BIBCO Participants' Manual

Third Edition

March 15, 2024 revision

Program for Cooperative Cataloging
Washington, D.C.

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Introduction and Acknowledgements

The *BIBCO Participants' Manual (BPM)* gives an overview of the BIBCO Program and its cataloging standards and provides a context for BIBCO Program documentation found in other sources, such as the Program for Cooperative Cataloging (PCC) web pages.

The main focus of this edition of the *BPM* is on the RDA current cataloging instructions. Any mentions of AACR2 are included only to provide context and are not meant to be an instructional guide for BIBCO's former cataloging code. The PCC no longer provides training and documentation support for AACR2.

This edition draws on the generous contributions of earlier editors and many participants in the BIBCO Program. Robert Maxwell, Nancy Sack, Iris Wolley, and John Wright offered valuable comments on the draft. PCC colleagues at University of California, San Diego provided careful, timely review and useful feedback in the latest round of working draft.

BIBCO records are dynamic. A BIBCO participant creates and authenticates an original bibliographic record. Other BIBCO (and NACO) participants may later enrich the same BIBCO record by adding access points, notes, or subject headings and classification numbers from a different scheme, etc. Similarly, a BIBCO participant may modify an existing bibliographic record to meet BIBCO cataloging practice and authenticates it to indicate the standards associated with the data provided. The goal is to make sharing of quality metadata cost-effective for participants and to increase the utility of the records worldwide.

BIBCO participants should consult the *BPM* regularly in the course of creating and enhancing BIBCO monographic and integrating resource records. The BIBCO Standard Record is discussed in detail in Section E. Links to CIP program requirements for BIBCO CIP records are also provided in this manual. The PCC invites users of BIBCO records to use this manual to become acquainted with BIBCO cataloging standards and better interpret the data found in program records. Comments about BIBCO Program and BIBCO Standard Record are welcome and may be sent to bibcomail@loc.gov.

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SECTION I. THE BIBCO PROGRAM

A. BIBCO Documentation

Before joining BIBCO, prospective BIBCO participants reach proficiency in creating bibliographic records for monographic and integrating resources in multiple formats, and achieve independence for contributing name authority records in NACO, the Name Authority Cooperative Program of the PCC. Cataloging documentation available to the general library community is already familiar to prospective BIBCO participants. After joining BIBCO, participants consult the following additional documentation to identify required record elements to meet the BIBCO standards for description and access.

A1. General Cataloging Documentation

These documents appear in various locations on the LC, PCC, and other websites:

- *RDA: Resource Description and Access*, as found in the [RDA Toolkit](#) (subscription required for full access), used in connection with *Library of Congress-PCC Policy Statements (LC-PCC PS)* (freely available as part of the RDA Toolkit).
- *[MARC 21 Format for Bibliographic Data](#)*
- *[ALA-LC Romanization Tables](#)*
- *Library of Congress Descriptive Cataloging Manual Z1 ([DCM Z1](#))*
- *Library of Congress Subject Headings Manual ([SHM](#))*
- *Library of Congress Classification and Shelflisting Manual ([CSM](#))*
- *Library of Congress Genre/Form Terms [Manual](#)*
  (Note: Other established [subject](#), [classification](#), and [genre/form](#) systems recognized by MARC are valid for use in BIBCO records, and are available from other agencies.)

They are also available via [Classification Web Plus](#), an integrated, online documentation system for cataloging and metadata resources (subscription required for access).

A2. BIBCO-Specific Documentation

These documents (and others) describing BIBCO-specific standards, or standards specific to PCC bibliographic records, appear as links on the [BIBCO website](#):

- *[BIBCO Standard Record (BSR) RDA Metadata Application Profile](#)*
- *[PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets](#)*
- *[PCC Training Manual for Applying Relationship Designators in Bibliographic Records](#)*
- *[Provider-Neutral E-Resource MARC Record Guide: PN/RDA version](#)*
- *[PCC Guidelines for Minimally Punctuated MARC Bibliographic Records](#)* (optional practice)
- Library of Congress [CIP Partnership Program](#) documentation for participating BIBCO members

A3. Hybrid Environment Instructions: AACR2 and RDA Records

The arrival of RDA-based PCC bibliographic and name authority records into largely AACR2 databases at the start of the US RDA Test beginning October 1, 2010 called for instructions to be issued to PCC catalogers who wished to enhance and edit bibliographic records regardless of the cataloging standard used in the record.

The PCC Policy Committee approved the final report of the PCC Post-Implementation Hybrid Bibliographic Records Guidelines Task Group in March 2013. It is available on the BIBCO Documentation & Updates site, together with the following related documents:
- *PCC Guidelines for Enhancing & Editing non-RDA Monograph Records*
- *PCC Guidelines for Enhancing & Editing non-RDA Integrating Resource Records*

B. BIBCO Parameters

B1. Membership Requirements

When applying to join BIBCO, institutions agree to a set of membership and record contribution requirements.

To maintain BIBCO Membership Requirements throughout their participation in the program, member institutions must continue to:

- Be active, independent NACO contributors
- Be proficient in following descriptive instructions, procedures, and guidelines contained in *RDA*, *LC-PCC Policy Statements*, *MARC 21 Format for Bibliographic Data*, and *MARC 21 Format for Authority Data*
- Be proficient in applying established subject and classification systems (e.g., LCSH, MeSH, LCC, etc., and their supporting documentation)
- Have access to the online bibliographic and authority files, including the Library of Congress name and subject authority files
- Support the possible attendance of BIBCO representatives to the PCC Operations Committee meeting (OpCo). OpCo meets annually for a Thursday/Friday in the spring in Washington, DC. For more information, see:
  - PCC Governance Document (Section IIIC)

B2. Participation in PCC Governance

BIBCO participants have various roles in PCC decision-making, and in carrying out the objectives of the organization. Where possible, the participant institution encourages participation by offering its staff release time for PCC activities, and financial support for travel to meetings.

- Directors vote annually for at-large representatives to the [PCC Policy Committee](#)
- Those in policy-level positions in a BIBCO participant institution are eligible for nomination to serve a three-year term as an at-large representative to the PCC Policy Committee (meets early November at Library of Congress)
- BIBCO contacts may attend the annual PCC Operations Committee (meets early May at Library of Congress), space permitting
- BIBCO participants may serve on PCC committee and task groups, and some may become trainers or reviewers for other PCC participants

B3. BIBCO Record Contribution Requirements

To meet BIBCO record contribution requirements, member institutions:

- Designate their BIBCO records with MARC field "042 pcc," but are not required to designate all of their cataloging as BIBCO records
- Contribute a minimum of 100 bibliographic records annually (if full-level members)
- Make BIBCO records available in a timely manner
- Support authorized access points in BIBCO records with authority records (See *BPM, [E5](#)*). (Note: controlling series access points is a local option.)
- Use the following documentation (See also *BPM,* [Section A](#))
    - [RDA Toolkit](#)
    - LC-PCC PSs
    - [*BIBCO Standard Record (BSR) RDA Metadata Application Profile*](#)
    - [*MARC 21 Format for Bibliographic Data*](#)
    - [*ALA-LC Romanization Tables*](#)
- Assign at least one or two subject headings and/or genre/form headings (at the appropriate level of specificity) from an [established thesaurus or subject heading system](#) recognized by the *MARC 21 Format for Bibliographic Data* (e.g., *AAT, MeSH, LCSH*)
- If using LCSH, follow current LC documentation (Note: Certain topics may require multiple headings; 10 is the maximum, cf. Subject Headings Manual [H 180](#))
- Assign a classification number from an [established classification system](#) supported by the *MARC 21 Format for Bibliographic Data* (e.g., Dewey, LC Classification) as specified by BIBCO documentation
- If using LC Classification, follow current documentation issued by LC or in commercially available versions of the schedules
- If not tracing series, are exempt from creating series authority records for unestablished series and may code these series as MARC field 490 first indicator 0 on BIBCO records
- If tracing series on BIBCO records, follow the series policies and procedures stated in *LC Descriptive Cataloging Manual Z1 ([DCM Z1](#))* and the LC-PCC PSs

B4. CIP Partnership Program

The Library of Congress invites BIBCO participants to join the [CIP Partnership Program](#), which creates pre-publication records for galleys to be printed on the title page verso of published

books. BIBCO CIP partners serve as virtual cataloging teams for forthcoming titles to be published by their respective university presses and for forthcoming titles from other publishers. The CIP unit customizes its software and gives technical support to enable the exchange of records between the CIP partner and LC. LC distributes the completed CIP records as BIBCO records to OCLC.

A set of Frequently Asked Questions has been developed for use by CIP Partnership Program members to help facilitate the CIP cataloging workflow and to ensure the quality of catalog records. For more information, contact the CIP Partnership Program directly.

C. Reporting Statistics

C1. Overview

Institutions compile their BIBCO statistics locally and record them in their account in the PCC Directory system. The PCC Secretariat runs reports on PCC Directory statistics twice a year and posts compilations of program statistics to the PCC Statistics page.

C1.1. BIBCO Statistical Categories

The two categories of BIBCO statistics in the PCC Directory system are new BIBCO records and changed BIBCO records. Program participants are only required to report statistics for new BIBCO records. Reporting the number of changed BIBCO records is optional.

The term "new BIBCO record" refers to any newly authenticated BIBCO record. A BIBCO participant counts any record they contribute as a new BIBCO record if it has never been a program record in the past. This is true for both original cataloging BIBCO records and BIBCO records generated by modifying non-program copy. Libraries participating in the CIP Cataloging Partnership Program should include their CIP records in the count.

The term "changed BIBCO record" refers to an updated version of a previously existing BIBCO record (provided the changed record has been contributed to a bibliographic utility rather than only to a local database).

C1.2. BIBCO Statistics Reporting Process

- Program participants track their BIBCO record contributions internally using whatever method and schedule suits their local needs.
- A BIBCO institution's designated contact person records the institution's statistics in the PCC Directory system.
- BIBCO institutions must report their statistics at a minimum of twice a year. Statistics may be reported more frequently (e.g., on a monthly basis) if preferred.
- The deadlines for reporting statistics are April 15th (for entering October to March statistics) and October 15th (for entering April to September statistics).

