and does not result from any manipulations done by Z-Processor. Staff may, but are not required to resequence this block of fields.

3)   **Duplicate fields resulting from merge**
Any fields that Z-Processor generates that are also retained as the result of the merge profile will be duplicated in the resulting merged record unless the content of the fields is exactly the same. This duplication will most frequently occur with fields 906, 925, and 955.

906 - if more than one is present, the first one reflects the latest workflow and other information as formulated by Z-Processor; retain the first one and delete any others

925 - if more than one is present, the first one reflects the default 925 added by Z-Processor and any other is the one from the original record; judge which accurately reflects the selection decision and delete the other one; move the retained one to the standard position for 925 as needed

955 - the one at the top of the record reflects the one added by Z-Processor; any other is the one from the original record and is usually at the bottom of the record; retain both but only add new 955 data to the one at the top

B13.12.1   INTRODUCTION
          An imported record may contain data that reflect an obsolete practice, usually related to cataloging or content designation. Therefore, it is necessary to determine how to treat these data. This appendix summarizes in one place the guidelines that have been identified so far and that are stated at various places in the CCM. Records issued from LC should reflect AACR2 rules and ISBD punctuation. Therefore, prefer imported records that reflect these conventions. In other aspects, whereas previously the approach was to keep to a minimum the requirement to change to current practice (there was always the option to do so according to team practice), under the LC ILS the system usually does not allow a record to be saved if it contains an obsolete value. Indicator values are a good example of this condition. Certain changes that can be done easily in support of consistent treatment with minimum overall impact may be required, e.g., deleting dates from analytical added entries.

B13.12.2   SUMMARY OF GUIDELINES ON OBSOLETE PRACTICES

          1)   050 field, second indicator position (Source of call number)
          Change the obsolete value blank (Undefined) to 0 (Assigned by LC).

          2)   100 field, second indicator position (Main entry/subject relationship)
          Change the obsolete value 0 (Main entry/subject relationship irrelevant) to a blank (Undefined). Change the obsolete value 1 (Main entry is subject) to a blank and add the 1XX entity as a 6XX.

          3)   260 field, first indicator position (Presence of publisher in imprint)
          Change the obsolete value 0 (Publisher, distributor, etc. is present) to a blank (Undefined). Change the obsolete value 1 (Publisher, distributor, etc. not present) to a blank and add the publisher, etc. as appropriate in the $b subfield.

          4)   700, 710, 711, 730, fields, second indicator position (Type of added entry)
          Change the obsolete values 0 (Alternative entry) and 1 (Secondary entry) to a blank (No information provided).

          **5)   700-730 fields, second indicator position (Type of added entry), value 2
                     (Analytical entry), subfield $f (Date of a work)**
          Delete dates of a work from analytical added entries except when occurring in added entries for the Bible, for "Works," and for "Selections" (cf. LCRI 21.30M).

          6)   740 field (Variant title)
          Change the obsolete values 0 (Alternative entry) and 1 (Secondary entry) to a blank (No information provided). In field 740 the most likely obsolete value to occur is value 1.

          As the result of format integration, beginning in 1995 variant titles heretofore carried in this field are carried in field 246. It is not mandatory to change existing 740 fields to 246 fields. Since new fields added at LC exemplify current practice, this results in a mixed practice within a single record.

B13.12.3   DATA NEWLY ADDED TO IMPORTED RECORDS
          Follow current practice.

TABLE OF CONTENTS

C8.1   BACKGROUND
            Abbreviations used:

> BR = bibliographic record
> HR = holdings record
> IR = item record

Materials stored in the off-site storage facility at Ft. Meade can be identified by the location code "s-FM/ ..." in subfield $b of field 852 in an HR (the "name" counterpart of the code begins "s-FtMeade ..."). Occasionally work related to cataloging newly received materials or work related to maintenance to existing records in the LCDB involves materials stored at Ft. Meade. The purpose of this DCM is to provide guidance for specific situations with a view to minimizing the need either to obtain material from Ft. Meade or to formally withdraw material from it. The situations covered are as follows:

1)   **an added copy to a single-part monograph:** a newly received copy is to be added; one or more copies are stored in Ft. Meade; follow standard procedure and add the copy (do not attempt to assign to Ft. Meade);

2)   **a monograph has now become a serial:** one or more items cataloged as a monograph are now being recataloged as a serial; one or more issues of the serial are stored at Ft. Meade; by exception, these issues will remain at Ft. Meade (in other circumstances duplicate issues would be withdrawn from the collections because the Library holds the requisite number of shelf copies (one set)); follow the procedures in C8.2 to make the needed adjustments to reflect this condition;

3)   **an item, usually cataloged as MLC, is discovered to be a duplicate:** by exception, it will remain at Ft. Meade (in other circumstances an MLC duplicate would be withdrawn from the collections because the Library holds the requisite number of shelf copies (one copy)); follow the procedures in C8.3 to make the needed adjustments to reflect this condition;

4)   **a change in call number:** it is necessary to change a call number because it was incorrect when originally assigned; change the call number in the bibliographic record only; follow the procedures in C8.4 to make the needed adjustments to reflect this condition;

5)   **multipart monographs:** a volume newly received is associated with a multipart monograph, some or all of whose volumes are stored in Ft. Meade; follow the procedures in C8.5;

6)   **a change in location/custody:** a division, usually a division that services materials, wants custody transferred from Ft. Meade to that division; the material needs to be formally withdrawn from Ft. Meade so that the holdings and items records can be adjusted as needed to reflect the change in location; follow the procedures in C8.6;

7)   **other situations:** consult Cataloging Policy and Support Office (CPSO).

Note that materials stored at Ft. Meade may be ordered through the standard ILS Call Slip procedure. If they are obtained for consultation, they are returned in the standard manner as for other materials. If they are obtained for other reasons and are not going back to Ft. Meade, they must be withdrawn from Ft. Meade by following the formal withdrawal procedure described in C8.6 below.

C8.2   MONOGRAPH BECOMES A SERIAL

This is a condition that must be dealt with by staff in the Serial Record Division (SRD). In this situation, leave any issues in Ft. Meade. If the issue described by the monograph BR is also recorded on the HR for the serial BR, it is a duplicate, but, by exception to the general selection policy for serials of only keeping one set, it will be retained in Ft. Meade. In such cases an issue will be recorded both on the HR for the serial BR and also on the monograph HR, which will be relinked to the Serial BR.

If a monograph in Ft. Meade becomes a serial, a staff member in SRD ensures a BR exists for the serial or creates one. SRD staff then do the following:

1)   relink the monograph HR for the Ft. Meade issue to the serial BR (this can be done without Ft. Meade security);

2)   request an SRD staff member with Ft. Meade security to do the following to the Ft. Meade HR:

   a)   retain all existing data in the HR;
   b)   add a subfield $3 as the first subfield in the 852 field; record in subfield $3 the enumeration and chronology of the issue;
   c)   add to the 852 field a subfield $x containing "Do not add any holdings to this record in an 866 field; book still marked with monograph call number. [date] [code]";

3)   request an SRD staff member with Ft. Meade security to do the following to the Ft. Meade IR:

   a)   change the "Item Type" to "Serial/Newspaper";
   b)   based on information in the monograph BR, add the number for the serial in the "Enum:"area and/or the date for the serial in the "Chron:"area of the IR; if the serial only has a year for the date, record it in the "Enum:" area of the IR (this makes the Call Slip display intelligible).

4)   after the Ft. Meade HR/IR are relinked to the serial BR, cancel the monograph BR and track the LCCN in 010 $z of the serial BR; if the monograph BR has a purchase order associated with it, follow the procedures in DCM C7.3 (Bibliographic Record Retained for Audit Trail) applicable to the monograph BR. Once those steps have been followed, forward a printout of the monograph BR to the appropriate Acquisitions division as a notice that the monograph BR

has been "canceled" in favor of a serial BR.

If non-SRD staff encounter a possible situation in which a monograph in Ft. Meade may be a serial, they alert SRD staff. If SRD staff judge the monograph has become a serial, they follow the procedures described above.

C8.3   DUPLICATE CATALOGING--AT LEAST ONE ITEM IN FT. MEADE
There are duplicate bibliographic records for the same title, and at least one of the copies is in Ft. Meade (sometimes the copy in Ft. Meade is MLC). Do the following:

1) determine which bibliographic record to retain; if one contains a regular call number and another an MLC shelf number, retain the former;
2) leave all copies in Ft. Meade under the existing call/shelf numbers;
3) relink an HR as needed to ensure all HRs are linked to the retained BR; if one or both copies are MLC, by exception, retain any that are in Ft. Meade (the regular retention policy for MLC items is one shelf copy);
4) cancel the BR not to be retained; if that BR has a purchase order associated with it, follow the procedures in DCM C7.3 (Bibliographic Record Retained for Audit Trail) applicable to the BR;
5) send an e-mail to the CPSO account (cpso@loc.gov) with the subject: "Ft. Meade--Still marked"; provide in the message the LCCN of the retained BR.

CPSO will annotate the Ft. Meade HR containing the call/shelf number that does not match the call/shelf number in the BR 050 with "Still marked" in subfield $x of field 852. Since the intent is NOT to change the call number on the copy in Ft. Meade, CPSO will NOT initiate the "Cataloging review" procedure that is otherwise invoked when the intent is to change the call number on the book (materials in Ft. Meade are not stored according to call number). The "Still marked" annotation indicates positively that we are aware of the situation and that it is not an error.

C8.4   CHANGE IN CALL NUMBER
It is necessary to change a call number because the call number was incorrect when originally assigned One or more copies is in Ft. Meade. Do the following:

1) change the call number in the BR;
2) leave all copies in Ft. Meade under the old call number;
3) send an e-mail to the CPSO account (cpso@loc.gov) with the subject: "Ft. Meade--Still marked"; provide in the message the LCCN of the BR.

CPSO will annotate the Ft. Meade HR(s) with "Still marked" in subfield $x of field 852. Since the intent is NOT to change the call number on the copies in Ft. Meade, CPSO will NOT initiate the "Cataloging review" procedure that is otherwise invoked when the intent is to change the call number on the book (materials in Ft. Meade are not stored according to call number). The "Still marked" annotation indicates positively that we are aware of the situation and that it is not an error.

C8.5   MULTIPART MONOGRAPHS
The procedures applicable to multipart monographs vary, depending upon the character of the multipart.

C8.5.1   Multipart Monograph Title Recorded In 4XX Field
This is the kind of multipart whose title is (or will be) recorded in a 4XX field.

C8.5.1.1   Existing multipart monograph
Process newly received volumes and added copies of volumes according to normal procedures.

C8.5.1.2   Single part monograph becomes multipart monograph
If the title of the now multipart will be recorded in a 4XX field, leave any volume in Ft. Meade under the call/shelf number assigned to the volume. Adjust the BR of the volume in Ft. Meade to add a bracketed 4XX (and possible counterpart 8XX) to show that the volume is now part of a multipart monograph. Catalog any newly received volumes according to normal procedures.

C8.5.2   Multipart Monograph Title Recorded In 245 Field
This is the kind of multipart whose title is (or will be) recorded in a 245 field.
Refer to CPSO all instances of such multipart monographs for which some or all of the volumes are in Ft. Meade. These include:

> 1)   a single part monograph that has now become a multipart monograph (a volume, usually the one that is to become volume 1, is stored at Ft. Meade);
> 2)   added volumes, some or all of which are in Ft. Meade;
> 3)   added copies of added volumes, some or all of which are in Ft. Meade.

Do the referral by inserting a printout of the BR in the volume in hand, annotate it "Ft. Meade multipart," and send it to CPSO. CPSO will act on a case-by-case basis, always preferring to leave in Ft. Meade any volume(s) already stored there.

C8.5.2.1   Overseas offices
For conditions covered by points 1)-2) under C8.5.2 above, overseas offices are asked to:

> 1)   add the temporary 955 field (902 $b in RLIN) tracking the forwarding of an added volume;
> 2)   annotate the printout inserted in the volume "Ft. Meade multipart"; if the BR is updated in the overseas office, also highlight the changes on the printout (usually fields 260, 300, 505) to alert Washington staff of the changes made;
> 3)   send the volume to the Washington cataloging unit that receives other books from the overseas office;
> 4)   that Washington unit deletes the temporary 955 field and incorporates the volume(s) added into the permanent 955 field;

sends the volume(s) and printout to CPSO for processing as described in C8.5.2 (after updating the BR to reflect the added volume if it has not already been done so by the overseas office).

C.8.6 WITHDRAWAL PROCEDURE
To formally withdraw an item from Ft. Meade, use the following procedure:

1) get the item(s) from Ft. Meade in the usual manner;
2) forward to the Cataloging Policy and Support Office (CPSO) the item itself and the green "Callslip Request" that is in the item when it is delivered from Ft. Meade;
3) on the green Callslip Request, provide CPSO an instruction regarding what is to be done:

> "Change location to [custodial unit changed to]"; if the changed location includes a sublocation, be sure and also include that sublocation;

4) provide legibly the name and telephone number of the person making the request in case it is necessary to be in touch with that person.

CPSO will take the steps necessary to remove the Ft. Meade location from the holdings record and substitute the new location. CPSO will also forward the item(s) to CALM so that CALM can:

1) update its Library Archival System (LAS) to note the permanent withdrawal from Ft. Meade;
2) discharge the internal charge invoked when the item was obtained from Ft. Meade.

CALM then returns the item to CPSO. For materials that are not rare, CPSO assures that the spine label now reflects the new location and forwards the item to the requesting unit. For rare materials in the custody of the Rare Book and Special Collections Division (RBSCD), CPSO returns the item to the Rare Book Team, SMCD. That team will create call number streamers in lieu of spine labels.

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C12.1   DEFINITION
AACR2 defines a multipart monograph as "a monograph complete, or intended to be completed, in a finite number of separate parts." This definition does not mean that the number of volumes has been predetermined or that this information must be available from the item in hand. Instead, it means either that the subject matter is limited in scope or that there are restrictions of time, activity, etc., that make a limitless continuation unlikely. (Do not apply the theory that one could write on any subject forever.) A multipart monograph may be numbered or unnumbered.

Close scrutiny is required to decide if an item is part of a multipart monograph or a serial (monographic series) in order to avoid creating two collected set records or SARs for the same resource as both a multipart monograph and a monographic series. When making this decision, take into consideration the subject matter covered by both the collective and analytic titles. For example, if the title of the part is "Allegheny County" and the collective title is "Counties of Maryland," one can predict that the resource is part of a multipart monograph. On the other hand, if the title of the part is "Lecture notes in medical informatics," the resource in hand is much more likely to be that of a serial (monographic series).[1]

The following types of publications are generally considered to be multipart monographs:

1)   publications issued on the occasion of a specific event (although they often do not contain material concerning the event itself);
2)   publications of specific censuses, expeditions, excavations, projects, surveys, etc.

When still in doubt ("I don't know and I can't guess"), consider the item to be part of a monographic series.

C12.2   APPLICATION OF DCM
This DCM does not apply to these categories of materials:

1)   books issued in fascicles (see DCM C17);
2)   unnumbered multipart monographs processed as made-up sets (called "2A cataloging" in LC; see DCM C18).

C12.3   BASIC POLICY

C12.3.1   Searching
Search the catalog for a bibliographic record for the multipart monograph as a whole (a collected set record), bibliographic records for the parts (analytic records), and a series authority record (SAR). If no records are found but there is reason to believe earlier volumes have been cataloged, search the ONC (Official Name Catalog). Always search that catalog for pre-1981 JACKPHY multipart monographs not in the LC ILS Database. If no record is found, consider the item to be new to the Library. If records are found, see DCM C12.5 or C12.6 below as appropriate.

---

[1]See LCCN examples: 22003587; 83006712; 84048549; 94003825; 2001406422; 2003015674.

C12.3.2   Basic Processing Activities

The basic activities when processing a volume of a multipart monograph vary depending upon two general factors: 1) if the multipart monograph itself is new to the Library and 2) the classification and analysis decisions applicable to the multipart monograph.

Decision	New multipart monograph		Added volumes
	Bibliographic records?	Series authority record ?	
Classified separately – analyzed in full	Analytic* record only	Yes	Create analytic record for each part
Classified as a collection – analyzed in full	Collected set** record + analytic record	Yes	Add information to the existing collected set record + create analytic record for each part
Classified as a collection – not analyzed	Collected set record only	No	Add information to the existing collected set record
Classified as a collection – not analyzable			

*Analytic record = bibliographic record for the part
**Collected set record = bibliographic record for the multipart monograph as a whole

For information about shelflisting procedures, barcodes, holdings records, and item records, see SCM: SL (ILS version) workflows #4, #8, and #10. For more information on the relationship of holdings and item records for multipart monographs, see the DCM Z1 Appendix for LC Staff.

C12.3.3   Series Added Entries

C12.3.3.1   *AACR2 analytic records*
Give series access points (440 or 8XX) in analytic records.

C12.3.3.2   *Series access points prior to AACR2*
If the multipart monograph was traced prior to AACR2, update the series added entries in any analytic records to the AACR2 form, including the form of numbering, as necessary. Numbering consistency is required so that records for each analytic will file properly in the LC ILS Database. Determine the form of numbering from the 642 field of the AACR2 series authority record. If the series is not yet established, determine the form of numbering from the item in hand being used to create the SAR (not necessarily the first part of the multipart monograph or the first part received in the Library). Do not recatalog the analytics to AACR2.

C12.3.3.3   *No series access points prior to AACR2*
                                    If a series was not traced prior to AACR2, do not retrospectively add
series added entries to the analytic records. Instead, specify the change in tracing practice in the 645
field in reverse chronological/numeric order, i.e., the field stating current practice precedes the field
stating prior practice.

C12.4   SERIES AUTHORITY RECORDS

C12.4.1   **General**
                                    When establishing or reestablishing an SAR for an analyzable or partially
analyzable multipart monograph, follow the procedures in the pertinent sections of DCM Z1.

C12.4.2   **Exceptional Practices For Multipart Monographs**
                                    Note that the following practices apply only to multipart monographs.

C12.4.2.1   *Changes of title or responsibility*
                                    If the title proper or the person or body responsible for a multipart
monograph changes between parts, there will be only one SAR (see 21.2A1 and 21.3A2; DCM Z1). The
concept of successive entry does not apply to multipart monographs.

C12.4.2.2   *Classification practice*

C12.4.2.2.1   **Analyzable parts**
                                    The person doing the subject cataloging decides whether a
numbered, analyzable multipart monograph is to be classified as a collection or classified separately.
Often this decision will have already been made for non-cartographic materials from overseas offices.
Unnumbered multipart monographs are classified separately, except for those processed via 2A
cataloging (see DCM C18) and collection level cataloging (see DCM C14).

C12.4.2.2.2   **Unanalyzable parts**
                                    Numbered multipart monographs lacking individual titles or
with individual titles that will not stand alone independently of the collective title are classified as
collections. See LCRI 25.6A for guidance about what constitutes an analyzable title. Generally, do not
prepare an SAR. At the time of first cataloging a multipart monograph, if some of the parts in hand are
not analyzable, the treatment is automatically "collect, analyze in full: applies to analyzable parts."

```
644 ## $a f $d analyzable parts $5 DLC
```

                                    When processing a nonanalyzable part of an otherwise
analyzable multipart monograph that is classified separately, see LCRI 13.3 under "Multipart
monographs."

                                    If a multipart monograph classified as a collection is discovered
to have unanalyzable parts after the SAR is made, modify the 644 field as shown above.

C12.4.2.3   *Priority*
                                    CIPs at the pre-publication stage are always slipped priority 1. For other

multipart monographs: if the item is numbered and classified separately, slip it priority 2; if it is classified as a collection and not analyzed, slip it priority 2; if it is classified as a collection and analyzed, slip it priority 1 (see DCM Z1 under "Priority for series/multipart items").

C12.5   PROCESSING ITEMS COVERED BY AN EXISTING AACR2 COLLECTED SET RECORD

C12.5.1   General
                Use these procedures to add a newly-received published volume to an existing AACR2 collected set record for a multipart monograph. These instructions do not apply to CIPs at the pre-publication stage. They require special procedures, given below in DCM C12.5.4.1.

                In general, update the record to reflect the item in hand. Follow all pertinent sections of the *Descriptive Cataloging Manual* (especially DCM M3 on record/catalog maintenance), LCRI 1.0C, and DCM Z1 for series authority records.

C12.5.2   Description

C12.5.2.1   The part in hand
                Examine the part in hand to be added. Compare all information from the part to the description in the collected set record. If the part in hand shows variations from the description of the collected set record, make any necessary changes to the record. Note that rules 21.2A1 and 21.3A2 allow for exceptions whereby a part other than the first may be used both as the basis of the description and for determining choice of main entry for the item as a whole.

C12.5.2.2   Temporary data
                Record temporary data and holdings according to LCRI 1.0C (i.e., within angle brackets if the set is incomplete). Indicate the numbers/designations of the parts inclusively (if they are consecutive) or individually (if they are not consecutive). All holdings must be recorded in the bibliographic record. When adding another volume to a bibliographic record with the note "Holdings listed in shelflist only," create a 505 field beginning with the volume being added; then, send a printout of the collected set record to CPSO.

C12.5.2.3   Cataloger's note (952 field)
                Supply a cataloger's note indicating any action taken according to DCM B9. Do not add a 952 field solely to indicate the adding of a part.

C12.5.2.4   Closing the entry
                If the part being added completes the set, update the record to reflect in all aspects the completed multipart monograph (e.g., ending publication date in 008 and 260 fields, extent in 300 $a).

C12.5.3   JACKPHY Upgrade/Update Conventions
                For monographs represented by a less-than-full JACKPHY collected set record (cf. DCM B5.11) in the LC ILS Database, use the following procedures:

C12.5.3.1   *Nonroman card available*
                              If a collected set card is available in the ONC or AOC, use the
information on that card to **upgrade** the brief record to a full one in romanized form, making any
modifications required by a change in the nature of the item or that are needed to maintain the record.
Add holdings; also add a contents note, if appropriate. Note that such an upgraded collected set record
resides in the LC ILS Database and that an iteration also resides in RLIN21 but there is no original script
collected set record in RLIN21. If the set is **analyzable**, do, however, create an original script analytic
record in RLIN21.

C12.5.3.2   *Nonroman card not available*
                              If a collected set card is not available, **update** the LC ILS Database brief
collected set record, making any modifications required by a change in the nature of the item or that are
needed to maintain the record. Add holdings; also add a contents note, if appropriate. Note that such an
updated collected set record resides in the LC ILS Database and an iteration also resides in RLIN21 but
there is no original script collected set record in RLIN21. If the set is **analyzable**, do, however, create an
original script analytic record in RLIN21.

C12.5.4   **CIP/ECIP Multipart Monographs Classified As A Collection**
                    ["CIP" as used below applies to both CIP and ECIP.]

C12.5.4.1   *CIPs at the pre-publication stage*
                              CIP "added" volumes at the pre-publication stage are handled differently
from any other type of added volume in that the collected set record is not updated at the pre-publication
stage; updating is deferred until the published item is received. (When the online record contains an
error and needs to be updated anyway, make that correction according to usual procedures. Then follow
the procedures below.)

C12.5.4.1.1   **Nonanalyzable CIP multipart monographs**
                    As of May 1995, once a collected set record for a nonanalyzable
multipart monograph is created, subsequent volumes are not candidates for CIP.

C12.5.4.1.1.1   *New multipart monograph, no collected set record exists*
                              If a multipart monograph is new to the Library, a CIP
record is begun by CIP Division staff and the CIP material is forwarded to the appropriate team in the
usual manner. Make the treatment decision in the usual manner. If that decision is "classified as a
collection, not analyzed," transform the CIP analytic record into a collected set record.

                              After the cataloging is completed in the team, forward
the materials to Dewey. Dewey returns them to the CIP Division, and that division sends the resulting
CIP data for the collected set record to the publisher.

C12.5.4.1.1.2   *Collected set record exists*
                              Once a collected set record exists, materials for
subsequent volumes are not forwarded by the CIP Division at the pre-publication stage. If this
inadvertently occurs, return the materials to the CIP Division with a CIP Problem Routing Slip indicating
that the item is a nonanalyzable multipart monograph.

C12.5.4.1.2   **Analyzable CIP multipart monographs**

C12.5.4.1.2.1   *New multipart monograph, no collected record exists*
Return the CIP materials to the CIP Division under a
CIP Problem Routing Slip requesting that a record be input for the collected set.

C12.5.4.1.2.2   *Collected set record exists*
Prepare only CIP data for an analytic record for the part.
Ignore added volume procedures. However, add a note to the verifier in a 952 field to update the
collected set record when the book is received. The CIP Division does not send CIP data for the
collected set records of analyzable multipart monographs to the publishers.

C12.6   PROCESSING ITEMS NOT COVERED BY AN EXISTING AACR2 COLLECTED
               SET RECORD
Use these guidelines in addition to those in DCM C12.4 and C12.5 when adding a
newly-received published volume and one of the following situations exists:

1)   there is no existing AACR2 collected set record but there are analytic records;
2)   there is an existing pre-AACR2 collected set record in the LC ILS Database;
3)   there is an existing collected set card in roman script in the ONC (Official Name
       Catalog);
4)   there is an existing collected set card in nonroman script for a romanizing
       language in the ONC;
5)   there is an existing collected set card in nonroman script for a JACKPHY item in
       the ONC or AOC (Add-on Catalog) .

Use the following general guidelines applicable to all the special situations described
above. Then apply the guidelines for specific situations as appropriate.

C12.6.1   **Description**

C12.6.1.1   *Changes in cataloging rules*
A collected set record being newly input to the LC ILS Database or an
existing pre-AACR2 collected set record already in the LC ILS Database may be recataloged to AACR2
(but not its associated analytic records) at the discretion of the team.

Exception: If an existing collected card has a dashed-on entry for a
supplement, index, etc., do not recatalog to AACR2 (both the parent work and any dashed-on entries
would need to be recataloged). Consult CPSO.

C12.6.1.2   *Adding information*
When adding information to a record, generally follow the style of the
original cataloging rules. As a rule, do not mix ISBD and non-ISBD styles or AACR2 and pre-AACR2
styles. Add a contents note, if appropriate, when adding to the record for an item previously thought to
be complete in one part. When adding to the record of an item already known to be multipart, do not add
a contents note if it was omitted under earlier policy. If the style used in the contents note is clear, follow

it when adding new items. If anything is unclear (e.g., inclusion or omission of subtitles or statements of responsibility for individual items), follow the pattern already in the record. This may mean, for example, omitting an author statement from the item in hand because items already in the contents note lack the statement of responsibility.

C12.6.2   **Access Points**

C12.6.2.1   *Non-CIP records*
                     Convert all access points on the collected set card or in a pre-AACR2 record already in the LC ILS Database to the AACR2 form. If the multipart monograph is analyzed, change the choice of main entry to AACR2 choice and prepare an SAR. Ensure that the series added entries in any existing analytic records in the LC ILS Database reflect the AACR2 form. Otherwise, do not maintain analytics already in that catalog.

C12.6.2.2   *CIP records*
                     If some of the analytic records needing to be updated are CIP records, change them according to the normal procedures for changing CIP records.

C12.6.3   **Procedures**

C12.6.3.1   *NEW INPUT*
                     If the multipart monograph is not represented in the LC ILS Database by a collected set record, use the conventions of the NEW INPUT procedure stated in DCM B5.12 (Appendix 7).

C12.6.3.2   *Holdings*
                     Include the part(s) being cataloged now. Send a printout of the collected set record to CPSO.

C12.6.3.3   *Cards*
                     Use existing collected set cards as the copy for the NEW INPUT procedure.

C12.6.3.3.1   **Roman**
                     In cases of roman script cards, use the actual ONC card by removing it from the ONC. If the ONC card is unavailable, use a copy of the shelflist card or a copy of the card from the NUC.

C12.6.3.3.2   **Nonroman**
                     In cases of nonroman script cards (including those for languages that are now romanizing languages), make a **copy** of the ONC or AOC card, use that copy for NEW INPUT. Refile the original card in the ONC or AOC because it is the only permanent record of the original script cataloging. If the ONC or AOC card is unavailable, use a copy of the shelflist card, or a copy of the card from the NUC.

C12.6.4   **Specific situations covered**

C12.6.4.1   *No AACR2 collected set record but there are analytic records*

There may be an occasional instance when a collected set record is missing even though there are analytic records in the LC ILS Database with call numbers that indicate that the multipart monograph is classified as a collection. In such cases prepare a new collected set record and incorporate all the Library's holdings, including the volumes being added; it may also be necessary to create an SAR. For items in JACKPHY languages, add the collected set record in RLIN21.

C12.6.4.2   *Collected set card in nonroman script for a romanizing language in the ONC*

Follow the procedures and conventions stated above. In addition, annotate the collected set card that remains in the ONC or AOC to indicate that the record is being input into the LC ILS Database. Print "MARC" in the lower right-hand corner under the card number; on the back, give "MARC [code date]." Romanize the collected set record added to the catalog, and indicate this with value "o" in 008 fixed-length data elements 008/38.

C12.6.4.3   *Collected set card in nonroman script for a JACKPHY language in the ONC or AOC*

Follow the procedures and conventions stated in this appendix. In addition, annotate the collected set card that remains in the ONC or AOC to indicate that the record is being input into the LC ILS Database. Print "MARC" in the lower right-hand corner under the card number; on the back, give "MARC [code date]." In addition, do the following:

1)   create an original script collected set record in RLIN21;
2)   if the set is analyzable, create also original script analytics in RLIN21.

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The LC Local Bibliographic Record and Local Data Fields   *August 2005*
Concise Version

Local Data Fields and Other Elements in the LC Local Bibliographic Record for Monographs and Integrating Resources

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C16.1   GENERAL
             These guidelines apply primarily to LC monograph and integrating resource
bibliographic records.

             See the following sources for information on specific data elements and local
fields used in LC serial bibliographic records:

             1) CONSER Editing Guide, Section E;
             2) *Serial Record Manual* M2.2, LC Local Fields Used in Serial Bibliographic
                Records (http://www.loc.gov/staff/srd/SRM-M2[1].020204.pdf).

