SECTION IV

PROCEDURES AND PUNCTUATION CHECKS

PROCEDURE 1:   PERSONAL NAMES

1. Convert indicators as follows:

    Set MARC 21 first indicator as follows:
        If UNIMARC second indicator = 0, set MARC 21 first indicator = 0
        If UNIMARC second indicator = 1, set MARC 21 first indicator = 1 (D)

    Set MARC 21 second indicator according to MARC 21 tag, as follows:
        If field converted to MARC 21 = 600, set MARC 21 second indicator
           according to Procedure 8, else;
        Set MARC 21 second indicator = # (blank).

2. Convert UNIMARC subfields as follows:

    Keep data in order of occurrence in UNIMARC field unless otherwise specified
below.

    Subfield $a: Keep $a as such.
    Subfield $b: Substitute ",#" for "$b" and move new data to the end of MARC 21
        $a.
    Subfield $c: Keep $c as such; Insert "," at end of preceding subfield.
    Subfield $d: Change UNIMARC $d to MARC 21 $b
    Subfield $f: Change UNIMARC $f to MARC 21 $d; Insert "," at end of preceding
        subfield.
    Subfield $g: Change UNIMARC $g to MARC 21 $q; insert "(" before and ")" at end
        subfield $q data.
    Subfield $4: Convert UNIMARC relator code according to Table 2; if UNIMARC code
        has no MARC 21 equivalent, do not convert UNIMARC subfield.
    Subfield $3: Do not convert $3.

    Do not convert any UNIMARC subfields which are not listed above.

3. Delete any punctuation that precedes the first subfield in the field.

4. If a MARC 21 $c immediately follows another MARC 21 $c, substitute "#" for
        second and subsequent occurrences of "$c".

5. Do Punctuation check A at end of last subfield in the name portion preceding $4.

PROCEDURE 2: CORPORATE NAMES

1. Convert indicators as follows:

    Set MARC21 first indicator equal to UNIMARC second indicator if values = 0, 1,
        2; else set first indicator = 2.
    Set MARC 21 second indicator according to MARC 21 tag, as follows:
        If field converted to MARC 21 = 610, set MARC 21 second indicator
            according to Procedure 8, else;
        Set MARC 21 second indicator = # (blank).

2. Convert UNIMARC subfields:

    Subfield $a: Keep $a as such.

    Subfield $g: Enclose $g data in parentheses, if not already present, and
        substitute "#" for "$g". Data will thus become part of previous subfield.

    Subfield $h: Substitute "#" for "$h". Ddata will thus become part of previous
        subfield.

    Subfield $c: Enclose $c data in parentheses and substitute "#" for $c. Data
        will thus become part of previous subfield.

    Subfield $b: Keep $b as such; Insert "." at end of preceding subfield, unless
        "." is already present.

    Subfield $d: Change UNIMARC $d to MARC 21 $n; Insert "(" at beginning of
        subfield $n data, unless "(" is already present.

    Subfield $e: Change UNIMARC $e to MARC 21 $c; Insert "#:" before $c data and
        ")" at end of subfield $c data. NOTE: MARC 21 subfield $c should always
        follow subfield $d in records with code a in Leader/18.

    Subfield $f: Change UNIMARC $f to MARC 21 $d: If MARC 21 $d is preceded by $n,
        insert "#:" before $d, else insert "(" before $d.

    Subfield $4: If UNIMARC field = 4XX (any embedded field) or 6XX, do not
        convert $4; else convert data according to Table 2

    Subfield $3: Do not convert $3

3. Delete any punctuation that precedes the first subfield in the field.

4. Do Punctuation check A at end of last subfield in name portion.

PROCEDURE 3: CONFERENCE NAMES

1. Convert indicators as follows:

   Set MARC 21 first indicator equal to UNIMARC second indicator if value = 0,
       1, or 2; else set 1st ind. = 2 (Default)

   Set MARC 21 second indicator according to MARC 21 tag, as follows:
       If field converted to MARC 21 = 611, set MARC 21 second indicator
         according to Procedure 8, else;
       Set MARC 21 second indicator = # (blank).

2. Convert UNIMARC subfields as follows:

   Subfield $a: Keep $a as such.

   Subfield $b: Change UNIMARC $b to MARC 21 $e; Insert "." at end of preceding\
       subfield if "." is not already present.

   Subfield $c: Enclose $c data in parentheses and substitute "#" for "$c" . The
       data thus becomes part of previous subfield.

   Subfield $d: Change UNIMARC $d to MARC 21 $n; Insert "(" at beginning of
       subfield $n data, unless "(" is already present.

   Subfield $e: Change UNIMARC $e to MARC 21 $c; Insert "#:" before $c data and
       ")" at end of subfield $c data. NOTE: MARC 21 subfield $c should always
       follow subfield $d in records with code a in Leader/18.

   Subfield $f: Change UNIMARC $f to MARC 21 $d: If MARC 21 $d is preceded by $n,
       insert "#:" before $d, else insert "(" before $d.

