

**Final Report of the Task Group on BIBCO Standard Record
Requirements for Electronic Resources (Leader/06 code 'm')
May 31, 2010**

Members

Greta de Groat (Stanford University)
Teressa Keenan (University of Montana)
Julie Moore (California State University, Fresno)
Donna Viscuglia (Harvard University)
Walter Walker (Loyola Marymount University), coordinator
Iris Wolley (Columbia University)

Charge

Define a set of required elements for bibliographic records for the monographic computer files format using a single encoding level. The charge was amended to include only those monographic electronic resources encompassing Leader/06 for computer files. This includes both direct and remote access resources.

Introduction

The Standards Committee of the Program for Cooperative Cataloging (PCC SCS) asked the Online Audiovisual Catalogers Policy Committee to develop a model for BIBCO Standard Records for cataloging monographic visual materials and monographic electronic resources.

This document defines a set of required elements for bibliographic records for monographic electronic resources. This new standard replaces the previous full and PCC BIBCO core standards for electronic resources. BIBCO Standard Records (BSRs) for electronic resources can be recognized by the presence of an encoding level of “blank” to indicate standard level record and the presence of “pcc” in field 042 to indicate the record was created by a BIBCO library. The BIBCO core level record for monographic electronic resources and the BIBCO Standard Record for Printed Books (later Textual Monographs) were used as starting points for the BSR for Electronic Resources (Leader/06 code ‘m’).

Characteristics of the BIBCO standard record (BSR)

1. The BSR is a “floor” record that promotes an essential set of elements to serve user needs. 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 for the BSR replaces the two used for the core and full level records.
3. The BSR element set combines use of those elements that are mandatory (M) and those elements that are mandatory if applicable (A). It avoids requiring unessential or

redundant elements and includes only those essential elements that support user tasks to find, identify, select, and obtain needed resources.

4. BIBCO Standard Records 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), LCSH or name subject headings (6XX), appropriate added entries (7XX), and series added entries (8XX) must be 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 subject systems.

Type of Record (06)

Determining the most significant aspect of the content of an electronic resource is one of the first important decisions to be made in cataloging an electronic resource. That decision determines the code that is entered in the Type of Record (Leader 06). This BSR MAP is limited to monographic, electronic resources that fall into the Type of Record (Leader 06) = “m” for computer file.

Leader 06 Type of Record = “m” is reserved for the following types of electronic resources:

- computer software (including programs, games, fonts)
- numeric data
- computer-oriented multimedia
- online systems or services

In case of doubt or if the most significant aspect of the content of the electronic resource cannot be determined, then the Leader 06 (Type of Record) is to be coded “m” as a default.

Electronic resources outside of Leader 06 = “m” for computer file are coded for their most significant aspects in the Leader 06 (Type of Record)--for example: language material, graphic material, cartographic material, sound recordings, or moving image material. For these types of electronic resources, follow the requirements of the BSR/MAP for the appropriate material type, adding coding/fields to bring out the electronic aspects of the resource, such as: form of item = “s” (electronic) “o” (online), and “q” (direct access), 007, 245\$h [electronic resource], 300, 500 source of title proper note, and 856.

**Metadata Application Profile (MAP)
BIBCO Standard Record (BSR) for Electronic Resources**

The MAP is defined for monographic electronic resources. Elements in the MAP are represented by fields, subfields, and codes from MARC 21 Format for Bibliographic Data. Elements are defined as being either mandatory (M) or mandatory if applicable (A). Elements that are system supplied (e.g., 001, 003, 005) are not included. Other 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 institutional 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. NOTE: 008/23 is not yet available in OCLC for the computer files format; when it becomes available in 2011, it will be included as a mandatory element.

Element	Labels and notes	Use
Leader		
06	Type of record “m”	M
07	Bibliographic level “m”	M
17	Encoding level “blank”	M
18	Descriptive cataloging form “a”	M
007 Variable Control Fields – Physical Description Fixed Field: Computer File		
00	Category of material	M
01	Specific material designation	M
008 Variable Control Fields-Fixed-Length Data Elements: Computer File		
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
26	Type of computer file	M
35-37	Language	M
38	Modified record	A
39	Cataloging source “c” (or “blank” if initially cataloged by a national library)	M
Variable data fields		
010	Library of Congress Control Number LCCN	A
020	International Standard Book Number ISBN \$a	A
041	Language code: \$a, \$b	A
042	Authentication code: \$a “pcc”	M
100-130	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, \$h	M
	\$n, \$p, \$b, \$c	A
	In cases of multiple parallel titles, MINIMALLY include the first parallel title and any English parallel title	
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 inclusion of varying title information is intended to reflect individual cataloger judgment and/or local institutional policy. Code the 246 for parallel title as 246:31; all other varying titles may be coded as 246:1#.	A
250	Edition statement	A
260	Publication, distribution, etc. (imprint) \$a, \$b, \$c \$a Place of publication Only the first-named place of publication as found on the resource is required for items with one publisher and multiple places of publication	M
300	Physical description	
	Direct access: \$a ; \$c	M
	Remote access: \$a 1 online resource	M
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 (if other than chief source)	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". Supply as appropriate for collections, compilations, or for multi-part items with separate titles.	A
520	Summary, etc. Note. Use if the content of the item is not apparent from the rest of the description.	A
538	System details note: In direct access electronic resources use a system requirements note including, if appropriate, any software requirements necessary for processing the file types.	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
6XX	Subject and Genre/Form fields: Use judgment in assessing each item. As appropriate, assign a complement of headings that provides access to at least the primary/essential subject, genre, and/or form of the work at the	A

	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.	
700-751	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
800-830	Series added entry: If local institutional 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
856	Remote access: \$u; do not include institution-specific URLs.	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.

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.