             Note: These symbols conventionally represent here the following values in MARC
21 content designation:

             # = blank space
             $ = subfield delimiter

C16.2   ORDER OF VARIABLE DATA FIELDS

Order of Variable Fields in LC ILS Bibliographic records		
906	**Local Processing Data**	
925	**Local Selection Decision**	
955	**Local Tracking information**	
The correct sort order for all other variable fields – <u>except 906, 925, and 955</u> – is by "century block" (i.e., by the first number in the tag: all 1XX come before all 2XX, etc.)		
0XX (**010, 040**, etc.)	Numbers and codes	In tag number order [0XX fields on records imported from OCLC are not necessarily in strict tag number order. Staff may – **but are not required to** – resequence this block of fields.]
1XX	Main Entry field	
2XX (**240, 245**, etc.)	Titles, edition, imprint, etc.	In tag number order
3XX	Extent, etc.	In tag number order
4XX	Series statement	Fields 4xx-8xx accepted ⇓ in order input ⇓
5XX	Note fields	[keep 4XX together, keep 5XX together, etc.]
6XX	Subject access fields	**(See appropriate documentation, e.g., AACR2, LCRIS, DCMs, etc. for specific order)**
7XX	Added entry fields	
8XX	Series added entry fields	
Other 9XX (**952, 984**, etc.)	Local fields	In tag number order **(except 906, 925, 955, which go *first* – see above)**

Follow the preceding guidelines when creating or deriving a new bibliographic record in the LC database. Also follow them when importing records one at a time; in those cases, move fields 906, 925, and 955 to the beginning of the record, as necessary.

Accept variations in field order that result from batch loading processes rather than retrieve batch loaded records individually only to move fields. See DCM B13.11 for other instructions in the context of LC copy cataloging.

C16.3   LOCAL VARIABLE DATA FIELDS–GENERAL INFORMATION

When using an existing bibliographic record to derive a new record for another resource, delete any local data fields that came from the source copy, as necessary. Input or retain only those local fields needed for the resource that the new record represents.

When importing records one at a time, assess the result of each record merger: see whether the loading process inserted duplicate local fields or inappropriate ones or failed to provide ones that are needed; take corrective action, as necessary. (See other guidelines in DCM B13.11 for handling mergers resulting from use of the Z-Processor, etc.)

Accept duplicate local fields and similar imperfections that result from batch loading processes, rather than retrieve and evaluate batch loaded records individually.

Note: Some local fields and practices described here have no current use by LC monograph and integrating resource catalogers. These guidelines identify them to clarify their presence in LC database records that catalogers will encounter, but this does not authorize their further use.

C16.4   249 FIELD: LOCAL VARYING FORM OF TITLE (R) *[Limited use]*

C16.4.1   Content Designation Summary

Local field 249 has the same indicators and subfields as defined for field 246 in *MARC 21 Format for Bibliographic Data*. LC uses only the following *indicator* values:

> *First Indicator – Note Controller/Title Added Entry*
>   **0** : Note, no title added entry [Only value used]

> *Second Indicator – Type of Title*
>   **#** : No information provided [Only value used]

C16.4.2   General Description and Instructions

Field 249 contains a title needed *locally* at LC as an access point.

Monograph and integrating resource catalogers: Generally do not input 249 fields in new records and do not change or delete 249 fields found in existing records.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.5   590 FIELD: LOCAL NOTE (R)

C16.5.1   **Content Designation Summary**
          First and Second Indicators
              # : Undefined

          Subfields
              a : Text of note (NR)

C16.5.2   **General Description and Instructions**
          LC local holdings of multiparts: Input a 590 field (or update an existing one) with information about LC's local holdings when the record used for *copy cataloging* a multipart item has a contents note including parts that are not held in LC (see DCM B13.7.2).

```
590 ## $a  LC has: pts. 1-2, 4-7 only.
           (Contents note in 505 lists titles of parts 1-7.)
```

          LC local binding practice: Record details of LC's local binding practice in field 590 when LC divides a very thick and heavy volume into parts before binding (see DCM C6).

```
590 ## $a  LC copy bound in 2 v.: v. 1, p. 1-1322; v. 2, p.
           1323-2695.
```

          There are records in the LC database with other, discontinued uses of field 590. Generally leave those as found but do not imitate them.

| More information is available in the full official DCM C16 on the CPSO staff home page. |

C16.6   591 FIELD: LOCAL "WITH" NOTE (R) *[No active use]*

C16.6.1   **Content Designation Summary**
          First and Second Indicators
              # : Undefined

          Subfields
              a : Text of note (NR)

C16.6.2   **General Description and Instructions**
          Field 591, defined for local information notes when LC had two or more different resources *locally* bound together or combined on the same microfilm reel, has no active uses currently in LC bibliographic records. Do not input 591 fields in new records. Generally do not change or delete 591 fields found in existing records.

| More information is available in the full official DCM C16 on the CPSO staff home page. |

C16.7   592 FIELD: LOCAL ACQUISITION NOTE (R)

C16.7.1   **Content Designation Summary**
First and Second Indicators
     # : Undefined

Subfields
     a : Text of note (NR)

C16.7.2   **General Description and Instructions**
          Field 592 contains notes with LC local acquisition information or handling instructions. Newer records created in the LC ILS generally use notes in the acquisitions module instead, but acquisitions units still input 592 field notes for some purposes.

```
592 ## $a  Send loose-leaf replacement pages called "Code cases,
             nuclear components" and "Code cases, boilers and
             pressure vessels" unchecked to ST&B.
592 ## $a  order cancelled; Blackwell's reports this title
             discontinued.
```

C16.8   859 FIELD: LOCAL ELECTRONIC LOCATION AND ACCESS (R)
          [Implementation in process]

C16.8.1   **Content Designation Summary**
          Local field 859 has the same indicators and subfields as defined for field 856 in *MARC 21 Format for Bibliographic Data*.

C16.8.2   **General Description and Instructions**
          Field 859 contains electronic location information for a resource that is not necessarily accessible from LC. It records the same information as MARC 21 field 856, but does not display electronic location information or create a Web link in the LC OPAC.

          Conversion programs for LC CONSER serial bibliographic records and cataloging procedures for some Web resources initiated by LC use 859 fields.

```
859 41 $u  http://www.aihw.gov.au/publications/hwe/npher98-99/
859 ## $3  The United States, Spain, and the American Frontier:
             Historias Paralelas. Selections from the Library of
             Congress Geography and Map Division $u
             http://hdl.loc.gov/loc.hisp/esphtml.0004 $q u
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.9   890 FIELD: LC VISIBLE FILE ENTRY (R) *[Limited use]*

C16.9.1   **Content Designation Summary**
First and Second Indicators
　　# : Undefined

Subfields
　　a : Visible file entry (NR)
　　i : Control number (R)

C16.9.2   **General Description and Instructions**
　　Field 890 contains a visible file entry formerly used in LC's manual Serial Record. Field 890 appears in a monograph or integrating resource record when there was a pre-ILS serial check-in record for it, such as for updating loose-leafs.

```
890 ## $a  Labor law reporter ... $i 66-1961
```

　　LC monograph and integrating resource catalogers: Do not input 890 fields in records. Generally do not change or delete 890 fields found in existing records.

C16.10   906 FIELD: LOCAL PROCESSING DATA (NR) *[High use]*

C16.10.1   **General**

C16.10.1.1   *Content designation summary*
                               First and Second Indicators
                                   # : Undefined

                               Subfields
                                   a : Distribution controller (NR)
                                   b : Local record completion state (NR)
                                   c : Local processing workflow (NR)
                                   d : Priority (NR)
                                   e : CIP/PCN flag (NR)
                                   f : Century flag (NR)
                                   g : Stakeholder code (NR)

C16.10.1.2   *General description and instructions*
                               Field 906 contains data supporting management of bibliographic
control and processing of bibliographic records at LC.

```
906 ## $a  0 $b ibc $c orignew $d 2 $e epcn $f 20 $g y-gencatlg
906 ## $a  7 $b cbc $c copycat $d 2 $e ncip $f 20 $g y-genmusic
906 ## $a  0 $b acq $c acqwork $d u $e ncip $f 20 $g z-acqworks
```

C16.10.2   **Subfields**

C16.10.2.1   *$a Distribution controller (NR)*
                               Subfield $a contains a code that controls whether the Cataloging
Distribution Service distributes the record outside LC or not. Codes include the following:

                               0 : Do Not Distribute Record
                               7 : Distribute Record
                               p : Never Distribute Record

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.10.2.2   *$b Local record completion state (NR)*
                               Subfield $b contains a code that indicates the state of the record
with respect to whether its cataloging has been completed or not. Alternatively, it identifies
some records created in support of a function other than cataloging. Codes include the
following:

                               acq :   Acquisition Support Record
                               acc :   Accession Record
                               bbc :   Basic Bibliographic Control *(Serials only)*

cbc :   Completed Bibliographic Control
cbu :   Completed Bibliographic Control (Unverified)
cir :   Circulation Support Record
ibc :   Initial Bibliographic Control
par :   Partial Bibliographic Control *(Serials only)*
rip :   Revised CIP Cataloging/Revised CIP Data
rix :   Revised CIP Cataloging/No Revised CIP Data
vip :   CIP Verification in Process
und :   Undetermined

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.10.2.3   *$c Local processing workflow (NR)*

Subfield $c contains a code that indicates the processing workflow (or "cataloging stream") in which the record was created. Codes include the following:

acqwork : Acquisition Processing Stream
copycat : LC Copy Cataloging Stream
gpocoop : GPO Cooperative Cataloging Stream *(Obsolete)*
muzenew : Compact Disc Workflow
nccpada : NCCP Adapt
nccpuna :   NCCP Unadapt
nucmaps : NUC Maps Stream
oclcrpl :   OCLC Replacement Record
origcop :   LC Copied from LC
orignew :   LC Original Cataloging
origode :   LC Original ODE Cataloging
origres :   LC Original Resource-File-Based Cataloging
pccadap : PCC Adapted Cataloging
pccunad : PCC Unadapted Cataloging
premunv : PREMARC Unverified Record
premver : PREMARC Verified Record
serials :   Serial Bibliographic Record
serlocs :   SERLOC Serial Control Record
serprem : PREMARC Serial Record
srrepla :   Sound Recording Replacement
undeter :   Undetermined

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.10.2.4   *$d Priority (NR)*
Subfield $d contains the priority assigned to the processing of the resource. Codes include the following:

1 : Priority 1
2 : Priority 2
3 : Priority 3
4 : Priority 4
5 : Priority 5 *(No longer assigned)*
u : Undetermined

C16.10.2.5   *$e CIP/PCN flag (NR)*

Subfield $e contains a code indicating whether LC's Cataloging in Publication (CIP) or Preassigned Card Number (PCN) programs created the record. Codes include the following:

ecip : Originally an electronic CIP record
epcn : Originally an electronic PCN record
ncip : Not originally either a CIP or PCN record
ocip : Originally a CIP record
opcn : Originally a PCN record
unde : Undetermined

C16.10.2.6   *$f Century flag (NR)*

Subfield $f contains a code indicating the century of the year portion of the LCCN that appears in field 010, subfield $a, of the record. This resolves ambiguity in LCCNs with two digits in the year portion of the number. Always include subfield $f in field 906, even when the LCCN has a four-digit year portion. Codes include the following:

18 : 1800-1899
19 : 1900-1999
20 : 2000-2099

C16.10.2.7   *$g Stakeholder code (NR)*

C16.10.2.7.1   **General**

Subfield $g contains a two-part code consisting of a one-letter maintenance prefix separated by a hyphen from an eight-letter stakeholder code.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.10.2.7.2   **Maintenance prefixes**

The maintenance prefix indicates whether or not to do maintenance of the record completely within the LC ILS system; this depends on where the "master" bibliographic record resides. Prefixes include the following:

n- : This prefix indicates staff do not do maintenance completely within the LC ILS, usually because the "master" record is in OCLC (for example, LC CONSER serials) or in RLIN 21 (for example, LC JACKPHY

language resources) and staff do maintenance in those systems.

y- : This prefix indicates staff do maintenance completely within the LC ILS according to established guidelines.

z- : This prefix indicates cataloging staff do not do maintenance, because the record supports a function other than cataloging (for example, acquisitions).

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.10.2.7.3   **Complete Stakeholder Codes**

The eight-letter stakeholder code indicates the service area that has main responsibility for the bibliographic record. Combinations of maintenance prefixes and stakeholder codes currently authorized for use include the following:

ilsserca :	See **z-ilsserca**
n-geogmaps :	Geography and Map Division, LC Local *(Obsolete)*
n-oclcserc :	Serial Record Division, LC CONSER
n-rlinjack :	Bibliographic Access Divisions, JACKPHY Record Maintained in RLIN 21
n-undeterm :	Stakeholder Undetermined, No Regular Maintenance
y-folklife :	American Folklife Center
y-gencatlg :	Bibliographic Access Divisions, General Cataloging
y-gencompf :	Bibliographic Access Divisions, Computer Files/Microforms Team
y-genmicro :	Bibliographic Access Divisions, Computer Files/Microforms Team
y-genmusic :	Bibliographic Access Divisions, Music Teams
y-genrareb :	Bibliographic Access Divisions, Rare Book Team
y-geogmaps :	Geography and Map Division
y-ilsjacph :	Bibliographic Access Divisions, JACKPHY (Record Maintained in LC ILS)
y-ilsserca :	Serial Record Division, LC Non-CONSER (Record NOT Created/Maintained in OCLC, but Subject to Regular Maintenance)
y-manuscri :	Manuscript Division
y-movingim :	MBRS Moving Image
y-printpho :	Prints and Photographs Division
y-soundrec :	MBRS Recorded Sound

y-undeterm :	Stakeholder Interest Undetermined, Regular Maintenance
z-acqworks :	Acquisitions Directorate
z-cadworks :	Copyright Acquisitions Division (CAD)
z-ilsserca :	Serial Record Division, LC Local Serials Acquisition Control (Record NOT Subject to Regular Maintenance)
z-noregmai :	No Regular Maintenance

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.11   920 FIELD: LOCAL SELECTION DECISION (NR) *[No active use]*

C16.11.1   **Content Designation Summary**
First and Second Indicators
    # : Undefined

Subfields
    a : Selection decision (R)

C16.11.2   **General Description and Instructions**
        Field 920 has no active uses now in LC bibliographic records. In the past, LC used 920 fields for selection information. Input selection information in 925 fields in new records. Generally do not change or delete 920 fields found in existing records. Do not do maintenance in 920 fields; instead, record new or changed selection information in field 925. Generally do not create a new 925 field for the same selection decision as in a 920 field that is already present in the record.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.12   922 FIELD: LOCAL BOOK SOURCE (NR) *[No active use]*

C16.12.1   **Content Designation Summary**
First and Second Indicators
   # : Undefined

Subfields
   a : Book source acquisition information (R)

C16.12.2   **General Description and Instructions**
          Field 922 has no active uses currently in LC bibliographic records. In the past, LC used field 922 for a code indicating source of material. Do not input new 922 fields. Generally do not change or delete 922 fields found in existing records.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.13   923 FIELD: LOCAL SUPPLIER INVOICE OR SHIPMENT ID (R)

C16.13.1   **Content Designation Summary**
First and Second Indicators
   # : Undefined

Subfields
   a : Additional information (R)
   d : Formatted date (NR)
   n : Shipment/invoice number (NR)
   s : Supplier (NR)

C16.13.2   **General Description and Instructions**
          Field 923 contains local shipment and invoice information. Generally LC cataloging staff are not involved with inputting 923 fields. Do not change or delete 923 fields found in existing records.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14   925 FIELD: LOCAL SELECTION DECISION (R) *[High use]*

C16.14.1   **General**

C16.14.1.1   *Content designation summary*
First Indicator–Current Decision
   0 : Current decision
   1 : Former decision

Second Indicator
   # : Undefined

Subfields
   a : Selection decision for LC (NR)
   b : Number of shelf copies/sets desired (NR)
   c : Acquisition conditions (NR)
   d : Disposition of unwanted material with outside agency (R)
   e : Comment related to selection decision (R)
   h : Custodial division (R) *(Only in Copyright records)*
   x : Responsibility for selection decision (NR)
   y : Office copy request (R)
   z : Reference assignment request (R)

C16.14.1.2   *General description and instructions*
          Field 925 contains information related to the selection of the
resource for LC use. This field is mandatory in new bibliographic records that represent
published resources, but not in those for resources that are unique, such as manuscripts and rare
books.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14.2   **Subfields**

C16.14.2.1   *$a Selection decision for LC (NR)*
          Subfield $a contains a standard statement of the decision to retain
the resource or not in LC. It is mandatory in all 925 fields. Standard statements include the
following:

acquire :	LC retains shelf copies of the resource.
do not acquire :	LC does not retain shelf copies of the resource.
undetermined :	LC has not received the resource and it is not possible to make a decision prior to receipt.

```
925 0# $a  acquire $b 2 shelf copies $x policy default
925 0# $a  do not acquire $d NLM $x Sel Off
925 0# $a  undetermined $x ers beonline+
```

> More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14.2.2   *$b Number of shelf copies/sets desired (NR)*
Subfield $b contains a statement of the number of copies of the resource LC has decided to retain. It is mandatory when subfield $a has an "acquire" decision and is absent when subfield $a has "do not acquire" or "undetermined." The statement is in the form shown in the following examples:

```
925 0# $a  acquire $b 1 shelf copy ...
925 0# $a  acquire $b 2 shelf copies ...
925 0# $a  acquire $b 3 shelf copies ...
           etc.
```

> More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14.2.3   *$c Acquisition conditions (NR)*
Subfield $c contains a statement of any conditions on how a resource may be acquired.

```
925 0# $a  acquire $b 1 shelf copy $c if unable to acquire via
           copyright, then purchase ...
925 0# $a  acquire $b 2 shelf copies $c Copy 2 reported missing in
           inventory 04-15-1998; do not replace by purchase per
           HSS (ejj) ...
```

C16.14.2.4   *$d Disposition of unwanted material with outside agency (R)*
Subfield $d contains an identification of an agency outside LC to which resources not wanted in LC are to be sent.

```
925 0# $a  do not acquire $d NAL ...
925 0# $a  do not acquire $d NLM ...
```

> More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14.2.5   *$e Comment related to selection decision (R)*
Subfield $e contains a note with information concerning the selection decision that is not better recorded in another subfield of field 925.

```
925 0# $a  acquire $b 1 shelf copy $e changed from do not acquire,
           6-23-2004 ...
```

C16.14.2.6   *$x Responsibility for selection decision (NR)*
Subfield $x contains a statement of who is responsible for making the selection decision recorded in subfield $a. Subfield $x is mandatory in all 925 fields. The statement of who is responsible takes one of the following forms (preferably followed by a date):

"policy default" : if the decision is based on general LC policy and no selection officer made the decision actively

```
925 0# $a  acquire $b 2 shelf copies $x policy default
```

initials : if a selection or recommending officer made or changed a decision

```
925 0# $a  acquire $b 1 shelf copy $x jpm 2005-02-14
925 0# $a  do not acquire $x sh98 2005-01-10
```

"Sel Off" : if a selection or recommending officer made or changed a decision but the initials cannot be recorded for some reason.

```
925 0# $a  acquire $b 1 shelf copy $x Sel Off 2003-08-21
925 0# $a  do not acquire $d NLM $x Sel Off
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14.2.7   *$y Office copy request (R)*
Subfield $y contains a statement alerting staff to assign an extra copy (beyond the number of shelf copies retained in LC, as recorded in subfield $b) to an LC office unit that has requested one. Name the requesting unit and the requester in the statement (preferably followed by a date).

```
925 0# $a  acquire $b 1 shelf copy $x LS 04-15-99 $y o-APLO,
          S.Hayduchok, 07-22-99
925 0# $a  acquire $b 1 shelf copy $x policy default $y o-RCCD,
          Crego $z r-AMED, Avdoyan
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.14.2.8   *$z Reference assignment request (R)*
Subfield $z contains a statement alerting staff to assign an extra copy (beyond the number of shelf copies retained in LC, as recorded in subfield $b) to an LC reference collection that has requested one. Name the requesting reference location and the requester in the statement (preferably followed by a date).

```
925 0# $a  acquire $b 2 shelf copies $x policy default $z r-MRR
          BIOG, J. Robinson, 07-29-00
925 0# $a  acquire $b 1 shelf copy $x policy default $z jr
          20020328 reference copy for r-MRR
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.15   952 FIELD: LOCAL CATALOGER'S PERMANENT NOTE (R)

C16.15.1   **Content Designation Summary**
First and Second Indicators
    # : Undefined

Subfields
    a : Cataloger's note (NR)

C16.15.2   **General Description and Instructions**
         Field 952 contains information primarily of interest to cataloging staff, often concerning sources consulted during cataloging or modifications that were made or should be made in an existing record. LC staff working in RLIN 21 input cataloger's notes in RLIN 21 field 902 (Local data element), which converts to field 952 in the LC ILS.

         See DCM B9 for instructions on using 952 fields and cataloger's permanent notes in LC bibliographic records. (CPSO will re-evaluate DCM B9 and C16.15 at a later date and consider combining them in the same document when LC issues a new series of cataloging documentation.)

C16.16   955 FIELD: LOCAL TRACKING INFORMATION (R) *[High use]*

C16.16.1   **General**

C16.16.1.1   *Content designation summary*
                          First and second indicators
                             # :   Undefined

                          Subfields
                             a :   IBC processing/other forwarding or tracking information (R)
                             b :   *[Unused subfield]* (R)
                             c :   Descriptive cataloging tracking information (R)
                             d :   Subject cataloging tracking information (R)
                             e :   Shelflisting/end-stage processing tracking information (R)
                             f :   CIP verification tracking information (R)
                             g :   CIP verification end-stage processing tracking information (R)
                             h :   MLC tracking information (R)
                             i :   Whole item cataloging tracking information (R)
                             j :   ISSN pre-publication assignment tracking information (R) *[Serial Record Div. only]*
                             k :   ISSN post-publication assignment tracking information (R) *[Serial Record Div. only]*
                             l :   Holdings conversion and inventory tracking information (R) *[Serial Record Div. only]*
                             m :   Bibliographic record cancellation tracking information (R) *[Serial Record Div. only]*

C16.16.1.2   *General description and instructions*
                          LC staff input *charge statements* in field 955 (see C16.16.1.3) in
order to record tracking information of two kinds:

                          1)   locations of items that are in process (see C16.16.2);
                          2)   completion of specific functional aspects of the cataloging
                               process (see C16.16.5)

                          For the latter, field 955 has separate subfields $c-$m defined for
different stages of the cataloging workflow that have been completed (see C16.16.6 in the full
official DCM C16). Acquisitions and Bibliographic Access Directorate (ABA) managers derive
statistical reports from data in those subfields. Units outside ABA, especially those with
incompatible workflows, do not use these functional aspect tracking subfields.

                          Although field 955 is repeatable, use one 955 field for main
tracking information in a record. Input additional, temporary 955 fields for special added copy
and added volume forwarding procedures (see C16.16.3 and C16.16.4).

C16.16.1.3   *Field 955 charge statements*
                    In each 955 charge statement, input the following mandatory
elements in the following order:

> 1) a four-character alpha/numeric staff or team code;
> 2) the date in the form **yyyy-mm-dd**.

Following those, when appropriate, also input:

> 3) forwarding or action information, usually about where the item
> was sent and why it was sent there.

```
... jg00 2004-01-14 ...
     (Code with "00" indicates a team rather than an individual)
... ta05 2001-07-15 to HLCD for subject ...
... jp14 2005-01-26 to Dewey ...
```

Generally input different charge statements in separate subfields
and do not also input semicolons for separation.

```
955 ## $a jg02 2003-01-08 $c jg02 2003-01-08 to subj. $d jg16
       2003-01-14 $e jg08 2003-01-14 to Dewey
          (Current practice in ABA bibliographic access units)
```

Input 955 charges in chronological order of processing, *not*
necessarily in alphabetical order by subfield codes.

```
... $d xz05 2005-04-11 $c xz07 2005-04-13 ...
     (Someone did subject cataloging first; then someone else
     did descriptive cataloging afterward)
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.16.2   **Tracking Locations of In-Process materials**
                    Location information in a 955 field charge represents either:

> 1) the location IN which an action is done or which accepts the item in
> custody–represented by the staff/team code at the *beginning* of the
> charge statement; or
> 2) the location TO which an item is sent for processing, custody,
> assistance, etc.–represented by "to" and an identification of the
> destination (for example, "to Dewey") at the *end* of the charge
> statement.

Input the latter (that is, a "to" location) when discharging an item from
your team and sending it to another unit. It is not mandatory to track "to" locations between
different persons or actions in the same team (for example, "to shelflisting"); but individuals and
teams *can* track those optionally if they consider it useful to do so.

```
... $e jj93 2005-03-16 to Dewey
        (After end-stage processing, someone mandatorily tracked
        forwarding the item out for Decimal classification)

... $d jj10 2005-02-07 to shelflisting ...
        (After subject cataloging, someone optionally tracked
        forwarding the item for shelflisting in the same team)

... $d zq03 2005-04-06 $e zq99 2005-04-11 to BCCD
        (After subject cataloging, someone did not track
        forwarding the item for shelflisting in the same team;
        after shelflisting/end-stage processing, someone
        mandatorily tracked forwarding the item out to BCCD)
```

See DCM B5 Appendix 1 (section B5.6.3.3) for guidelines on when to charge monographs and integrating resources that are in process and who should charge them. See DCM B6 for guidelines on referring items for cataloging assistance. Follow the instructions here in DCM C16.16, however, regarding format and content of charge statements.

```
Examples

955 ## $a oe05 2003-06-18 to SSCD $a sb00 2003-06-27
        (An acquisitions unit received the item and forwarded
        it for processing; a team charged it in)

955 ## $a ok23 2002-12-24 to ASCD $a jf00 2003-01-14 $a jf02
        2003-12-15 to SerCat
        (An acquisitions unit received the item and forwarded
        it for processing; a team charged it in; someone in
        that team discharged it and forwarded it as a possible
        serial)
```

C16.16.3   Tracking Added Copies

An "added copy" in these instructions is a copy of a resource received after another copy has already moved forward for processing (as tracked in the record's first 955 field). Track the receipt and forwarding of an added copy or copies in an additional, temporary 955 field with a forwarding message as shown in the following example:

```
955 ## $a pc14 2001-05-16 $a pv06 2002-06-10 to SSCD $c sh27
        2004-02-12
955 ## $a pv10 2002-08-03 ADDED COPIES: another copy to SSCD
```

Delete temporary 955 fields for added copies at end-stage processing.

C16.16.4   Tracking added volumes

An "added volume" in these instructions is a part of a resource received after some other part(s) already moved forward for processing (as tracked in the record's first 955 field). Track the receipt and forwarding of added volumes in additional, temporary 955 fields with forwarding messages as shown in the following example:

```
955 ## $a pv06 2003-09-22 to ASCD $a jf00 2003-10-01 $c jf03
        2003-11-22
955 ## $a pv11 2004-01-28 ADDED VOLS: v. 2 to ASCD
955 ## $a px02 2004-02-04 ADDED VOLS: v. 3 to ASCD
```

Delete temporary 955 fields for added volumes at end-stage processing and incorporate tracking into the permanent 955 field for the volumes that were added, as shown in the following example:

```
955 ## $a pv06 2003-09-22 to ASCD $a jf00 2003-10-01 $c jf03
        2005-03-22 $a jf16 2004-03-04 v. 2-3 added
            (Temporary 955 fields with "ADDED VOLS:" deleted)
```

> More information is available in the full official DCM C16 on the CPSO staff home page.

C16.16.5   **Tracking Functional Aspects of Cataloging**
When you complete a function in the cataloging workflow, input a charge | (per C16.16.1.2-C16.16.1.3) in the 955 functional aspect subfield corresponding to it (see | information on subfields $c-$m in C16.16.6 in the full official DCM C16). Also give forwarding | information or not per C16.16.2.

When one person completes multiple functions, input an "umbrella" subfield combining those functions if one exists (for example, subfield $i) and is applicable. If there is no applicable "umbrella" subfield, input multiple subfields for all the functions that the person completed.

```
         ... $i cc17 2005-01-16 $e cc93 2005-01-18 ...
 not     ... $c cc17 2005-01-16 $d cc17 2005-01-16 $e cc93 2005-01-18 ...
              (The same person did whole item cataloging, that is,
              descriptive and subject cataloging)

         ... $c xz07 2005-04-07 $d xz05 2005-04-11 $e xz05 2005-04-11 ...
              (The same person did subject cataloging and also
              shelflisting and end-stage processing)
```

There are *no* 955 subfields for the following, which may occur in the cataloging process:

1) Decimal classification
2) Review

Examples

```
955 ## $a oe17 2004-04-19 to SSCD $a sb00 2004-04-30 $i sb15
        2004-05-14 $e sb21 2004-05-20 to Dewey
            (An acquisitions unit received an item and forwarded
            it for processing; a cataloging team charged it in;
            someone did whole item cataloging; someone did
            shelflisting/end-stage processing; the last person
            discharged the item and forwarded it for Decimal
            classification)

955 ## $a pc21 2002-04-09 to SSCD $c sf02 2002-04-10 $a sf11
        2002-04-19 to HLCD $d le03 2002-04-23 $e le02 2002-04-23
        to Dewey $a aa03 2002-04-23 $a pv24 2002-12-18 bk
        rec'd, to CIP ver. $f le28 2003-06-03 $g le28 2003-06-03
```

```
to BCCD
```
*(A CIP Division team received a CIP galley and
forwarded it for cataloging; someone did descriptive
cataloging; someone else charged the CIP galley out of
that team and forwarded it to another division for
subject cataloging; other people did subject
cataloging and shelflisting; the last person
discharged the CIP galley and forwarded it for Decimal
classification; someone did Decimal classification; a
CIP Division team received the item matching the CIP
pre-publication record; someone did CIP verification
and CIP verification end-stage processing, then
discharged the item and forwarded it to BCCD)*

```
955 ## $a  pc10 2003-09-10 $a pv12 2004-06-23 to SSCD $h sj05
           2004-11-30 $e sj05 2004-11-30 to shelf
```
*(A CIP Division team created a preassigned control
number record; another team received the item and
forwarded it for processing; someone did minimal level
cataloging and end-stage processing; the same person
discharged the item and forwarded it for shelving)*

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.17   963 FIELD: LOCAL RELATED CIP OR PCN DATA (R)

C16.17.1   **Content Designation Summary**
First and Second Indicators
    # : Undefined

Subfields
    a : Publisher contact name/phone (R)
    b : Miscellaneous note (R)
    c : Congressional loan legend (R)

C16.17.2   **General Description and Instructions**
        Field 963 contains temporary data used in CIP and PCN records. Delete this field when the published item is received and CIP verification is done, that is, at the same time as deleting field 263 (Projected Publication Date).

        If field 963 has "CONGRESSIONAL LOAN" in subfield $c, complete processing at the highest level of priority and hand carry the item through the stages in its workflow, according to team or division practice.

    More information is available in the full official DCM C16 on the CPSO staff home page.

C16.18   984 FIELD: LOCAL SHELFLIST COMPARE STATUS (R)

C16.18.1   **General**

C16.18.1.1   *Content designation summary*
First and Second Indicators
  # : Undefined

Subfields
  a : Comparison file (NR)

csl :	Cartographic materials (G&M) card shelflist
gsl :	General card shelflist
lars :	LARS binding prep database
lbsl :	Law binding shelflist
lsl :	Law Library card shelflist
lmlx :	Law Microlinx
ncf :	Newspaper microfilm card file
rsl :	Rare Book shelflist
sr3x5 :	Serial Record 3 x 5 file
srmf :	Serial Record microform file
srssl :	Serial Record sheet shelflist
srvf :	Serial Record visible file

  b : Note (NR)
  d : Date of comparison (**yyyy-mm-dd**) (NR)

C16.18.1.2   *General description and instructions*
          Field 984 indicates that LC staff or contractors have compared a
bibliographic record's holdings and/or item records with data from an LC manual inventory file,
completing Shelflist Compare (see *Subject Cataloging Manual: Shelflisting, ILS Supplement*,
Appendix A: http://www.loc.gov/staff/catdir/cpso/SCMSLApA.html) or procedures for another
local file.

          Do not delete a 984 field found in an existing record. Do not add
or modify a 984 field except as part of doing Shelflist Compare or another inventory file
comparison procedure.