   Subfield $g: Substitute "#" for "$g"; Enclose $g data in parentheses, if not
       already present.

   Subfield $h: Substitute "#" for "$h" The data thus becomes part of the
       previous subfield.

   Subfield $4: If UNIMARC field = 4XX (any embedded field) or 6XX, do not
       convert $4; else convert data according to Table 2

   Subfield $3: Do not convert $3

3. Delete any punctuation that precedes the first subfield in the field.

4. Do Punctuation check A at end of last subfield in name portion.

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PROCEDURE 4:  TITLES


Convert title subfields as follows:


    Subfield $a:  Keep $a as such.
    Subfield $b:  Do not convert subfield $b.
    Subfield $e:  If $e immediately preceded by MARC 21 $a, $n, or $p, change $e
        to $b; insert "#:" (if not already present) immediately preceding new
        MARC 21 $b; else, substitute "#:#" for "$e".
    Subfield $h:  Change $h to $n; insert "." (if not already present)
        immediately preceding the new MARC 21 $n.
        Do NOT insert "." preceding new subfield $n if it is the first subfield.
    Subfield $i:  Change $i to $p.
        If $i immediately preceded by UNIMARC $h, insert "," (if not already
            present) immediately preceding new MARC 21 $p; else, insert  "."
            (if not already present) immediately preceding new MARC 21 $p.
        Do NOT insert "." preceding new subfield $p if it is the first subfield.
    Subfield $j:  Change UNIMARC $j to MARC 21 $f
    Subfield $k:  Change UNIMARC $k to MARC 21 $f; insert "." (if not already
        present) immediately preceding new MARC 21 $f.
        Do NOT insert "." preceding new subfield $f if it is the first subfield.
    Subfield $l:  Change UNIMARC $l to MARC 21 $k; insert "." (if not already
        present) immediately preceding new MARC 21 $k.
        Do NOT insert "." preceding new subfield $k if it is the first subfield.
    Subfield $m:  Change UNIMARC $m to MARC 21 $l; insert "." (if not already
        present) immediately preceding new MARC 21 $l.
        Do NOT insert "." preceding new subfield $l if it is the first subfield.
    Subfield $n:  Change UNIMARC $n to MARC 21 $g
    Subfield $q:  Change UNIMARC $q to MARC 21 $s; insert "." (if not already
        present) immediately preceding new MARC 21 $s.
        Do NOT insert "." preceding new subfield $s if it is the first subfield.
    Subfield $r:  Change UNIMARC $r to MARC 21 $m; insert "," (if not already
        present) immediately preceding MARC 21 $m.
        Do NOT insert "," preceding new subfield $m if it is the first subfield.
    Subfield $s:  Change UNIMARC $s to MARC 21 $n; insert "," (if not already
        present) immediately preceding new MARC 21 $n.
        Do NOT insert "," preceding new subfield $n if it is the first subfield.
    Subfield $t:  Change UNIMARC $t to MARC 21 $o; insert ";" (if not already
        present) immediately preceding new MARC 21 $o.
        Do NOT insert ";" preceding new subfield $o if it is the first subfield.
    Subfield $u:  Change UNIMARC $u to MARC 21 $r; insert "," (if not already
        present) immediately preceding new MARC 21 $r.
        Do NOT insert "," preceding new subfield $r if it is the first subfield.
    Subfield $v:  Do not convert $v unless originally embedded in UNIMARC 410
        in which case keep as such; insert "#;" (if not already present)
        immediately preceding new MARC 21 $v.
        Do NOT insert "#;" preceding new subfield $v if it is the first subfield.
    Subfield $x:  Keep $x as such; insert "," (if not already present)
        immediately preceding new MARC 21 $x.
        Do NOT insert "," preceding new subfield $x if it is the first subfield.
         [Note: This processing creates an obsolete MARC 21 data element!]


