Preservation & Digitization Actions: Terminology for MARC 21 Field 583

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Structure of *PDA: Terminology*

PDA: Terminology serves both as instructional guidelines and as data dictionary. **Part 1** is introductory and presents the compendium of standardized preservation and digitization action terms. **Part 2** consists of construction guidelines for 583 fields focusing on particular actions. Each particular set is conceived as a "pull-out" for specific guidance. **Part 3** is the data dictionary, a compilation of all of the standardized terms for preservation and digitization actions.

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PART 1 Overview

Introduction

Field 583 contains information about actions taken on cataloged resources. This particular set of instructions defines practice for recording information about preservation and digitization actions.[1] 583 encoded information following this practice uses the convention "$2 pda" as an indication of compliance.

Preservation & Digitization Actions: Terminology for the MARC 21 Field 583 (hereafter referred to as *PDA: Terminology*) defines standardized terminology for preservation and digitization actions and allows institutions to record these actions, including those which may take place in the future (commonly referred to as prospective cataloging or queuing). Information in the 583 field is used to inform preservation decisions and by institutions to determine whether and to what extent an item or collection may have been preserved or digitized. Because of this, institutions recording *prospective* preservation and digitization actions must commit to either completing the actions or to updating the record should the action not take place for whatever reason.

History of PDA: Terminology

In 1988, standard terminology to record preservation activities in field 583 was prepared by the Preservation of Library Materials Section of the Resources and Technical Services Division of the American Library Association. The *Standard Terminology for the MARC Actions Note Field* was not part of the MARC 21 format documentation, though use of the terms in the list was recommended, especially for cataloging conforming to the *Anglo-American Cataloguing Rules*, 2nd edition, 1988 revision. With the passage of time however, the list of preservation terminology has become outdated and the inability to record digital reformatting and digital transformation actions has become a hindrance.

PDA: Terminology reflects current practice in the field of library preservation and digitization, using clear and understandable terms. National and international standards are included where relevant. *PDA: Terminology* was created as a joint effort of RLG, ARL, and the Library of Congress. Members of the Intellectual Access Committee, Preservation and Reformatting Section of the Association for Library Collections and Technical Services Division of the American Library Association reviewed draft versions.

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[1] Other groups may wish to establish a controlled language for the 583 field which differs from the Preservation and Digitization terminology. If an organization (e.g., SAA) wished to establish a separate list of terms, the group could submit their list to the Network Development and MARC Standards Office (ndmso@loc.gov) for inclusion in the *MARC Code List for Relators, Sources, Description Conventions*. The Network Development and MARC Standards Office would assign a $2 code to the thesaurus.

MARC 21 583 Action Note: Review

Official documentation for the MARC 583 structure is maintained by the Library of Congress Network Development and MARC Standards Office at: http://www.loc.gov/marc/bibliographic/583terms.html.

The following is a review of the 583 subfields as they apply to preservation and digitization.[2]

Indicators:

First Indicator:	Second indicator:
# - no information provided	Undefined
0 – private	
1 – not private	

Subfields:
It is required that a minimal 583 preservation action note include: $a, $c, $2, and $5.

$3 - *Materials specified* **(Not Repeatable)** Parts or copies of an item	
$a – *Action* **(Not Repeatable)** Standardized terminology descriptive of the action (e.g., condition reviewed, transformed digitally). A compendium of preservation and digitization actions (PDA) terms follow.	
$b - *Action identification* **(Repeatable)** Code that identifies a specific action or identifies it in conjunction with the time of action in subfield $c.	

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2 **Typographical Conventions**

PDA: Terminology uses the typographical conventions of the Library of Congress Network Development and MARC Standards Office.

MARC field indicators are represented by the # symbol. Some readers may be more familiar with the use of spaces and alternate symbols representing blank space (e.g., b or slash-b symbols).

MARC subfields are represented by the $ symbol. Some readers may be more familiar with the use of the | symbol. The $ symbol should be read as "subfield"; for example, $a should be read "subfield a".

PDA: Terminology uses two distinct fonts, each for a specific purpose. The Times-Roman font is used for instructional information. The Arial font is used to represent MARC and MARC-encoded examples, e.g.,

    583 1# $a microfilmed $c 2004 $2 pda $5 DLC

Finally, some catalog systems separate various pieces of information with spaces while others do not.

PDA: Terminology uses a space to separate subfields and subfield information for readability.

MARC 583 $2 Preservation and Digitization Actions

$c - *Time/date of action*	**(Repeatable)**
Date action was initiated. Date should be recorded using ISO 8601, the International Date Standard with hyphens omitted (e.g., **YYYYMMDD or YYYY**).	
$d - *Action interval*	**(Repeatable)**
A time period that cannot be expressed as a concrete time (e.g., condition surveys that might take place quadrennially)	
$e - *Contingency for action*	**(Repeatable)**
Time or time period expressed in terms of an unpredictable event (not generally used with PDA terms)	
$f - *Authorization*	**(Repeatable)**
Text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)	
$h - *Jurisdiction*	**(Repeatable)**
Name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested	
$i - *Method of action*	**(Repeatable)**
Means or technique by which an action is performed. Provides further description of $a term. A list of valid terms for specific preservation and digitization actions is found below.	
$j - *Site of action*	**(Repeatable)**
The site at which the described action has been undertaken.	
$k - *Action agent*	**(Repeatable)**
Person or organization performing the action (e.g., vendor or service provider)	
$l - *Status*	**(Repeatable)**
Condition or state of the described materials.	
$n - *Extent*	**(Repeatable)**
Number of items involved; quantifiable measurement. Always used in conjunction with $o.	
$o - *Type of unit*	**(Repeatable)**
Name of the unit of measurement for $n. Always used in conjunction with $n.	
$u - *Uniform Resource Identifier*	**(Repeatable)**
Link to supplementary information, e.g., a URL or URN, which provides electronic access data in a standard syntax. This data can be used for automated access to an electronic item using one of the Internet protocols.	
$x - *Nonpublic note*	**(Repeatable)**
A note pertaining to an action on an item that is not displayed to the public.	
$z - *Public note*	**(Repeatable)**
A note pertaining to an action on an item that is displayed to the public.	

$2 - *Source of term* **(Not Repeatable)**	
A MARC code that identifies the source of the term used to record the action information, in this case "pda" for preservation and digitization action terms. See *MARC Code* for a list of other established $2 sources. See p. 6 for explanation of when to omit $2.	
$5 - *Institution to which field applies* **(Not Repeatable)**	
Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html[3]	
$6 - *Linkage* **(Not Repeatable)**	
Linkage is generally not used by "pda" See: http://www.loc.gov/marc/bibliographic/ecbdcntf.html#mrcs6	
$8 - *Field link and sequence number* **(Repeatable)**	
Linkage is generally not used by "pda" See: http://www.loc.gov/marc/bibliographic/ecbdcntf.html#mrcs8	

Subfields marked as "(**Repeatable**)" may be used more than once in any single 583 field. Subfields marked as "(**Not Repeatable**)" may be used only once in any single 583 field.

> Example:
> 583 0# $a condition reviewed $c 2004 **$l mutilated $l do not treat** $2 pda
> $5 MiEM

Subfield l, modifying $a, may be repeated to provide a complete description. In this example, Michigan State University has identified a mutilated copy that the library has decided not to treat.

To use a **Not Repeatable** subfield more than once, multiple 583 notes must be used, one for each instance of the **Not Repeatable** subfield.

> Example:
> 583 0# **$a stabilized** $c 2004 $l cleaned $2 pda $5 MdU
> 583 0# **$a transferred to optimal storage** $c 2004 $2 pda $5 MdU

Two 583 notes are required to express two actions. In this case, the first action is stabilization and the second is transfer to optimal storage.

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[3] The institution codes shown in the examples throughout the document are those of real institutions. However, the examples have been created solely for purposes of illustration and do not reflect usage or practices of these institutions.

Principles of Use and Field Construction

The standard terms defined here cover **preservation and digitization actions only.**[4]
When recording preservation or digitization actions, terms from *PDA: Terminology*
should be used if the institution complies with the terms as defined. This is
acknowledged in Subfield 2 (*Source of Terms*) by using the code "pda"
(Preservation and Digitization Action). It is not necessary for institutions to update the
583 field to add $2 pda if the 583 field was created prior to issuance of *PDA:
Terminology*.   If an institution uses non-standard terminology in the 583 field, a
subfield 2 should not be used.

Standardized terminology naturally limits expression. These terms will be reviewed
and updated periodically to allow for expansion as new technologies develop. The
583 field provides two ways of including additional information: notes ($x or $z) and
links to external information ($u).

Public versus Private Information

The use of the first indicator of the 583 field enables institutions to declare whether the
preservation and digitization information is intended to be public or private.
Information in the 583 field may used to track local actions, but due to the nature of
preservation and digitization, this information may be used by other institutions to
determine whether and to what extent an item or collection may have been preserved
or digitized. Access to this kind of information may influence preservation or
digitization decisions made by other institutions, therefore Indicator 1 should be 1
(not private) when any of the following $a action terms are used:

conserved	will conserve	will not conserve
digitized	will digitize	will not digitize
mass deacidified	will mass deacidify	will not mass deacidify
microfilmed	will microfilm	will not microfilm
rebound		
reproduced in analog	will reproduce in analog	will not reproduce in analog
reproduced in print	will reproduce in print	will not reproduce in print
transferred to optimal storage		
transformed digitally	will transform digitally	will not transform digitally

The following examples show the use of $2 to indicate the terms are taken from *PDA:
Terminology*:

Example:
583 1# $a microfilmed $c 2004 **$2 pda** $5 DLC
583 0# $3 text $a withdrawn $c 2004 **$2 pda** $5 DLC
583 1# $3 illustrations $a mass deacidified $c 2004 $i MgO **$2 pda**
        $5 DLC

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[4] Standard collection management terms may be used to describe actions taken in the process of preservation
treatment. If this is the case, the $2 pda is not used, though some other group may develop another
standard terminology for these terms.

MARC 583 $2 Preservation and Digitization Actions

These 583 fields, applied to one record, mean that the Library of Congress microfilmed the title in question from a paper copy in 2004. The text pages of the item were discarded but the illustrations were retained and mass deacidified using the magnesium oxide process.