```
984 ## $a  gsl
984 ## $a  lsl $d 2000-07-27
984 ## $b  Referred - holdings discrepancy
984 ## $a  gsl $b Referred for SLC
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.19   985 FIELD: LOCAL RECORD HISTORY (R)

C16.19.1   **General**

C16.19.1.1   *Content designation summary*
              First and Second Indicators
                  # : Undefined

              Subfields
                  a : Agency that keyed record/record history (NR)
                  b : Network used for first level keying (NR)
                  c : Network transmitting record to LC (NR)
                  d : Date record entered in original or transmitting network (NR)
                  e : Responsible LC application or project (NR)
                  f : Online cataloger maintenance [staff code] (NR)
                  g : *PREMARC* maintenance history (NR)
                  h : *PREMARC* maintenance comment (NR)

C16.19.1.2   *General description and instructions*
              Field 985 contains information about record source, loading, and
maintenance. Generally, do not delete or change a 985 field found in an existing record.

```
985 ## $c  OCLC $e  srreplace 2002-02
985 ## $e  ODE-rj
985 ## $a  DLC $e  NUC
985 ## $a  rarebk/pre1801 $e  rbc $f  ce12 ...
985 ## $a  wln $c  wln $e  cacyrillic
985 ## $a  rlin $c  rlin $e  marcadia
985 ## $e  VENDOR LOAD
985 ## $a  NLMCIP $d  2004-09-20
985 ## $e  PREMARC $g  enh 050dvc $h  revised copy for reprint
985 ## $e  ATLAS MIG
985 ## $a  rarebk/bside $e  ammem
```

C16.19.2   **Subfield $g PREMARC maintenance history (NR)**
              Subfield $g contains one or more maintenance codes that indicate content
designation checks, data validation, and other data enhancements that have been made on a
PREMARC record or on specified field(s) in one.

              A maintenance code appended to a MARC field tag indicates performance
of maintenance on that field rather than the entire record. A fourth digit following the field tag
and preceding the maintenance code identifies which of multiple occurrences of that field was
the object of the maintenance activity.

              Maintenance codes are as follows:

              cd   Content Designation Checked *(appended to a MARC field tag)*.
              dv   Data Validated *(appended to a MARC field tag)*.
              dvc   Data Validated as Current.
              enh   Enhanced.

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Concise Version

fcd   Full Content Designation Checked.

fdv   Full Data Validated.

```
985 ## $e PREMARC $g enh
985 ## $g 650cd
985 ## $g 245dv
985 ## $g fdv
985 ## $f cj09 $g enh $h original PREMARC record lacked 260 field;
         dummy field added
```

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.20   987 FIELD: LOCAL CONVERSION HISTORY (R)

C16.20.1   **General**

C16.20.1.1   *Content designation summary*
                               First and Second Indicators
                                   # : Undefined

                               Subfields
                                   a : Romanization/conversion identifier (NR)
                                   b : Agency that converted, created, or reviewed
                                       romanization/conversion (NR)
                                   c : Date of conversion or review (**yyyymmdd**) (NR)
                                   d : Status code (NR)
                                   e : Version of conversion program used (NR)
                                   f : Note (NR)

C16.20.1.2   *General description and instructions*
                               Field 987 contains temporary information about the conversion
status of MARC 21 records, for purposes of the Pinyin Conversion Project and potential future
conversion projects.

```
987 ## $a  PINYIN $b DLC-R $d c
987 ## $a  PINYIN $b CStRLIN $c 20001214 $d r $e 1.0 $f [access
           not affected] See field: 500(1)
987 ## $a  PINYIN $b DLC $c 20020605 $d c
987 ## $a  PINYIN $b CStRLIN $c 20010109 $d c $e 1.0
987 ## $a  PINYIN $b OCoLC $c 20001201 $d c
```

C16.20.2   **Subfield $d Status Code (NR)**
                      Subfield $d contains a mandatory code indicating the degree to which the
project has converted or reviewed the information in the MARC 21 record. Status codes for the
Pinyin Conversion Project are as follows:

                          c   Record Fully Romanized
                          n   Record Processed but Not Converted
                          r   Record Requires Manual Review

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.21   991 FIELD: LOCAL LOCATION INFORMATION (R) *[Limited use]*

C16.21.1   **Content Designation Summary**
First and Second Indicators
        # :   Undefined

Subfields
        a :   Copy location code (NR)
        b :   Sublocation of collection (R)
        c :   Shelving location (R)
        d :   Date of location change (R)
        e :   Box number (R)
        f :   Oversize location (R)
        g :   Location (R)
        h :   Classification part (NR)
        i :   Item part (R)
        k :   Call number prefix (NR)
        l :   Copy location code (NR)
        m :   Call number suffix (NR)
        o :   Item type (NR)
        p :   Piece designation (NR)
        r :   Item use count (NR)
        t :   Copy number (NR)
        u :   Volume chronology (NR)
                [or, in Copyright records: URL for electronic copy (R)*]*
        v :   Volume enumeration (NR)
        w :   Source file (NR)
        x :   Nonpublic note (R)
                [or, in Copyright records: Retention (R)*]*
        y :   Item record note (R)
        z :   Public note (R)
                [or, in Copyright records: Person responsible (R)*]*

C16.21.2   **General Description and Instructions**
        Field 991 contains local location information used to generate holdings
records in the LC ILS database. Many 991 fields are leftovers from migration to the LC ILS. There
are some current uses, such as by the Geography and Map Division, some reference collections,
and LC's overseas and Copyright offices. Staff involved in those have authorization and training
to input and change 991 fields. Otherwise, generally do not input field 991 in new records and
do not change or delete 991 fields found in existing records.

```
991 ## $b c-GenColl $h PN4784.R4 $i R58 1988 $t Copy 1 $w BOOKS
991 ## $b c-GenColl $h PN4784.R4 $i R58 1988 $p 00034721531 $t
        Copy 2 $w CCF
991 ## $b r-MRR $h JF51 $i .B583 2004 $t Copy 1 $m Ref Desk $w
        GenBib
991 ## $b c-GenColl $o am $p 00118308736
        (Record created by an LC overseas office)
991 ## $b c-G&M $h G3804.N4:3Q4 1989 $i .H3 $t Copy 1 $w MAPS
```

C16.22   992 FIELD: LOCAL LOCATION INFORMATION (R) *[Limited use]*

C16.22.1   Content Designation Summary
First and Second Indicators
     # :   Undefined

Subfields
     a :   Location (NR)
     b :   Sublocation of collection (R)
     c :   Shelving location (R)
     h :   Classification part (NR)
     i :   Item part (R)
     k :   Call number prefix (NR)
     m :   Call number suffix (NR)
     o :   Item type (NR)
     p :   Piece designation (NR)
     r :   Item use count (NR)
     t :   Copy number (NR)
     u :   Volume chronology (NR)
     v :   Volume enumeration (NR)
     w :   Source file (NR)
     x :   Nonpublic note (R)
     y :   Item record note (R)
     z :   Public note (R)

C16.22.2   General Description and Instructions
          Field 992 contains local routing and temporary location information
extracted from LC's former ACQUIRE and SERLOC files. It does not generate holdings records in
the LC ILS database but only stores the migrated data. Do not input field 992 fields in new
records. Generally do not change or delete 992 fields found in existing records.

```
992 ## $a  SECT L EURR $w ACQUIRE
992 ## $a  Unckd LL $h KF1155.C59 $k LLAB Loose $w SERLOC
```

C16.23   LEADER, 008, AND 006 FIELDS
          The Leader, 008, and 006 fields are standard MARC 21 fields. See the following resources for most information on Leader, 008, and 006 elements and their coded values:

>   1) LC ILS dialog boxes with drop-down menus listing coded values for Leader, 008, and 006 elements;
>   2) *MARC 21 Concise Format for Bibliographic Data*, available via the Internet (http://www.loc.gov/marc/bibliographic/ecbdhome.html);
>   3) *MARC 21 Format for Bibliographic Data*, available in *Cataloger's Desktop* and in print.

The following guidelines give only key advice for using Leader, 008, and 006 values in the context of LC bibliographic records for monographs and integrating records.

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.23.1   **Leader**
          Type of record (Leader/06) and bibliographic level (Leader/07): See DCM M3.3.5 for restrictions and guidelines on changing type of record (Leader/06) in an existing record. See DCM M3.3.6 for restrictions and guidelines on changing bibliographic level (Leader/07) in an existing record.

          Descriptive cataloging form (Leader/18): Use Leader/18 value "a" ("AACR2") in new, original cataloging; record templates have that pre-coded. Generally leave any other value as found in older LC database records based on rules before AACR2, unless deliberately recataloging a record (for example, a still incomplete record created under earlier rules) to comply *completely* with AACR2. Do not change the Leader/18 value only because headings in the record have been updated to AACR2 forms.

C16.23.2   **008 Field**
          Modified record (008/38): Do not use 008/38 values "d," "s," or "x" in new LC bibliographic records.

          Cataloging source (008/39): Use 008/39 value "#" ("national bibliographic agency") in new LC original bibliographic records; record templates have that pre-coded. Accept other values as found in cataloging copy imported from sources outside LC, except change code "u" to "d."

More information is available in the full official DCM C16 on the CPSO staff home page.

C16.23.3   **006 Field in LC Integrating Resource Records**

These guidelines address one use of field 006 in LC records for integrating resources, to record some data that cannot be entered in the 008 field. LC integrating resource catalogers input values for some 006 field elements and leave others uncoded.

> More information is available in the full official DCM C16 on the CPSO staff home page.

Position	Element	Instruction for LC Integrating Resources
006/00	Form of material	Open 006 dialog box and select the "Serial/Integrating" tab (= code "s" in 006/00).
006/01	Frequency	Use MARC 21 code.
006/02	Regularity	Do not code. Accept prompted "no attempt to code."
006/03	ISSN center	Do not code. Accept prompted "no attempt to code."
006/04	Type of continuing resource	Use MARC 21 code: **d** : Updating database **1** : Updating loose-leaf **w** : Updating Web site
006/05	Form of original item	Do not code. Accept prompted "no attempt to code."
006/06	Form of item	*Updating database or updating Web site:* Use MARC 21 code "**s**" ("electronic") *Updating loose-leaf:* Do not code. Accept prompted "no attempt to code."
006/07	Nature of entire work	Do not code. Accept prompted "no attempt to code."
006/08-10	Nature of contents	Do not code. Accept prompted "no attempt to code."
006/11	Government publication	Do not code. Accept prompted "no attempt to code."
006/12	Conference publication	Do not code. Accept prompted "no attempt to code."
006/13-15	*[Unused]*	
006/16	Original alphabet	Do not code. Accept prompted "no attempt to code."
006/17	Entry convention	Use MARC 21 code "**2**" ("integrating entry").

**Local Data Fields and Other Elements in the LC Local Bibliographic Record for
Monographs and Integrating Resources**

TABLE OF CONTENTS

C16.1   GENERAL
            These guidelines apply primarily to LC monograph and integrating resource
bibliographic records.

            See the following sources for information on specific data elements and local
fields used in LC serial bibliographic records:

    1) CONSER Editing Guide, Section E;
    2) *Serial Record Manual* M2.2, LC Local Fields Used in Serial Bibliographic
        Records (http://www.loc.gov/staff/srd/SRM-M2[1].020204.pdf).

            Note: These symbols conventionally represent here the following values in MARC
21 content designation:

            # = blank space
            $ = subfield delimiter

C16.2   ORDER OF VARIABLE DATA FIELDS

Order of Variable Fields in LC ILS Bibliographic records		
906	**Local Processing Data**	
925	**Local Selection Decision**	
955	**Local Tracking information**	
The correct sort order for all other variable fields – <u>except 906, 925, and 955</u> – is by "century block" (i.e., by the first number in the tag: all 1XX come before all 2XX, etc.)		
0XX (**010, 040**, etc.)	Numbers and codes	In tag number order [0XX fields on records imported from OCLC are not necessarily in strict tag number order. Staff may – **but are not required to** – resequence this block of fields.]
1XX	Main Entry field	
2XX (**240, 245**, etc.)	Titles, edition, imprint, etc.	In tag number order
3XX	Extent, etc.	In tag number order
4XX	Series statement	Fields 4xx-8xx accepted ⇓ in order input ⇓ [keep 4XX together, keep 5XX together, etc.] **(See appropriate documentation, e.g., AACR2, LCRIs, DCMs, etc. for specific order)**
5XX	Note fields	
6XX	Subject access fields	
7XX	Added entry fields	
8XX	Series added entry fields	
Other 9XX (**952, 984**, etc.)	Local fields	In tag number order **(except 906, 925, 955, which go *first* – see above)**

Follow the preceding guidelines when creating or deriving a new bibliographic record in the LC database. Also follow them when importing records one at a time; in those cases, move fields 906, 925, and 955 to the beginning of the record, as necessary.

Accept variations in field order that result from batch loading processes rather than retrieve batch loaded records individually only to move fields. See DCM B13.11 for other instructions in the context of LC copy cataloging.

C16.3   LOCAL VARIABLE DATA FIELDS–GENERAL INFORMATION

When using an existing bibliographic record to derive a new record for another resource, delete any local data fields that came from the source copy, as necessary. Input or retain only those local fields needed for the resource that the new record represents.

When importing records one at a time, assess the result of each record merger: see whether the loading process inserted duplicate local fields or inappropriate ones or failed to provide ones that are needed; take corrective action, as necessary. (See other guidelines in DCM B13.11 for handling mergers resulting from use of the Z-Processor, etc.)

Accept duplicate local fields and similar imperfections that result from batch loading processes, rather than retrieve and evaluate batch loaded records individually.

Note: Some local fields and practices described here have no current use by LC monograph and integrating resource catalogers. These guidelines identify them to clarify their presence in LC database records that catalogers will encounter, but this does not authorize their further use.

C16.4   249 FIELD: LOCAL VARYING FORM OF TITLE (R) *[Limited use]*

C16.4.1   **Content Designation Summary**
          Local field 249 has the same indicators and subfields as defined for field
246 in *MARC 21 Format for Bibliographic Data*. LC uses only the following *indicator* values:

> *First Indicator – Note Controller/Title Added Entry*
>   **0** : Note, no title added entry [Only value used]

> *Second Indicator – Type of Title*
>   **#** : No information provided [Only value used]

C16.4.2   **General Description and Instructions**
          Field 249 contains a title needed *locally* at LC as an access point, including
the following:

> 1) titles that suppliers, primarily of serials, use in acquisitions
>   a) LC serials catalogers input 249 fields for this purpose.
>   b) A monograph or integrating resource record has field 249 when
>   there was a pre-ILS serial check-in record for it, such as for
>   updating loose-leafs.

> 2) local variant titles used in the production of bibliographies

```
249 0# $i  ACQUIRE Title: $a Alberta statutes and rules of court
              judicially considered
```

          LC monograph and integrating resource catalogers: Generally do not
input 249 fields in new records and do not change or delete 249 fields found in existing records.

C16.5   590 FIELD: LOCAL NOTE (R)

C16.5.1   **Content Designation Summary**
First and Second Indicators
     # : Undefined

Subfields
     a : Text of note (NR)

C16.5.2   **General Description and Instructions**
     LC local holdings of multiparts: Input a 590 field (or update an existing one) with information about LC's local holdings when the record used for *copy cataloging* a multipart item has a contents note including parts that are not held in LC (see DCM B13.7.2).

```
590 ## $a LC has: pts. 1-2, 4-7 only.
          (Contents note in 505 lists titles of parts 1-7.)
590 ## $a LC set incomplete: Manitoba lacking.
          (Contents note in 505 lists titles of all volumes.)
```

     LC local binding practice: Record details of LC's local binding practice in field 590 when LC divides a very thick and heavy volume into parts before binding (see DCM C6).

```
590 ## $a LC copy bound in 2 v.: v. 1, p. 1-1322; v. 2, p.
          1323-2695.
```

There are records in the LC database with other, discontinued uses of field 590. Generally leave those as found but do not imitate them.

     Former uses: In the past, LC used 590 fields for copy-specific notes about LC's local copy of a resource, with peculiarities, imperfections, or other details not applicable to the universal description. Some 590 field notes reported that LC was updating a loose-leaf or not. Input those notes now in field 500 with "$5 DLC" at the end (see DCM B17.2.2.1).

```
Former practice (Do not imitate):      Current practice:

 590 ## $a LC copy imperfect: p.        500 ## $a LC copy imperfect:
           46-47 wanting.                         accompanying sound
                                                  recording wanting. $5 DLC

 590 ## $a LC copy signed by author.    500 ## $a LC has no. 70, signed by
                                                  the author. $5 DLC

 590 ## $a LC copy not updated.         500 ## $a LC copy not updated. $5
           (Loose-leaf publication)               DLC
                                                  (Loose-leaf publication)
```

Some 590 field notes report that a record is the merger of migrated records from different MUMS files. A monograph or integrating resource record has such a note when there was a pre-ILS serial check-in record for the resource, such as for updating loose-leafs.

```
590 ## $a PREMARC/SERLOC merged record
```

C16.6   591 FIELD: LOCAL "WITH" NOTE (R) *[No active use]*

C16.6.1   **Content Designation Summary**
First and Second Indicators
        # : Undefined

Subfields
        a : Text of note (NR)

C16.6.2   **General Description and Instructions**
                Do not input 591 fields in new records; there are no current uses for it.
Generally do not change or delete 591 fields found in existing records.

                Former use: In the past, LC used 591 field notes for local information
when LC had two or more different resources (with different records) *locally* bound together or
combined on the same microfilm reel. Input notes for this purpose now in MARC 21 field 501
with "$5 DLC" at the end (see DCM B17.2.2.3, B13.3.4.24 (8), and LCRI 1.7B21). (Some
cataloging of rare materials or special collections, where all copies of the same resources are
"bound together" in the same way, has recorded these notes in field 500.)

```
Former practice (Do not imitate):        Current practice:

 591 ## $a  With: Reproductions of       501 ## $a  With: Humiliations
            ancient prints and of                   follow'd with
            drawings by old masters                 deliverances. Boston :
            in the British Museum ...               Printed by B. Green & J.
            London : Darling & Son,                 Allen for S. Philips,
            1906 -- A short list of                 1697. Bound together
            British Museum                          subsequent to
            publications. Bloomsbury,               publication. $5 DLC
            [London] : Francis
            Edwards, [1909]. Bound
            together subsequent to
            publication.
```

C16.7   592 FIELD: LOCAL ACQUISITION NOTE (R)

C16.7.1   **Content Designation Summary**
First and Second Indicators
     # : Undefined

Subfields
     a : Text of note (NR)

C16.7.2   **General Description and Instructions**
              Field 592 contains notes with LC local acquisition information or handling
instructions. Newer records created in the LC ILS generally use notes in the acquisitions module
instead, but acquisitions units still input 592 field notes for some purposes.

```
592 ## $a  Send loose-leaf replacement pages called "Code cases,
           nuclear components" and "Code cases, boilers and
           pressure vessels" unchecked to ST&B.
592 ## $a  order cancelled; Blackwell's reports this title
           discontinued.
```

C16.8   859 FIELD: LOCAL ELECTRONIC LOCATION AND ACCESS (R)
             [Implementation in process]

C16.8.1   **Content Designation Summary**
              Local field 859 has the same indicators and subfields as defined for field
856 in *MARC 21 Format for Bibliographic Data*.

C16.8.2   **General Description and Instructions**
              Field 859 contains electronic location information for a resource that is not
necessarily accessible from LC. It records the same information as MARC 21 field 856, but does
not display electronic location information or create a Web link in the LC OPAC.

              Record conversion programs change field 856 in LC CONSER serial
bibliographic records, which originate in OCLC and are updated by other institutions, into local
field 859 before loading the records into the LC database. LC serials catalogers record the
electronic locations of resources to which LC has access in 856 fields in LC ILS holdings records.

       Special cataloging procedures for some Web resources initiated by LC also use 859 fields.

```
859 41 $u  http://www.aihw.gov.au/publications/hwe/npher98-99/
859 ## $3  The United States, Spain, and the American Frontier:
           Historias Paralelas. Selections from the Library of
           Congress Geography and Map Division $u
           http://hdl.loc.gov/loc.hisp/esphtml.0004 $q u
```

C16.9   890 FIELD: LC VISIBLE FILE ENTRY (R) *[Limited use]*

C16.9.1   **Content Designation Summary**
First and Second Indicators
  # : Undefined

Subfields
  a : Visible file entry (NR)
  i : Control number (R)

C16.9.2   **General Description and Instructions**
          Field 890 contains a visible file entry formerly used in LC's manual Serial Record. Field 890 appears in a monograph or integrating resource record when there was a pre-ILS serial check-in record for it, such as for updating loose-leafs.

```
890 ## $a  Labor law reporter ... $i 66-1961
```

          LC monograph and integrating resource catalogers: Do not input 890 fields in records. Generally do not change or delete 890 fields found in existing records.

C16.10   906 FIELD: LOCAL PROCESSING DATA (NR) *[High use]*

C16.10.1   **General**

C16.10.1.1   *Content designation summary*
                        First and Second Indicators
                            # : Undefined

                        Subfields
                            a : Distribution controller (NR)
                            b : Local record completion state (NR)
                            c : Local processing workflow (NR)
                            d : Priority (NR)
                            e : CIP/PCN flag (NR)
                            f : Century flag (NR)
                            g : Stakeholder code (NR)

C16.10.1.2   *General description and instructions*
                        Field 906 contains data supporting management of bibliographic
control and processing of bibliographic records at LC.

```
906 ## $a  0 $b ibc $c orignew $d 2 $e epcn $f 20 $g y-gencatlg
906 ## $a  7 $b cbc $c copycat $d 2 $e ncip $f 20 $g y-genmusic
906 ## $a  0 $b acq $c acqwork $d u $e ncip $f 20 $g z-acqworks
```

C16.10.2   **Subfields**

C16.10.2.1   *$a Distribution controller (NR)*
                        Subfield $a contains a code that controls whether the Cataloging
Distribution Service distributes the record outside LC or not. Codes include the following:

                        0 : Do Not Distribute Record.
                            Use this code in IBC records and others not being distributed
                            outside LC. It appears in records migrated from PREMARC, etc..

                        7 : Distribute Record.
                            Use this code in completed records ready for distribution
                            outside LC.

                        p : Never Distribute Record.
                            Some units use this code for classified map records and some
                            visual material records.

C16.10.2.2   *$b Local record completion state (NR)*
                        Subfield $b contains a code that indicates the state of the record
with respect to whether its cataloging has been completed or not. Alternatively, it identifies
some records created in support of a function other than cataloging. Codes include the
following:

acq :   Acquisition Support Record.
This code indicates a record supporting some aspect of acquisitions but not used for cataloging or circulation.

acc :   Accession Record.
This code indicates a type of record possibly used by some of the special format divisions.

bbc :   Basic Bibliographic Control.
This code indicates a completed less-than-full record for a serial that LC does not retain or that LC retains non-permanently (for example, with "current issues only" or "review before binding" decisions). It also appears in migrated former SERLOC records that failed to merge with bibliographic records.

cbc :   Completed Bibliographic Control.
This code indicates that whatever cataloging state the record represents has been completed. Use it for completed full, core, or minimal level bibliographic records. Use it also for completed CIP pre-publication cataloging. In records from the MUMS PREMARC file, this code indicates that the cataloging is completed regardless of the workflow code in subfield $c of the 906 field.

cbu :   Completed Bibliographic Control (Unverified).
This code in a migrated record indicates cataloging was completed but the record was "unverified" in MUMS before migration. Change "cbu" to "cbc" when updating the record for some independent reason.

cir :   Circulation Support Record.
This code indicates a record supports some aspect of circulation but is not used for acquisitions or cataloging.

ibc :   Initial Bibliographic Control.
This code indicates that whatever cataloging state the record represents has not yet been completed and the record is still in its "initial" state.

par :   Partial Bibliographic Control.
This code in LC CONSER serial records indicates descriptive cataloging of the record is complete, but the call number and perhaps other subject elements are not yet completed.

rip :   Revised CIP Cataloging/Revised CIP Data.
This code indicates CIP pre-publication cataloging has been revised prior to the resource's publication and revised CIP

data *should* be sent to the publisher.

rix :   Revised CIP Cataloging/No Revised CIP Data.
This code indicates CIP pre-publication cataloging has been revised prior to the resource's publication and revised CIP data should *not* be sent to the publisher.

vip :   CIP Verification in Process.
This code indicates the published resource matching a CIP pre-publication record has been received in LC and verification and upgrading of the cataloging to reflect the published resource are in process or will be done. Change the code back to "cbc" when CIP verification is completed.

und :   Undetermined.
This code indicates the record cannot be associated with any of the other completion states.

C16.10.2.3   *$c Local processing workflow (NR)*

Subfield $c contains a code that indicates the processing workflow (or "cataloging stream") in which the record was created.

acqwork :   Acquisition Processing Stream.
This code indicates a record supporting some aspect of acquisitions.

copycat :   LC Copy Cataloging Stream.
This code indicates a record processed in the LC copy cataloging stream. Code "**lccopycat**" is in field 042.

gpocoop :   GPO Cooperative Cataloging Stream.
This code indicates a record for a U.S. Congressional hearing processed under the discontinued GPO/LC cooperative cataloging program (see DCM E1.7.1). Do not use this in new records.

muzenew :   Compact Disc Workflow.
This code indicates a compact disc record created as an IBC record using data from the MUZE database, for application of OCLC batch matching services.

nccpada :   NCCP Adapt.
This code indicates a record created internally or externally that now resides in the LC ILS database and is used for a resource in the LC collections. Code "**lcnccp**" is in field 042.

nccpuna :   NCCP Unadapt.
This value indicates a record created in the LC system that resides in the LC ILS database but for which LC does not hold the resource in its collections. Code "**lcnccp**" is in field 042.

nucmaps :   NUC Maps Stream.
This code indicates a cartographic resource record based on a record contributed in the former National Union Catalog program. Code "**lcnuc**" is in field 042.

oclcrpl :   OCLC Replacement Record.
This code indicates a record obtained from OCLC to replace a less complete record from PREMARC. Code "premarc" in field 042 blocks the record from reloading into OCLC when the record has not been fully assessed and updated for data completeness relative to the LC source card and for conformity of headings to current forms. Delete the 042 field with "premarc" when the assessment and updating are completed..

origcop :   LC Copied from LC.
This code indicates LC original cataloging based on cataloging copied from another LC record.

orignew :   LC Original Cataloging.
This code indicates LC original cataloging created from scratch.

origode :   LC Original ODE Cataloging.
This code indicates LC original cataloging created in an overseas office. Code "**lcode**" is in field 042.

origres :   LC Original Resource-File-Based Cataloging.
This code indicates LC original cataloging based on cataloging copied from a record in an internal or external resource file.

pccadap :   PCC Adapted Cataloging.
This code indicates a record created internally or externally that resides in the LC ILS database and is used for a resource now in the LC collections. Code "**pcc**" is in field 042.

pccunad :   PCC Unadapted Cataloging.
This code indicates a record created in the LC ILS for which LC either does not hold the resource or has not completed its processing. Code "**pcc**" is in field 042.

premunv : PREMARC Unverified Record.
This code indicates a record (excluding OCLC replacement records) migrated from PREMARC in an "unverified" state and not yet fully assessed for data completeness relative to the LC source card and conformity of headings to current forms.

premver : PREMARC Verified Record.
This code indicates a record (excluding OCLC replacement records) migrated from PREMARC in an "unverified" state and fully assessed for data completeness relative to the LC source card. There may be headings flagged with "[from old catalog]" that have not been evaluated and updated for conformity to current forms; remove "[from old catalog]" when verifying headings or updating them.

serials : Serial Bibliographic Record.
This code indicates a serial bibliographic record, including all LC CONSER records and records created following the serials workflow within the LC system.

serlocs : SERLOC Serial Control Record.
This code indicates a serial control record migrated from the MUMS SERLOC file, containing selection/retention and location information.

serprem : PREMARC Serial Record.
This code indicates a serial bibliographic record migrated from PREMARC. It was a monograph record in PREMARC, but migration converted the 008 elements to those for serial bibliographic records.

srrepla : Sound Recording Replacement.
This code indicates an IBC record for a sound recording, created for application of OCLC batch matching services. Change "srrepla" to "copycat"or "orignew" when cataloging is completed, depending on whether OCLC provided cataloging copy or LC did original cataloging in the end.

undeter : Undetermined.
This code indicates that the record cannot be associated with any of the other processing workflows.

C16.10.2.4   *$d Priority (NR)*
Subfield $d contains the priority assigned to the processing of the resource. Codes include the following:

1 : Priority 1
2 : Priority 2
3 : Priority 3
4 : Priority 4
5 : Priority 5 *(No longer assigned)*
u : Undetermined

C16.10.2.5   *$e CIP/PCN flag (NR)*
Subfield $e contains a code indicating whether LC's Cataloging in Publication (CIP) or Preassigned Card Number (PCN) programs created the record. Codes include the following:

ecip : Originally an electronic CIP record
epcn : Originally an electronic PCN record
ncip : Not originally either a CIP or PCN record
ocip : Originally a CIP record
opcn : Originally a PCN record
unde : Undetermined

C16.10.2.6   *$f Century flag (NR)*
Subfield $f contains a code indicating the century of the year portion of the LCCN that appears in field 010, subfield $a, of the record. This resolves ambiguity in LCCNs with two digits in the year portion of the number. Always include subfield $f in field 906, even when the LCCN has a four-digit year portion. Codes include the following:

18 : 1800-1899
19 : 1900-1999
20 : 2000-2099

C16.10.2.7   *$g Stakeholder code (NR)*

C16.10.2.7.1   **General**
Subfield $g contains a two-part code consisting of a one-letter maintenance prefix separated by a hyphen from an eight-letter stakeholder code.

