

**Draft Report of the Task Group on BIBCO Standard Record Requirements for
Graphic Materials**
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Task Group members

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Introduction

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

This document defines a set of required elements for bibliographic records for monographic non-projected visual materials (including opaque two-dimensional art originals and reproductions, charges, photographs, and technical drawings). This new standard replaces the previous full and PCC BIBCO core standards for graphic materials. BIBCO Standard Records (BSRs) for graphic materials can be recognized by the presence of an encoding level of "blank" to indicate standard level record and the presence of "pcc" in field 042 to indicate that the record was created by a BIBCO library. The BIBCO core level record for graphic materials, and the BIBCO Standard Record for Printed Books were used as starting points for the BSR for Graphic Materials.

Characteristics of the BIBCO standard record (BSR)

1. The BSR is a "floor" record that promotes an essential set of elements to serve user needs. Emphasis is given to access points, not to extensive descriptive data. The BSR supports the importance of controlled subject and name access points in library catalogs.
2. One encoding level for the BSR replaces the two used for the previous BIBCO core and full level records.
3. The BSR element set combines use of those elements that are mandatory (M) and those elements that are mandatory if applicable (A). It avoids requiring unessential and redundant elements. Essential elements support user tasks to find, identify, select, and obtain needed resources.
4. BIBCO standard records are considered to be as full as is necessary for user tasks. The uniqueness of individual resources is represented by adding elements that are mandatory if applicable for the item in hand. In addition, elements not included in the essential element set may be added if determined to be important for access by cataloger judgment and/or local policy.
5. Main entry headings (1XX), added entries (7XX, and subject headings (6XX) are supported by authority records established through the NACO and SACO programs.

6. Using the defined element set in the BSR will allow the consistency for more uniform data in catalog records and allow catalogers to concentrate on appropriate added access.
7. BSR content is supported through use of MARC Format for Bibliographic Data.
8. The BSR is intended for use by experienced catalogers knowledgeable in AACR2, LCRI, national standardized classification systems, and LCSH.

**Metadata Application Profile (MAP)
BIBCO Standard Record (BSR) for Non-projected Graphic Materials**

The MAP is defined for non-projected graphic materials of all kinds including opaque two-dimensional art originals and reproductions, charges, photographs, and technical drawings. Elements in the MAP are represented by fields, subfields, and codes from the MARC 21 Format for Bibliographic Data. Elements are defined as being either mandatory (M) or mandatory if applicable (A). Elements not included in the MAP are not required for use in the BSR. However, they may be used if cataloger judgment and/or local policy determine a need for them. Unless otherwise noted, all indicators and subfields related to an element may be used when appropriate to the item being cataloged. Codes for some elements are included.

Element	Labels and notes	Use
Leader		
06	Type of record “k”	M
07	Bibliographic level “m”	M
17	Encoding level “blank”	M
18	Descriptive cataloging form “a”	M
007 Variable Control Fields – Physical Description Fixed Field		
007-00	Category of material	M
007-01	Specific material designation	M
008 Variable Control Fields-Fixed-Length Data Elements		
06	Type of date/Publication status	M
07-10	Date 1	M
11-14	Date 2	A
15-17	Place of publication, production or execution	M
18-20	Running time for motion pictures and videorecordings For graphic materials, use “nnn”	M
29	Form of item	M
33	Type of visual material	M
34	Technique	M
35-37	Language	M
38	Modified record	A
39	Cataloging source “c” or “blank”	M
Variable data fields		
010	Library of Congress Control Number LCCN	A
020	International Standard Book Number ISBN \$c not required for BSR	A

Comment [TMK1]: I added these in because we all reluctantly agreed to add them, but I did reject this change on the SCS chart.

037	Source of acquisitions Minimally, supply readily available publisher number(s) (i.e. numbers appearing on the item, container, etc.) If used, also include the assigning agency.	A
041	Language code	A
042	Authentication code "pcc"	M
1XX	Main entry—personal name; corporate body; meeting name; uniform title	A
240	Uniform title Supply if known or can be easily inferred from the item being cataloged.	A
245	Title and statement of responsibility	M
	\$a Title proper; \$h	M
	\$n \$p \$c	A
246	Varying form of title: \$a, \$n, \$p Assess each item or collection and assign titles that cover variations deemed important to assist users. The importance of varying title information is intended to reflect individual cataloger judgment and/or local policy. Code the 246 for parallel title as 246:31; all other varying titles may be coded as 246:1#.	A
250	Edition statement	A
260	Publication, distribution, etc. \$a, \$b, \$c Supple data appropriate for \$a and \$b is readily available; otherwise, use [S.l.] and [s.n.]. \$a Place of publication For items with only one publisher but multiple places are presented, catalogers may give only the first place listed	M
300	Physical description	
	\$a Extent	M
	\$b Other physical details	A
	\$c Dimensions	A
490	Series statement Transcribe here the form of the series statement as it appears on the prescribed source in the item.	A
500	Source of title proper (if other than chief source)	A
501	With note	A
502	Dissertation note	A
505	Formatted contents note Contents may be encoded at one of two levels; "basic" or "enhanced".	A
520	Summary, etc. Minimally, supply a brief summary note if the content of the item is not obvious from the rest of the bibliographic record.	A
546	Language note Give the language(s) of the described materials if not apparent from the rest of the description. Also describe alphabets, script, or other symbol systems appearing in the item.	A

533	Reproduction note (if other than electronic)	A
6XX	Subject and Form/Genre access fields Use judgment in assessing each item. As appropriate, assign a complement of headings that provides access to at least the primary/essential subject, genre, and/or form of the work at the appropriate level of specificity. Assign such headings from an established thesaurus, list, or subject heading system recognized by the MARC 21 Format for Bibliographic Data. Follow the conventions of the particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspect. Include all subfields provided in the particular subject heading system that are necessary to provide appropriately specific access or represent relevant aspects of the subject, genre, or form.	A
7XX	Added entry fields Use judgment in assessing each item. Assign a complement of added entries that covers the significant relationships associated with the work, expression, or manifestation of which the item is a part. The inclusion and importance of added entries are intended to reflect individual cataloger's judgment and/or local policy, in the context of shared cataloging.	A
8XX	Series added entry If cataloger judgment or local cataloging policy is to trace a series, include in this field the authorized form of the series as established in the LC Name Authority File.	A

Implementation issues

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

Task Group recommendations to the PCC

1. Prepare documentation and training for the BSR.
2. Prior to implementing RDA review the impact it might have on the BSR and MAP.