- An institution that misses a reporting period may include the uncounted records in the next report.
- The PCC Secretariat posts compilations of program statistics to the PCC Statistics page twice a year.
- For more information, refer to the *Guidelines for Entering Statistics in the PCC Directory*.
- Send any questions about statistics to the BIBCO Coordinator at bibcomail@loc.gov.

D. The BIBCO Record

D1. Definitions of the BIBCO Record

The BIBCO record is a bibliographic record for a monographic or integrating resource in any format that has been authenticated by a participant in the BIBCO Program. BIBCO records include

- bibliographic records authenticated under the current cataloging instruction RDA
- bibliographic records authenticated under the old cataloging code AACR2 (before and after the implementation of the BIBCO Standard Record in 2010)*
- CIP pre-publication records

Starting January 1, 2015, all new BIBCO contributions must follow RDA BIBCO Standard Record guidelines. Records created by BIBCO participants that are not fully RDA-compliant, may not be coded PCC. **

*Prior to January 1, 2010, PCC records had two valid encoding levels (Encoding Level (MARC Leader, character position 17), value "4" for core and value "blank" for full. With the adoption of the BIBCO Standard Record, all PCC records now carry Encoding Level "blank." Value "4," although not applied to current BIBCO records, remains valid in bibliographic utility systems.

Exception: BIBCO CIP records are prepared for books that have not yet been published. They lack extent, dimensions, and other data usually found in BIBCO records and use Prepublication encoding level "8" until the CIP verification process upgrades them to encoding level "blank." (See *BPM*, G. BIBCO Standard Record Requirements)

The process of authentication includes:

1) creating or revising a monographic or integrating resource bibliographic record, ensuring that its data content and content designation conform to BIBCO bibliographic practices and other agreed-upon conventions; and

2) adding identifying elements to the record to indicate the degree of authoritativeness of data or the extent to which the record has been reviewed. Only a cataloger from a BIBCO

institution may include the "pcc" in MARC 21 field 042 to identify the record as a BIBCO record.

Authenticated records are made available as contributions to participating bibliographic utilities.

RDA BIBCO record
```
Leader/17 Encoding level = #
Leader/18 Descriptive cataloging form = i
008/39 Cataloging source = c
040    ##   $a UCO $b eng $e rda $c UCO $d SLU
042    ##   $a pcc
```

AACR2 BIBCO record:
```
Leader/17 Encoding level = 4
Leader/18 Descriptive cataloging form = a
008/39 Cataloging source = c
040    ##   $a WCL $b eng $c WCL
042    ##   $a pcc
```

AACR2 BIBCO record:
```
Leader/17 Encoding level = #
Leader/18 Descriptive cataloging form = a
008/39 Cataloging source = c
040    ##   $a SEN $b eng $c SEN $d GPO
042    ##   $a pcc
```

AACR2 BIBCO CIP record:
```
Leader/17 Encoding level = 8
Leader/18 Descriptive cataloging form = a
008/39 Cataloging source = c
040    ##   $a DNLM/DLC $b eng $c DLC
042    ##   $a pcc
263    ##   1401
300    ##   $a p. ; $c cm.
```

RDA BIBCO CIP record:
```
Leader/17 Encoding level = 8
Leader/18 Descriptive cataloging form = i
008/39 Cataloging source = c
040    ##   $a NIC/DLC $b eng $e rda $c NIC $d DLC
042    ##   $a pcc
263    ##   $a 1402
300    ##   $a pages cm
```

D2. BIBCO Standard Record (BSR)

In 2010, while still using AACR2 as its descriptive cataloging standard, the PCC implemented the single-encoding level BIBCO Standard Record (BSR) as a replacement for the earlier dual encoding levels used in BIBCO, Full and Core. Different AACR2 BSR models applied to records for different types of materials.

AACR2 BIBCO record:
```
Leader/17 Encoding level = #
Leader/18 Descriptive cataloging form = a
008/39 Cataloging source = c
040   ##   $a YDXCP $b eng $c PUL
042   ##   $a pcc
```

The PCC added guidelines for BIBCO records under RDA in 2012.

RDA BIBCO record:
```
Leader/17 Encoding level = #
Leader/18 Descriptive cataloging form = i
008/39 Cataloging source = #
040   ##   $a DLC $b eng $e rda $c STF
042   ##   $a pcc
```

Starting January 1, 2015:

- All **new** BIBCO contributions must follow *BIBCO Standard Record (BSR) RDA Metadata Application Profile* guidelines. Records that are not fully RDA compliant may not be coded "pcc."

- Catalogers may add other MARC fields and elements in **existing AACR2 records** according to general cataloging instructions to meet local institutional needs, but those records cannot be coded "pcc."

See *BPM,* Section E, for additional BIBCO Standard Record (BSR) policies and practices.

D3. Non-BIBCO Records

BIBCO Program participants may choose to contribute some records to participating utilities **without** authenticating them as BIBCO records. These unauthenticated records carry the participant institution's code or symbol in the 040 field, but lack the 042 field with the code "pcc" and the corresponding data elements in character position (byte) 17 of the Leader (Encoding Level), byte 18 of the Leader (Descriptive cataloging form) and byte 39 of the 008 (cataloging source). The presence of a BIBCO participant's symbol in the MARC field 040 does not guarantee that it is a BIBCO record. This includes all records created by an institution before it joins the BIBCO Program.

```
Leader/17 Encoding level = [may be any value]
Leader/18 Descriptive cataloging form = [may be any value]
008/39 Cataloging source = d
040   ##   $a BP1 $b eng $e rda $c BP1
```
[Non-BIBCO record from Art Institute of Chicago]

D4. Records Modified by a BIBCO Participant

When a BIBCO participant modifies an unauthenticated record, and authenticates it with appropriate coding, it becomes a BIBCO record. The modifying participant's institutional symbol should be inserted into the 040 $d.

```
Leader/17 Encoding level = #
Leader/18 Descriptive cataloging form = i
008/39 Cataloging source = c
040    ##   $a MZB $b eng $e rda $c MZB $d CUS
042    ##   $a pcc
```
[Record created by Montana State Library, authenticated by University of California, San Diego]

D5. Online Creation of BIBCO Records

BIBCO participants contribute new bibliographic records or edit existing records using shared databases (e.g., OCLC, SkyRiver) following the utility's input standards and BIBCO Program standards.

BIBCO participants send their CIP records via the CIP program software, and LC distributes the completed records to participating utilities.

D6. Batchloading of BIBCO Records

BIBCO participants may contribute new BIBCO bibliographic records via the batchloading options of their participating utilities. BIBCO participants should discuss this with their utility.

D7. Processing and Distribution

The BIBCO Program does not have an agreement among participating utilities to redistribute bibliographic records automatically from a centralized database, unlike the CONSER, NACO, and SACO programs. Participants may choose to contribute their BIBCO records to more than one major database to facilitate greater record sharing. The PCC encourages BIBCO participants and utilities to maximize availability of BIBCO records.

SECTION II. BIBCO STANDARD RECORD (BSR)

E. Policies and Practices

The *BIBCO Standard Record (BSR) RDA Metadata Application Profile* is a model for bibliographic monographic records using a single encoding level (Ldr/17="blank") in a shared database environment. Catalogers satisfy BSR requirements when creating and/or modifying bibliographic records, and determine the level of fullness that best suits the resources in their collections and the needs of their users.

The BSR establishes a baseline set of elements that emphasize access points over descriptive data. The standard seeks to ensure inclusion of the essential data elements necessary to meet user needs; it is a solid "floor" description of a resource that can be built upon in a shared environment. The standard also does not preclude the use of any data in a bibliographic description representing more extensive cataloging treatment.

Authorized access points in a BIBCO record must be supported by authority records established through the NACO and SACO programs, or must follow the policies of those programs in cases where an authority record is not required by program policy.

BIBCO record content is supported through use of *MARC 21 Format for Bibliographic Data*.

The BSR is a combination of RDA "Core," RDA "Core if," "PCC Core," and "PCC Recommended" elements applicable to archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in the computer file format), graphic materials, moving images, notated music, rare materials, and textual monographs.

The BSR also incorporates supplemental requirements for these resource types when presented in digital formats, and it can be used to describe digital reproductions.

Instructions in the BSR should be read in conjunction with the LC-PCC Policy Statements (LC-PCC PSs) integrated into the RDA Toolkit.

When describing online monographic resources, catalogers may also consult the PCC *Provider-Neutral E-Resource MARC Record Guide: P-N/RDA version*.

E1. Record Content and the BSR

The *BIBCO Standard Record (BSR) RDA Metadata Application Profile* lists the required fields and subfields for BIBCO records for different types of materials. The mapping to MARC fields included in the BSR is intended to be a general guide. For specific instructions on recording data in the MARC format, please refer to official MARC 21 documentation, OCLC Bibliographic Formats and Standards, and the MARC mappings in the RDA Toolkit. BSR elements not directly related to RDA (e.g., classification; access points for subjects), or data treated in MARC control/fixed fields, are included in separate tables at the end of the document.

Exception: CIP records must follow [CIP Partnership Program](#) requirements. These records are prepared for books that have not yet been published. They lack extent, dimensions, and other data usually found in BIBCO records and use Prepublication encoding level "8" until the CIP verification process upgrades them to encoding level "blank."

E2. Identification of BIBCO Records

BIBCO records are identified most easily by the presence of MARC field 042 with the value "pcc" and encoding level ([Leader](#), character position 17) with value "blank (represented by the symbol "#")."

```
Leader/17 #
042   ##   $a pcc
```

Most BIBCO records have a Cataloging Source ([MARC 008 All materials](#), character position 39) with value "c."

> **c - Cooperative cataloging program**
> Creator of the cataloging data is a participant (other than a national bibliographic agency) in a cooperative cataloging program.

```
008/39 c
040   ##   $a HMY $c HMY
```
[Harvard University Yenching Library cataloging input online as part of the Program for Cooperative Cataloging.]

OCLC template:

BIBCO records created or updated by a national library or national bibliographic agency will have the Cataloging Source value "blank." If the Cataloging Source value of a record was

"blank" when it was created or updated, it must remain "blank," even if modified by a library other than a national library. (See the *BPM* Glossary entry for more information about National Bibliographic Agencies.)

