

Update Information
2010 Update Number 1

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
B6	Referring/Forwarding	Revised to reflect the current environment.
C8	Procedures Applicable to Materials Stored at Ft. Meade	Revised to reflect the ABA reorganization of October 1, 2008.
C16	The LC Local Bibliographic Record and Local Data Fields	C16.10.2.3 \$c <i>Local processing workflow</i> . Updated to reflect adjustments to the definitions of newly implemented codes relating to serials and integrating resources workflows. C16.17.2 Updated to indicate use of field 963 in ISSN records.
Z1	Name and Series Authority Records	670 section - Internet resources - Revised to add examples of citations for the VIAF and to update existing examples.

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B6.1 GENERAL

“Referring” usually means sending an item out of a unit **with the expectation that it will be returned.**

“Forwarding” usually means sending an item out of a unit with the expectation that it will **not** be returned (or when the final disposition is uncertain, as in the case of forwarding for possible cataloging as a serial).

Generally use a Materials Routing slip (form 6-127) to convey information relating to items being referred or forwarded (but see B6.4 for exceptions). The Materials Routing slip speeds the process of referring or forwarding by providing necessary information that can either be indicated by a check or written on the slip.

Success and efficiency in referring or forwarding depends on filling out the Materials Routing slip with care. The person who initiates referring or forwarding:

- 1) fills in the address area on the front of the slip indicating to whom the item is being referred or forwarded and from whom;
- 2) in the case of referrals, fills in the address area on the back of the slip indicating to whom the item is to be returned;
- 3) checks the appropriate box to indicate the type of routing;
- 4) checks the appropriate box to indicate the reason for sending and supplies additional information as appropriate.

Also apply normal 955 charging conventions (see DCM C16.16.1-C16.16.2) when sending an item out of your section for purposes of referring or forwarding.

B6.2 REFERRING

Referring is usually done for cataloging assistance or consultation, often in relation to authority work (see DCM B6.3 below). Referrals may be handled informally (see B6.2.1) or formally (see B6.2.2) according to section practice.

B6.2.1 Informal referring

To the extent practicable, use email or informal direct contact to consult with another person, particularly in those cases in which the issue seems straightforward.

B6.2.2 Formal referring

Materials Routing slip: Generally use a Materials Routing slip (form 6-127) in cases of formal referral. Fill it out according to the guidelines in DCM B6.1.

955 discharging: The person/section initiating the referral follows normal procedures for discharging the item in bibliographic field 955 (see DCM C16.16.1-C16.16.2). The receiving unit is not obliged to charge the item upon receipt or discharge it when returning it (except for items rejected for cataloging as a serial).

Monitoring referrals: The referring person should monitor referrals and take appropriate action if the item is not returned for some reason. (One method of monitoring referrals is for a section to keep a referral log. Particular means of monitoring referrals are at the discretion of the section.)

B6.3 REFERRING AUTHORITY WORK

When to refer authority work: Only make referrals of authority records to other sections/divisions for language expertise **in cases of real need**. If you are **confident** that a heading or reference form is correct, do not routinely refer the authority record for language review. Do not refer headings, etc., that should be established in English unless there is an unusual problem. For example, if you need an authority record for a personal name with a German surname but it is clear the person is a United States resident and writes in English, it is generally unnecessary to refer the authority work to a German-language specialist for help. On the other hand, it is more common to **need** help with an authority record for an entity whose probable original language is written in a non-roman script (such as Chinese).

Handling: Follow guidelines in B6.2.2 with respect to using the Materials Routing slip, 955 discharging, and monitoring referrals.

Timeliness: Handle referrals of authority records on a **high priority** basis.

B6.3.1 General workflow for new authority referrals

1) Originating cataloger: In the circumstance of a referral relating to a new authority record, the originating cataloger generally does the following:

- a) searches the heading thoroughly;
- b) creates the new authority record (and, optionally, may add a 952 note indicating the authority record has been referred to another section);
- c) fills out a Materials Routing slip, including the RID/LCCN of the authority record, and inserts it in the item being cataloged.

See B6.3.3 concerning situations in which the originating cataloger does not create the authority record but instead asks the receiving cataloger to create it.

2) *Receiving cataloger:* The receiving cataloger does the following:

- a) adds or changes information as needed (or creates the authority record, if requested to do so – see B6.3.3);
- b) returns the item to the originating cataloger.

3) *Originating cataloger upon return:* Upon return of the item, the originating cataloger does the following:

- a) re-searches the record if there has been a significant delay since the record was created;
- b) completes the record as necessary and insures that the content designation is accurate (and may, optionally, retain or add a 952 note indicating the record was referred to another section);
- c) follows any section practices for authority review.

B6.3.2 Cross-system authority referrals in LC ILS and OCLC

General: Staff cataloging serials and integrating resources in the CONSER database workflow may do their authority work in OCLC instead of LC ILS. If a cataloger who uses OCLC needs to refer authority work to a cataloger who does authority work in LC ILS (or vice versa), the authority work is done in the system used by the cataloger who creates the authority record and the catalogers use printouts to communicate while the cross-system work is being done.

The originating and receiving catalogers generally follow the same procedures as in B6.3.1, except:

1) *Originating cataloger:* The originating cataloger creates the new authority record in the system he or she uses and makes a printout of it, then inserts the printout in the item being cataloged along with the Materials Processing slip and any information that may be useful to the receiving cataloger.

2) *Receiving cataloger:* The receiving cataloger annotates the **printout** with the necessary information and returns it with the item to the originating cataloger.

3) *Originating cataloger upon return:* Upon return of the item, the originating cataloger modifies the authority record according to the information supplied on the printout and otherwise follows the procedures in B6.3.1.

B6.3.3 Authority referrals in which the originating cataloger cannot create the authority record

The originating cataloger may ask the section receiving the referral to create the authority record in situations where the originating cataloger cannot reasonably create it (for example, when the name is in a script he or she cannot read, or when the cataloger is not certain the name is not covered by an existing heading). Use judgment to determine when creating the authority record yourself or asking another section to do so is more efficient. The

originating and receiving catalogers involved follow the guidelines in B6.3.1-B6.3.2, except:

1) *Originating cataloger*: Instead of creating the new authority record, the originating cataloger provides any information that may be useful to the cataloger receiving the referral, including complete information for 670 citations and references, along with a Materials Routing slip and the item being cataloged.

2) *Receiving cataloger*: The receiving cataloger creates the new authority record (on the system he or she uses) and returns a printout of the authority record to the originating cataloger along with the item being cataloged.

3) *Originating cataloger upon return*: Upon return of the item, the originating cataloger waits for the new authority record to be loaded into the system he or she uses and makes any changes still needed, following the regular procedures for modifying authority records.

B6.4 FORWARDING

Forwarding is generally done for items **not** expected to be returned, such as those out of scope for your section, those whose cataloging will be completed in a different section (such as when another unit does subject cataloging or Dewey classification), and sometimes those that possibly will be cataloged as serials in LC (see DCM M4).

Materials Routing slip: Generally use a Materials Routing slip, filled out according to the guidelines in DCM B6.1, in cases of forwarding. *Exceptions*:

- a) Items forwarded to Dewey or for binding/labeling after the final stages of cataloging in a section do not need to have Materials Routing slips.
- b) Staff who have rejected resources as LC serials and are forwarding them for cataloging as monographs *may* use Forwarded As A Monograph slips (form 67-46) instead of Materials Routing slips.

955 discharging: The originating cataloger/section discharges the item indicating the unit to which it is being forwarded (see DCM C16.16.1-C16.16.2).

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C8.1 BACKGROUND

Abbreviations used:

BR = bibliographic record
HR = holdings record
IR = item record

Materials stored in the off-site storage facility at Ft. Meade can be identified by the location code “s-FM/ ...” in subfield \$b of field 852 in an HR (the “name” counterpart of the code begins “s-FtMeade ...”). Occasionally work related to cataloging newly received materials or work related to maintenance to existing records in the LCDB involves materials stored at Ft. Meade. The purpose of this DCM is to provide guidance for specific situations with a view to minimizing the need either to obtain material from Ft. Meade or to formally withdraw material from it. The situations covered are as follows:

- 1) **an added copy to a single-part monograph:** a newly received copy is to be added; one or more copies are stored in Ft. Meade; follow standard procedure and add the copy (do not attempt to assign to Ft. Meade);
- 2) **a monograph has now become a serial:** one or more items cataloged as a monograph are now being recataloged as a serial; one or more issues of the serial are stored at Ft. Meade; by exception, these issues will remain at Ft. Meade (in other circumstances duplicate issues would be withdrawn from the collections because the Library holds the requisite number of shelf copies (one set)); follow the procedures in C8.2 to make the needed adjustments to reflect this condition;
- 3) **an item, usually cataloged as MLC, is discovered to be a duplicate:** by exception, it will remain at Ft. Meade (in other circumstances an MLC duplicate would be withdrawn from the collections because the Library holds the requisite number of shelf copies (one copy)); follow the procedures in C8.3 to make the needed adjustments to reflect this condition;
- 4) **a change in call number:** it is necessary to change a call number because it was incorrect when originally assigned; change the call number in the bibliographic record only; follow the procedures in C8.4 to make the needed adjustments to reflect this condition;
- 5) **multipart monographs:** a volume newly received is associated with a multipart monograph, some or all of whose volumes are stored in Ft. Meade; follow the procedures in C8.5;
- 6) **a change in location/custody:** a reading room or division that services materials wants custody transferred from Ft. Meade to that division; the material needs to be formally withdrawn from Ft. Meade so that the holdings and items records can be adjusted as needed to reflect the change in location; follow the procedures in C8.6;

- 7) **other situations:** consult Policy and Standards Division (PSD).

Note that materials stored at Ft. Meade may be ordered through the standard Automated Call Slip (ACS) procedure. If they are obtained for consultation, they are returned in the standard manner as for other materials.

C8.2 MONOGRAPH BECOMES A SERIAL

This is a condition that must be dealt with by staff who catalog serials or resolve serial treatment questions in LC. In this situation, leave any issues in Ft. Meade. If the issue described by the monograph BR is also recorded on the HR for the serial BR, it is a duplicate, but, by exception to the general selection policy for serials of only keeping one set, it will be retained in Ft. Meade. In such cases an issue will be recorded both on the HR for the serial BR and also on the monograph HR, which will be relinked to the Serial BR.