Migration to the LC ILS loaded some serial bibliographic records without 906 fields. Consider those to have "n-oclcserc" as the 906, subfield $g, value.

C16.10.2.7.2   **Maintenance prefixes**
The maintenance prefix indicates whether or not to do maintenance of the record completely within the LC ILS system; this depends on where the "master" bibliographic record resides. Prefixes include the following:

n- : This prefix indicates staff do not do maintenance completely within the LC ILS, usually because the "master" record is in OCLC (for example, LC CONSER serials) or in RLIN 21 (for example, LC JACKPHY

language resources) and staff do maintenance in those systems.

y- : This prefix indicates staff do maintenance completely within the LC ILS according to established guidelines.

z- : This prefix indicates cataloging staff do not do maintenance, because the record supports a function other than cataloging (for example, acquisitions). Staff serving that function (identified by the subfield $b code or other information) do maintenance as necessary.

Migration to the LC ILS loaded some serial bibliographic records with "ilsserca" in subfield $g of field 906 field but no maintenance prefix. Consider "**z-ilsserca**" to be the value in those. Contact CPSO concerning any other stakeholder codes lacking maintenance prefixes.

C16.10.2.7.3   **Complete Stakeholder Codes**
The eight-letter stakeholder code indicates the service area that has main responsibility for the bibliographic record, generally the one that produced it and is most likely able to answer questions about it and provide other special assistance. This identifies a destination for referrals requiring special knowledge but does not preclude regular maintenance, such as correction of headings, by other staff. Combinations of maintenance prefixes and stakeholder codes currently authorized for use include the following:

ilsserca :   See **z-ilsserca**.

n-geogmaps :   Geography and Map Division, LC Local *(Obsolete)*.
Do not use this. Use "y-geogmaps" instead.

n-oclcserc :   Serial Record Division, LC CONSER.
This code indicates an LC CONSER serial record. Serials catalogers maintain national level information in OCLC and LC local data elements in the LC ILS. Refer the record to LC's serials cataloging sections for changes.

n-rlinjack :   Bibliographic Access Divisions, JACKPHY Record Maintained in RLIN 21.
This code indicates an LC record for a JACKPHY-language resource, created and maintained in RLIN 21 and loaded into the LC database.

n-undeterm :   Stakeholder Undetermined, No Regular Maintenance.

This code indicates a record with no determined stakeholder interest and for which regular maintenance is not done. Any maintenance is done by special request and arrangement. Do not use this code currently; it was defined for possible future needs.

y-folklife : American Folklife Center.
This code indicates records created and maintained by the American Folklife Center.

y-gencatlg : Bibliographic Access Divisions, General Cataloging.
This code indicates a record created or copy cataloged in the LC database by LC staff doing general cataloging not covered by any of the other stakeholder codes.

y-gencompf : Bibliographic Access Divisions, Computer Files/Microforms Team.
This code indicates a record created for an electronic resource by the SMCD Computer Files and Microforms Team.

y-genmicro : Bibliographic Access Divisions, Computer Files/Microforms Team.
This code indicates a non-serial record that contains an 007 field for microforms (that is, with value "h" in 007/00).

y-genmusic : Bibliographic Access Divisions, Music Teams.
This code indicates a record created by the SMCD music cataloging teams, with one of the following "type of record" values in Leader/06: "**c**" (printed music), "**d**" (manuscript music), "**i**" (nonmusical sound recording), or "**j**" (musical sound recording).

y-genrareb : Bibliographic Access Divisions, Rare Book Team.
This code indicates a record created by the SMCD Rare Book Team or linked with some holdings record(s) for location **c-RareBook**.

y-geogmaps : Geography and Map Division.
This code indicates a record created by the Geography and Map Division. (Code "n-

geogmaps" was used instead for a few years.)

y-ilsjacph :   Bibliographic Access Divisions, JACKPHY (Record Maintained in LC ILS).
This code indicates a record created by JACKPHY cataloging teams, exceptionally, in the LC database rather than in RLIN 21.

y-ilsserca :   Serial Record Division, LC Non-CONSER (Record NOT Created/Maintained in OCLC, but Subject to Regular Maintenance).
This code indicates a record for a serial that migrated from PREMARC or is a merger of records from PREMARC and SERLOC. Do not use this code currently in new records.

y-manuscri :   Manuscript Division.
This code indicates a record created by the Manuscript Division.

y-movingim :   MBRS Moving Image.
This code indicates a record created by the Motion Picture, Broadcasting, and Recorded Sound Division's Moving Image Section Processing Unit, with value "**g**" (projected medium) in Leader/06.

y-printpho :   Prints and Photographs Division.
This code indicates a record created by the Prints and Photographs Division's Technical Services Section, with value "**k**" (two dimensional nonprojectable graphic) in Leader/06.

y-soundrec :   MBRS Recorded Sound.
This code indicates a record created by the Motion Picture, Broadcasting, and Recorded Sound Division's Recorded Sound Section Processing Unit.

y-undeterm :   Stakeholder Interest Undetermined, Regular Maintenance.
This code indicates a record with no determined stakeholder interest and for which regular maintenance is done by usual procedures. Do not use this code currently;

it was defined for possible future needs.

z-acqworks : Acquisitions Directorate.
This code indicates a record supporting some aspect of acquisitions.

z-cadworks : Copyright Acquisitions Division (CAD).
This code indicates a record supporting activities of the Copyright Acquisitions Division.

z-ilsserca : Serial Record Division, LC Local Serials Acquisition Control (Record NOT Subject to Regular Maintenance)
This code indicates a non-CONSER serial record created in the LC system for basic bibliographic control and recording LC selection/retention and location information. Also, serial IBC records have this code until cataloged.

z-noregmai : No Regular Maintenance.
This code indicates a record for which no regular maintenance is done. Any maintenance needed is done by staff serving the function the record supports (identified by the code in subfield $b or other information).

C16.11   920 FIELD: LOCAL SELECTION DECISION (NR) *[No active use]*

C16.11.1   **Content Designation Summary**
First and Second Indicators
        # : Undefined

Subfields
        a : Selection decision (R)

C16.11.2   **General Description and Instructions**
        Field 920 has no active uses now in LC bibliographic records. Input
selection information in 925 fields in new records. Generally do not change or delete 920 fields
found in existing records. Do not do maintenance in 920 fields; instead, record new or changed
selection information in field 925. Generally do not create a new 925 field for the same selection
decision as in a 920 field that is already present in the record.

        Former uses: In the past, LC used 920 fields for selection information.
Also, staff formerly input "LC HAS REQ'D # OF SHELF COPIES" in field 920 as part of
processing added copies. These uses are found in existing LC database records.

```
Examples of former practice (Do not imitate):
    920 ## $a  Keep 1
    920 ## $a  Keep and catalog per request of LH&G RR: lg02 7/99
    920 ## $a  sg18 10-17-94; DO NOT ACQUIRE per Law Library Selection
               Office; retained for vertical file only 12-13-95
    920 ## $a  Only Intro student's book (ISBN 0-521-46744-6) wanted;
               do not acquire books subtitled: A, B, etc.; or
               workbooks; or teacher's manual or cassettes A, B:
               SelOff 8/94)
    920 ## $a  ** LC HAS REQ'D # OF SHELF COPIES **
```

C16.12   922 FIELD: LOCAL BOOK SOURCE (NR) *[No active use]*

C16.12.1   **Content Designation Summary**
First and Second Indicators
       # : Undefined

Subfields
       a : Book source acquisition information (R)

C16.12.2   **General Description and Instructions**
              Field 922 has no active uses currently in LC bibliographic records. Do not input new 922 fields. Generally do not change or delete 922 fields found in existing records.

              Former uses: In the past, LC used field 922 for a code indicating source of material, generally known from accession or copyright stamps or from the presence of a copyright statement. Field 922 and these codes are found in existing LC database records. Source codes that were used include the following:

> **ad** : CIP *[after May 1995],*
>   *or*
>   Gift (including CIP) *[before June 1995]*
> **ag** : Gift *[after May 1995]*
> **ap** : Purchase
> **at** : Transfer from other federal agencies *[before June 1995]*
> **ax** : Exchange
> **cf** : Copyright (foreign imprint)
> **co** : Copyright (U.S. imprint)
> **fa** : Special foreign currency *[before June 1995]*
> **gs** : Transfer *[after May 1995],*
>   *or*
>   Government source (federal, state, local) *[before June 1995]*
> **su** : Source unknown

              Field 922 also sometimes contained other acquisition information. Some former LC copy cataloging pilots also used code "lccopycat" in field 922.

```
Examples of past practice (Do not copy):
      922 ## $a ex
      922 ## $a ax; $a Sheets rec'd. variously as ax or ap (95168)
      922 ## $a co; not ordered as possibly available via copyright
      922 ## $a NOT AVAILABLE VIA PURCHASE OR EXCHANGE
      922 ## $a lccopycat
```

C16.13   923 FIELD: LOCAL SUPPLIER INVOICE OR SHIPMENT ID (R)

C16.13.1   **Content Designation Summary**
First and Second Indicators
    # :   Undefined

Subfields
    a :   Additional information (R)
    d :   Formatted date (NR)
    n :   Shipment/invoice number (NR)
    s :   Supplier (NR)

C16.13.2   **General Description and Instructions**
     Field 923 contains local shipment and invoice information, including an acquisition shipment and/or invoice number, an identification of the supplier, and the date. Multiple 923 fields may appear if copies or parts of a resource are supplied in different shipments, on different invoices, or by different suppliers.

     Generally LC cataloging staff are not involved with inputting 923 fields. Do not change or delete 923 fields found in existing records. Some methods of batch loading records into the LC ILS database place field 923 at the beginning of the record, along with the 906 and 925 fields; it is not necessary to reposition the 923 fields in those cases.

```
923 ## $d  20050214 $s  990013095
923 ## $d  20040616 $n  92165084 $s  RuMoEVP
923 ## $d  20020710 $n  Invoice no. 23088 $s  Batthyány Kultur-
          Press Kft
```

C16.14   925 FIELD: LOCAL SELECTION DECISION (R) *[High use]*

C16.14.1   **General**

C16.14.1.1   *Content designation summary*
                First Indicator–Current Decision
                    0 : Current decision
                    1 : Former decision

                Second Indicator
                    # : Undefined

                Subfields
                    a : Selection decision for LC (NR)
                    b : Number of shelf copies/sets desired (NR)
                    c : Acquisition conditions (NR)
                    d : Disposition of unwanted material with outside agency (R)
                    e : Comment related to selection decision (R)
                    h : Custodial division (R) *(Only in Copyright records)*
                    x : Responsibility for selection decision (NR)
                    y : Office copy request (R)
                    z : Reference assignment request (R)

C16.14.1.2   *General description and instructions*
                Field 925 contains information related to the selection of the
resource for LC use. This field is mandatory in new bibliographic records that represent
published resources, but not in those for resources that are unique, such as manuscripts and rare
books.

                When starting to process a non-CIP record for a published resource,
verify that the record has a 925 field and a current "acquire" decision before cataloging. If those
are lacking, refer the item to a selection officer for a decision. (Supply 925 values based on
general LC policies in CIP and PCN pre-publication records; see instructions for subfields $a, $b,
and $x.) If field 925 is present and there is a current "acquire" decision, proceed with cataloging.
If there is a current "do not acquire" decision, discard the item according to normal procedures.
Consult field 925 and use its information when processing additional copies.

                Generally do not create a new 925 field for the same selection
decision as in a 920 field already present in a *completed* record. Input a new 925 field with an
"Acquire" decision in an IBC record that has a 920 field with "Keep" but no 925 field. Generally
do not delete 920 fields found in existing records. Do not modify 920 fields for current selection
information; instead, record new or changed selection information in field 925.

                LC staff most often record changes in selection information by
modifying the existing 925 field for the current decision. The fact that field 925 is repeatable and
the existence of first indicator "current decision" and "former decision" values make an approach
using paired 925 fields for changed selection decisions a possibility; but that is an option applied
selectively, when considered useful in individual cases, and not prescribed practice.

```
925 0# $a  do not acquire $e LC has later ed. $x policy default
925 1# $a  acquire $b 1 shelf copy $x policy default

925 0# $a  do not acquire $d NAL $x JFB 07-15-99
925 1# $a  acquire $b 1 shelf copy $x policy default
```

C16.14.2   **Subfields**

C16.14.2.1   *$a Selection decision for LC (NR)*

Subfield $a contains a standard statement of the decision to retain the resource or not in LC. It is mandatory in all 925 fields. Standard statements include the following:

> **acquire** :   LC retains shelf copies of the resource.
> Use "Acquire" in CIP and PCN pre-publication records unless general policies prescribe "do not acquire" (see DCM D8.8). Otherwise, use "Acquire" decisions made by selection officers.
>
> *Note:* Changing a decision from "do not acquire" to "acquire" also necessitates "unsuppressing" the record from LC's OPAC, adding subfield $b in field 925, creating holdings and item records, and other changes for normal processing.

```
925 0# $a  acquire $b 2 shelf copies $x policy default
```

> **do not acquire** :   LC does not retain shelf copies of the resource.
> Use "Do not acquire" in CIP and PCN pre-publication records when general policies prescribe it, such as for large print editions (see DCM D8.8). Otherwise, follow "Do not acquire" decisions made by selection officers. CIP pre-publication records with "do not acquire" decisions get additional selection review when the published items are received and selection officers may or may not change them to "acquire" then.
>
> Bibliographic records with current "do not acquire"decisions are suppressed from LC's OPAC and have other properties described in DCM C7.2.1.

```
925 0# $a  do not acquire $d NLM $x Sel Off
```

> **undetermined** :   LC has not received the resource and it is not possible to make a decision prior to receipt.
> Some procedures and projects for Internet resources also use "undetermined" in subfield $a of field 925.

```
925 0# $a  undetermined $x policy default
925 0# $a  undetermined $x ers beonline+
```

C16.14.2.2   *$b Number of shelf copies/sets desired (NR)*
                    Subfield $b contains a statement of the number of copies of the
resource LC has decided to retain. It is mandatory when subfield $a has an "acquire" decision
and is absent when subfield $a has "do not acquire" or "undetermined." The statement is in the
form shown in the following examples:

```
925 0# $a  acquire $b 1 shelf copy ...
925 0# $a  acquire $b 2 shelf copies ...
925 0# $a  acquire $b 3 shelf copies ...
           etc.
```

                    Use "2 shelf copies" by default in CIP and PCN pre-publication
records that have "acquire" decisions, unless a selection officer provides a different number.
Otherwise, use numbers provided by selection officers.

C16.14.2.3   *$c Acquisition conditions (NR)*
                    Subfield $c contains a statement of any conditions on how a
resource may be acquired.

```
925 0# $a  acquire $b 1 shelf copy $c if unable to acquire via
           copyright, then purchase ...
925 0# $a  acquire $b 2 shelf copies $c Copy 2 reported missing in
           inventory 04-15-1998; do not replace by purchase per
           HSS (ejj) ...
```

C16.14.2.4   *$d Disposition of unwanted material with outside agency (R)*
                    Subfield $d contains an identification of an agency outside LC to
which resources not wanted in LC are to be sent. Use specific identifications in subfield $d, not
broad terms such as "exchange."

```
925 0# $a  do not acquire $d NAL ...
925 0# $a  do not acquire $d NLM ...
```

C16.14.2.5   *$e Comment related to selection decision (R)*
                    Subfield $e contains a note with information concerning the
selection decision that is not better recorded in another subfield of field 925.

```
925 0# $a  acquire $b 1 shelf copy $e changed from do not acquire,
           6-23-2004 ...
```

C16.14.2.6   *$x Responsibility for selection decision (NR)*
                    Subfield $x contains a statement of who is responsible for making
the selection decision recorded in subfield $a. Subfield $x is mandatory in all 925 fields. The
statement of who is responsible takes one of the following forms (preferably followed by a date):

                    "policy default" :
                    Subfield $x has "policy default" if the decision is based on general
                    LC policy and no selection officer made the decision actively. This
                    is usual in CIP and PCN pre-publication records. Do not modify
                    "policy default" found in an existing 925 field unless a selection
                    officer changes the decision.

```
925 0# $a  acquire $b 2 shelf copies $x policy default
```

initials :
When a selection or recommending officer makes or changes a
decision, subfield $x has that person's initials, replacing "policy
default" if that was already present. (See recommending officers'
initials at: http://www.loc.gov/staff/cpc/recommending.html.)

```
925 0# $a  acquire $b 1 shelf copy $x jpm 2005-02-14
925 0# $a  do not acquire $x sh98 2005-01-10
```

"Sel Off" :
Use "Sel Off" when a selection or recommending officer made or
changed the decision but that person's identity is not certain or the
initials cannot be recorded for some other reason.

```
925 0# $a  acquire $b 1 shelf copy $x Sel Off 2003-08-21
925 0# $a  do not acquire $d NLM $x Sel Off
```

C16.14.2.7   *$y Office copy request (R)*
Subfield $y contains a statement alerting staff to assign an extra
copy (beyond the number of shelf copies retained in LC, as recorded in subfield $b) to an LC
office unit that has requested one. The request in subfield $y does not cause acquisition of
material, but only indicates the desire for an unwanted copy if one is received. Name the
requesting unit and the requester in the statement (preferably followed by a date).

```
925 0# $a  acquire $b 1 shelf copy $x LS 04-15-99 $y o-APLO,
           S.Hayduchok, 07-22-99
925 0# $a  acquire $b 1 shelf copy $x policy default $y o-RCCD,
           Crego $z r-AMED, Avdoyan
```

Anyone with LC ILS bibliographic update capability may input the
request. Other staff forward requests with the necessary information to CPSO, where database
maintenance staff input the requests. The next copy received is forwarded to CPSO, where staff
process the added copy for the requesting location and delete subfield $y from field 925.

C16.14.2.8   *$z Reference assignment request (R)*
Subfield $z contains a statement alerting staff to assign an extra copy
(beyond the number of shelf copies retained in LC, as recorded in subfield $b) to an LC reference
collection that has requested one. The request in subfield $z does not cause acquisition of
material, but only indicates the desire for an unwanted copy if one is received. Name the
requesting reference location and the requester in the statement (preferably followed by a date).

```
925 0# $a  acquire $b 2 shelf copies $x policy default $z r-MRR
           BIOG, J. Robinson, 07-29-00
925 0# $a  acquire $b 2 shelf copies $x policy default $z Send
           next unassigned copy to S.Macioroski, SSCD B&E, for
           CatRef assignment
925 0# $a  acquire $b 1 shelf copy $x policy default $z jr
           20020328 reference copy for r-MRR
```

Anyone with LC ILS bibliographic update capability may input the request. Other staff forward requests with the necessary information to CPSO, where database maintenance staff input the requests. The next copy received is forwarded to CPSO or to Cataloging Reference (if the request was for that collection), where staff process the added copy for the requesting location and delete subfield $z from field 925. (Reference staff do not use subfield $z when selecting an extra copy already awaiting discard for a reference collection. They forward the piece selected and a request with the necessary information to CPSO, where staff process the added copy for the requesting reference location.)

C16.15   952 FIELD: LOCAL CATALOGER'S PERMANENT NOTE (R)

C16.15.1   **Content Designation Summary**
First and Second Indicators
    # : Undefined

Subfields
    a : Cataloger's note (NR)

C16.15.2   **General Description and Instructions**
          Field 952 contains information primarily of interest to cataloging staff, often concerning sources consulted during cataloging or modifications that were made or should be made in an existing record. LC staff working in RLIN 21 input cataloger's notes in RLIN 21 field 902 (Local data element), which converts to field 952 in the LC ILS.

          See DCM B9 for instructions on using 952 fields and cataloger's permanent notes in LC bibliographic records. (CPSO will re-evaluate DCM B9 and C16.15 at a later date and consider combining them in the same document when LC issues a new series of cataloging documentation.)

C16.16　　　　　955 FIELD: LOCAL TRACKING INFORMATION (R) *[High use]*

C16.16.1　　　　　　**General**

C16.16.1.1　　　　　　*Content designation summary*
　　　　　　　　　First and second indicators
　　　　　　　　　　# :　Undefined

　　　　　　　　　Subfields
　　　　　　　　　　a :　IBC processing/other forwarding or tracking information (R)
　　　　　　　　　　b :　*[Unused subfield]* (R)
　　　　　　　　　　c :　Descriptive cataloging tracking information (R)
　　　　　　　　　　d :　Subject cataloging tracking information (R)
　　　　　　　　　　e :　Shelflisting/end-stage processing tracking information (R)
　　　　　　　　　　f :　CIP verification tracking information (R)
　　　　　　　　　　g :　CIP verification end-stage processing tracking information (R)
　　　　　　　　　　h :　MLC tracking information (R)
　　　　　　　　　　i :　Whole item cataloging tracking information (R)
　　　　　　　　　　j :　ISSN pre-publication assignment tracking information (R) *[Serial Record Div. only]*
　　　　　　　　　　k :　ISSN post-publication assignment tracking information (R) *[Serial Record Div. only]*
　　　　　　　　　　l :　Holdings conversion and inventory tracking information (R) *[Serial Record Div. only]*
　　　　　　　　　　m :　Bibliographic record cancellation tracking information (R) *[Serial Record Div. only]*

C16.16.1.2　　　　　　*General description and instructions*
　　　　　　　　　LC staff input *charge statements* in field 955 (see C16.16.1.3) in order to record tracking information of two kinds:

　　　　　　　　　1)　locations of items that are in process (see C16.16.2);
　　　　　　　　　2)　completion of specific functional aspects of the cataloging process (see C16.16.5)

　　　　　　　　　For the latter, field 955 has separate subfields $c-$m defined for different stages of the cataloging workflow that have been completed (see C16.16.6). Acquisitions and Bibliographic Access Directorate (ABA) managers derive statistical reports from data in those subfields. Units outside ABA, especially those with incompatible workflows, do not use these functional aspect tracking subfields.

　　　　　　　　　Although field 955 is repeatable, use one 955 field for main tracking information in a record. Input additional, temporary 955 fields for special added copy and added volume forwarding procedures (see C16.16.3 and C16.16.4).

C16.16.1.3　　　　　　*Field 955 charge statements*
　　　　　　　　　In each 955 charge statement, input the following mandatory

elements in the following order:

> 1) a four-character alpha/numeric staff or team code;
> 2) the date in the form **yyyy-mm-dd**.

Bibliographic access units in ABA follow this format mandatorily, because it is necessary for production of accurate statistical reports. It is desirable but not mandatory elsewhere.

Following those, when appropriate, also input:

> 3) forwarding or action information, usually about where the item was sent and why it was sent there.

```
... jg00 2004-01-14 ...
     (Code with "00" indicates a team rather than an individual)
... ta05 2001-07-15 to HLCD for subject ...
... jp14 2005-01-26 to Dewey ...
```

Generally input different charge statements in separate subfields and do not also input semicolons for separation. (*Note:* Units outside ABA that do not use subfields $c-$m may input all 955 charges in one subfield $a and separate them by semicolons.)

```
955 ## $a jg02 2003-01-08 $c jg02 2003-01-08 to subj. $d jg16
        2003-01-14 $e jg08 2003-01-14 to Dewey
            (Current practice in ABA bibliographic access units)

955 ## $a kklo 2001-07-18 in P&P; kklo 2001-07-23 to aale; aale
        2001-07-30 to P&P storage
            (Acceptable practice outside ABA)
```

Input 955 charges in chronological order of processing, *not* necessarily in alphabetical order by subfield codes.

```
... $d xz05 2005-04-11 $c xz07 2005-04-13 ...
        (Someone did subject cataloging first; then someone else
        did descriptive cataloging afterward; field 955 has
        subfields in chronological order)
```

C16.16.2 Tracking Locations of In-Process materials
Location information in a 955 field charge represents either:

> 1) the location IN which an action is done or which accepts the item in custody–represented by the staff/team code at the *beginning* of the charge statement; or
> 2) the location TO which an item is sent for processing, custody, assistance, etc.–represented by "to" and an identification of the destination (for example, "to Dewey") at the *end* of the charge statement.

Input the latter (that is, a "to" location) when discharging an item from

your team and sending it to another unit. It is not mandatory to track "to" locations between different persons or actions in the same team (for example, "to shelflisting"); but individuals and teams *can* track those optionally if they consider it useful to do so.

```
... $e jj93 2005-03-16 to Dewey
        (After end-stage processing, someone mandatorily tracked
        forwarding the item out for Decimal classification)

... $d jj10 2005-02-07 to shelflisting ...
        (After subject cataloging, someone optionally tracked
        forwarding the item for shelflisting in the same team)

... $d zq03 2005-04-06 $e zq99 2005-04-11 to BCCD
        (After subject cataloging, someone did not track
        forwarding the item for shelflisting in the same team;
        after shelflisting/end-stage processing, someone
        mandatorily tracked forwarding the item out to BCCD)
```

See DCM B5 Appendix 1 (section B5.6.3.3) for guidelines on when to charge monographs and integrating resources that are in process and who should charge them. See DCM B6 for guidelines on referring items for cataloging assistance. Follow the instructions here in DCM C16.16, however, regarding format and content of charge statements.

```
Examples

955 ## $a oe05 2003-06-18 to SSCD $a sb00 2003-06-27
        (An acquisitions unit received the item and forwarded
        it for processing; a team charged it in)

955 ## $a ok23 2002-12-24 to ASCD $a jf00 2003-01-14 $a jf02
        2003-12-15 to SerCat
        (An acquisitions unit received the item and forwarded
        it for processing; a team charged it in; someone in
        that team discharged it and forwarded it as a possible
        serial)
```

C16.16.3   Tracking Added Copies

An "added copy" in these instructions is a copy of a resource received after another copy has already moved forward for processing (as tracked in the record's first 955 field). Track the receipt and forwarding of an added copy or copies in an additional, temporary 955 field with a forwarding message as shown in the following example:

```
955 ## $a pc14 2001-05-16 $a pv06 2002-06-10 to SSCD $c sh27
        2004-02-12
955 ## $a pv10 2002-08-03 ADDED COPIES: another copy to SSCD
```

Delete temporary 955 fields for added copies at end-stage processing.

C16.16.4   Tracking added volumes

An "added volume" in these instructions is a part of a resource received after some other part(s) already moved forward for processing (as tracked in the record's first 955 field). Track the receipt and forwarding of added volumes in additional, temporary 955 fields with forwarding messages as shown in the following example:

```
955 ## $a pv06 2003-09-22 to ASCD $a jf00 2003-10-01 $c jf03
        2003-11-22
955 ## $a pv11 2004-01-28 ADDED VOLS: v. 2 to ASCD
955 ## $a px02 2004-02-04 ADDED VOLS: v. 3 to ASCD
```

Use the same temporary 955 field to track all added volumes forwarded at one time. Create separate ones for added volumes forwarded at different times.

Delete temporary 955 fields for added volumes at end-stage processing and incorporate tracking into the permanent 955 field for the volumes that were added, as shown in the following example:

```
955 ## $a pv06 2003-09-22 to ASCD $a jf00 2003-10-01 $c jf03
        2005-03-22 $a jf16 2004-03-04 v. 2-3 added
        (Temporary 955 fields with "ADDED VOLS:" deleted)
```

C16.16.5   **Tracking Functional Aspects of Cataloging**
When you complete a function in the cataloging workflow, input a charge
| (per C16.16.1.2-C16.16.1.3) in the 955 functional aspect subfield corresponding to it (see
| information on subfields $c-$m in C16.16.6). Also give forwarding information or not per
| C16.16.2.

When one person completes multiple functions, input an "umbrella" subfield combining those functions if one exists (for example, subfield $i) and is applicable. If there is no applicable "umbrella" subfield, input multiple subfields for all the functions that the person completed.

```
        ... $i cc17 2005-01-16 $e cc93 2005-01-18 ...
  not   ... $c cc17 2005-01-16 $d cc17 2005-01-16 $e cc93 2005-01-18 ...
            (The same person did whole item cataloging, that is,
            descriptive and subject cataloging)

        ... $c xz07 2005-04-07 $d xz05 2005-04-11 $e xz05 2005-04-11 ...
            (The same person did subject cataloging and also
            shelflisting and end-stage processing)
```

There are *no* 955 subfields for the following, which may occur in the cataloging process:

1) *Decimal classification:* Dewey teams do *location* tracking (see C16.16.2) for items they accept and discharge, but *no* functional aspect tracking for completion of decimal classification.
2) *Review:*
    a) There is *no* requirement to track reviewing of cataloging steps.
    b) If teams *choose* to record reviewers' identities, the preferred format is the following:
        i) Input the reviewer's code in the same subfield as the function that was reviewed.
        ii) Input the reviewer's code in parentheses following the code and date of the "main" charge statement.

```
... $e zz92 2005-02-14 (zz90) to Dewey ...
```

(Someone did shelflisting and end-processing; zz90
reviewed that; someone discharged the item and forwarded
it for Decimal classification)

Note: Some 955 functional aspect subfields have context-sensitive definitions and identify different functions in different workflows (for example, CIP versus non-CIP cataloging). Observe and apply the subfield definitions in C16.6 carefully.

Examples

955 ## $a oe17 2004-04-19 to SSCD $a sb00 2004-04-30 $i sb15
    2004-05-14 $e sb21 2004-05-20 to Dewey
        (An acquisitions unit received an item and forwarded
        it for processing; a cataloging team charged it in;
        someone did whole item cataloging; someone did
        shelflisting/end-stage processing; the last person
        discharged the item and forwarded it for Decimal
        classification)

955 ## $a pc21 2002-04-09 to SSCD $c sf02 2002-04-10 $a sf11
    2002-04-19 to HLCD $d le03 2002-04-23 $e le02 2002-04-23
    to Dewey $a aa03 2002-04-23 $a pv24 2002-12-18 bk
    rec'd, to CIP ver. $f le28 2003-06-03 $g le28 2003-06-03
    to BCCD
        (A CIP Division team received a CIP galley and
        forwarded it for cataloging; someone did descriptive
        cataloging; someone else charged the CIP galley out of
        that team and forwarded it to another division for
        subject cataloging; other people did subject
        cataloging and shelflisting; the last person
        discharged the CIP galley and forwarded it for Decimal
        classification; someone did Decimal classification; a
        CIP Division team received the item matching the CIP
        pre-publication record; someone did CIP verification
        and CIP verification end-stage processing, then
        discharged the item and forwarded it to BCCD)

955 ## $a pc10 2003-09-10 $a pv12 2004-06-23 to SSCD $h sj05
    2004-11-30 $e sj05 2004-11-30 to shelf
        (A CIP Division team created a preassigned control
        number record; another team received the item and
        forwarded it for processing; someone did minimal level
        cataloging and end-stage processing; the same person
        discharged the item and forwarded it for shelving)

C16.16.6   Subfields
Note: Subfields $e, $g, and $h have different definitions than the following in serials cataloging workflows; see *Serial Record Manual* M2.2, LC Local Fields Used in Serial Bibliographic Records (http://www.loc.gov/staff/srd/SRM-M2[1].020204.pdf).