    Subfield $z:  Do not convert $z
    Subfield $3:  Do not convert $3
               [Referenced: 410, 500, 510-517, 520, 541]
```

PROCEDURE 5: CREATION OF MARC 21 FIELD 886

Create MARC 21 field 886 as follows:

    If UNIMARC tag = Leader, set 886 1st ind. = 0
    If UNIMARC tag = 001-009, set 886 1st ind. = 1
    If UNIMARC tag = 010-999, set 886 1st ind. = 2

    Create 886 $2 containing a MARC code corresponding to the format of the
    original MARC record (before conversion). This MARC code is usually derived
    from a parameter setting at conversion time since the MARC record structure
    is not self-defining for format implementation.

    Create 886 $a with content = UNIMARC tag number
    Create 886 $b and transfer entire contents of UNIMARC field (indicators,
        subfield codes and data) to 886 $b.

    NOTE: In processing an 886 field, all subfield codes -- foreign MARC as
        well as MARC 21 -- are to be removed from the data and nested at the
        head of the field. The 886 is thus handled the same as all other converted
        subfields.

PROCEDURE 6: SETTING NONFILING INDICATORS

In UNIMARC, nonfiling characters are specified in the data by control characters
immediately preceding and immediately following the nonfiling characters. The
technique of using these control characters has been approved for MARC 21 but is
not yet implemented. Until these new control characters are implemented in
MARC 21, follow the instructions below for fields where the nonfiling indicator
positions have been defined.

In the older MARC 21 nonfiling indicator technique, nonfiling characters are
specified by a value in one of the indicator positions (usually the 2nd indicator).
A value from 0 to 9 indicates the number of nonfiling characters, including the
space, occurring at the beginning of the field.

To set the MARC 21 nonfiling indicator, do this:

  Count the number of characters occurring between control function hex '88' and
  control function hex '89' in the first UNIMARC subfield $a in the field. NOTE:
  Hex '88' must be the first character in the first subfield $a.
   Set the MARC 21 nonfiling indicator with the number obtained.

  Delete the control functions from the UNIMARC field. (Default = 0)

  NOTE: The control function characters must eventually be stripped out of the
        MARC 21 record. However, the MARC 21 non-filing indicators must be set
        before these are stripped out.

  If there is no subfield $a, set the non-filing indicator = 0.

PROCEDURE 6.1:   SETTING NONFILING INDICATORS FOR LINKING ENTRY FIELDS (76X-78X)

In UNIMARC, nonfiling characters are specified in the data by control characters immediately preceding and immediately following the nonfiling characters. The technique of using these control characters has been approved for MARC 21 but is not yet implemented. Until these new control characters are implemented in MARC 21, follow the instructions below for fields where the nonfiling indicator positions have been defined.

Delete control characters hex '88' and hex '89' and the data that occurs between them. Nonfiling strings are not recorded in MARC 21 linking entry fields (76X-78X).

PROCEDURE 7: LINKING ENTRY FIELDS

UNIMARC fields in the 4XX block may carry other embedded UNIMARC fields (including
their tags, indicators, and subfields). The need to deal with the embedding
technique in the UNIMARC 4XX group is signaled by the presence of control subfield
$1 (digit one) in the UNIMARC 4XX field. If no subfield $1 occurs in a UNIMARC 4XX
field, do not follow this procedure.

General instructions:

  Special processing for a variety of UNIMARC embedded field tags is specified
  below. The embedded field should always be preceded by subfield $1. The end of
  an embedded field is marked by the occurrence of another subfield $1, or the
  MARC end-of-field character (hex 1E). When processing the data in an embedded
  field, the $1, UNIMARC field tag and associated indicator values are deleted.
  The value of the embedded UNIMARC field tag is used to determine the equivalent
  MARC 21 subfield code to be used in the MARC 21 Linking entry field according to
  the following rules:

  Embedded 7XX fields: Transfer the data following subfield $a, except subfields
  $3 and $4, in the first UNIMARC 7XX field to subfield $a in the corresponding
  MARC 21 linking entry field. Convert remaining UNIMARC 7XX subfields as
  follows:

      If UNIMARC field = 700, 701, 702, 720, 721, or 722,
        convert $b to ",#"
        convert $c to ",#"
        convert $d to "#"
        convert $f to ",#"
        convert $g to "#(" and add ")" at the end of the $g data
        convert $p to ",#"
        Do Punctuation check A.

      If UNIMARC field = 710, 711, or 712,
        convert $b to ".#"
        convert $c to "#(" and add ")" at the end of the $c data
        convert $d to "#("
        if not preceded by $d, convert $e to "#(", else convert $e to "#:#"
        convert $f to "#:#" and add ")" at end of $f data
        convert $g to ",#"
        convert $h to ".#"
        convert $p to ",#"
        Do Punctuation check A.

  Embedded 5XX field: If there is no embedded 7XX field, transfer all subfields
  and data except $3 and $v to MARC 21 $a. Convert remaining 5XX subfields as
  follows:

    Insert "." (if not already present) immediately preceding UNIMARC subfields
        $h, $k, $l, $m, and $q. If UNIMARC $i immediately preceded by UNIMARC $h,
        insert "," (if not already present) immediately preceding UNIMARC $i;
        else insert "." (if not already present) immediately preceding UNIMARC $i.