> **# - National bibliographic agency**
> Creator of the original cataloging data is a national bibliographic agency (e.g., U.S. Library of Congress).

```
008/39 #
040    ##   $a DLC $c DLC
```
[Record was created and transcribed by the U.S. Library of Congress.]

OCLC template:

E3. Leader, Directory, and Variable Control Fields

The leader, directory, and variable control fields of BIBCO records should follow the *BIBCO Standard Record (BSR) RDA Metadata Application Profile*. (Note: The BSR is organized by RDA element and includes some supplementary tables that are format-specific. An example below is a format-specific table for Textual Monographs.)

ELEMENT	NOTES	MARC ENCODING
Leader		
Type of record	Use "a" or "t"	Ldr/06
Type of control	Use "a" (for collections under archival control)	Ldr/08
Bibliographic level	Use "m"	Ldr/07
Encoding level	Use 'blank' value	Ldr/17
Descriptive cataloging form	Use "i" (ISBD punctuation included) or "c" (ISBD punctuation omitted) For more information on options for omission of punctuation, see: PCC Guidelines for Minimally Punctuated MARC Bibliographic Records	Ldr/18
Variable Control Fields – Physical Description Fixed Field		
Category of material	**Microform textual monographs:** use "h".	007/00
Specific material designation		007/01
Variable Control Fields – Fixed-Length Data Elements		
Type of date/publication status		008/06
Date 1		008/07-10
Date 2		008/11-14
Place of publication, production, or execution		008/15-17
Form of item		008/23

E4. Bibliographic Description

Bibliographic description is based on the latest edition of *RDA: Resource Description and Access,* as found in the RDA Toolkit, used with the related *Library of Congress-PCC Policy Statements (LC-PCC PS)*. The *LC-PCC PSs* demonstrate a close correlation between the practices of LC and the PCC. The labels "PCC practice" or "LC practice" appear where needed.

Starting January 1, 2015, all new BIBCO contributions must follow the *BIBCO Standard Record (BSR) RDA Metadata Application Profile*.*

A BIBCO participant is not required to authenticate every record that it creates or modifies. When a participant's local needs dictate a practice that is not supported by accepted BIBCO documentation, it may choose to create a non-BIBCO record, or modify the content of an existing record for its local use only.

*See *BPM,* D1 for an exception regarding BIBCO CIP records.

E5. Authority Control and Authorized Access Points

All authorized access points on BIBCO records shall be represented by authority records as follows.

E5.1. Authority Control Programs: NACO and SACO

As a prerequisite to BIBCO membership, libraries must be active NACO members, sending their name authority records by various means to the Library of Congress, the PCC member agency that manages the LC/NACO Authority File, or LCNAF.

Authority control in BIBCO records applies to subject and classification elements as well. A participant that wishes to propose new or changed subjects to LCSH or new or changed numbers to LC Classification would do so through SACO, the Subject Authority Cooperative component of the PCC. SACO membership is not a BIBCO prerequisite.

E5.2. Personal, Corporate, Conference, Family, or Place Names

BIBCO catalogers follow PCC cataloging guidelines when establishing a name authorized access point. All personal, corporate, conference, family, or place names used as access points on BIBCO records must be represented by a Name Authority Record (NAR) in the LCNAF.

If a NAR has been established in the LCNAF:
- Use the authorized form of name in the BIBCO record
  - [Post-RDA Implementation Guidelines and Standards](#) address the use of RDA authorized access points and AACR2 headings in BIBCO records
- Modify the NAR, if needed, following accepted NACO practices
  - Modifying one NAR may affect other related NARs

If there is no NAR in the LCNAF:
- Research the name and submit the NAR, following NACO practices

If a new or modified NAR is not in sync with authorized access points on LC bibliographic records:
- Identify affected LC bibliographic records
- Notify LC of the need for bibliographic file maintenance following the "[Guidelines for reporting NACO BFM](#)"

E5.3. Authorized Access Points for Works and Expressions

BIBCO catalogers follow PCC policy when constructing authorized access points for works and expressions. (See: [RDA Decisions, Policies, and Guidelines](#))

According to *LC Descriptive Cataloging Manual Z1 ([DCM Z1](#))*, *Introduction,* authority records for works and expressions are often made when:

- a reference will be provided on that authority record; or,
- research done to establish that authorized access point must be recorded; or,

- the authorized access point is needed for a related work access point or subject entry, and the related work is not represented by a bibliographic record in the LC database, or, for serials, by a CONSER record in OCLC; or,
- certain information needs to be recorded, e.g., citation title for a law.

However, BIBCO catalogers may create authority records for any work or expression access points that they need in their cataloging, even if they do not fall into the categories listed above.

E5.4. Series: Authority Control Options

BIBCO participants may choose whether to keep the names of monographic series under authority control or just record series statements in bibliographic records.

BIBCO participants that choose **to control** series:

- Assure that all series statements from the item appear in the MARC field 490 1#
- Record the controlled series authorized access points data in the appropriate MARC field 8XX
- Follow PCC policies and pertinent documentation when establishing the form of a series authorized access point

BIBCO participants that choose **not to control** series:

- Assure that all series statements from the item appear in the MARC field 490 0#
- Allow any controlled series authorized access points data in MARC 8XX series added entry fields to remain untouched on existing records created by other libraries
- Do not create or revise a series authority record (SAR) in the LCNAF

BIBCO SAR practice for participants that keep the names of series under authority control:

The *DCM Z1* section "64X Series Treatment—General Information" contains the LC and PCC policies on series treatment, including guidelines on national-level PCC default decisions and detailed procedures for creating or modifying the 64X fields. (See also *BPM*, E6.2.5 Series Classified Together (LCC))

SAR already exists in the LCNAF:

- Record the controlled series authorized access points data in BIBCO-designated analytic bibliographic records.
- Optionally, modify the existing SAR to include PCC analysis and tracing decisions, if that information is missing from the 644 and 645 fields. (This is usually the case in SARs that were created by LC prior to 2006.)

SAR doesn't exist in the LCNAF:

- Contribute a new SAR with "$5 DPCC" in 642 and 645 fields (see *DCM Z1*) to the LCNAF.
- Record the controlled series authorized access points data in BIBCO-designated analytic bibliographic records.

E5.5. Subject Headings

BIBCO does not require its participants to use one particular subject thesaurus. BIBCO participants may use any subject heading scheme recognized by the *MARC 21 Format for Bibliographic Data*. The format identifies the thesauri in two places:

1. MARC Fields 600-651, 2nd indicator:
    0 - Library of Congress Subject Headings
    1 - LC subject headings for children's literature
    2 - Medical Subject Headings
    3 - National Agricultural Library subject authority file
    5 - Canadian Subject Headings
    6 - Répertoire de vedettes-matière
    7 - Source specified in subfield $2

2. MARC Fields 600-651, subfield $2:
    - Subject Heading and Term Source Codes

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.

Exception: Newly-proposed subject headings that have been submitted as SACO proposals for inclusion in the *Library of Congress Subject Headings (LCSH)* may be entered on bibliographic records coded as BIBCO. Proposed headings are considered to be pre-approved in the absence of other communication from the LC Policy, Training, and Cooperative Programs Division. If the Library of Congress rejects or modifies the proposed subject heading, the inputting library agrees to modify the bibliographic record in the database(s) to reflect the approved, established *LCSH* heading.

Catalogers should consult documentation available for the different schemes when creating or upgrading bibliographic records.

Catalogers contributing BIBCO records should possess sufficient knowledge of the subject or language of the materials being cataloged to be able to provide adequate subject analysis. When in doubt about the content analysis because of insufficient subject or language expertise, the cataloger should **not** contribute the record as BIBCO.

E5.5.1. LCSH

BIBCO participants using *Library of Congress Subject Headings* are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by LC. In particular, BIBCO catalogers applying LCSH headings in BIBCO records should read instruction sheets "H 170: CONSER and BIBCO Standard Records" and "H 180: Assigning and Constructing Subject Headings" of the *Subject Headings Manual (SHM)*. These instruction sheets offer general guidelines for assigning subject headings to records for all types of materials. H 181 gives guidelines for Arabic and Persian subject headings, and H 182 has guidelines for Chinese, Japanese, and Korean subject headings.

In general, catalogers contributing BIBCO records with LC subject headings may follow instructions in the *SHM* to assign at least one or two headings from the subject authority file and/or the name authority file to represent the primary subject and/or form of the work at the appropriate level of specificity. They are to assign headings to provide access to the essential subject focus of the work, which would normally correspond to the meaning of the assigned class number.

A BIBCO participant may provide additional headings to a record for secondary or tertiary subjects, even if they constitute less than 20% of an item (See H 180 sec. 1). Multiple headings may be needed to represent a compound or multi-element topic for which a single heading neither exists nor can practically be constructed or established (See H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, [place 1]–Foreign relations–[place 2] and [place 2]–Foreign relations–[place 1], or where a standard array of headings is prescribed, for example, on biographies (See H 1330).

Where appropriate, catalogers subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring out those aspects of the primary subject (See H 180 sec. 16). They are instructed to assign headings at the level of specificity appropriate to the work (See H 180 sec. 4).

BIBCO catalogers are expected to establish new headings for discrete topics and named entities as they are needed. The process for submitting new or changed LCSH proposals is documented online on the SACO Proposals & Documentation on the SACO web site, and in the *SACO Participants' Manual*. Catalogers not wishing to submit a SACO proposal for a new discrete topic or entity should not contribute the bibliographic record in question as a BIBCO record.

E5.5.2. MeSH

The Medical Subject Headings (MeSH) comprise the National Library of Medicine's controlled vocabulary used for indexing articles, for cataloging books and other materials, and for searching MeSH-indexed databases. The NLM Cataloging main page offers helpful information about MeSH and many other aspects useful to catalogers.

NLM accepts proposals for new terms in the thesaurus. The form for submitting suggestions is available on the Web.

E5.5.3. FAST

Faceted Application of Subject Terminology, or FAST, is a fully enumerative faceted subject heading schema derived from Library of Congress Subject Headings (LCSH), adapting it to a simplified syntax. PCC members may create BIBCO records with only FAST subjects assigned.