If a monograph in Ft. Meade becomes a serial, a staff member who catalog serials ensures a BR exists for the serial or creates one. Staff then do the following:

- 1) relink the monograph HR for the Ft. Meade issue to the serial BR (this can be done without Ft. Meade security);
- 2) request a staff member with Ft. Meade security to do the following to the Ft. Meade HR:
 - a) retain all existing data in the HR;
 - b) add a subfield \$3 as the first subfield in the 852 field; record in subfield \$3 the enumeration and chronology of the issue;
 - c) add to the 852 field a subfield \$x containing "Do not add any holdings to this record in an 866 field; book still marked with monograph call number. [date] [code]";
- 3) request a staff member with Ft. Meade security to do the following to the Ft. Meade IR:
 - a) change the "Item Type" to "Serial/Newspaper";
 - b) based on information in the monograph BR, add the number for the serial in the "Enum:" area and/or the date for the serial in the "Chron:" area of the IR; if the serial only has a year for the date, record it in the "Enum:" area of the IR (this makes the ACS display intelligible).
- 4) after the Ft. Meade HR/IR are relinked to the serial BR, cancel the monograph BR and track the LCCN in 010 \$z of the serial BR; if the monograph BR has a purchase order associated with it, follow the procedures in DCM C7.3 (Bibliographic Record Retained for Audit Trail) applicable to the monograph BR. Once those steps have been followed, forward a printout of the monograph BR to the appropriate Acquisitions division as a notice that the monograph BR has been "canceled" in favor of a serial BR.

If staff who do not catalog serials in LC encounter a possible situation in which a monograph in Ft. Meade may be a serial, they alert staff who resolve serial treatment questions for their division or unit. If those staff judge the monograph has become a serial, they follow the procedures described above.

C8.3 DUPLICATE CATALOGING--AT LEAST ONE ITEM IN FT. MEADE

There are duplicate bibliographic records for the same title, and at least one of the copies is in Ft. Meade (sometimes the copy in Ft. Meade is MLC). Do the following:

- 1) determine which bibliographic record to retain; if one contains a regular call number and another an MLC shelf number, retain the former;
- 2) leave all copies in Ft. Meade under the existing call/shelf numbers;
- 3) relink an HR as needed to ensure all HRs are linked to the retained BR; if one or both copies are MLC, by exception, retain any that are in Ft. Meade (the regular retention policy for MLC items is one shelf copy);
- 4) cancel the BR not to be retained; if that BR has a purchase order associated with it, follow the procedures in DCM C7.3 (Bibliographic Record Retained for Audit Trail) applicable to the BR;
- 5) send an e-mail to the PSD account (policy@loc.gov) with the subject: "Ft. Meade--Still marked"; provide in the message the LCCN of the retained BR.

C8.4 CHANGE IN CALL NUMBER

It is necessary to change a call number because the call number was incorrect when originally assigned. One or more copies is in Ft. Meade. Do the following:

- 1) change the call number in the BR;
- 2) if the item has **NOT** been obtained from Ft. Meade, send an e-mail to the PSD account (policy@loc.gov) with the subject: "Ft. Meade--Still marked"; provide in the message the LCCN of the BR;
- 3) if the item **HAS** been obtained from Ft. Meade, forward to PSD the item itself and the green Call Slip Request that is in the item when it is delivered from Ft. Meade.

C8.5 MULTIPART MONOGRAPHS

The procedures applicable to multipart monographs vary, depending upon the character of the multipart.

C8.5.1 Multipart Monograph Title Recorded In 4XX Field

This is the kind of multipart whose title is (or will be) recorded in a 4XX field.

C8.5.1.1

Existing multipart monograph

Process newly received volumes and added copies of volumes according to normal procedures.

C8.5.1.2

Single part monograph becomes multipart monograph

If the title of the now multipart will be recorded in a 4XX field, leave

any volume in Ft. Meade under the call/shelf number assigned to the volume. Adjust the BR of the volume in Ft. Meade to add a bracketed 4XX (and possible counterpart 8XX) to show that the volume is now part of a multipart monograph. Catalog any newly received volumes according to normal procedures.

C8.5.2 Multipart Monograph Title Recorded In 245 Field

This is the kind of multipart whose title is (or will be) recorded in a 245 field. Refer to PSD all instances of such multipart monographs for which some or all of the volumes are in Ft. Meade. These include:

- 1) a single part monograph that has now become a multipart monograph (a volume, usually the one that is to become volume 1, is stored at Ft. Meade);
- 2) added volumes, some or all of which are in Ft. Meade;
- 3) added copies of added volumes, some or all of which are in Ft. Meade.

Do the referral by inserting a printout of the BR in the volume in hand, annotate it "Ft. Meade multipart," and send it to PSD. PSD will act on a case-by-case basis, always preferring to leave in Ft. Meade any volume(s) already stored there.

C8.5.2.1

Overseas offices

For conditions covered by points 1)-2) under C8.5.2 above, overseas offices are asked to:

- 1) add the temporary 955 field tracking the forwarding of an added volume;
- 2) annotate the printout inserted in the volume "Ft. Meade multipart"; if the BR is updated in the overseas office, also highlight the changes on the printout (usually fields 260, 300, 505) to alert Washington staff of the changes made;
- 3) send the volume to the Washington cataloging unit that receives other books from the overseas office;
- 4) that Washington unit deletes the temporary 955 field and incorporates the volume(s) added into the permanent 955 field; sends the volume(s) and printout to PSD for processing as described in C8.5.2 (after updating the BR to reflect the added volume if it has not already been done so by the overseas office).

C.8.6 WITHDRAWAL FROM FT. MEADE

CALM limits withdrawals from Ft. Meade to requests from reading rooms or divisions that service materials who now wish to take custody of an item. In such cases PSD works with CALM to complete the withdrawal procedure. If a cataloging section receives such a request, consult PSD.

DESCRIPTIVE CATALOGING MANUAL
Procedures Applicable to Materials Stored at Ft. Meade

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**Local Data Fields and Other Elements in the LC Local Bibliographic Record for
Monographs and Integrating Resources**

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C16.1 **GENERAL**

These guidelines apply primarily to LC monograph and integrating resource bibliographic records.

See the following sources for information on specific data elements and local fields used in LC serial bibliographic records:

- 1) CONSER Editing Guide, Section E;
- 2) ABA Serials Manual: LC Local Fields Used in Serial Bibliographic Control (www.loc.gov/staff/idt/ABAW-P/SER/SER-CAT/CATGEN-LocalFields.pdf).

Note: These symbols conventionally represent here the following values in MARC 21 content designation:

- # = blank space
- \$ = subfield delimiter

C16.2 ORDER OF VARIABLE DATA FIELDS

Order of Variable Fields in LC ILS Bibliographic records		
906	Local Processing Data	
925	Local Selection Decision	
955	Local Tracking information	
<p style="text-align: center;">The correct sort order for all other variable fields – <u>except 906, 925, and 955</u> – is by “century block” (i.e., by the first number in the tag: all 1XX come before all 2XX, etc.)</p>		
0XX (010, 040, etc.)	Numbers and codes	In tag number order [0XX fields on records imported from OCLC are not necessarily in strict tag number order. Staff may – but are not required to – resequence this block of fields.]
1XX	Main Entry field	
2XX (240, 245, etc.)	Titles, edition, imprint, etc.	In tag number order
3XX	Extent, etc.	In tag number order
4XX	Series statement	Fields 4xx-8xx accepted ↓ in order input ↓ [keep 4XX together, keep 5XX together, etc.] (See appropriate documentation, e.g., AACR2, LCRIs, DCMs, etc. for specific order)
5XX	Note fields	
6XX	Subject access fields	
7XX	Added entry fields	
8XX	Series added entry fields	
Other 9XX (952, 984, etc.)	Local fields	In tag number order (except 906, 925, 955, which go first – see above)

Follow the preceding guidelines when creating or deriving a new bibliographic record in the LC database. Also follow them when importing records one at a time; in those cases, move fields 906, 925, and 955 to the beginning of the record, as necessary.

Accept variations in field order that result from batch loading processes rather than retrieve batch loaded records individually only to move fields. See DCM B13.11 for other instructions in the context of LC copy cataloging.

C16.3 LOCAL VARIABLE DATA FIELDS—GENERAL INFORMATION

When using an existing bibliographic record to derive a new record for another resource, delete any local data fields that came from the source copy, as necessary. Input or retain only those local fields needed for the resource that the new record represents.

When importing records one at a time, assess the result of each record merger: see whether the loading process inserted duplicate local fields or inappropriate ones or failed to provide ones that are needed; take corrective action, as necessary. (See other guidelines in DCM B13.11 for handling mergers resulting from use of the Z-Processor, etc.)

Accept duplicate local fields and similar imperfections that result from batch loading processes, rather than retrieve and evaluate batch loaded records individually.

Note: Some local fields and practices described here have no current use by LC monograph and integrating resource catalogers. These guidelines identify them to clarify their presence in LC database records that catalogers will encounter, but this does not authorize their further use.

C16.4 249 FIELD: LOCAL VARYING FORM OF TITLE (R) [*Limited use*]

C16.4.1 Content Designation Summary

Local field 249 has the same indicators and subfields as defined for field 246 in *MARC 21 Format for Bibliographic Data*. LC uses only the following *indicator* values:

First Indicator – Note Controller/Title Added Entry

0 : Note, no title added entry [Only value used]

Second Indicator – Type of Title

: No information provided [Only value used]

C16.4.2 General Description and Instructions

Field 249 contains a title needed **locally** at LC as an access point, such as a variant used by a vendor or a title used locally for bibliographic production. *LC monograph and integrating resource catalogers:* Generally do not change or delete 249 fields found in existing records.

```
249 0# $i ACQUIRE Title: $a Alberta statutes and rules of court  
judicially considered
```

C16.5 590 FIELD: LOCAL NOTE (R)

C16.5.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Text of note (NR)

C16.5.2 General Description and Instructions

LC local holdings of multipart: Input a 590 field (or update an existing one) with information about LC's local holdings when the record used for *copy cataloging* a multipart item has a contents note including parts that are not held in LC (see DCM B13.7.2).

```
590 ## $a LC has: pts. 1-2, 4-7 only.  
      (Contents note in 505 lists titles of parts 1-7.)  
590 ## $a LC set incomplete: Manitoba lacking.  
      (Contents note in 505 lists titles of all volumes.)
```

LC local binding practice: Record details of LC's local binding practice in field 590 when LC divides a very thick and heavy volume into parts before binding (see DCM C6).

```
590 ## $a LC copy bound in 2 v.: v. 1, p. 1-1322; v. 2, p.  
      1323-2695.
```

There are records in the LC database with other, discontinued uses of field 590. Generally leave those as found but do not imitate them.

C16.6 591 FIELD: LOCAL "WITH" NOTE (R) *[No active use]*

C16.6.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Text of note (NR)

C16.6.2 General Description and Instructions

Field 591, defined for local information notes when LC had two or more different resources **locally** bound together or combined on the same microfilm reel, has no active uses currently in LC bibliographic records. Do not input 591 fields in new records. Generally do not change or delete 591 fields found in existing records.

C16.7 592 FIELD: LOCAL ACQUISITION NOTE (R)

C16.7.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Text of note (NR)

C16.7.2 General Description and Instructions

Field 592 contains notes with LC local acquisition information or handling instructions. Newer records created in the LC ILS generally use notes in the acquisitions module instead, but acquisitions units still input 592 field notes for some purposes.

```
592 ## $a Send loose-leaf replacement pages called "Code cases,  
nuclear components" and "Code cases, boilers and  
pressure vessels" unchecked to ST&B.  
592 ## $a order cancelled; Blackwell's reports this title  
discontinued.
```

C16.8 859 FIELD: LOCAL ELECTRONIC LOCATION AND ACCESS (R)

C16.8.1 Content Designation Summary

Local field 859 has the same indicators and subfields as defined for field 856 in *MARC 21 Format for Bibliographic Data*.