        Substitute "#" (blank) for each embedded subfield identifier.

Else, transfer all subfields and data following UNIMARC $a except $3 and
$v to MARC 21 $s. Substitute "#" (blank) for all subfield codes except $a.
Do Punctuation check A

Field 205: Transfer all subfields and data after UNIMARC $a to MARC 21 $b
Substitute ",#" for second and subsequent UNIMARC "$a"
Substitute ",#" for UNIMARC "$b"

If UNIMARC $d is followed by "=#", substitute "#" for "$d"; else
substitute "#=#" for UNIMARC "$d"
Substitute "#/#" for UNIMARC "$f"
Substitute "#;#" for UNIMARC "$g"
Do Punctuation Check A at end of new MARC 21 $a.

Field 210: Transfer all subfields and data after UNIMARC $a except for UNIMARC
$i,$j, $k, $l and $m to MARC 21 $d
Substitute "#;#" for any second and subsequent UNIMARC $a
Enclose UNIMARC $b data in parentheses (if not already present) and
substitute "#" for "$b"
Substitute "#:#" for UNIMARC "$c"
Substitute ",#" for UNIMARC "$d"
Substitute "#" for UNIMARC "$e"
Substitute ",#" for "$f"
Substitute "#:#" for "$g"
Substitute ",#" for "$h"
Insert "(" as first character of UNIMARC $e, $f, $g or $h, whichever comes
first and ")" as last data character of UNIMARC $e, $f, $g, or $h
whichever comes last.
Do Punctuation check A at end of new MARC 21 $d.

Field 101: If MARC 21 tag = 775, transfer $a data only to MARC 21 $e; else do
not process 101 data.

Field 102: If MARC 21 tag = 775, Transfer $a data only to MARC 21 $f
Convert data as specified in Table 1.

Field 225: Transfer data following UNIMARC $a to MARC 21 $k
If $d is followed by "=#", substitute "#" for "$d"; else substitute "#=#"
for each UNIMARC "$d"
Substitute "#:#" for each UNIMARC "$e"
Substitute "#/#" for each UNIMARC "$f"
Substitute ".#" for each UNIMARC "$h"
Substitute ",#" for each UNIMARC "$i" if $i immediately preceded by
UNIMARC $h; else substitute ".#" for each "$i".
Enclose entire data of $k in parentheses "( )" if not already present.

Field 510: Transfer UNIMARC $a data to MARC 21 $q; do not convert other 510
subfields.
Do Punctuation check A.

PROCEDURE 7: LINKING FIELDS (continued)

    Field 200: Transfer UNIMARC $a data to MARC 21 $t;
    Transfer UNIMARC $h and $i.
    Substitute ".#" for each UNIMARC $h.
    Substitute ",#" for each UNIMARC $i if it is immediately preceded by
       UNIMARC $h; else substitute ".#" for UNIMARC $i.
    Do Punctuation Check A at end of each field.

    Field 530: If no UNIMARC 200, convert 530; else drop embedded 530.
    Transfer UNIMARC $a data to MARC 21 $t
    Transfer UNIMARC $b data to MARC 21 $c; do not convert other subfields.
    If new $c not enclosed in parentheses, enclose $c data in parentheses.
    Do Punctuation check A

    Field 001: Transfer to $w.

    Field 011: Transfer $a to $x; do not convert other subfields

    Field 040: Transfer $a data to $y; do not convert other subfields

    Field 010: Transfer $a data to $z; do not convert other subfields.

Arrange new MARC 21 subfields in the following order:
    $a, $s, $t, $c, $q, $b, $d, $k
    Other subfields may following in any order.

PROCEDURE 8: SETTING OF SECOND INDICATOR FOR 600-607

Set MARC 21 second indicator on fields 600, 601, 602, 605, 606, and 607
    according to the content of $2 as follows:

    If $2 contains "lc", set MARC 21 second indicator = 0
    If $2 contains "lcch", set MARC 21 second indicator = 1
    If $2 contains "mesh", set MARC 21 second indicator = 2
    If $2 contains "nal", set MARC 21 second indicator = 3
    If $2 contains "other" set MARC 21 second indicator = 4
    If $2 contains "cae", set MARC 21 second indicator = 5
    If $2 contains "caf", set MARC 21 second indicator = 6
    If $2 contains other than the above terms, set MARC 21 second indicator = 7
    If $2 does not exist in the field, set MARC 21 second indicator = 4

Keep $2 as such if MARC 21 2nd ind. = 7; else do not convert UNIMARC $2

PROCEDURE 9: Construction of MARC21 Leader, Directory, 008 Field

Note: This procedure is invoked for the creation of MARC21 format records from UNIMARC source records.
Convert the UNIMARC Record Label according to the following specifications when creating MARC21 format records. Like UNIMARC, MARC21 records begin with twenty-four characters called the Leader. The MARC21 Leader has no indicators or subfield codes.

MARC21 TAG	CHAR. POS.	NO. OF CHAR.	NAME/DESCRIPTION		UNIMARC TAG	CHAR. POS.	NO. OF CHAR.	NAME/DESCRIPTION	NOTES
LDR		24	LEADER		REC LAB		24	RECORD LABEL	
	00-04	5	LOGICAL RECORD LENGTH (right justified, zero fill)			00-04	5	RECORD LENGTH (right justified, zero fill)	Computed by the record conversion program.
	05	1	RECORD STATUS			05	1	RECORD STATUS	
	06	1	TYPE OF RECORD			06	1	TYPE OF RECORD	
	07	1	BIBLIOGRAPHIC LEVEL			07	1	BIBLIOGRAPHIC LEVEL	
	08	1	UNDEFINED			08	1	TYPE OF CONTROL	SET to # (blank)
	09	1	UNDEFINED			09	1	CHARACTER CODING SCHEME	SET to # (blank)
	10	1	INDICATOR COUNT			10	1	INDICATOR LENGTH	SET to value 2
	11	1	SUBFIELD CODE COUNT			11	1	SUBFIELD IDENT. LENGTH	SET to value 2
	12-16	5	BASE ADDRESS OF DATA (right justified, zero fill)			12-16	5	BASE ADDRESS OF DATA (right justified; zero fill)	The value is calculated by the conversion program.
	17	1	ENCODING LEVEL			17	1	ENCODING LEVEL	
	18	1	DESCRIPTIVE CATALOGING FORM			18	1	DESCRIPTIVE CAT. FORM	
	19	1	LINKED RECORD REQUIREMENT			19	1	UNDEFINED	SET /19 to value #
	20	1	LENGTH OF THE LENGTH-OF-FIELD PORTION			20	1	LENGTH OF THE LENGTH-OF-FIELD PORTION	

		21	1	LENGTH OF THE STARTING- CHARACTER-POSITION PORTION			21	1	LENGTH OF THE STARTING- CHARACTER-POS. PORTION	
