

## 007 Fields

### 007--General Information

007 fields contain coded information about physical characteristics. Subfield codes are used in the OCLC Online Union Catalog but are not established by *MARC 21*. The subfield \$a code that represents the "category of the material," determines the meaning of the remaining character positions in the fields.

The 007 field is a core element for microforms and electronic resources and therefore is mandatory in CONSER records, as described. It is optional for cartographic materials, sound recordings, and visual materials. For national level records, all subfields are mandatory, with the exception of bytes 9-12 in sound recordings.

Field 007 is repeatable to allow for coding different formats covered by the same bibliographic record. For example, a record which describes a videocassette available in U-matic, Beta, and VHS formats may have three separate 007 fields. In this case, each 007 field has the same data elements but contains different values to describe the different video formats. When cataloging a multi-format serial that involves different material categories (e.g., a map on microform), the field can be repeated to include different 007 fields for map and microform physical characteristics. Individual subfields are not repeatable.

### Material Categories and Related Data Elements

#### Electronic resources (007/\$a = c)

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Dimensions
<b>05/\$f</b>	Sound
<b>06-08/\$g</b>	Image bit depth
<b>09/\$h</b>	File formats
<b>10/\$i</b>	Quality assurance target(s)
<b>11/\$j</b>	Antecedent/Source
<b>12/\$k</b>	Level of compression
<b>13/\$l</b>	Reformatting quality

#### Map or Atlas (007/\$a = a)

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Physical medium
<b>05/\$f</b>	Type of reproduction
<b>06/\$g</b>	Production/reproduction
<b>07/\$h</b>	details Positive/negative aspect

**Microform (007/\$a = h)**

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Positive/negative aspect
<b>04/\$e</b>	Dimensions
<b>05-08/\$f</b>	Reduction ratio
<b>09/\$g</b>	range/Reduction ratio
<b>10/\$h</b>	Color
<b>11/\$i</b>	Emulsion on film
<b>12/\$j</b>	Generation Base of film

**Nonprojected graphic (007/\$a = k)**

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Primary support material
<b>05/\$f</b>	Secondary support material

**Projected graphic (007/\$a = g)**

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Base of emulsion
<b>05/\$f</b>	Sound on medium or separate
<b>06/\$g</b>	Medium for sound
<b>07/\$h</b>	Dimensions
<b>08/\$i</b>	Secondary support material

**Sound recording (007/\$a = s)**

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Speed
<b>04/\$e</b>	Configuration of playback
<b>05/\$f</b>	channels
<b>06/\$g</b>	Groove width/groove pitch
<b>07/\$h</b>	Dimensions
<b>08/\$i</b>	Tape width
<b>09/\$j</b>	Tape configuration
<b>10/\$k</b>	Kind of disc, cylinder, or tape
<b>11/\$l</b>	Kind of material
<b>12/\$m</b>	Kind of cutting
<b>13/\$n</b>	Special playback characteristics Capture and storage technique

**Videorecording (007/\$a = v)**

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Videorecording format
<b>05/\$f</b>	Sound on medium or separate
<b>06/\$g</b>	Medium for sound
<b>07/\$h</b>	Dimensions
<b>08/\$i</b>	Configuration of playback channels

Note: Additional 007 fields are defined for globes, motion pictures, text, and unspecified materials but have not been included in the *CEG* because they are not generally applicable to serials.

**Material Definitions**

**Computer file.** Code "c" indicates that the item involves a medium intended to be used or processed by a computer.

**Map or Atlas.** Code "a" is used for all cartographic materials except globes.

**Microform.** Code "h" indicates that the item is a microform. Microform is a generic term for any medium, transparent or opaque, bearing microimages. A *microimage* is a unit (e.g., a page) of textual, graphic, or computer-generated material that is contained on aperture cards, microfiche, microfilm, microopaques, or other microformats and that is too small to be read without magnification. Microforms may be reproductions of existing textual or graphic materials or they may be original publications.

**Nonprojected graphic.** Code "k" indicates that the item is nonprojected graphic material. This is defined generally, as a two-dimensional pictorial representation whether opaque (e.g., print, photoprint, drawing) or transparent, but not intended to be projected for viewing (e.g., a photographic negative).

**Projected graphic.** Code "g" indicates that the item is projected graphic material which is defined as a two-dimensional representation intended to be projected without motion by means of an optical device, for example, a filmstrip, slide, or transparency (includes x-rays).

**Sound recording.** Code "s" indicates that the item is a sound recording, defined as a disc, tape, film, cylinder, or wire on which sound vibrations have been registered so that the sound may be reproduced, or paper rolls on which the notes of a musical composition are represented by perforations in the paper and from which sound can be mechanically produced.

**Videorecording.** Code "v" indicates that the item is a videorecording, defined as a recording on which visual images, usually in motion and accompanied by sound, have been registered. It is designed for playback by means of a television set.

### 007 Physical description fixed field (Electronic resource) (R)

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#### Description/Instructions

This field contains information about the physical characteristics of electronic resources in a coded form. Use of code "c" for electronic resources in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

This field is defined in *MARC 21* for electronic resources as a fixed-length field consisting of thirteen character positions. Character positions 06-13 are optional and not generally given in CONSER records. The 007 can contain positions 00-05 or 00-13; in either case when choosing one of these options, all characters must be coded (00 through 05 or 00 through 13) except 02 which no longer exists. In the OCLC system the character positions have been assigned subfield

code equivalents.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different electronic resource formats may include more than one 007 field if the different formats would be represented by different values. All subfields are "not repeatable."

<b>Mandat ory</b>		<b>Optiona l</b>	
<b>00/\$a</b>	Category of material	<b>06/08/\$</b>	Image bit depth
<b>01/\$b</b>	Specific material	<b>g</b>	File formats
<b>03/\$d</b>	designation	<b>09/\$h</b>	Quality assurance
<b>04/\$e</b>	Color	<b>10/\$i</b>	target(s)
<b>05/\$f</b>	Dimensions	<b>11/\$j</b>	Antecedent/Source
	Sound	<b>12/\$k</b>	Level of
		<b>13/\$l</b>	compression
			Reformatting
			quality

007    c \$b o \$d c \$e g \$f  
 [Item is a "document," or textual file on a 4 3/4 inch optical disc (CD-ROM) (subfields \$a, \$b, and \$e), intended to be viewed in color (subfield \$d) with no sound (subfield \$f).]

007    c \$b r \$d c \$e n \$f a  
 [Item is an electronic journal available via remote access (subfields \$a and \$b), intended to be viewed in color (subfield \$d), and also includes sound files (subfield \$f)]

007    c \$b r \$d u \$e n  
 [Item is a print journal which is also issued in online format. The single record approach has been used to provide access to the electronic version through the record for the print. The 007 has been optionally added to the record for the print to express characteristics of the online version.]

### Character positions/subfield codes

#### 00/\$a Category of material

c Electronic resource

Code "c" is used for all electronic resources (e.g., both programs, data files, etc.), which usually

consist of digitized machine-readable data, program code, etc. intended to be accessed, processed, or executed by a computer.

### **01/\$b Specific material designation (SMD)**

<b>a</b>	Tape cartridge
<b>b</b>	Chip cartridge
<b>c</b>	Computer optical disc cartridge
<b>f</b>	Tape cassette
<b>h</b>	Tape reel
<b>j</b>	Magnetic disk
<b>m</b>	Magneto-optical disc
<b>o</b>	Optical disc
<b>r</b>	Remote
<b>u</b>	Unspecified
<b>z</b>	Other
	No attempt to code

**Tape cartridge** - Use code "a" to indicate that the item is a tape cartridge, a removable module containing secondary storage medium such as magnetic tape or magnetic disks.

**Chip cartridge** - Use code "b" to indicate that the item is a chip cartridge, a removable module containing a miniaturized electronic circuit, mass-produced on a tiny chip or wafer of silicon, designed to provide additional processing or memory capacity to a computer.

**Computer optical disc cartridge** - Use code "c" to indicate that the item is a computer optical disc cartridge, a removable module containing one or more nonmagnetic discs used to store digital information.

**Tape cassette** - Use code "f" to indicate that the item is a tape cassette, a removable module, somewhat like an audio cassette, that contains magnetic tape that can be written on and read from by a tape drive.

**Tape reel** - Use code "h" to indicate that the item is a tape reel, a removable spool containing magnetic tape that can be written to and read from by a tape drive.

**Magnetic disk** - Use code "j" to indicate that the item is a magnetic disk, a digital information storage medium usually consisting of a thin Mylar disk coated with a magnetic material that permits the recording of data. Magnetic disks come in various sizes. They are also commonly called floppy disks, stiffy disks, computer diskettes, or floppy diskettes.

Magneto-optical disc - Use code "m" to indicate that the item is a magneto-optical disc, an erasable or semi-erasable storage medium, similar to a CD-ROM disc, capable of storing data at a very high density. The disc is written to and read from using a laser beam used to heat the recording surface to a point at which regions of the surface of the disk become magnetically aligned to store bits of data.

Optical disc - Use code "o" to indicate that the item is an optical disc, a medium that uses a series of laser-burned micron-sized holes (pits) on a special recording surface to store data. Recorded data is read optically. These discs are usually a read-only medium. Commonly found computer optical disc formats include: CD-A, CD-I, CD-R, CD-ROM, CD-ROM-XA, and Photo CD.

Remote - Use code "r" to indicate that the item is an electronic resource that is accessed, processed, executed, etc. remotely. In this case the electronic resource is used via input/output devices connected electronically to a computer. Frequently this involves connection through a computer network. The specific material designation of the remotely accessed physical item (e.g., a CD-ROM accessed remotely through a network) is not specified when code "r" is used in 007/01.

Unspecified - Use code "u" when the type of item is unspecified; this code is not used in CONSER records.

Other - Use code "z" for an item for which none of the other defined codes are appropriate.

### **03/\$d Color**

<b>a</b>	One color
<b>b</b>	Black & white
<b>c</b>	Multicolored
<b>g</b>	Grey scale
<b>m</b>	Mixed
<b>n</b>	Not applicable
<b>u</b>	Unknown
<b>z</b>	Other
	No attempt to code

**One color** - Use code "a" to indicate that images from the electronic resource are intended to be produced in a single color other than black (e.g. pink and white, brown and white). If the images are black and white or one other color use code "a". Code "a" is used for displays intended for *monochrome* display devices.

**Black & white** - Use code "b" to indicate that the image is printed or executed in black and

white. ASCII files, which do not include color, are coded as b.

Multicolored - Use code "c" to indicate that the image is printed or executed in more than one color. Code "c" is used for color photographic processes.

Gray scale - Use code "g" to indicate that the image is produced with degrees of dark to light from black to gray to white.

Mixed - Use code "m" to indicate that the work or collection is a combination of one color, black-and- white, multicolored, hand colored, and/or other images.

Not applicable - Use code "n" to indicate that color is not applicable to the electronic resource, usually because it does not involve anything visual (e.g., digitally encoded audio data).

Unknown - Use code "u" to indicate that the color characteristics of an item are unknown.

Other - Use code "z" for color characteristics for which none of the other defined codes are appropriate.

#### **04/Se Dimensions**

<b>a</b>	3 1/2 in.
<b>e</b>	12 in.
<b>g</b>	4 3/4 in. <i>or</i> 12 cm.
<b>i</b>	1 1/8 x 2 3/8 in.
<b>j</b>	3 7/8 x 2 1/2 in.
<b>n</b>	Not applicable
<b>o</b>	5 1/4 in.
<b>u</b>	Unknown
<b>v</b>	8 in.
<b>z</b>	Other
	No attempt to code

A one-character alphabetic code indicates the dimensions of the medium used to encode the electronic resource. Only the most common dimensions are indicated. In many cases the dimensions apply to the container in which a magnetic or optical medium is encased.

The field 007/04 code corresponding to the dimensions given in the description of the item are used. If no code exactly matches the dimensions of the medium (or container), code "z" is used.

3 1/2 in. - Use code "a" to indicate that the diameter of the medium is 3 1/2 inches. It usually



refers to the diameter of a magnetic disk.

12 in. - Use code "e" to indicate that the diameter of the medium is 12 inches. It usually refers to optical or magneto-optical disc.

4 3/4 in. or 12 cm. - Use code "g" to indicate that the diameter of the medium is 4 3/4 inches (or 12 cm.) It usually refers to optical or magneto-optical disc.

1 1/8 x 2 3/8 in. - Use code "i" to indicate that the dimensions of the container used for the medium are 1 1/8 x 2 3/8 inches. It usually refers to cartridges.