C16.8.2 General Description and Instructions

Field 859 contains electronic location information for a resource that is not necessarily accessible from LC. It records the same information as MARC 21 field 856, but does not display electronic location information or create a Web link in the LC OPAC.

Conversion programs for LC CONSER serial bibliographic records and cataloging procedures for some Web resources initiated by LC use 859 fields.

```
859 41 $u http://www.aihw.gov.au/publications/hwe/npher98-99/  
859 ## $3 The United States, Spain, and the American Frontier:  
Historias Paralelas. Selections from the Library of  
Congress Geography and Map Division $u  
http://hdl.loc.gov/loc.hisp/eshtml.0004 $q u
```

C16.9 890 FIELD: LC VISIBLE FILE ENTRY (R) [*Limited use*]

C16.9.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Visible file entry (NR)

i : Control number (R)

C16.9.2 General Description and Instructions

Field 890 contains a visible file entry formerly used in LC's manual Serial Record. Field 890 appears in a monograph or integrating resource record when there was a pre-ILS serial check-in record for it, such as for updating loose-leaves. *LC monograph and integrating resource catalogers*: Generally do not change or delete 890 fields found in existing records.

890 ## \$a Labor law reporter ... \$i 66-1961

C16.10 906 FIELD: LOCAL PROCESSING DATA (NR) [*High use*]

C16.10.1 General

C16.10.1.1 Content designation summary

First and Second Indicators

: Undefined

Subfields

- a** : Distribution controller (NR)
- b** : Local record completion state (NR)
- c** : Local processing workflow (NR)
- d** : Priority (NR)
- e** : CIP/PCN flag (NR)
- f** : Century flag (NR)
- g** : Stakeholder code (NR)

C16.10.1.2 General description and instructions

Field 906 contains data supporting management of bibliographic control and processing of bibliographic records at LC.

```
906 ## $a 0 $b ibc $c orignew $d 2 $e epcn $f 20 $g y-gencatlg
906 ## $a 7 $b cbc $c copycat $d 2 $e ncip $f 20 $g y-genmusic
906 ## $a 0 $b acq $c acqwork $d u $e ncip $f 20 $g z-acqworks
```

C16.10.2 Subfields

C16.10.2.1 \$a Distribution controller (NR)

Used for a code that controls whether the Cataloging Distribution Service distributes the record outside LC or not.

- 0** : Do Not Distribute Record.
Used in IBC records and others not being distributed outside LC.
- 7** : Distribute Record.
Used in completed records ready for distribution outside LC.
- p** : Never Distribute Record.
Used in classified map records and some visual material records.

C16.10.2.2 \$b Local record completion state (NR)

Used for a code that indicates (a) the state of the record with respect to whether its cataloging has been completed or not or (b) support of a function other than cataloging.

- acq** : Acquisition Support Record.
Indicates record supports acquisitions but not cataloging or circulation.

- bbc** : Basic Bibliographic Control.
Indicates (a) a completed less-than-full record for a serial that LC does not retain or retains non-permanently or (b) a former SERLOC record that failed to merge with a serial bibliographic record.
- cbc** : Completed Bibliographic Control.
Used for completed full, core, or minimal level bibliographic records and for completed CIP pre-publication cataloging.
- cbu** : Completed Bibliographic Control (Unverified).
Indicates completed cataloging in a record that was “unverified” in MUMS before it migrated to LC ILS. Changed to “cbc” when the record is updated.
- cir** : Circulation Support Record.
Indicates a record supports circulation but not acquisitions or cataloging.
- ibc** : Initial Bibliographic Control.
Indicates a record is still in its “initial” state, with all or some of its intended cataloging not yet completed.
- par** : Partial Bibliographic Control.
Optionally used by sections to indicate that some aspect(s) of the processing of a resource beyond initial bibliographic control have been completed but some other aspect(s) remain to be completed. Sections deciding to use the code also decide what the code means within the section. Some may choose the code to mean the descriptive aspect is completed but that subject work remains to be completed. Others may choose the code to mean that aspects of the record have been completed but that further work of an 'authoritative' nature (e.g., authority work needs to be done). Others may use a different set of conditions.
- rip** : Revised CIP Cataloging/Revised CIP Data.
Indicates CIP cataloging revised prior to the resource’s publication for which revised CIP data **should** be sent to the publisher.
- rix** : Revised CIP Cataloging/No Revised CIP Data.
Indicates CIP cataloging revised prior to the resource’s publication for which revised CIP data **should not** be sent to the publisher.
- vip** : CIP Verification in Process.
Indicates CIP verification is in process or will be done for a

published resource that has been received. Changed to "cbc" when that is completed.

und : Undetermined.

C16.10.2.3

\$c Local processing workflow (NR)

Used for a code that indicates the "cataloging stream" in which the record was created or that ABA needs to count for statistics.

acqwork : Acquisition Processing Stream

copycat : LC Copy Cataloging Stream.
Code "**lccopycat**" is in field 042.

gpocoop : GPO Cooperative Cataloging Stream (*obsolete*).
See DCM E1.7.1.

muzenew : Compact Disc Workflow (IBCRs using MUZE data)

nccpada : NCCP Adapt.
Code "**lcnccp**" is in field 042. Used for a resource **in** LC. See DCM E1.6.

nccpuna : NCCP Unadapt.
Code "**lcnccp**" is in field 042. Used for a resource **not in** LC. See DCM E1.6.

nucmaps : NUC Maps Stream.
Code "**lcnuc**" is in field 042. Used for cartographic resource based on National Union Catalog record.

oclerpl : OCLC Replacement Record.
Used for a record obtained from OCLC to replace a less complete record from PREMARC. Before evaluation, has code "**premarc**" in field 042 to block record from reloading into OCLC. That 042 is deleted when record is evaluated and updated based on LC's source card and headings are changed to current forms, as necessary.

origcop : LC Copied from LC.
Used for record with LC original cataloging based on another LC record.

orignew : LC Original Cataloging.
Used for LC original cataloging created from scratch.

- origode** : LC Original ODE Cataloging.
Used for LC original cataloging created in an overseas office. Code “**lcode**” is in field 042.
- origres** : LC Original Resource-File-Based Cataloging.
Used for LC original cataloging based on a record in an internal or external resource file.
- pccadap** : PCC Adapted Cataloging.
Code “**pcc**” is in field 042. Used for a Program for Cooperative Cataloging record adapted for a resource **in LC**.
- pccunad** : PCC Unadapted Cataloging.
Code “**pcc**” is in field 042. Used for a Program for Cooperative Cataloging record for a resource (a) not in LC or (b) in LC but not yet completely processed.
- premunv** : PREMARC Unverified Record.
Used for a record (excluding “**oclrpl**” records) that was “unverified” in PREMARC before it migrated to LC ILS and that **has not yet** been evaluated and updated based on LC’s source card or had headings changed to current forms, as necessary.
- premver** : PREMARC Verified Record.
Used for a record (excluding “**oclrpl**” records) that was “unverified” in PREMARC before it migrated to LC ILS and that **has** been evaluated and updated based on LC’s source card. (Headings may be flagged with “[from old catalog],” if not yet evaluated for currency, or have had that removed when they were evaluated and changed to current forms, as necessary.)
- serasst** : Non-PCC Copy
Used beginning October 13, 2009, for an LC serial or integrating resource record processed in the OCLC/CONSER database and based on an OCLC record that was PCC-authenticated for the first time by the LC cataloger.
- sercoop** : PCC Copy
Used beginning October 13, 2009, for an LC serial or integrating resource record processed in the OCLC/CONSER database and based on an OCLC record that was already PCC-authenticated previously by another PCC participant outside LC (CONSER-authenticated for serials, BIBCO- or CONSER-

authenticated for integrating resources).

serials : Serial or Integrating Resource Bibliographic Record.
Beginning October 13, 2009: Used for serial and integrating resource records if no other ser**** code applies.

Before October 13, 2009: Used for LC CONSER serial records and for records created following the serials workflow within the LC ILS. Used also for LC integrating resources records with Leader/07 "i" created in the OCLC-based CONSER workflow.

serorig : Originally Cataloged Serial or Integrating Resource. Used beginning October 13, 2009, for an LC serial or integrating resource record cataloged originally in the OCLC/CONSER database and PCC-authenticated by an LC cataloger.

serlocs : SERLOC Serial Control Record. Used for a serial control record from SERLOC, containing selection and location information.

serprem : PREMARC Serial Record. Used for a serial bibliographic record that was a monograph record in PREMARC, with 008 elements converted to those for a serial by LC ILS migration.

srrepla : Sound Recording Replacement. Used for an IBC record for a sound recording, created for OCLC batch matching. Changed when cataloging is completed to “**copycat**” (if OCLC had copy) or “**orignew**” (if LC did original cataloging).

undeter : Undetermined

C16.10.2.4

\$d Priority (NR)

Used for the priority assigned to the processing of the resource.

1-4 : Priorities 1-4

5 : Priority 5 (*No longer assigned*)

u : Undetermined

C16.10.2.5

\$e CIP/PCN flag (NR)

Used for a code indicating whether LC’s Cataloging in Publication (CIP) or Preassigned Card Number (PCN) programs created the record.

ecip : Originally an electronic CIP record

epcn : Originally an electronic PCN record
ncip : Not originally either a CIP or PCN record
ocip : Originally a CIP record
opcn : Originally a PCN record
unde : Undetermined

C16.10.2.6

\$f Century flag (NR)

Used for a code indicating the century of the year portion of the LCCN in 010 \$a of the record. This resolves ambiguity in LCCNs with two digits in the year portion. Always included in field 906, even when the LCCN has a four-digit year portion.

18 : 1800-1899
19 : 1900-1999
20 : 2000-2099

C16.10.2.7

\$g Stakeholder code (NR)

C16.10.2.7.1

General

Used for a two-part code consisting of a one-letter maintenance prefix separated by a hyphen from an eight-letter stakeholder code.

C16.10.2.7.2

Maintenance prefix

Indicates whether or not to do maintenance of the record completely within the LC ILS system (depending on where the “master” bibliographic record resides).

n- : Indicates staff do not do maintenance completely within the LC ILS, usually because the “master” record is in another system (for example, LC CONSER serials in OCLC) and staff do maintenance there.

y- : Indicates staff do maintenance completely within the LC ILS according to established guidelines.

z- : Indicates cataloging staff do not do maintenance, because the record supports a function other than cataloging (for example, acquisitions).

Nonroman record maintenance: Follow the instructions in DCM M3.3.2.5 for maintaining monograph records with data in nonroman scripts, regardless of whether 906 \$g has “**n-rlinjack**,” “**y-rlinjack**,” or “**y-nonroman**” (see C16.10.2.7.3). **Nonroman cataloging staff** change code “**n-rlinjack**” in 906 \$g to “**y-rlinjack**” if they update the record; other staff do not (see DCM M3.3.2.5).

