
**DATA ELEMENTS FOR FIXED LENGTH FIELDS
(LEADER, 006/008)**

OCLC Mnemonic	Character name	MARC 21 element type/position	Format
AccM	Accompanying matter	008/24-29 006/07-12	Music
Alph	Original alphabet or script of title	008/33 006/16	Serial
Audn	Target audience	008/22 006/05	Computer file, Music, Visual
BLvl	Bibliographic level	Leader/07	All
Comp	Form of composition	008/18-19 006/01-02	Music
Conf	Conference publication	008/29 006/12	Serial
Cont	Nature of entire work/ Nature of contents	008/25-27 006/08-10	Serial
CrTp	Type of cartographic material	008/25 006/08	Map
Ctrl	Type of control	Leader/08	All
Ctry	Place of publication, production, execution	008/15-17	All
Dates	Date 1/Date 2	008/07-14	All
Desc	Descriptive cataloging form	Leader/18	All
DtSt	Publication status	008/06	All
ELvl	Encoding level	Leader/17	All
Entered	Date entered on file	008/00-05	All
EntW	Nature of entire work/ Nature of contents	008/24 006/07	Serial
File	Type of computer file	008/26 006/09	Computer file
FMus	Format of music	008/20 006/03	Music
Form	Form of item	008/23 006/06 008/29 006/12	Serial, Music Maps, Visual

Fixed length fields

page 2

OCLC Mnemonic	Character name	MARC 21 element type/position	Format
Freq	Frequency/Regularity	008/18 006/01	Serial
GPub	Government Publication	008/28 006/11	Serial, Visual, Comp. file, Map
Indx	Index	008/31 006/14	Map
ISSN	ISSN center	008/20 006/03	Serial
Lang	Language	008/35-37	All
LTxt	Literary text for sound recordings	008/30-31	Music
MRec	Modified record	008/38	All
Orig	Form of original item	008/22 006/05	Serial
Proj	Projection	008/22-23 006/05-06	Map
Rec stat	Record status	Leader/05	All
Regl	Frequency/Regularity	008/19 006/02	Serial
Relf	Relief	008/18-21 006/01-04	Map
S/L	Entry convention	008/34 006/17	Serial
Srce	Cataloging source	008/39	All
SrTp	Type of continuing resource	008/21 006/04	Serial
T006	Form of material	006/00	All
Tech	Technique	008/34 006/17	Visual
Time	Running time for motion pictures, videorecordings	008/18-20	Visual
TMat	Type of visual material	008/33 006/16	Visual
Type	Type of record	Leader/06	All

FIXED LENGTH FIELDS--GENERAL INFORMATION

Fixed length fields contain a fixed number of coded character positions. On the OCLC system, some of the codes are system generated and cannot be changed at the terminal, while others are manually input. Still others do not display at all. See Section B6.4, "CONSER Record Requirements for Serials in Special Formats," to see which of the fixed field elements for non-print materials are core and considered mandatory in CONSER records.

There are six fixed-length fields pertaining to CONSER records:

Leader

Record directory

006 - Fixed length data elements--Additional Material Characteristics

007 - Physical description fixed field

008 - Fixed length data elements

012 - CONSER fixed field display

***CEG* Arrangement**

The fixed length field elements for the leader, and 006/008 fields are grouped together in this section and arranged alphabetically under the element name. The "Data Elements for Fixed Length Fields" list at the beginning of this section serves as a contents page for these fields. The 007 field immediately follows this section while field 012 is listed in numeric order with the control fields (0XX). Seven separate 007 fields are included for all the formats issued serially: computer file, map, microform, nonprojected graphic, projected graphic, sound recording, and videorecording. For information on elements or fields not listed in this document, refer to the *MARC 21 Format for Bibliographic Data* (<http://www.loc.gov/marc/bibliographic/ecbdhome.html>) or OCLC's *Bibliographic Formats and Standards* (<http://www.oclc.org/bibformats/default.htm>).