3 7/8 x 2 1/2 in. - Use code "j" to indicate that the dimensions of the container used for the medium are 3 7/8 x 2 1/2 inches. It usually refers to cartridges.

Not applicable - Use code "n" to indicate that physical dimensions are not applicable to the electronic resource. This code is appropriate for remote electronic resources.

5 1/4 in. - Use code "o" to indicate that the diameter of the medium is 5 1/4 inches. it usually refers to the dimensions of a magnetic disk.

Unknown - Use code "u" to indicate that the dimensions of the medium used for the electronic resource are not known.

8 in. - Use code "v" to indicate that the diameter of the medium is 8 inches. It usually refers to the diameter of magnetic disk or optical disc.

Other - Use code "z" for dimensions for which none of the other defined codes are appropriate.

### **05/\$f Sound**

#	No sound (silent)
a	Sound
u	Unknown
	No attempt to code

A one-character alphabetic code indicates whether the production of sound is an integral part of a electronic resource. A fill character (|) is used when no attempt has been made to code this position. Subfield \$f is required only when applicable, when the resource has no sound, the recorded value is blank and there is no subfield \$f .

No sound (silent) - Use code "#" to indicate that the electronic resource is not intended to produce sound.

Sound - Use code "a" to indicate that the electronic resource includes digitally encoded sound or

is intended to produce sound.

Unknown - Use code "u" to indicate that the presence or absence of sound or the ability of an electronic resource to produce sound is unknown.

The following subfields, newly defined in 2000, are **optional and not routinely used in CONSER records**. If they are coded, all subfield codes in the 007 must be coded (character positions 00-13).

**06-08/\$g Image bit depth.**

Either a 3-character number, right-justified with leading zeroes, specifying the exact bit depth of the scanned image(s). Or a 3-character code indicating that the exact bit depth cannot be recorded.

<b>001-99</b>	Exact bit depth
<b>mmm</b>	Multiple
<b>nnn</b>	Not applicable
—	Unknown
	No attempt to code

**09/\$h File formats.**

Number of file formats

<b>a</b>	One file format
<b>m</b>	Multiple file formats
<b>u</b>	Unkown
	No attempt to code

**10/\$i Quality assurance target(s).**

Whether quality assurance targets have been appropriately included at the time of the reformatting/creation of the electronic resource.

<b>a</b>	Absent
<b>n</b>	Not applicable
<b>p</b>	Present
<b>u</b>	Unknown
	No attempt to code

**11/\$j Antecedent/Source.**

Information about the source of a digital file important to the creation, use, and maintenance of the digitally reformatted materials.

- a** File reproduced from original
- b** File reproduced from microform
- c** File reproduced from electronic
- d** resource
- m** File reproduced from an intermediate
- n** (not microform)
- u** Mixed
- | Not applicable
- Unknown
- No attempt to code

**12/\$k Level of compression.**

Type of compression technique.

- a** Uncompressed
- b** Lossless
- d** Lossy
- m** Mixed
- u** Unknown
- | No attempt to code

**13/\$l Reformatting quality.**

Physical quality level of the file and the institution's commitment to maintain its availability over time.

- a** Access
- n** Not applicable
- p** Preservation
- r** Replacement
- u** Unknown
- | No attempt to code

## Related fields, etc.

Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N, CCM Modules 30 and 31

### 007 Physical description fixed field (Map or Atlas) (R)

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#### Description/Instructions

This field contains coded information about the physical characteristics of all cartographic material issued serially, including maps, atlases, and diagrams. Use of code "a" for map in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different map formats may include more than one 007 field to represent the different formats in subfields \$d (color) through \$h (positive/negative aspect). All subfields are "not repeatable" and must be coded.

This field is defined in *MARC 21* for maps as a fixed-length field consisting of eight character positions. In the OCLC system the character positions have been assigned subfield code equivalents.

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Physical medium
<b>05/\$f</b>	Type of reproduction
<b>06/\$g</b>	Production/reproduction aspect
<b>07/\$h</b>	Positive/negative aspect

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007    a $b j $d c $e a $f n $g z $h n  
      [Item is a map (subfields $a and $b), in color (subfield $d), and on paper (subfield $e)]
```

```
007    a $b d $d c $e a $ f n $g u $h a
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[Item is an atlas (subfield \$b), in color (subfield \$d), and on paper (subfield \$e)]

007 a \$b j \$d a \$e a \$f z \$g b \$h a

[Item is a map (subfields \$a and \$b) that is one color (subfield \$d), on paper (subfield \$e), a photocopy (subfield \$g) with a positive polarity (subfield \$h)]

## Character positions/subfield codes

### 00/\$a Category of material

a Map

Code "a" is used for all cartographic materials issued serially.

### 01/\$b Specific material designation (SMD)

d Atlas  
g Diagram  
j Map  
k Profile  
q Model  
r Remote-sensing  
image  
s Section  
y View  
z Other  
u Unspecified

Atlas - Use code "d" to indicate that the item is an atlas. Atlases generally contain maps, related text, and other cartographic information.

Diagram - Use code "g" to indicate that the item is a diagram. A diagram is a graphic representation of numerical data, or of the course or results of an action or process. The term is sometimes applied also to maps characterized by much simplified, or schematic, representation.

Map - Use code "j" to indicate that the item is a two-dimensional map. A two-dimensional map is defined as a representation normally to scale and on a flat medium, of a selection of material or abstract features on, or in relation to, the surface of the earth or of another celestial body.

Profile - Use code "k" to indicate that the item is a profile. A profile is defined as a scale representation of the intersection of a vertical surface (which may or may not be a plane) with

the surface of the ground, or of the intersection of such a vertical surface with that of a conceptual three-dimensional model representing phenomena having a continuous distribution (e.g., rainfall).

Model - Use code "q" to indicate that the item is a model, a three-dimensional representation of a real thing, either of the exact size of the original or to scale.

Remote-sensing image - Use code "r" to indicate that the item is a remote-sensing image which is an image produced by a recording device that is not in physical or intimate contact with the object under study.

Section - Use code "s" to indicate that the item is a section. A section is a scaled representation of a vertical surface (commonly a plane) displaying both the profile where it intersects the surface of the ground or some conceptual model, and the underlying structures along the plane of intersection, e.g., geological section.

View - Use code "y" to indicate that the item is a view, a perspective representation of the landscape in which detail is shown as if projected onto an oblique plane.

Other - Use code "z" for an item for which none of the other defined codes are appropriate.

Unspecified - Code "u" indicates that the special material designation for the map is not specified.

### **03/\$d Color**

- a** One color
- c** Multicolored

One color - Use code "a" to indicate that the map is one color.

Multicolored - Use code "c" to indicate that the map is multicolored.

### **04/\$e Physical medium**

- a** Paper
- b** Wood
- c** Stone
- d** Metal
- e** Synthetic
- f** Skin
- g** Textile

- j** Glass
- p** Plaster
- q** Flexible base photographic  
medium, positive
- r** Flexible base photographic  
medium, negative
- s** Non-flexible base photographic  
medium, positive
- t** Non-flexible base photographic  
medium, negative
- u** Unknown
- y** Other photographic medium
- z** Other

A one-character alphabetic code indicates the material of which the map is made.

Paper - Use code "a" to indicate that the material is any kind of cellulose-based paper.

Wood - Use code "b" to indicate that the material is wood. A material which is based on wood particles or fibers may or may not be considered wood. Consider particle board *wood*.

Stone - Use code "c" to indicate that the material is stone.

Metal - Use code "d" to indicate that the material is metal.

Synthetic - Use code "e" to indicate that the material is synthetic (e.g., plastic, vinyl). Code "e" is used for all man-made substances other than textiles.

Skin - Use code "f" to indicate that the material is animal skin or hide. Synthetic materials which are made to resemble animal skin are coded as *synthetic*.

Textiles - Use code "g" to indicate that the material is textile. It is used for all fabrics, whether made from natural or synthetic fibres.

Glass - Use code "j" to indicate that the material is glass.

Plaster - Use code "p" to indicate that the material is plaster. Mixtures of ground solids and plaster are also coded as plaster.

Flexible base photographic, positive - Use code "q" to indicate that the material is a flexible base

photographic medium designed to render a positive image.

Flexible base photographic, negative - Use code "r" to indicate that the material is a flexible base photographic medium designed to render a negative image.

Non-flexible base photographic, positive - Use code "s" to indicate that the material is a non-flexible base photographic medium designed to render a positive image.

Non-flexible base photographic, negative - Use code "t" to indicate that the material is a non-flexible base photographic medium designed to render a negative image.

Other photographic medium - Use code "y" for a photographic medium other than those covered by one of the more specific codes "q," "r," "s," and "t."

Unknown - Use code "u" to indicate that the physical medium of which the map is made is unknown.

Other - Use code "z" when a physical medium for which none of the other defined codes are appropriate.

#### **05/\$f Type of reproduction**

- f** Facsimile
- n** Not applicable
- u** Unknown
- z** Other

Facsimile - Use code "f" to indicate that the map is a facsimile which resembles the original in all aspects possible, but it is not the original.

Not applicable - Use code "n" to indicate that the item is not a reproduction.

Unknown - Use code "u" when the type of reproduction is unknown.

Other - Use code "z" for a type of reproduction for which none of the other defined codes are applicable.

#### **06/\$g Production/reproduction details**

- a** Photocopy, blueline  
print
- b** Photocopy
- c** Pre-production



- d** Film
- u** Unknown
- z** Other

A one-character alphabetic code indicates the photographic technique used to produce the map.

Photocopy, blue line print - Use code "a" to indicate that the map is a photocopy, blue line print. This has blue lines with a white background. Bluelines are made from vellum, film positives, or any translucent or transparent original on which an image has been made and reproduced by the whiteprint process.

Photocopy - Use code "b" to indicate that the map is a photocopy of the original.

Pre-production - Use code "c" to indicate that the map is a pre-production (proof) copy intended for review.

Film - Use code "d" to indicate that the map is a film copy of the original.

Unknown - Use code "u" to indicate that the production/reproduction details are unknown.

Other - Use code "z" for production/reproduction details for which none of the other defined codes are appropriate.

#### **07/\$h Positive/negative aspect**

- a** Positive
- b** Negative
- m** Mixed polarity
- n** Not applicable

A one-character alphabetic code indicates the positive/negative aspect of the photocopy or film item if a map. This characteristic is also referred to as polarity.

Positive - Use code "a" to indicate that the polarity is positive, i.e., lines and characters are dark on light background.

Negative - Use code "b" to indicate that the polarity is negative, i.e., lines and characters are light on dark background.

Mixed polarity - Use code "m" to indicate that the photocopy or film is a mixture of positive and negative images.

Not applicable - Use code "n" to indicate that the item is other than a photocopy or film.

### Related fields, etc.

Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N.

## 007 Physical description fixed field (Microform) (R)

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### Description/Instructions

Field 007 for microforms provides coded information for original and reproduction microforms. The field is repeatable; elements within it are not. Field 007 is repeatable for representing in one record: 1) a preservation master negative, printing master, and service copy that are created from one filming operation, and 2) positive and negative service copies produced by the same micropublisher. When more than one 007 field is input, give in the following order:

- 1st 007 = service copy 11/\$i = c
- 2nd 007 = 1st generation master 11/\$i = a
- 3rd 007 = printing master 11/\$i = b

In all other situations where there is more than one manifestation of the microform, a new record is input rather than repeating the 007 field in one record. For further information, see "Fixed Length Fields--General Information" and Appendix M.

Field 007 for microforms is defined in MARC 21 as a fixed-length field consisting of 13 character positions. In the OCLC system the character positions have been assigned subfield code equivalents. The field is output to LC from OCLC and distributed by LC as a single subfield \$a.

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Positive/negative aspect
<b>04/\$e</b>	Dimensions
<b>05-08/\$f</b>	Reduction ratio range/Reduction ratio
<b>09/\$g</b>	Color
<b>10/\$h</b>	Emulsion on film
<b>11/\$i</b>	Generation
<b>12/\$j</b>	Base of film

007 ## h \$b d \$d b \$e g \$f c--- \$g c \$h a \$i c \$j a {as input on OCLC}

007 ## hdbgc---caca {as distributed}

[Item is a microform (\$a) released as a microfilm reel (\$b). The microform has negative polarity (\$d), is 70 mm (\$e), has a high reduction ratio (\$f), and is in color (\$g). The emulsion is silver halide (\$h), it is a service copy (\$i), and it is safety base film the type of which cannot be determined (\$j)]

## Character positions/subfield codes

### 00/\$a Category of material

**h** Microform

The only GMD appropriate for serials is code "h", microform. Microform is a generic term for any medium, transparent or opaque, bearing microimages too small to read without magnification. Microforms include microfilms, microfiches, microopaques, and aperture cards. Microforms may be reproductions of existing textual or graphic materials or they may be original publications.

