

Final Report of the Task Group on BIBCO Standard Record Requirements

Update August 10, 2009

Task Group members and liaisons

Members: Magda El-Sherbini, Ohio State University, Rebecca Malek-Wiley, Tulane University, Caroline Miller, University of California, Los Angeles, Louise Ratliff, University of California, Los Angeles, Carolyn Sturtevant, Coop, Library of Congress

Iris Wolley, Columbia University (coordinator)

Liaisons: Joe Kiegel, Standing Committee on Standards, University of Washington, Rebecca Lubas, Standing Committee on Automation, University of New Mexico, Bob Wolverton, Standing Committee on Training, Mississippi State University

Introduction

The concept of a BIBCO standard record was first discussed at the Program for Cooperative Cataloging Policy Committee (PoCo) meeting at the Library of Congress held November 6-7, 2008. The discussion was based on the success of the CONSER standard record, discussions among members on series statements in monographic records, and the work of the BIBCO Training Materials group. It was decided that a task group be established to document elements for a BIBCO standard record. After ALA Midwinter, the PCC Steering Committee designated members of the BIBCO material editing group to be the Task Group on BIBCO Standard Record Requirements (TG).

Documentation for the revised BIBCO standard record (BSR) and metadata application profile (MAP) contained in this report is the result of a process that took place between March 6 and August 10, 2009. An interim report and accompanying documentation was issued March 20, 2009 for review by the PCC Steering Committee and the BIBCO community. All of the comments were included along with the fields in a 36 page document which was sent to the TG members and made available to participants at the May 2009 BIBCO Operations Committee (OpCo) meeting. From May 8 to June 12, 2009, the TG evaluated comments from that document and from discussions at the BIBCO OpCo meeting. This update to the final report submitted to the PCC Steering Committee and the PCC OpCo reflects the comments from the BIBCO community and PCC OpCo as they relate to the TG charge to define a set of required elements for bibliographic records for monographs using a single encoding level. Our tasks were:

- to develop a “model” for bibliographic records using a single encoding level to replace the BIBCO full and core levels
- to use the BIBCO core level record as a starting point, and
- to focus on a model for the printed monograph to be used as a basis for models for other formats

Characteristics of the BIBCO standard record (BSR)

1. The BSR is a “floor” record containing a mandatory element set which replaces the BIBCO core and full level record standards. Emphasis is given to access points, not to extensive descriptive data. The BSR supports the importance of controlled subject and name access points in library catalogs.
2. One encoding level replaces the two used for the core and full level records.

Final Report of the Task Group on BIBCO Standard Record Requirements

Update August 10, 2009

3. The mandatory element set combines use of those elements that are mandatory and those elements that are mandatory if applicable. It avoids requiring unessential and redundant elements. Essential elements support user tasks to find, identify, select, and obtain needed resources.
4. BSRs are considered to be as full as is necessary for user tasks. The uniqueness of individual resources is represented by adding elements that are mandatory if applicable for the item in hand. In addition, elements not included in the essential element set may be added if determined to be important for access by cataloger judgment and/or local policy.
5. Main entry headings (1XX), added entries (7XX), and subject headings (6XX) are supported by authority records established through the NACO and SACO programs.
6. Using the defined element set in the BSR will allow the consistency for more uniform data in catalog records and allow catalogers to concentrate on appropriate added access.
7. BSR content is supported through use of MARC 21 Format for Bibliographic Data.
8. The BSR is intended for use by experienced catalogers knowledgeable in AACR2, LCRIs, national standardized classification systems, and LCSH.

Metadata Application Profile (MAP) BIBCO Standard Record (BSR) for Printed Monographs

The MAP is defined for print monographs, including reproductions. Accompanying materials, alternate graphic representation, and electronic books are not included. Elements in the MAP are represented by fields, subfields, and codes from the MARC 21 Format for Bibliographic Data. Elements are defined as being either mandatory (M) or mandatory if applicable (A). Elements not included in the MAP are not required for use in the BSR. However, they may be used if cataloger judgment and/or local policy determine a need for them. Unless otherwise noted, all indicators and subfields related to an element may be used when appropriate to the item being cataloged. Codes for some elements are included.