C16.10.2.7.3

Complete Stakeholder Code

Indicates, by an eight-letter stakeholder code, the service area that has main responsibility for the bibliographic record.

- ilsserca** : Should be **z-ilsserca**.
- n-geogmaps** : Geography and Map Division, LC Local
(*Obsolete*).
Use “y-geogmaps” in new records.
- n-oclserc** : Acquisitions and Bibliographic Control,
serials cataloging and integrating resources
cataloging staff, Record created and
maintained in OCLC.
Indicates an LC CONSER serial record or an
integrating resources record with Leader/07
“i,” with the national level information
created and maintained in OCLC and local
data elements in LC ILS.
- n-rlinjack** : Acquisitions and Bibliographic Control,
JACKPHY Record Maintained in RLIN 21 until
August 18, 2007.
Indicates a record for a JACKPHY language
resource initially input in RLIN 21 but **now
maintained in the LC ILS**, despite the “n-”
prefix. Changed to “y-rlinjack” in Chinese
and Japanese records reloaded during
JACKPHY migration to LC ILS, but KHAPY
language records may still have “n-rlinjack.”
See guidelines in DCM M3.3.2.5 for
maintaining records and in C16.10.2.7.2 for
updating the 906 \$g code.
- n-undeterm** : Stakeholder Undetermined, No Regular
Maintenance
- y-folklife** : American Folklife Center.
- y-gencatlg** : Acquisitions and Bibliographic Control,
General Cataloging.
Indicates general cataloging by LC staff not
covered by any of the other stakeholder
codes.
- y-gencompf** : Acquisitions and Bibliographic Control,
electronic resources cataloging staff.
Indicates a non-serial record created for an
electronic resource by ABA staff who catalog
electronic resources.

y-genmicro : Acquisitions and Bibliographic Control, microforms cataloging staff.
Indicates a non-serial record that contains an 007 field for microforms (that is, with value “h” in 007/00).

y-genmusic : Music Division, Bibliographic Access Section.
Indicates a record created by LC music catalogers, with one of the following “type of record” values in Leader/06: “c” (printed music), “d” (manuscript music), “i” (nonmusical sound recording), or “j” (musical sound recording).

y-genrareb : US/Anglo Division, Rare Materials Section.
Indicates a record created by LC rare materials catalogers or linked with some holdings record(s) for location **c-RareBook**.

y-geogmaps : Geography and Map Division.
Superseded “**n-geogmaps**.”

y-ilsserca : Acquisitions and Bibliographic Control, serials cataloging staff, LC Non-CONSER (Record NOT Created/Maintained in OCLC, but Subject to Regular Maintenance).
Indicates a record for a serial that migrated from PREMARC or is a merger of records from PREMARC and SERLOC. Not used currently in new records.

y-manuscri : Manuscript Division

y-movingim : Motion Picture, Broadcasting, and Recorded Sound Division, Moving Image Section Processing Unit.
Indicates a record with value “g” (projected medium) in Leader/06.

y-nonroman : Acquisitions and Bibliographic Control, Nonroman Record Maintained in LC ILS.
Indicates (a) a monograph record containing nonroman script initially input in LC ILS and maintained in LC ILS or (b) an existing LC ILS record to which nonroman script has now been added. Used after LC JACKPHY cataloging migrated from RLIN to LC ILS on

August 20, 2007. See DCM M3.3.2.5 for guidelines on maintaining records.

- y-printpho** : Prints and Photographs Division.
Indicates a record with value “**k**” (two dimensional nonprojectable graphic) in Leader/06.
- y-rlinjack** : Acquisitions and Bibliographic Control, JACKPHY Record Maintained in LC ILS.
Indicates a JACKPHY language record initially input in RLIN 21 but now maintained in the LC ILS. Used after LC JACKPHY cataloging migrated from RLIN to the LC ILS on August 20, 2007. See guidelines in DCM M3.3.2.5 for maintaining records and in C16.10.2.7.2 for changing the code from “**n-rlinjack**” to “**y-rlinjack**.”
- y-soundrec** : Motion Picture, Broadcasting, and Recorded Sound Division, Recorded Sound Section Processing Unit
- y-undeterm** : Stakeholder Interest Undetermined, Regular Maintenance.
Indicates regular maintenance is done by usual procedures.
- z-acqworks** : Acquisitions and Bibliographic Access, acquisitions use
- z-cadworks** : Copyright Acquisitions Division (CAD)
- z-ilsserca** : Acquisitions and Bibliographic Control, LC Local Serials Acquisition Control (Record NOT Subject to Regular Maintenance)
Indicates a non-CONSER serial record created in the LC system for basic bibliographic control and recording LC selection and location information. Also, serial IBC records have this code until cataloged.
- z-noregmai** : No Regular Maintenance

C16.11 920 FIELD: LOCAL SELECTION DECISION (NR) *[No active use]*

C16.11.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Selection decision (R)

C16.11.2 General Description and Instructions

Field 920 has no active uses now in LC bibliographic records. In the past, LC used 920 fields for selection information or for the note "LC HAS REQ'D # OF SHELF COPIES" as part of processing added copies.

Examples of former practice (Do not imitate):

```
920 ## $a Keep 1
920 ## $a sgl8 10-17-94; DO NOT ACQUIRE per Law Library Selection
Office; retained for vertical file only 12-13-95
920 ## $a ** LC HAS REQ'D # OF SHELF COPIES **
```

Input selection information in **925** fields in new records. Generally do not change or delete 920 fields found in existing records. Do not do maintenance in 920 fields; instead, record new or changed selection information in field 925. Generally do not create a new 925 field for the same selection decision as in a 920 field that is already present in the record.

C16.12 922 FIELD: LOCAL BOOK SOURCE (NR) *[No active use]*

C16.12.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Book source acquisition information (R)

C16.12.2 General Description and Instructions

Field 922 has no active uses currently in LC bibliographic records. In the past, LC used field 922 for a code indicating source of material, other acquisition information, or code "lccopycat" for some former copy cataloging pilots.

Examples of past practice (Do not copy):

```
922 ## $a ax [source = Exchange]
922 ## $a NOT AVAILABLE VIA PURCHASE OR EXCHANGE
922 ## $a lccopycat
```

Do not input new 922 fields. Generally do not change or delete 922 fields found in existing records.

C16.13 923 FIELD: LOCAL SUPPLIER INVOICE OR SHIPMENT ID (R)

C16.13.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Additional information (R)

d : Formatted date (NR)

n : Shipment/invoice number (NR)

s : Supplier (NR)

C16.13.2 General Description and Instructions

Field 923 contains local shipment and invoice information, including an acquisition shipment and/or invoice number, an identification of the supplier, and the date. Multiple 923 fields may appear if copies or parts of a resource are supplied in different shipments, on different invoices, or by different suppliers.

Some batch loading places field 923 at the beginning of the record, along with the 906 and 925 fields; it is not necessary to reposition the 923 fields in those cases.

```
923 ## $d 20050214 $s 990013095
923 ## $d 20040616 $n 92165084 $s RuMoEVP
923 ## $d 20020710 $n Invoice no. 23088 $s Batthyány Kultur-
Press Kft
```

C16.14 925 FIELD: LOCAL SELECTION DECISION (R) [*High use*]

C16.14.1 General

C16.14.1.1 Content designation summary

First Indicator–Current Decision

0 : Current decision

1 : Former decision

Second Indicator

: Undefined

Subfields

a : Selection decision for LC (NR)

b : Number of shelf copies/sets desired (NR)

c : Acquisition conditions (NR)

d : Disposition of unwanted material with outside agency (R)

e : Comment related to selection decision (R)

h : Custodial division (R) (*Only in Copyright records*)

x : Responsibility for selection decision (NR)

y : Office copy request (R)

z : Reference assignment request (R)

C16.14.1.2 General description and instructions

Field 925 contains information related to the selection of the resource for LC use. This field is mandatory in new bibliographic records that represent **published** resources, but not in those for resources that are unique, such as manuscripts and rare books. Generally do not create a new 925 field for the same selection decision as in a 920 field already present in a **completed** record. Input a new 925 field with an "Acquire" decision in an IBC record that has a 920 field with "Keep" but no 925 field.

Changes in selection information: LC staff most often record changes in selection information by modifying the existing 925 field for the current decision. The fact that field 925 is repeatable and the existence of first indicator "current decision" and "former decision" values make an approach using paired 925 fields for changed selection decisions a possibility; but that is an option applied selectively, when considered useful in individual cases, and not prescribed practice.

C16.14.2 Subfields

C16.14.2.1 \$a Selection decision for LC (NR)

Contains a mandatory, standard statement of the decision to retain the resource or not in LC.

acquire : LC retains shelf copies of the resource.

do not acquire : LC does not retain shelf copies of the resource.

undetermined : LC has not received the resource and it is not possible to make a decision prior to receipt.

```
925 0# $a acquire $b 2 shelf copies $x policy default
925 0# $a do not acquire $d NLM $x Sel Off
925 0# $a undetermined $x ers beonline+
```

Note: Bibliographic records with current “do not acquire” decisions are suppressed from LC’s OPAC and have other properties described in DCM C7.2.1. Changing a decision from “do not acquire” to “acquire” also necessitates “unsuppressing” the record from LC’s OPAC, adding subfield \$b in field 925, creating holdings and item records, and other changes for normal processing.

C16.14.2.2 *\$b Number of shelf copies/sets desired (NR)*

Contains a statement of the number of copies of the resource LC has decided to retain. Mandatory when subfield \$a has an “acquire” decision. Absent when subfield \$a has “do not acquire” or “undetermined.”

```
925 0# $a acquire $b 1 shelf copy ...
925 0# $a acquire $b 2 shelf copies ...
925 0# $a acquire $b 3 shelf copies ...
etc.
```

C16.14.2.3 *\$c Acquisition conditions (NR)*

Contains a statement of any conditions on how a resource may be acquired.

```
925 0# $a acquire $b 1 shelf copy $c if unable to acquire via
copyright, then purchase ...
925 0# $a acquire $b 2 shelf copies $c Copy 2 reported missing in
inventory 04-15-1998; do not replace by purchase per
HSS (ejj) ...
```

C16.14.2.4 *\$d Disposition of unwanted material with outside agency (R)*

Contains identification of an agency outside LC to which resources not wanted in LC are to be sent.

```
925 0# $a do not acquire $d NAL ...
925 0# $a do not acquire $d NLM ...
```

C16.14.2.5 *\$e Comment related to selection decision (R)*

Contains a note with information concerning the selection decision that is not better recorded in another subfield of field 925.

```
925 0# $a acquire $b 1 shelf copy $e changed from do not acquire,
6-23-2004 ...
```

C16.14.2.6 *\$x Responsibility for selection decision (NR)*

Contains a mandatory statement of who is responsible for making the selection decision recorded in subfield \$a (preferably followed by a date).