### 01/\$b Specific material designation (SMD)

- a** Aperture card
- b** Microfilm cartridge
- c** Microfilm cassette
- d** Microfilm reel
- e** Microfiche
- f** Microfiche cassette
- g** Microopaque
- z** Other microform type

### 03/\$d Positive/negative aspect

- a** Positive
- b** Negative
- m** Mixed polarity
- u** Unknown

**Positive** - Lines and characters appear dark against a light background. Microopaques are always coded "a" in this subfield.

**Negative** - Lines and characters appear light against a dark background.

**Mixed polarity** - A microform that is a mixture of positive and negative images.

**Unknown** - A microform of unknown polarity (some colored negatives may appear to be

**positive if the colors of the original are unknown).**

#### **04/\$e Dimensions**

For microfilm:

- a** 8 mm.
- d** 16 mm.
- f** 35 mm.
- g** 70 mm.
- h** 05 mm.

**For microfiche or microopaque:**

- l** 3x5 in. or 8x13 cm.
- m** 4x6 in. or 11x15 cm.
- o** 6x9 in. or 16x23 cm.

**For aperture cards:**

- p** 3 1/4 x 7 3/8 in. or 9x19 cm.

For any microform:

- u** Unknown
- z** Other

This byte specifies the dimensions of the microform item, not the dimensions of the image. For instance, 16 mm. images on 35 mm. microform are coded "f". Only the most common dimensions are indicated.

Codes "a-h", when applicable, can be used to record the width of the microfilm in millimeters. Codes "l-o", when applicable, can be used to record the height and width of the microfiche or microopaque in inches or centimeters. Code "p", when applicable, can be used to record the height and width of an aperture card in inches or centimeters.

#### **05-08/\$f Reduction ratio range/Reduction ratio**

- a** Low reduction (less than 16X) (less than
- b** 16:1)
- c** Normal reduction (for 16X-30X)

- d (16:1-30:1)
- e High reduction (for 31X-60X)
- v (31:1-60:1)
- u Very high reduction (for 61X-90X)  
(61:1-90:1)  
Ultra high reduction (for over 90X)  
(over 90:1)  
Reduction ratio varies  
Unknown

The "reduction ratio" is usually given on the target of the microform. If it is not present, one must know the dimensions of the original item and the size of the image on the microform in order to code the information needed for this element. CONSER catalogers are not required to make these calculations and may use value "u" (unknown) when the reduction ratio cannot be determined.

The reduction ratio is a four-character element. The first character, "Reduction ratio range" (byte 5), is a code that specifies the ratio range (codes a-u). The second, third, and fourth characters, "Reduction ratio" (bytes 6-8), identify the specific reduction ratio.

*AACR2* requires the reduction ratio range to be recorded when the ratio is ultra high (i.e., over 90X, code "e" in byte 5) or low (i.e., under 16X, code "a" in byte 5). If the ratio is not ultra high or low, recording the specific ratio is optional. For preservation microforms, however, give the reduction ratio whenever it is known. If opting not to give the reduction ratio for other types of microforms, omit subfield \$f from the 007 field. Three fill characters will be supplied for bytes 6-8.

When the reduction ratio range (byte 5) is given, numbers or hyphens must be input in bytes 6-8. The numeric value is recorded using three digits right justified with leading zeros. Hyphens are used for any or all digits when unknown.

Examples:

1. Reduction ratio range (byte 5) omitted. No subfield \$f given.

```
007 ## $a h $b d $d b $e g $g c $h a $i c $j a
```

2. Reduction ratio range (byte 5) is coded.

```
$f b---  
$f u---  
$f e015  
$f e03-
```

## \$f e1--

For microfilm created by other than the COM (computer-output-microfilm) processes and for microopaque microprints (COM and the like), the "reduction ratio" is actually an "expansion ratio" and refers to the ratio required to produce a legible image. Most COM is created at 24X-48X "reduction ratios" (codes "b" and "c"), though some COM fiche is at higher ratios (e.g., 72X). Codes "b-e" are used with other types of microforms, e.g., microfiche, ultrafiche, etc. The most commonly encountered microfiche are normal reduction (code "b").

Code "v" (reduction ratio varies) should be used when not all the parts of the microform have the same reduction ratio. For instance, the contents of two serials may be microfilmed on one piece of film; the type face on the serials may differ, so that one of the serials may be filmed at a 14 to 1 ratio and the other at a 16 to 1 ratio.

LC practice: LC uses hyphens rather than the numeric range in bytes 6-8.

### 09/\$g Color

- b** Black-and-white
- c** Multicolored
- m** Mixed
- u** Unknown
- z** Other

A one-character alphabetic code specifies the color of the image for microforms. Information provided in this element is used chiefly for archival purposes but should always be provided.

Black-and-white - The microform image is in a single hue, e.g. black-and-white (i.e. black-and-transparent), blue-and-white (i.e. blue-and-transparent), etc.

Multicolored - The microform image is colored, i.e., has more than one color.

Mixed - The microform is a combination of one-color and multicolored images.

### 10/\$h Emulsion on film

- a** Silver halide
- b** Diazo
- c** Vesicular
- m** Mixed emulsion
- n** Not applicable
- u** Unknown
- z** Other

This byte is used chiefly for archival purposes.

A one-character alphabetic code specifies the type of emulsion on film. The word "emulsion" is used to describe the light-sensitive materials within a microform. Proper storage and use of microforms requires knowledge of the emulsion they contain.

Silver halide - A compound of silver and halogens. Silver halide microforms always appear black-and-white (i.e., black-and-transparent).

Diazo - Sensitized layers composed of diazonium salts that react with couplers to form dye images. The color of the image is determined by the composition of the diazonium compound as well as the couplers used in the process and may be black, violet, or another color.

Vesicular - The light-sensitive component is suspended in a plastic layer. On exposure, the component creates optical vesicles (bubbles) in the layers. These bubbles form the latent image. The latent image becomes visible and permanent by heating the plastic layer and then allowing it to cool. Vesicular films are commonly blue or beige in color. They do not appear to have much contrast (very high density) until projected in a microform reader.

Mixed emulsion - A microform has a mixed emulsion. For instance, a microfilm may have slices of film with one type of emulsion and other slices with another type of emulsion.

Not applicable - As microopaques are not on film, such items should be coded "n".

## **11/Si Generation**

- a** First generation (master)
- b** Printing master
- c** Service copy
- m** Mixed generation
- u** Unknown

This byte is used chiefly for archival purposes. A one-character alphabetic code specifies the generation aspect.

First generation (master) - The first generation is the camera master or COM recorder master. Code "a" is used for all master films that are made on archival stock in accordance with archival production standards and that are given archival storage under relevant ANSI/NMA standards.

Printing master - A microform of any generation employed mainly for the production of other microforms. Code "b" is used for all masters that are not manufactured, produced, and stored in accordance with archival standards.

Service copy - A microform made from another microform that is intended primarily for use

rather than for production of other microforms. These are also referred to as subsequent generations. Microopaques are always coded "c" in this byte.

Mixed generation - A microform copy that is made up of a combination of generations of film.

### **12/\$j Base of film**

- n** Not applicable
- u** Unknown
- z** Other film base

### **Safety base**

- a** Safety base, undetermined
- c** Safety base, acetate
- d** undetermined
- p** Safety base, diacetate
- r** Safety base, polyester
- t** Safety base, mixed  
Safety base, triacetate

### **Nitrate**

- i** Nitrate base
- m** Mixed based (nitrate and safety)

This byte is used chiefly for archival purposes. A one-character alphabetic code specifies the base of the film.

Not applicable - Item does not have a film base. Such items are primarily microforms on a reflective rather than a transparent base. Microopaques (which can be termed microcard or microprint) are an example of a microform not produced on a film base and are coded "n".

Unknown - Base of film is unknown.

Other film base - Film base for which none of the other defined codes are appropriate.

Safety base, undetermined - Safety base film whose type cannot be determined.

Safety based, acetate undetermined - Acetate safety base film whose exact type cannot be determined, i.e., where it is unknown if the type is diacetate or triacetate.

Safety base, diacetate - Cellulose diacetate film base. Introduced before World War I for home



movies, diacetate was more expensive and unpredictable than nitrate base and so failed to gain acceptance in professional 35 mm. film production. Diacetate film base was at times used for microfilming of documents.

Safety base, polyester - Film base made of synthetic resin (e.g., estar). During the 1980s, it became the most widely used base for microfilming of source documents.

Safety base, mixed - Mixed safety base films spliced together, but no nitrate film.

Safety base, triacetate - Cellulose triacetate film base. Cellulose triacetate is a high acetal compound with very low flammability and slow burning characteristics. From 1951, triacetate has been used for professional as well as for amateur produced moving image film. It has also been used at times for microfilming of documents.

Nitrate base - Cellulose nitrate film base. Cellulose nitrate support or base was used in the manufacture of 35 mm. film (and some 17.5 mm. film) until 1951. Nitrate base film is no longer manufactured. Nitrate film base was at times used for microfilming of documents.

Mixed base, nitrate and safety - Combination of nitrate base and safety base film. The use of mixed bases, spliced together, can be found in microforms from the early 1950s.

#### **Related fields, etc.**

Fixed Fields--General Information, 008/22, 008/23, 533, Appendix M, *CCM* Module 32

### **007 Physical description fixed field (Nonprojected graphic) (R)**

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#### **Description/Instructions**

This field contains coded information about the physical characteristics of nonprojected graphic material (e.g., posters, charts). Use of code "k" for nonprojected graphic in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different graphic formats may include more than one 007 field to represent the different formats in subfields \$d (color) through \$f (secondary support material). All subfields are "not repeatable" and must be coded.

This field is defined in MARC 21 for nonprojected graphics as a fixed-length field consisting of

six character positions. In the OCLC system the character positions have been assigned subfield code equivalents.

**00/\$** Category of material  
**a** Specific material designation  
**01/\$** Color  
**b** Primary support material  
**03/\$** Secondary support material  
**d**  
**04/\$**  
**e**  
**05/\$f**

007 k \$b i \$d c \$e o \$f #

[The item is a nonprojected graphic (subfield \$a); picture (subfield \$b) in color (\$d), on paper base (\$e) without secondary support material (\$f).]

007 k \$b l \$d a \$e o \$f #

[Item is a nonprojected graphic (subfield \$a); a technical drawing (\$b), in a single color (\$d), on paper (\$e) without secondary support material (\$f).]

## Character positions/subfield codes

### 00/\$a Category of material

**k** Non-projected graphic

Code "k" is used for nonprojected graphic material. This is generally a two-dimensional pictorial representation, often opaque (e.g., print, picture, drawing) or transparent, and not intended to be projected for viewing (e.g., a photographic negative).

### 01/\$b Specific material designation (SMD)

**c** Collage  
**d** Drawing  
**e** Painting  
**f** Photomechanical print  
**g** Photonegative  
**h** Photoprint  
**i** Picture  
**j** Print  
**l** Technical drawing  
**n** Chart

- o Flash card
- z Other

**Collage** - Use code "c" to indicate that the item is a collage, an original work created by affixing various materials (paper, wood, newspaper, cloth, etc.) to a surface.

**Drawing** - Use code "d" to indicate that the item is a drawing, an original visual representation (other than a print or painting) made with pencil, pen, chalk, or other writing instrument usually on paper or similar nonrigid support.

**Painting** - Use code "e" to indicate that the item is a painting. A painting is defined as an original visual representation produced by applying paint to a surface.

**Photomechanical print** - Use code "f" to indicate that the item is a photomechanical print, defined as any picture produced in imitation of another picture through the use of photographic process to transfer the image to a printing surface. Hence, a snapshot made to document a painting or a Xerox copy of a print are considered photomechanical reproductions. Art reproductions, postcards, posters, and study prints are included here.

**Photonegative** - Use code "g" to indicate that the item is a photonegative. It is defined as a piece of film, a glass plate, or pattern on which a negative image appears, i.e., directly opposite to a positive image (photoprint), slide, or transparency, used to produce a positive print. Photonegatives do not include negative photoprints, photoprints that are a combination of negative and positive images, or photograms or solarized prints, all of which are considered to be techniques used when making photoprints.