C16.16.6.1   *$a IBC processing/other forwarding or tracking information (R)*
Subfield $a contains any charge statement for location tracking only, not related to completion of a function that the team should record in subfields $c-$m. In units outside ABA that do not use subfields $c-$m, subfield $a contains all field 955 charges of any kind (see C16.16.1.3).

LC staff who catalog in RLIN 21 input these charges in subfield $b

of RLIN 21 bibliographic field 902, which converts to subfield $a of field 955 in the LC ILS.

Record importation in some copy cataloging workflows adds subfield $a messages about source of copy.

```
955 ## $a marcadia import ...
955 ## $a pv12 2005-03-02 z-processor ...
```

C16.16.6.2   *$b [Unused subfield] (R)*

Subfield $b of field 955 was defined for synchronicity with subfield $b of RLIN 21 field 902 (see C16.16.5.1). It does not occur in the LC ILS database.

C16.16.6.3   *$c Descriptive cataloging tracking information (R)*

Input a charge in subfield $c to track completion of the following:

1) descriptive cataloging (*Note:* Track completion of descriptive and subject cataloging together by the same person in subfield $i instead);
2) added volumes processing;
3) the descriptive cataloging aspect of "new input" procedures, per DCM B5.12 (*Note:* Input "NEW INPUT" following code and date in the charge statement).

```
955 ## $a pc05 2001-07-20 to HLCD $a la00 2001-07-25 $c la10 2001-
        12-15 $d la05 2001-12-19 $e 2001-12-28 to Dewey $a aa03
        2002-01-02
        (The charge in subfield $c tracks completion of
        descriptive cataloging)
```

```
955 ## $a xx01 2001-07-18 to SSCD $c yy01 2001-07-23 $c yy02 2001-
        07-25 to HLCD $d zz03 2001-07-30 $e zz04 2001-08-05 to
        BCCD $c yy05 2001-12-10 add vol. 2
        (The charge in the first subfield $c tracks completion
        of descriptive cataloging; that in the second subfield
        $c tracks added volume processing)
```

```
955 ## $c lf11 2001-07-14 (NEW INPUT) $d lf14 2001-09-07 (NEW
        INPUT) $e lf29 2001-09-12 to BCCD
        (The charge in subfield $c tracks completion of the
        descriptive aspect of "new input" procedures)
```

C16.16.6.4   *$d Subject cataloging tracking information (R)*

Input a charge in subfield $d to track completion of the following:

1) subject cataloging (*Note:* Track completion of descriptive and subject cataloging together by the same person in subfield $i instead);
2) Annotated Card Program (AC) subject cataloging for children's literature;
3) the subject cataloging aspect of "new input" procedures, per DCM B5.12 (*Note:* Input "NEW INPUT" following code and date in the charge statement).

955 ## $a dh01 2001-07-22 to SERCAT $a dd00 2001-07-24 $c dd28
2001-07-26 to HLCD/R **$d lf-03 2001-08-02** $e lf27 2001-
08-05 to BCCD
(The charge in subfield $d tracks completion of
subject cataloging)

955 ## $a oe00 2001-07-18 to cat $a lf00 2001-07-23 $c lf06 2001-
09-08 (lf01) **$d lf07 2001-10-05 to lb00 $d lb04 2001-**
11-30 $e lb05 2001-12-03 to Dewey $a aa03 2001-12-15
(The charge in the first subfield $d tracks completion
of subject cataloging; that in the second subfield $d
tracks completion of AC subject cataloging)

955 ## $c lf11 2001-07-14 (NEW INPUT) **$d lf14 2001-09-07 (NEW**
INPUT) $e lf29 2001-09-12 to BCCD
(The charge in subfield $d tracks completion of the
subject cataloging aspect of "new input" procedures)

C16.16.6.5   *$e Shelflisting/end-stage processing tracking information (R)*
Input a charge in subfield $e to track completion of the following:

1) shelflisting and end-stage processing done together (in *non-CIP*,
   non-serial cataloging workflows);
2) shelflisting alone (in the *CIP pre-publication* workflow);
3) end-stage processing alone (when shelflisting is not required in
   non-CIP, non-serial cataloging workflows);
4) end-stage processing in added volumes processing.

955 ## $a of10 2000-12-08 to RCCD $a vl00 2000-12-18 $i vl19 2001-
01-31 **$e vl19 2001-02-05 to Dewey** $a aa19 2001-02-09
(The charge in subfield $e tracks completion of
shelflisting and end-stage processing)

955 ## $a pc21 2001-06-29 to RCCD $i vl15 2001-07-02 **$e vn34 2001-**
07-02 to Children's Lit. $a lb00 2001-07-03 $d lb09
2001-08-15 to Dewey $a aa11 2001-08-17 to CIP $a ps02
2002-03-01 bk. Rec'd to RCCD $f vk07 2002-03-02 $g vk05
2002-03-03 to BCCD
(The charge in subfield $e tracks CIP pre-publication
shelflisting; subfield $g tracks CIP verification end-
stage processing)

955 ## $a pc05 2001-06-29 to SMCD $i vr03 2001-07-02 to Dewey $a
aa03 2001-07-03 to SMCD **$e vr03 2001-07-06 to MICRR**
(Tracking for a microfilm: The charge in subfield $e
tracks completion of end-stage processing alone,
because there was no shelflisting required)

955 ## $a vk00 2002-03-13 $i vk03 2002-03-13 **$e vk03 2002-03-13**
to MBRS $e vk03 2003-04-01 added v. 2 to MBRS
(The charge in the first subfield $e tracks completion
of end-stage processing – no shelflisting required for
sound discs; that in the second subfield $e tracks
end-stage processing for an added part)

Use subfield $g, not subfield $e, for *CIP verification end-stage*
processing.

C16.16.6.6   *$f CIP verification tracking information (R)*
Input a charge in subfield $f to track completion of CIP verification
(see DCM D8.5).

> 955 ## $a pc20 2003-10-08 to ASCD $i jg02 2003-10-14 to sl $e jg08
> 2003-10-15 to Dewey $a aa01 2003-10-16 $a ps07
> 2003-12-08 1 copy rec'd., to CIP ver. **$f jg12 2003-12-09**
> $g jg07 2003-12-10 to BCCD
> *(The charge in subfield $f tracks completion of CIP*
> *verification)*

C16.16.6.7   *$g CIP verification end-stage processing tracking information (R)*
Monograph and integrating resource catalogers: Input a charge in
subfield $g to track completion of end-stage processing following CIP verification.

> 955 ## $a pc22 2003-06-03 to ASCD $c jc16 2003-06-03 $d jc02
> 2003-06-04 to technician $e jc13 2003-06-04 to Dewey $a
> aa05 2003-06-06 $a ps11 2004-06-04 1 copy rec'd., to CIP
> ver. $f jc09 2004-06-15 **$g jc13 2004-06-18 to BCCD**
> *(The charge in subfield $g tracks completion of CIP*
> *verification end-stage processing)*

C16.16.6.8   *$h MLC tracking information (R)*
Monograph and integrating resource catalogers: Input a charge in
subfield $h to track completion of minimal level cataloging.

> 955 ## $a pc10 2003-09-10 $a pv12 2004-06-23 to SSCD **$h sj05**
> **2004-11-30** $e sj05 2004-11-30 to shelf
> *(The charge in subfield $h tracks completion of*
> *minimal level cataloging)*

C16.16.6.9   *$i Whole item cataloging tracking information (R)*
Input a charge in subfield $i to track completion of the following:

1) descriptive and subject cataloging done together by the same
   person;
2) the descriptive and subject cataloging aspects of "new input"
   procedures, per DCM B5.12, done together by the same person
   (*Note:* Input "NEW INPUT" following code and date in the
   charge statement).

> 955 ## $a of10 2001-12-08 to SMCD $a vl00 2001-12-18 **$i vl19 2002-**
> **01-31** $e vl19 2002-02-05 to Dewey $a aa19 2002-02-09
> *(The charge in subfield $i tracks completion of*
> *descriptive and subject cataloging done together by*
> *the same person)*

> 955 ## $a pc21 2001-06-29 to SMCD **$i vl15 2001-07-02** $e vn34 2001-
> 07-02 to Children's Lit. $a lb00 2001-07-03 $d lb09
> 2001-08-15 to Dewey $a aa11 2001-08-17 $a ps02 2002-03-
> 01 bk. rec'd to SMCD $f vk07 2002-03-02 $g vk05 2002-03-
> 03 to BCCD
> *(The charge in subfield $i tracks completion of*

descriptive and subject cataloging done together by
the same person; a separate subfield $d tracks
completion of AC subject cataloging by another person)

955 ## $a vj00 **$i vj23 2004-11-15 NEW INPUT** $e vj16 2004-11-26
(The charge in subfield $i tracks completion of the
descriptive and subject aspects of "new input"
procedures, done together by the same person)

C16.16.6.10   *$j-$m [Used only by the Serial Record Division]*
For more information on subfields $j-$m, which are used only by
the Serial Record Division, see *Serial Record Manual* M2.2, LC Local Fields Used in Serial
Bibliographic Records (http://www.loc.gov/staff/srd/SRM-M2[1].020204.pdf).

C16.17   963 FIELD: LOCAL RELATED CIP OR PCN DATA (R)

C16.17.1   **Content Designation Summary**
First and Second Indicators
    # : Undefined

Subfields
    a : Publisher contact name/phone (R)
    b : Miscellaneous note (R)
    c : Congressional loan legend (R)

C16.17.2   **General Description and Instructions**
        Field 963 contains temporary data used in CIP and PCN records. Delete this field when the published item is received and CIP verification is done, that is, at the same time as deleting field 263 (Projected Publication Date).

        If field 963 has "CONGRESSIONAL LOAN" in subfield $c, complete processing at the highest level of priority and hand carry the item through the stages in its workflow, according to team or division practice.

        Roman numeral "II" in subfield $b of field 963 plus a note in field 952 signals that a cataloger wants a CIP item forwarded when LC receives it.

```
963 ## $a  Frank Calderon, 908-827-2684, Random House
963 ## $a  Andrew R. Dodge; phone: (202) 226-1300; fax: (202)
           226-4635; email: andrew.dodge@mail.house.gov; bc:
           andrew.dodge@mail.house.gov
963 ## $c  CONGRESSIONAL LOAN
963 ## $a  Anthony Simon, 215-259-1864; $c CONGRESSIONAL LOAN

952 ## $a  II check ills. lb10 10-31-03
963 ## $a  Cindy Howle; phone: 212-414-3646; email:
           Cindy.Howle@us.penguingroup.com $b II
```

C16.18   984 FIELD: LOCAL SHELFLIST COMPARE STATUS (R)

C16.18.1   **General**

C16.18.1.1   *Content designation summary*
First and Second Indicators
   # : Undefined

Subfields
   a : Comparison file (NR)
   b : Note (NR)
   d : Date of comparison (NR)

C16.18.1.2   *General description and instructions*
        Field 984 indicates that LC staff or contractors have compared a
bibliographic record's holdings and/or item records with data from an LC manual inventory file,
completing Shelflist Compare (see *Subject Cataloging Manual: Shelflisting, ILS Supplement*,
Appendix A: http://www.loc.gov/staff/catdir/cpso/SCMSLApA.html) or procedures for another
local file.

        Do not delete a 984 field found in an existing record. Do not add
or modify a 984 field except as part of doing Shelflist Compare or another inventory file
comparison procedure.

```
984 ## $a   gsl
984 ## $a   lsl $d 2000-07-27
984 ## $b   Referred - holdings discrepancy
984 ## $a   gsl $b Referred for SLC
```

C16.18.2   **Subfields**

C16.18.2.1   *$a Comparison file (NR)*
        Subfield $a contains a code for an LC shelflist or other inventory
file against which the record was compared:

                csl :   Cartographic materials (G&M) card shelflist
                gsl :   General card shelflist
                lars : LARS binding prep database
                lbsl : Law binding shelflist
                lsl :   Law Library card shelflist
                lmlx : Law Microlinx
                ncf :   Newspaper microfilm card file
                rsl :   Rare Book shelflist
                sr3x5 : Serial Record 3 x 5 file
                srmf : Serial Record microform file
                srssl : Serial Record sheet shelflist
                srvf : Serial Record visible file

C16.18.2.2   *$b Note (NR)*

Subfield $b contains a note about referral for Shelflist Compare or with information relating to Shelflist Compare (or another file comparison process).

C16.18.2.3   *$d Date of comparison (NR)*
Subfield $d contains a date in the form **yyyy-mm-dd**.

C16.19   985 FIELD: LOCAL RECORD HISTORY (R)

C16.19.1   **General**

C16.19.1.1   *Content designation summary*
                               First and Second Indicators
                                   # : Undefined

                               Subfields
                                   a : Agency that keyed record/record history (NR)
                                   b : Network used for first level keying (NR)
                                   c : Network transmitting record to LC (NR)
                                   d : Date record entered in original or transmitting network (NR)
                                   e : Responsible LC application or project (NR)
                                   f : Online cataloger maintenance [staff code] (NR)
                                   g : *PREMARC* maintenance history (NR)
                                   h : *PREMARC* maintenance comment (NR)

C16.19.1.2   *General description and instructions*
                               Field 985 contains information about record source, loading, and
maintenance. Generally, do not delete or change a 985 field found in an existing record.

```
985 ## $c  OCLC $e srreplace 2002-02
985 ## $e  ODE-rj
985 ## $a  DLC $e NUC
985 ## $a  rarebk/pre1801 $e rbc $f ce12 ...
985 ## $a  wln $c wln $e cacyrillic
985 ## $a  rlin $c rlin $e marcadia
985 ## $e  VENDOR LOAD
985 ## $a  NLMCIP $d 2004-09-20
985 ## $e  PREMARC $g enh 050dvc $h revised copy for reprint
985 ## $e  ATLAS MIG
985 ## $a  rarebk/bside $e ammem
```

C16.19.2   **Subfield $g PREMARC maintenance history (NR)**
                               Subfield $g contains one or more maintenance codes that indicate content
designation checks, data validation, and other data enhancements that have been made on a
PREMARC record or on specified field(s) in one.

                               A maintenance code appended to a MARC field tag indicates performance
of maintenance on that field rather than the entire record. A fourth digit following the field tag
and preceding the maintenance code identifies which of multiple occurrences of that field was
the object of the maintenance activity. (For example, "700*2*cd" indicates content designation
checked in the *second* 700 field of the record.) Blank spaces separate multiple codes.

                               Maintenance codes are as follows:

        cd   Content Designation Checked *(appended to a MARC field tag)*.
                    This code indicates that only content designation in the indicated
                    field has been checked.

dv Data Validated *(appended to a MARC field tag)*.
    This code indicates that the data in the indicated ***field*** has been
    checked.

dvc Data Validated as Current.
    This code indicates that the data in the ***record*** or indicated ***field*** is
    more current than information on any manual file card, thus
    explaining discrepancies between source card and online record.

enh Enhanced.
    This code indicates the PREMARC ***record*** has gone through the
    complete upgrade process; final upgrade has been completed.

fcd Full Content Designation Checked.
    This code indicates that content designation of all fields in the
    record has been checked.

fdv Full Data Validated.
    This code indicates all data in the ***record*** has been validated.

```
985 ## $e  PREMARC $g enh
985 ## $g  650cd
985 ## $g  245dv
985 ## $g  fdv
985 ## $f  cj09 $g enh $h original PREMARC record lacked 260 field;
           dummy field added
```

C16.20   987 FIELD: LOCAL CONVERSION HISTORY (R)

C16.20.1   **General**

C16.20.1.1   *Content designation summary*
                      First and Second Indicators
                        # : Undefined

                      Subfields
                        a : Romanization/conversion identifier (NR)
                        b : Agency that converted, created, or reviewed
                                 romanization/conversion (NR)
                        c : Date of conversion or review (NR)
                        d : Status code (NR)
                        e : Version of conversion program used (NR)
                        f : Note (NR)

C16.20.1.2   *General description and instructions*
                      Field 987 contains temporary information about the conversion
status of MARC 21 records, for purposes of the Pinyin Conversion Project and potential future
conversion projects.

                      Pinyin Conversion Project application: Field 987 marks that a
MARC 21 record has romanized Chinese data in the pinyin romanization scheme, because either:

          1) it was created originally using pinyin romanization; or,
          2) machine conversion already changed romanized Chinese data
             in the record from Wade-Giles to pinyin romanization.

This marker enables machine conversion programs to exclude records already using pinyin
romanization and avoid errors and double conversions. Input field 987 as a pinyin marker in all
new records containing romanized Chinese data. Generally, do not delete or change a 987 field
found in an existing record. (For more information, see LC's Web site for the Pinyin Conversion
Project: http://www.loc.gov/catdir/pinyin/.)

```
987 ## $a   PINYIN $b DLC-R $d c
987 ## $a   PINYIN $b CStRLIN $c 20001214 $d r $e 1.0 $f [access
            not affected] See field: 500(1)
987 ## $a   PINYIN $b DLC $c 20020605 $d c
987 ## $a   PINYIN $b CStRLIN $c 20010109 $d c $e 1.0
987 ## $a   PINYIN $b OCoLC $c 20001201 $d c
```

C16.20.3   **Subfields**

C16.20.3.1   *$a Romanization/conversion identifier (NR)*
                      Subfield $a contains an identification of the project that is the
reason for adding a 987 field. "PINYIN" is the identification for the Pinyin Conversion Project.

C16.20.3.2   *$b Agency that converted, created, or reviewed*

romanization/conversion (NR)
Subfield $b contains the *MARC Code List for Organizations* code for the agency that performed or reviewed the conversion of data in the record.

C16.20.3.3   *$c Date of conversion or review (NR)*
Subfield $c contains the date when the conversion was performed or reviewed, in the form **yyyymmdd** (with no hyphens).

C16.20.3.4   *$d Status code (NR)*
Subfield $d contains a mandatory code indicating the degree to which the project has converted or reviewed the information in the MARC 21 record. Status codes for the Pinyin Conversion Project are as follows:

> **c**   Record Fully Romanized
> A cataloger input data in pinyin romanization or a machine process converted all eligible data in the record to Pinyin romanization.

> **n**   Record Processed but Not Converted
> The machine conversion process detected no eligible data in the record.

> **r**   Record Requires Manual Review
> The machine conversion process may not have converted all eligible data in the record.

C16.20.3.5   *$e Version of conversion program used (NR)*
Subfield $e contains an identification of the version of the conversion program applied to the record, when machine conversion was done.

C16.20.3.6   *$f Note (NR)*
Subfield $f contains free text information about the status of conversion of data in the record.

C16.21   991 FIELD: LOCAL LOCATION INFORMATION (R) *[Limited use]*

C16.21.1   **Content Designation Summary**
First and Second Indicators
    # :   Undefined

Subfields
    a :   Copy location code (NR)
    b :   Sublocation of collection (R)
    c :   Shelving location (R)
    d :   Date of location change (R)
    e :   Box number (R)
    f :   Oversize location (R)
    g :   Location (R)
    h :   Classification part (NR)
    i :   Item part (R)
    k :   Call number prefix (NR)
    l :   Copy location code (NR)
    m :   Call number suffix (NR)
    o :   Item type (NR)
    p :   Piece designation (NR)
    r :   Item use count (NR)
    t :   Copy number (NR)
    u :   Volume chronology (NR)
        [or, in Copyright records: URL for electronic copy (R)*]*
    v :   Volume enumeration (NR)
    w :   Source file (NR)
    x :   Nonpublic note (R)
        [or, in Copyright records: Retention (R)*]*
    y :   Item record note (R)
    z :   Public note (R)
        [or, in Copyright records: Person responsible (R)*]*

C16.21.2   **General Description and Instructions**
    Field 991 contains local location information used to generate holdings records in the LC ILS database. Many 991 fields are leftovers from migration to the LC ILS. There are some current uses, such as by the Geography and Map Division, some reference collections, and LC's overseas and Copyright offices. Staff involved in those have authorization and training to input and change 991 fields. Otherwise, generally do not input field 991 in new records and do not change or delete 991 fields found in existing records.

```
991 ## $b  c-GenColl $h PN4784.R4 $i R58 1988 $t Copy 1 $w BOOKS
991 ## $b  c-GenColl $h PN4784.R4 $i R58 1988 $p 00034721531 $t
       Copy 2 $w CCF
991 ## $b  r-MRR $h JF51 $i .B583 2004 $t Copy 1 $m Ref Desk $w
       GenBib
991 ## $b  c-GenColl $o am $p 00118308736
       (Record created by an LC overseas office)
991 ## $b  c-G&M $h G3804.N4:3Q4 1989 $i .H3 $t Copy 1 $w MAPS
```

C16.22   992 FIELD: LOCAL LOCATION INFORMATION (R) *[Limited use]*

C16.22.1   **Content Designation Summary**
First and Second Indicators
     # :   Undefined

Subfields
     a :   Location (NR)
     b :   Sublocation of collection (R)
     c :   Shelving location (R)
     h :   Classification part (NR)
     i :   Item part (R)
     k :   Call number prefix (NR)
     m :   Call number suffix (NR)
     o :   Item type (NR)
     p :   Piece designation (NR)
     r :   Item use count (NR)
     t :   Copy number (NR)
     u :   Volume chronology (NR)
     v :   Volume enumeration (NR)
     w :   Source file (NR)
     x :   Nonpublic note (R)
     y :   Item record note (R)
     z :   Public note (R)

C16.22.2   **General Description and Instructions**
       Field 992 contains local routing and temporary location information extracted from LC's former ACQUIRE and SERLOC files. It does not generate holdings records in the LC ILS database but only stores the migrated data. Do not input field 992 fields in new records. Generally do not change or delete 992 fields found in existing records.

```
992 ## $a  SECT L EURR $w ACQUIRE
992 ## $a  Unckd LL $h KF1155.C59 $k LLAB Loose $w SERLOC
```

C16.23   LEADER, 008, AND 006 FIELDS
The Leader, 008, and 006 fields are standard MARC 21 fields. See the following resources for most information on Leader, 008, and 006 elements and their coded values:

1) LC ILS dialog boxes with drop-down menus listing coded values for Leader, 008, and 006 elements;
2) *MARC 21 Concise Format for Bibliographic Data*, available via the Internet (http://www.loc.gov/marc/bibliographic/ecbdhome.html);
3) *MARC 21 Format for Bibliographic Data*, available in *Cataloger's Desktop* and in print.

The following guidelines give only key advice for using Leader, 008, and 006 values in the context of LC bibliographic records for monographs and integrating records.

One challenge of these fixed fields is that different online systems display them differently. Working in the LC ILS cataloging module, staff encounter them as:

1) character strings in labeled spaces on individual bibliographic record displays;
2) grid-style dialog boxes where more detailed information appears and staff do inputting;
3) 00X variable fields with character strings on bibliographic record printouts.

The Leader, 008, and 006 dialog boxes (opened by clicking the corresponding buttons in a bibliographic record display) are the best sources of explicit, labeled information on fixed field values in an LC database bibliographic record. Because opening and closing the dialog boxes takes time, however, staff may sometimes (such as when reviewing large numbers of records) choose to interpret Leader, 008, and 006 values directly from the character strings that appear on LC ILS bibliographic record displays or on record printouts. For staff who want to do this and would like help mapping character positions in strings to the data elements they represent, a set of interpretation examples that may serve as reference aids are available on the CPSO staff Web site under Descriptive Cataloging Information / Interpretation Examples for Leader/008/006 Strings in LC ILS Bibliographic Displays.

C16.23.1   **Leader**
Type of record (Leader/06) and bibliographic level (Leader/07): See DCM M3.3.5 for restrictions and guidelines on changing type of record (Leader/06) in an existing record. See DCM M3.3.6 for restrictions and guidelines on changing bibliographic level (Leader/07) in an existing record.

Descriptive cataloging form (Leader/18): Use Leader/18 value "a" ("AACR2") in new, original cataloging; record templates have that pre-coded. Generally leave any other value as found in older LC database records based on rules before AACR2, unless deliberately recataloging a record (for example, a still incomplete record created under earlier rules) to comply *completely* with AACR2. Do not change the Leader/18 value only because headings in the record have been updated to AACR2 forms.

C16.23.2   **008 Field**
General: Currently, bibliographic records for textual monographs, textual

collections, and textual integrating resources (that is, those with Leader/06 "type of record" value "a") use the same set of 008 field elements. When LC and others implement the use of Leader/07 value "i" in records for integrating resources, the 008 elements in records for textual integrating resources will be different and resemble those of a textual serial 008 field. In records for non-textual resources (that is, those with type of record codes other than "a"), Leader/06 by itself determines the set of 008 elements; that will also be true after implementation of type of record code "i."

Modified record (008/38): Do not use 008/38 values "d," "s," or "x" in new LC bibliographic records.

Cataloging source (008/39): Use 008/39 value "#" ("national bibliographic agency") in new LC original bibliographic records; record templates have that pre-coded. Accept other values as found in cataloging copy imported from sources outside LC, except change code "u" to "d."

C16.23.3   **006 Field in LC Integrating Resource Records**
These guidelines address one use of field 006 in LC records for integrating resources, to record some data that cannot be entered in the 008 field. LC integrating resource catalogers input values for some 006 field elements and leave others uncoded.

Textual integrating resources: In records for *textual* (Leader/06 "a") integrating resources that are continuing in nature, input 006 fields with selected elements coded as instructed below, to record data related to that "continuing" nature. This practice will cease when LC implements bibliographic level code "i" in records for integrating resources and their 008 element sets change to accommodate the continuing resource data.

Non-textual integrating resources: In records for *non-textual* (Leader/06 *not* "a") integrating resources that are continuing in nature, input 006 fields with selected elements coded as instructed below, to record data related to that "continuing" nature. LC will continue this practice for non-textual integrating resources after implementation of bibliographic level code "i" in records for integrating resources, because their 008 element sets will not change to accommodate the continuing resource data.

Position	Element	Instruction for LC Integrating Resources
006/00	Form of material	Open 006 dialog box and select the "Serial/Integrating" tab (= code "s" in 006/00).
006/01	Frequency	Use MARC 21 code.
006/02	Regularity	Do not code. Accept prompted "no attempt to code."
006/03	ISSN center	Do not code. Accept prompted "no attempt to code."
006/04	Type of continuing resource	Use MARC 21 code: **d** : Updating database **1** : Updating loose-leaf **w** : Updating Web site
006/05	Form of original item	Do not code. Accept prompted "no attempt to code."
006/06	Form of item	*Updating database or updating Web site:* Use MARC 21 code "**s**" ("electronic") *Updating loose-leaf:* Do not code. Accept prompted "no attempt to code."
006/07	Nature of entire work	Do not code. Accept prompted "no attempt to code."
006/08-10	Nature of contents	Do not code. Accept prompted "no attempt to code."
006/11	Government publication	Do not code. Accept prompted "no attempt to code."
006/12	Conference publication	Do not code. Accept prompted "no attempt to code."
006/13-15	*[Unused]*	
006/16	Original alphabet	Do not code. Accept prompted "no attempt to code."
006/17	Entry convention	Use MARC 21 code "**2**" ("integrating entry").

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C18.1   DEFINITION AND BACKGROUND
        "2A cataloging" is a local LC term used to indicate the cataloging given to certain unnumbered (or, rarely, partially numbered) multipart sets: classified as a collection and not analyzed. Such materials are judged of significance primarily as a group; individual items are not considered significant enough to catalog separately.[1] Though the set is "made up" because the individual items lack numerical designation, the individual items in the set are usually closely related by subject and other strong similarities, such as title (or parts of title), issuing body, or publisher.

        The material is assigned regular LC classification and subject headings and, when bound, is shelved in the general collections unless another location is specified.

        2A cataloging should not be confused with the cataloging of numbered multipart sets whose individual parts have titles dependent on the main title, nor with analyzable multipart works that LC judges do not warrant analysis.

        If a set receiving 2A cataloging is analyzable, do not make a series authority record except in the rare instance when some of its parts are analyzed.

C18.2   CANDIDATES FOR 2A CATALOGING (PRE-SLIPPED OR NOT)
        Generally material will have been recognized as a candidate for 2A cataloging at the IBC stage of processing and forwarded to the appropriate selection official for a decision. It is therefore often already slipped "2A." In cases in which the material seems to qualify for 2A cataloging but has not been slipped, make a decision in the team; consult CPSO if there are questions. Material in a series classified as a collection is usually not given 2A cataloging.   For material received from overseas offices, this decision is often made in those offices; refer any questions regarding such decisions to CPSO.

C18.3   PRIORITY
        If the assigned priority of the item is lower than 2, upgrade it to priority 2.

C18.4   IBC RECORD (NON-JACKPHY ITEMS)
        Insure that there is an IBC record for the item. If there is none, create one. If one already exists, modify it to complete the cataloging.

C18.5   IBC RECORD (JACKPHY ITEMS)
        Use the RLIN21 system to create a full 2A cataloging record.

C18.6   CHOICE OF MAIN ENTRY HEADING
        Choice of entry is based on Chapter 21, taking into account all the items available, as in cataloging any other multipart monograph.

C18.7   DESCRIPTION

---

[1] The term "2A" does not indicate priority; it derives from a designation of types of cataloging established by the Library of Congress in 1947. 2A treatment is designed to minimize cataloging and binding costs.

C18.7.1	**Title And Statement Of Responsibility Area**
	Rules 1.0A and 1.1B7 are the bases for the description of 2A cataloging. Choose as the title proper the title common to each item. If there is no common title, supply it according to rule 1.1B7.

	If the title proper of each item includes information other than a date or numbering that differs from item to item, replace this data with a more general description in the language of the title, enclosed in square brackets, that is suitable to all items in the set. Do not indicate omitted data with an ellipsis.

Title on an item:	Guide to historical resources in Hamilton County, New York repositories

Title proper for set:	Guide to historical resources in [name of county], New York repositories

	not	Guide to historical resources in ... New York repositories.

Title on an item:	Starting and operating a business in Kentucky

Title proper for set:	Starting and operating a business in [name of state]

	not	Starting and operating a business in ...