How to Use **PDA** Terms

The 583 field may be used at the bibliographic level, the holdings level, or both.
To ensure that preservation information is shared with other institutions, it may be necessary to use the bibliographic level. How an institution implements the 583 will be determined by local systems and policies.

Certain subfields within the 583 field require standard terminology. The following table illustrates these requirements. Standardization is necessary to ensure understanding and, more importantly, computer aided query of preservation information.

Guide to Controlled Vocabulary by Subfield	
Standardized Terminology Required	**No Standardization Required**
$a *Action*	**$b** *Action Identification*
$c *Time/Date of Action*	**$d** *Action Interval*
$i *Method of Action*	**$e** *Contingency for Action*
$l *Status*	**$f** *Authorization*
$2 *Source of Term*	**$h** *Jurisdiction*
$5 *Library Identifier*	**$j** *Site of Action*
	$k *Action Agent*
	$n *Extent*
	$o *Type of Unit*
	$u *Uniform Resource Identifier (URI/URL/URN)*
	$x *Nonpublic Note*
	$z *Public Note*
	$3 *Materials Specified*

Not all subfields are recommended for use. The examples that follow show varying degrees of complexity.

Preservation and Digitization Actions

$ a (Action)   [not repeatable]

Subfield a describes a preservation or digitization action. To record more than one action, use additional 583 fields. Actions described in $a may reflect **completed** or **prospective** actions. See notes below the timeframes associated with completed and prospective actions.

For $a, the terminology used is general and as brief as possible since the information is intended for external purposes. Should technology require new action terms, the number of terms is expandable with notification to the Network Development and MARC Standards Office for revision of the *MARC Code List for Relators, Sources, Description Conventions.*

Completed Actions:

Use of a **Completed Action Term** in $a commits the institution to completing the action *within one year.* The date used in $c is the date the treatment decision was made. The 1-year time period allows institutions to add the 583 statement once, at the earliest point in the work stream, without having to update the record when the action is completed.

Completed Actions	
Terms	**Definition**
acquired surrogate	Acquisition of another copy through external sources in the same format or another format. Generally this occurs when the original copy is too brittle or damaged to reformat and a copy is available commercially. In this case, it is not always possible to control quality of the surrogate. *Examples: reprint; microfilm use copy*
condition reviewed	The examination of items and the subsequent recording of their physical state under $l (Status). May be used internally to record survey results and later retrieve items for a specific treatment. *Example: Search on* **$a condition reviewed $l damaged $z pressure-sensitive tape** *to retrieve candidates for pressure-sensitive tape removal*

MARC 583 $2 Preservation and Digitization Actions

Completed Actions	
Terms	**Definition**
conserved	The act of preserving an item in its original format, often through the addition of new materials. This action term is used to indicate that the owning institution has a copy in good condition following conservation treatment (also known as single-item treatment). The purpose of recording this information in a 583 note is to allow other libraries to elect <u>not</u> to perform extensive conservation treatment on their copy. It is not meant to replace in-house treatment documentation systems that record detailed descriptions. *Examples: washing, deacidification, stain removal, resewing, rebacking*
digitized	Conversion of an analog (print or non-print) item to a digital format. Conversion should be completed using relevant standards (relative to the source material and end product) though adherence to any such standard is not recorded within the 583. This information should be considered local information and recorded in the metadata about the digital object or may be made accessible through a link ($u) to further information which exists outside of the OPAC. [See Appendix A-1 for relevant standards and guidelines.] *Examples: a scanned photograph; an audiocassette reformatted to a digital audio file; a microfilm copy converted to digital form*
housed	The placement of an item in an enclosure (often custom-fitted) to maintain the item in pristine condition, provide better support for the item, and/or avoid a more invasive treatment. [See Appendix A-2 for relevant standards and guidelines.] *Examples: encapsulation, clamshell boxes, sleeves & envelopes*
mass deacidified	Chemical neutralization of the acid in paper using a commercial, batched process. *Example: documents in file folders within a manuscript box that have been treated in the Bookkeeper manuscript chamber*
micro-filmed	Conversion of an original paper copy to microfilm. Presumes preservation quality preparation for filming, film processing, and storage. [See Appendix A-3 for relevant standards and guidelines.] Microfiche is not considered a preservation medium and is <u>not</u> included in this definition. *Example: a 35mm polyester-based microfilm*
rebound	Replacement of original covers through library binding or recasing. Original leaf attachment may or may not be retained. As defined here, the term *rebound* is used to alert other libraries that the original cover has <u>not</u> been preserved. [See Appendix A-4 for relevant standards and guidelines.] *Example: a hardcover volume which receives a new buckram cover*

MARC 583 $2 Preservation and Digitization Actions

Completed Actions	
Terms	**Definition**
repaired	In-house treatment for circulating collections to allow for quick turnaround and the retention of original signatures & covers. *Example: spine repair*
reproduced in analog	The copying of an analog audio or video item to a new analog (non-digital) media format. [See Appendix A-5 for relevant standards and guidelines.] *Example: preservation reformatting of an audio cassette to reel-to-reel tape*
reproduced in print	Generation of a paper copy from the original, or from a microfilm or digital copy. Requires adherence to preservation standards for paper quality and image permanence. [See Appendix A-6 for relevant standards and guidelines.] Whole volumes are bound. *Examples: a paper copy printed from a digital file and bound; a map printed from a digital file; a preservation photocopy*
retained	Generally used to describe the disposition of the original when replacing or reformatting an item. *Example: plates retained from a discarded brittle volume*
stabilized	Non-invasive procedures used to minimize deterioration and maintain the integrity of an item. In many cases, stabilization provides support to an item as an interim or phased approach to treatment. [See Appendix A-7 for relevant standards and guidelines.] *Examples: Clean; tie with flat string; shrink-wrap*
transferred to optimal storage	Placement of an item in an environment that meets preservation standards for relative humidity, temperature, light exposure, air quality, and emergency preparedness for the housing of that material type. [See Appendix A-8 for relevant standards and guidelines.] *Example: transfer to a newly constructed off-site storage facility designed to preservation specifications*
transformed digitally	Copying, converting, or enhancing a digital file resulting in the production of another digital file. *Examples: Post-processing of files such as OCR, text encoding, or geo-rectifying; digital preservation activities such as migration from one digital format to another or emulation of a digital format*
withdrawn	Removal of an item or portion of an item from the collection. *Example: brittle text withdrawn*
other	Record action using natural language in $x (non-public note) or $z (public note). This will be necessary more often with non-print formats for which a standard terminology has not yet been established. [See Appendix A-9 for relevant guidelines.]

Example:
5831# $a digitized **$c 20041104** $2 pda $5 DLC
5831# $3 text $a transformed digitally **$c 20050204** $i OCR $2 pda $5 DLC

In this case, the selection decision was made on November 4, 2004 to convert a paper copy to digital format. The digitization and text transformation to ASCII text via OCR, optical character recognition, was completed on February 4, 2005.

Prospective Actions:

The use of a **Prospective Action Term** (e.g., will digitize) in $a commits the institution to completing the action *within two years*. This is recommended for purposes of simplification in lieu of $e (Contingency for Action).

Prospective Actions	
Terms	**Definition**
request review	Identification of items in need of attention without removing them from circulation. Used primarily by non-preservation staff without the experience or authority to make a specific treatment decision. This option allows items to be identified without creating a physical backlog for preservation treatment. Selection for treatment can then be managed by generating lists from the online catalog, prioritizing by factors, such as high-use subject areas, type of treatment, or earliest date. *Example: a book with blocked pages due to previous water damage*
will acquire surrogate	See "acquired surrogate."
will conserve	See "conserved."
will digitize	See "digitized."
will mass deacidify	See "mass deacidified."
will microfilm	See "microfilmed."
will reproduce in analog	See "reproduced in analog."
will reproduce in print	See "reproduced in print."
will transform digitally	See "transformed digitally."

Example:
583 1# **$a will digitize** $c 20050104 $i text markup $2 pda $5 NIC

This 583 field indicates that the title was queued for digitization on January 4, 2005.

Example:
583 1# **$a will digitize** $c 20050104 $i text markup **$z Queued for digitization Jan. 4, 2005** $2 pda $5 NIC

If the institution desired, additional free-text information, explaining encoded information, could be recorded in $z.

Negative Decisions:

The use of a **Negative Decision Term** (e.g., will not digitize) in $a records the institution's decision not to take a particular action based on its policies or on an individual item review.

Negative Decisions	
Terms	**Definition**
will not conserve	See "conserved."
will not digitize	See "digitized."
will not mass deacidify	See "mass deacidified."
will not microfilm	See "microfilmed."
will not reproduce in analog	See "reproduced in analog."
will not reproduce in print	See "reproduced in print."
will not transform digitally	See "transformed digitally."

Example:
583 1# **$a will not microfilm** $c 20050104 $z Queued for filming by Library of Congress $2 pda $5 DNLM

This 583 field indicates that the title was reviewed, but a decision was made not to film after a search of other library's catalogs indicated that the title would be filmed at the Library of Congress. The subfield $z records that reason for not microfilming.

Example:
583 1# **$a will not digitize** $c 20050104 $z Not in scope per Collection Development Officer $2 pda $5 DNLM

After a review of the title by the Collection Development Officer, it was determined that the title was not in scope for the digitization project. The reason is recorded in $z.

PART 2 Guidelines for the Construction of MARC 583 Fields -- BY ACTION

Contents and Hyperlinks

$ a (Action) = acquired surrogate

Subfields Used in Conjunction with $a acquired surrogate

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 v. 5** $a acquired surrogate $c 20040915 $i microfilm use copy
$2 pda $5 CSt

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $3 v. 5 $a acquired surrogate **$b SP2003-10** $c 20040915 $i microfilm
use copy $2 pda $5 CSt

Subfield c (Time/date of Action) must be used to record the date of action (*acquired surrogate*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a acquired surrogate **$c 20041111** $i digital copy $2 pda $5 CSt

A digital surrogate of this item was acquired by Stanford University on November 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (i.e., the type of surrogate acquired). Standardized terminology should be used in $i when the action in $a is acquired surrogate.