**Photoprint** - Use code "h" to indicate that the item is a photoprint. Photoprints have a positive image made either directly or indirectly on a sensitized surface by the action of light or other radiant energy. The term *photoprint* rather than *photograph* is used here as a more precise term than *photograph*, which technically can cover both the print and the negative. Radiographs and opaque stereographs are included here.

**Picture** - Use code "i" to indicate that the item is a picture defined as a two-dimensional visual representation accessible to the naked eye and generally on an opaque backing. This term is used when a more specific designation is unknown or not desired. Use this code for serially issued posters.

**Print** - Use code "j" to indicate that the item is a print which is a design or picture transferred from an engraved plate, wood block, lithographic stone, or other medium. Generally there are four types: planographic print, relief print, intaglio print, and stencil print.

**Technical drawing** - Use code "l" to indicate that the item is a technical drawing which is defined as a cross section, detail, diagram, elevation, perspective, plan, working plan, etc., made for use in an engineering or other technical context.

**Chart** - Use code "n" to indicate that the item is a chart, defined as an opaque sheet that exhibits data in graphic or tabular form, e.g., a wall chart.

**Flash card** - Use code "o" to indicate that the item is a flash card which is a card or other opaque material printed with words, numerals, or pictures and designed for rapid display. Activity cards are included here.

**Other** - Use code "z" for a nonprojected graphic for which none of the other defined codes are appropriate. These include mixed media productions made by a combination of free hand and printing techniques when one or the other does not predominate.

### **03/\$d Color**

- a One color
- b Black-and-white
- c Multicolored
- h Hand colored
- m Mixed
- u Unknown
- z Other

**One color** - Use code "a" to indicate that the image is printed or executed in a single color, other than black. Code "a" is used for *monochrome* art works. It is not used with photographic materials.

**Black-and-white** - Use code "b" to indicate that the image is printed or executed in black-and-white. It refers to monochrome photographic materials executed in black-and-white.

**Multicolored** - Use code "c" to indicate that the image is printed or executed in more than one color. Code "c" is used for color photographic processes.

**Hand colored** - Use code "h" to indicate that the image, produced by a printing or photographic process, is hand colored. Code "h" is rarely used with commercial visual materials since these are not typically issued with hand coloring.

**Mixed** - Use code "m" to indicate that the work or collection is a combination of one color, black- and-white, multicolored, hand colored, and/or other images.

**Unknown** - Use code "u" if the color characteristics of an item are unknown.

**Other** - Use code "z" for color characteristics for which none of the other defined codes are appropriate. For example, code "z" is used for images which have been stained, tinted, or toned (e.g., sepia toned photographic items).

**04/Se Primary support material**

- a** Canvas
- b** Bristol board
- c** Cardboard/illustration board
- d** Glass
- e** Synthetic
- f** Skin
- g** Textile
- h** Metal
- m** Mixed collection
- o** Paper
- p** Plaster
- q** Hardboard
- r** Porcelain
- s** Stone
- t** Wood
- u** Unknown
- z** Other

A one-character alphabetic code indicates the type of material used for the primary support (the support or base on which an image is printed or executed) for a nonprojected graphic. This information is intended for use in handling and storage of material.

**Canvas** - Use code "a" to indicate that the primary support/base material is canvas.

**Bristol board** - Use code "b" to indicate that the primary support material is Bristol board, a fine, smooth pasteboard used by artists and painters.

**Cardboard/illustration board** - Use code "c" to indicate that the primary support material is cardboard or illustration board.

Glass - Use code "d" to indicate that the primary support material is glass.

Synthetic - Use code "e" to indicate that the primary support material is synthetic (e.g., plastics, vinyl, etc.). Code "e" is used for all synthetics except those formed to resemble textiles.

Skin - Use code "f" to indicate that the primary support material is animal skin or hide. This includes leather, parchment, vellum, etc. Synthetic materials that are made to resemble animal skin are coded as *synthetics*.

Textile - Use code "g" to indicate that the primary support material is a textile. It is used for all fabrics, whether made from natural or synthetic fibres, except canvas. Synthetic materials formed to resemble a fabric are considered textiles.

Metal - Use code "h" to indicate that the primary support material is metal.

Mixed collection - Use code "m" to indicate that the primary support material varies for different items in a collection. Typically this would be used for groups of nonprojected graphics on various bases.

Paper - Use code "o" to indicate that the primary support material is any kind of cellulose-based paper.

Plaster - Use code "p" to indicate that the primary support material is plaster. Mixtures of ground solids and plaster are also coded as plaster.

Hardboard - Use code "q" to indicate that the primary support material is hardboard.

Porcelain - Use code "r" to indicate that the primary support material is porcelain. Code "r" is only used with clay-based porcelain. Porcelain-like synthetic materials are coded "e."

Stone - Use code "s" to indicate that the primary support material is stone.

Wood - Use code "t" to indicate that the primary support material is wood. A material that is based on wood particles or fibers may or may not be considered wood. Consider particle board *wood*.

Unknown - Use code "u" if the primary support material is unknown.

Other - Use code "z" for a primary support material for which none of the other codes are appropriate.

### **05/\$f Secondary support material**

# No secondary support

- a** Canvas
- b** Bristol board
- c** Cardboard/illustration board
- d** Glass
- e** Synthetic
- f** Skin
- g** Textile
- h** Metal
- m** Mixed collection
- o** Paper
- p** Plaster
- q** Hardboard
- r** Porcelain
- s** Stone
- t** Wood
- u** Unknown
- z** Other

A one-character alphabetic code indicates the type of material used for the secondary support for nonprojected graphic material. Secondary support refers to the material (other than normal museum matting) to which the primary support (007/04) is attached. This character position is coded only when the mount or mat is of historical, informational, aesthetic, or archival importance.

No secondary support - Use code "#" to indicate that the nonprojected graphic has no secondary support material.

Canvas - Use code "a" to indicate that the secondary support material is canvas.

Bristol board - Use code "b" to indicate that the secondary support material is Bristol board, a fine, smooth pasteboard used by artists and painters.

Cardboard/illustration board - Use code "c" to indicate that the secondary support material is cardboard or illustration board.

Glass - Use code "d" to indicate that the secondary support material is glass.

Synthetic - Use code "e" to indicate that the secondary support material is synthetic (e.g.,

plastics, vinyl, etc.). Code "e" is used for all synthetics except those formed to resemble textiles.

Skin - Use code "f" to indicate that the secondary support material is animal skin or hide. This includes leather, parchment, vellum, etc. Synthetic materials that are made to resemble animal skin are coded as *synthetics*.

Textile - Use code "g" to indicate that the secondary support material is a textile. It is used for all fabrics, whether made from natural or synthetic fibres, except canvas.

Metal - Use code "h" to indicate that the secondary support material is metal.

Mixed collection - Use code "m" to indicate that the secondary support material varies for different items in a collection. Typically this would be used for groups of nonprojected graphics on various bases.

Paper - Use code "o" to indicate that the secondary support material is any kind of cellulose-based paper.

Plaster - Use code "p" to indicate that the secondary support material is plaster. Mixtures of ground solids and plaster are also coded as plaster.

Hardboard - Use code "q" to indicate that the secondary support material is hardboard.

Porcelain - Use code "r" to indicate that the secondary support material is porcelain. Code "r" is only used with clay-based porcelain. Porcelain-like synthetic materials are coded "e."

Stone - Use code "s" to indicate that the secondary support material is stone.

Wood - Use code "t" to indicate that the secondary support material is wood. A material that is based on wood particles or fibers may or may not be considered wood. Consider particle board *wood*.

Unknown - Use code "u" if the secondary support material is unknown.

Other - Use code "z" for a secondary support material for which none of the other codes is appropriate.

### **Related fields, etc.**

Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N

**007 Physical description fixed field (Projected graphic) (R)**



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## Description/Instructions

This field contains coded information about the physical characteristics of projected graphic material (e.g., slides, flimstrips). Use of code "g" for projected graphic in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different projected graphic formats may include more than one 007 field to represent the different formats in subfields \$d (color) through \$i (secondary support material). All subfields are "not repeatable" and must be coded.

This field is defined in MARC 21 for projected graphics as a fixed-length field consisting of nine character positions. In the OCLC system the character positions have been assigned subfield code equivalents.

<b>00/\$a</b>	Category of material
<b>01/\$b</b>	Specific material designation
<b>03/\$d</b>	Color
<b>04/\$e</b>	Base of emulsion
<b>05/\$f</b>	Sound on medium or separate
<b>06/\$g</b>	Medium for sound
<b>07/\$h</b>	Dimensions
<b>08/\$i</b>	Secondary support material

007    g \$b o \$d c \$e j \$f b \$g f \$h f \$i #  
[Item is projected graphic material (subfield \$a); a filmstrip (subfield \$b); in color (\$d); on safety film (\$e); the sound is separate from the medium (\$f) on magnetic tape in a cassette (\$g); and the filmstrip is 35 mm. (\$h).

007    g \$b s \$d c \$e j \$f \$g \$h j \$i d  
[Item is projected graphic material (subfield \$a); a slide (\$b), in color (\$d) on safety film (\$e); no sound (\$f and \$g); 2x2 in. (\$h), in a glass mounting (\$i).]

## Character positions/subfield codes

### 00/\$a Category of material

g Projected graphic

Code "g" indicates that the item is projected graphic material which is defined as a two-

dimensional representation intended to be projected without motion by means of an optical device, for example, a filmstrip, slide, or transparency.

### **01/\$b Specific material designation (SMD)**

- c** Filmstrip cartridge
- d** Filmslip
- f** Other type of filmstrip
- o** Filmstrip roll
- s** Slide
- t** Transparency
- z** Other

Filmstrip cartridge - Use code "c" to indicate that the item is a filmstrip which is encased in a cartridge and which has the ends joined to form a loop. A *cartridge* denotes a permanently encased single reel of film or tape that has the ends joined together to form a loop that provides playback without rewinding.

Filmslip - Use code "d" to indicate that the item is a filmslip which is a short filmstrip not in a roll.

Other type of filmstrip - Use code "f" to indicate that the item is a filmstrip other than a filmstrip cartridge, filmslip or filmstrip roll.

Filmstrip roll - Use code "o" to indicate the item is a filmstrip roll, a roll of film on which still images are recorded, presenting an integrated communication. It is intended for projection frame by frame.

Slide - Use code "s" to indicate that the item is a slide. Slides are transparent material on which there is a two-dimensional image, usually held in a mount, and designed for use in a projector or viewer. Modern stereographs (e.g., Viewmaster reels) are included here.

Transparency - Use code "t" to indicate that the item is a transparency. Transparencies are made of transparent material on which an image is recorded. They are designed for use with a projector or a light box. X-rays are included here.

Other - Use code "z" for an item for which none of the other defined codes are appropriate.

### **03/\$d Color**

- a** One color
- b** Black-and-white

- c** Multicolored
- h** Hand colored
- m** Mixed
- n** Not applicable
- u** Unknown
- z** Other

One color - Use code "a" to indicate that the image is printed or executed in a single color (i.e., monochromatic), other than black. In projected graphic materials, it is used only for transparency sets.

Black-and-white - Use code "b" to indicate that the image is printed or executed in black-and-white. It refers to monochrome photographic materials (including film) and videorecordings, or to overhead transparencies executed in black-and-white. If the item has been tinted, toned, or stained, code "z" is used.

Multicolored - Use code "c" to indicate that the image is printed or executed in more than one color. The color is a result of a number of processes, either photographic or electronic, capable of reproducing a reasonable range of hues, or of original application of color materials, for example, paint. Code "c" is used for color photographic processes (motion pictures, filmstrips, transparencies, and slides), color videorecordings, or multicolored overhead transparencies.

Hand colored - Use code "h" to indicate that the image, produced by a printing or photographic process, is hand colored. Code "h" is rarely used with commercial audiovisual materials since these are not typically issued with hand coloring.

Mixed - Use code "m" to indicate that the work or collection is a combination of one color, black and white, colored, hand colored, and/or other images. Information for this data element is based on one of the following phrases: *some col.*, *some b&w*, *25 gold toned*, *col. with b&w sequences*, etc. which usually appears in other parts of the MARC 21 record.

Not applicable - Use code "n" to indicate that the item has no images. It is used, for example, when the item in hand is sound track film intended to accompany visual images not actually present.

Unknown - Use code "u" if the color characteristics of the projected graphic is unknown.

Other - Use code "z" for an item for which none of the other defined codes are appropriate. For example, code "z" is used for images which have been stained, tinted, or toned (e.g., sepia toned photographic items).