The FAST vocabulary is updated frequently to capture new, changed, and deleted LCSH headings. If the required FAST heading is in LCSH but not yet in FAST, an immediate FAST identifier can be requested through ImportFAST for use in subfield $0, with the official FAST record following within a month. If the heading is not in LCSH, OCLC has a FAST Converter for mapping long LCSH-based strings to FAST headings. Furthermore, the cataloger can suggest a FAST heading to be made. In such cases, it is preferable to propose the heading to LCSH through the standard LCSH proposal system first. The FAST heading will in turn be made and the connection between the two vocabularies maintained.

Example:

```
650 #7 Parrots in art. $2 fast $0 (OCoLC)fst01053930
```

For more information, see the FAST training page maintained by the PCC Standing Committee on Training.

E5.6. Genre/Form Terms

BIBCO participants are encouraged to include genre/form terms in their PCC records where appropriate. Genre/form terms should be taken from one or more of the approved thesauri recognized by the *MARC 21 Format for Bibliographic Data*. The thesaurus from which the term originates should be identified either by the appropriate 2nd indicator value or by 2nd indicator value "7" plus the appropriate $2 code (see Genre/Form Term and Source Codes). Locally-defined terms, if used, should be coded following the inputting standards of the bibliographic utility. (OCLC prefers the use of 2nd indicator value "4" for any locally-defined terms). Subdivision of terms should follow the rules or practice of the thesaurus.

Practice has not yet been completely standardized on the coding of form terms in bibliographic records (650 vs. 655). Some institutions are inconsistent in their practice, sometimes coding form terms in 650 fields, sometimes in 655. In the interest of consistency in records, BIBCO catalogers should follow the MARC 21 standard as published when including form terms in their records.

Practices for the use of genre/form terms are in transition for Library of Congress and other institutions that use its thesauri. In 2007, the Library of Congress began creating a new authority file, the *Library of Congress Genre/Form Terms for Library and Archival*

Materials, or *LCGFT*. Thus far, projects to add terms in nine areas have been completed: artistic and visual works, cartographic materials, "general" materials (e.g., dictionaries, encyclopedias), law materials, literature, moving images (films and television programs), music, non-musical sound recordings (primarily radio programs), and religious materials. LC will continue to expand *LCGFT* in consultation with other interested communities and as a result of proposals submitted through the SACO program. For more information, see the *Library of Congress Genre/Form Terms Manual*, which provides guidelines and instructions for making proposals and for applying genre/form terms.

Authority work for genre/form terms should be done through the agencies responsible for the approved thesauri. This includes the SACO program for terms originating in, or being proposed for addition to, *LCSH* or *LCGFT*.

E6. Classification

Any classification number provided in a BIBCO record should be in a form that is most useful to the widest number of potential users of that classification system.

E6.1. Overview on Classification

As specified in the *BIBCO Standard Record (BSR) RDA Metadata Application Profile,* a classification number is required in BIBCO records for textual monographs, cartographic materials, printed music, and electronic resources. Classification numbers are required if applicable on archival materials. Classification numbers are optional on records for graphic materials, moving image materials, rare books, and sound recordings (either music or non-music).

If a classification number is required for the particular type of material being cataloged, it is not necessary to use LC classification. It is only necessary that the classification number be from a scheme recognized by *MARC 21 Format for Bibliographic Data*. The classification scheme is identified by the specific MARC field used and, when relevant, the source code in subfield $2:

> 1. Fields 050, 060, 070, 080, 082, 084, or 086
> (Do not use 09X Local Call Numbers [obsolete] if working in OCLC)
>
> 2. Classification Scheme Source Codes

Some classification systems distinguish between the general and the particular. Data that relate to the general make it possible to group items of similar intellectual content (classification number). Data that relate to the particular make it possible to individualize items and subarrange them within a group (e.g., author Cutter number, work Cutter number, etc.). In applying such systems to BIBCO records, only a classification number is required. BIBCO participants always have the option of supplying a full call number (including Cutter numbers relating to shelf location), but it is not a Program requirement.

What constitutes a classification number is determined by the nature of the classification system and the agency authorized to develop and maintain it. To the extent practicable, BIBCO participants are expected to supply a classification number according to the current practice specified by the authoritative agency responsible for the development and maintenance of the classification system. A BIBCO participant is responsible only for a classification number from the same scheme that it uses. If a classification number from another scheme appears in a record that a BIBCO participant updates and authenticates as a BIBCO record, the BIBCO participant should retain the other number in the record.

Exception: If a BIBCO participant applying a PCC standard that calls for a classification number catalogs a work on a topic that is not yet represented in the classification system it uses, the PCC library may nevertheless designate the record as a BIBCO record even though it necessarily lacks the required classification number. Optionally, the participant may input the local number it uses in a local call number field, or it may propose a new class number as described in *BPM*, E6.2.1.

E6.2. Library of Congress Classification (LCC)

Participants using LCC are expected to check the classification schedules and relevant tables to assure that an assigned classification number is current. BIBCO participants *may* browse the LC online shelflist to assist in assigning an LC classification number to bibliographic records they create or update. Be aware, however, that by policy, LC does not routinely reclassify obsolete call numbers if the numbers were correct when originally assigned, so there are many obsolete numbers in the LC shelflist.

Input the LCC number in field 050 and use value "blank" (no information provided) in the first indicator position and value "4" (assigned by agency other than LC) in the second indicator position. Setting the first indicator to "blank" prevents the need to determine whether LC holds the item and improves the efficiency of supplying a classification number.

Only subfield $a of the 050 is required. Subfield $a is defined in the *MARC 21 Format for Bibliographic Data* as the "classification number," an authoritative-agency data element. Such data may include topical Cutter numbers, work Cutter numbers, artist numbers, or geographic Cutter numbers, depending on the particular classification schedule. If the Cutter number is printed in the schedules, that exact Cutter number must be used in the 050 subfield $a. Cutter numbers for authors, musicians, and artists are generally not printed in the LC classification schedules and need not be established by LC in order to be used in a BIBCO record. BIBCO catalogers may formulate a number after checking the LC online shelflist and assign it to a BIBCO record without submitting a classification proposal. Other examples of types of "unprinted Cutter numbers" include personal, corporate and geographic names, names of languages (when a topic is subarranged by language), and titles of individual works, except for literary works from early periods up to 1500.

Subfield $b of the 050 is optional. Subfield $b of the 050 is defined in the *MARC 21 Format for Bibliographic Data* as an "item number" and refers to LC's *Classification and Shelflisting Manual* in which LC defines the elements that go into a subfield $b of the 050 as:

"A book number: an alpha-numeric device appended to a class number to arrange material on the same subject in a specified order, usually alphabetically by author." The shelflisting manual also refers to the subfield $b as an "author number," which may be why catalogers sometimes get confused when discussing literary author numbers which are contained in the subfield $a.

If a BIBCO participant deliberately varies from LC practice and assigns non-standard classification numbers, topical Cutter numbers or literary Cutter numbers, etc. for its local catalog, it may do one of the following:

> 1. not submit the record as a BIBCO record
> 2. if the input system being used supports a local call number field (e.g., 090, 099, etc.), input the variant number in that field, supply in field 050 a classification number that reflects LC practice, and submit the record as a BIBCO record

In OCLC, when upgrading an LC-Minimal Level Cataloging (MLC) bibliographic record to include a classification number, BIBCO participants should remove the MLC number and use value "1" (not in LC/not shelved under that number in LC) in the first indicator position of the 050 that they provide.

For additional information, consult the Policy on Classification Numbers in BIBCO Records and *BPM*, J6. Changes to Classification Numbers.

E6.2.1. New Classification Numbers (LCC)

The *SACO Participants' Manual* provides many examples and offers guidance in proposing classification numbers. Catalogers should refer to the LC *Classification and Shelflisting Manual (CSM), F 50*, for a thorough explanation of the classification proposal process and instructions for completing the form. For those classification proposals that appear to involve major or complex development, it is advisable to discuss the development with the LC Policy, Training, and Cooperative Programs Division by sending an explanatory email message with the proposal to SACO@loc.gov.

BIBCO catalogers may formulate an LCC number based on their knowledge of the schedules, etc., assign the number to their bibliographic record, code the record as BIBCO, and then submit a classification proposal, with the caveat that that number may be changed as it goes through the classification editorial process. If LC changes the classification number proposed by the BIBCO participant, the number should be changed by the submitting participant on the record in the utility. Local policies should be followed regarding bibliographic maintenance in local databases.

E6.2.2. Literary Author Numbers (LCC)

A literary author number is composed of a classification and a Cutter number that identify an individual author; both are contained in the subfield $a. When a literary author number is assigned to an item, the subfield $b "book/item number" is based on the

title of the work to complete the "call number." BIBCO participants using LCC must use an LC literary author number (i.e., all Cutter numbers that can be considered to be part of the actual classification number (subfield $a) and not specific to the edition of a work that is in hand (subfield $b)) when those have been established by LC.

For guidance on using literary author numbers, adding them to name authority records, and proposing them editorially for inclusion in the LC classification schedules, see *CSM* F 632 (Literary Authors).

(Historical note: The Library of Congress discontinued its Literary Author Program in 2018. Previous practice for literary author numbers was for NACO participants to submit requests for verification of their assigned numbers to LC. Once the number was verified by LC, the NACO participant would add it to MARC field 053 (2nd indicator 0) in the name authority record and LC would reserve the number in its shelflist. This practice was discontinued.)

E6.2.3. New Topical, Geographic, or Artist Cutter Numbers (LCC)

BIBCO participants using LCC must use LC artist, geographic, and topical Cutter numbers (i.e., all Cutter numbers that can be considered to be part of the actual classification number (subfield $a) and not specific to the edition of a work that is in hand (subfield $b)) when those have been established by LC. If LC has not established such Cutter numbers, then BIBCO participants must assign one, conforming to the appropriate practice for the schedule in use, and input it in the 050 (second indicator "4"). LC reserves the right to change the Cutter number later if a conflict arises. However, there is no expectation that the BIBCO participant will monitor and later revise its earlier BIBCO record in order to reflect the Cutter number change. Nonetheless, all future BIBCO records must use the newly established LC Cutter number.