Standard $i terms used when $a = acquired surrogate	
Terms	**Definitions**
digital copy	Link established to a commercial database or other online resource.
facsimile publication	An exact reproduction of the original (e.g., Octavo)
microfilm use copy	Commercially produced microfilm or a use copy generated from a preservation master owned by another institution.
reprint	A commercial copy reissued by the publisher.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is acquired surrogate or will acquire surrogate. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the acquired surrogate.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database record number in $b.

Example:
583 0# $a acquired surrogate $c 20050311 $i microfilm use copy
$u **http://www.stanford.edu/pres/acq/r=aaa0123** $2 pda $5 CtY

Example:
583 0# $a acquired surrogate $b aaa0123 $c 20050311 $i microfilm use
     copy **$u http://www.stanford.edu/pres/acq/** $2 pda $5 CtY

The first example points to an external database with direct query. The link includes an
embedded record query. The second example also points to an external database, but
the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without
displaying the information to the general public.

Example:
583 0# $a acquired surrogate $c 2004 **$x women's history project** $2
     pda $5 CtY

In this case, the note describes a special project that exposed the need for this surrogate.

Subfield z (Public Note) is used to communicate additional information or when
further explanation is desirable.

Example:
583 1# $a acquired surrogate $b 2004-J292 $c 20041103 **$z For further
     information, contact the Preservation Department** $2 pda $5 ICU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits
the user to full compliance with these terms.

Example:
583 0# $a acquired surrogate $c 20041201 $i facsimile publication **$2 pda**
     $5 DLC

In this case a facsimile copy was donated to the library and added to the collection on
December 1, 2004.

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned
institutional code. Institution codes can be found at: http://www.loc.gov/marc/
bibliographic/ecbdorg.html.

Example:
583 0# $a acquired surrogate $c 20041221 $i microfilm use copy $2 pda **$5
     CtY**

The item in this example was replaced by Yale University with a microfilm use copy.

$ a (Action) = condition reviewed

<u>Subfields Used in Conjunction with $a condition reviewed</u>

Mandatory subfields: $a, $c, $2, and $5.
Recommended subfields: $l (Status)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

> <u>Example</u>:
> 583 0# **$3 plates** $a condition reviewed $c 20040915 $l mutilated $2 pda $5 DLC

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

> <u>Example</u>:
> 583 0# $a condition reviewed $c 20041103 $2 pda $5 DLC
> 583 1# $a conserved **$b 04-074** $c 20041222 $z For treatment information, contact the Conservation Division $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.
Subfield c (Time/date of Action) must be used to record the date of the review (*condition reviewed*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

> <u>Example</u>:
> 583 0# $a condition reviewed **$c 20040821** $2 pda $5 DLC

The condition of this item was reviewed on August 21, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is condition reviewed. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been undertaken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) contains the condition or state of the described materials, sometimes but not always resulting from an action. The standardized terminology listed below should be used. In general, $x or $z should be used when none of the standardized language fits the circumstances. Subfields x or z may also be used in addition to $l to provide greater detail.

Standard $l terms used when $a = condition reviewed		
acidic paper	insect damaged	rehoused poorly
alkaline paper	loose	repaired previously
annotated	marginalia	scratched
blocked	missing	stained
brittle	mold damaged	sticky shed
damaged	mutilated	torn
defaced	not intact	undamaged
delaminated	obscured	vinegar syndrome
do not treat	obsolescent format	warped/cockled
faded	oxidized	water damaged
flaked/cracked	rebacked	
foxed	redox	
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.		

Example:
583 0# $a condition reviewed $c 20041202 **$l oxidized** $x redox $2 pda
        $5 DLC

Example:
583 0# $a condition reviewed $c 20041002 **$l damaged** $z pressure-
        sensitive tape $2 pda $5 DLC

MARC 583 $2 Preservation and Digitization Actions

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's condition review record number in $b.

Example:
583 0# $a condition reviewed $c 20041011 **$u http://www.uflib.ufl.edu/ pres/repro/db/r=aaa0123** $2 pda $5 FU

Example:
583 0# $a condition reviewed $b aaa0123 $c 20041011 **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a condition reviewed $c 2004 $l defaced **$x faces in illustrations are blacked out** $2 pda $5 NIC

In this case, the note further describes the type of defacement but does not share this description with the public.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a condition reviewed $c 20050311 $l undamaged $2 pda $5 DLC
583 1# $3 maps $a condition reviewed $c 20050311 $l missing $2 pda $5 DLC **$z Missing maps**

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a condition reviewed $c 20050201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at:
http://www.loc.gov/marc/bibliographic/ecbdorg.html

MARC 583 $2 Preservation and Digitization Actions

Example:
583 0# $a condition reviewed $c 20050221 $l undamaged $2 pda **$5 FU**

Staff at the University of Florida (FU) reviewed the condition of the item in this example. On February 21, 2005 this item was in undamaged condition.

$ a (Action) = conserved *or* will conserve *or* will not conserve

Subfields Used in Conjunction with $a conserved *or* will conserve *or* will not conserve

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $x (Nonpublic Note) or $z (Public Note)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 plates** $a conserved $c 20050915 $2 pda $5 MUM
583 1# **$3 text** $a digitized $c 20050915 $2 pda $5 MUM

This example indicates that the plates were conserved while the text was digitized.

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20041103 $2 pda $5 DLC
583 1# $a conserved **$b 04-074** $c 20041221 $z For treatment information, contact the Conservation Division $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of treatment (*conserved*) or the date of queuing for treatment (*will conserve*) or date of the decision *(will not conserve).* Generally, one does not use the 583 field to schedule treatment; this is usually done in separate tracking systems. Dates are always recorded

in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a conserved **$c 20041011** $2 pda $5 DLC

The item described by this example received conservation treatment on October 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is conserved. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is conserved. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the conservation treatment.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's conservation treatment record number in $b.

Example:
583 1# $a conserved $c 2004 **$u http://www.uflib.ufl.edu/ pres/repro/db/r=aaa0123** $2 pda $5 FU

Example:
583 1# $a conserved $b aaa0123 $c 2004
 $u http://www.uflib.ufl.edu/pres/repro/db/ $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database. But record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a conserved $c 2004 **$x treatment included washing, deacidification, page and spine repairs** $2 pda $5 NIC

In this case, the note further describes the type of conservation treatment but does not share the description with the public.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a condition reviewed $c 20041103 $2 pda $5 DLC
583 1# $a conserved $b 04-074 $c 20041221 **$z For treatment information, contact the Conservation Division** $2 pda $5 DLC

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a conserved $c 20050201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $a conserved $c 20041121 $2 pda **$5 NN**

The New York Public Library (NN) conserved the item in this example.

$a (Action) = digitized *or* will digitize *or* will not digitize

Subfields Used in Conjunction with $a digitize *or* will digitize *or* will not digitize

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 text** $a digitized $c 20040915 $2 pda $5 MUM

This example indicates that the text of an item was digitized.

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a digitized **$b 2004-074** $c 20041104 $z Institute for Museum and Library Services grant $2 pda $5 DLC

This example provides the grant number for the digitization project grant awarded by the Institute for Museum and Library Services (IMLS).

Subfield c (Time/date of Action) must be used to record either the date of action (*digitized*) or the date of queuing for action (*will digitize*) or the date of the decision *(will not digitize)*. Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will digitize **$c 20050311** $2 pda $5 DLC

This item was queued for digitization on March 11, 2005. The institution has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is digitized or will digitize. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is digitized or will digitize. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the digitization process or project specifications.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

> Example:
> 583 1# $a digitized $c 20050311 **$u http://www.uflib.ufl.edu/pres/ repro/db/r=aaa0123** $2 pda $5 FU

> Example:
> 583 1# $a digitized $b aaa0123 $c 20050311
> **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database. But record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

MARC 583 $2 Preservation and Digitization Actions

> Example:
> 583 0# $a will digitize $c 2004 **$x NEH funding requested for Latin
>   American collections** $2 pda $5 FU

In this case, the note further describes a source of funding they anticipate receiving to carry out this project.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

> Example:
> 583 1# $a will not digitize $c 20041104 **$z Not in scope per Collection
> Development Officer** $2 pda $5 DNLM

This example indicates that the title was reviewed but determined not to be in scope for the digitization project by the Collection Development Officer at the National Library of Medicine.

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

> Example:
> 583 1# $a will digitize $c 20050201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

> Example:
> 583 1# $a digitized $c 20050221 $2 pda **$5 NIC**

Cornell University (NIC) digitized the item in this example.

$ a (Action) = housed

Subfields Used in Conjunction with $a housed

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a housed $c 20040915 $I encapsulation $2 pda $5 CtY

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a housed **$b 04-074** $c 20040904 $x For further information,
    contact the Conservation Division $2 pda $5 NN

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date an item is housed (*housed*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a housed **$c 20040730** $i box $2 pda $5 MdU

The University of Maryland library housed this item on July 30, 2004.

MARC 583 $2 Preservation and Digitization Actions

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., the manner of housing). Standardized terminology should be used in $i when the action in $a is housed.

Standard $i terms used when $a = housed	
Terms	**Definitions**
box	Custom-fitted board stock enclosure, preservation quality materials & construction, often used for rare book collections. May be cloth-covered.
encapsulation	Custom-fitted polyester enclosure, preservation quality materials & construction, often used for maps
envelope/sleeve	Non-custom paper or Tyvek enclosure, preservation quality materials & construction, often used for pamphlet collections
folder/container	Non-custom enclosure, card stock/board stock, preservation quality materials & construction, often used for manuscript collections
jacket	Custom-fitted paper enclosure, preservation quality materials & construction, often used for microfiche and photonegative collections
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is housed. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a housed $c 20041111 $i encapsulation
$u **http://www.emory.edu/pres/hous/r =aaa0123** $2 pda $5 GEU

Example:
583 0# $a housed **$b aaa0123** $c 20041111 $i encapsulation
$u **http://www.emory.edu/pres/hous/** $2 pda $5 GEU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a housed $c 2004 **$x project done to compare commercially produced vs. in-house boxes** $2 pda $5 NN

In this case, the note further describes a special project that this work was part of.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a housed $b 04-074 $c 20040904 **$z For further information, contact the Conservation Division** $2 pda $5 NN

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a housed $c 20041201 $ i box **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 0# $a housed $c 20041221 $i box $2 pda **$5 InU**

The item in this example was re-housed into a custom box by Indiana University (InU).