		22	1	LENGTH OF THE IMPLEMENTA- TION-DEFINED PORTION			22	1	UNDEFINED	SET TO VALUE 0
		23	1	UNDEFINED			23	1	UNDEFINED ENTRY MAP CHARACTER POSITION	SET TO VALUE 0

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-------------------------------------------------------------------------------------------
|MARC21                                    ||UNIMARC                              |         |
|TAG |CHAR.|NO. OF|                        ||TAG |CHAR.|NO. OF|                    |         |
|    |POS. |CHAR. |NAME/DESCRIPTION        ||    |POS. |CHAR. |NAME/DESCRIPTION    |NOTES    |
-------------------------------------------------------------------------------------------
|DIR |     |      |DIRECTORY               ||DIR.|     |      |RECORD DIRECTORY    |Assembled by       |
|    |     |      |                        ||    |     |      |                    |conversion program;|
|(NR)|     |      |(According to ISO 2709; ||    |     |      |                    |see note below     |
|    |     |      |arranged in ascending order||  |     |      |                    |         |
|    |     |      |according to 1st character||   |     |      |                    |         |
|    |     |      |of tag or by complete tag)||   |     |      |                    |         |
|    |     |      |                        ||    |     |      |                    |         |
|    |Processing Note for Record Directory:                                       |         |
|    |The Record Directory is assembled as specified in MARC21 Specifications for Record |  |
|    |   Structure, Character Sets, Tapes, p. 5-6.  Note especially that the Sequence    |  |
|    |   Number must be assigned to fields 001-399 relative to any repetition of an entire| |
|    |   field number; but for fields 400-999 it is assigned relative to repetition of any| |
|    |   field with the same 1st digit of the field number.  For this reason, when the  |  |
|    |   Record Directory entries are sorted at the end of the conversion, the entries for| |
|    |   fields 001-399 must be sorted differently from those for fields 400-999.       |  |
|    |   (See example below)                                                           |  |
|    |                                                                                  |  |
|    |        MARC21 Tag  Sequence Number                                              |  |
|    |           020         1          SORTED ON ENTIRE TAG                           |  |
|    |           020         2                                                         |  |
|    |    but:   490         1          SORTED ON 1ST DIGIT                            |  |
|    |           440         2          OF THE TAG                                     |  |
|    |           490         3                                                         |  |
|    |                                                                                  |  |
|    |   MARC21 Leader/00-04 and /12-16 should be calculated once the Directory has been|  |
|    |   assembled.                                                                     |  |
|    |   NOTE: Directory entries for MARC21 886 should be placed last and arranged in   |  |
|    |   ascending order according to the order of the source fields in the UNIMARC record.| |
|    |   See also the instruction concerning the order of note fields under tag 5XX.   |  |
-------------------------------------------------------------------------------------------
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PROCEDURE 9: Construction of MARC21 Leader, Directory, 008 Field (Cont.)

The MARC 21 field 008 (Fixed-Length Data Elements) contains data in coded form. Information from UNIMARC field 100 (General Processing Data) is general mapped to MARC 21 field 008 according to the following specifications.

MARC21 TAG	CHAR. POS.	NAME		UNIMARC TAG SF	CHAR. POS.	NOTES
008	00-05	DATE ENTERED ON FILE		100 $a	02-07	
008	06	TYPE OF DATE/PUBLICATION STATUS		100 $a	08	
008	07-10	DATE 1/BEGINNING DATE OF PUBL.		100 $a	09-12	
008	11-14	DATE 2/ENDING DATE OF PUBLICATION		100 $a	13-16	
008	15-17	PLACE OF PUBLICATION, PROD., OR EXECUTION		102 $a		No default
008	35-37	LANGUAGE		101		
008	38	MODIFIED RECORD		100 $a	21 2	Information is found in UNIMARC 100##$a/21 and /25
008	39	CATALOGING SOURCE		801 $a		GENERATE "d"

IF BOOKS, THEN:

MARC21: BOOKS				UNIMARC		
TAG	CHAR.			TAG	CHAR.	
	POS.	NAME		SF	POS.	NOTES
008	18-21	ILLUSTRATION CODE		105	00-03	
				$a		
008	22	TARGET AUDIENCE		100	17-19	
				$a		
23		FORM OF ITEM		106	00	
				$a		
008	24-27	NATURE OF CONTENTS		105	04-07	
				$a		
008	28	GOVERNMENT PUBLICATION		100	20	
				$a		
008	29	CONFERENCE PUBLICATION		105	08	
				$a		
008	30	FESTSCHRIFT		105	09	
				$a		
008	31	INDEX		105	10	
				$a		
008	32	MAIN ENTRY IN BODY OF ENTRY		--		GENERATE "0"
008	33	FICTION		105	11	
				$a		
008	34	BIOGRAPHY		105	12	
				$a		

008

PROCEDURE 9: Construction of MARC21 Leader, Directory, 008 Field (Cont.)

IF COMPUTER FILES, THEN:

MARC21: COMPUTER FILES				UNIMARC		
TAG	CHAR.			TAG	CHAR.	
	POS.	NAME		SF	POS.	NOTES
008	18	FREQUENCY		110	01	
				$a		
008	19	REGULARITY		110	02	
				$a		
008	20-21	UNDEFINED		---	--	GENERATE "##"
008	22	TARGET AUDIENCE		100	17-19	
				$a		
008	23-25	UNDEFINED		---	--	GENERATE "###"
008	26	TYPE OF COMPUTER FILE		135	00	
				$a		
008	27	TYPE OF MACHINE		---	--	GENERATE "a"
008	28	GOVERNMENT PUBLICATION		100	20	
				$a		
008	29-34	UNDEFINED		---	--	GENERATE "######"

IF MAPS, THEN:

MARC21: MAPS				UNIMARC		
TAG	CHAR.			TAG	CHAR.	
	POS.	NAME		SF	POS.	NOTES
008	18-21	RELIEF		120	03-06	If no 120, default to "#"
				$a		