Format Integration

With the completion of format integration, serial catalogers can use most of the defined fixed field elements. 008 fields for serials, visual materials, maps, music, and computer files may be given in records for serials. Any serial record with a "non-serial" 008 will also include the 006 serial string of "Additional Material Characteristics" elements. 006 fields representing special format elements may also be given in serial records to represent additional characteristics (see the section on use of fixed fields below). All fixed field elements that are newly available due to format integration, and could possibly be used in serial records, have been added to the "Fixed Length Fields" section of this manual. The mixed materials format is primarily used for archival materials and generally not appropriate for serial publications and thus there is little discussion of the mixed materials format in the *CEG*.

Fixed length fields

page 4

OCLC Displays

Portions of the leader and all elements of field 008 are combined into one fixed field display in the OCLC Online Union Catalog. Field 006 elements are input into a separate OCLC mnemonic display which is available by command. Elements are displayed as a data string, after input, in a single 006 field following field 040. Fields 007 and 012 are input following field 040 in one continuous string with each element preceded by an OCLC-defined alphabetic "subfield" code. No subfield codes are defined for the 006 fields.

Fixed field elements should reflect the current or most recent status of a serial, whereas the body of the bibliographic record describes the earliest issue.

Record Directory

The record directory consists of multiple fixed-length entries (12 characters each) that are not displayed on the terminal screen. For further information, consult the *MARC 21 Format for Bibliographic Data*.

Leader

The leader is 24 characters in length. It occurs at the beginning of each bibliographic record and provides parameters for processing the record.

Following are the elements that comprise the leader. The elements in boldface are displayed on OCLC in the fixed field portion of the record. Separate instructions for each of these elements are provided in this manual, alphabetically arranged by name in the 008/006 portion. The elements that are not in boldface are not displayed in OCLC and are not separately discussed in this manual. For further information on these elements, consult the *MARC 21 Format for Bibliographic Data*.

Leader elements

00-04	Logical record length
05	Record status
06	Type of record
07	Bibliographic level
08	Type of control
09	Undefined
10	Indicator count
11	Subfield code count
12-16	Base address of data
17	Encoding level
18	Descriptive cataloging form
19	Linked record requirement

20	Length of the length-of-field portion
21	Length of the starting-character-position portion
22	Length of the implementation-defined portion
23	Undefined

006 - Fixed length data elements--Additional Material Characteristics

Field 006 is a fixed length variable field with 18 character positions, providing information about special aspects of an item that cannot be coded in field 008. It is used to express seriality for non-language-based serials and additional attributes for serials in multiple formats (e.g., serial computer file map). The field has no indicator values or subfield codes and the position of each data element is defined according to the type of 006 field (e.g., serial, computer file, map), identified by the "type of material" code (006/00). 006 fields for serials, visual materials, maps, music, and computer files may be found in serial records. Each element that could be used for serials is discussed in this manual. The serial 006 elements are listed below with their corresponding 006 and 008 location bytes. With the exception of "form of material" (006/00) which is unique to that field, a single description is included in this section for elements that can be supplied in either the 006 or 008 fields, since the information is identical regardless of the field to which the element is added.

006 elements

	<u>Serial 006</u>	<u>Serial 008</u>
Form of material	006/00	N/A
Frequency	006/01	008/18
Regularity	006/02	008/19
ISSN	006/03	008/20
Type of continuing resource	006/04	008/21
Form of original item	006/05	008/22
Form of item	006/06	008/23
Nature of entire work	006/07	008/24
Nature of contents	006/08-10	008/25-27
Government pub.	006/11	008/28
Conference pub.	006/12	008/29
Original alphabet or script of title	006/16	008/33
Entry convention	006/17	008/34

007 - Physical description fixed field

Field 007 is used in serial records to provide coded information for microforms, maps, graphic materials, sound recordings, videorecordings, computer files, and motion pictures. In OCLC displays, field 007 is a fixed length variable field, input with subfields, following field 040. The "category of

Fixed length fields

page 6

material" code at the beginning of the field determines the meaning of the remaining character positions in the 007 field. See Field 007--General Information for a complete list of the various "category of material" codes and their corresponding data elements.