$ a (Action) = mass deacidified *or* will mass deacidify *or* will not mass deacidify

Subfields Used in Conjunction with $a mass deacidified *or* will mass deacidify *or* will not mass deacidify

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 plates** $a mass deacidified $c 20040915 $i DEZ $2 pda $5 MiEM

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 1# $a mass deacidified **$b 04-0045** $c 20040915 $i MMMC $z For treatment information, contact the Preservation Division $2 pda $5 MiEM

This example provides the item record number for a local database, but the user would have to contact Michigan State University for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of treatment (*mass deacidified*) or the date of queuing for treatment (*will mass deacidify*) or the date of decision *(will not mass deacidify).* Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

MARC 583 $2 Preservation and Digitization Actions

Example:
583 1# $a will mass deacidify **$c 20040729** $i MMMC $2 pda $5 MdU

This item was queued for mass deacidification on July 29, 2004. The University of Maryland has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., the type of deacidification process used). Standardized terminology should be used in $i when the action in $a is mass deacidify or will mass deacidify.

Standard $i terms used when $a = mass deacidified or will mass deacidify	
Terms	**Definitions**
DEZ	Diethyl zinc
Mg3/MBG	Magnesium dibutoxytriethylene glycoate/Magnesium butyl glycoate (e.g., FMC)
METE	Magnesium ethoxide & titanium ethoxide (e.g., Battelle)
MgO	Magnesium oxide (e.g., Bookkeeper)
MMMC	Methoxy magnesium methylcarbonate (e.g., Wei T'o)
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is mass deacidified or will mass deacidify. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action record number in $b.

Example:
583 1# $a mass deacidified $c 20041111 $i MgO **$u http://www.nyu.edu/ pres/md/r=aaa0123** $2 pda $5 NNU

Example:
583 1# $a mass deacidified $b aaa0123 $c 20041111 $i MgO **$u http://www.nyu.edu/pres/md/** $2 pda $5 NNU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not mass deacidify $c 2004 **$x condition reviewed – heavily coated paper** $2 pda $5 NN

In this case, the note describes the reason for not including the title in the mass deacidification project.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a mass deacidified $b 04-0045 $c 20040915 $i MMMC **$z For treatment information, contact the Preservation Division** $2 pda $5 MiEM

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a mass deacidified $c 20041201 $i MgO **$2 pda** $5 NNU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc /bibliographic/ecbdorg.html.

Example:
583 1# $a mass deacidified $c 20041221 $i MgO $2 pda **$5 NNU**

In this example, an item from New York University (NNU) was mass deacidified using the Bookkeeper process.

$ a (Action) = microfilmed *or* will microfilm *or* will not microfilm

Subfields Used in Conjunction with $a microfilmed or will microfilm or will not microfilm

Mandatory subfields: $a, $c, $2, and $5.
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 text** $a microfilmed $c 20040915 $2 pda $5 ICU
583 0# **$3 plates** $a housed $c 20040915 $i box $2 pda $5 ICU

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a microfilmed **$b 2004-J292** $c 20041103 $z For ordering information, contact the Preservation Department $2 pda $5 ICU

This example provides the item record number for the local file at the University of Chicago, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local file or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of micro-filming (microfilmed) or the date of queuing for microfilming (will microfilm) or the date of the decision (will not microfilm). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

MARC 583 $2 Preservation and Digitization Actions

<u>Example</u>:
583 1# $a will microfilm **$c 2004** $2 pda $5 ICU

This item was queued for microfilming in 2004. The institution has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., kind of treatment applied to microfilm). Standardized terminology should be used in $i when the action in $a is microfilmed or will microfilm.

Standard $i terms used when $a = microfilmed or will microfilm	
Terms	**Definitions**
polysulfide	Treatment for microfilm, which greatly retards damage from pollutants. Polysulfide treatment may be used during initial processing of film or for film already processed.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is microfilmed or will microfilm. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the microfilming project specifications or the process performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a microfilmed $c 20041111 **$u http://www.ohio.edu/pres /repro/r=aaa0123** $2 pda $5 OAU

Example:
583 1# $a microfilmed $b aaa0123 $c 20041111
  $u http://www.ohio.edu/pres/repro/ $2 pda $5 OAU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a will not microfilm $c 2004 **$x Queued for filming by the Library of Congress** $2 pda $5 DNLM

In this case, the note explains the reason that the National Library of Medicine decided not to film this title.

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a microfilmed $b 2004-J292 $c 20041103 **$z For ordering information, contact the Preservation Department** $2 pda $5 ICU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a microfilmed $c 20041201 **$2 pda** $5 OAU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/ marc/bibliographic/ecbdorg.html.

Example:
583 1# $a microfilmed $c 20041221 $2 pda **$5 MdU**

The University of Maryland (MdU) microfilmed this item on December 21, 2004.

$a (Action) = rebound

<u>Subfields Used in Conjunction with $a rebound</u>

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

<u>Example</u>:
583 1# **$3 v. 2** $a rebound $c 20040915 $2 pda $5 MdBJ

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

<u>Example</u>:
583 1# $a rebound **$b 04-B3998** $c 20050107 $z For treatment information, contact the Library Binding Section $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record the date of treatment (*rebound*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

<u>Example</u>:
583 1# $a rebound **$c 20041011** $2 pda $5 ViRCU

This item was rebound by Virginia Commonwealth University on October 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is rebound. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is rebound. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's record number from the department's preservation action database in $b.

> Example:
> 583 1# $a rebound $c 20041111 **$u http://www.loc.gov/pres/bind/r= 04-B3998** $2 pda $5 ViRCU

> Example:
> 583 1# $a rebound **$b 04-B3998** $c 20041111
>   **$u http://www.loc.gov/pres/bind/** $2 pda $5 ViRCU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

> Example:
> 583 1# $a rebound $b 04-B3998 $c 20050107 **$x For treatment**
>   **information, contact the Library Binding Section** $2 pda $5
>   DLC

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a rebound $b 04-B3998 $c 20050107 **$z For treatment information, contact the Library Binding Section** $2 pda $5 DLC

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a rebound $c 20041201 **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 1# $a rebound $c 2004 $2 pda **$5 DLC**

The Library of Congress (DLC) rebound the item in this example in 2004.

$ a (Action) = repaired

Subfields Used in Conjunction with $a repaired

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a repaired $c 20040915 $2 pda $5 MdBJ

Subfield b may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20041103 $2 pda $5 MdBJ
583 0# $a repaired **$b 04-074** $c 20041204 $z For treatment information, contact the Preservation Department $2 pda $5 MdBJ

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of treatment (*repaired*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a repaired **$c 20041211** $2 pda $5 MdBJ

This item was repaired on December 11, 2004.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is repaired. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is repaired. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the repair performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a repaired $c 20041211 **$u http://www.umd.edu/pres/
    repair/r=aaa0123** $2 pda $5 MdBJ

Example:
583 0# $a repaired **$b aaa0123** $c 20041211
        $u http://www.umd.edu/pres/repair/ $2 pda $5 MdBJ

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:.
583 1# $a repaired $b 04-B3998 $c 20050107 **$x For treatment
        information, contact the Collections Care Section** $2 pda $5
        DLC

false
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Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a repaired $b 04-B3998 $c 20050107 **$z For treatment information, contact the Collections Care Section** $2 pda $5 DLC

Subfield 2 (Source of Terms) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a repaired $c 20050201 **$2 pda** $5 MdBJ

Subfield 5 always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 0# $a repaired $c 20050221 $2 pda **$5 MdBJ**

Johns Hopkins University (MdBJ) repaired the item in this example on February 21, 2005.

$ a (Action) = reproduced in analog *or* will reproduce in analog or will not reproduce in analog

Subfields Used in Conjunction with $a reproduced in analog or will reproduce in analog or will not reproduce in analog

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	disc	pressed disc
material	frontispiece	reel
binding	illustration(s)	tape
copy [#]	plate(s)	v. [#]
cover(s)	pp. [#]	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 reel 2** $a reproduced in analog $c 20040915 $2 pda $5 NSyU

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a reproduced in analog **$b FX-0370** $c 20041204 $z For more
    detailed information, contact the Recording Lab $2 pda $5 NSyU

This example provides the item record number for the Recording Lab database, but the user would have to contact Syracuse University for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u to provide a direct link to the Recording Lab database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of action (*reproduced in analog*) or the date of queuing for action (*will reproduce in analog*) or the date of the decision *(will not reproduce in analog).* Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will reproduce in analog **$c 20040728** $2 pda $5 NSyU

This item was queued for analog reproduction on July 28, 2004. Syracuse University has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., type of reformatting). Standardized terminology should be used in $i when the action in $a is reproduced in analog or will reproduce in analog.

Standard $i terms used when $a = reproduced in analog or will reproduce in analog	
Terms	**Definitions**
film to film	Motion picture film to motion picture film
film to video	Motion picture film to standard video format
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is reproduced in analog or will reproduce in analog. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the preservation action performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a reproduced in analog $c 20041211 **$u http://www.library. syr.edu/pres/anal/r=aaa0123** $2 pda $5 NSyU

Example:
583 1# $a reproduced in analog $b aaa0123 $c 20041211 **$u http://www.library.syr.edu/pres/anal/** $2 pda $5 NSyU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not reproduce in analog $c 20041204 **$x Content reviewed by curators** $2 pda $5 NSyU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.
Example:
583 1# $a reproduced in analog $b FX-0370 $c 20041204 **$z For more detailed information, contact the Recording Lab** $2 pda $5 NSyU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a reproduced in analog $c 20050201 **$2 pda** $5 NSyU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $3 reel 2 $a reproduced in analog $c 20050221 $2 pda **$5** NSyU

Reel 2 of the item in this example was reproduced in analog by Syracuse University (NSyU).