```
-------------------------------------------------------------------------------
|008 |22-23|PROJECTION                  ||120 |07-08|                           |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 | 24  |PRIME MERIDIAN              ||120 |09-10|If no 120, default to "#"  |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 | 25  |CARTOGRAPHIC MATERIAL TYPE  ||121 |  08 |Default to "|" (fill character)|
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 |26-27|UNDEFINED                   ||--- |--   |GENERATE "##"              |
-------------------------------------------------------------------------------
|008 | 28  |GOVERNMENT PUBLICATION      ||100 |  20 |                           |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 |29-30|UNDEFINED                   ||--- |--   |GENERATE "##"              |
-------------------------------------------------------------------------------
|008 | 31  |INDEX                       ||120 |  01 |Default to "0"             |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 | 32  |UNDEFINED                   ||--- |--   |GENERATE "#"               |
-------------------------------------------------------------------------------
|008 |33-34|SPECIAL FORMAT CHARACTERISTICS ||--- |--  |GENERATE "|" (fill character)|
-------------------------------------------------------------------------------
```

IF MUSIC, THEN:

```
-------------------------------------------------------------------------------
|MARC21: MUSIC               ||UNIMARC                                          |
|TAG |CHAR.|                 ||TAG |CHAR.|                                       |
|    |POS. |NAME             ||SF  |POS. |NOTES                                  |
-------------------------------------------------------------------------------
|008 |18-19|FORM OF COMPOSITION         ||    |     |                           |
-------------------------------------------------------------------------------
|008 | 20  |FORMAT OF MUSIC             ||125 |  00 |                           |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 | 21  |EXISTENCE OF PARTS          ||125 |  01 |                           |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
|008 | 22  |TARGET AUDIENCE             ||100 |17-19|                           |
|    |     |                            ||$a  |     |                           |
-------------------------------------------------------------------------------
```