“policy default” : if the decision is based on general LC policy and no selection officer made the decision actively

925 0# \$a acquire \$b 2 shelf copies \$x policy default

initials : if a selection or recommending officer made or changed a decision (see recommending officers' initials at: www.loc.gov/staff/cpc/recommending.html)

925 0# \$a acquire \$b 1 shelf copy \$x jpm 2005-02-14
925 0# \$a do not acquire \$x sh98 2005-01-10

“Sel Off” : if a selection or recommending officer made or changed a decision but the initials cannot be recorded for some reason

925 0# \$a acquire \$b 1 shelf copy \$x Sel Off 2003-08-21
925 0# \$a do not acquire \$d NLM \$x Sel Off

C16.14.2.7

\$y Office copy request (R)

Contains a statement alerting staff to assign an extra copy (beyond the number of shelf copies retained in LC, as recorded in subfield \$b) to an LC office unit that has requested one. (Does not cause acquisition; only indicates the desire for an unwanted copy if one is received.) Name the requesting unit and the requester in the statement (preferably followed by a date).

925 0# \$a acquire \$b 1 shelf copy \$x LS 04-15-99 \$y o-APLO,
S.Hayduchok, 07-22-99

If you are unable to input the request in the LC ILS, send a request to input one to ABA Policy and Standards Division. The next copy received is sent to ABA/POLICY, where staff process it for the requesting location and delete 925 \$y.

C16.14.2.8

\$z Reference assignment request (R)

Contains a statement alerting staff to assign an extra copy (beyond the number of shelf copies retained in LC, as recorded in subfield \$b) to an LC reference collection that has requested one. (Does not cause acquisition; only indicates the desire for an unwanted copy if one is received. Name the requesting reference location and the requester in the statement (preferably followed by a date)).

925 0# \$a acquire \$b 2 shelf copies \$x policy default \$z r-MRR
BIOG, J. Robinson, 07-29-00
925 0# \$a acquire \$b 1 shelf copy \$x policy default \$z jr
20020328 reference copy for r-MRR

If you are unable to input the request in the LC ILS, send a request to input one to ABA Policy and Standards Division. The next copy received is sent to ABA/POLICY, where staff process it for the requesting location and delete 925 \$z. (Reference staff do not use subfield \$z when selecting an extra copy already awaiting discard for a reference collection. They send the piece and a request to ABA/POLICY, where staff process it for the requesting reference location.)

C16.15 952 FIELD: LOCAL CATALOGER'S PERMANENT NOTE (R)

C16.15.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Cataloger's note (NR)

C16.15.2 General Description and Instructions

Contains information primarily of interest to cataloging staff, often concerning sources consulted during cataloging or modifications that were made or should be made in an existing record. See DCM B9 for instructions on using 952 fields and cataloger's permanent notes in LC bibliographic records.

C16.16 955 FIELD: LOCAL FUNCTIONAL IDENTIFYING INFORMATION (R)
[High use]

C16.16.1 General

C16.16.1.1 Content designation summary

First and second indicators

: Undefined

Subfields

- a** : Tracking information (R)
- b** : IBC/BBC processing (R)
- c** : Descriptive cataloging (R)
- d** : Subject cataloging (R)
- e** : Shelflisting and ordinary end-stage processing (R)
- f** : CIP verification (R)
- g** : Serials end-stage processing (R)
- h** : Minimal level cataloging (MLC) (R)
- i** : Whole item cataloging (R)
- j** : ISSN pre-publication assignment (R) *[ISSN assignment staff only]*
- k** : ISSN post-publication assignment (R) *[ISSN assignment staff only]*
- l** : Holdings conversion and inventory (R) *[Serial holdings conversion and inventory use only]*
- m** : Bibliographic record cancellations (R) *[Serials holdings conversion and inventory use only]*
- t** : Added copy (R)
- w** : Dewey Decimal Classification (R)

C16.16.1.2 General description and instructions

LC staff input **charge statements** in field 955 (see C16.16.1.3) in order to record information of two kinds:

- 1) tracking locations of items that are in process (see C16.16.2);
- 2) identifying completion of specific functional aspects of the cataloging process (see C16.16.5)

For the latter, field 955 has separate subfields (\$b-\$m, \$t, and \$w) defined for different stages of the cataloging workflow that have been completed (see C16.16.6). Acquisitions and Bibliographic Access Directorate (ABA) managers derive statistical reports from data in those subfields. Units outside ABA, especially those with incompatible workflows, do not use these functional aspect tracking subfields.

Although field 955 is repeatable, use one 955 field for main tracking/identifying information in a record. Input additional, temporary 955 fields for special added copy and added volume tracking procedures (see C16.16.3 and C16.16.4).

C16.16.1.3

Field 955 charge statements

In each 955 charge statement, input the following elements in the following order:

- 1) a four-character alpha/numeric staff or section code;
- 2) the date in the form **yyyy-mm-dd**.

Following those, when appropriate, also input:

- 3) information about where the item was sent and the action for which it was sent there.

```
... jg00 2004-01-14 ...  
    (Code with "00" indicates a section rather than an  
    individual)  
... xz05 2008-11-15 to ABA/POLICY for class proposal ...
```

ABA staff input different charge statements in separate subfields and do not also input semicolons for separation. Units outside ABA that do not use subfields \$b-\$m, \$t, and \$w may input all 955 charges in one subfield \$a and separate them by semicolons.

```
955 ## $b jg02 2003-01-08 $c jg02 2003-01-08 to subj. $d jg16  
    2003-01-14 $e jg08 2003-01-14 to Dewey  
    (Current practice in aba)  
  
955 ## $a kklo 2001-07-18 in P&P; kklo 2001-07-23 to aale; aale  
    2001-07-30 to P&P storage  
    (Acceptable practice outside ABA)
```

Input 955 charges in chronological order of processing, **not** necessarily in alphabetical order by subfield codes.

```
... $d xz05 2005-04-11 $c xz07 2005-04-13 ...  
    (Someone did subject cataloging first; then someone else  
    did descriptive cataloging afterward)
```

C16.16.2

Tracking Locations of In-Process materials

Location information in a 955 field charge represents either:

- 1) the location IN which an action is done or which accepts the item in custody—represented by the staff/section code at the *beginning* of the charge statement; or
- 2) the location TO which an item is sent for custody, assistance, etc.—represented by “to” and an identification of the destination (for example, “to BCCD”) at the **end** of the charge statement.

Input the latter (that is, a “to” location) when discharging an item from your section and sending it to another unit. It is not mandatory to track “to” locations between different persons or actions in the same section, but individuals and sections **can** track those optionally if they consider it useful to do so.

- ... \$e jj93 2005-03-16 to Dewey
(After end-stage processing, someone **mandatorily** tracked sending the item out for Decimal classification)

- ... \$d jj10 2005-02-07 to shelflisting ...
(After subject cataloging, someone **optionally** tracked submitting the item for shelflisting by someone else in the same section)

- ... \$d zq03 2005-04-06 \$e zq99 2005-04-11 to BCCD
(After subject cataloging, someone did not track submitting the item for shelflisting in the same section; after shelflisting/end-stage processing, someone **mandatorily** tracked sending the item to BCCD)

See DCM B5 Appendix 1 (section B5.6.3.3) for guidelines on when to charge monographs and integrating resources that are in process and who should charge them. See DCM B6 for guidelines on referring items for cataloging assistance. Follow the instructions here in DCM C16.16, however, regarding format and content of charge statements.

Example

```
955 ## $b zz12 2008-10-18 $i zz03 2008-10-25 to BCCD
      (Someone created an IBC record. Someone else in the
      section did whole cataloging, shelflisting, and end-
      stage processing and then sent the item to BCCD)
```

C16.16.3 Tracking Added Copies

An “added copy” in these instructions is a copy of a resource received after another copy has already been received for processing (as tracked in the record’s first 955 field). Track the receipt of an added copy in subfield \$a in an additional, temporary 955 field with a message about where it is sent for processing as shown in the following example:

```
955 ## ... $c sh27 2004-02-12 ...
955 ## $a pv10 2002-08-03 ADDED COPIES: another copy to [code]
```

Delete temporary 955 fields for added copies at end-stage processing.

C16.16.4 Tracking added volumes

An “added volume” in these instructions is a part of a resource received after some other part(s) were already received for processing (as tracked in the record’s first 955 field). Track the receipt of added volumes in subfield \$a in additional, temporary 955 fields with messages about where they are sent for processing as shown in the following example:

```
955 ## ... $c jf03 2003-11-22 ...
955 ## $a pv11 2004-01-28 ADDED VOLS: v. 2 to [code]
955 ## $a px02 2004-02-04 ADDED VOLS: v. 3 to [code]
```

Delete temporary 955 fields for added volumes at end-stage processing and input an additional subfield \$c for the volumes that were added in the permanent 955 field, as shown in the following example:

```
955 ## ... $c jf03 2005-03-22 $c jf16 2004-03-04 v. 2-3 added
      (Temporary 955 fields with "ADDED VOLS:" deleted)
```

C16.16.5 Identifying Functional Aspects of Cataloging

When you complete a function in the cataloging workflow, input a charge (per C16.16.1.2-C16.16.1.3) in the 955 functional aspect subfield corresponding to it (see information on subfields \$b-\$m, \$t, and \$w in C16.16.6).

When one person completes multiple functions, input an “umbrella” subfield combining those functions if one exists (for example, subfield \$i) and is applicable.

```
... $i cc17 2005-01-16 ...  
not ... $c cc17 2005-01-16 $d cc17 2005-01-16 ...
```

(The same person did whole item cataloging, that is, descriptive and subject cataloging)

There is **no** 955 subfield defined for review during the cataloging process and there is no requirement to record it in field 955. If sections **choose** to record reviewers’ identities, they may do so informally in subfield \$a following the 955 subfield for the work reviewed.

```
... $c zz92 2005-02-14 $a zz90 2005-02-16 (rev.) ...  
(Someone did descriptive cataloging only. Someone else reviewed that)
```

Note: Some 955 subfields have context-sensitive definitions and identify different functions in different workflows (for example, CIP versus non-CIP cataloging).

Examples

```
955 ## ... $i sb15 2004-05-14 $e sb21 2004-05-20 ...  
(Someone did whole item cataloging. Someone else in that section did shelflisting and end-stage processing)
```

```
955 ## $a ... $i le03 2002-04-23 $e le02 2002-04-23 ... $f le28  
2003-06-03 to BCCD  
(Someone did whole item cataloging and someone else in that section did shelflisting. When LC received the item, someone did CIP verification and CIP verification end-stage processing, then sent the item BCCD)
```

C16.16.6 Subfields

C16.16.6.1 *\$a Tracking information (R)*

Used in ABA for location tracking, for messages about processing, or for processing not covered by other 955 subfields, such as reviewing work by someone in training. (Before October 2008, also used in ABA for IBC processing, added copies, and Dewey Decimal Classification. Before other 955 subfields were defined, used in ABA for all functional tracking information now covered by those subfields.)

May be used outside ABA for all identifying information, instead of \$b-\$m, \$t, and \$w (see C16.16.1.3).