#### **04/\$e Base of emulsion**

- d** Glass
- e** Synthetic
- j** Safety film
- k** Film base, other than safety film
- m** Mixed collection
- o** Paper
- u** Unknown
- z** Other

A one-character alphabetic code indicates the type of material for the base of the emulsion of a photonegative, filmstrip, slide, or transparency. The codes described below are used for filmstrips, slides, transparencies, and other projected graphics.

Glass - Use code "d" to indicate that the primary support/base of the emulsion material is glass.

Synthetic - Use code "e" to indicate that the primary support/base of the emulsion material is synthetic (e.g., plastics, vinyl, etc.). Most commercially issued overhead transparency sets have a synthetic primary support material, unless known to be otherwise.

Safety film - Use code "j" to indicate that the primary support/base of the emulsion material is safety (i.e., not nitrate) film. For all commercially issued filmstrips and slide sets, assume that the base of the emulsion is safety film unless known to be otherwise.

Film base, other than safety film - Use code "k" to indicate that the primary support/base of the emulsion material is not safety film.

Mixed collection - Use code "m" to indicate that the primary support/base of the emulsion material varies for different items in a collection. Typically this would be used for groups of projected graphics on various bases.

Paper - Use code "o" to indicate that the primary base of the emulsion is any kind of cellulose-based paper.

Unknown - Use code "u" if the primary support/base of the emulsion material for the projected graphic is unknown.

Other - Use code "z" for an item for which none of the other codes for primary support/base of emulsion material is appropriate.

### **05/\$f Sound on medium or separate**

- # No sound (silent)
- a Sound on medium
- b Sound separate from medium
- u Unknown

A one-character alphabetic code indicates whether the sound of the projected graphic is on the item or separate from the item (i.e., on the accompanying material).

No sound (silent) - Use code "#" to indicate that sound is not present.

For **filmstrips**, **slides**, and **transparencies**, code "#" is used when there is no information concerning sound in subfield \$b or \$e of field 300 in *AACR2* formulated records.

For **kits** containing any of the above items, the abbreviation *si.* or the fact that there is no statement pertaining to sound in field 500 (General Note) justifies use of code "#."

Sound on medium - Use code "a" to indicate that sound is present and is on the item.

Sound separate from medium - Use code "b" to indicate that sound is present but it is on the accompanying item.

Unknown - Use code "u" if the presence of sound on the item is unknown.

### **06/\$g Medium for sound**

- # No sound (silent)
- a Optical sound track on motion picture film
- b Magnetic sound track on motion picture film
- c Magnetic audio tape in cartridge
- d Sound disc
- e Magnetic audio tape on reel
- f Magnetic audio tape in cassette
- g Optical and magnetic sound track on motion picture film
- h Videotape
- i Videodisc
- u Unknown

## **z** Other

A one-character alphabetic code indicates the specific medium used to carry the sound of an item whether that sound is carried on the item itself or is in the form of accompanying material. It also indicates the type of sound playback required for the item. This character position is used in conjunction with the information coded in 007/05 (Sound on medium or separate) and 007/07 (Dimensions).

Typically, the carriers of sound are: 1) optical and/or magnetic track on a film reel or encased in a cassette or cartridge; 2) audio or video tape which may be on a reel or encased in a cassette or cartridge; and 3) sound or video disc.

No sound (silent) - Use code "#" to indicate that sound is not present.

Optical sound track on motion picture film - Use code "a" to indicate that sound to accompany a projected graphic is carried on an optical track that is part of a film. In coding 16 and 35 mm. films, it is usually assumed that sound is carried on an optical track.

Magnetic sound track on motion picture film - Use code "b" to indicate that sound to accompany a projected graphic is carried on a magnetic track that is part of the film. 70 mm. motion picture films often include magnetic sound tracks.

Magnetic audio tape in cartridge - Use code "c" to indicate that sound to accompany an item is carried on a magnetic audio tape cartridge.

Sound disc - Use code "d" to indicate that sound to accompany an item is carried on a sound disc. This method of providing for sound is typically used with filmstrips. Sound discs include 7, 10, and 12 in. vinyl phonograph records (identified as *analog* sound discs in subfield \$a of field 300) and 4 3/4 in. compact discs (identified as *digital* sound discs in subfield \$a of field 300)

Magnetic audio tape on reel - Use code "e" to indicate that sound to accompany an item is carried on a reel of magnetic audio tape.

Magnetic audio tape in cassette - Use code "f" to indicate that sound to accompany an item is carried on a cassette of magnetic audio tape.

Optical and magnetic sound track on motion picture film - Use code "g" to indicate that sound to accompany a projected graphic is carried on both an optical and magnetic track.

Videotape - Use code "h" to indicate that sound to accompany an item is included as part of a videotape. Videotape is not ordinarily used to record only sound.

Videodisc - Use code "i" to indicate that sound to accompany an item is included as part of a videodisc. Videodiscs are not ordinarily used to record only sound. A distinction must be made between videodiscs (e.g., 12 in. laser-scan videodiscs that include video information) and compact discs that are used to record sound only (e.g., 4 3/4 in. audio compact discs). The technology to physically record video or audio information on digital disc systems is the same.

Unknown - Use code "u" if the medium for sound is unknown or cannot be determined by examining the item.

Other - Use code "z" for a medium for sound for which none of the other defined codes is appropriate.

### **07/\$h Dimensions**

**u** Unknown

**z** Other

#### **Film**

**a** Standard 8 mm.

**b** Super 8 mm./single 8 mm.

**c** 9.5 mm.

**d** 16 mm.

**e** 28 mm.

**f** 35 mm.

**g** 70 mm.

#### **Slides**

**j** 2x2 in. *or* 5x5 cm.

**k** 2 1/4 x 2 1/4 in. *or* 6x6 cm.

#### **Transparencies**

**s** 4x5 in. *or* 10x13 cm.

**t** 5x7 in. *or* 13x18 cm.

**v** 8x10 in *or* 21x26 cm.

**w** 9x9 in. *or* 23x23 cm.

**x** 10x10 in. *or* 26x26 cm.

**y** 7x7 in. *or* 18x18 cm.

A one-character alphabetic code indicates the width or dimensions of the projected graphic item.

Width is given for filmstrips. Height and width are given for slides and transparencies. Only the most common dimensions are indicated.

For film and slides, only codes that *exactly* match the measurements of the item as given in the physical description should be used. If no code exactly matches, code "z" is used. For transparencies, the code that most closely *approximates* the dimensions as stated in the physical description is used. The dimensions for slides and transparencies include the size of the mount for the item.

Standard 8 mm. - Use code "a" to indicate that the width of the film is standard 8 mm. Film termed "Mauer 8 mm." is recorded as code "a."

Super 8 mm./single 8 mm. - Use code "b" to indicate that the width of the film is super 8 mm. Single 8 mm. film is a Japanese equivalent of super 8 mm. film.

9.5-70 mm. - Use codes "c," "d," "e," "f," and "g" to indicate that the width of the film is equal to one of the defined widths in millimeters.

2x2 in. or 5x5 cm. - Use code "j" to indicate that the dimensions of the slide in its mounting are either 2x2 in. or 5x5 cm.

2 1/4 x 2 1/4 in. or 6x6 cm. - Use code "k" to indicate that the dimensions of the slide in its mounting are either 2 1/4 x 2 1/4 in. or 6x6 cm.

4x5 in. or 10x13 cm., etc. - Use codes "s," "t," "v," "w," "x," and "y" to indicate that the dimensions of the transparency are close approximates to the dimensions the specific code represents.

Unknown - Use code "u" if the dimensions are unknown.

Other - Use code "z" for dimensions for which none of the other defined codes are appropriate.

### **08/\$i Secondary support material**

- # No secondary support
- c Cardboard
- d Glass
- e Synthetic
- h Metal
- j Metal and glass
- k Synthetic and glass
- m Mixed collection



- u** Unknown
- z** Other

A one-character alphabetic code indicates the type of material of the mount of a slide or transparency for a projected graphic.

No secondary support - Use code "#" to indicate that there is no secondary support. Filmstrips are always coded "#."

Cardboard - Use code "c" to indicate a cardboard mount. Slides and transparencies cataloged from data sheets are assumed to have cardboard mounts unless otherwise known.

Glass - Use code "d" to indicate a glass mount. The glass mount usually covers the film base but should not be the primary support for the film emulsion.

Synthetic - Use code "e" to indicate that the secondary support material is synthetic (e.g. plastics, vinyl, etc.).

Metal - Use code "h" to indicate that the secondary support material is metal. Metal is usually used to frame larger projected graphics which need better support.

Metal and glass - Use code "j" to indicate that the secondary support material is metal and glass. The metal portion is usually a frame that holds one or two pieces of glass to support the film base. The glass should not be the primary support for the film emulsion.

Synthetic and glass - Use code "k" to indicate that the secondary support material is synthetics and glass. The synthetic material, e.g., plastics, vinyl, etc., is usually used as a frame to hold one or two pieces of glass to support the film base. The glass should not be the primary support for the film emulsion.

Mixed collection - Use code "m" to indicate that the secondary support material varies for different items in a collection. Typically this is used for groups of projected graphics on various secondary support materials.

Unknown - Use code "u" if the secondary support material is unknown.

Other - Use code "z" for a secondary support material for which none of the other defined codes are appropriate.

**Related fields, etc.**

Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N

### **007 Physical description fixed field (Sound recording) (R)**

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#### **Description/Instructions**

This field contains coded information about the physical characteristics of sound recordings. Use of code "s" for sound recording in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different sound recording formats may include more than one 007 field to represent the different formats in subfields \$d (speed) through \$n (capture and storage technique). All subfields are "not repeatable" and must be coded, except bytes 9-12 (subfields \$i through \$m) which are optional.

This field is defined in *MARC 21* for sound recordings as a fixed-length field consisting of fourteen character positions. In the OCLC system the character positions have been assigned subfield code equivalents.

- 00/\$** Category of material
- a** Specific material designation
- 01/\$** Speed
- b** Configuration of playback
- 03/\$** channels
- d** Groove width/groove pitch
- 04/\$** Dimensions
- e** Tape width
- 05/\$f** Tape configuration
- 06/\$** Kind of disc, cylinder, or tape
- g** Kind of material
- 07/\$** Kind of cutting
- h** Special playback
- 08/\$i** characteristics
- 09/\$j** Capture and storage technique
- 10/\$**
- k**
- 11/\$l**
- 12/\$**

**m**  
**13/\$**  
**n**

007 s \$b s \$d l \$e s \$f n \$g j \$h l \$i c \$j n \$k n \$l n \$m u \$n u  
[Item is a sound recording (007/00); released as a sound cassette (01); with speed of 1 7/8 ips (03); is stereo (04); has no grooves (05); measures 3 7/8 x 2 1/2 in. (06); tape width is 1/8 in. (07); with quarter (4) track (08); any special playback characteristics are unknown (12); capture and storage technique also unknown (13).]

007 s \$b d \$d b \$e s \$f m \$g e \$h n \$i n \$j m \$k p \$l l \$m u \$n d  
[Item is a sound recording (007/00); released as a sound disc (01); with speed of 33 1/3 rpm (03); is stereo (04); with microgrooves (05); on a 12 in. disc (06); is mass-produced (09); on plastic (10); with lateral cutting (11); any special playback characteristics are unknown (12); and digital capture and storage (13).]

## Character positions/subfield codes

### 00/\$a Category of material

s Sound recording

Code "s" indicates that the item is a sound recording, defined as a disc, tape, film, cylinder, or wire on which sound vibrations have been registered so that the sound may be reproduced. Also included in the definition are paper rolls on which the notes of a musical composition are represented by perforations in the paper and from which sound can be mechanically produced.

### 01/\$b Specific material designation (SMD)

**d** Sound disc  
**e** Cylinder  
**g** Sound cartridge  
**i** Sound-track film  
**q** Roll  
**s** Sound cassette  
**t** Sound-tape reel  
**w** Wire recording  
**z** Other

Sound disc - Use code "d" to indicate that the item is a sound disc. Sound discs are thin circular

objects that vary in diameter (e.g., 7 in., 10 in., 12 in.), on which sound waves, recorded as modulations or pulses, are incised or indented. Compact audio discs are typically 4 3/4 in. in diameter.

Cylinder - Use code "e" to indicate that the item is a cylinder. Cylinders are cylindrical objects on which sound waves are incised or indented in a continuous circular groove. Mass-produced cylinders are made of plastic. Early cylinders were made of tinfoil or wax.