```
-------------------------------------------------------------------------------------------------
|008 |  23 |FORM OF ITEM                    ||106 |  00 |                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |24-29|ACCOMPANYING MATTER             ||126 |13-18|                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |30-31|LITERARY TEXT FOR SOUND RECORDING||125 |     |                                        |
|    |     |                                ||$b  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |  32 |MAIN ENTRY IN BODY OF ENTRY     ||--- |--   |GENERATE "0"                             |
-------------------------------------------------------------------------------------------------
|008 |33-34|UNDEFINED                       ||--- |--   |GENERATE "#"                             |
-------------------------------------------------------------------------------------------------
```

IF VISUAL MATERIALS, THEN:

```
-------------------------------------------------------------------------------------------------
|008 |18-20|LENGTH                          ||115 |01-03|                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |  21 |UNDEFINED                       ||--- |--   |GENERATE "#"                             |
-------------------------------------------------------------------------------------------------
|008 |  22 |TARGET AUDIENCE                 ||100 |17-19|                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |23-27|ACCOMPANYING MATTER             ||115 |11-14|                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |  28 |GOVERNMENT PUBLICATION          ||100 |  20 |                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
|008 |29-3 |UNDEFINED                       ||--- |--   |GENERATE "###"                           |
-------------------------------------------------------------------------------------------------
|008 |  32 |MAIN ENTRY IN BODY OF ENTRY     ||--  |     |GENERATE "0"                             |
-------------------------------------------------------------------------------------------------
|008 |  33 |TYPE OF MATERIAL                ||    |     |GENERATE "|" (fill character)            |
-------------------------------------------------------------------------------------------------
|008 |  34 |TECHNIQUE CODE                  ||115 |  09 |                                         |
|    |     |                                ||$a  |     |                                         |
-------------------------------------------------------------------------------------------------
```

IF SERIALS, THEN:

```
--------------------------------------------------------------------------------------------
|008 |  18 |FREQUENCY                    ||110 |  01 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  19 |REGULARITY                   ||110 |  02 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  20 |ISDS CENTER                  ||802 |     |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  21 |TYPE OF SERIAL               ||110 |  00 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  22 |FORM OF ORIGINAL ITEM        ||111 |  00 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  23 |FORM OF ITEM                 ||111 |  01 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  24 |NATURE OF ENTIRE WORK        ||110 |  03 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |25-27|NATURE OF CONTENTS           ||110 |04-06|                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  28 |GOVERNMENT PUBLICATION       ||100 |  20 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  29 |CONFERENCE PUBLICATION       ||110 |  07 |                                       |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  30 |TITLE PAGE AVAILABILITY      ||110 |  08 |GENERATE "#" (blank)                   |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  31 |INDEX AVAILABILITY           ||110 |  09 |GENERATE "#" (blank)                   |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
|008 |  32 |CUMULATIVE INDEX CODE        ||110 |  10 |GENERATE "#" (blank)                   |
|    |     |                             ||$a  |     |                                       |
--------------------------------------------------------------------------------------------
```

|008	33 |ORIGINAL ALPHABET OF TITLE	|100	34		
				|$a			
	008	34	SUCCESSIVE/LATEST ENTRY		---	--	GENERATE "1" if 520 present in UNIMARC record; else "0"

Note: No more than one 007 should be generated in a single MARC21 record.

If Visual Materials, and a UNIMARC 115 present, create a single MARC21 007 $a from the first occurring 115 (only). Generate values in each byte of 007 as indicated below.

MARC21: FILMS			UNIMARC		
TAG	CHAR.		TAG	CHAR.	
	POS.	NAME	SF	POS.	NOTES
007	00	GMD	115	00	
			$a		
007	01	SMD (If US 007/00 = g or m)	115	00	[Note: 115$a/00 sets value but 115 a/08 may
			$a	or 08	override it.]
007	01	SMD (If US 007/00 = v)	115	00	[Note: 115$ a/00 sets value but 115$ a/15 may
			$a	or 15	override it.]
007	02	ORIGINAL VS. REPRODUCTION	---		GENERATE "|" (fill character)
007	03	COLOR	115	04	
			$a		
007	04	PRESENTATION FORMAT	115	10	
		(If US 007/00 = m)	$a		
007	04	PRESENTATION FORMAT	---		GENERATE "|" (fill character)
007	05	SOUND ON MEDIUM/SEPARATE	115	05	
			$a		
007	06	MEDIUM FOR SOUND	115	06	
			$a		
007	07	WIDTH/DIMENSIONS	115	07	
			$a		
007	08	SECONDARY SUPPORT	115		If 007/00 = g, then GENERATE "|" (fill character) in
		(If US 007/00 = g only)	$a		007/08; else do not generate 007/08

PROCEDURE 11: 007 MUSIC

NOTE: No more than one 007 should be generated in a single MARC21 record.

If Music, and a UNIMARC 126 present, create a single MARC21 007 $ a from the first occurring 126 (only). Generate values in each byte of 007 as indicated below.

MARC21: SOUND RECORDING				UNIMARC		
TAG	CHAR.			TAG	CHAR.	
	POS.	NAME		SF	POS.	NOTES
007	00	GMD - SOUND RCD (007/00 = s)				GENERATE "s" when 126 present
007	01	SMD		126 $a	06	
007	02	ORIGINAL VS. REPRODUCTION		---		GENERATE "|" (fill character)
007	03	SPEED		126 $a	07	
007	04	KIND OF SOUND		126 $a	08/19	If no 126/19, use alternate instructions under 126 $a/08
007	05	GROOVE WIDTH/PITCH		126 $a	09	
007	06	DIMENSIONS		126 $a	10	
007	07	TAPE WIDTH		126 $a	11	
007	08	TAPE CONFIGURATION		126 $a	12	
007	09	KIND OF DISC, CYLINDER...		126 $b	00	
007	10	KIND OF MATERIAL		126 $b	01	

007	11	KIND OF CUTTING		126	02	
				$b		
007	12	SPECIAL REPRODUCT. TECHNIQ		126	20	If no 126 $a/20, input "|" (fill character)
				$a		

NOTE: If more than one 130 is present, generate a new 007 for each.

Generate values in each byte of 007 as indicated below.