If the formulation of a subject heading proposal would require a new topical Cutter number, the new topical Cutter number must be submitted as part of a SACO proposal.

E6.2.4. Bibliography Numbers (LCC)

LC recognizes that it is not practical for all libraries to follow LC classification policies in all respects. LC classes topical bibliographies in specific topical numbers in Class Z and provides an alternative number (in a second subfield $a) for those same topics from other classes (see *CSM*, F 150). This is performed as a service of the national cataloging agency.

Example: 050 00 $a Z7914.C75 $b J34 1984 $a T385

BIBCO participants may choose to classify a PCC-designated bibliographic record either in an established number for the topic in Z or in a number for that topic in other LCC

classes. To improve the efficiency of this procedure, BIBCO participants are asked not to supply an alternative number in either case.

E6.2.5. Series Classified Together (LCC)

BIBCO participants sometimes encounter existing series authority records in the LCNAF that have 646 fields with "classified as a collection" practice (646 ## $a c) recorded by the Library of Congress ($5 DLC), along with LC's collected set call number in field 050 and analysis practice in field 645. Since June 2006, LC catalogers do not consult, follow, or revise those or other SARs and generally apply "analyzed in full, not traced, classified separately" practice to all series.

The BIBCO policy on series analysis and classification practice allows for BIBCO participants to vary from any LC decision with respect to both these procedures. (See *DCM Z1*, 64X section; see also: Frequently Asked Question about Series.) This means that a BIBCO participant may choose to follow the practice LC formerly recorded in the SAR or choose to analyze and classify separately a BIBCO designated record.

When assigning an individual classification number, BIBCO libraries are asked not to supply the collected set number from an SAR in the BIBCO designated bibliographic record along with the individual number. (See also *BPM*, E5.4 Series: Authority Control Options)

E6.3. Dewey Decimal Classification

The Dewey Decimal Classification system (DDC) is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by OCLC, Inc. It is the most widely used library classification system in the world, used in more than 135 countries. OCLC's Dewey Services page has many valuable links.

BIBCO participants using Dewey Decimal Classification (DDC) should assign a classification number using the current, full edition of the DDC appropriate to the specificity of the material in hand. Input the number in field 082 and use value "4" (assigned by agency other than LC) in the second indicator position. If a BIBCO participant employs a number suggested as an option in the DDC, or a non-standard DDC number for its local catalog, it may do one of the following:

1. not submit the record as a BIBCO record
2. if the input system being used supports a local call number field (e.g. 092, 099, etc.), input the variant number in that field, supply in field 082 a classification number that reflects standard DDC practice, and submit the record as a BIBCO record

E6.4. National Library of Medicine Classification

The National Library of Medicine (NLM) Classification system covers the field of medicine and related sciences. The scheme is intended to be used for the arrangement of all library materials, regardless of format. Designed as a broad classification, it is suitable for both large and small library collections and may be adapted to handle specialized collections of any size. It is patterned after the Library of Congress Classification and utilizes schedules QS-QZ and W-WZ that have been permanently excluded from LCC. It is intended to be used together with the LCC schedules for subjects bordering on medicine and for general reference materials. The LCC schedules for Human Anatomy (QM), Microbiology (QR), and Medicine (R) are not used at all by the National Library of Medicine since they overlap the NLM Classification.

BIBCO participants using the National Library of Medicine Classification are expected to assign a classification number using the current edition of the NLM Classification appropriate to the specificity of the material in hand and following the classification practices described in that tool. Input the number in field 060 and use value "4" (assigned by agency other than NLM) in the second indicator position. If a BIBCO participant employs a variant number, the variant number should be input in a local call number field.

E6.5. Superintendent of Documents (SuDocs) Classification

The Superintendent of Documents (SuDocs) classification system was developed over a century ago by Adelaide R. Hasse, the first Librarian at the U.S. Government Printing Office (now called the U.S. Government Publishing Office), and has been expanded and modified since then. The system classifies and organizes publications by government author. SuDocs classification numbers are used by many libraries to classify and arrange U.S. Government documents in their collections.

E6.5.1. Assignment of SuDocs Classification Numbers

The Government Publishing Office (GPO) assigns SuDocs classification numbers to all of the Federal documents it identifies, acquires, and processes. These include online resources as well as tangible publications distributed through the Federal Depository Library Program (FDLP) or processed through the Cataloging & Indexing (C&I) Program. Libraries may also assign SuDocs classification numbers following the instructions in the *Superintendent of Documents Classification Guidelines* and utilizing data from the List of Classes, the official listing of publications available for selection by depository libraries. Assignment of a SuDocs classification number by an individual library may be temporary if GPO eventually assigns a number to a document or may be permanently retained in a library's bibliographic record if GPO does not disseminate or classify a document.

E6.5.2. Structure of SuDocs Classification Numbers

SuDocs classification numbers consist of a class stem and a suffix. All class stems begin with one or more letters. Usually the letter or letters represent a word in the name of the government department or agency. For example, the letter A represents the Department

of Agriculture, the letter I represents the Department of the Interior, and the letters TD represent the Department of Transportation. The first number following the initial letter or letters usually represents the agency as a whole or a subordinate agency. For example, TD 4 represents the Federal Aviation Administration, which is a subordinate agency of the Department of Transportation. Further numbers are added in the stem that may represent lower level agencies, types of publications, or specific series or serial titles. Suffixes are recorded at the end of SuDocs classification numbers following a colon or another mark of punctuation. The suffix consists of a book number and sometimes additions to the book number, and is used to uniquely identify the publication. For numbered publications, the numeric designation appearing on the publication is used as the book number. For unnumbered publications the book number is usually derived from a word in the title using a Cutter number.

E6.5.3. Recording SuDocs Classification Numbers in MARC 21 Records

MARC 21 Format for Bibliographic Data instructs catalogers to record SuDocs classification numbers in the 086 field. The first indicator should be "0" (zero), e.g., 086 0_. Valid numbers are recorded in the subfield "a". Invalid and cancelled numbers are recorded in the subfield "z". Libraries may obtain up-to-date classification information from WebTech Notes and the other SuDocs classification tools.

E7. Special Cataloging Issues

E7.1. Non-Latin Materials

BIBCO records are encoded in a basic complement of character sets referred to as the "Latin base" (ASCII, ANSEL, MARC 21 Greek, MARC 21 subscript, MARC 21 superscript). Optionally, BIBCO participants may add non-Latin data encoded in other character sets to their MARC 21 records. Various instructions guide the optional addition of such data. The resulting records consist of data encoded in multiple character sets.

Note: This document uses the term "non-Latin;" other documentation may use "nonroman" or "non-roman" to refer to the same type of materials.

PCC records created for monographic materials should conform to the requirements of the *BIBCO Standard Record (BSR) RDA Metadata Application Profile* first and the guidelines for adding non-Latin data second.

In all cases, PCC libraries must include in Latin scripts all of the data elements specified in the *BIBCO Standard Record (BSR) RDA Metadata Application Profile* for the type of material being cataloged. When exercising the option to include data in non-Latin scripts, BIBCO participants must follow appropriate instructions.

Catalogers adding data in non-Latin scripts to records are encouraged to consider the future use and international implications of their records and to include as much of the original script data as necessary to facilitate the identification and location of this often scarce material and its component parts.

For more information, please see the *PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets*.

E7.2. Authorized Access Points and Authority Records for Non-Latin Materials

Authorized access points for non-Latin materials are always entered in their authorized, Latin-script form. See *PCC Guidelines for Creating Bibliographic Records in Multiple Character Sets*, section 1.5 "Authorized Access Points." When establishing an authorized access point requires romanizing from non-Latin script, use the *ALA-LC Romanization Tables*.

BIBCO records may contain "paired" fields when non-Latin data are available for names used in authorized access points or portions of authorized access points (e.g., name alone; name/title; name as subject/subject subdivision; name/series title). Geographic subject headings may be input as paired fields. Translations of subject headings may be input but must include clear indications that they are non-standard (uncontrolled index terms (field 653) or identified as "source not specified" (6XX with second indicator "4")).

Authority records created by NACO participants currently cannot support authorized access points in non-Latin form. While the romanized form will continue to be the authorized access points (MARC field 1XX), PCC policy permits the addition of references with non-roman characters to NARs in the LCNAF. (See *BPM*, E5. Authority Control and Authorized Access Points)

E7.3. Special Formats

The *BIBCO Standard Record (BSR) RDA Metadata Application Profile* includes elements applicable to archival materials, audio recordings, cartographic resources, electronic resources (if cataloged in the computer file format), graphic materials, moving images, notated music, rare materials, and textual monographs. BIBCO records are expected to follow cataloging standards (MARC 21 coding, and RDA/LC-PCC PS) for the format or material in question. BIBCO participants may follow PCC standards in combination with the additional conventions that special format cataloging communities apply to their records.

E7.4. Electronic Resources in OCLC

Participants creating PCC records for electronic resources in OCLC follow the *BIBCO Standard Record (BSR) RDA Metadata Application Profile* and the *Provider-Neutral E-Resource MARC Record Guide: PN/RDA version*.

OCLC uses MARC field 006/00 (Fixed-Length Data Elements: Additional Material Characteristics) when indexing electronic resources. BIBCO records for electronic resources in OCLC should contain MARC control field 006/00, Form of item, with the assigned value "m" for "Computer file/Electronic resource" if these conditions are present:

1. The item is an electronic resource in the OCLC database, WorldCat, and,
2. The MARC Leader byte 06, Type of Record (OCLC=Type) for the record is "a" for "Language material," and,
3. The MARC Leader byte 07, Bibliographic level (OCLC=BLvl.) is "m" for "Monograph/Item"

Note: Both LC and OCLC require the "Books" 008/23, Form of item to be coded correctly, i.e., with "o" or "q" or "s."

A BIBCO cataloger working in OCLC may create a BIBCO record for an e-monograph if both of these conditions are present:

1. The item is an electronic resource in the OCLC database, WorldCat, and,
2. The MARC Leader byte 06, Type of Record (OCLC=Type) for the record is "a" for "Language material"

Note: Assigning values "b" for "Serial component part" or "s" for "Serial" in the MARC Leader byte 07, Bibliographic level (OCLC=BLvl.) also requires CONSER membership in order to assign the appropriate 042 designation.