955 ## \$b zz17 2008-10-24 \$a zz00 2008-10-24
(Someone in a section created an IBCR. The item is located in that section awaiting processing)

955 ## \$b zz21 2008-11-01 \$i zz07 2008-11-05 \$a zz01 2008-11-06
(rev.) ...
(After someone in a section created an IBCR and someone else there did whole item cataloging, someone reviewed the whole item cataloging)

955 ## \$a marcadia import ...
(Message identifies source of cataloging copy)

C16.16.6.2 *\$b IBC/BBC processing (R)*

Used for Initial Bibliographic Control (IBC)/Basic Bibliographic Control (BBC) processing by any means, such as creating a new IBC/BBC record in the LC ILS, deriving one from an existing record, adapting a vendor record, or importing a record from an external source.

C16.16.6.3 *\$c Descriptive cataloging (R)*

Used for descriptive cataloging when only that is done. Also used for added volumes processing and the descriptive aspect of copy cataloging.

C16.16.6.4 *\$d Subject cataloging (R)*

Used for subject cataloging, along with any shelflisting and end-stage processing done at the same time. Also used for subject cataloging related to added volumes processing. Used for Annotated Cataloging processing of juvenile materials. May also be used for the subject aspect of copy cataloging when a section does not choose some other means of identifying that activity.

955 ## ... \$c lf06 2001-09-08 \$d lf07 2001-10-05 to lb00 \$d lb04 2001-11-30 ...
(The charge in the first subfield \$d tracks completion of subject cataloging; that in the second subfield \$d tracks completion of AC subject cataloging)

C16.16.6.5 *\$e Shelflisting and ordinary end-stage processing (R)*

Used for shelflisting, along with ordinary non-serial end-stage processing, when those things are all the person does (that is, not when the same person does those things along with subject cataloging or whole item cataloging).

Exceptions: Subfield **\$f** is used for CIP end-stage processing done in conjunction with CIP verification. Subfield **\$g** is used for end-stage processing of **serials**, in addition to subfield **\$e** if shelflisting is also done.

955 ## ... \$i vl15 2008-09-10 \$e xz34 2008-10-16 to USPL/CL ... \$f xz17 2008-12-27 to BCCD
(The charge in subfield \$e tracks CIP pre-publication shelflisting; subfield \$f tracks CIP verification and end-stage processing)

C16.16.6.6 *\$f CIP verification (R)*
Used for verification of bibliographic data in a CIP record after LC receives the published item, along with any end-stage processing done at the same time.

C16.16.6.7 *\$g Serials end-stage processing (R)*
Used for end-stage processing of **serials** in LC workflows. Used **in addition to** 955 \$e if both shelflisting and end-stage processing for the serial are done.

C16.16.6.8 *\$h Minimal level cataloging (MLC) (R)*
Used for minimal level cataloging of any kind of resource.

955 ## ... **\$h sj05 2004-11-30** \$e sj11 2004-11-30 to shelf
(The charge in subfield \$h tracks completion of minimal level cataloging)

C16.16.6.9 *\$i Whole item cataloging (R)*
Used for a combination of descriptive and subject cataloging, along with any shelflisting and end-stage processing, done by the same person at the same time. Also used for whole item copy cataloging.

955 ## ... **\$i v119 2002-01-31** ...
(The charge in subfield \$i tracks completion of descriptive and subject cataloging done together by the same person)

955 ## ... **\$i xz15 2008-11-02** to USPL/CL \$d yq09 2008-11-15
...
(The charge in subfield \$i tracks completion of descriptive and subject cataloging done together by the same person; a separate subfield \$d tracks completion of AC subject cataloging by another person)

C16.16.6.10 *\$j-\$m [Used only for serials]*
Used only for serials. See field 955 section of ABA Serials Manual: LC Local Fields Used in Serial Bibliographic Control (www.loc.gov/staff/idt/ABADoc-Final/SER/SER-CAT/CATGEN-LocalFields.pdf).

C16.16.6.11 *\$t Added copy (R)*
Used for processing done to add a holdings record and item record(s) for another **copy** to an existing LC record. **Not** used for added **volume** processing (which is recorded in subfield \$c).

955 ... **\$i zz06 2007-11-07** ... **\$t zz12 2008-10-29**
(The charge in subfield \$i is for completion of whole cataloging, shelflisting, and end-stage processing for the first copy of a resource. The charge in subfield \$t is for processing the addition of a second copy.)

C16.16.6.12 *\$w Dewey Decimal Classification (R)*
Used for assignment and inputting of a Dewey Decimal Classification (DDC) number.

C16.17 963 FIELD: LOCAL RELATED CIP OR PCN DATA (R)

C16.17.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

a : Publisher contact name/phone (R)

b : Miscellaneous note (R)

c : Congressional loan legend (R)

C16.17.2 General Description and Instructions

Contains temporary data used in Cataloging-in-Publication (CIP), Preassigned Card Number (PCN), and International Standard Serial Number (ISSN) records. Subfield \$c contains information to indicate that the item is needed on a priority basis by Congress.

For CIP and PCN records, the field is deleted when field 263 (Projected Publication Date) is deleted because the published item has been received and the cataloging completed.

Roman numeral "II" in subfield \$b of field 963 plus a note in field 952 signals that a cataloger wants to see a CIP item when LC receives it.

```
963 ## $a Frank Calderon, 908-827-2684, Random House
963 ## $a Andrew R. Dodge; phone: (202) 226-1300; fax: (202)
      226-4635; email: andrew.dodge@mail.house.gov; bc:
      andrew.dodge@mail.house.gov
963 ## $c CONGRESSIONAL LOAN
963 ## $a Anthony Simon, 215-259-1864; $c CONGRESSIONAL LOAN

952 ## $a II check ill. 1b10 10-31-03
963 ## $a Cindy Howle; phone: 212-414-3646; email:
      Cindy.Howle@us.penguin.com $b II
```

For ISSN records, the field is deleted from pre-publication records once an issue of the serial is received. For post-publication records (an actual issue accompanies the ISSN request), the field may be retained for a period of time in case the information is needed for future reference.

```
963 ## $a eml_davis@yahoo.com
963 ## $a abjna@scihub.org
```

C16.18 984 FIELD: LOCAL SHEFLIST COMPARE STATUS (R)

C16.18.1 General

C16.18.1.1 Content designation summary
First and Second Indicators
: Undefined

Subfields

a : Comparison file (NR)

csl : Cartographic materials (G&M) card shelflist
gsl : General card shelflist
lars : LARS binding prep database
lbsl : Law binding shelflist
lsl : Law Library card shelflist
lmlx : Law Microlinx
ncf : Newspaper microfilm card file
rsl : Rare Book shelflist
sr3x5 : Serial Record 3 x 5 file
srmf : Serial Record microform file
srssl : Serial Record sheet shelflist
srvf : Serial Record visible file

b : Note (NR)

d : Date of comparison (**yyyy-mm-dd**) (NR)

C16.18.1.2 General description and instructions

Indicates that LC staff or contractors have compared a bibliographic record's holdings and/or item records with data from an LC manual inventory file, completing Shelflist Compare (see *Classification and Shelisting Manual, ILS Supplement*, Appendix A: <http://www.loc.gov/staff/catdir/cps0/SCMSLApA.html>) or procedures for another local file.

Do not delete a 984 field found in an existing record. Do not add or modify a 984 field except as part of doing Shelflist Compare or another inventory file comparison procedure.

```
984 ## $a gsl
984 ## $a lsl $d 2000-07-27
984 ## $b Referred - holdings discrepancy
984 ## $a gsl $b Referred for SLC
```

C16.19 985 FIELD: LOCAL RECORD HISTORY (R)

C16.19.1 General

C16.19.1.1 Content designation summary
First and Second Indicators
: Undefined

Subfields

- a** : Agency that keyed record/record history (NR)
- b** : Network used for first level keying (NR)
- c** : Network transmitting record to LC (NR)
- d** : Date record entered in original or transmitting network (NR)
- e** : Responsible LC application or project (NR)
- f** : Online cataloger maintenance [staff code] (NR)
- g** : *PREMARC* maintenance history (NR)
- h** : *PREMARC* maintenance comment (NR)

C16.19.1.2 General description and instructions
Contains information about record source, loading, and maintenance. Generally, do not delete or change a 985 field found in an existing record.

```
985 ## $c OCLC $e srreplace 2002-02
985 ## $e ODE-rj
985 ## $a DLC $e NUC
985 ## $a rarebk/pre1801 $e rbc $f ce12 ...
985 ## $a wln $c wln $e cacyrillic
985 ## $a rlin $c rlin $e marcadia
985 ## $e VENDOR LOAD
985 ## $a NLMCIP $d 2004-09-20
985 ## $e PREMARC $g enh 050dvc $h revised copy for reprint
985 ## $e ATLAS MIG
985 ## $a rarebk/bside $e ammem
```

C16.19.2 Subfield \$g PREMARC maintenance history (NR)

Contains one or more maintenance codes that indicate content designation checks, data validation, and other data enhancements that have been made on a *PREMARC* record or on specified field(s) in one.

A maintenance code appended to a MARC field tag indicates performance of maintenance on that field rather than the entire record. A fourth digit following the field tag and preceding the maintenance code identifies which occurrence of that field got maintenance. (For example, “7002cd” indicates content designation checked in the *second* 700 field of the record.) Blank spaces separate multiple codes.

- cd** Content Designation Checked (*appended to a MARC field tag*). Indicates that only content designation in the indicated *field* has been checked.

- dv** Data Validated (*appended to a MARC field tag*).
Indicates that the data in the indicated *field* has been checked.
- dvc** Data Validated as Current.
Indicates that the data in the *record* or indicated *field* is more current than information on any manual file card, thus explaining discrepancies between source card and online record.
- enh** Enhanced.
Indicates the PREMARC *record* has gone through the complete upgrade process; final upgrade has been completed.
- fed** Full Content Designation Checked.
Indicates that content designation of all fields in the *record* has been checked.
- fdv** Full Data Validated.
Indicates all data in the *record* has been validated.

```
985 ## $e PREMARC $g enh
985 ## $g 650cd
985 ## $g 245dv
985 ## $g fdv
985 ## $f cj09 $g enh $h original PREMARC record lacked 260 field;
dummy field added
```

C16.20 987 FIELD: LOCAL CONVERSION HISTORY (R)

C16.20.1 General

C16.20.1.1 Content designation summary
First and Second Indicators
 # : Undefined

Subfields

- a** : Romanization/conversion identifier (NR)
- b** : Agency that converted, created, or reviewed romanization/conversion (NR)
- c** : Date of conversion or review (NR)
- d** : Status code (NR)
- e** : Version of conversion program used (NR)
- f** : Note (NR)

C16.20.1.2 General description and instructions

Contains temporary information about the conversion status of MARC 21 records, for purposes of the Pinyin Conversion Project and potential future projects.

For the Pinyin Conversion Project, enables machine conversion programs to exclude records already using pinyin romanization (because created that way or because already converted). Used as a pinyin marker in new records containing romanized Chinese data. (See www.loc.gov.catdir/pinyin for more information on this project.)