008 - Fixed length data elements

Field 008 is a fixed length variable field, 40 character positions in length, that provides coded information about the publication. 008 fields defined for serials, visual materials, maps, music, or computer files may be used in serial records. The mixed materials format is not considered applicable to serial publications. A serial record with a "non-serial" 008 field also includes the serial 006 field. Each element of field 008 is separately discussed in this section, and some 008 elements are also defined for the 006 field. The 008 field structure, or combination of elements, is determined by the leader "type of record" code, or a combination of the type code with the "bibliographic level" code for serial and monographic language-based materials.

012 - CONSER fixed length field display

Field 012 is a fixed length variable field input by CONSER institutions to provide information needed for record processing at LC that cannot be coded in the OCLC fixed field area. As with field 007, field 012 is input following field 040 in a numerical sequence. For complete instructions, see Field 012.

USE OF FIXED FIELDS 006/007/008 AND LEADER CODES IN RECORDS FOR CONTINUING RESOURCES

Coding records correctly involves making a number of decisions. How one actually implements the decisions depends on the system being used for cataloging. For instance, on OCLC, the cataloger begins by deciding which workform to use: continuing resources, books, computer file, etc. In order to select the appropriate workform, however, the cataloger must have decided what the primary characteristics are (leader/06 "type of record) and, in the case of language-based materials, whether the item being cataloged is a monograph serial, or integrating resource (leader /07 "bibliographic level"). Thus, it is important to understand the various aspects of the fixed fields and how they interrelate in records.

First, determine the primary characteristics of the content. Is it primarily language, numeric data, computer programs, music, cartographic material, etc.? This decision is made by consulting the definitions of the codes in the "type of record" (leader/06) See *CEG*, Type of record, for further details.

Second, determine whether the item is a monograph, serial, or integrating resource by applying the current definitions in AACR2. This decision governs the code that will be used in the "bibliographic level" (leader/07).

These determinations govern which 008 fixed field will be used. For language materials, the code in

the “bibliographic level” determines whether the books or continuing resource 008 is appropriate. For all other materials, the “type of record” code alone determines the appropriate 008. In some systems, such as OCLC, leader and 008 bytes are combined in a single display using mnemonics.

Third, determine whether the item being cataloged is multi-dimensional and requires the use of one or more 006 fields to record further characteristics that could not be accommodated in field 008. For instance, an electronic serial requires both computer file and serial fixed field data. The decision as to the primary characteristics will determine whether the serial data is recorded in field 008 or in field 006.

Fourth, depending on the type of material, determine whether the physical characteristics fixed field 007 is needed, as explained below.

Following are specific guidelines for different types of continuing resources and the use of coded data in PCC records.

Serials

Printed language-based serials (including microforms)

Printed serials that are primarily language material are cataloged using the serials fixed field (field 008). For these serials, the “type of record” (leader/06) is coded “a” (language material) and the “bibliographic level” (leader/07) is coded “s” (serial).

| Field 006 is not used under any circumstances in print records. Fixed field 007 may be used in print records when a printed serial has accompanying material, such as a CD-ROM. Field 007 may be given to express the physical characteristics of the accompanying material.

| Microform serials that are language-based are treated in the same way as printed serials (i.e., “type of record” code “a”, “bibliographic level” code “s” and serials 008). Field 007 is mandatory in microform records.

Electronic serials

"Type of record" (Leader/06) / 008

Prior to format integration, CONSER catalogers used the OCLC "serials format" (Type = a; BLvl = s) to catalog electronic serials. After format integration was completed in March 1996, all electronic serials were cataloged using the computer file fixed field (Type = m; BLvl = s). Existing records created in the serials format prior to format integration were converted by OCLC to the computer file format.

A new definition of "type of record" code "m" was implemented in February 1998, which restricted the use of the computer file 008 to "computer file software (including programs, games, fonts), numeric

Fixed length fields

page 8

data, computer-oriented multimedia, and online systems and services." Under the revised definition, electronic serials that are primarily textual by nature are coded as "type of record" code "a" (language material). This means that the majority of electronic serials are cataloged using the continuing resources 008 fixed field (Type = a; BLvl = s).