For more information on creating PCC records for electronic resources, please see:

- PCC *Provider-Neutral E-Resource MARC Record Guide: P-N/RDA version*
- LC Guidelines for Coding Electronic Resources in Leader/06
- OCLC Bibliographic Formats and Standards, 3.3.1 (Electronic Resources)

E7.5. Electronic Resources in SkyRiver

(to be developed.)

F. Current Cataloging

Current cataloging is the creation of a record for a resource that is entering the participant's collections. A cataloger may create a new record or may update or adapt a record imported from a bibliographic utility (e.g. OCLC, SkyRiver, etc.).

Ideally, a cataloger performs current cataloging for a tangible resource with the piece(s) in hand. However, it is permissible to create a BIBCO record for a tangible resource without having the piece(s) in hand, provided the cataloger has access to a reliable surrogate and follows the instructions in *BPM*, F3. Use of Surrogates. (See *BPM*, J8. Retrospective Conversion for the process of turning a participant institution's existing paper or microform catalog records into machine-readable records, often without piece(s) in hand.)

When a BIBCO cataloger creates a new BIBCO record, the requirement is to search the home institution's utility to avoid duplication.

Note: BIBCO lacks a centralized database through which BIBCO records are distributed. A BIBCO record may appear in any database, and will reflect the edits that happen within that database, which will not necessarily match other databases' versions of the BIBCO record for the same resource.

F1. New Input of Original Cataloging in Utility or Local System

In addition to meeting PCC standards as articulated in *BPM*, E4. Bibliographic Description, catalogers inputting records to a utility must follow the utility's guidelines.

F1.1 OCLC

OCLC bibliographic input standards appear in: Bibliographic Formats and Standards.

F1.2 SkyRiver

SkyRiver bibliographic input standards appear in:

(to be developed.)

F1.3 Local Systems

Libraries may create BIBCO records directly in their local systems as long as they follow PCC standards and agree to make the records available in a timely manner via one or more of the participating bibliographic utilities.

F2. Adaptation of Records From Another Utility or Catalog

If a BIBCO cataloger wishes to adapt a BIBCO record or non-BIBCO record from another utility, database, or catalog, the contributing BIBCO participant should follow the MARC coding conventions and use the original participant's MARC code in the subfield $a of the 040 and its own symbol in the subfield $c of the 040. The resulting 040 for an RDA record would be:

```
040    ##    $a [original library's code] $b eng $e rda $c
              [contributing library's code]

040    ##    040 $a MiEM $b eng $e rda $c CUS
```
[Non-BIBCO record from Michigan State University, a SkyRiver utility member at that time, adapted by University of California, San Diego]

F2.1 Selected Sources for BIBCO records

OCLC and SkyRiver—as BIBCO-participating utilities, receive BIBCO records through direct input by members and by batch load from sources such as the Library of Congress.

Library of Congress—distributes BIBCO records to various utilities and vendors. LC catalogers create original BIBCO records and import BIBCO records from OCLC selectively, pulling in copy for items in the LC collection. LC also distributes the completed CIP records as BIBCO records to OCLC.

F3. Use of Surrogates

If a BIBCO cataloger is performing current cataloging for a tangible resource but does not have the piece(s) in hand, a BIBCO record may be created based on a surrogate of the resource, provided the surrogate constitutes a reliable substitute for the resource.

Reliable Surrogates. A reliable surrogate is one that can be used by a cataloger to create a description that fulfills all *BIBCO Standard Record (BSR) RDA Metadata Application Profile* requirements and accurately represents the specific resource being described. The bibliographic details in the resulting description should match those that would have been recorded had the tangible resource being described been in hand.

Examples:

- A description of a print resource may be based on a reproduction (e.g., photocopy, preservation facsimile, or digital or microform reproduction), provided it accurately corresponds to the original resource.
- A description of a microform resource may be based on the print resource that served as the basis for the microform reproduction, provided the details of the microform resource are known with certainty (e.g., if the cataloging agency is also functioning as the producer of the microform resource).

When creating a BIBCO record based on a reliable surrogate:

- **Leader:** Code the record as full-level (Leader/17 = blank)

- **300, 340**: If details of the resource's physical description cannot be determined from the surrogate and are not required for the resource according to the parameters of the *BIBCO Standard Record (BSR) RDA Metadata Application Profile*, do not record them. However, if the details can be determined based on the surrogate, they may be recorded.

- **588**: Include a note in the 588 field to document the type of surrogate used as the basis for the description. When formulating the note, use judgment on whether to rely on the first indicator value "0" to generate the display constant "Description based on" or to include the phrase explicitly. If the surrogate is an online resource, generally include the provider of the surrogate together with the date viewed. The note may be combined with a note on the source of the title proper.

  Example of four approaches to the same 588 field:

- o 588 ## $a Description based on digital reproduction of print resource (Internet Archive, viewed May 15, 2021).
  - o 588 0# $a Digital reproduction of print resource (Internet Archive, viewed May 15, 2021).
  - o 588 ## $a Description based on digital reproduction of print resource (Internet Archive, viewed May 15, 2021); title from cover.
  - o 588 0# $a Digital reproduction of print resource (Internet Archive, viewed May 15, 2021); title from cover.

  (Note: In the first two examples, the cataloger has opted to provide the source of title note in a separate 500 field (not shown); in the last two, the cataloger has opted to instead include it in the 588 field)

- **856**: Optionally, if the surrogate is available electronically, include an 856 field, with a second indicator value of "1" to record the location of the surrogate, and a subfield $7 value to indicate its accessibility.

Unreliable Surrogates. Do not use a surrogate as the basis for a BIBCO record if the bibliographic details of the resource being cataloged cannot be determined with certainty or the resulting description would not meet *BIBCO Standard Record (BSR) RDA Metadata Application Profile* requirements.

Examples:

- If accurate subject analysis for a resource cannot be performed because the surrogate is incomplete (e.g., consisting only of the front and back matter), do not create a BIBCO record for the resource based on the surrogate.
- If the pagination and the exact wording of information on the title page, colophon, etc., cannot be determined because the surrogate is a derivative HTML version of a print resource rather than an exact digital reproduction, do not create a BIBCO record for the print resource based on the surrogate.
- If the surrogate is a reproduction of a different edition than the resource being described, do not create a BIBCO record based on the surrogate.
- If details of the physical description of the resource being described cannot be determined from the surrogate and are required for the resource according to the parameters of the *BIBCO Standard Record (BSR) RDA Metadata Application Profile*, do not create a BIBCO record for the resource based on the surrogate.

Rare Materials. The use of surrogates is not generally recommended for descriptions of rare materials if those descriptions will include bibliographic details that require examination of the physical object for verification. Such details may include signature statements, bibliographic format, illustrative techniques, and binding materials.

Subsequent Updates. A BIBCO record containing a description based on a surrogate may be subsequently updated by other BIBCO participants working with the original resource in hand.

In such cases, the 588 field may be removed and the description updated as needed (e.g., to add the dimensions).

Example #1 (select fields) of a description based on a reliable surrogate:

> 245 00 $a Title / $c statement of responsibility.
> 300 ## $a 46 pages : $b color illustrations
> 588 0# $a Digital reproduction of print resource (GPO, viewed February 1, 2021).

> The same description subsequently updated based on print resource in hand:

> 245 00 $a Title / $c statement of responsibility.
> 300 ## $a 46 pages : $b color illustrations ; $c 22 cm
> *(Note: same MARC record example as above, with 300 $c added and 588 removed)*

Example #2 (select fields) of a description based on a reliable surrogate:

> 245 00 $a Title / $c statement of responsibility.
> 300 ## $a 30 pages : $b illustrations
> 588 ## $a Description based on surrogate (black and white photocopy); caption title.

> The same description subsequently updated based on original resource in hand:

> 245 00 $a Title / $c statement of responsibility.
> 300 ## $a 30 pages : $b illustrations (some color) ; $c 24 cm
> 500 ## $a Caption title.
> *(Note: same MARC record example as above, with 300 $b updated, 300 $c added, and 588 partially converted to 500)*

G. BIBCO Record Review

Review of records during a period following training is a vital part of the learning sequence. Catalogers learn by applying the practices described in training, receiving feedback from the reviewer.

G1. Assumptions

1. The BIBCO Coordinator works with the participant institution to assign a reviewer. If the training is instructor-led, the trainer may become reviewer for the participant.
2. The BIBCO Contact sees the records before they go to the reviewer, and submits them to the reviewer.
3. The BIBCO Contact sees the comments coming from the reviewer and shares them locally.

4. The BIBCO Contact or designated local reviewer should be in a position to articulate and comment on institutional policy.
5. The trainer/reviewer takes into consideration the institution's local policies for:
    a. Series, series authority records, and treatments decisions
    b. Notes, subject headings, and added entries
    c. Classification system
    d. Other local practices
6. After a successful completion of review, the independent BIBCO participant is responsible for maintaining BIBCO skills and contributing records that meet quality and quantity standards of the program.

G2. Review Process

G2.1 Responsibilities of the PCC Secretariat

- Work with the participant institution and its trainer/reviewer to arrange a record review process that fits the institution's needs and method of contribution.
- Assist with communications as needed during review.
- Notify a participant institution that it has successfully completed the review process and is independent.

G2.2 Responsibilities of the BIBCO Participant Institution Under Review

- Create records soon after training to keep lessons fresh.
- Review records locally for obvious errors before submitting to official reviewer.
- Send records in reasonable quantities to the reviewer.
- Provide reviewer with access to records prior to their contribution to the shared database(s) by means of faxed copies, access to local systems, or access to the institution's utility account.
- Have each cataloger send approximately 20 records over the review period.
- Revise records according to reviewer's advice before creating more new records.
- Respond to reviewer's questions promptly.
- Build reviewing skills locally to take on role of quality control after becoming independent.

G2.3 Responsibilities of the BIBCO Reviewer

- Provide feedback within a week to maintain local workflows and timely contribution of records to the shared database.
- Respond to participant institution's questions promptly.
- Communicate with the institution if a longer time period is necessary for review.
- Report serious cataloging errors to the institutional BIBCO Contact.
- Track progress of the institution under review as it approaches independence.
- Consult with the participant institution and the PCC Secretariat if problems persist in order to determine if additional training is necessary.