```
-------------------------------------------------------------------------------------------
|MARC21: MICROFORM                         ||UNIMARC                                       |
|TAG |CHAR.|                               ||TAG |CHAR.|                                    |
|    |POS. |NAME                           ||SF  |POS. |NOTES                               |
-------------------------------------------------------------------------------------------
|007 |     |MICROFORMS (007/00 = h)        ||    |     |                                    |
-------------------------------------------------------------------------------------------
|007 | 00  |GMD [= h]                      ||    |     |                                    |
-------------------------------------------------------------------------------------------
|007 | 01  |SMD                            ||130 | 00  |                                    |
-------------------------------------------------------------------------------------------
|007 | 02  |ORIGINAL VS. REPRODUCTION      ||    |     |GENERATE "|" (fill character)       |
-------------------------------------------------------------------------------------------
|007 | 03  |POLARITY                       ||130 | 01  |                                    |
-------------------------------------------------------------------------------------------
|007 | 04  |DIMENSIONS                     ||130 | 02  |                                    |
-------------------------------------------------------------------------------------------
|007 | 05  |REDUCTION RATIO CODE           ||130 | 03  |                                    |
-------------------------------------------------------------------------------------------
|007 |06-08|SPECIFIC REDUCTION RATIO       ||130 |04-06|                                    |
-------------------------------------------------------------------------------------------
|007 | 09  |COLOR                          ||130 | 07  |                                    |
-------------------------------------------------------------------------------------------
|007 | 10  |EMULSION OF FILM               ||130 | 08  |                                    |
-------------------------------------------------------------------------------------------
|007 | 11  |GENERATION                     ||130 | 09  |                                    |
-------------------------------------------------------------------------------------------
|007 | 12  |BASE OF FILM                   ||130 | 10  |                                    |
-------------------------------------------------------------------------------------------
```

NOTE: No more than one 007 should be generated in a single MARC21 record.

    If a UNIMARC 121 or 124 $b present, create a single MARC21 007 $a from the first occurring 121 and/or 124 $b (only). Generate values in each byte of 007 as indicated below.

```
-------------------------------------------------------------------------------------------------
|MARC21: MAPS                            ||UNIMARC                                                |
|TAG |CHAR.|                             ||TAG |CHAR.|                                            |
|    |POS. |NAME                         ||SF  |POS. |NOTES                                       |
-------------------------------------------------------------------------------------------------
|007 | 00 |GMD                           ||124 |     |                                            |
|    |    |                              ||$b  |     |                                            |
-------------------------------------------------------------------------------------------------
|007 | 01 |SMD                           ||124 |     |                                            |
|    |    |                              ||$b  |     |                                            |
-------------------------------------------------------------------------------------------------
|007 | 02 |ORIGINAL VS. REPRODUCTION     ||--- |     |GENERATE "|" (fill character)               |
-------------------------------------------------------------------------------------------------
|007 | 03 |COLOR                         ||120 | 00  |If no 120, GENERATE "|" (fill character)    |
|    |    |                              ||$a  |     |                                            |
-------------------------------------------------------------------------------------------------
|007 | 04 |PHYSICAL MEDIUM               ||121 |03-04|If no 121, GENERATE "|" (fill character)    |
|    |    |                              ||$a  |     |                                            |
-------------------------------------------------------------------------------------------------
|007 | 05 |TYPE OF REPRODUCTION          ||--- |     |GENERATE "|" (fill character)               |
-------------------------------------------------------------------------------------------------
|007 | 06 |PRODUCTION/REPRODUCTION       ||121 | 05  |If no 121, GENERATE "|" (fill character) if US 007/00 |
|    |    |   (If US 007/00 = a)         ||$a  |     |= a; else, do not generate 007/06.          |
-------------------------------------------------------------------------------------------------
|007 | 07 |POLARITY (If US 007/00 = a    ||--- |     |GENERATE "|" (fill character) if US 007/00 = a; |
|    |    |                              ||    |     |else do not generate 007/07                 |
-------------------------------------------------------------------------------------------------
```

    Note: Globes = 00-05 long
                Maps = 00-07 long

PUNCTUATION CHECKS

PUNCTUATION CHECK A

Insert period at end of the field or subfield if one of the following marks of punctuation is not already present:

   "." Period

   "-" Hyphen

   "?" Question mark

   "!" Exclamation mark

   ")" Closing parenthesis

   "]" Closing square bracket

If the punctuation marks ";" (semicolon) ":" (colon) "," (comma) or "/" (slash) appear at the end of field or subfield, delete them and any immediately preceding "#" (blank) and insert "." (period).

PUNCTUATION CHECK B

   Remove any blanks that occur at the end of a subfield.