006

Field 006 is mandatory in all records for electronic serials, whether used to code computer file characteristics when the continuing resources 008 is used; or used to code continuing resource characteristics when the computer file, cartographic or other 008 is used.

The mandatory use of field 006 for computer file characteristics is a means of identifying the carrier of the item. With the redefinition of leader/06 code "m", the presence of field 006 with code "m" in the first byte ("form of material" 006/00) allows OCLC and other systems to identify records for electronic resources for purposes of searching and duplicate detection. Note that the definitions for the two "m" codes differ. The definition of code "m" in the leader is very specific to the content, as noted above. The definition of code "m" in 006/00 reads: "Code m is used to identify field 006 as containing coded data elements relating to a computer file." For current purposes, interpret this statement as applying to any resource whose carrier is electronic, regardless of the nature of the content.

For example, a separately-cataloged online version of a journal whose content is primarily textual would be coded "a" in the "type of material" because it does not fit into one of the categories in the definition of "type of record" code "m". The presence of field 006 with code "m" in the first byte identifies this record as representing the electronic version and distinguishes the record from the record for the print version.

| *Form of item (008/23) codes "o" online, "q" direct electronic, and "s" electronic (generic electronic can be used when the distinction between online and direct access is unimportant).*

| Codes "o" and "k" were defined to provide a distinction between online and direct access electronic resources. Although code "s" can be used when the distinction between online and direct access is unimportant, CONSER preference is to use the more specific code. The current practice for coding records for textual electronic serials is to use code "o" or "q" in field 008/23 and code "m" in field 006/00. [N.B.: OCLC and other systems still use the 006 form codes for retrieval, record matching, and duplicate detection.]

Field 007

Field 007 is mandatory in records for electronic serials

Map, sound recording, videorecording serials

For these serials the appropriate 008 fixed field is based on the "type of record" code for that physical format. For example, a serial videorecording is cataloged using "type of record" code "g",

“bibliographic level” code “s”, the visual materials 008 fixed field, and a continuing resource 006 field.

Field 007 is optional for these serials.

Serials and with multiple characteristics (e.g., serially-issued electronic map)

Serials that have multiple characteristics are coded according to the primary characteristics of their content. Thus, a serially-issued map in electronic form is coded with “type of record” code “e” (cartographic material) and “bibliographic level” code “s.” The map 008 fixed field is used. Two 006 fields must also be given to accommodate the serial and computer file characteristics.

Field 007 must be given for the computer file physical characteristics and may, optionally, also be given for the physical characteristics of the atlas. As noted above, use of the 007 for maps, sound recordings and videorecordings is optional.

FIXED FIELD COMBINATIONS IN SERIAL RECORDS

Print Serials	Leader 008	Type = a Blvl = s Continuing Resource
Microform Serials	Leader 008 007	Type = a Blvl = s Continuing Resource Microform
Computer File Serials (Language-based)	Leader 008 006 007	Type = a Blvl = s Continuing Resource Electronic Resource Electronic Resource
Computer Files Serials (Non-language-based)	Leader 008 006 007	Type = m Blvl = s Computer file Continuing Resource Electronic Resource
Cartographic Serials	Leader 008 006 007	Type = e Blvl = s Map Continuing Resource Map or Atlas

Fixed length fields

page 10

Music Serials (Scores and Parts)	Leader 008 006	Type = c Blvl = s Music Continuing Resource
Sound Recording Serials	Leader 008 006 007	Type = i or j Blvl = s Music Continuing Resource Sound recording (Optional)
Videorecording Serials	Leader 008 006 007	Type = g Blvl = s Visual Materials Continuing Resource Videorecording (Optional)

OTHER COMBINATIONS

Print Serial with Accompanying Computer File	Leader 008 007	Type = a Blvl = s Continuing Resource Electronic Resource
Electronic Map Serial	Leader 008 006 006 007 007	Type = e Blvl = s Map Continuing Resource Computer file/Electronic Resource Map or Atlas (Optional) Electronic Resource