Generally, do not delete or change a 987 field found in an existing record.

```
987 ## $a PINYIN $b DLC-R $d c
987 ## $a PINYIN $b CStRLIN $c 20001214 $d r $e 1.0 $f [access
not affected] See field: 500(1)
987 ## $a PINYIN $b DLC $c 20020605 $d c
987 ## $a PINYIN $b CStRLIN $c 20010109 $d c $e 1.0
987 ## $a PINYIN $b OCoLC $c 20001201 $d c
```

C16.20.3 Subfields

C16.20.3.1 \$a Romanization/conversion identifier (NR)
 Contains an identification of the project (“PINYIN” for the Pinyin Conversion Project).

C16.20.3.2 \$b Agency that converted, created, or reviewed romanization/conversion (NR)
 Contains *MARC Code List for Organizations* code for the agency that performed or reviewed the conversion of data in the record.

C16.20.3.3 *\$c Date of conversion or review (NR)*
Contains date when the conversion was performed or reviewed, in the form **yyyymmdd** (with no hyphens).

C16.20.3.4 *\$d Status code (NR)*
Contains a mandatory code indicating the degree to which the project has converted or reviewed the information in the MARC 21 record.

- c** Record Fully Romanized
All eligible data converted (by cataloger or machine process).
- n** Record Processed but Not Converted
No eligible data detected in record by machine process.
- r** Record Requires Manual Review
Some data perhaps not converted by machine process.

C16.20.3.5 *\$e Version of conversion program used (NR)*
Contains an identification of the version of the conversion program applied to the record, when machine conversion was done.

C16.20.3.6 *\$f Note (NR)*
Contains free text information about the status of conversion of data in the record.

C16.21 991 FIELD: LOCAL LOCATION INFORMATION (R) [*Limited use*]

C16.21.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

- a : Copy location code (NR)
- b : Sublocation of collection (R)
- c : Shelving location (R)
- d : Date of location change (R)
- e : Box number (R)
- f : Oversize location (R)
- g : Location (R)
- h : Classification part (NR)
- i : Item part (R)
- k : Call number prefix (NR)
- l : Copy location code (NR)
- m : Call number suffix (NR)
- o : Item type (NR)
- p : Piece designation (NR)
- r : Item use count (NR)
- t : Copy number (NR)
- u : Volume chronology (NR)
[or, in Copyright records: URL for electronic copy (R)]
- v : Volume enumeration (NR)
- w : Source file (NR)
- x : Nonpublic note (R)
[or, in Copyright records: Retention (R)]
- y : Item record note (R)
- z : Public note (R)
[or, in Copyright records: Person responsible (R)]

C16.21.2 General Description and Instructions

Contains local location information used to generate holdings records in the LC ILS database. Many 991 fields are leftovers from migration to the LC ILS. There are some current uses, such as by the Geography and Map Division, some reference collections, and LC's overseas and Copyright offices. Staff involved in those have authorization and training to input and change 991 fields. Otherwise, generally do not input field 991 in new records and do not change or delete 991 fields found in existing records.

```
991 ## $b c-GenColl $h PN4784.R4 $i R58 1988 $t Copy 1 $w BOOKS
991 ## $b c-GenColl $h PN4784.R4 $i R58 1988 $p 00034721531 $t
Copy 2 $w CCF
991 ## $b r-MRR $h JF51 $i .B583 2004 $t Copy 1 $m Ref Desk $w
GenBib
991 ## $b c-GenColl $o am $p 00118308736
(Record created by an LC overseas office)
991 ## $b c-G&M $h G3804.N4:3Q4 1989 $i .H3 $t Copy 1 $w MAPS
```

C16.22 992 FIELD: LOCAL LOCATION INFORMATION (R) [*Limited use*]

C16.22.1 Content Designation Summary

First and Second Indicators

: Undefined

Subfields

- a : Location (NR)
- b : Sublocation of collection (R)
- c : Shelving location (R)
- h : Classification part (NR)
- i : Item part (R)
- k : Call number prefix (NR)
- m : Call number suffix (NR)
- o : Item type (NR)
- p : Piece designation (NR)
- r : Item use count (NR)
- t : Copy number (NR)
- u : Volume chronology (NR)
- v : Volume enumeration (NR)
- w : Source file (NR)
- x : Nonpublic note (R)
- y : Item record note (R)
- z : Public note (R)

C16.22.2 General Description and Instructions

Contains local routing and temporary location information extracted from LC's former ACQUIRE and SERLOC files. It does not generate holdings records in the LC ILS database but only stores the migrated data. Do not input field 992 fields in new records. Generally do not change or delete 992 fields found in existing records.

```
992 ## $a SECT L EURR $w ACQUIRE
992 ## $a Unckd LL $h KF1155.C59 $k LLAB Loose $w SERLOC
```

C16.23 LEADER, 008, AND 006 FIELDS

The following guidelines give only key advice for using Leader, 008, and 006 values in the context of LC bibliographic records for monographs and integrating records. For more information, see the *MARC 21 Format for Bibliographic Data*, available in Cataloger's Desktop, in print, and via the Internet (<http://www.loc.gov/marc/bibliographic/ecbdhome.html>).

For staff who choose to read character strings for Leader, 008, and 006 directly from LC ILS record displays (rather than opening their dialog boxes for more detailed information), a set of interpretation examples that may serve as reference aids are available on ABA/Policy's staff Web site (www.loc.gov/staff/catdir/cps/).

C16.23.1 Leader

Type of record (Leader/06) and bibliographic level (Leader/07): See DCM M3.3.5 for restrictions and guidelines on changing type of record (Leader/06) in an existing record. See DCM M3.3.6 for restrictions and guidelines on changing bibliographic level (Leader/07) in an existing record.

Descriptive cataloging form (Leader/18): Use Leader/18 value "a" ("AACR2") in new, original cataloging; record templates have that pre-coded. Generally leave any other value as found in older LC database records based on rules before AACR2, unless deliberately recataloging a record (for example, a still incomplete record created under earlier rules) to comply **completely** with AACR2. Do not change the Leader/18 value only because headings in the record have been updated to AACR2 forms.

C16.23.2 008 Field

Modified record (008/38): Do not use 008/38 values "d," "s," or "x" in new LC bibliographic records.

Cataloging source (008/39): Use 008/39 value "#" ("national bibliographic agency") in new LC original bibliographic records; record templates have that pre-coded. Accept other values as found in cataloging copy imported from sources outside LC, except change code "u" to "d."

C16.23.3 006 Field in LC Integrating Resource Records

In records for **non-textual** (Leader/06 not “a”) integrating resources that are continuing in nature, input 006 fields with selected elements coded as instructed in the following table, to record data related to that “continuing” nature.

<i>Position</i>	<i>Element</i>	<i>Instruction for LC Non-textual Integrating Resources</i>
006/00	Form of material	Open 006 dialog box and select the “Serial/Integrating” tab (= code “s” in 006/00).
006/01	Frequency	Use MARC 21 code.
006/02	Regularity	Do not code. Accept prompted “no attempt to code.”
006/03	ISSN center	Do not code. Accept prompted “no attempt to code.”
006/04	Type of continuing resource	Use MARC 21 code: d : Updating database 1 : Updating loose-leaf w : Updating Web site
006/05	Form of original item	Do not code. Accept prompted “no attempt to code.”
006/06	Form of item	<i>Updating database or updating Web site:</i> Use MARC 21 code “s” (“electronic”) <i>Updating loose-leaf:</i> Do not code. Accept prompted “no attempt to code.”
006/07	Nature of entire work	Do not code. Accept prompted “no attempt to code.”
006/08-10	Nature of contents	Do not code. Accept prompted “no attempt to code.”
006/11	Government publication	Do not code. Accept prompted “no attempt to code.”
006/12	Conference publication	Do not code. Accept prompted “no attempt to code.”
006/13-15	<i>[Unused]</i>	
006/16	Original alphabet	Do not code. Accept prompted “no attempt to code.”
006/17	Entry convention	Use MARC 21 code “2” (“integrating entry”).

670 Source Data Found

This 670 section covers the following topics:

- General
- Transcription of names and titles
- Internet resources
- Recording dates
- Justifying references
- Transcription of other data
- Special types of citations

LC series practice: As of June 1, 2006, LC does not create or update SARs

PCC series practice: Transcription of the series statement is mandatory if applicable. Searching for series authority records, tracing the series, and the creation and maintenance of series authority records are optional.

General

The purpose of this field is to record information about the name or title represented in the 1XX field. It includes facts that contribute to the identification of the heading, that justify the choice of the name used as the 1XX heading and references to it, and that clarify relationships between it and other headings in the file.

Functions of the 670 field:

- ◆ To supply information, from bibliographic, and at times non-bibliographic sources (e.g., phone calls, letters), in support of the choice and form of the heading and references
 - ◆ To store information that may be used to break a conflict later
 - ◆ To identify a person with a particular work or as an author in a particular discipline or time period
 - ◆ To identify different individuals whose access points must remain identical for now (i.e., undifferentiated personal name headings)
 - ◆ To clarify whether different forms of a body's name or of a title are simply variations or reflect a change in the name or title and to identify relationships with other headings
 - ◆ To record research required by the current rules
 - ◆ To facilitate authority and bibliographic file maintenance, i.e., the information in 670 fields aids in making decisions about duplicate headings and misattributions
 - ◆ To support machine manipulation based on algorithms using information in the 670

Note that the examples given throughout the following text have different conventions in regard to punctuation and style. These conventions are not prescriptive and should be considered as best practices to facilitate the exchange of information in a shared database environment. Catalogers are expected to use judgment and common sense. Punctuation and style need not be consistent from record to record as long as the information is clear and accurate.

Generally, the first 670 field cites the work for which the heading is being established, i.e., the work being cataloged; give subsequent 670 fields in any order, adding new fields after existing ones. Do not routinely delete or change existing 670 fields, input by LC or by a NACO participant, when adding new 670 fields.

Note that it is not always necessary to include a 670 field for every reference source consulted; use judgment in deciding what sources are important enough to retain in the permanent authority record. For example, an NAR does not serve as a biographical sketch of a person, nor as an account of the detailed history of a corporate body.

By exception, a 670 field (rather than a 675 field) may be provided with the phrase (name not given) or (title not given) in the subfield \$b if/when the name or title in the 1XX is not available in the work being cataloged. This information will help reduce ambiguity and provide other catalogers with clues to the identity of the author by citing the work that generated the need for the heading (e.g., title of work, publication date) as described below. For all citations other than that for the work being cataloged that lack information about the 1XX, use field 675.

A 670 field should include the following:

- (1) The title of the work being cited, complete enough for later identification in an online catalog. Abbreviations and ellipses may be used. Precede a generic or indistinctive title with an indication of the main entry of the work, which may also be abbreviated, or in a NAR be replaced by a pronoun; if the main entry is the same as the title proper plus a qualifier, give the uniform title main entry instead of the title proper.

In authority records created using an automated authority generation program, the 670 information may include the main entry name as it appears in the bibliographic record for which the authority record is being made. In order to maintain the cost effectiveness of this process, it is recommended that catalogers accept the additional information as generated.