Sound cartridge - Use code "g" to indicate that the item is a sound cartridge, a container holding a single sound tape, run as an endless loop.

Sound-track film - Use code "i" to indicate that the item is sound-track film which is a sound recording on film that is not intended to accompany visual images. *Note:* Code "i" is also to be used when it is not known if a sound recording on film is intended to accompany visual images.

Roll - Use code "q" to indicate that the item is a roll of paper, for example, for player piano or player organ, on which the notes of a musical composition are represented by perforations in the paper and from which sound can be mechanically produced.

Sound cassette - Use code "s" to indicate that the item is a sound cassette, a container holding a narrow, usually 1/8 inch, sound tape on two reels, one to feed (and rewind) and the other to take up the sound tape.

Sound-tape reel - Use code "t" to indicate that the item is a sound-tape reel. This is usually designated an *Open Reel* or *Reel-to-Reel*. It is an audiotape-transport system with separate supply (feed) and take-up reels.

Wire recording - Use code "w" to indicate that the item is a wire recording which is a round steel wire on which sound waves are magnetically recorded.

Other - Use code "z" for a sound recording for which none of the other defined codes are appropriate.

### **03/\$d Speed**

**u** Unknown

**z** Other

#### **Discs**

**a** 16 rpm

**b** 33 1/3 rpm

**c** 45 rpm

**d** 78 rpm

- e 8 rpm
- f 1.4 m. per sec.

**Cylinders**

- h 120 rpm
- i 160 rpm

**Tapes**

- k 15/16 ips
- l 1 7/8 ips
- m 3 3/4 ips
- o 7 1/2 ips
- p 15 ips
- r 30 ips

A one-character alphabetic code indicates the playback speed of the sound recording. Speed is associated with the kind of item with which it is associated; either disc (007/01 is code "d"), cylinder (007/01 is code "e"), or tape (007/01 is code "g," "s," or "t.")

16 to 8 revolutions per minute (discs) - Use codes "a," "b," "c," "d," "e" to indicate that the rotational speed of a sound disc is equal to the value of revolutions per minute (RPM) represented by the specific code. Certain speeds are usually associated with the diameter of the disc (e.g., 10 in. discs are played back at 78 rpm, 7 in. discs are played back at 45 rpm, 12 in. discs are played back at 33 1/3 rpm). Playback speed is not absolutely associated with any one disc size.

1.4 m. per second (discs) - Use code "f" to indicate that the speed of the disc is 1.4 meters per second. This is calculated from the distance the playback mechanism covers on the surface of the disc per second, and not the number of revolutions of the disc. It is associated with compact discs (CDs).

120 or 160 revolutions per minute (cylinders) - Use codes "h" or "i" to indicate that the rotational speed of a cylinder is either 120 or 160 revolutions per minute (RPM) respectively.

15/16 ips (tapes) - Use code "k" to indicate that the tape speed in 15/16 inches per second. This speed occurs, for example, on half-speed mini-cassettes used in small portable recorders.

1 7/8 ips (tapes) - Use code "l" to indicate that the tape speed is 1 7/8 inches per second. This speed occurs, for example, on standard cassettes.

3 3/4 ips (tapes) - Use code "m" to indicate that the tape speed is 3 3/4 inches per second. This

speed occurs, for example, on consumer and nonprofessional reel-to-reel tapes, cartridges and very unusual cassette tapes.

7 1/2 ips (tapes) - Use code "o" to indicate that the tape speed is 7 1/2 inches per second. This speed occurs, for example, in reel-to-reel, nonprofessional, and studio tapes.

15 ips (tapes) - Use code "p" to indicate that the tape speed is 15 inches per second. This speed occurs, for example, on reel-to-reel, studio tapes.

30 ips (tape) - Use code "r" to indicate that the tape speed is 30 inches per second. This speed occurs, for example, on reel-to-reel, studio tapes, but is rarely used.

Unknown - Use code "u" if the speed is unknown.

Other - Use code "z" for a speed for which none of the other defined codes are appropriate.

#### **04/\$e Configuration of playback channels**

- m** Monaural
- q** Quadraphonic
- s** Stereophonic
- u** Unknown
- z** Other

A one-character alphabetic code indicates the configuration of playback channels for a sound recording. Monaural, stereophonic, quadraphonic, and other configuration of playback channels should be coded based on a clear indication of intended playback. These codes do not refer to the configuration of channels originally recorded, unless those channels are all intended to be available on playback.

Monaural - Use code "m" for a sound recording that is configured to be played back on one channel.

Quadraphonic - Use code "q" for a sound recording that is configured to be played back on four separate channels.

Stereophonic - Use code "s" for a sound recording that is configured to be played back on two separate channels.

Unknown - Use code "u" if the configuration of playback channels is unknown.

Other - Use code "z" for a configuration of playback channels for which none of the other defined codes are appropriate.

### **05/\$f Groove width/groove pitch**

- m** Microgroove/fine
- n** Not applicable
- s** Coarse/standard
- u** Unknown
- z** Other

A one-character alphabetic code indicates the width of the groove of the recording for discs or the pitch of the groove for cylinders.

Microgroove/fine - Use code "m" to indicate either a microgroove disc or a fine cylinder. Discs issued at 16, 33 1/3, and 45 rpm are usually issued as microgroove. Cylinders issued at 160 rpm (which have 200 grooves per inch) are usually issued as fine.

Not applicable - Use code "n" to indicate that the item does not contain grooves. It is used for tapes and compact audio discs.

Coarse/standard - Use code "s" to indicate coarse or standard groove. Discs issued at 78 rpm are usually coarse. Cylinders issued at 120 rpm (which have 100 grooves per inch) are usually standard.

Unknown - Use code "u" if the groove width/groove pitch is unknown.

Other - Use code "z" for a groove width or groove pitch for which none of the other defined codes are appropriate.

### **06/\$g Dimensions**

- n** Not applicable
- u** Unknown
- z** Other

#### **Open reels and discs**

- a** 3 in.
- b** 5 in.
- c** 7 in.
- d** 10 in.
- e** 12 in.
- f** 16 in.

**g** 4 3/4 in. *or* 12 cm.

**Cassette**

**j** 3 7/8 x 2 1/2 in.

**Cartridge**

**o** 5 1/4 x 3 7/8 in.

**Cylinder**

**s** 2 3/4 x 4 in.

A one-character alphabetic code indicates the diameter of an open reel or disc, or the dimensions of a cassette, cartridge, or cylinder.

3 in. etc. - Use codes "a," "b," "c," "d," "e," "f," "g" to indicate the diameter of an open reel or disc is equal to one of the defined codes.

3 7/8 x 2 1/2 in. - Use code "j" to indicate that the height and width of the cassette are 3 7/8 x 2 1/2 in. This is the code used for a standard compact cassette.

Not applicable - Use code "n" to indicate the codes do not apply because the sound recording is other than a reel, disc, cassette, cartridge, or cylinder.

5 1/4 x 3 7/8 in. - Use code "o" to indicate that the height and width of the cartridge are 5 1/4 x 3 7/8 in. This is the code used for a standard audio cartridge.

2 3/4 x 4 in. - Use code "s" to indicate the dimensions of a cylinder are 2 3/4 in. (diameter) x 4 in. (length).

Unknown - Use code "u" if the dimensions of the sound recording are unknown.

Other - Use code "z" to indicate that, although the item is an open reel, disc, cassette, cartridge, or cylinder, none of the other defined codes are appropriate.

**07/Sh Tape width**

**l** 1/8 in.

**m** 1/4 in.

**n** Not applicable

**o** 1/2 in.

**p** 1 in.

**u** Unknown

**z** Other



Cassette implies code "l;" cartridge implies code "m," and; tape reel implies code "m."

1/8 in. - Use code "l" to indicate that the width of the tape is 1/8 inch. Most cassettes use 1/8 in. tape.

1/4 in. - Use code "m" to indicate that the width of the tape is 1/4 inch. Nonprofessional, consumer, and some professional reels, and most 8-track cartridges use 1/4 in. tape.

Not applicable - Use code "n" to indicate that the item is other than a tape or does not include a tape. For example, code "n" is used if the item is a disc.

1/2 in. - Use code "o" to indicate that the width of the tape is 1/2 inch. Recording studios customarily use 1/2 in. tape. Some 8-track cartridges have been issued in 1/2 in. tape.

1 in. - Use code "p" to indicate that the width of the tape is 1 inch. Recording studios often use 1 inch tape. Some 8-track cartridges have been issued in 1 in. tape.

Unknown - Use code "u" if the tape width is unknown.

Other - Use code "z" for a tape width for which none of the other defined codes are appropriate.

### **08/Si Tape configuration**

- a** Full (1) track
- b** Half (2) track
- c** Quarter (4) track
- d** Eight track
- e** Twelve track
- f** Sixteen track
- n** Not applicable
- u** Unknown
- z** Other

A one-character alphabetic code indicates the number of tracks on a tape.

Cassette implies code "c;" cartridge implies code "d." There is no standard number of tracks for tape reels.

Full (1) track - Use code "a" to indicate that the tape configuration is full or single track.

Half (2) track - Use code "b" to indicate that the tape configuration is half track. Half track

configuration is used to permit two tracks (channels) to be recorded on one tape. It is used with audio cassettes to permit monoaural recordings in two directions and with stereophonic recordings in one direction.

Quarter (4) track - Use code "c" to indicate that the tape configuration is quarter track. Quarter track configuration is used to permit four tracks (channels) to be recorded on one tape. It is used with standard audio cassettes to permit stereophonic recordings in two directions, and with quadraphonic recordings in one direction.

Eight track - Use code "d" to indicate that the tape configuration is eight tracks. Eight track configuration is used with monaural, stereophonic, and quadraphonic recordings. Commercial eight track cartridges customarily include four pairs of stereophonic (two track) recordings.

Twelve track - Use code "e" to indicate that the tape configuration is twelve tracks. Twelve track configuration is used in professional recording studios to permit separate control of various tracks which are later mixed to produce a stereophonic or quadraphonic recording.

Sixteen track - Use code "f" to indicate that the tape configuration is sixteen tracks. Sixteen track configuration is used in professional recording studios to permit separate control of various tracks which are later mixed to produce a stereophonic or quadraphonic recording.

Not applicable - Use code "n" to indicate that the item is other than a tape or does not include a tape. For example, code "n" is used if the item is a disc.

Unknown - Use code "u" if the tape configuration is unknown.

Other - Use code "z" for a tape configuration for which none of the other defined codes are appropriate.

### **09/\$j Kind of disc, cylinder, or tape**

- a** Master tape
- b** Tape duplication master
- d** Disc master (negative)
- i** Instantaneous (recorded on the spot)
- m** Mass produced
- n** Not applicable
- r** Mother (positive)
- s** Stamper (negative)
- t** Test pressing

- u** Unknown
- z** Other

Master tape - Use code "a" to indicate that the item is a master tape. A master tape is the final tape production master, which represents the final mix including special processing such as equalization, compression, phasing, and sound synthesis. The master tape is used to make a disc master or a tape duplication master.

Tape duplication master - Use code "b" to indicate that the item is a tape duplication master, a sound tape produced from the master tape. The tape duplication master is played on a tape reproducer to produce the sound tape for cassette, cartridge, or reel.

Disc master (negative) - Use code "d" to indicate a negative disc master. In the early years of recording, discs were pressed from the metal-plated disc master or matrix. As commercial recording developed, the disc master was used, and continues to be used, for the preparation of the *mother* from which more serviceable and longer lasting *metal stampers* can be made.

Instantaneous (recorded on the spot) - Use code "i" to indicate an original recording of a sound event or performance intended for direct reproduction without further processing. In the early years of recording, a single sound event was sometimes recorded simultaneously on several cylinders or discs. All of these recordings would be instantaneous.

Mass-produced - Use code "m" to indicate a mass produced disc. Most commercial discs are mass-produced. Mass-produced discs are mechanically pressed for distribution, either commercially or privately; also, tapes reproduced from a tape duplication master for distribution either commercially or privately. Discs or tapes issued as "limited pressing" or "limited issue" for private distribution are coded in this category.

Mass-produced discs, cylinders, and tapes usually include the name of the issuing company, the issue number, and bibliographic information on a printed label or on the container in which the disc, tape, or cylinder is packaged.

Not applicable - Use code "n" to indicate that the item is not a disc, cylinder, or tape.

Mother (positive) - Use code "r" to indicate that the item is an exact copy of the original disc recording pressed from the disc master. From the metal "mother" a negative metal "stamper" is made to press discs for distribution. Many "stampers" may be made from a single "mother."