Integrating Resources

Bibliographic level

| The bibliographic level code for integrating resources is code "i" (integrating resource). It is used in
| conjunction with the appropriate type of record code for the resource. Integrating resources that are
| primarily language material are coded type of record code "a," in OCLC the continuing resource 008 is
| used to record serial and ongoing integrating resource aspects of the resource. Integrating resources that

are not primarily language material are coded for the type material they represent, e.g. map, computer file, and non-textual formats and continuing resource aspects of the integrating resource are coded in a 006 for continuing resources.

Printed integrating resources (i.e. updating loose-leafs)

Printed integrating resources are cataloged using type of record code “a” and bibliographic level “i.” The continuing resource 008 is used to code for continuing aspects of the resource (e.g. type of continuing resource, frequency of updates).

Electronic integrating resources (textual)

Electronic integrating resources that are primarily language material are cataloged using type of record code “a” and bibliographic level “i.” Additionally, a computer file 006 is added to code computer file characteristics of the resource. The form of item (008/23) is coded “o,” “q,” or “s” for online, direct access or electronic respectively. (Note that LC practice is to use a fill character for form of original item for electronic integrating resources.) The electronic resource 007 is included on the record to code the physical characteristics of the resource.

Map, computer file, and other non-textual formats

Integrating resources that are primarily of a non-textual format, such as a map or computer file are coded according to the appropriate type of record code. A continuing resource 006 is used to code for continuing aspects of the resource. Additional 006 fields may optionally be added if the resource has multiple characteristics (e.g. an updating electronic map could contain both a continuing resources 006 and a computer file 006) For a computer file resource, the 007 code is added to code for electronic resource physical characteristics. If appropriate, other 007 fields may optionally be added to code the physical description of a resource with multiple characteristics.

Conversion of records that were created with interim practices

From 2002 to 2007 PCC records for integrating resources that were predominantly language material were coded type of record code “a”, bibliographic level “m.” This was an “interim” practice until all of the mechanisms for distributing records in a single continuing resources file to Cataloging Distribution Services subscribers were in place.

Instructions for handling non-LC records and LC records coded with elements from this interim practice are posted: INK"<http://www.loc.gov/acq/conser/IR-form.html>"
<http://www.loc.gov/acq/conser/IR-form.html>.

OCLC converts LC records and non-LC records that it identifies as having been coded under the interim practice. Converted LC records are marked in the 936 field with the message: "Converted LC monograph record; notify LC with old/new LCCNs if authenticating for PCC." These records may be authenticated following the instructions at: <http://www.loc.gov/acq/conser/IR-form.html>.

Fixed length fields

page 12

There are some non-LC and LC records coded under the interim practice that OCLC has not converted by machine.

PCC catalogers may convert non-LC records to bibliographic level i in OCLC.

PCC catalogers encountering an LC record coded under the interim practice should follow the instructions at: <http://www.loc.gov/acq/conser/IR-form.html>: create or derive a record according to current practices and report the record for deletion.

FIXED FIELD COMBINATIONS IN OCLC RECORDS FOR INTEGRATING RESOURCES

Updating Loose-Leaf	Leader 008	Type = a Blvl = i Continuing Resource
Updating Database (Textual)	Leader 008 006 007	Type = a Blvl = i Continuing Resource Computer file/Electronic Resource Electronic Resource
Updating Cartographic Website	Leader 008 006 006 007 007	Type = e Blvl = i Maps Computer file/Electronic Resource Continuing Resource Map or Atlas (Optional) Electronic Resource

See also: *Integrating Resources: A Cataloging Manual*
(<http://www.loc.gov/catdir/pcc/bibco/irman.pdf>).