- Report the independent status of the participant institution to the PCC Secretariat.

G3. Criteria for Evaluation

The reviewer examines records with these qualitative standards in mind:
- The MARC 21 format Leader and 008 fields are coded accurately
- 042 pcc is present
- All access points are represented in the appropriate authority files
- A standard classification number is present in bibliographic records for formats which require one
- All mandatory fixed and variable fields are present
- Descriptive cataloging follows PCC policy and documentation
- Enhancements to existing records meet input standards of the utility
- The errors in early groups of records appear less often in later groups of records because the catalogers are responding to corrections

The reviewer considers the body of records with these quantitative standards in mind:
- Records represent the types of materials the BIBCO participant will contribute
- The participant has produced 80-100 records or a quantity sufficient to assure consistent high quality

G4. Independence

After notification from the reviewer, the PCC Secretariat will notify a participant institution that it has successfully completed the review process and is independent.

SECTION III. CHANGING RECORDS

H. Updating an Existing Non-BIBCO Record

Bibliographic records residing in a utility database may be candidates for authentication as BIBCO records. In addition to following the standards for record content articulated in *BPM*, E. Policies and Practices, catalogers also should consult the utility's documentation for the procedures to be followed to convert an existing record and authenticate it as a BIBCO record.

I. Modifications to Existing BIBCO Records

The responsibility for maintaining the integrity of PCC records is shared by all participants. BIBCO participants agree to maintain open lines of communication with other PCC participants and especially with other BIBCO participants, using the directories of contact persons for each program. When one BIBCO participant has a question about a BIBCO record created by another participant, the BIBCO contacts at both institutions may discuss the issue and decide which institution will make any needed modifications to the existing BIBCO record.

In cooperation with the Program for Cooperative Cataloging (PCC), OCLC has expanded the capabilities of OCLC participants with NACO authorizations (Connexion) and/or roles (Record Manager). Individuals with NACO authorizations or roles, along with those with National Level CONSER and National Level Enhance authorizations, which already include NACO capabilities, are now able to edit and replace BIBCO records (non-serial records with 042 code "pcc"). Creation of new BIBCO records and authentication of existing non-BIBCO records (i.e., adding 042 code "pcc") will continue to be restricted to those with National Level Enhance authorizations (Connexion) or BIBCO roles (Record Manager).

The cataloger determines whether changes are needed in an existing BIBCO record according to the policies outlined in *BPM*, J. Record Maintenance.

J. Record Maintenance

Record maintenance is the process of ensuring the continued accuracy of a BIBCO record through additions, changes, or deletions and should be undertaken in the following circumstances:

- To correct errors, or;
- To reflect changes in the publication (multipart monographs and integrating resources), or;
- To reflect changes to policies and practices used within BIBCO for bibliographic control, or;
- To reflect changes to authorized forms of access points.

The degree to which a record is changed may depend on the activity that the cataloger is performing, the availability of information, and the record's encoding level. In rare cases, the cataloger changing a record may wish to consult with the contributing institution's BIBCO Contact or email a question to the BIBCO Coordinator at LC.

J1. Correcting Errors

Participants are responsible for correcting typographical errors and errors in content designation whenever they are encountered in a record that is already designated as a BIBCO record or is about to be authenticated as such. Correct these errors wherever they occur; however, bear in mind that what appears to be an error is not always so. Always compare the information in the record to the piece(s) in hand, or to a reliable surrogate (see *BPM*, F3. Use of Surrogates), and keep in mind that when two different people exercise cataloger's judgment, the result may be two equally valid approaches. A BIBCO participant is encouraged to communicate with another participant's BIBCO Contact if there is a problem with a BIBCO record.

J2. Changes in Integrating Resources and Multipart Monographs

With the increase in the number of materials published electronically, monographic catalogers realize that bibliographic records can be dynamic entities, in need of periodic updating to reflect changes in the publication. When using an existing program record for an integrating resource (print or electronic), a BIBCO or CONSER cataloger should, in the course of cataloging, modify the record as needed so that it continues to describe and analyze the content of the publication accurately.

Participants contributing program records for integrating resources should keep current on all related documentation. The PCC's *Integrating Resources: A Cataloging Manual* serves both BIBCO and CONSER catalogers, and appears as *Appendix A* of the *BIBCO Participants' Manual* and as *Module 35* in the *CONSER Cataloging Manual*.

Multipart monographs are not integrating resources, but they also may undergo changes over the course of their publication cycle. BIBCO participants should modify existing program records for multipart monographs as necessary to ensure that they remain accurate.

J3. Changes in Cataloging Codes or BIBCO Practice

An authenticated BIBCO record carries the 042 pcc to indicate that bibliographic description and access points are verified in conformity with the cooperative program's conventions and accepted practices. In general, an authenticated record should not be updated merely to reflect changes in cataloging codes or BIBCO practice. Usually, an authenticated record will continue to serve the purposes of BIBCO even though the rules and/or rule interpretations according to which it was constructed have been superseded. The instructions below address instances where this may not be the case.

J3.1. Pre-AACR2 Description and Rules of Entry

If a BIBCO participant wishes to authenticate a pre-AACR2 record as BIBCO, it must convert the record to RDA, change the description to meet *BIBCO Standard Record (BSR) RDA Metadata Application Profile* requirements, and verify that all access points meet current BSR cataloging standards.

J3.2 RDA Records

NACO, BIBCO, and CONSER records cataloged in accordance with RDA carry in the MARC field 040, subfield $e "rda" to indicate that they are governed by *RDA* and appropriate policy statements, distinguishing the records from those governed by *AACR2* and *LC Rule Interpretations*.

Starting January 1, 2015, all BIBCO contributions must follow *BIBCO Standard Record (BSR) RDA Metadata Application Profile* guidelines. Records created by BIBCO participants that are not fully RDA compliant, may not be coded PCC.

BIBCO participant institutions may choose to derive AACR2 records without converting to RDA and not contribute as PCC. However, BIBCO catalogers are encouraged to upgrade AACR2 records to RDA.

J4. Changes to Classification or Content Analysis to Reflect Current Practice

BIBCO participants may make changes to subject analysis fields that clearly do not correlate with the subject matter of the publication. Data should be removed from master records only when clearly incorrect, not just when it is a matter of judgment on predominant subject emphasis. When in doubt, the cataloger should consult the participant institution that first contributed the record before changing any fields.

J5. Changes to Subject Headings

The cataloger adds, changes, or deletes subject headings to reflect vocabulary changes in standard subject heading lists as well as heading and subdivision assignment practices in such source documents as *Subject Headings Manual*, etc. Redundant, largely duplicative fields should be removed from a record.

J6. Changes to Classification Numbers

The cataloger adds, changes, or deletes classification fields to reflect additions and changes to standard classification schemes. An exception to this is a call number assigned by a national library. In this case, the national library's classification number should not be changed; rather, an updated classification number may be added to the record in a separate field, as outlined in *BPM*, E6.1 Overview on Classification.

J7. Changes to Authority-Controlled Fields

If a name authority record for an authorized access point has changed since a BIBCO record was contributed, the next BIBCO participant to use the record may make the needed corrections without consulting with the originating BIBCO participant. If the change in authorized access point involves a Library of Congress catalog record, the participant institution making the authorized access point change should follow the Guidelines for Reporting NACO BFM. The BIBCO Program does not have a requirement to report bibliographic maintenance for changes to authorized access points in the records of other libraries.

J8. Retrospective Conversion

Retrospective conversion is the process of turning a library's existing paper or microform catalog records into machine-readable records. Retrospective conversion involves the online input of these records into the MARC format, often without piece(s) in hand.

Any participant undertaking a retrospective conversion project may code those records as BIBCO only if they also upgrade the description to current PCC cataloging standards. In order to do that, they must also have the piece(s) in hand, or reliable surrogates (see *BPM*, F3. Use of Surrogates). If the participant wishes to do retrospective conversion without upgrading the descriptive elements, the records may not be coded as BIBCO.

SECTION IV. GLOSSARY & APPENDICES

Glossary

AACR2 – *Anglo-American Cataloguing Rules*, 2ⁿᵈ ed. The primary cataloging code in use by PCC members through 2012. Revisions to this code ended when its developers and publisher decided to support a new code *RDA, Resource Description and Access.* PCC leadership announced plans in June 2011 to have PCC members transition gradually from AACR2 to RDA. The last date for contributing BIBCO records formulated according to AACR2 was December 31, 2014.

American Library Association (ALA) – The primary national professional organization for librarians and information managers within the United States. One of the groups responsible for publishing RDA, and formerly, AACR.

Authentication – The process of: 1) creating or reviewing a non-serial bibliographic record, ensuring that its data content and content designation conform to BIBCO bibliographic practices and other agreed-upon conventions; and 2) adding identifying elements to the record to indicate the degree of authoritativeness of data or the extent to which the record has been reviewed. Authenticated records are made available as contributions to at least one of the major bibliographic utilities participating in BIBCO.

BFM – Bibliographic file maintenance. BIBCO participants are required to identify bibliographic records in LC's catalog which should be changed as a result of a new or modified NACO record submitted in support of a BIBCO record, and to notify the LC Policy, Training, and Cooperative Programs Division of needed changes. LC staff will perform BFM on those bibliographic records.

BIBCO – The non-serial bibliographic record component of the Program for Cooperative Cataloging.

BIBCO Coordinator – The person within the Library of Congress Policy, Training, and Cooperative Programs Division responsible for coordinating the BIBCO Program.

BIBCO Contact – The person responsible for coordinating BIBCO activity at a particular institution, for ensuring that the institution's statistics get reported to the Library of Congress, and for responding to inquiries from other BIBCO participants about that institution's BIBCO records.

BIBCO Standard Record, or **BSR** – A model for a bibliographic record implemented in 2010 for AACR2 and in 2012 for RDA to list the required elements in a BIBCO record. Catalogers may add other elements and content according to general cataloging instructions to meet local institutional needs.

Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques ([CFLA-FCAB](#)) – One of the groups responsible for publishing RDA. Formed in 2016 upon the dissolution of the Canadian Library Association, previously one of the groups responsible for publishing RDA, and formerly, AACR.