$ a (Action) = reproduced in print *or* will reproduce in print *or* will not reproduce in print

<u>Subfields Used in Conjunction with $a reproduced in print or will reproduce in print or will not reproduce in print</u>

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
binding	illustration(s)	text
copy [#]	plate(s)	text block
cover(s)	pp. [#]	v. [#]
	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 plates** $a reproduced in print $c 20040915 $2 pda $5 KU

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a reproduced in print **$b 04-P249** $c 20040915 $z For more
information, contact the Preservation Department $2 pda $5 KU

This example provides the item record number for a local database, but the user would have to contact the University of Kansas for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of action (*reproduced in print*) or the date of queuing for action (*reproduced in print*) or the date of the decision *(will not reproduce in print)*. Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will reproduce in print **$c 20040810** $i output from microfilm
$2 pda $5 KU

This title was queued for reproduction from a microfilm copy on August 10, 2004. The University of Kansas has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (i.e., the kind of print reproduction produced). Standardized terminology should be used in $i when the action in $a is reproduced in print.

Standard $i terms used when $a = reproduced in print	
Terms	**Definition**
facsimile	Generation of a paper copy from the original paper format (e.g., map, manuscript, book) using the same collation as the original. faithful to the original in aspects of visual or physical reproduction. A master copy of the digital intermediate may be retained. Also referred to as preservation photocopy.
output from microfilm	Generation of a paper copy from microfilm. Not a facsimile copy.
output from digital file	Generation of a paper copy from a digital file. Not a facsimile copy.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Do not use the 583 field to record paper copies produced without regard to preservation standards. While such copies are used to place materials on class reserves or for other short-term purposes, the information should not be recorded as preservation treatment.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is reproduced in print or will reproduce in print. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action record number in $b.

> Example:
> 583 1# $a reproduced in print $c 20041011 $i facsimile **$u http://www.uflib. ufl.edu/pres/repro/db/r=aaa0123** $2 pda $5 FU

> Example:
> 583 1# $a reproduced in print $b aaa0123 $c 20041011 $i facsimile **$u http://www.uflib.ufl.edu/pres/repro/db/** $2 pda $5 FU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

> Example:
> 583 1# $a will not reproduce in print $c 20040915 **$x Commercial facsimile is available** $2 pda $5 KU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.
> Example:
> 583 1# $a reproduced in print $b 04-P249 $c 20040915 **$z For more information, contact the Preservation Department** $2 pda $5 KU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

> Example:
> 583 1# $a reproduced in print $c 20050201 **$2 pda** $5 FU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

> Example:
> 583 1# $a reproduced in print $c 20050221 $i output from digital file $2 pda **$5 FU**

The University of Florida (FU) reproduced a paper copy of this item from a digital file.

$ a (Action) = request review

Subfields Used in Conjunction with $a request review

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $l (Status)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece illustration(s)	spine text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 plates** $a request review $c 20040915 $l mutilated $2 pda $5 DLC

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $a request review **$b 04-P249** $c 20040915 $2 pda $5 KU

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of the review (*request review*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a request review **$c 20040811** $f Circ $2 pda $5 InNd

The Preservation Department at the University of Notre Dame was notified on August 11, 2004 that a condition assessment was requested by the Circulation Department.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

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Example:
583 0# $3 text $a request review $c 20050403 **$f Circ-dmk** $l brittle $2 pda
$5 InNd

In this case, a Circulation staff member determined that the text paper was brittle and requested unspecified treatment. The code "dmk" identifies the specific staff member.

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is request review. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been undertaken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) contains the condition or state of the described materials, sometimes but not always resulting from an action. The standardized terminology listed below should be used. In general, $x or $z should be used when none of the standardized language fits the circumstances. Subfields x or z may also be used in addition to $l to provide greater detail. Do not use descriptors if staff are unfamiliar with the terms.

Standard $l terms used when $a = request review		
acidic paper	foxed	rebacked
alkaline paper	insect damaged	redox
annotated	loose	rehoused poorly
blocked	marginalia	repaired previously
brittle	missing	scratched
damaged	mold damaged	stained
defaced	mutilated	sticky shed
delaminated	not intact	torn
do not treat	obscured	undamaged
faded	obsolescent format	vinegar syndrome
flaked/cracked	oxidized	warped/cockled
		water damaged
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.		

Example:
583 0# $a request review $c 20050202 **$l damaged** $z pressure-sensitive tape $2 pda $5 DLC

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Subfield u (Uniform Resource Identifier) is not generally used when $a action is request review.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a request review $c 20050202 $l damaged **$z pressure-sensitive tape** $2 pda $5 DLC

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a request review $b 04-P249 $c 20040915 **$z For more information, contact the Circulation Department** $2 pda $5 KU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a request review $c 20050201 $l sticky shed **$2 pda** $5 DLC

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at:
http://www.loc.gov/marc/bibliographic/ecbdorg.html

Example:
583 0# $a request review $c 20050221 $f Acq-rpo $2 pda **$5 FU**

On February 21, 2005 an Acquisitions staff member, Rita P. Overmiller, requested that preservation staff review this item.

$ a (Action) = retained

<u>Subfields Used in Conjunction with $a retained</u>

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece illustration(s)	spine text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

<u>Example</u>:
583 0# **$3 plates** $a retained $c 20040915 $2 pda $5 InNd

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

<u>Example</u>:
583 0# $a retained **$b 04-074** $c 20050409 $z For retention information, contact the Collection Development Office $2 pda $5 InNd

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of action (*retained*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

<u>Example</u>:
583 0# $a retained **$c 20050311** $2 pda $5 InNd

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) is not generally used when $a action is retained. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is retained. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

> Example:
> 583 0# $a retained $c 20050311 **$u http://www.und.edu/pres/acq/r =aaa0123** $2 pda $5 InNd

> Example:
> 583 0# $a retained $b aaa0123 $c 20050311 **$u http://www.und.edu/ pres/acq/** $2 pda $5 InNd

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

> Example:
> 583 0# $a retained $b 04-074 $c 20050409 **$x For retention information, contact the Collection Development Office** $2 pda $5 InNd

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a retained $b 04-074 $c 20050409 **$z For retention information, contact the Collection Development Office** $2 pda $5 InNd

Subfield 2 (Source of Terms) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a retained $c 20050201 **$2 pda** $5 InNd

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 0# $3 plates $a retained $c 20050221 $2 pda **$5 InNd**

In this example, the University of Notre Dame (InNd) chose to retain only the plates.

$ a (Action) = stabilized

Subfields Used in Conjunction with $a stabilized

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example (*holdings-level*):
583 0# **$3 v. 1 (1889)** $a stabilized $c 2004 $i tied $2 pda $5 DLC
986 ## $a physical inventory $b BIP $d 2004-07-02

In this case, volume 1, 1889 of this title was tied with flat cotton tape during the course of a physical inventory project in July 2004.

Subfield b (Action Identification) may be used to cite a local database record number when more extensive treatment documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20050301 $2 pda $5 DLC
583 0# $a stabilized **$b 04-892** $c 20050403 $i shrink-wrapped $z For
     treatment information, contact the Conservation Division $2 pda $5
     DLC

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of treatment (stabilized). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a stabilized **$c 20041111** $i tied $2 pda $5 DLC

On November 11, 2004 the Library of Congress stabilized this copy by using flat cotton "tape" to tie the loose covers in place.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) refers to the means or technique by which an action was performed (i.e., the method of stabilization used). Standardized terminology should be used in $i when the action in $a is stabilized.

Standard $i terms used when $a = stabilized	
Terms	**Definition**
cleaned	The removal of substances that can be detrimental to the item. *Examples: surface or "dry" cleaning of flat paper using a soft brush or an erasing compound; vacuuming bound volumes using cheesecloth & HEPA filters; removal of dry-particulate debris, such as dirt, dust, or shedding binder, from videotapes using long-fiber, lint-free, non-abrasive tissues.*
shrink-wrapped	A protective covering, often temporary, consisting of a clear polyethylene or other chemically stable film wrapped around the item, then shrunk by heat to form a sealed, tight-fitting package.
tied	Use of a flat cotton "tape" wrapped around an item to support loose components.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield l (Status) is not generally used when $a action is stabilized. No standard $l terms exist for use.

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

> Example:
> 583 0# $a stabilized $c 20050311 **$u http://www.loc.gov/pres/ cons/r =aaa0123** $2 pda $5 DLC

> Example:
> 583 0# $a stabilized **$b aaa0123** $c 20050311 **$u http://www.loc.gov/ pres/cons/** $2 pda $5 DLC

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

> Example:
> 583 0# $a stabilized $c 2004 $l cleaned $2 pda $5 DLC
> 583 0# $a transferred to optimal storage **$x FM 50/30** $c 2004 $2 pda $5 DLC

In this case, the Library of Congress has chosen to add a non-public note using a code, "FM," to indicate Fort Meade, the specific off-site facility, and "50/30" to reflect an environment with ideal conditions for that material type (50 degrees F, 30% relative humidity).

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

> Example:
> 583 0# $a stabilized $c 20041103 $l shrink-wrapped **$z For materials specifications, contact the Preservation Department** $2 pda $5 MdBJ

Subfield 2 (Source of Terms) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

> Example:
> 583 0# $a stabilized $c 20050201 $i shrink-wrapped **$2 pda** $5 MdBJ

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc /bibliographic/ecbdorg.html.

> Example:
> 583 0# $a stabilized $c 20050221 $i shrink-wrapped $2 pda **$5 MdBJ**

The item in this example was shrink-wrapped by the Johns Hopkins University (MdBJ) on February 21, 2005.

$ a (Action) = transferred to optimal storage

Subfields Used in Conjunction with $a transferred to optimal storage

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece	spine
	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 accompanying videotape** $a transferred to optimal storage
$c 20050406 $2 pda $5 MiU

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a transferred to optimal storage **$b WGCFM0412** $c 20041207
$z Fort Meade $2 pda $5 DLC

This example provides the item record number for a local database, but the user would have to contact the institution for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record the date of action (*transferred to optimal storage*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a transferred to optimal storage **$c 20041211** $2 pda $5 MiU

This item was transferred to optimal storage on December 11, 2004.

MARC 583 $2 Preservation and Digitization Actions

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is transferred to optimal storage. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a transferred to optimal storage $c 20050311 **$u http://www. umich.edu/pres/buhr=aaa0123** $2 pda $5 MiU

Example:
583 1# $a transferred to optimal storage $b aaa0123 $c 20050311
$u http://www.umich.edu/pres/buhr $2 pda $5 MiU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a stabilized $c 2004 $l cleaned $2 pda $5 DLC
583 0# $a transferred to optimal storage **$x FM 50/30** $c 2004 $2 pda
$5 DLC

In this case, the Library of Congress has chosen to add a non-public note using a code, "FM," to indicate Fort Meade, the specific off-site facility, and "50/30" to reflect an environment with ideal conditions for that material type (50 degrees F, 30% relative humidity).