 OCLC MNEMONIC DISPLAYS WITH MARC 21 ELEMENT TYPE/POSITION 008/LEADER
 FIXED FIELDS
Continuing Resource Fixed Field

OCLC: 001		Rec stat: ld/5			
Entered: 008/0-5		Replaced: OCLC defined		Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	GPub: 008/28	Ctrl: ldr/08	Lang: 008/35-37
BLvl: ldr/7	Form: 008/23	Conf: 008/29	Freq: 008/18	MRec: 008/38	Ctry: 008/15-17
S/L: 008/34	Orig: 008/22	EntW: 008/24	Regl: 008/19	ISSN: 008/20	Alph: 008/33
Desc: ldr/18	SrTp: 008/21	Cont: 008/25-27	DtSt: 008/6	Dates: 008/7-14	

Computer Files Fixed Field

OCLC: 001		Rec stat: ld/5			
Entered: 008/0-5		Replaced: OCLC defined		Used: OCLC defined	
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	Audn: 008/22	Ctrl: ldr/08	Lang: 008/35-37
BLvl: ldr/7	File: 008/26	GPub: 008/28		MRec: 008/38	Ctry: 008/15-17
Desc: ldr/18			DtSt: 008/6	Dates: 008/7-14	

Fixed length fields

page 14

Maps Fixed Field

OCLC:
001

Rec stat:
ld/5

Entered:
008/0-5

Replaced:
OCLC defined

Used:
OCLC defined

Type:
ldr/6

ELvl:
ldr/17

Srce:
008/39

Relf:
008/18-21

Ctrl:
ldr/08

Lang:
008/35-37

BLvl:
ldr/7

Form:
008/29

GPub:
008/28

SpFm:
008/33-34

MRec:
008/38

Ctry:
008/15-17

CrTp:
008/25

Indx:
008/31

Proj:
008/22-23

DtSt:
008/6

Dates:
008/7-14

Desc:
ldr/18

Music Fixed Field

OCLC:
001

Rec stat:
ld/5

Entered:
008/0-5

Replaced:
OCLC defined

Used:
OCLC defined

Type:
ldr/6

ELvl:
ldr/17

Srce:
008/39

Audn:
008/22

Ctrl:
ldr/08

Lang:
008/35-37

BLvl:
ldr/7

Form:
008/23

Comp:
008/18-19

AccM:
008/24-29

MRec:
008/38

Ctry:
008/15-17

Desc:
ldr/18

FMus:
008/20

LTxt:
008/30-31

DtSt:
008/6

Dates:
008/7-14

Visual Materials Fixed Field

OCLC: 001	Rec stat: ld/5				
Entered: 008/0-5	Replaced: OCLC defined		Used: OCLC defined		
Type: ldr/6	ELvl: ldr/17	Srce: 008/39	Audn: 008/22	Ctrl: ldr/08	Lang: 008/35-37
BLvl: ldr/7	Form: 008/29	GPub: 008/28	Time: 008/18-20	MRec: 008/38	Ctry: 008/15-17
Desc: ldr/18	TMat: 008/33	Tech: 008/34	DtSt: 008/6	Dates: 008/7-14	

006 FIXED FIELDS*Continuing Resource 006 Field*

T006: 006/00	Freq: 006/01	Regl: 006/02	ISSN: 006/03	SrTp: 006/04
Orig: 006/05	Form: 006/06	EntW: 006/07	Cont: 006/08-10	GPub: 006/11
Conf: 006/12	Alph: 006/16	S/L: 006/17		

Computer Files 006 Field

T006: 006/00	Audn: 006/05	File: 006/09	GPub: 006/11
------------------------	------------------------	------------------------	------------------------

Fixed length fields

page 16

Maps 006 Field

T006: 006/00	Relf: 006/01-04	Proj: 006/05-06	
CrTp: 006/08	GPub: 006/11	Indx: 006/14	SpFm: 006/16-17

Music 006 Field

T006: 006/00	Comp: 006/01-02	FMus: 006/03	Audn: 006/05
Form: 006/06	AccM: 006/07-12	LTxt: 006/13-14	

Visual Materials 006 Field

T006: 006/00	Time: 006/01-03	Audn: 006/05
GPub: 006/11	TMat: 006/16	Tech: 006/17