C18.7.2	**Physical Description Area**
	The items involved either are not numbered at all or are not numbered in a conventional sense. Thus numbering should be assigned to **bound** material based on some other logical sequence (e.g., alphabetical order of special titles, years included in special titles). Unless a term prescribed in rule 2.5B17 is better suited, use the designation "v." for the physical description. Record holdings in the normal manner except when the material remains temporarily unbound (see below). Note the exceptional instructions in LCRI 2.5B18: "For ephemeral and 'made up' sets lacking a collective title, base the volume and illustration statements on the library's copy and binding." Thus the extent of volumes refers to volumes as bound or to be bound in LC, not to individual items within the set (see example below). See also "Instructions to binder" and "Supplying information for shelflisting" below.

	Consider a set with imprint dates previous to the current three years as complete and close the entry (see below).

	If the material is incomplete but current and the material is unbound, do not list the holdings in the extent portion of the physical description area (see sections below).

C18.8	INDICATING CONTENTS OR LC HOLDINGS
	It is of utmost importance for the user of the material to know what is contained in a particular set. Therefore, contents are always listed in 2A records. (Refer special problems to CPSO).

	Arrange material according to a pattern most suitable to the set being cataloged. The most frequent arrangements are alphabetical, chronological, or a combination of the two. Other factors,

however, may influence the arrangement. For example, parts of a set received after earlier parts have been assigned volume numbering may now make the arrangement of contents already listed less logical.

Information about published volumes that are not in LC may be available. When this occurs, volume numbering for the items not in LC may be "preassigned" when listing the contents:

[1] Côte-d'or -- [3] Saone-et-Loire -- [4] Yonne.

(i.e., of the four volume set the volume for Nièvre is not yet in LC).

When possible, list contents in a telescoped form. For example, for a volume covering each state from Alabama through Colorado give the contents as

[1] Alabama-Colorado

not

[1] Alabama. Alaska. Arizona. Arkansas. California. Colorado

If the set will be bound in one physical volume and a telescoped contents note is not appropriate, give an informal note. If additional items are received later and additions need to be made to the contents note, do not rearrange the order of the contents already given--although this would result in a better or more logical arrangement–because the material has been bound and volume numbering already assigned. Instead, add, individually or by grouping, the new volumes, even if this necessitates a listing in greater detail than that accorded to the items already noted.

All holdings must be recorded in the bibliographic record in a regular contents note, regardless of the number of items in the set; do not use a general 500 note. This policy applies to bound and unbound materials.

When adding another volume to a record with the "LC holdings, until complete, listed in shelflist only" note, create a 505 field beginning with the volume being added; send a printout to CPSO. It will not be possible to arrange the holding alphabetically unless the volume numbers were "preassigned." Just assign numbering based upon order of volume received.

If the number of lines in a 505 note extends beyond what can be seen in the window of a screen, be aware that it is only possible to view the entire note if the cursor is in the field. If the cursor is not in the field, it will appear that only the beginning of the note is present. For this reason, create multiple 505 fields at the point one note fills a screen. Apply the same indicator values to each 505 field. Regard the contents as "partial" until the set is determined to be complete and the record is closed.

If an existing record has multiple 505 fields, leave them; add new holdings to the last 505 field.

For new 2A records, do not use a word or words (e.g., name of county) in lieu of assigning volume numbers.

If all or some of the volumes are unbound, decide how the material is to be bound and group it accordingly. Mark items as necessary and provide instructions to the binder using a Binding Instructions slip (form 824). Complete the physical extent area. Add a contents note (see example above). Give instructions to the shelflister, if necessary.

If a set comprising 100 or more items, do not indicate holdings in the extent portion of the physical description area. Instead, give only the term appropriate to the material, e.g.

```
300 ## $a v. ; $c 28 cm.

300 ## $a pamphlets ; $c 28 cm.
```

C18.9   CATALOGERS NOTE (952 FIELD)
Always indicate 2A cataloging by the phrase "2A cataloging" in a 952 field. If this phrase is combined with other information, always give the "2A cataloging" phrase first. Include, as needed, any special instructions related to the processing of additional volumes. (See DCM B9.)

```
952 ## $a 2A cataloging. Assign no. as rec'd and add to contents.
```

C18.10   SUPPLYING INFORMATION FOR SHELFLISTING
Identify and mark all items according to the guidelines in DCM B5.5.8 (http://www.loc.gov/staff/catdir/cpso/B05_5_8.pdf). If the volumes are bound, assign and supply a volume number if necessary so that holdings can be recorded correctly.

C18.11   EXAMPLES
For examples of 2A cataloging, see the following records: 79106923; 87181227; 83233400; 83621739; 8570012; 99491805; 2001398820; 2003619054; 2004283825.

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Note: This version of DCM M3 is a "working draft." LC staff should apply it immediately in regular work, but should also submit comments and suggestions for improving the final document. Please send comments to CPSO (cpso@loc.gov) by May 17, 2006.

DCM M3.3.6 refers to DCM M4, which provides guidelines on referring resources that possibly require changes in cataloging treatment from non-serial to serial. DCM M4, still in preparation, was not included in the same Cataloger's Desktop release with this working draft of DCM M3. CPSO will announce the release of DCM M4 when it becomes available.

M3.1   SUMMARY

DCM M3 presents guidelines for maintaining bibliographic and name, title, and series authority records in the LC ILS database. It does not explain all reasons why record and database maintenance may be necessary; those depend on cataloging guidelines (LCRIs, DCM, etc.) and on practical circumstances. It provides policies for carrying out LC ILS database maintenance once the need to do so has been determined. Although some staff use OCLC and RLIN 21 to do LC record maintenance, this document chiefly addresses maintenance done in the LC ILS system. Principal guideline topics are modifying records for maintenance purposes (M.3.3.1-M3.3.3, M3.4.1-M3.4.2), canceling records (M3.3.4, M3.4.3), and changes to bibliographic or authority records due to changes in cataloging approach (M3.3.5-M3.3.6, M3.4.4).

For guidelines on maintaining subject heading and classification authority records and subject elements in bibliographic records, see *Subject Cataloging Manual* (SCM), with special attention to the following:

SCM D 240	Subject Heading Corrections in MARC Bibliographic Records
SCM D 241	MARC Call Number Changes
SCM F 50	Classification Proposals
SCM H 193	Changing a Heading or Deleting a Subject Authority Record
SCM: Shelflisting (ILS Supplement), Workflow #20	Changing Call Numbers (http://www.loc.gov/staff/catdir/cpso/WF20.PDF)

M3.2   GENERAL GUIDELINES ON MODIFYING RECORDS

M3.2.1   **Basic Policy**
            Do maintenance as necessary in bibliographic and authority records in the LC ILS database in accordance with cataloging instructions and procedures used in LC (such as LCRIs), workflows and operational decisions of LC divisions and units, and cataloger's judgment about the necessity and priority of maintenance for serving user's needs and LC's mission goals.

            Apply guidelines in M3.3.1 and M3.4.1 to determine whether to perform record maintenance yourself or refer it to another unit/individual with appropriate expertise and/or resources to do it. Use the procedure in M3.2.2 when modifying any records within the LC ILS. Restrict modifications of certain record elements as instructed in M3.3.2, M3.3.5-M3.3.6, M3.4.2, and M3.4.4.

M3.2.2   **Basic Procedure**
            Follow these steps when modifying any bibliographic or authority record in the LC ILS:

1) Change (add, delete, replace, or move) data in the record as necessary by any of the appropriate available mechanisms (manual keying, cut and paste, record import and merge, macros, etc.).
2) Input "$d DLC" at the end of field 040 if that is not already the last subfield there.
3) Save the modified record in the LC ILS database (that is, "boat" it).
4) Apply the Validator program to the saved record in order to identify certain basic errors or confirm their absence.
5) Correct any errors discovered in step 4, then repeat steps 3-4.

            Exceptions: Some LC staff do bibliographic and authority record maintenance in the OCLC or RLIN 21 systems as part of special workflows. Those staff follow the procedures for bibliographic and authority record maintenance in those systems and have training and authorizations to do so.

M3.3   BIBLIOGRAPHIC RECORD MAINTENANCE

M3.3.1   Distribution Of Responsibility For Maintenance
          Background: Your individual LC ILS authorization profile determines what kinds of records you *can* modify in the LC ILS system: bibliographic records, authority records, holdings records, etc. Authorization to modify *any* records of a given type in the LC ILS gives you the ability to modify *all* records of that type there. Therefore, exercise judgment and respect stakeholders' interests when using this ability.

          Address the following decision points in the following order when determining whether *you* should carry out modifications in a particular record yourself or refer it elsewhere for maintenance:

   1) Eligibility   Is this record eligible for modification *within the LC ILS system*?

   2) Responsibility   Is doing maintenance in this record *in scope for* your *work expertise and responsibilities*? Or should you *refer this record to another area with the necessary expertise* to do maintenance in it?

   3) Workload   Do you *absorb maintenance into your (individual/unit) workload*? Or do you *refer records to CPSO* for maintenance?

          Default: **If in doubt concerning who should do maintenance on a record or group of records, refer the record(s) to CPSO Database Improvement, as instructed in M3.3.1.3.** CPSO staff will do the maintenance or refer it to a unit with the necessary expertise.

M3.3.1.1   Determining eligibility
          Determine first whether a bibliographic record that requires maintenance is a candidate for modification *within the LC ILS system*. Consult the 906 $g maintenance/stakeholder code and apply the instructions in the following table:

906 $g Maintenance Prefix	*Instruction to catalogers:*		
n-	The record is *not* eligible for maintenance modifications within the LC ILS. *Background:* The "master" record is in OCLC or RLIN 21. Staff in stakeholder units maintain the record there. CDS gets the changed record for distribution from OCLC or RLIN 21, not from the LC ILS database.		
	906 $g code	*Refer for maintenance to:*	*Identifies:*
	n-oclcserc	Serial Record Division, Serials Cataloging (mail stop 4160)	LC CONSER serial bibliographic record created and maintained in OCLC
	n-rlinjack	Regional and Cooperative Cataloging Division, appropriate JACKPHY language cataloging unit (mail stop 4380)	JACKPHY bibliographic record created and maintained in RLIN 21
z-	Do not do maintenance in the record. *Background:* The record supports a function other than cataloging (for example, acquisitions) and staff serving that function do maintenance as necessary.		
y-	The record *is* eligible for maintenance modifications within the LC ILS. Determine next whether maintaining the record fits *your* expertise or requires referral (see M3.3.1.2).		

- *Note:* If a *serial* record lacks 906 $g, assume the code is "**n-oclcserc**".
- *Note:* If a *serial* record has only "ilsserca" in 906 $g, assume the code is "**y**-ilsserca".
- *Note:* If any other bibliographic record lacks 906 $g and needs maintenance, refer it to CPSO.

M3.3.1.2　　　　　　　*Determining responsibility*

　　　　　　If a bibliographic record is eligible for modification within the LC ILS (see M3.3.1.1), determine next whether doing maintenance in *that* record fits *your* expertise and responsibilities. Address the following decision points in the following order and apply the instructions in the tables following each:

1) Heading versus non-heading maintenance?
Does the record maintenance require modifications only in headings (heading maintenance)? Or does it involve changes in other record elements (non-heading maintenance)?

Then: If record requires:	*Instructions:*
Only Heading Maintenance	*All* records eligible for modification in the LC ILS are in scope for you (individual/unit) to do heading maintenance (see also M3.3.2.1).
Any Non-heading Maintenance	Determine whether each record is *in process* or *previously completed* and take actions as instructed in 2) below.

2) In-process versus previously completed status?
If the record requires non-heading maintenance, is its status in-process or previously completed?

Then: If the record is:	*Instructions*	*Identification*
In Process	In order of preference: 1) Complete the record (including any maintenance), based on item(s) in hand, if doing so is *within your normal expertise and responsibilities*. 2) Refer the record for maintenance to the individual/team working on it, based on information in field 955, if you do not have item(s) in hand and/or expertise necessary to complete the record (or refer it to CPSO Database Improvement if in doubt about where to send it).	906 $b = **ibc** (cataloging in process), *or* 906 $b = **vip** (CIP verification in process)
Previously Completed	Determine whether non-heading maintenance in the record is *within your normal expertise and responsibilities* or requires referral, as instructed in 3) below.	906 $b = **any other value**

3) Coverage in your expertise/responsibilities versus referral?
If the record (a) requires non-heading maintenance and (b) is previously completed, do *your* normal individual/unit expertise

and responsibilities include cataloging the type of resource that the record represents? If *yes*, determine next whether to absorb the maintenance workload or refer it to CPSO (see M3.3.1.3). If *no*, refer the record to another area that has the necessary expertise for doing maintenance in that case. Make referrals according to 906 $g stakeholder codes as instructed in the following table (or refer them to CPSO Database Improvement if in doubt about where to send them).

Code in 906 $g:	*Refer non-heading maintenance to:*
y-geogmaps	Geography and Map Division, Technical Services Section (mail stop 4652)
y-folklife	American Folklife Center (mail stop 4610)
y-gencompf	Special Materials Cataloging Division, Computer Files and Microforms Team (mail stop 4371)
y-gencatlg	CPSO Database Improvement *[if referral is necessary]* (mail stop 4305)
y-genmicro	Special Materials Cataloging Division, Computer Files and Microforms Team (mail stop 4371)
y-genmusic	Special Materials Cataloging Division, Music and Sound Recordings teams (mail stop 4373)
y-genrareb	Special Materials Cataloging Division, Rare Books Team (mail stop 4376)
y-ilsjacph	Regional and Cooperative Cataloging Division, JACKPHY teams (mail stop 4380)
y-manuscri	Manuscript Division (mail stop 4682)
y-movingim	Motion Picture, Broadcasting, Recorded Sound Division, Moving Images (mail stop 4692)
y-printpho	Prints and Photographs Division, Technical Services Section (mail stop 4732)
y-soundrec	Motion Picture, Broadcasting, Recorded Sound Division, Recorded Sound (mail stop 4699)
y-ilsserca ilsserca	Serial Record Division, Serials Cataloging (mail stop 4160)
y-undeterm n-undeterm	CPSO Database Improvement (mail stop 4305)

M3.3.1.3   *Distributing workload*

Each division/unit establishes its own criteria, determined by local resources and service goals, for either absorbing record maintenance into local workflows or referring records to CPSO Database Improvement for maintenance. Number of records affected may or may not be a deciding factor, according to the local preference and circumstances.

Individuals consider their local policy and the facts of the specific situation when deciding whether to do maintenance of a record or group of records within the local unit or refer the record(s) to CPSO Database Improvement. If keeping the work within the local unit, expedite completion of the record maintenance through the local workflow as soon as possible. If referring it to CPSO Database Improvement, submit a database maintenance request as soon as possible to CPSO as instructed below.

Include the following information in every database maintenance request submitted to CPSO:

- LCCNs of record(s) needing maintenance (or instruction to make change *in all records*)
- exact description(s) of change(s) required
- name and email address of person submitting request

Submit database maintenance requests to CPSO by using the electronic Database Maintenance Request form available on the CPSO staff Web site (http://www.loc.gov/staff/catdir/cpso). If circumstances make them more practical, other methods of communication (such as email or internal mail to CPSO Database Improvement, mail stop 4305) are also acceptable, provided they include all necessary information, as described above.

M3.3.2   **Guidelines For Doing Record Maintenance**

Use the procedure in M3.2.2 when modifying any LC ILS database bibliographic record for maintenance purposes. Additionally, follow the bibliographic maintenance guidelines in M3.3.2.1-M3.3.2.4 when applicable.

M3.3.2.1   *Heading maintenance guidelines*

When a bibliographic record requires only heading maintenance, only take actions necessary to modify the heading for which you are doing maintenance. Do not routinely review other headings or data in the record(s) for possible maintenance opportunities, but fix obvious errors as necessary when you become aware of them in passing (for example, when Validator reports them).

M3.3.2.2   *CIP pre-publication record modification guidelines*

Apply the special instructions in M3.3.2.2.1-M3.3.2.2.2 to monograph and integrating resource bibliographic records with the following characteristics:

- Leader/17 (encoding level) = "8"
- 263 is present and has a value *other than* "1111"
- 906 $b has a value *other than* "ibc" or "vip"

In all other cases apply regular maintenance procedures.

M3.3.2.2.1   **General procedures**
1) Follow regular procedures for distributing maintenance responsibility (see M3.3.1) and making necessary modifications in the bibliographic records.

2) Leave the 906 $a value as "7" (distribute record) during the modification process.

3) If record maintenance requires the work of more than one staff person, forward the item *promptly* according to regular workflow procedures.

4) *Last staff person completing the record modifications:* Change the code in 906 $b of the record and notify CIP Division according to instructions in M3.3.2.2.2.

M3.3.2.2.2   **Notification of CIP pre-publication changes**
When changes occur in CIP pre-publication records, the following 906 $b codes determine whether revised data are sent to the publisher:

rip : Revised data are sent to publisher
rix : Revised data are *not* sent to publisher

Input these codes and take actions as instructed in the following table.

Make 906 $b value:	Conditions for application:	Subsequent results:	Further instructions:
rix	***If either:*** (1) Changes are *only* in one or more of the following: • content designation • Leader, 008, 006, 007 • 020 • 04X • 260 or related date in 050 • 263 • 9XX *or:* (2) Changes are *anywhere* in the record and the year/month in field 263 is *more than one year older* than current date	906 $b "rix" does not trigger generation of revised data for the publisher.	Notify CIP Division of changes made in a CIP pre-publication record, using a method corresponding to the way the item came to you for maintenance (for example, through the ECIP traffic manager if the maintenance request came that way, or using a printout and CIP Problem Routing Slip if you initiated the changes based on items or information in hand).
rip	***If both:*** (1) Changes are in any aspect of the record *other than* those listed above in condition (1) for "rix" (including but not limited to headings) *and:* (2) Year/month in field 263 is *one year or less earlier* than current date	906 $b "rip" triggers generation of revised data that CIP Division sends to the publisher.	If CIP Division sent physical pieces to you with a change request, return the package there.

M3.3.2.3   *Specific elements*

Bibliographic record element	Instructions
Leader/06 (Record type)	See M3.3.5.
Leader/07 (Bibliographic level)	See M3.3.6.
010 $a (LCCN)	Do not change the LCCN in 010 $a of a bibliographic record. *Exception:* LC/CONSER serials catalogers, working in OCLC, can delete a bibliographic record from the CONSER distribution database, change the LCCN in 010 $a, and re-add the record with the new LCCN to the CONSER database, following procedures in *CONSER Editing Guide* C2.2.2. Do not re-use LCCNs from canceled bibliographic records in new records. *Exception:* Designated CIP Division staff are authorized and trained to determine individual cases when CIP- or PCN-assigned LCCNs should be re-used in new records–generally to preserve LCCNs printed in resources at LC's instruction–and apply special procedures for doing so without disrupting record distribution.
050/051 (LC call numbers)	See M3.3.2.4.
991 (Local location information)	Do not modify 991 fields found in existing records. *Exceptions:* Staff in some areas, such as Geography and Map Division and certain LC reference staff, add, delete, and change 991 field data and are trained to do so.

M3.3.2.4   *Call numbers*

Change the information in field 050 or 051 of a bibliographic record when maintenance requires doing so for any reason (for example, to correct a typographical error or because of reclassification). Correct 050/051 in the bibliographic record as necessary regardless of whether you have been able to retrieve items carrying the incorrect call number or not.

Important: Call number changes in bibliographic records may involve maintenance of holdings and item records. See *Subject Cataloging Manual: Shelflisting (ILS Supplement)*, Workflow #20 (http://www.loc.gov/staff/catdir/cpso/WF20.PDF) and DCM C8 (Procedures Applicable to Materials Stored at Ft. Meade) and follow their guidelines concerning:

1) when to attempt and when not to attempt retrieval of items carrying the incorrect call number
2) when and how to correct holdings and item records at the same time as correcting the bibliographic record
3) when and how to annotate holdings and item records for later maintenance instead of correcting them immediately
4) when and how to request correction of holdings and item records for reference locations
5) when and how to annotate holdings records to show LC's policy of not correcting call numbers on copies stored at Ft. Meade (DCM C8.4)

See also M3.4.2.2 regarding maintenance of field 050 in series authority records.

M3.3.3   **Maintaining Less-Than-Full Records**

Do maintenance as necessary in less-than-full bibliographic records in the LC ILS database, as well as in full/core bibliographic records.

For guidelines on upgrading brief JACKPHY records (that is, improving less-than-full JACKPHY records to full/core records), see M3.5 (Appendix 1: Upgrading Brief JACKPHY Records).

M3.3.4   Canceling Records
Cancel bibliographic records in order to eliminate duplicate or unnecessary records from the LC ILS database.

Follow your local division/unit workflows and routines for canceling and deleting bibliographic records in the LC ILS or requesting their deletion. Divisions and units may have different local operations with respect to division of responsibilities, workflow details, and who has authorization to delete records from the LC ILS database. Incorporate the following in any local workflows:

- Refer serial and JACKPHY-language records needing cancellation as instructed in M3.3.4.7.
- Carry out the requirements in M3.3.4.1-M3.3.4.6.
- Complete the steps in M3.3.4.1-M3.3.4.5 preceding (or at the same time as) final deletion of the record per M3.3.4.6.
- Where the local workflow has staff submitting deletion requests to someone with delete authorization, make clear how the deletion requests fit in with other workflow steps and what form(s) of deletion request to use (for example, annotated printouts).

Serials catalogers expedite the cancellation of any non-serial records that they have determined will be deleted in conjunction with recataloging a resource as a serial (or note the decision not to cancel them). They follow instructions in *Serial Record Manual* M7.1, Cancellation and Record Maintenance of Monograph Records in the LC Database (http://www.loc.gov/staff/srd/SRM-M7.1.pdf), when doing so.

M3.3.4.1   *Inputting cancellation message*
Input a message in the form "[staff code] [date] MESSAGE Being canceled" in 955 $a of an LC ILS database bibliographic record when you determine that cancellation of the record will occur:

Example   `955 ## $a xx04 2005-11-15 MESSAGE Being canceled`

Do this as soon as possible, even if circumstances will delay deletion of the record until a later date, in order to alert other catalogers and help prevent unnecessary processing.

If all copies and parts covered by the unwanted record are in hand (or there are none in LC), suppress the record from LC's OPAC at the same time as adding the cancellation message. Add the 955 message but do not suppress the record if there are physical items associated with the record that are in process or shelved in LC but not in hand.

Exception: If you have LC ILS delete authorization and delete the bibliographic record shortly after determining the need to do so, you may forego the message and other steps in M3.3.4.1. You must still carry out M3.3.4.2-M3.3.4.5, however.

M3.3.4.2   *Retrieving items in LC collections*
Obtain copies (if any) of resources covered by the unwanted record

that are shelved in LC's collections **and** are going to be re-labeled as part of your record cancellation workflow. Examples of items *not* retrieved during record cancellation include:

- *copies in reference locations:* See *Subject Cataloging Manual: Shelflisting (ILS Supplement)*, Workflow #20 (http://www.loc.gov/staff/catdir/cpso/WF20.PDF) for instructions on handling call number changes affecting reference copies.
- *copies stored in Ft. Meade:* LC does not correct call numbers on these items (see DCM C8.4).

M3.3.4.3   *Tracking canceled LCCN*
When canceling an unwanted bibliographic record in favor of a new or existing one, track the LCCN of the canceled bibliographic record in 010 $z of the record retained in the LC ILS database. When canceling multiple records, input their LCCNs in separate 010 $z subfields. (Do not track "sv"- or "unk"-prefixed numbers, which were LC-internal, not sent out in MARC distribution.)

M3.3.4.4   *Transferring holdings data and item records*
Where applicable and as necessary, transfer or re-link any holdings data and item records from an unwanted bibliographic record to the one retained in the LC ILS database before deleting the bibliographic record or requesting its deletion, according to your local workflow. Delete-authorized staff should confirm that necessary data have been moved before carrying out a deletion.

The LC ILS system requires first deleting any remaining item and holdings records linked to a bibliographic record (for example, ones lacking data or created in error) before finally deleting the bibliographic record itself.

M3.3.4.5   *Preparation for re-labeling*
Line through any LCCN or call number from the canceled record that appears on items retrieved from LC's shelves. Route items for re-labeling, as necessary.

M3.3.4.6   *Deleting record or requesting deletion*
A delete-authorized staff member receives the deletion request and deletes the record from the LC ILS database (that is, clicks "Record / Delete").

If you do not have LC ILS delete authorization, follow your local division/unit procedures for carrying out the steps in M3.3.4.1-M3.3.4.5 and requesting deletion of the bibliographic record. If other staff perform some of the steps in M3.3.4.1-M3.3.4.5 after you determine the record will be canceled, they (rather than you) may be the ones to submit the final deletion requests to someone with the necessary authorization.

Follow the instructions in DCM C7.3.1 for suppressing and modifying, instead of deleting, bibliographic records with linked Purchase Orders. LC ILS does not allow deletion of bibliographic records with P.O.'s linked to them. LC policies require retaining those as audit trail records, as explained in DCM C7.3.

If you delete a bibliographic record that (you realize too late) should remain in the LC ILS database, **do not "re-input" the record**. Instead, email to CPSO immediately the record's LCCN and a request to restore the record (so that a CPSO specialist can retrieve the record from a CDS file).

M3.3.4.7   *Referrals for record cancellation*
Refer *serial* bibliographic records needing deletion from the LC ILS database to Serial Record Division, Serials Cataloging (mail stop 4160). LC serials cataloging staff must delete LC CONSER serial bibliographic records both from the CONSER database in OCLC and from the LC ILS database in the LC ILS.

Refer *JACKPHY-language* bibliographic records that (a) need deletion *and* (b) have "n-rlinjack" in 906 $g to the appropriate JACKPHY-language units in RCCD (mail stop 4380). LC must manage the deletion of such records through RLIN 21.

M3.3.5   **Changes In Type Of Record (Leader/06)**

M3.3.5.1   *General*
Generally, do not change the type of record (Leader/06) code in a record already saved in the LC ILS database. *Exceptions:* See M3.3.5.2 for circumstances in which changing Leader/06 in the same record *is* permissible.

If the existing record's Leader/06 value is incorrect, generally:

1) Cancel the incorrect record per M3.3.4, if possible.
2) Create a new record that has:
   - the correct Leader/06 value
   - a new LCCN in subfield $a of field 010
   - the canceled record's LCCN in 010 $z (see M3.3.4.3)

Consult CPSO for guidance if it is impossible to delete an incorrect record because it is linked to a Purchase Order or if it is important to use the canceled record's LCCN in the new record (for example, because it appears in CIP data printed in the resource).

Background: Changing Leader/06 in a bibliographic record already saved in the LC ILS database prevents distribution of the revised record in many cases. CDS begins queuing an LC ILS database record for its eventual distribution after it is first saved with an LCCN in 010 $a, **even when 906 $a has value "0."** The Leader/06 value is one of the factors determining which of different CDS distribution sets will include the record. If a record is queued for one CDS distribution product and a Leader/06 change means it belongs in a different one instead, CDS programs reject the changed record and subsequent revisions of it.

M3.3.5.2   *Exceptional changes permitted in bibliographic Leader/06*
Change the Leader/06 code as necessary in a bibliographic record already saved in the LC ILS database *if one of the conditions in the following table applies*. These are situations in which it is *certain* that changing Leader/06 does not switch the record into a different CDS distribution set than the one in which it was already queued.

Change Leader/06 in the existing bibliographic record *only if*:	*Identification:*	
1) CDS has not received or queued the record yet.	a) Field **005** in the LC ILS database record has **all zeros**. *or* b) The record was **first saved** in the LC ILS on the *same day* when you are changing Leader/06 (determine this from "History" in the LC ILS bibliographic display).	
2) The record is in the CDS "manuscripts" distribution set, which includes all Leader/06 types.	906 $g = **y-manuscri**	
3) The change is from one code to another *within* certain groups, which have 008 elements in common and correspond to CDS distribution sets:	*Group:*	*includes Leader/06 types:*
	a) **Books 008**	"**a**" (language material) "**t**" (manuscript language material)
	b) **Maps 008**	"**e**" (printed cartographic material) "**f**" (manuscript cartographic material)
	c) **Music 008**	"**c**" (notated music) "**d**" (manuscript notated music) "**i**" (nonmusical sound recording) "**j**" (musical sound recording)
	d) **Visual Materials 008**	"**g**" (projected medium) "**k**" (two-dimensional nonprojectable graphic) "**o**" (kit) "**r**" (three-dimensional artifact/naturally occurring object)

In all cases other than these specific exceptions or when in doubt, do not change Leader/06 in the existing bibliographic record. Instead, cancel the incorrect record and process a new one, as instructed in M3.3.5.1.

M3.3.6   **Changes In Bibliographic Level (Leader/07)**

Change Leader/07 in the existing bibliographic record *only if* the change is from one code to another *within* one of the following groups:	*Group includes Leader/07 bibliographic levels:*
a) **Non-serials**	**"m"** (monograph/item) **"c"** (collection) **"a"** (monograph component part)
b) **Serials**	**"s"** (serial) **"b"** (serial component part)

If the existing record's Leader/07 value is incorrect and the change required is *between* these groups (that is, from serial to non-serial or vice versa), then changing the code requires cancellation of the incorrect record and creation of a new record.

Refer cases possibly requiring changes from non-serial to serial to Serial Record Division, Serials Cataloging (mail stop 4160) according to instructions in DCM M4.

M3.4   AUTHORITY RECORD MAINTENANCE

M3.4.1   **Distribution Of Responsibility For Maintenance**
Address the same decision points as defined in M3.3.1 – eligibility, responsibility, and workload – and apply the guidelines in M3.4.1.1-M3.4.1.3 when determining whether *you* should carry out modifications in a particular name, title, or series authority record yourself or refer it elsewhere for maintenance

***Default:* If in doubt concerning who should do maintenance on a record or group of records, refer the record(s) to CPSO Database Improvement.** CPSO staff will do the maintenance or refer it to a unit with the necessary expertise.

M3.4.1.1   *Determining eligibility*
All name, title, name/title, and series authority records in the LC ILS database are eligible for modification in the LC ILS system.

M3.4.1.2   *Determining responsibility*
Consider any authority record maintenance made necessary by authority work *you* have done (for example, when your changing an established heading makes it necessary to change headings and/or references in other authority records accordingly) to be in scope for your expertise and responsibilities. See M3.4.1.3 for guidance on the decision whether to absorb the maintenance workload in the local unit or refer it to CPSO.

If you lack necessary expertise to do authority maintenance that originates from an outside request, refer the case to a unit/individual that has the resources to do it. When you are uncertain where to refer such a problem, send it to CPSO Database

Improvement for resolution or referral.