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a transferred to optimal storage $b WGCFM0412 $c 20050407 **$z Fort Meade** $2 pda $5 DLC

In this case, the institution wishes to distribute the information that the item has been transferred to optimal storage (first indicator = 1) and that the off-site facility is a module at Fort Meade.

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a transferred to optimal storage $c 20050201 **$2 pda** $5 MiU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $a transferred to optimal storage $c 20050221 $2 pda **$5 MiU**

The University of Michigan (MiU) transferred this item to optimal storage on February 21, 2005.

$ a (Action) = transformed digitally *or* will transform digitally or will not transform digitally

Subfields Used in Conjunction with $a transformed digitally *or* will transform digitally *or* will not transform digitally

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $i (Method of Action)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 1# **$3 v. 1** $a transformed digitally $c 20050203 $2 pda $5 ICU

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $a transformed digitally **$b 2004-G29** $c 20041203 $z For more
      information, contact the Preservation Department $2 pda $5 ICU

This example provides the item record number for a local database, but the user would have to contact the University of Chicago for further information. If it is desirable to share this information more directly, another option is to include a URL in the $u linking the user to the local database or use the $x to limit direct access to internal users.

Subfield c (Time/date of Action) must be used to record either the date of action (*transformed digitally*) or the date of queuing for action (*will transform digitally*) or the date of the decision *(will not transform digitally).* Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 1# $a will transform digitally **$c 20040730** $2 pda $5 MH

MARC 583 $2 Preservation and Digitization Actions

This item was queued for digital transformation on July 30, 2004. Harvard University has committed to completing this action within two years.

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given).

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested.

Subfield i (Method of Action) refers to the means or technique by which an action was performed (e.g., the digital transformation technique). Standardized terminology should be used in $i when the action in $a is transformed digitally or will transform digitally.

Standard $i terms used when $a = transformed digitally or will transform digitally	
Terms	**Definition**
digital preservation actions	Action taken to maintain or migrate a digital file. See, also, note below.
double-keyed	Rekeying/retyping by more than one data entry operator, with subsequent automated comparison and error detection/correction
georectified	Process that assigns (Earth) surface coordinates to a map or aerial photograph
OCR	Optical character recognition
text markup	XML, TEI, EAD, etc.
Note: Use of the terms above is encouraged. If alternate terms are necessary, however, record them using natural language in $x or $z.	

NOTE: It is important to know that most information about digitization and digital preservation actions is technical metadata and is likely to be stored in other databases or repositories at the file level. Use $u to point to either a digital preservation policy or to a database record of specific actions taken. Information recorded in the catalog record should be minimal. If digital preservation information is recorded in the catalog record, the institution is committed to updating the 583 information about the file *for the life of the file*.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $a transformed digitally $c 20050311 **$u http://www.uchicago. edu/dig/r=aaa0123** $2 pda $5 ICU

Example:
583 1# $a transformed digitally $b aaa0123 $c 20050311 **$u http://www.uchicago.edu/dig/** $2 pda $5 ICU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 1# $a will not transform digitally $c 20041203 **$x Out of scope per Collection Development Officer** $2 pda $5 ICU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 1# $a transformed digitally $b 2004-G29 $c 20041203 **$z For more information, contact the Preservation Department** $2 pda $5 ICU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 1# $a transformed digitally $c 20050201 **$2 pda** $5 MH

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 1# $a transformed digitally $c 20050221 $2 pda **$5 MH**

The item in this example was transformed digitally by Harvard University (MH).

$ a (Action) = withdrawn

Subfields Used in Conjunction with $a withdrawn

Mandatory subfields: $a, $c, $2, and $5

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying	frontispiece	spine
material	illustration(s)	text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 text** $a withdrawn $c 20050901 $2 pda $5 InU

Subfield b (Action Identification) may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 0# $a condition reviewed $c 20031201 $5 InU
583 0# $a withdrawn **$b 04-874** $c 20040901 $z For disposition
          information, contact the Exchange and Gift Unit $2 pda $5 InU

This example provides the item record number for a local database. If it is desirable to allow access to the database itself, a direct link may be added in the $u.

Subfield c (Time/date of Action) must be used to record the date of action (*withdrawn*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a withdrawn **$c 20040901** $2 pda $5 InU

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is withdrawn. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 0# $a withdrawn $c 20050311 **$u http://www.indiana.edu/ pres/acq/r=aaa0123** $2 pda $5 InU

Example:
583 0# $a withdrawn $b aaa0123 $c 20050311 **$u http://www.indiana.edu/pres/acq/** $2 pda $5 InU

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the record number has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a withdrawn $b 04-874 $c 20040901 **$x For disposition information, contact the Exchange and Gift Unit** $2 pda $5 InU

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a withdrawn $b 04-874 $c 20040901 **$z For disposition information, contact the Exchange and Gift Unit** $2 pda $5 InU

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a withdrawn $c 20050201 **$2 pda** $5 InU

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/ bibliographic/ecbdorg.html.

Example:
583 0# $a withdrawn $c 20050221 $2 pda **$5 InU**

The item in this example was withdrawn by Indiana University (InU).

$ a (Action) = other

Subfields Used in Conjunction with $a other

Mandatory subfields: $a, $c, $2, and $5
Recommended subfields: $x (Nonpublic Note) or $z (Public Note)

Subfield 3 (Materials Specified) may be used to specify distinct parts of a title or item, including structural and physical parts. Free text is allowed. The following are examples, *not standard terms*.

accompanying material	frontispiece illustration(s)	spine text
binding	plate(s)	text block
copy [#]	pp. [#]	v. [#]
cover(s)	map(s)	

When $3 is used, it is always the first subfield to be listed in the 583. It is positioned before the $a.

Example:
583 0# **$3 all front pages** $a other $c 20050301 $z paper splitting $2 pda
    $5 PPT

In this case, only the front covers of newspapers containing the headlines are being treated.

Subfield b may be used to cite a local database record number when more extensive documentation exists or to cite a grant or other project number.

Example:
583 1# $3 December 7, 1941 issue $a other **$b NEH** 04-T002 $c
    20040917 $k ZFB $o front page $z paper splitting $2 pda $5 PPT

This example provides the control number used in a cooperative grant project.

Subfield c (Time/date of Action) must be used to record the date of action (*other*). Dates are always recorded in ISO 8601, the International Date Standard format (e.g., **YYYYMMDD**), with hyphens omitted. Use of months and days is not required. **Every 583 field must use a $c.**

Example:
583 0# $a other **$c 20050311** $z paper splitting $2 pda $5 PPT

MARC 583 $2 Preservation and Digitization Actions

Subfield f (Authorization) may be used to record text of, or citation to, a statute, action order, report, rationale, or rule governing a particular action (e.g., project name, notice given)

Subfield h (Jurisdiction) may be used to record the name of a person, an institution, or a position or function within the institution, in whom or which responsibility for an action is vested

Subfield i (Method of Action) is not generally used when $a action is other. No standard $i terms exist for use.

Subfield j (Site of Action) may be used to record the site at which the described action has been under taken.

Subfield k (Action Agent) may be used to record the person or organization performing the action (e.g., vendor or service provider).

Subfield u (Uniform Resource Identifier) is a URL or URN pointing to an Internet accessible database, containing more specific information about the condition review or survey performed.

If the URL/URN cannot be constructed to point directly to the item being described, record the location of the database in $u and record the item's preservation action database number in $b.

Example:
583 1# $3 November 19, 1863 issue $a other $c 20040915 $k ZFB
$o front page **$u http://www.temple.edu/headlines/gettysburg**
$z paper splitting $2 pda $5 PPT

Example:
583 1# $3 November 19, 1863 issue $a other **$b Gettysburg**
$c 20040915 $k ZFB $o front page **$u http://www.temple.edu/ headlines/** $z paper splitting $2 pda $5 PPT

The first example points to an external database with direct query. The link includes an embedded record query. The second example also points to an external database, but the citation has been recorded in $b.

Subfield x (Nonpublic Note) is used when further explanation is desirable without displaying the information to the general public.

Example:
583 0# $a other $c 20050311 **$x paper splitting** $2 pda $5 PPT

Subfield z (Public Note) is used to communicate additional information or when further explanation is desirable.

Example:
583 0# $a other $c 20050311 **$z paper splitting** $2 pda $5 PPT

Subfield 2 (Source of Term) always holds the value "pda." Use of $2 pda commits the user to full compliance with these terms.

Example:
583 0# $a other $c 20040917 $z paper splitting **$2 pda** $5 PPT

Subfield 5 (Institution to Which Field Applies) always holds the user's assigned institutional code. Institution codes can be found at: http://www.loc.gov/marc/bibliographic/ecbdorg.html.

Example:
583 0# $a other $c 20040917 $z paper splitting $2 pda **$5 PPT**

Temple University treated this item by paper splitting on September 17, 2004.