[**Cataloging in Publication**](#) **(CIP)** – A Cataloging in Publication record (aka CIP data) is a bibliographic record prepared by the Library of Congress or a CIP Partnership Program member for a book that has not yet been published. When the book is published, the publisher includes the CIP data on the copyright page thereby facilitating book processing for libraries and book dealers.

Chartered Institute of Library and Information Professionals ([CILIP](#)) – Formed in April 2002 following the unification of the Institute of Information Scientists and the Library Association, CILIP is the professional body for librarians and information managers in the United Kingdom. One of the groups responsible for publishing RDA, and formerly, AACR.

CIP – see Cataloging in Publication.

Core – A term whose meaning changes when used in different contexts, and by different communities. In general, "core" denotes a set of requirements to meet a defined standard. LC and other libraries frequently adapt a core standard to fit local needs, and assign a name to distinguish it from the generic standard (e.g. the LC core, PCC core).

Core element – In the context of RDA, core elements are data elements that must appear in an RDA record. Some elements are called "core if", required in a record only in certain stated conditions.

Core record – In 1994, the PCC defined two different BIBCO records, Full and Core, with different encoding levels and different sets of required AACR2 data elements. Of the two, the Core record had fewer required data elements. The BIBCO Core and Full level record standards were replaced in 2010 by the new single-encoding level, the BIBCO Standard Record.

CSM – *Classification and Shelflisting Manual*; LC-issued instructions for applying LC Classification and Shelflisting numbers.

Dewey – Dewey Decimal Classification. One of the possible classification schemes for use in BIBCO records.

Integrating resource – A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating websites.

LC – [Library of Congress](#).

LC-PCC PSs – *Library of Congress-Program for Cooperative Cataloging Policy Statements* for RDA, freely available as part of the RDA Toolkit. BIBCO participants are required to follow the LC-PCC PSs in their bibliographic and authority records.

LCC – Library of Congress Classification. One of the possible classification schemes for use in BIBCO records.

LC/NACO Authority File – (LCNAF) Maintained by the Library of Congress and distributed through NACO Nodes: OCLC, SkyRiver, and the British Library.

LC practice – A practice followed within cataloging units of the Library of Congress. When a LC policy statement is prefaced with this wording, there is no expectation that BIBCO libraries will follow it unless it is identified also as PCC practice.

LCSH – *Library of Congress Subject Headings*. One of the possible schemes of subject headings available for use in BIBCO records

MARC – Acronym for MAchine-Readable Cataloging. It provides the mechanism by which computers exchange, use and interpret bibliographic data and related information.

MARC 21 – The current version of MARC, adopted when the USMARC and CAN/MARC (Canadian MARC) formats were "harmonized" in 1997. The five MARC 21 communication formats, *MARC 21 Format for Authority Data, MARC 21 Format for Bibliographic Data, MARC 21 Format for Holdings Data, MARC 21 Format for Classification Data,* and *MARC 21 Format for Community Information*, are widely used standards for the representation and exchange of authority, bibliographic, holdings, classification, and community information data in machine-readable form.

MeSH – Medical Subject Headings, maintained by the National Library of Medicine. One of possible schemes of subject headings available for use in BIBCO records.

NACO – Name Authority Cooperative Program of the Program for Cooperative Cataloging

NACO Node – A NACO record exchange partner enabling NACO member libraries to contribute program records; NACO Nodes are holders of the current copies of the LCNAF, and exchange new and updated records from their databases daily via the NACO FTP Process with the Library of Congress; British Library, OCLC, and SkyRiver are NACO Nodes.

NAR – Name Authority Record

National Bibliographic Agency – The organizational unit established within a country's library system with responsibility to prepare the authoritative and comprehensive bibliographic record for each new publication issued in the country, and to create that record in accordance with accepted international bibliographic standards. The MARC 040 fields in PCC authority and bibliographic records carry MARC organization codes for such agencies. The codes may be issued by the national bibliographic agency itself (e.g. National Library of South Africa,

SaPrNL), or by the Library of Congress (e.g. National Library of Wales, WlAbNL), or may combine elements (e.g. LC-supplied prefix attached to another national agency's code: Library and Archives Canada, Ca+OONL = CaOONL). The MARC field 035 uses a different set of codes, the National Bibliographical Agency Record Number Source Codes.

OCLC – A utility serving as a NACO Node and as host to BIBCO records contributed by OCLC members; holder of the CONSER database.

PCC – Program for Cooperative Cataloging

PCC Secretariat – Administrative arm of the PCC. PCC tasks are completed under the direction of the Chief of the Policy, Training, and Cooperative Programs Division (PTCP) of the Library of Congress.

RDA – Resource Description and Access, a set of cataloging instructions following the principles of FRBR, Functional Requirements of Bibliographic Records. As of January 1, 2015, all new BIBCO records must be coded RDA.

RSC – RDA Steering Committee the body responsible for maintaining RDA.

SACO – Subject Authority Cooperative Program of the Program for Cooperative Cataloging.

SAR – Series Authority Record.

SHM – *Subject Headings Manual*. LC-issued instructions for using *Library of Congress Subject Headings* in cataloging.

SkyRiver – SkyRiver Technology Solutions, a utility serving as a NACO Node and as host to BIBCO records contributed by SkyRiver members.

Trace(d) – See Tracing.

Tracing – 1. A record of the headings under which an item is represented in the catalogue. 2. A record of the references that have been made to a name or to the title of an item that is represented in the catalogue. (AACR2).

WorldCat – Bibliographic database of OCLC.

Appendix A: Integrating Resources Cataloging Manual

Integrating Resources: A Cataloging Manual has PCC guidelines and training materials about cataloging integrating resources for BIBCO and CONSER participants.

The manual is also available as *Module 35* in the *CONSER Cataloging Manual (CCM)* and on Classification Web Plus.

Appendix B: Selected Cataloging Resources

This list includes selected tools recommended for use by BIBCO participants throughout this manual, with information on where and how to access the most current versions.

Classification Web Plus

Classification Web Plus is an integrated, web-based documentation system available via subscription from the Library of Congress. It offers search and browse access to LC Classification schedules, LC controlled vocabularies, and frequently used LC/PCC cataloging documentation.

MARC Codes and Formats
> The MARC site maintained by the LC's Network Development and MARC Standards Office gives access to many code lists and formats, as well as tutorials for their use.

PCC Program Web Sites
> The PCC web site includes news, reports, participants' manuals, directories of program participants, and other useful information for the four component programs, BIBCO, CONSER, NACO, and SACO.

Catalogers' Learning Workshop
> The CLW web site offers free training materials for cataloging and metadata projects, including RDA instructional materials created by the PCC, LC, and many other organizations.

RDA: Resource Description and Access
> These instructions for cataloging are available by subscription from rdatoolkit.org.

Library of Congress Cataloging and Acquisitions Home Page

National Library of Medicine
> BIBCO participants using MeSH and NLM classification adhere to the NLM Policy on Subject Analysis and Classification as stated in current documentation issued by the National Library of Medicine.

> MeSH web site and MeSH Browser.
> Updated annually, the *Medical Subject Heading (MeSH)* thesaurus is the National Library of Medicine's controlled vocabulary used for indexing articles, for cataloging books and other holdings, and for searching MeSH-indexed databases. MeSH terminology provides a consistent way to retrieve information that may use different terminology for the same concepts and is an excellent source for use in a BIBCO library's SACO proposals for medical headings.

> Use of Medical Subject Headings for Cataloging and NLM's interactive online training course in the use of MeSH.

NLM Classification -- The NLM Classification also is available in PDF format. Covers the field of medicine and related sciences. The scheme is a system of classification intended to be used for the shelf arrangement of all library materials, regardless of format. Designed as a broad classification, it is suitable for both large and small library collections and may be adapted to handle specialized biomedical collections of any size.

NLM Classification Practices and Table G Practices
Additional guidance on using the NLM Classification includes a tutorial on the Fundamentals of the NLM Classification.

Dewey Decimal

BIBCO participants using the Dewey Decimal classification adhere to the principles and policies for its application and formulation as stated in current documentation issued by the Decimal Classification Editorial Policy Committee (EPC).

Dewey Decimal Classification

Published by OCLC, this product is published in various formats. Available from: Dewey Services.

Superintendent of Documents

BIBCO participants using the Superintendent of Documents classification system adhere to the principles and policies in the Superintendent of Documents Classification Guidelines as well as other resources. These include:

GPO Cataloging Guidelines
The Cataloging Guidelines are local cataloging policies used by catalogers in GPO's Library Technical Services (LTS) to create bibliographic records in OCLC and the Catalog of U.S. Government Publications (CGP) for all of the Federal documents that are identified, acquired, and processed by the GPO.

List of Classes
The List of Classes is the official listing of publications available for selection by libraries participating in the Federal Depository Library Program (FDLP). The list is arranged by the Superintendent of Documents classification numbering system and is designed to group together publications by the same government author. Libraries use the List of Classes to work with and identify item numbers that they may want to select or deselect from their item selection profile.

WebTech Notes
WebTech Notes is a web-based application designed to support the management of Federal depository library (FDL) collections. GPO staff members use WebTech Notes to record updates to SuDocs classification numbers for specific publications or for series/serials, as well as changes to the List of Classes (e.g., new, suspended, or ceased

series/serials/classes; changes in agency organization; changes to titles, formats, or frequencies of series/serials, etc.), and errors on shipping lists.

The FDLP website includes these resources and further information for libraries cataloging and classifying U.S. Government publications.

Getty Research Institute

Art & Architecture Thesaurus -- Available from the Getty Research Institute; structured vocabularies that can be used to improve access to information about art, architecture, and material culture.

Geographic Names

Geographic Names Information System (GNIS)

Geographic Names Server (GNS)

OCLC Documentation

Bibliographic Formats and Standards

Librarian's Toolbox

Library Catalogs

LC Online Catalog

LC Online Authorities

LibDex, the Library Index, provides a search engine to locate library catalogs on the Web.

Local Documentation

It is expected that BIBCO participants will apply BIBCO standards within the context of their local environment. Libraries are expected to supplement the above standards documentation with their own policy and procedural documentation.