Element	Labels and notes	Use
Leader		
06	Type of record “a” or “t”	M
07	Bibliographic level “m”	M
17	Encoding level “blank”	M
18	Descriptive cataloging form “a”	M
008 Variable Control Fields-Fixed-Length Data Elements: Books		
06	Type of date/Publication status	M
07-10	Date 1	M
11-14	Date 2	A
15-17	Place of publication, production or execution	M
23	Form of item	M
35-37	Language	M
38	Modified record	A
39	Cataloging source “c”	M
Variable data fields		
010	Library of Congress Control Number LCCN	A

Final Report of the Task Group on BIBCO Standard Record Requirements
Update August 10, 2009

Element	Labels and notes	Use
020	International Standard Book Number ISBN \$c not required for BSR	A
041	Language code	A
042	Authentication code "pcc"	M
050, etc.	Classification number: Assign at least one classification number from an established classification system recognized in the MARC 21 Format for Bibliographic Data.	M
100/110/ 111/130	Main entry—personal name; corporate body; meeting name; uniform title	A
240	Uniform title Supply if known or can be easily inferred from the item being cataloged.	A
245	Title and statement of responsibility	
	\$a Title proper	M
	\$n, \$p, \$b, \$c, \$h	A
246	Varying form of title: \$a, \$n, \$p Assess each item or collection and assign titles that cover variations deemed important to assist users. The importance of varying title information is intended to reflect individual cataloger judgment and/or local policy. Code the 246 for parallel title as 246:31; all other varying titles may be coded as 246:13.	A
250	Edition statement	A
260	Publication, distribution, etc. (imprint) \$a, \$b, \$c Supply data appropriate for \$a and \$b if readily available; otherwise, use [S.l] and [s.n.]. \$a Place of publication For items with only one publisher but multiple places are presented, catalogers may give only the first place listed.	M
300	Physical description	
	\$a Extent	M
	\$b Other physical details	A
490	Series statement Transcribe here the form of the series statement as it appears on the prescribed source in the item.	A
500	Source of title proper	A
501	With note	A
502	Dissertation note	A
505	Formatted contents note Contents may be encoded at one of two levels; "basic" or "enhanced".	A
533	Reproduction note	A
546	Language note Give the language(s) of the described materials if not apparent from the rest of the description. Also describe alphabets, script, or other symbol systems appearing in the item.	A
600-630,	Subject access fields	A

Final Report of the Task Group on BIBCO Standard Record Requirements

Update August 10, 2009

Element	Labels and notes	Use
650-651	Use judgment in assessing each item. As appropriate, assign a complement of headings that provides access to at least the primary/essential subject and/or form of the work at the appropriate level of specificity. Assign such headings from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data. Follow the conventions of the particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspect. Include all subfields provided in the particular subject heading system that are necessary to provide appropriately specific access or represent relevant aspects of the subject or form.	
700-740	Added entry fields Use judgment in assessing each item. Assign a complement of added entries that covers the significant relationships associated with the work, expression, or manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local policy, in the context of shared cataloging.	A
776	Additional physical form entry Prefer use of this field with "\$i Display text" in lieu of the 530.	A
8XX	Series added entry If cataloger judgment or local cataloging policy is to trace a series, include in this field the authorized form of the series as established in the LC Name Authority File.	A

Implementation issues

The cataloging environment in which the BSR exists is dynamic and changing at a rapid pace, and to stay up-to-date, the BSR should be reviewed on a periodic basis. One major change is the potential adoption of Resource Description and Access (RDA), which may well prompt modifications to the BSR. A second area undergoing significant change is genre/form headings, with projects underway at the Library of Congress. As national cataloging practice evolves, the BSR needs to change with it.

Another issue is how the BSR is expanded from the current proposal to a wider range of formats. With the adoption of the BSR for printed monographs, the BIBCO full and core standards cannot be abolished immediately because they are still needed for all other formats. PCC needs a transition plan for the BSR and the older standards until such time as the BSR is adopted for all formats.

Final Report of the Task Group on BIBCO Standard Record Requirements

Update August 10, 2009

Task Group recommendations to the PCC

1. Prepare documentation and training for the BSR.
2. Prior to implementing RDA review the impact it might have on the BSR and MAP.
3. Provide clearer policy statements in BIBCO WWW pages for use of genre headings (655s) in program records. In the past year the SACO program has been involved in projects to provide genre headings for use in records for printed monographs. BIBCO catalogers are being encouraged to use genre headings in program records. The explanations for genre headings need to be updated in light of the recent SACO projects.
4. Determine how accompanying materials will be incorporated into the MAP for printed monographs.
5. Evaluate essential elements for audiovisual/non-printed materials to use metadata application profiles of these formats.
6. Evaluate use of and add field 880 (alternate graphic representation) to the BSR for printed monographs and other formats.
7. Responses to the Interim Report indicate that catalogers see value in using the 008 fields and coded variable fields to limit searches for resources and possibly to provide system-generated notes. Comments suggested that a few of these applications are being used already in local library environments. While these ideas go beyond the scope of the task group's work, the TG suggests that the PCC explore the feasibility of using coded information to enrich search strategies and to populate catalog records with note fields.