PART 3
Data Dictionary of Preservation and Digitization Actions Terminology

Term	Definition	Usage
acquired surrogate	Acquisition of another copy through external sources in the same format or another format. Generally this occurs when the original copy is too brittle or damaged to reformat and a copy is available commercially. The replacement copy often provides access to the content of the original without regard to the original collation or other visual qualities. It is not always possible to control the quality of the surrogate. *Examples: reprint; microfilm use copy; replacement copy obtained through antiquarian market*	$a
box	Custom-fitted board stock enclosure, preservation quality materials & construction, often used for rare book collections. May be cloth-covered. *Examples: clamshell box, phase box*	$i, when $a=housed
clean	The removal of substances that can be detrimental to the item. *Examples: surface or "dry" cleaning of flat paper using a soft brush or an erasing compound; vacuuming bound volumes using cheesecloth & HEPA filters; removal of dry-particulate debris, such as dirt, dust, or shedding binder, from videotapes using long-fiber, lint-free, non-abrasive tissues.*	$i, when $a=stabilized
cold storage	A technique for extending the life expectancy of materials by keeping them at a temperature below room temperature, thereby reducing the rate of deterioration.	
condition reviewed	The examination of items and the subsequent recording of their physical state under $l (*Status*). May be used internally to record survey results and later retrieve items for a specific treatment. *Examples: alkaline paper, brittle, mutilated, rehoused poorly*	$a
conserved	The act of preserving an item in its original format through chemical or physical treatment, often employing new materials. This action term is used to indicate that the owning institution has a copy in good condition following conservation treatment (also known as single-item treatment). The purpose of recording this information in a 583 note is to allow other libraries to elect <u>not</u> to perform extensive conservation treatment on their copy. It is not meant to replace in-house treatment documentation systems that record detailed descriptions. *Examples: washing, deacidification, stain removal, resewing, rebacking*	$a
DEZ	Diethyl zinc, a mass deacidification process.	$i, when $a=mass deacidified *or* will mass deacidify

MARC 583 $2 Preservation and Digitization Actions

Term	Definition	Usage
digital copy	Link established to a commercial database or other online resource.	$i, when $a=acquired surrogate or will acquire surrogate
digitized	Conversion of an analog (print or non-print) item to a digital format. Digitized is used to distinguish materials that have been transformed from the media in which they were created from materials that are born digital. Conversion should be completed using relevant standards (relative to the source material and end product) though adherence to any such standard is not recorded within the 583. This information should be considered local information and recorded in the metadata about the digital object or may be made accessible through a link ($u) to further information which exists outside of the OPAC. *Examples: a scanned photograph; an audiocassette reformatted to a digital audio file; a microfilm copy converted to digital form*	$a
double-keyed	Rekeying/retyping by more than one data entry operator, with subsequent automated comparison and error detection/correction	$i, when $a=transformed digitally or will transform digitally
encapsulation	The process of placing a document between two sheets of polyester, which are sealed, to provide support and to protect it from handling and fluctuation in environmental conditions. It is a type of custom-fitted enclosure that uses preservation quality materials & construction. *Examples: often used for map or graphic image collections*	$i, when $a=housed
envelope/ sleeve	Non-custom paper enclosure that uses preservation quality materials & construction. The sleeve or sling is a folded sheet of preservation quality material used to slide the item in and out of the envelope without mechanical damage to the item. *Example: often used for pamphlet collections*	$i, when $a=housed
facsimile	Generation of a paper copy from the original paper format (e.g., book, manuscript, map, plates) using the same collation as the original. A facsimile attempts to reproduce the visual and tactile qualities of the original. Requires adherence to preservation standards for paper quality and image permanence. Whole volumes are bound. A master copy of the digital intermediate may be retained.	$i, when $a=reproduced in print or will reproduce in print
facsimile publication	An exact reproduction of the original produced by a commercial source.	$i, when $a=acquired surrogate or will acquire surrogate

MARC 583 $2 Preservation and Digitization Actions

Term	Definition	Usage
folder/ container	Non-custom enclosure that uses preservation quality materials (card or board stock) & construction. The folder serves as a loose cover to keep documents and other flat materials together. Folders may be stored without containers in cabinet drawers (e.g., maps) or collected into groups for storage in flat containers or manuscript boxes. *Examples: often used for manuscript, map, or photographic print collections*	$i, when $a=housed
georectified	Process that assigns (Earth) surface coordinates to a map or aerial photograph.	$i, when $a=transformed digitally or will transform digitally
housed	The placement of an item in an enclosure (often custom-fitted) to maintain the item in pristine condition, provide better support for the item, and/or avoid a more invasive treatment. *Examples: encapsulation, clamshell boxes, sleeves & envelopes*	$a
jacket	Custom-fitted paper enclosure, preservation quality materials & construction. *Examples: often used for microfiche or photonegative collections*	$i, when $a=housed
mass deacidified	Chemical neutralization of the acid in paper using a commercial, batched process. Generally leaves an alkaline reserve. *Example: documents in file folders within a manuscript box that have been treated in the Bookkeeper manuscript chamber*	$a
METE	Magnesium ethoxide & titanium ethoxide, a mass deacidification process. *Example: Battelle*	$i, when $a=mass deacidified or will mass deacidify
methylene-blue test	A standard for determining the amount of residual thiosulfate ions remaining in gelatin silver film after processing.	
Mg3/MBG	Magnesium dibutoxytriethylene glycoate/Magnesium butyl glycoate, a mass deacidification process. *Example: FMC*	$i, when $a=mass deacidified or will mass deacidify
MgO	Magnesium oxide, a mass deacidification process. *Example: Bookkeeper*	$i, when $a=mass deacidified or will mass deacidify
microfilm use copy	Commercially produced microfilm or a use copy generated from a preservation master owned by another institution.	$i, when $a=acquired surrogate or will acquire surrogate
microfilmed	Conversion of an original paper copy to silver halide microfilm. Presumes preservation quality in preparation for filming, film processing, and storage. Microfiche is not considered a preservation medium and is <u>not</u> included in this definition. *Example: 35mm polyester-based microfilm*	$a

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Term	Definition	Usage
MMMC	Methoxy magnesium methylcarbonate, a mass deacidification process. *Example: Wei T'o*	$i, when $a=mass deacidified or will mass deacidify
OCR	Optical character recognition, the process of transforming images of characters in a document to the equivalent ASCII code for those characters.	$i, when $a=transformed digitally or will transform digitally
other	Action term used when a standard term is not available. Record action using natural language in $x (non-public note) or $z (public note). This will be necessary more often with non-print formats for which a standard terminology has not yet been established.	$a
output from digital file	Production in paper form of text and images from a digital file. Requires adherence to preservation standards for paper quality & image permanence. Whole volumes are bound. Output is <u>not</u> a facsimile of an original paper copy.	$i, when $a=reproduced in print or will reproduce in print
output from microfilm	Production in paper form of text and images from microfilm, often with two-up pagination. Requires adherence to preservation standards for paper quality & image permanence. Whole volumes are bound. Output is <u>not</u> a facsimile of an original paper copy.	$i, when $a=reproduced in print or will reproduce in print
photographic activity test	Standard used to test for potential chemical reaction between the materials used to make enclosures and photographs stored in them.	
polysulfide	Treatment for microfilm, which greatly retards damage from pollutants. Polysulfide treatment can be used during initial processing of film or for film already processed.	$i, when $a= microfilmed
rebound	Replacement of original covers through library binding or recasing. Original leaf attachment may or may not be retained. *Example: a hardcover volume which receives a new buckram cover*	$a
repaired	In-house treatment for circulating collections to allow for quick turnaround and the retention of original signatures & covers. *Example: spine repair*	$a
reprint	A commercial paper copy reissued by the publisher.	$i, when $a=acquired surrogate or will acquire surrogate
reproduced in analog	The copying of an analog audio or video item to a new analog (non-digital) media format. *Example: audio cassette ro reel-to-reel tape preservation reformatting*	$a

MARC 583 $2 Preservation and Digitization Actions

Term	Definition	Usage
reproduced in print	Generation of a paper copy from the original, or from a microfilm or digital copy. Requires adherence to preservation standards for paper quality and image permanence. Whole volumes are bound. *Examples: a paper copy printed from a digital file and bound; a map printed from a digital file; a "preservation photocopy"*	$a
request review	Identification of items in need of attention without removing them from circulation. Used primarily by non-preservation staff without the experience or authority to make a specific treatment decision. This option allows items to be identified without creating a physical backlog for preservation treatment. Selection for treatment can then be managed by generating lists from the online catalog, prioritizing by factors such as high-use subject areas, type of treatment, or earliest date. *Examples: a book with blocked pages due to previous water damage; a mutilated volume*	$a
retained	Generally used to describe the disposition of the original when replacing or reformatting an item. *Example: plates retained from a discarded brittle volume*	$a
shrink-wrap	A protective covering, often temporary, consisting of a clear polyethylene or other chemically stable film wrapped around the item, then shrunk by heat to form a sealed, tight-fitting package.	$i, when $a=stabilized
stabilized	Non-invasive procedures used to minimize deterioration and maintain the integrity of an item. In many cases, stabilization provides support to an item as an interim or phased approach to treatment. *Examples: clean; tie with flat string; shrink-wrap*	$a
text markup	The process of adding codes to a digital document to give semantic structure to the content. *Examples: XML, TEI, EAD*	$i, when $a=transformed digitally or will transform digitally
transferred to optimal storage	Placement of an item in an environment that meets preservation standards for relative humidity, temperature, light exposure, air quality, and emergency preparedness for the housing of that material type. *Example: transfer to a newly constructed off-site storage facility designed to preservation specifications*	$a
transformed digitally	Copying, converting, or enhancing a digital file resulting in the production of another digital file. *Examples: Post-processing of files such as OCR, text encoding, or geo-rectifying; digital preservation activities such as migration from one digital format to another or emulation of a digital format.*	$a
tie	Use of a flat cotton "tape" wrapped around an item to support loose components.	$i, when $a=stabilized

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Term	Definition	Usage
will acquire surrogate	See "acquired surrogate."	$a
will conserve	See "conserved."	$a
will digitize	See "digitized."	$a
will mass deacidify	See "mass deacidified."	$a
will microfilm	See "microfilmed."	$a
will not conserve	See "conserved."	$a
will not digitize	See "digitized."	$a
will not mass deacidify	See "mass deacidified."	$a
will not microfilm	See "microfilmed."	$a
will not reproduce in analog	See "reproduced in analog."	$a
will not reproduce in print	See "reproduced in print."	$a
will not transform digitally	See "transformed digitally."	$a
will reproduce in analog	See "reproduced in analog."	$a
will reproduce in print	See "reproduced in print."	$a
will transform digitally	See "transformed digitally."	$a
withdrawn	Removal of an item or portion of an item from the collection. *Example: brittle text withdrawn*	$a

Appendix A: Relevant Standards and Guidelines

1. $a action = "digitized" or "will digitize"

ISO 3664: 2000 *Viewing conditions -- Graphic technology and photography*. Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 12233: 2000 *Photography - Electronic still picture cameras - Resolution measurements*. Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 14524: 1999 Photography - *Electronic still picture cameras- Methods for measuring opto-electronic conversion functions (OECFs)*. Geneva, Switzerland: International Organization for Standardization, 1999.