Maintenance needed in"being updated" records: If an authority record needs maintenance and is in "being updated" status (see M3.4.2.1) because someone else is already investigating it, either (a) refer a maintenance request for the record to the person whose code is in the 667 message or (b) wait until the authority record is out of "being updated" status (that is, until it has 008/32 "a") and proceed with maintenance then, as necessary.

M3.4.1.3   *Distributing workload*
Apply the same guidelines as in M3.3.1.3 when:

1) deciding whether to absorb authority record maintenance work in the local unit or refer a maintenance request to CPSO; and/or
2) submitting an authority record maintenance request to CPSO Database Improvement.

M3.4.2   Guidelines For Doing Record Maintenance

M3.4.2.1   *Coding records as "Being updated"*
If an existing authority record requires action that cannot be completed right away, modify the record as follows to alert staff that revision is in process:

1)   Change 008/31 to "b" (Record is being updated).
2)   Input 667 with "MESSAGE Being updated [code] [date]." (*Optionally*, also give a brief explanation of the problem.)
3)   Complete work on the authority record as soon as possible and then change 008/31 to "a" (Record can be used) and delete the 667 message.

M3.4.2.2   *Specific elements*
See DCM Z1 and *MARC 21 Format for Authority Data, LC Guidelines* for information on LC's use and maintenance of specific elements in authority records, as well as the instructions in the following table.

Authority record element	*Instructions*
010 $a (LCCN)	Do not change the LCCN in 010 $a of an authority record. **Never re-use LCCNs** from canceled authority records in new ones, even if the record is for the same entity.
050 $a (LC call number)	Change the call number in field 050 of a series authority record, in synchronization with the 050 field in LC's collective bibliographic record for the series, when maintenance requires doing so for any reason.

M3.4.3　　　　　　Canceling Records
　　　　　　　　Cancel authority records in order to eliminate duplicate or unnecessary authorities from the LC/NACO Authority File.

　　　　　　　　Follow your local division/unit workflows and routines for canceling and deleting name, name/title, title, and series authority records in the LC ILS or requesting their deletion. Divisions and units may have different local operations with respect to division of responsibilities, workflow details, and who has authorization to delete records from the LC ILS database, but must satisfy the requirements of M3.4.3.1-M3.4.3.4 in any local workflows.

　　　　　　　　LC staff who do authority record maintenance in OCLC or RLIN 21 as part of special workflows may do the steps in M3.4.3.1-M3.4.3.2 and some of the record maintenance per M3.4.3.4 in those systems. Final deletion of an authority record in the LC/NACO Authority File, however, can only occur in the LC ILS database.

M3.4.3.1　　　　　　Inputting cancellation message
　　　　　　　　Input a message in the form "MESSAGE Being canceled [staff code] [date]" in field 667 when you determine that cancellation of the authority record will occur. *Optionally*, also give a brief explanation (such as the heading being retained, if different).

　　　　　　　Example　　`667 ## $a MESSAGE Being canceled.xx04 2006-01-19`

　　　　　　　　Do this as soon as possible, especially if circumstances will delay deletion of the authority record until a later date, in order to alert other catalogers and help prevent unnecessary processing.

　　　　　　　　Exception: If you have LC ILS delete authorization and delete the authority record shortly after determining the need to do so, you may forego the 667 cancellation message. You must still carry out M3.4.3.2-M3.4.3.4, however.

M3.4.3.2　　　　　　Tracking canceled LCCN
　　　　　　　　When canceling an unwanted authority record in favor of another one, track the LCCN of the canceled authority record in 010 $z of the authority retained in the LC/NACO Authority File. When canceling multiple authorities, input their LCCNs in separate 010 $z subfields.

M3.4.3.3　　　　　　Deleting record or requesting deletion
　　　　　　　　A delete-authorized staff member receives an authority record deletion request (identifying both the authority marked for deletion and the authority retained in its place, if any) and deletes the authority record from the LC/NACO Authority File (that is, clicks "Record / Delete").

　　　　　　　　If you do not have LC ILS delete authorization, follow your local division/unit procedures for carrying out the steps in M3.4.3.1-M3.4.3.2 and requesting deletion of the authority record.

M3.4.3.4   *Determining and expediting needed database maintenance*
If the heading of the authority record being canceled is different from the heading being retained, search the LC ILS database for bibliographic and authority records using the canceled heading in main entries, added entries, subject entries, headings, references, qualifiers, etc. (LC serials catalogers also search in the CONSER database in OCLC and do heading maintenance in non-LC CONSER bibliographic records, as necessary.)

Do maintenance in affected bibliographic records or refer them elsewhere for maintenance as instructed in M3.3.

Do maintenance in affected authority records or refer them elsewhere for maintenance as instructed in M3.4.

M3.4.4   **Changing Kind Of Authority Record**
For various reasons (mistakes, changes in rules, etc.), it is necessary sometimes to change a heading of one kind and/or with one tag to a different kind of heading and/or a different tag. In some cases, changing the existing authority record is sufficient; in others, distribution and other technical requirements make it necessary to cancel the existing record (see M3.4.3) and create a new one of the correct kind. The following table summarizes requirements for changing authority record kinds and tags for the same entity. (Some changes shown here occur rarely, if ever, and the instructions given for them may apply only in the correction of errors.)

•	*Note:* Apply these guidelines to the authority record(s) **for the same entity**. Never "re-cycle" an existing authority record for a different entity.		
Change TO / **Change** FROM	*Name / Title / Name-Title NAR (100, 110, 111, 151, 130)*	*Series AR (100, 110, 111, 130)*	*Subject Heading AR (100, 110, 150, 151)*
Name / Title / Name-Title NAR (100, 110, 111, 151, 130)	Continue using same NAR, with same LCCN. Change 1XX (including tag, as necessary) in same NAR.	*Either:* Continue using same record and LCCN. Change coding and data to make it a SAR. *or:* Cancel NAR. Create new SAR with new LCCN.	Cancel NAR. Propose new subject heading AR (with new LCCN), per instructions in *Subject Cataloging Manual: Subject Headings.*
Series AR (100, 110, 111, 130)	*Either:* Continue using same record and LCCN. Change coding and data to make it a NAR. *or:* Cancel SAR. Create new NAR with new LCCN.	Continue using same SAR, with same LCCN. Change 1XX (including tag, as necessary) in same SAR.	Cancel SAR. Propose new subject heading AR (with new LCCN), per instructions in *Subject Cataloging Manual: Subject Headings.*
Subject Heading AR (100, 110, 150, 151)	Propose canceling subject heading AR, per instructions in *Subject Cataloging Manual: Subject Headings.* Create new NAR (with new LCCN).	Propose canceling subject heading AR, per instructions in *Subject Cataloging Manual: Subject Headings.* Create new SAR (with new LCCN).	Continue using same subject heading AR, with same LCCN. Propose changing subject heading AR, per instructions in *Subject Cataloging Manual: Subject Headings.*

M3.5   APPENDIX 1: UPGRADING BRIEF JACKPHY RECORDS

M3.5.1   **General**
                        See DCM B5.11 for background on brief JACKPHY records in the LC
ILS database.

             Optionally, at the discretion of your team, upgrade brief JACKPHY
records to full/core records when changing them to handle either of the following situations:

    1) adding volumes to incomplete multipart item records (see DCM
        C12.5);
    2) correcting erroneous attribution to the wrong person/body in the main
        entry heading.

             If you do not upgrade in either of the above circumstances (and in cases
where any other kind of maintenance is necessary), record the additional or corrected information
in the existing brief JACKPHY record.

M3.5.2   **Procedure**
             •   Transfer information from the LC nonroman source card (if
                        available) to the LC ILS database record.
             •   Record necessary information from any item(s) in hand (for
                        example, publisher changes). Use any item(s) in hand as the basis
                        for upgrading the record when no LC source card is available.
             •   Check or input specific elements in the record as instructed in the
                        following table.

Element	*Instruction*
Leader/17 (Encoding level)	Change existing value (usually "7") to "1."
Leader/18 (Descriptive cataloging form)	Use value corresponding to cataloging rules applied in the record (usually "i" or "a").
008/38 (Modified record)	Use value "r" (completely romanized/printed cards in script) in all cases.
010 $a (LCCN)	Confirm LCCN matches LC source card (if available).
050	Confirm call number matches LC source card (if available).
955	Input the following, to identify record is in upgrade process: `955 ## $a [staff code] [date] JACKPHY UPDATE`

             For information on bibliographic upgrading procedures no longer applied
actively, see M3.6 (Appendix 2: Former Upgrading Procedures).

M3.6   APPENDIX 2: FORMER UPGRADING PROCEDURES

M3.6.1   Upgraded Less Than Full Records

During the years 1983-1996 various libraries, including some participants in a program called National Coordinated Cataloging Program (NCCP), worked directly in the LC input/update system. These libraries upgraded to full level cataloging records in two categories:

1) less than full records (LTF); records that had represented a brief form of cataloging in LC were upgraded to full cataloging; they were treated as cooperative cataloging and so identified;

2) minimal level cataloging (MLC); records that had been given MLC treatment by LC were upgraded to full level cataloging; if LC had assigned an MLC shelf number, that number was retained instead of the item being reclassified.

M3.6.2   Inactive CIP Records

In the 1970s and 1980s CIP records still in a CIP state for a long time and for which LC had not yet received an item were identified as being in an "inactive" status. The encoding level (Leader/17) was set to "1" (full level, material not examined), the first indicator position of field 050 was set to "1" (not in LC), and a 500 field was added containing "Cataloging based on CIP information."

053   LC Classification Number

NACO practice: NACO participants may use this field only in the following situation: to record LC classification numbers associated with personal name headings for authors who have written works of the imagination, other than works for children. They may input classification numbers found on bibliographic records created and input by LC; they may request verification of other classification numbers.

LC practice: LC music team catalogers and CPSO are adding 053 fields to NARs in the |
span ML410-429, individual biography covering individuals and performance groups. LC |
catalogers are strongly encouraged to add 053 fields to NARs for authors who have written works of the imagination, other than works for children. Follow team practice for when the field is added and who adds the field. Add an LC authorized 053 field even if the number is identical to an unverified 053 field already in the NAR.

Verification of LC classification numbers for literary authors

LC's Cooperative Cataloging Team will supply verification of LC classification numbers for literary authors upon request of a NACO participant. A web form for 053 submissions is available at URL: http://www.loc.gov/catdir/pcc/053/053prop.html . BIBCO participants are strongly encouraged to use this form to verify LC classification numbers for literary authors to allow for greater consistency and applicability of their PCC cataloging.

Use and order of 053 fields

Do not add an 053 field to a NAR coded as an undifferentiated heading (code "b" in 008/32). When it is necessary to change a differentiated NAR that contains an 053 to |
undifferentiated, delete the 053. |

Indicators:
If the classification number is from a bibliographic record created and input by LC (040 $a DLC $c DLC) or has been verified by LC, use a second indicator of "0." For any other 053 input by a NACO participant, use a second indicator of "4" and a subfield $5 with the participant's MARC 21 identification code. Multiple subfields $5 are not allowed. |

Number and order of fields:
If a verified 053 (i.e., 053 with second indicator of "0") is already in the NAR, don't add an unverified 053 (i.e., 053 with second indicator of "4").

Generally, only one verified 053 and one unverified 053 are permitted in an NAR. Exception: If an author writes in several languages, multiple verified and multiple unverified fields may be given; arrange the fields in class letter/number order and add the name of the language in subfield $c in each 053 field.

A single or multiple verified 053 field(s) should precede a single or multiple unverified 053 field(s).

1XX   Headings

General

When modifying an authority record for another reason, delete a final mark of punctuation in the 1XX field unless it is a part of the data (e.g., a period in an abbreviation) or is called for by the cataloging rules (e.g., a parenthetical qualifier).

NARs

For procedures involved with Canadian name headings, see DCM Z1 Appendix 2: Canadian headings.

British Library records. The British Library must be consulted prior to making any change to the 1XX field of a record it has contributed (i.e., any record with the code "Uk" in 040 subfield $a). Send an email message to nal-queries@bl.uk giving the Library of Congress Control Number (LCCN) of the record and a brief explanation for the proposed change. Fax supporting information for the proposed change if such information would be useful (International: +44 1937 546562).

NLM records. National Library of Medicine (NLM) catalogers take into account headings and usage in the NLM bibliographic and authority files when preparing new AACR2 headings. They also change AACR2 headings already formulated by LC when the NLM files support a different heading. For headings used by NLM, the NLM heading has precedence over the LC heading when:

(1)   the LC heading has not yet been coded for AACR2, and the NLM heading has already been established as AACR2;

(2)   the LC heading has been coded as AACR2-compatible (008/10 = d) and NLM has established the heading as "pure" AACR2 (008/10 = c);

(3)   both libraries have headings already coded as "pure" AACR2 and NLM has a greater number of bibliographic records in support of its heading than LC has in support of its heading. (If the number is equal, the better heading is chosen, basing the decision on judgment.)

SARs

When creating an SAR for an entity already represented by an existing NAR, either cancel the NAR or convert the NAR to an SAR.

When trying to decide if a publication is a series or a multipart item, consult the "Multipart Item vs. Series" guidelines in LCRI 1.6.

For the title proper of a multipart item, consult AACR2 1.0A2b.

Choosing a monographic series title proper:

(1)   If the item in hand has more than one form of series title, consult AACR2 1.6B2 and .0B2 in the AACR2 chapter for the material being cataloged (.0B3 in ch. 3 & 12).

(2)   If the item in hand has the series title in more than one language or script on the same source, consult AACR2 1.1D2 and its LCRI.

(3)   If the item in hand has series title pages in more than one language and or script and the series title appears on each of the sources in the appropriate language or script, consult AACR2 1.0A3a)ii).

(4)   Consider spacing and changes in typography when determining where the series title begins and ends. Also consult AACR2 12.1B3 and its LCRI.

Establishing an SAR heading:

(1)   Determine choice of entry based on chapter 21 of AACR2.

(2)   Exclude from the heading the following information included in the series statement in the analytic bibliographic record:

(a)   initial article in subfields $a, $t, $n, and $p;
(b)   other title information;
(c)   statement of responsibility;
(d)   parallel title(s);
(e)   ISSN;
(f)   numeric/chronological designations.

(3)   Add a parenthetical qualifier(s) if appropriate according to the guidelines in LCRI 25.5B.

(4)   If there is an AACR2 bibliographic record for a serial or monographic

series collected set in the LC Database, check the 042 field (authentication agency code).

    (a) If the 042 shows **lc or lcd alone or in addition** to other codes, use the choice and form of entry of the serial record as the series heading unless there is a clear-cut error. An error in <u>form</u> of qualifier may be corrected; <u>choice</u> of qualifier is accepted as found. Notify the Cataloging Sections, Serial Record Division, if an error is discovered; use the correct heading on the SAR.

    (b) If the 042 field shows **only msc, nsdp, isds/c, or nst**, determine the AACR2 choice and form of entry yourself. If there are discrepancies in the choice or form of heading, notify the Cataloging Sections, Serial Record Division.

    (5) If the bibliographic record for a serial or monographic series collected set is not an AACR2 record, determine the AACR2 choice and form of entry yourself. Notify the Cataloging Sections, Serial Record Division.

    (6) **If** you searched the non-LC CONSER records in OCLC (remember: you are <u>not</u> required to search),

    (a) do not use a heading from a record in the following categories:
       • 010 prefix is "cf"
       • 010 prefix is "cn" and 040 $b is "fre"

    (b) use the choice and form of entry on records with 042 code of **lcd** as the heading unless there is a clear-cut error. An error in <u>form</u> of qualifier may be corrected; <u>choice</u> of qualifier is accepted as found. Notify the Cataloging Sections, Serial Record Division, if an error is discovered; use the correct heading on the SAR.

64X   Series Treatment - General Information

This 64X section covers the following topics:

- National-level PCC default decisions for newly-established SARs for monographic series and multipart items
    - General policy
    - Recording LC local and PCC local treatment decisions in new SARs
    - Recording LC local and PCC local treatment decisions in existing SARs
    - Existing SARs and non-LC analytic records
    - SARs for serials other than monographic series

- LC local practice -- general policy

- LC local practice -- specific situations
    - Technical report series
    - Series not needing analysis
    - Multipart items not needing analysis
    - Serial record for monographic series classified as a collection
    - Serial analytic
    - Agricultural experiment station publications
    - Creating series authority records for other libraries
    - Document series in general
    - United Nations documents
    - Numbered treaty series
    - Change in selection decision

- "DLC" code plus letter or letters in subfield $5
- Republications
- Document series in general
- U.S. federal document series
- United Nations documents
- Treaty series
- BIBCO tracing practice

Also see specific 64X yellow pages.

National-level PCC default decisions for newly-established SARs for monographic series and multipart items

General policy

To encourage the contribution to shared databases of the greatest number of bibliographic records with the most specific classification, the LC/PCC national-level default treatment decisions will be "analyzed in full, traced, classified separately."

LC or any other PCC library can vary from the default analysis or classification practice for reasons of local needs/preferences/resources. If LC or any other BIBCO library varies from the national default classification practice, any resulting analytic record may be a BIBCO record without a "class separately" number also being supplied. If an analytic record is created, the default tracing practice is mandatory.

> (***Note***: BIBCO libraries may opt not to create an SAR for an unestablished series when cataloging a bibliographic record at the core level; see the separate topic "BIBCO tracing practice" at the end of this 64X section for the handling of established/non-established series in BIBCO full and core records.)

The national level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code "DPCC" (for the Program for Cooperative Cataloging) in subfield $5 of those two fields indicates that the information applies at the national level.   See the yellow pages for the 642 and 645 fields for specific information.

The "DPCC" code will not be given in subfield $5 in either field 644 (analysis) or field 646 (classification).

Recording LC local and PCC local treatment decisions in new SARs

Because LC does not have a local authority file, LC will also include its MARC 21 identification code "DLC" to indicate its local treatment decisions in all treatment fields in all SARs it creates. A PCC participant may include its own MARC 21 code in SARs it creates.

PCC participants should not predict LC treatment decisions. The exceptions are Italian book vendor Casalini libri (MARC 21 code ItFiC), Cornell University (MARC 21 code NIC), Northwestern University (MARC 21 code IEN), and the National Agricultural Library (MARC 21 code DNAL). These institutions have been trained in LC practice and are providing cataloging according to that practice; therefore, they use "$5 DLC" in combination with "$5 DPCC" to indicate that LC indeed holds an item in the series and that the treatment decisions reflect LC practice.

Recording LC local and PCC local treatment decisions in existing SARs

LC will always add its local treatment decisions in all treatment fields in SARs created by PCC participants when processing items represented by those SARs.

LC treatment decisions as predicted/recorded in the SAR by PCC participants during an earlier period are not to be reconsidered at LC unless the publication fits the criteria noted in the sections "Series not needing analysis" and "Multipart items not needing analysis" found later in these 64X pages.

A PCC participant has the option to add its local treatment decisions to any SAR created by LC or by another PCC participant if another PCC participant's treatment decisions are not already in the SAR. PCC participants should not predict LC treatment decisions. The exceptions are Italian book vendor Casalini libri (MARC 21 code ItFiC), Cornell University (MARC 21 code NIC), Northwestern University (MARC 21 code IEN), and the National Agricultural Library (MARC 21 code DNAL). These institutions have been trained in LC practice and are providing cataloging according to that practice; therefore, they use "$5 DLC" in combination with "$5 DPCC" to indicate that LC indeed holds an item in the series and that the treatment decisions reflect LC practice.

Existing SARs and non-LC analytic records

SARs with an LC decision not to analyze and, therefore, not to trace represent only LC's local decision. (LC will continue to apply this local decision to certain categories of publications.) Such an LC decision does not prohibit another library from analyzing and tracing. It is not necessary to modify such SARs to add PCC tracing policy if it is not present; LC will not add the $5 DPCC to these SARs. Analytic records (either full or core) may be coded as BIBCO records if the series are traced.

SARs created before Sept. 1, 1989, with an LC decision to analyze in full but not to trace should not be modified to add PCC tracing policy. The LC decision not to trace will be followed by BIBCO participants so that analytic records in a shared database will be consistent in the lack of traced series. Analytic records (either full or core) may be coded as BIBCO records even though the series are not traced.

SARs created between September 1989 and mid-November 1998 (when "DPCC" code began to be added to new SARs) should not be modified to add PCC tracing policy. Analytic records (either full or core) may be coded as BIBCO records if the series are traced.

SARs for serials other than monographic series

Note: The national-level default treatment decisions for analysis and classification do not apply to SARs for serials other than monographic series (008/12 = z). The

decision to analyze an issue or issues of such a serial is a local decision. If LC makes/modifies an SAR, LC will include its local treatment decisions with "DLC" in subfield $5. The PCC participant can input its local decisions with its own MARC 21 code if it chooses. The presence of either LC's or a PCC participant's code in such an SAR does not mean that another library must follow the analysis or classification decision recorded. However, if an analytic record is created, the default tracing practice is mandatory.

History of LC/PCC treatment decisions recorded in SARs

Before August 1995, PCC participants could omit treatment fields, give treatment only for the PCC library or only for LC, or give treatment for both the PCC library and LC. At point of contribution, SARs created by PCC participants from August 1995-March 1998 lacked LC treatment decisions. From April to mid-November 1998, PCC participants included an LC tracing practice to serve as the national-level tracing decision for the tracing of series in BIBCO records. Beginning in mid-November 1998, both LC staff and PCC participants indicate national-level tracing decisions, using the MARC 21 organization code "DPCC" in subfield $5 of the 642 and 645 fields.

LC local practice -- general policy

The default treatment decision for new monographic series is to classify each volume separately, analyze each volume, and trace the series on each analytic record (i.e., 644 $a = f, 645 $a = t, 646 $a = s). Record in the 642 field the form of numbering to be used in the tracing. For any specific series, a cataloger may decide to analyze each volume and trace the series on each analytic record but classify all the volumes as a collection (646 $a = c) if the scope of the series is very narrow. Also see section "Series not needing analysis" below and "Appendix for LC staff" for the processing of technical report series for exceptions to this default treatment decision.

For monographic series considered new because a successive entry is appropriate, generally carry forward the existing treatment decision from the earlier SAR. If the earlier series was classified as a collection, obtain a new LC retention decision for the series as a whole from the serial selection officer.

For analyzable multipart items, the default treatment decision applies to analysis and tracing: analyze each volume and trace the multipart item on each analytic record (i.e., 644 $a = f, 645 $a = t). The person doing the descriptive cataloging decides if the multipart item is analyzable; the classification decision for analyzable multipart items is made within the team according to the guidelines in the 646 yellow page. Record in the 642 field the form of numbering to be used in the tracing. No SAR is made for non-analyzable multipart items

because only collected set records can be made.   Also see section "Multipart items not needing analysis" below.

When reestablishing a monographic series or multipart item for AACR2, determine the pre-AACR 2 treatment. The AACR 2 treatment decisions would be the default decisions; record in separate fields any pre-AACR 2 treatment that varies from the current default decisions. However, carry over the previous classification practice (646 field). For monographic series classified as a collection, generally do not attempt to record here changes of analysis practice previous to AACR 2 as this information is usually not available. However, if the information becomes available incidentally, e.g., when the manual catalog was consulted for some other reason, record here also the pre-AACR 2 analysis practice. If more than one practice was used (e.g., for a period the series was not analyzed and then analyzed in full or in part), indicate the previous decision as "in part." For multipart items classified as a collection, record the pre-AACR 2 analysis practice if this differs from the AACR 2 analysis practice and if this information is easily deduced from the available data. (See also the 644 yellow page for information concerning analysis practice.)

The general policy for treating serials other than monographic series (008/12 = z) is to classify as a collection with no analytic records. Normally, do not make SARs for such serials. However, if there is confusion as to the status of the publication (whether it is a monographic series or another kind of serial), make an SAR and record the standard treatment of 644 $a = n, 645 $a = n, 646 $a = c. If, by exception, an issue of such a serial has been or is to be analyzed, the general decision of not analyzing the volumes is not changed; the exception is recorded in the 644 field (see 644 field). Then, give 645 $a = t and record in the 642 field the form of numbering used in the tracing.

If only one issue or a few issues of a serial other than a monographic series is/are to be acquired and analyzed, make an SAR and give the following treatment: 644 $a = f, 645 $a = t, and 646 $a =s; record in the 642 field the form of numbering used in the tracing. Include the note "Full serial not to be acquired in LC" in a 667 field. (Confirm the acquisition decision with the serial selection officer.)

LC local practice -- specific situations

Technical report series

The "technical report" workflow at LC handles brief, unbound items in a numbered series published outside the United States in a roman alphabet language or in Japanese, which comprises an interim report of ongoing research in the general areas of science and technology. (Works in the "soft" sciences and social sciences are generally excluded.) The report is usually of immediate research value only and is often superseded by a journal article or other more formal publication. Items not treated as technical reports include periodicals,

unnumbered series, monographs issued in parts, reprints on clinical medicine and agriculture. (Print copies of technical reports published in the U.S. are cataloged and housed in the general collection; the Science, Technology, and Business Division's collection of U.S. technical reports is on microfiche.) See Z1 "Appendix for LC staff" for the processing of technical report series.

Series not needing analysis

In response to the demands on resources of staff and time, catalogers should try to identify those series that don't need to be analyzed. Perhaps it is the fact of the existence of the publication (rather than the individual issues) or the recognition of the issuing body that is important. Perhaps the subject matter is so limited that the same classification number and subject headings would be assigned to analytics as to a collected set record. Perhaps the series is self-indexed or indexed by another publication. See DCM Z1 "Appendix for LC staff" for procedures appropriate to not analyzing some monographic series.

Multipart items not needing analysis

A cataloger may decide that some analyzable multipart items should not be analyzed because the distinctive titles are not important enough to be represented by separate analytic records. Create a collected set record and give title information for individual volumes in a contents note. Make an SAR for the multipart item: 644 $a = n, 645 $a = n, 646 $a = c. Apply this treatment decision to those multipart items that meet all four of the criteria below:

(1) multipart item is new to the Library; and
(2) cataloger has or knows about all/most of the volumes; and
(3) separate records for all volumes would have had same main entry; and
(4) scope of multipart item is not broad.

Serial record for monographic series classified as a collection

Monograph catalogers: whenever (1) a classified-as-a-collection monographic series is established or reestablished and there isn't a record for the series in the LC Database, or (2) a monographic series formerly classified separately is changed to classified as a collection, send an SAR printout and the volume(s) with a referral slip (6-127 (3/92)) to Cataloging Sections, Serial Record.

Serial catalogers: amalgamate with an unauthenticated record on OCLC or input a new record if necessary.

Serial analytic

Serial catalogers: whenever a serial or subseries in a numbered monographic series classified as a collection in LC is represented by an unauthenticated record on OCLC, also

update/authenticate the OCLC record for the main series. Input a new record if necessary.

Agricultural experiment station publications

Usually, LC does not add publications from agricultural experiment stations to its collections. However because some volumes of such publications address topics beyond the work of the experiment station itself (e.g., the economy of the area), some volumes may be selected for the collections. The series should be established using the default decision (644 $a = f, 645 $a = t, 646 $a = s). Send any volumes to CPSO if you think they shouldn't be cataloged.

Creating series authority records for other libraries

When inputting an SAR for another library (e.g., for a CONSER library, for a library on contract), include the "DPCC" code in the 642 and 645 fields. Do not give any LC treatment decisions.

Document series in general

See "LC practice" segment of separate section below on document series.

United Nations documents

See "LC practice" segment of separate section below on United Nations documents.

Treaty series

For numbered treaty series, see "LC practice" segment of separate section below on treaty series.

Change in selection decision

If LC is no longer acquiring the series, delete LC's treatment decisions and give information about the change in a 667 note (see 667 yellow pages). If LC's decisions are the only ones in the SAR, delete the 642, 644-646 fields.

"DLC" code plus letter or letters in subfield $5

LC catalogers who work in OCLC and in RLIN (serial and JACKPHY catalogers in Washington, catalogers in some overseas offices) use macros for creating authority records. The macros generate the subfield $5 information in the 642, 644-646 fields in SARs based on the library symbol used in the 040 field. Consider that a subfield $5 code that consists of "DLC"

plus a letter or letters (DLC-R, DLC-ON, DLC-S, etc.) has the same meaning as "DLC." Do not change the subfield $5 form to "DLC."

Republications

Do not consider a republication to be in the original series if the original series statement has been omitted. The information can be given in a note on the bibliographic record. (See also LCRI 2.7B7.)

Photoreproduction, microform, and other republications are represented on the SAR for the original. If the 642, 644-646 treatment decisions for the republication are the same as for the original, add a second subfield $5 to each of those fields. If the treatment decision for the republication is not the same as for the original, use separate treatment fields with each having its specific subfield $5. Use "DLC photo-offset reprint" in the subfield $5 for a photoreproduction. For other republications, use a term appropriate to the republication in hand, preceding the term with "DLC" in subfield $5: DLC microfiche, DLC large print edition, etc. If the treatment fields for the republication are not the same as for the original, give the treatment field for the original before the treatment field for the republication. Always use a separate field for the republication if the same field for the original shows a change of decision.

```
646    $a s $5 DLC $5 DLC photo-offset reprint

050    $a ___ $b ___
646    $a c $5 DLC
646    $a s $5 DLC microfiche

050    $a ___ $b ___
646    $a s $d no. 78- $5 DLC
646    $a c $d no. 1-77 $5 DLC
646    $a s $5 DLC large print edition
```

If only a republication is in hand and no SAR exists for the original even though the original is in the collection, either create a SAR for both the original and the republication or create an SAR only for the republication. If the original is not in the collection, create an SAR only for the republication.

The inclusion of 643 and 670 fields for the republication is dependent on whether the SAR is for one or more republications or is for the original and one or more republications. (Until April 1998, 643 and 670 fields were required for each type of republication and for each publisher/manufacturer of republications on all SARs; do not delete any 643 and 670 fields for republications on SARs for the original and republication(s) created before April 1998.)

(1) Creating a new SAR for only a republication:

   (a) In the 643 field, indicate in subfield $d the type of republication of the item for which the SAR is being made.

   (b) Begin the 670 field with the term for the type of republication and a slash.

```
642    $a no. 1 $5 DPCC photo-offset reprint $5 DLC photo-
       offset reprint
643    $a [Place of republication] $b [Publisher/Manufacturer
       of republication] $d photo-offset reprint
644    $a f $5 DLC photo-offset reprint
645    $a t $5 DPCC photo-offset reprint $5 DLC photo-offset
       reprint
646    $a s $5 DLC photo-offset reprint
670    $a Photo-offset reprint/[Title], [date]: $b [source]
       ([usage])
```

(2) Creating a new SAR for both the original and a republication:

   (a) Do not include a 643 field for the publisher/manufacturer of the republication.