Stamper (negative) - Use code "s" to indicate a negative metal part, produced from the *mother* in an electroplating procedure, from which 500 to 750 discs may be pressed.

Test pressing - Use code "t" for a test pressing in which either one finished disc or one of a very

limited pressing is made. It is designed to be examined aurally before a decision is made to proceed with a pressing.

Unknown - Use code "u" if the type of disc, cylinder, or tape is unknown. This code is also used when it cannot be determined whether the item is instantaneous or mass-produced.

Other - Use code "z" for a type of disc, cylinder, or tape for which none of the other defined codes are appropriate.

### **10/Sk Kind of material**

- a** Lacquered
- l** Metal
- m** Metal and plastic
- n** Not applicable
- p** Plastic
- s** Shellac
- w** Wax
- u** Unknown

A one-character alphabetic code indicates the kind of material used in the manufacture of discs and cylinders (both instantaneous and mass-produced). Most mass-produced discs now available are made of vinyl. Early discs were made of wax, aluminum, acetate, or shellac. Compact audio discs (CDs) are made of polycarbonates coated with a reflective surface (usually aluminum).

Lacquered - Use code "a" to indicate that the disc or cylinder is made of material which has been lacquered.

Metal - Use code "l" to indicate that the disc or cylinder is made of metal. The earliest cylinders were made of metal (tin-foil).

Metal and plastic - Use code "m" to indicate that the disc or cylinder is made of metal and plastic. The metal part of such an item is often a thin layer applied to the plastic base.

Not applicable - Use code "n" to indicate that the item is not a disc or a cylinder.

Plastic - Use code "p" to indicate that the disc or cylinder is made of plastic. Most contemporary commercial or mass-produced 16, 33 1/3, and 45 rpm discs are made of plastic.

Shellac - Use code "s" to indicate that the disc or cylinder is made of shellac. Most commercial or mass-produced 78 rpm discs are made of shellac.

Wax - Use code "w" to indicate that the item is made of wax. Most instantaneous cylinders were made of wax.

Unknown - Use code "u" if the kind of material used in the manufacture of the disc or cylinder is unknown.

### **11/\$I Kind of cutting**

- h** Hill-and-dale cutting
- l** Lateral or combined cutting
- n** Not applicable
- u** Unknown

A one-character alphabetic code indicates the kind of cutting of the grooves used on a disc. The primary use of this element is to identify discs which contain only hill-and-dale information.

Hill-and-dale cutting - Use code "h" to indicate a vertical cutting, with no lateral information intended for reproduction. All cylinders and some early discs have this cutting.

Lateral or combined cutting - Use code "l" to indicate a cutting containing lateral information intended for reproduction. Such discs may also have vertical components intended for reproduction. Most contemporary discs (i.e., all quadrasonic discs and nearly all stereophonic discs) contain both vertical and lateral information and are coded l. Monographic discs are normally lateral only.

Not applicable - Use code "n" to indicate that the item is not a disc or a cylinder. Compact audio discs are coded "n" as they are pitted rather than cut.

Unknown - Use code "u" if the kind of cutting is unknown.

### **12/\$m Special playback characteristics**

- a** NAB standard
- b** CCIR standard
- c** Dolby-B encoded
- d** dbx encoded
- e** Digital recording
- f** Dolby-A encoded
- g** Dolby-C encoded
- h** CX encoded
- n** Not applicable

- u** Unknown
- z** Other

A one-character alphabetic code indicates the playback characteristics for sound recordings. Special playback characteristics include special equipment or equalization necessary for proper playback. This code is *not* used to indicate special processes used during recording unless those processes must be applied during playback. Codes should be used only if the item in hand includes a clear indication that special playback characteristics are required.

NAB standard - Use code "a" to indicate a National Association of Broadcasters (NAB) standard was used for the transcription of the recording and that NAB playback equalization is required.

CCIR standard - Use code "b" to indicate the Comité consultatif de la radiodiffusion (CCIR) standard was used for the transcription of the recording and that CCIR playback equalization is required.

Dolby-B encoded - Use code "c" for Dolby-B encoding, used for tape recordings, that requires Dolby-B decoding. It is indicated on commercial recordings by the double-D insignia (without indication of Dolby-C encoding). If Dolby is used on a tape recording without other indication, Dolby-B may be assumed. Despite the presence of the double-D or Dolby on a disc recording, this code is never used for commercial discs.

dbx encoded - Use code "d" to indicate that the item is dbx encoded. This is used for disc or tape recordings which indicate on the label or package that dbx decoding is required. If descriptive material indicates that dbx was used during recording but that standard playback equipment may be used, this code should not be assigned.

Digital recording - Use code "e" to indicate that the item is a disc or tape which requires digital playback equipment, such as Phillips/Sony *Compact Discs* or Sony PCM tape recordings. Code "e" is *not* used when there is indication that digital equipment was used during recording, but that analog playback equipment may be used. No commercial recordings prior to 1982, and no analog disc or tape recordings require code "e."

Dolby-A encoded - Use code "f" to indicate that the item requires Dolby-A playback equipment. It is used only for master tapes and other tape recordings where clear indication is given that the professional Dolby-A encoding was applied, and that Dolby-A decoding is required. Dolby-A encoding is never used for commercial tape or discs. (Instantaneous tape recordings labelled Dolby without other indication are normally Dolby-B, particularly cassette recordings.)

Dolby-C encoded - Use code "g" to indicate that the item requires Dolby-C playback equipment. It is used for tape recordings where the label or packaging clearly indicates that Dolby-C is

required. Dolby or the double-D symbol without specific explanation normally indicates Dolby-B.

CX encoded - Use code "h" to indicate that the item requires CX encoded playback equipment. It is used for recordings where the symbol or mark CX appears. Such recordings may be labelled as compatible with standard playback equipment. No CX recordings will appear with pressing dates prior to 1981.

Not applicable - Use code "n" to indicate that the item does not have special playback characteristics.

Unknown - Use code "u" if the item has unknown special playback characteristics.

Other - Use code "z" for special playback characteristics for which none of the other defined codes are applicable.

### **13/\$n Capture and storage technique**

- a** Acoustical capture, direct storage
- b** Direct storage, not acoustical
- d** Digital storage
- e** Analog electrical storage
- u** Unknown
- z** Other

A one-character alphabetic code indicates how the sound was originally captured and stored. Re-releases of recordings should be coded for the original capture and storage technique, even though such re-releases may have been enhanced using another technique.

Acoustical capture, direct storage - Use code "a" to indicate acoustical capture and direct storage of sound: usually a disc or cylinder recording, captured using an acoustical horn and diaphragm and stored directly on a master surface. Most acoustical recordings date from before 1927/29 when electrical recording equipment became available.

Direct storage, not acoustical - Use code "b" for direct storage that is not acoustical: disc recordings captured using electrical equipment and stored directly on a master surface. All recordings made with microphones and other electrical equipment prior to the availability of magnetic recording techniques in the late 1940s used direct storage. Commercial recordings marked "direct to disc" or some equivalent phrase also use this technique.

Digital storage - Use code "d" for digital storage: sound recordings which were captured electrically and stored using digital techniques. Such recordings are normally identified as

"digitally recorded" or some similar phrase on the label or package. "Digital remaster" or "digital mixing" does not imply original digital storage. *Note:* Digital storage and digital playback should not be confused. The need for digital playback should be recorded in 007/12 (Special playback characteristics).

Analog electrical storage - Use code "e" for analog electrical storage: sound recordings which were captured using electrical techniques and stored as modulations and pulses on a magnetic surface. Most recordings made from the late 1940s until early 1980s are analog electrical recordings.

Unknown - Use code "u" if the capture and storage technique are unknown.

Other - Use code "z" for a capture and storage technique for which none of the other defined codes are appropriate.

### **Related fields, etc.**

Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N

## **007 Physical description fixed field (Videorecording) (R)**

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### **Description/Instructions**

This field contains information about the physical characteristics of videorecordings in a coded form. Use of code "v" for videorecording in byte 00 (subfield \$a) determines the meaning of the remaining character positions in the field. For a complete list of the other possible 007/00 codes and their related data elements, see the 007--General Information section.

The 007 field is repeatable to allow for coding different formats described in the record. A single record covering different videorecording formats may include more than one 007 field to represent the different formats in subfield \$e (videorecording format). A serial videorecording issued in Beta and VHS, for example, would be represented by two 007 fields with codes "a" and "b" in subfield \$e. All subfields are "not repeatable" and must be coded.

This field is defined in *MARC 21* for videorecordings as a fixed-length field consisting of nine character positions. In the OCLC system the character positions have been assigned subfield code equivalents.

**00/\$a**    Category of material  
**01/\$b**    Specific material



- 03/\$d** designation
- 04/\$e** Color
- 05/\$f** Videorecording format
- 06/\$g** Sound on medium or
- 07/\$h** separate
- 08/\$i** Medium for sound  
Dimensions  
Configuration of playback  
channels

007 v \$b f \$d c \$e a \$f a \$g h \$h o \$i s  
[Item is a videorecording (subfield \$a); in a cassette (subfield \$b); in color (subfield \$d); in the Beta format (subfield \$e); has sound on medium (\$f); on videotape (\$g); tape width is 1/2 in. (\$h); with stereophonic sound (\$i).]

007 v \$b f \$d c \$e c \$f a \$g h \$h r \$i m  
[Item is a videorecording (subfield \$a); in a cassette (subfield \$b); in color (\$d); in U-matic format (\$e); has sound on medium (\$f); on videotape (\$g); tape width is 3/4 in. (\$h); with monaural sound (\$i).]

007 v \$b d \$d c \$e g \$f a \$g i \$h z \$i s  
[Item is a videorecording (subfield \$a); on videodisc (\$b); in color (\$d); laser optical system (\$e); sound on medium (\$f); on videodisc (\$g); other width or dimension than those given for videotape (\$h); with stereophonic sound (\$i).]

## Character positions/subfield codes

### 00/\$a Category of material

v Videorecording

Code "v" indicates that the item is a videorecording, which is defined as a recording on which visual images, usually in motion and accompanied by sound, have been registered. It is designed for playback on a television receiver, or video monitor.

### 01/\$b Specific material designation (SMD)

- c Videocartridge
- d Videodisc
- f Videocassette
- r Videoreel
- z Other

Videocartridge - Use code "c" to indicate that the item is a videocartridge. A videocartridge is a videorecording on tape encased in a cartridge and which has the ends joined together to form a continuous loop.

Videodisc - Use code "d" to indicate that the item is a videodisc. A videodisc is a flat disc of plastic or other material on which video signals, with or without sound, are recorded. Various videodisc systems have been developed (e.g., laser-optical, capacitance, magnetic, etc.).

Videocassette - Use code "f" to indicate that the item is a videocassette. A videocassette is a videorecording on tape encased in a cassette which runs reel-to-reel.

Videoreel - Use code "r" to indicate that the item is a videoreel. A videoreel is a videorecording on a spool of tape mounted on a reel and designed to play from reel-to-reel across a playback pick-up device.

Other - Use code "z" for a videorecording for which none of the other defined codes is appropriate.

### **03/\$d Color**

- b** Black-and-white
- c** Multicolored
- m** Mixed
- n** Not applicable
- u** Unknown
- z** Other

Black-and-white - Use code "b" to indicate that the images in the videorecording are executed in black-and-white.

Multicolored - Use code "c" to indicate that the videorecording is executed in more than one color.

Mixed - Use code "m" to indicate that the work or collection is a combination of black-and-white, colored, and/or other images.

Not applicable - Use code "n" to indicate that the item has no images. It is used, for example, when the item in hand is a videorecording with sound only.

Unknown - Use code "u" if the color characteristics of an item are unknown.

Other - Use code "z" for color characteristics for which none of the other defined codes are

appropriate (e.g., toned, stained, tinted, etc.).

#### **04/\$e Videorecording format**

- a** Beta (1/2 in., videocassette)
- b** VHS (1/2 in., videocassette)
- c** U-matic (3/4 in., videocassette)
- d** EIAJ (1/2 in., reel)
- e** Type C (1 in., reel)
- f** Quadruplex (1 in. or 2 in., reel)
- g** Laserdisc
- h** CED (Capacitance Electronic Disc)  
videodisc
- i** Betacam (1/2 in., videocassette)
- j** Betacam SP (1/2 in., videocassette)
- k** Super-VHS (1/2 in., videocassette)
- m** M-II (1/2 in., videocassette)
- o** D-2 (3/4 in., videocassette)
- p** 8 mm.
- q** Hi-8 mm.
- u** Unknown
- v** DVD
- z** Other

Beta (1/2 in., videocassette) - Use code "a" for the home video system introduced in 1975 by Sony for home video recording and playback on 1/2 inch videotape. It is distinguished by the size of the cassette, its *U-load* tape threading, and technical capabilities. This format is also known as *Betamax*.