ISO 15739: 2003 *Photography - Electronic still-picture imaging - Noise measurements*. Geneva, Switzerland: International Organization for Standardization, 2003.

ISO 16067-1: 2003 *Photography - Electronic scanners for photographic images – Spatial resolution measurements – Part 1: Scanners for reflective media*. Geneva, Switzerland: International Organization for Standardization, 2003.

ISO 16067-2: 2004 *Photography - Electronic scanners for photographic images – Spatial resolution measurements – Part 2: Film scanners*. Geneva, Switzerland: International Organization for Standardization, 2004.

ISO 18906: 2000 *Imaging Materials – Photographic films – Specifications for safety film.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 21550: 2004 *Photography - Electronic scanners for photographic images – Dynamic range measurements.* Geneva, Switzerland: International Organization for Standardization, 2004.

Digital Library Federation/Research Libraries Group/Council on Library and Information Resources. *Guides to Quality in Visual Resource Imaging*. Washington, DC: CLIR, 2000.

Research Libraries Group. *Moving Theory Into Practice*. Mountain View, CA: RLG, 2000.

Institute of Museum and Library Services. *A Framework of Guidance for Building Good Digital Collections*. Washington, DC: IMLS, 2001.
    http://www.diglib.org/standards/imlsframe.htm

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Digital Library Federation. *Benchmark for Faithful Digital Reproductions of Monographs and Serials*. DLF, 2002.
http://www.diglib.org/standards/bmarkfin.htm

2. $a action = "housed"

ANSI/AIIM MS11-1987 *Microfilm Jackets*. Silver Spring, MD: Association for Information and Image Management, 1987.

ANSI/NISO Z39.77-2001 Guidelines for Information about Preservation Products. Bethesda, MD: NISO, 2001.

ISO 14523: 1999 *Photography – Processed photographic materials - Photographic activity test for enclosure materials*. Geneva, Switzerland: International Organization for Standardization, 1999.

ISO 18902: 2001 *Imaging materials — Processed photographic films, plates and papers — Filing enclosures and storage containers*. Geneva, Switzerland: International Organization for Standardization, 2001.

Library of Congress. *Preservation Specifications and Supply Catalogue*. Washington, DC: Library of Congress, 2003. http://www.loc.gov/preserv/supply/specific.html

National Archives and Records Administration. *Specifications for Housing Enclosures for Archival Records*. Washington DC: NARA, 1991-1996.
http://www.archives.gov/preservation/storage/nara_housing_enclosure_specifications.html

3. $a action = "microfilmed" or "will microfilm"

ANSI/AIIM MS14-1996 *Specifications for 16 and 35mm Roll Microfilm*. Silver Spring, MD: Association for Information and Image Management, 1996.

ANSI/AIIM MS18-1992 (R1998) *Splices for Image Film: Dimensions and Operational Constraints Microfilm*. Silver Spring, MD: Association for Information and Image Management, 1998.

ANSI/AIIM MS35-1990 *Recommended Practice for the Requirements and Characteristics of Original Documents That May Be Microfilmed*. Silver Spring, MD: Association for Information and Image Management, 1990.

 ANSI/AIIM MS37-1998 (R1996) *Recommended Practice for Microphotography of Cartographic Materials*. Silver Spring, MD: Association for Information and Image Management, 1996.

ISO 6200: 1999 *Micrographics – First generation silver-gelatin microforms of source documents – Density specifications and method of measurement.* Geneva, Switzerland: International Organization for Standardization, 1999. Related to **ANSI/AIIM MS23-1998** *Practice for Operational Procedures/ Inspection and Quality Control of First-Generation Silver-Gelatin Microfilm of Documents.* Silver Spring, MD: Association for Information and Image Management, 1998.

ISO 8126: 2000 *Micrographics – Duplicating film, silver, diazo and vesicular – Visual density – Specifications and measurement.* Geneva, Switzerland: International Organization for Standardization, 2000. Related to **ANSI/AIIM MS43-1998** *Operational Procedures/Inspection and Quality Control of Duplicate Microforms of Documents and From COM* . Silver Spring, MD: Association for Information and Image Management, 1998.

ISO 11906: 1999 *Microfilming of serials – Operating procedures.* Geneva, Switzerland: International Organization for Standardization, 1999.

ISO 12031: 2000 *Micrographics – Inspection of silver-gelatin microforms for evidence of deterioration.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 18901: 2002 *Imaging materials — Processed silver-gelatin type black-and-white films - Specifications for stability.* Geneva, Switzerland: International Organization for Standardization, 2002.

ISO 18917: 1999 *Photography — Determination of residual thiosulfate and other related chemicals in processed photographic materials — Methods using iodine-amylose, methylene blue and silver sulfide.* Geneva, Switzerland: International Organization for Standardization, 1999.

RLG Preservation Microfilming Handbook. Mountain View, CA: RLG, 1992.

RLG Archives Microfilming Manual. Mountain View, CA: RLG, 1994.

RLG Guidelines for Microfilming to Support Digitization: supplement to RLG Microfilming Publications. Mountain View, CA: RLG, 2003.

4. **$a action = "rebound"**

ISO 14416: 2003 *Information and documentation – Requirements for binding of books, periodicals, serials and other paper documents for archive and library use – Methods and materials.* Geneva, Switzerland: International Organization for Standardization, 2003. Related to **ANSI/NISO/LBI Z39.78-2000** *Library Binding.*

5. <u>$a action = "reproduced in analog" or "will reproduce in analog"</u>

ISO/DIS 18909 *Photography –Processed photographic colour films and paper prints – Methods for measuring image stability.* Geneva, Switzerland: International Organization for Standardization.

6. <u>$a action = "reproduced in print" or "will reproduce in print"</u>

ISO 9706: 1994 *Information and documentation – Paper for documents – Requirements for permanence.* Geneva, Switzerland: International Organization for Standardization, 1994. Related to **ANSI/NISO Z39.48-1992 (R1997)** *Permanence of Paper for Publications and Documents in Libraries and Archives.*

ISO 11108: 1996 *Information and documentation – Archival paper – Requirements for permanence and durability*. Geneva, Switzerland: International Organization for Standardization, 1996.

ISO 11798: 1999 *Information and documentation – Permanence and durability of writing, printing and copying on paper – Requirements and test methods*. Geneva, Switzerland: International Organization for Standardization, 1999.

Jones, Norvell M. M. *Archival Copies of Thermofax, Verifax, and Other Unstable Records*. Technical Information Paper no. 5. Washington DC: National Archives and Records Administration, 1990. http://www.archives.gov/preservation/archival_formats/paper_and_parchment.html#thermofax.html

Library of Congress. *Preservation photocopying.* Washington DC: LC (undated). http://www.loc.gov/ preserv/care/photocpy.html

7. <u>$a action = "stabilized"</u>

ISO/DIS 18933 *Imaging Materials – Magnetic tape – Care and handling practices for extended usage.* Geneva, Switzerland: International Organization for Standardization.

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8. $a action = "transferred to optimal storage"

ISO 11799: 2003 *Information and documentation — Document storage requirements for archive and library materials.* Geneva, Switzerland: International Organization for Standardization, 2003.

ISO 18911: 2000 *Imaging Materials – Processed safety photographic films – Storage practices.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 18918: 2000 *Imaging Materials – Processed photographic plates – Storage practices.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 18920: 2000 *Imaging Materials – Processed photographic reflection prints – Storage practices.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 18921: 2002 *Imaging Materials – Compact discs (CD-ROM) – Method for estimating the life expectancy based on the effects of temperature and relative humidity.* Geneva, Switzerland: International Organization for Standardization, 2002.

ISO 18923: 2000 *Imaging Materials – Polyester-base magnetic tape – Storage practices.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 18924: 2000 *Imaging Materials – Test method of Arrhenius-type predictions.* Geneva, Switzerland: International Organization for Standardization, 2000.

ISO 18925: 2002 *Imaging Materials – Optical disc media – Storage practices.* Geneva, Switzerland: International Organization for Standardization, 2002.

ISO 18928: 2002 *Imaging Materials – Unprocessed photographic films and papers – Storage practices.* Geneva, Switzerland: International Organization for Standardization, 2002.

ISO 18929: 2003 *Imaging Materials – Wet processed silver-gelatin type black-and-white photographic reflection prints – Specifications for dark storage.* Geneva, Switzerland: International Organization for Standardization, 2003.

ISO/TR18931: 2001 *Imaging Materials – Recommendations for humidity measurement and control.* Geneva, Switzerland: International Organization for Standardization, 2001.

ISO/DIS 18934 *Imaging Materials – Multiple media archives – Storage environment.*
Geneva, Switzerland: International Organization for Standardization.

Adelstein, Peter Z. *IPI Media Storage Quick Reference.* Rochester, NY:
Image Permanence Institute, 2004.

Lull, William P., and Linda Merk. "Lighting for Storage of Museum Collections:
Developing a System for Safekeeping of Light-Sensitive Materials." *Technology
& Conservation* vol. 7, no. 2 (Summer 1982): 20-25.

Michalski, Stephan. *Guidelines for Humidity and Temperature for Canadian
Archives.* Ottawa, Ontario, Canada: Canadian Conservation Institute, 2000.
(CCI Technical Bulletin No. 23)

National Bureau of Standards (NBS). *Air Quality Standards for Storage of Paper-
Based Archival Records.* BNSTR 83-2795. Gaithersburg, MD: NBS, 1983.

National Information Standards Organization. *Environmental Guidelines for the
Storage of Paper Records.* Technical Report. NISO-TR01-1995.

Reilly, James M. *Storage Guide for Color Photographic Materials.* Rochester, NY:
Image Permanence Institute, 1998.

Reilly, James M., Douglas W. Nishimura, and Edward Zinn. *New Tools for
Preservation/Assessing Long-Term Environmental Effects on Library and
Archives Collections.* Washington, DC: Commission on Preservation and Access,
1995.

9. $a action = "other"

Northeast Document Conservation Center. *Preservation of Library & Archival
Materials: A Manual.* Edited by Sherelyn Ogden. Andover, MA: NEDCC,
1999.

RLG Magnetic Media Preservation Manual. Mountain View, CA: RLG [in
preparation].