   (b) Do not include a 670 field for the republished item.

```
050    $a ____ $b ____
642    $a no. 23 $5 DPCC $5 DLC $5 DPCC photo-offset reprint
       $5 DLC photo-offset reprint
643    $a [Place of original] $b [Publisher of original]
644    $a f $5 DLC $5 DLC photo-offset reprint
645    $a t $5 DPCC $5 DLC $5 DPCC photo-offset reprint $5
       DLC photo-offset reprint
646    $a c $5 DLC
646    $a s $5 DLC photo-offset reprint
670    $a [Title of original], [date]: $b [source] ([usage])
```

(3) Adding a republication to an existing SAR:

   (a) Add treatment decisions for the republication.

   (b) Do not add 643 and 670 fields for the republication.

   (c) Do not delete any existing 643 and 670 fields for any republication(s).

Example showing addition of photoreproduction to existing SAR for original:

```
642    $a no. 1 $5 DLC $5 DLC photo-offset reprint
643    $a [Place of original] $b [Publisher of original]
644    $a f $5 DLC $5 DLC photo-offset reprint
645    $a t $5 DLC $5 DLC photo-offset reprint
646    $a s $5 DLC $5 DLC photo-offset reprint
670    $a [Title of original], [date]: $b [source] ([usage])
```

Example showing addition of large print edition republication to existing SAR for photoreproduction:

```
642    $a no. 1 $5 DLC photo-offset reprint $5 DLC large
       print edition
643    $a [Place of reproduction] $b [Publisher of
       reproduction] $d photo-offset reprint
644    $a f $5 DLC photo-offset reprint $5 DLC large print
       edition
645    $a t $5 DLC photo-offset reprint $5 DLC large print
       edition
646    $a s $5 DLC photo-offset reprint $5 DLC large print
       edition
670    $a Photo-offset reprint/[Title], [date]: $b [source]
       ([usage])
```

Example showing addition of microfilm republication to existing SAR for original and photoreproduction created before April 1998 (when 643 and 670 fields were still required for any republication added to SAR for original):

```
642    $a no. 1 $5 DLC $5 DLC photo-offset reprint $5 DLC
       microfilm
643    $a [Place of original] $b [Publisher of original]
643    $a [Place of reproduction] $b [Publisher of
       reproduction] $d photo-offset reprint
644    $a f $5 DLC $5 DLC photo-offset reprint $5 DLC
       microfilm
645    $a t $5 DLC $5 DLC photo-offset reprint $5 DLC
       microfilm
646    $a s $5 DLC $5 DLC photo-offset reprint $5 DLC
       microfilm
670    $a [Title of original], [date]: $b [source] ([usage])
670    $a Photo-offset reprint/[Title], [date]: $b [source]
       ([usage])
```

Document series in general

Definition of "document" = "Any publication bearing a government imprint or a statement that it has been published at government expense." This definition is to be interpreted to include international organizations consisting of national governments, e.g., United Nations, World Health Organization, International Labour Office, etc. Note that publications of institutions created or controlled by a government (universities, colleges, museums,

observatories, hospitals, libraries, institutes, etc.) are <u>not</u> to be considered documents. However, publications of agricultural experiment stations <u>are</u> to be considered documents. When in doubt, consider an item to be a document.

The above criteria are applicable only when establishing or reestablishing series headings; they are not to be used in any other context.

LC practice:
The cataloger determines whether an item is to be treated as a document unless the item has already been slipped as a document.
If the first item of a new document series received in LC is not to be analyzed, it is sent to the Cataloging Sections, Serial Record Division. Create a collected set record; create an SAR with 644 $a = p, 645 $a = t, 646 $a = c, 642, and a 667 of "Document."
If the first item of a new document series received in LC is to be analyzed, it is sent to a monograph cataloging team. Create an SAR using the default treatment decision; include a 667 of "Document." If no analytics are found but a collected set record exists in the LC Database, 644 $a = p. Follow the same guideline if a document series is being reestablished.

U.S. federal document series

As of May 2000, LC and PCC participants may create SARs for U.S. federal document series without contacting the Government Printing Office (GPO) Library. GPO will change any heading as needed and will add its symbol in an 040 $d when it uses an SAR for the first time.

United Nations documents

Establish new UN document series according to normal procedures for document series. Give the UN document number as a quoted note on the analytic record.

LC practice:
Under pre-AACR 2 practice, the UN document number was used to create a series heading for UN documents; this made-up series was classified as a collection with call number JX1977.A2. Any series appearing on UN publications was treated as a subseries of the made-up document series and classified with that main series.

When reestablishing a true series formerly classified as part of the made-up main series, treat the true series as new with following additions and changes:

(1)   Normally give the current and previous classification practices and the call number for the previous practice:

```
050    $a JX1977 $b .A2 subser. $d items cataloged
       before Jan. 1, 1981
646    $a s $d items cataloged after Dec. 31, 1980 $5
       DLC
646    $a m $d items cataloged before Jan. 1, 1981 $5
       DLC
```

Exception: if searching results show that the series was at one time classified as a collection with its <u>own</u> call number (e.g., the series is a serial and the serial collected set record shows that earlier issues had their own call number), give a single 646 with value **c** in subfield $a and give that call number in 050 field.

(2)   Give note in 667 field: "Previous to AACR 2 subsumed under made-up set for UN documents."

(3)   Do not change existing bibliographic records which show the item as part of the made-up document series classified in JX1977.A2.

When adding a part to a collected set record for a multipart item, update the record. Delete the series statement and added entry for the made-up document set; reclassify the item.

Treaty series

If the main entry is the jurisdiction promulgating the treaties, in subfield $t use "Treaties, etc." and the title proper of the series as a qualifier.

```
110    $a United States. $t Treaties, etc. (Treaties and other
       international acts series)
```

LC practice:
The policy for numbered treaty series is to classify them as collections with no analytic records produced (644 $a = n, 645 $a = n, 646 $a = c).
If some issues of such a series have been analyzed, record both the new analysis practice of 644 $a = n and the former analysis practice of 644 $a = f. Use processing dates as the cut-off for the change in analysis practice (see 644 field). Record in the 642 field the form of numbering used in the tracing.

BIBCO tracing practice

SAR already exists in the national authority file

• If the SAR was established before September 1989 and LC's 644 has value f" and LC's 645 has value "n," do not trace the series; code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

• If the SAR other than one described in the previous category
      – has 645 value "t" with any subfield $5, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR;
      – has only LC's 644 of "n" and LC's 645 of "n," trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR;
      – lacks a 645 field, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

SAR doesn't exist in the national authority file

For a full-level bibliographic record:
• contribute an SAR* to the national authority file, and
• trace the series in the analytic record.

For a core-level bibliographic record,

either:
• contribute an SAR* to the national authority file, and
• trace the series in the analytic record;
or:
• don't contribute an SAR to the national authority file, and
• don't trace the series in the analytic record.

* New SAR would have "$5 DPCC" in 642 and 645 fields.

If a BIBCO participant chooses not to follow the guidelines stated above, do not code the resulting analytic records as BIBCO records.

667   Nonpublic General Note

        Give information of permanent value and general interest that would be useful also to institutions outside of LC <u>and</u> to LC staff not working in the LC Database. A listing (not exhaustive) of types of notes is given below; with the exception of notes about old catalog headings, series-like phrase core records, and technical reports as well as the first part of the MESSAGE notes, the wording is recommended but not prescriptive. The separate 667 fields may be given in any order.

```
667  $a Not same as:  [name or title, LCCN]
667  $a Cannot identify with:  [name or title, LCCN]
667  $a Reinvestigate before using again
667  $a Formerly on undifferentiated name record: [LCCN of
     undifferentiated name record]
667  $a Coded provisional because [reason for coding]
```

<u>*NARs and subject usage*</u>

        (1) Notes indicating subject cataloging usage when an authority record heading is not appropriate for use as a subject entry

        (a) <u>*Heads of state, etc.*</u>

        Add a 667 note to name authority records indicating subject cataloging usage for corporate headings representing the office held for Heads of state, etc., (AACR2 rule 24.20B1), Heads of governmental and of international intergovernmental bodies (AACR2 rule 24.20C), Religious officials (AACR2 rule 24.27B1), and Popes (AACR2 rule 24.27B2) when the name of the incumbent is included as part of the heading. Also assign value "n" in 008/11 and value "b" in 008/15.

```
667  $a SUBJECT USAGE: This heading is not valid for use as
     a subject. Works about this person are entered under
     [personal name heading].
```

        Example:

```
110 1# $a United States. $b President (1953-1961 :
       Eisenhower)
008/11 = n
008/15 = b
667    $a SUBJECT USAGE: This heading is not valid for use
       as a subject. Works about this person are entered
       under Eisenhower, Dwight D. (Dwight David), 1890-
       1969.
```

See also DCM Z1 008/11 and DCM Z1 008/15.

Follow these guidelines for newly-created authority records. Revise existing records when making any other change to the records.

(b) *Earlier/later linear jurisdictional name changes*

It is LC subject cataloging policy to assign only the latest name of a political jurisdiction that has had one or more earlier names as a subject heading or as a geographic subdivision, as long as the territorial identity remains essentially unchanged (cf. SCM H 708). Upon creating an earlier/later heading for a geographic name that has undergone a linear name change, catalogers must notify CPSO to add a 667 subject usage note to the earlier name and adjust the appropriate 008 fields.

Example:
```
151   $a Ceylon
667   $a SUBJECT USAGE: This heading is not valid for use
         as a subject. Works about this place are entered
         under Sri Lanka.
```

A web form to facilitate PCC catalogers' notifications to CPSO is available at: http://www.loc.gov/catdir/pcc/naco/nar667form.html   LC catalogers should continue to follow the guidelines provided in SCM H 708. Note that these procedures are not followed for name changes involved with jurisdictional mergers or splits (cf. SCM H710)

(2) Notes indicating that a geographic name heading is not appropriate for use as a geographic subdivision

PCC optional practice:
Add a 667 note to name authority records for geographic headings that are not appropriate for use as geographic subdivisions in subject cataloging usage (Per SCM H 835) when the name represents an entity within a city and is qualified by the city name. Such notes will most frequently be needed for names of city sections, districts, neighborhoods, etc. Make no changes to values in bytes of the 008.

```
667   $a SUBJECT USAGE: This heading is not valid for use as
         a geographic subdivision.
```

Example:
```
151   $a Hollywood (Los Angeles, Calif.)
667   $a SUBJECT USAGE: This heading is not valid for use
         as a geographic subdivision.
```

Follow these guidelines for newly-created authority records. Add the note to an existing record when making any other change to the record.

See DCM Z1 781 for guidelines on adding 781 fields to name authority records for geographic headings that may also be used as geographic subdivisions.

MESSAGE notes *(LC practice)*

Use notes in the 667 field to indicate that an authority record is not yet finished or that it needs further investigation. Use the notes only when the work cannot be completed promptly.

If a new authority record cannot be completed immediately, adjust the code in LDR/17 from "n" to "o" and add a 667 note: "MESSAGE: Early notice." When the record has been completed, change the code back to "n" and delete the 667 MESSAGE note.

If an existing authority record needs investigation that cannot be completed immediately, adjust the code in 008/31 from "a" to "b" and add a 667 note: "MESSAGE: Being updated. [code and date]" (Additional information explaining the problem may be added, if considered useful.) When the record has been revised as necessary, change the value back to "a" and delete the 667 MESSAGE note.

```
667   $a MESSAGE  Being updated. [code and date]
667   $a MESSAGE  Being updated; 050 to be added. [code and
      date]
667   $a MESSAGE  Being updated; treatment being changed to
      collected, not analyzed after Feb. 2, 1992. [code and
      date]
```


NARs

```
667   $a Change heading if name _____
      continues to be used
667   $a For works issued before/after [date]
            (to be used for official language changes)
```

SARs

(1) Notes re title proper:

There may be a clear pattern of fluctuation between two or more forms of title proper of a numbered series (based on information in the database or from items in hand).   There may be a change in the form of the title proper that isn't considered a title change (AACR 2 21.2A/LCRI 21.2A). You can use a 667 field in lieu of a 670 field to indicate the different title proper that is not generating its own SAR. Give that form of the title proper in a 4XX field.

```
667   $a Some issues have title: [title proper]
667   $a Vol. 8 has title: [title proper]
            [for fluctuating titles]
```

```
667   $a Vols. 9-   have title: [title proper]
             [for change not generating separate record]
```

If the subtitle could be interpreted as the title proper of the series or as a subseries, note the subtitle in a 667 field and give it as a 4XX reference.

```
667   $a Subtitle: [title of subtitle]
```

Do not use the 667 field to indicate variant titles of the series title proper found on the same item (e.g., form of series title on cover is different from form of series on series title page); note the variant titles in 670 field(s) and give them as 4XX references.

(2) Notes re relationship to other series/records:

If a series authority record represents a publication that is a successive entry that has occurred after a series was last handled under pre-AACR 2 rules but for which no SAR yet exists, give the information only in a 667 field rather than in 675/5XX fields. Label it, in square

brackets, as an unevaluated catalog entry form. When the pre-AACR 2 catalog entry form is being evaluated in terms of AACR 2 choice and form of entry, delete this 667 and replace it with appropriate 675/5XX fields on both SARs.

```
667   $a Continues: [pre-AACR 2 catalog entry form]
         [unevaluated catalog entry form]
667   $a Continued by: [pre-AACR 2 catalog entry form]
         [unevaluated catalog entry form]
```

If the earlier publication was not analyzable, give the information only in a 667 field rather than in 675/5XX fields.

```
667   $a Continues the not-analyzable serial:  Directory of
         computer assisted research in musicology.
```

When the optional linking reference cannot be given between the AACR 2 form and the pre-AACR 2 form due to NACO normalization, if desired give the pre-AACR 2 information in a 667 field. Use one of the notes given below. (See "NACO normalization" section in Introduction yellow pages.)

```
667   $a Old catalog heading: _____
         [Use if the reference would normalize to the
         same form as the heading or another reference on
         the same record or to the same form as a heading
```

on another record.]

```
667  $a Includes old catalog headings:  Great Britain.
        Foreign Office. Treaty series; and, Great Britain.
        Foreign and Commonwealth Office. Treaty series"
```
            [Use if two or more pre-AACR 2 headings will be
            treated as one heading under AACR 2.]

```
667  $a Previous to AACR 2 covered by the heading:
        _____
```
            [Use if one pre-AACR 2 heading will be split
            under AACR 2.]

(3) Notes re publisher/issuing body:

When there are more than two changes of publisher or when there have been more than two different consecutive bodies both issuing and publishing the publication, use only one 643 field and give an explanation in a 667 field. The explanation should be as specific as is appropriate for the situation.

```
667  $a Imprint varies
667  $a Publisher varies
667  $a Published by various offices of the Division of
        Education
667  $a Issued by various agencies of the West German
        government, e.g., Presse- und Informationsamt,
        Bundesministerium der Justiz, Bundesministerium für
        Forschung und Technologie
```

(4) Notes re type of publication:

If the series is a document series, give a 667 note.

```
667   $a Document
```

LC practice: If the series is a technical report, give a 667 note and include the location of issues in LC.

```
667  $a Technical report.  Generally, issues of this series
        are uncataloged in LC; they are in the Science,
        Technology, and Business Division [or: in the Asian
        Division].  If volumes have been cataloged, the
        bibliographic records can be found by searching for
        the series heading above.
```

If the publication has changed its identity (e.g., from a monographic series to a periodical), give a 667 note that indicates what happened which will explain why a full set of analytic records is not available.

```
667   $a Telephone call to publisher, 11-2-88:  Change in
         pattern of publication; v. 1-17 monographic works,
         v. 18- collections of articles
667   $a Publication was periodical for v. 1-3; monographic
         series beginning with v. 4
```

LC practice: If LC has changed its decision about a title being a series, summarize the earlier treatment.

```
667   $a Vols. 1-25 considered a series (classified as a
         collection, not analyzed [call no.])
667   $a Considered a series (classified separately, traced)
         previous to AACR 2
             [on a series-like phrase SAR]
667   $a Considered a phrase previous to AACR 2
             [on a series SAR]
```

(5) Notes re handling of series-like phrase:

```
667   $a Do not give as a quoted note
667   $a Give as a quoted note
667   $a Give as a quoted note if [name of publisher] is not
         recorded in the publication, distribution, etc. area
         of the bibliographic record
             [for phrase that combines name of publisher and
             a generic term]
667   $a Is an imprint, not a series.  Record in publication,
         distribution, etc. area of the bibliographic
         record
             [for imprint that could be construed to be
             title, e.g., Metropolitan Books]
667   $a Give as a quoted note, including the number, e.g.,
         AAI no. 85-41
667   $a Give as other title information in the title and
         statement of responsibility area of the
         bibliographic record
```

(6)   Notes re undifferentiated phrase record

When converting a series-like phrase for a single phrase to an undifferentiated phrase record to cover the same phrase used by more than one publisher, give a 667 note using the wording given below. (See the Introduction yellow pages for more information about these records.)

```
667   $a Undifferentiated phrase record:  Covers all
         instances when this character string used by any
         publisher is considered to be a series-like phrase;
         if character string is to be a series, separate
         SAR has been made.
```

Give a second 667 note: "Give as a quoted note." If a different handling is desired for one instance of the phrase, either (a) make a separate phrase SAR and add a qualifier to its heading, or (b) add another 667 note in the undifferentiated phrase SAR: "For resources published by [_____], give the phrase as [_____]."

(7) *LC practice:*   Notes re change in selection decision:

```
667   $a Not acquired in LC after 8-22-88. Volumes cataloged
         before 8-23-88 were classified separately, analyzed
         in full, traced
667   $a Not cataloged in LC after 9-30-90; LC keeps current
         issues only
667   $a Not acquired in LC after 3-10-92. Volumes in the
         collection have been discarded
667   $a Not acquired in LC after 5-28-84. Volumes cataloged
         before 5-29-84 were classified as a collection
         ([call no.]), analyzed in part, traced
```

(8)   Miscellaneous notes for whatever information needs to be conveyed:

```
667   $a Previous to AACR 2 subsumed under made-up set for UN
         documents
             [See 64X yellow pages for more information about
             UN documents]

667   $a First printing of vol. 8 of the Princeton
         theological monograph series erroneously carried the
         series statement:  Pittsburgh theological
         monographs
667   $a Phone call to Borgo Press 1-20-84:  Starmont Press
         series; Borgo reprints all titles generally 6 months
         to a year later in cloth
667   $a Lacked analyzable titles until v. 9
667   $a Indexed in:  Social sciences index
             [for series not being analyzed]

667   $a Establish separate records for English and Spanish
         titles if Spanish edition of v. 3 is received
```

670   Source Data Found

This 670 section covers the following topics:
- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying references
- Transcription of other data
- Special types of citations

General

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the heading, that justify the choice of the name used as the 1XX heading and references to it, and that clarify relationships between it and other headings in the file.

FUNCTIONS OF THE 670 FIELD

♦ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references.

♦ To store information that may be used to break a conflict later.

♦ To identify a person with a particular work or as an author in a particular discipline or time period.

♦ To identify separate individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings).

♦ To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other headings.

♦ To record research required by the current rules.

♦ To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate headings and misattributions.

♦ To support machine manipulation based on algorithms using information in the 670.

Note that the examples given throughout the following text have different conventions in regard to punctuation and style; unless a specific direction is given in the text, these conventions are not prescriptive. Catalogers are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.

Generally, the first 670 field is the work for which the heading is being established, the "work cat;" give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields, input by LC or by a NACO participant, when adding new 670 fields.

Note that it is not always necessary to include a 670 field for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record. For example, an NAR does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body.

A 670 field should include the following:

(1)   The title of the work being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with an indication of the main entry of the work, which may also be abbreviated or in a NAR be replaced by a pronoun; if the main entry is the same as the title proper plus a qualifier, give the uniform title main entry instead of the title proper.

In authority records created using an automated authority generation program, the 670 information may include the main entry name as it appears in the bibliographic record for which the authority record is being made. In order to maintain the cost effectiveness of this process, it is recommended that catalogers accept the additional information as generated.

(2)   The date of publication. Also see the guidelines below for specific categories:

• Multipart items. If the part is the first part, give the date of publication as an open date.

• Serials other than monographic series. Generally, use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a "surrogate" was used.

```
              670 $a The Verdict, Feb. 1975: $b t.p. ([data])
not           670 $a The Verdict, vol. 2, no. 1 (Feb. 1975): $b
                  t.p. ([data])

              670 $a Studies in Confederate history, No. 1 (1966),
                  surrogate $b cover ([data])

not           670 $a Studies in Confederate history, 1966,
                  surrogate $b cover ([data])
```

• Integrating resources. Identify the iteration from which information was taken (e.g., "viewed on" dates for updating Web sites, update number or release number for updating loose-leafs).

```
              670 $a Internet Broadway database, viewed on Jan. 21,
                  2003: $b about IBDB (League of American Theatres
                  and Producers)
```

(3)   The specific location(s) of the information found (e.g., t.p., jkt., label, map recto) when the work cited is other than a standard reference source, (e.g., an encyclopedia or a bibliographic file). For numbered multipart items, include the volume number of the item with the specific location. *LC practice*: If the heading is being established from a CIP at the galley stage, precede the first location with the word CIP, e.g., CIP t.p., CIP pref.

Specific location was not given on "n42-" (retrospective) SARs.

For NARs, generally, use "etc." to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). For SARs, always give each location separately.

(4)   Information found. Following the location, cite the information found there, enclosed in parentheses. Automated authority record generation programs may supply additional information from the bibliographic record from which the authority record is being made, e.g., complete statements of responsibility. In order to maintain the cost effectiveness of these programs, use judgment in deciding what information can remain in the subfield $b and what is really extraneous to the record being created and should be deleted.

As appropriate, give multiple occurrences of information from the same source following the location of the information. (Note: In SARs the parenthetical statement of the form of title proper was omitted until June 1989.)

If an SAR is for a republication only, begin the 670 with the term for the type of republication and a slash. Do not include a 670 for a republication if the SAR covers both the original and one or more republications. Do not add additional

670 fields for other types of republications cataloged later. (See 64X yellow pages for more information about republications.)

```
670 $a Large print edition/Fool's coach, c1989 $b CIP
        t.p. (An Evans novel of the West)
```

Transcription of names and titles

Transcribe names or series titles used in the heading or references in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction Page 2 on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

When preparing an authority record for the text of a law (AACR2 rule 25.15A2) or a subject compilation of laws (AACR2 25.15A1), if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

```
670 $a Workers' compensation law of the state of North Carolina,
    c1980: $b t.p. (Workers' compensation law of the state of
    North Carolina) citation title, p. 49 (The North Carolina
    Workers' Compensation Act)
```

For corporate headings, include in the data cited all the hierarchy required to justify needed references, but do not include elements irrelevant to the particular heading being established, e.g., subordinate body's name. Automated authority generation programs may supply additional information beyond the specific corporate body's name; use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should be deleted.

For all of the above categories, if the only expression of the name or title on the chief source of information is in the bibliographic title given in subfield $a of the 670 citation, repetition of the name in subfield $b may be omitted, provided no important information is lost.

If information about an earlier/later name or title is found in the same source as the name or title in the heading, give all the information in the 670 field; do not separate the information about the earlier/later name or title and give it in a 675 field.

```
670 $a Strafvollzug, 1985 $b t.p. (Rechtsgeschichte) p. 2
    (Continues: Veröffentlichungen / Justizministerium Nordrhein-
    Westfalen)
```

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase **[in rom.]**.

In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data. When transcribing text that does include the vowels, add after it in brackets **[voc.]** or **[part voc.]** as appropriate.

Internet resources

These instructions apply to electronic resources being cataloged and to resources used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield $a. In subfield $b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), if appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in the 670 citation to link to the cited resource if it contains significant information related to the established heading that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 $u does not take the place of the requirement to cite relevant data in subfields $a and $b of the 670 field needed to support the heading or references (this information will continue to be available if the site changes or disappears).   Do not provide URIs for general reference sources and/or web-based reference sources that are included in the LCRIs (e.g., Contemporary Authors online, GNIS, GEOnet).   If a URI is included, it must be given in subfield $u. If the URI contains a spacing tilde or a spacing underscore, replace the character with its corresponding hex code, preceded by the percent sign:

> %7E for spacing tilde
> %5F for spacing underscore

```
670 $a British Oceanographic Data Centre WWW Home page, Sept. 6,
    1995 $b (BODC, est. Apr. 1989, developed British Oceanographic
    Data Service (BODS))

670 $a AltaVista, viewed Dec. 4, 1997: $b WWW page title screen
    (AltaVista, search network) HTML title (Alta Vista) additional
    screens (World Wide Web search engine developed by Digital
    Equipment Corp.)

670 $a Harvard Business School Publishing Corporation gopher, Nov.
    23, 1994 $b main menu (Harvard Business School Publishing
    Corporation) readme (Harvard Business School Publishing)

670 $a Stephen King.com, the official Web site, viewed Feb. 28,
     2006 $b biography, etc. (Stephen Edwin King; b. Portland,
     Maine, 1947) site also includes listings of authors works
     $u http://www.stephenking.com
```

Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the abbreviated forms for months given in AACR2 Appendix B.15. (The U.S. practice for recording dates using numerals differs from the practice in some other countries). Do not change the style of dates in existing records.

Justifying references

Justify names or titles given as references by information cited from sources. However, justification is not required in the following cases:

(1)   References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.

(2)   References made on the basis of the cataloger's awareness of different romanizations or orthographies.

(3)   Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.

(4)   References made on the basis of information from the Library and Archives, Canada (cf. DCM Z1 Appendix 2: Canadian headings).

(5)   References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.

(6)   References made on the basis of information from the British Library as part of the English Short Title Catalogue project.

(7)   Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. Other data may be abbreviated or summarized. Generally

informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

Special types of citations

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

LC database. For LC catalogers not working in OCLC and RLIN, "LC database" as used in a 670 subfield $a equals name/series authority records and bibliographic records with the following values in the 906 $b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.)

For LC catalogers working in OCLC and RLIN and for NACO participants, there is no change in what is considered to be the "LC database" as used in 670 subfield $a.

NARs. Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading from the other forms, and preface the other forms with an appropriate label, e.g., **usage:**[1] or **variant:.**[2] Do not normally cite specific

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[1] "Usage" on bibliographic records refers to literal transcriptions of the forms of name usually found in records' statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication, distribution, etc., area and from series statements. Headings may never be provided as usage.

[2] "Variant" on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication, distribution, etc. area or in an unquoted note; normally, there is not a need to cite such a variant in a 670 field. This understanding of "variant" within the context of a database does not refer to the varying forms of name found on an item not

bibliographic records or the exact location of the variations found.

```
670 $a LC database, Jan. 31, 1992 $b (hdg.: Rivière, Pierre,
    1815-1840)

670 $a LC database, Aug. 24, 1982: $b (hdg.: Sociedade
    Brasileira pelo Progresso da Ciencia; usage: Sociedade
    Brasileira para o Progresso da Ciencia, SBPC)

670 $a LC database, Mar. 11, 1996 $b (hdg.:  Swedish
    American Corporation; variant: Swedish American Corp.)
```

SARs. Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement found in that record.

```
670 $a LC database, Nov. 28, 1983, Les Déchets ménagers,
    c1980 $b (Les cahiers de l'AGHTM)
```

Minimal level cataloging records and less than fully authenticated serial records. Authority work normally has not been done for headings used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the formulation of the heading. If the established heading is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC headings. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

LC manual authority card. *LC practice*: When formulating the 670 citation for a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

Citing other files or catalogs. If a heading is found in other manual catalogs or online databases, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

```
670 $a LC in OCLC, date:  $b ([data])
670 $a RLIN, date $b ([data])
670 $a M/B/RS Collections Authority file $b ([data])
```

selected as the form used for the heading.

```
670 $a New Delhi MARC file $b ([data])
670 $a MWA/NAIP files $b (hdg.: ____; usage: ___; variants:
        _____)
670 $a NUC pre-56: $b ([data])
670 $a NRMM $b ([data])
```

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

```
670 $a nuc85-70017: Lower and middle Pennsylvania
        stratigraphy ... 1982 $b (hdg. on AAP rept.:
        Sutherland, Patrick Kennedy, 1925- ; usage: Patrick
        K. Sutherland)
```

Reference works. Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

```
670 $a DNB $b ([data])
670 $a Harvard dict. of music $b ([data])
670 $a Comp. diss. index: $b ([data])
670 $a WW sci. Europe, 1991 $b ([data])
670 $a Banker's alm./yrbk., 1991: $b ([data])
```

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

BGN. For geographic names established on the basis of information from the United States Board on Geographic Names,[3] convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is chosen for the heading. Retain the phrases "[conventional]," "[(language)]," etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Note: In the published gazetteers the short form is shown with the use of boldface type.

```
      670 $a GEOnet, June 13, 1989 $b (Coast [short form]
              Province; ADM1, 3⁰00'S 39⁰30'E)
or    670 $a BGN $b (Coast [short form] Province; ADMD, 3⁰00'S
              39⁰30'E)
```

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[3] Published gazetteers or World Wide Web sites (GNIS (domestic information: URL: http://geonames.usgs.gov; GEOnet (foreign information: URL: http://164.214.2.59/gns/html/)

```
        670 $a GEOnet, July 7, 1992 $b (Varese [short form]
               Provincia di; ADM2, 45⁰48'N 8⁰48'E)
or      670 $a BGN $b (Varese [short form], Provincia di; PROV,
               45⁰48'N 8⁰48'E)


        670 $a GEOnet, Apr. 31, 1996 $b (Geneva [conventional];
               Genève [native], PPL, 46⁰12'N 6⁰10'E; variants:
               Ginevra, Genf)
or      670 $a BGN $b (Genève [French], Geneva [conventional];
               POPL, 46⁰12'N 6⁰10'E)


        670 $a GEOnet, Sept. 28, 2001 $b (Cambridgeshire [short form
               = Cambridge]; ADM1, 52⁰12'N 0⁰07'E)
```

Non-bibliographic sources. Give the non-bibliographic source, the date, and the information. The source can be given specifically ("Letter from author," "Phone call to publisher," etc.) or in general terms ("Information from author," "Information from publisher," etc.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

```
        670 $a Phone call to H. Jones, Jan. 31, 1992 $b (Harry Jones
               is real name of Lionel Jones)

        670 $a Letter from author, May 29, 1994 $b (correct
               birthdate for _____ is Oct. 14, 1950)

        670 $a Information from publisher, Feb. 6, 1991 $b (James
               Allan's middle name is Stephen, not Steven)

        670 $a Information from OCLC, Mar. 8, 1996 $b (_____)
```