VHS (1/2 in., videocassette) - Use code "b" for the home video system introduced in 1977 by Japan Victor Corporation (JVC) for home video recording and playback on 1/2 inch videotape. It is distinguished by the size of the cassette, its *M-load* tape threading, and technical capabilities. VHS stands for "Video Home System".

U-matic (3/4 in., videocassette) - Use code "c" for a video format using Sony's trademark name which refers to its tape threading path in a U-shape. It is the worldwide standard for 3/4 inch videotape and is used extensively in industrial and broadcast production. Like the two 1/2 in.

home video formats, it uses a helical scan recording system. It is also known as *U type standard*.

EIAJ (1/2 in., reel) - Use code "d" for the standard 1/2 inch reel-to-reel helical scan videotape system named for the Japanese standards committee (Electronics Industries Association of Japan) which set the standards for 1/2 in. video tape recorders manufactured since 1969. Referred to as "the old trailblazer."

Type C (1 in., reel) - Use code "e" to indicate the "type C" videorecording format. This 1 inch videotape recording system utilizes one video head and tape runs at 9.61 inches per second. Type B system uses 2 heads and runs at 9.65 ips; Type A is an obsolete early system. Type B is still used in the U.S. and overseas (as of 1982), but Type C is the 1 inch format most widely employed as the broadcasting standard in the U.S. and overseas. Type C equipment and technology are made by Sony, RCA, and others.

Quadruplex (1 in. or 2 in., reel) - Use code "f" to indicate the Quadruplex videorecording system. As opposed to the helical scan system, which uses one head, this video recording system uses four video recording heads. Often referred to as Quad, it was developed by Ampex in the mid-1950's. It provided higher quality resolution and color than did helical scanning. Quadruplex was the broadcast standard until recently, when less expensive helical scan systems have begun to overtake it. When describing a 2 inch videoreel that is not Quadruplex, use the code "z" (Other).

Laserdisc - Use code "g" to indicate a Laser optical videorecording system. It is based on a grooveless, smooth round plastic disc, usually 12 in. in diameter, with a mirror-like surface on both sides on which video information is stored. The disc is read (played back) by a weak laser beam, that registers data appearing on the surface of the disc as tiny pits or depressions of varying lengths. This optical disc system became available to the public in 1978 and is currently used in home and industrial applications.

CED (Capacitance Electronic Disc) videodisc - Use code "h" to indicate a CED videorecording system. It is based on a plastic disc, usually 12 in. in diameter, on which visual information is recorded as deep pits in the bottom of the grooves. This visual information is read by a needle-in-the-groove type of electronic stylus that translates variance in capacitance into a video and audio signal. The CED disc is characteristically housed in a protective jacket. In 1984, the manufacturer of CED players, RCA, announced its decision to cease production of the "RCA Selectavision" players.

Betacam (1/2 in., videocassette) - Use code "i" to indicate a Betacam videorecording format, a professional analog format using component coding recorded on 1/2 inch oxide tape, housed in a cassette.

Betacam SP (1/2 in., videocassette) - Use code "j" to indicate a Betacam SP videorecording

format, a professional analog format using component coding recorded on 1/2 inch metal tape, housed in a cassette. It is designed to yield a higher grade recording than the regular Betacam format, providing improved video quality and a better audio signal-to-noise ratio. There are two analog video tracks plus two FM (CD quality) audio tracks.

Super-VHS (1/2 in., videocassette) - Use code "k" to indicate a Super-VHS format. It was originally designed for the consumer market to encode analog signals using a helical scan on 1/2 inch ferric-oxide tape, housed in a standard cassette. It has gained acceptance professionally in the broadcast industry and is now considered a professional format. Super-VHS format machines encode 400 lines of horizontal resolution and can play back videotapes recorded on regular VHS machines. Super-VHS requires high-grade tape and a high-resolution monitor equipped with separate Y/C (Luminance/Chrominance) video inputs. Super-VHS-C is the same video format but uses a special compact mini-cassette (often used with hand-held video cameras). These mini-cassettes can be used with standard VHS recorders by means of a special adapter cassette into which the mini-cassette is inserted.

M-II (1/2 in., videocassette) - Use code "m" to indicate an M-II videorecording format, a professional analog format using 1/2 inch metallic tape, housed in a cassette. It was developed by Panasonic as an alternative to the Betacam format developed by Sony.

D-2 (3/4 in., videocassette) - Use code "o" to indicate a D-2 videorecording format, a professional digital videorecording format using composite coding on 3/4 inch metal particle tape, housed in a cassette. The digital encoding allows for multi-generation signal transfer (copying or dubbing) without signal degradation. Duplicate recordings are effectively identical to the original master. There are four independently editable PCM audio channels, offering a dynamic range of more than 90 db (decibels). Additionally, it has separate tracks for an analog audio cue and time code.

8 mm. - Use code "p" to indicate an 8 mm. format. This format is designed for small consumer-market camera/recorders (camcorders) using 8 mm. metal particle tape, housed in a mini-cassette. The video quality is comparable to standard VHS. The audio quality is superior to similar mini formats.

Hi-8 mm. - Use code "q" to indicate an 8 mm. format designed for higher resolution than standard 8mm. tape. It is a consumer-market format that uses 8 mm. metal particle or evaporated metal tape, housed in a mini-cassette.

Unknown - Use code "u" if the videorecording format is unknown.

DVD - Code "v" indicates a laser optical (reflective) videorecording system that uses a digital technique called PCM (Pulse Code Modulation) to represent video information on a grooveless, smooth, round plastic disc. The disc is read (played back) by a weak laser beam that registers

data appearing on the disc as tiny pits or depressions of uniform length. DVDs are usually 4 3/4 inch in diameter (but a smaller 3 inch diameter disc may be produced commercially in some cases) and the disc or its packaging usually bear the term or trademark: DVD, DVD VIDEO, or VIDEO CD (in this case, the trademark is the standard one for COMPACT DISC, but with the added phrase DIGITAL VIDEO below it). This system has been in use commercially since late 1996.

Other - Use code "z" for a videorecording format for which none of the other defined codes are appropriate.

### **05/\$f Sound on medium or separate**

- # No sound (silent)
- a Sound on medium
- b Sound separate from medium
- u Unknown

A one-character alphabetic code indicates whether the sound is on the item or separate from the item (i.e., on the accompanying material).

No sound (silent) - Use code "#" to indicate that sound is not present (i.e., the item is intended to be silent).

Sound on medium - Use code "a" to indicate that sound is on the item, whether or not visual images are included.

Sound separate from medium - Use code "b" to indicate that sound is on a separate medium, designed to accompany the images.

Unknown - Use code "u" if the presence or absence of sound on the item is unknown.

### **06/\$g Medium for sound**

- # No sound (silent)
- a Optical sound track on motion picture film
- b Magnetic sound track on motion picture film
- c Magnetic audio tape in cartridge
- d Sound disc
- e Magnetic audio tape on reel

- f** Magnetic audio tape in cassette
- g** Optical and magnetic sound track on motion picture film
- h** Videotape
- i** Videodisc
- u** Unknown
- z** Other

A one-character alphabetic code indicates the specific medium used to carry the sound of an item whether that sound is carried on the item itself or is in the form of accompanying material. It also indicates the type of sound playback required for the item. This character position is used in conjunction with the information coded in 007/05/\$f (Sound on medium or separate) and 007/07/\$g (Dimensions).

Typically, the carriers of sound are: 1) magnetic track encased in a cassette or cartridge; 2) audio or video tape which may be on reel or encased in a cassette or cartridge; and 3) sound or video disc.

No sound (silent) - Use code "#" to indicate that sound is not present (i.e., the item is intended to be silent).

Optical sound track on motion picture film - Use code "a" to indicate that sound to accompany a videorecording is carried on an optical track that is part of a motion picture film. It would be rare for this to occur.

Magnetic sound track on motion picture film - Use code "b" to indicate that sound to accompany a videorecording is carried on a magnetic track that is part of a motion picture film. It would be rare for this to occur.

Magnetic audio tape in cartridge - Use code "c" to indicate that sound to accompany a videorecording is carried on a magnetic audio tape cartridge.

Sound disc - Use code "d" to indicate that sound to accompany a videorecording is carried on a sound disc. Sound discs include 7, 10, and 12 in. vinyl phonograph records and 4 3/4 in. compact discs.

Magnetic audio tape on reel - Use code "e" to indicate that sound to accompany a videorecording is carried on a reel of magnetic audio tape.

Magnetic audio tape in cassette - Use code "f" to indicate that sound to accompany a

videorecording is carried on a cassette of magnetic audio tape.

Optical and magnetic sound track on motion picture film - Use code "g" to indicate that sound to accompany a videorecording is carried on both an optical and magnetic track on a motion picture film. It would be rare for this to occur.

Videotape - Use code "h" to indicate that sound to accompany a videorecording is included as part of the videotape. Videotape is not ordinarily used to record only sound.

Videodisc - Use code "i" to indicate that sound to accompany a videorecording is included as part of the videodisc. Videodiscs are not ordinarily used to record only sound. A distinction must be made between videodiscs (e.g., 12 in. laser optical videodiscs that include video information) and compact discs that are used to record sound only (e.g., 4 3/4 in. audio compact discs). The technology to physically record video or audio information on digital disc systems is the same.

Unknown - Use code "u" if the medium for sound is unknown.

Other - Use code "z" for a medium for sound for which none of the other defined codes are appropriate.

### **07/\$h Dimensions**

- a** 8 mm.
- m** 1/4 in.
- o** 1/2 in.
- p** 1 in.
- q** 2 in.
- r** 3/4 in.
- u** Unknown
- z** Other

For videorecordings, only codes that exactly match the measurements of the item as given in the physical description should be used. If no code exactly matches, code "z" is used.

8 mm. - Use code "a" to indicate that the width of the videotape is 8 mm.\_

1/4 in. - Use code "m" to indicate that the width of the videotape is 1/4 inch.

1/2 in. - Use code "o" to indicate that the width of the videotape is 1/2 inch.



1 in. - Use code "p" to indicate that the width of the videotape is 1 inch.

2 in. - Use code "q" to indicate that the width of the videotape is 2 inches.

3/4 in. - Use code "r" to indicate that the width of the videotape is 3/4 inch.

Unknown - Use code "u" if the width is unknown.

Other - Use code "z" for dimensions for which none of the other defined codes are appropriate. Code "z" is used for videodisc dimensions since standard code values for videodiscs do not yet exist.

### **08/Si Configuration for playback channels**

<b>k</b>	Mixed
<b>m</b>	Monaural
<b>n</b>	Not applicable
<b>q</b>	Quadraphonic, multichannel, or surround
<b>s</b>	Stereophonic
<b>u</b>	Unknown
<b>z</b>	Other

A one-character alphabetic code indicates the configuration of playback channels for the sound portion of a videorecording. This data element should be coded based on a clear indication of intended playback. These codes do not refer to the configuration of channels originally recorded unless those channels are all intended to be available on playback.

Mixed - Use code "k" to indicate that more than one configuration of playback channels for the sound portion is available on a single videorecording. An example would be a tape with both monaural and stereophonic sound tracks.

Monaural - Use code "m" to indicate that the sound portion of a videorecording is configured to be played back on one channel.

Not applicable - Use code "n" to indicate that the configuration of playback channels for the sound portion of the videorecording is not applicable because the videorecording is silent or has no sound. It is also used when describing an item with separate sound (007/05 contains b). The configuration of playback channels for the separate sound track would be described in another 007 representing the sound recording on accompanying material (e.g., sound on cassette).

Quadraphonic, multichannel, or surround - Use code "q" to indicate that the sound portion of a

videorecording is configured to be played back on more than two channels. Use this code for Dolby surround sound tracks and other multichannel techniques.

Stereophonic - Use code "s" to indicate that the sound portion of a videorecording is configured to be played back on two separate channels. Use code "s" when the medium is not monaural and it is not possible to ascertain that multiple playback sources are available or intended.

Unknown - Use code "u" if the configuration of playback channels for the sound portion of a videorecording is unknown.

Other - Use code "z" for a configuration of playback channels for which none of the other defined codes are appropriate.

**Related fields, etc.**

Fixed Fields--General Information, Leader/06, 007--General Information, 300, Appendix N.