- (2) The date of publication. Also see the guidelines below for specific categories:

- Multipart items. If the part is the first part, give the date of publication as an open date.

- Serials other than monographic series. Generally, use a chronological designation instead of a publication date; if there is no designation date, use the numeric designation and the date of publication. Indicate, following the designation statement, if a “surrogate” was used.

```

670 $a The Verdict, Feb. 1975: $b t.p. ([data])
not 670 $a The Verdict, vol. 2, no. 1 (Feb. 1975): $b
      t.p. ([data])

```

```

670 $a Studies in Confederate history, No. 1 (1966),
      surrogate $b cover ([data])
not 670 $a Studies in Confederate history, 1966,
      surrogate $b cover ([data])

```

- Integrating resources. Identify the iteration from which information was taken (e.g., “viewed on” dates for updating Web sites, update number or release number for updating loose-leaves).

```

670 $a Internet Broadway database, viewed on Jan. 21,
      2003: $b about IBDB (League of American Theatres
      and Producers)

```

- MARC characters. With the exception of the eszett, the Euro, and the spacing circumflex (cf. LCRI 1.0E) any characters found in the MARC code table at: <http://www.loc.gov/marc/specifications/specchartables.html>, are valid for use in authority records contributed to the LC/NACO Authority File. Note that LC catalogers will generally continue to substitute the letters ‘p’ and ‘c’ rather than use the phono copyright or copyright symbols when transcribing publication, distribution, etc., dates in 670 \$a.

- (3) The specific location(s) of the information found (e.g., t.p., jkt., label, map recto) when the work cited is other than a standard reference source, (e.g., an encyclopedia or a bibliographic file). For numbered multipart items, include the volume number of the item with the specific location. If the heading is being established from a CIP or ECIP at the galley stage, precede the first location with the “CIP” or “ECIP” as appropriate (e.g., CIP t.p., ECIP pref.).

Specific location was not given on “n42-” (retrospective) SARs.

For NARs, generally, use “etc.” to avoid giving more than two locations or a sequence of locations (e.g., p. 316, etc., for p. 316-325, 329-331, 342). For SARs,

always give each location separately.

PCC series practice:

In post-cataloging authority work without the piece in hand, use the location “resource not in hand.” If the piece is examined again and the authority record is updated, it is allowable to edit the corresponding 670 field to provide a location and additional forms of series titles as needed.

670 \$a From child to adult, 1970: \$b resource not in hand (American Museum sourcebooks in anthropology)

- (4) Information found. Following the location, cite the information found there, enclosed in parentheses. Automated authority record generation programs may supply additional information from the bibliographic record from which the authority record is being made, e.g., complete statements of responsibility. In order to maintain the cost effectiveness of these programs, use judgment in deciding what information can remain in the subfield \$b and what is really extraneous to the record being created and should be deleted.

As appropriate, give multiple occurrences of information from the same source following the location of the information. (Note: In SARs the parenthetical statement of the form of title proper was omitted until June 1989.)

If an SAR is for a republication only, begin the 670 with the term for the type of republication and a slash. Do not include a 670 for a republication if the SAR covers both the original and one or more republications. Do not add additional 670 fields for other types of republications cataloged later. (See 64X yellow pages for more information about republications.)

670 \$a Large print edition/Fool's coach, c1989 \$b CIP t.p. (An Evans novel of the West)

- (5) When creating an undifferentiated NAR or converting a differentiated NAR to an undifferentiated one (i.e., 008/32=b), create a pair of 670 fields to group information about each individual covered by the NAR. The pair should consist of an "identifying" 670 field containing a descriptive term (e.g., the role the person played in the context of a particular work) and a “citation” 670 with the title of the particular work. All data in the identifying 670 should be in \$a and enclosed within square brackets. This 670 should be followed by one or more "citation" 670s, constructed according to normal practices, that relate to the “identifying” 670.

This pairing of identifying and citing 670 fields helps to provide a visual cue that

the record represents an undifferentiated heading, and also assists in distinguishing individuals covered by the record should it become possible in the future to remove an individual to form a differentiated heading (e.g., if additional information becomes available).

```
1001##$a Smith, Arnold
670###$a [Author of A book of dreams]
670###$a A book of dreams, 1996: $b t.p. (Arnold Smith)
670###$a [Author of Coaching high school basketball]
670###$a Coaching high school basketball, 2005: $b t.p.
(Arnold Smith)
670###$a [Director of High school confidential]
670###$a High school confidential, 1965: $b credits (directed
by Arnold Smith)
```

Transcription of names and titles

Transcribe names or series titles used in the heading or references in full, as they appear in the source, without abbreviation by the cataloger.

For titles that are not series (cf. Introduction Page 2 on when an NAR for these titles is needed), generally transcribe only titles that are considered important to document.

When preparing an authority record for the text of a law (AACR2 rule 25.15A2) or a subject compilation of laws (AACR2 25.15A1), if a source being cited contains an official short title or citation title, cite that title, preceded by the term "citation title" and its exact location, e.g.

```
670 $a Workers' compensation law of the state of North Carolina,
c1980: $b t.p. (Workers' compensation law of the state of
North Carolina) citation title, p. 49 (The North Carolina
Workers' Compensation Act)
```

For corporate headings, include in the data cited all the hierarchy required to justify needed references, but do not include elements irrelevant to the particular heading being established, e.g., subordinate body's name. Automated authority generation programs may supply additional information beyond the specific corporate body's name; use judgment in deciding what information (e.g., subordinate body's name) is extraneous to the record being created and should be deleted.

For all of the above categories, if the only expression of the name or title on the chief source of information is in the bibliographic title given in subfield \$a of the 670 citation, repetition of the name in subfield \$b may be omitted, provided no important information is lost.

If information about an earlier/later name or title is found in the same source as the name or title in the heading, give all the information in the 670 field; do not separate the information about the earlier/later name or title and give it in a 675 field.

670 \$a Strafvollzug, 1985 \$b t.p. (Rechtsgeschichte) p. 2
(Continues: Veröffentlichungen / Justizministerium Nordrhein-
Westfalen)

Data must be given in romanized form. Normally it is understood that the cataloger has provided the romanization; therefore, when transcribing romanization found in the source, add after it the bracketed phrase [**in rom.**]. If a cataloger chooses to provide nonroman script references, the 670 \$b should contain both the nonroman script transcription(s) found in the source, and the systematically romanized form(s).

In such languages as Arabic and Hebrew, vowels are commonly omitted from the orthography of texts, and the cataloger supplies the missing vowels in transcribing data. When transcribing text that does include the vowels, add after it in brackets [**voc.**] or [**part voc.**] as appropriate.

Internet resources

These instructions apply to electronic resources being cataloged and to resources used as reference sources.

Give the title of the Internet resource and the date it was consulted in subfield \$a. In subfield \$b, give a location within the resource (e.g., home page, about page, HTML title, t.p. of .pdf), if appropriate, and the information found.

Catalogers may *optionally* provide a uniform resource identifier (URI) in the 670 citation to link to the cited resource if it contains significant information related to the established heading that cannot be cited succinctly in the authority record. Note that use of a URI in the 670 \$u does not take the place of the requirement to cite relevant data in subfields \$a and \$b of the 670 field needed to support the heading or references (this information will continue to be available if the site changes or disappears). Do not provide URIs for general reference sources and/or web-based reference sources that are included in the LCRIIs (e.g., Contemporary Authors online, GNIS, GEOnet). If a URI is included, it must be given in subfield \$u.

670 \$a British Oceanographic Data Centre, 23 Nov. 2009 \$b about us (British Oceanographic Data Centre, National Environment Research Council; BODC, is a national facility for looking after and distributing data concerning the marine environment) \$u <http://www.bodc.ac.uk/>

670 \$a N.Y. times (online), Apr. 13, 2003 †b (Seymour Lubetzky; librarian; b. Shmaryahu Lubetzky in Zelva, now Belarus; d. last Saturday [Apr. 5] in Los Angeles, aged 104)

670 \$a Stephen King.com,the official Web site, viewed Feb. 28, 2006 \$b biography, etc. (Stephen Edwin King; b. Portland,

Maine, 1947) site also includes listings of author's works
 \$u <http://www.stephenking.com>

670 \$a BNF in VIAF, Nov. 12, 2009 \$b (hdg.: Gaulle, Charles de, 1890-1970)

670 \$a Nat. Lib. Israel (Cyrillic), in VIAF, viewed Nov. 12, 2009 \$b (hdg.:
 СЕРВАНТЕССААВЕДРА, МИГЕЛЬДЕ, 1547-1616)

Recording dates

To facilitate international contribution and use of authority records, when giving dates, use the abbreviated forms for months given in AACR2 Appendix B.15. (The U.S. practice for recording dates using numerals differs from the practice in some other countries). Do not change the style of dates in existing records.

Justifying references

Justify names or titles given as references by information cited from sources. However, justification is not required in the following cases:

- (1) References justified by rules or rule interpretations only, usually because the reference is derived from inverting, shortening, etc., the heading or giving a substitute form in the heading.
- (2) References made on the basis of the cataloger's awareness of different romanizations or orthographies.
- (3) Name/title cross references derived from the work being cataloged, from other works cataloged under the same heading, or from information in standard reference sources.
- (4) References made on the basis of information from the Library and Archives, Canada (cf. DCM Z1 Appendix 2: Canadian headings).
- (5) References to earlier/later headings of corporate bodies reflecting changes due to national orthographic reform, changes in government headings due to an official language change, or changes involving only a parent body to which the body being established is subordinate.
- (6) References made on the basis of information from the British Library as part of the English Short Title Catalogue project.

- (7) Optional references from pre-AACR 2 forms on SARs and on retrospective NARs.

Transcription of other data

NARs. Use judgment to determine how much data to record in the permanent authority record. Do not abbreviate or translate distinguishing terms (e.g., titles of address or office) that appear in conjunction with personal names in statements of responsibility and that potentially could be used as part of the heading. Other data may be abbreviated or summarized. Generally informally translate other data from foreign languages into English, paraphrasing or summarizing as convenient.

SARs. Use judgment to determine how much data other than forms of the title/phrase to record in the permanent authority record. Numbering and names of issuing bodies are not required but may be given.

Special types of citations

The most commonly occurring citations are listed below. If these are not appropriate, devise others as needed.

LC database. For LC catalogers not working in OCLC, “LC database” as used in a 670 subfield \$a equals name/series authority records and bibliographic records with the following values in the 906 \$b: cbc, cbu, rip, par, and vip. Note that PREMARC records are now included in those categories of bibliographic records. (LC catalogers: See the separate document about policy decisions related to local authority control and PREMARC records.)

For LC catalogers working in OCLC and for NACO participants, there is no change in what is considered to be the “LC database” as used in 670 subfield \$a.

NARs. Give the date of the search, using month abbreviations. In parentheses, prefaced by the label **hdg.:** (or **MLC hdg.:** if appropriate), give the heading (or headings) found, even if it is the same as the current heading.

If different forms of the name exist in the bibliographic records, record the heading and also any forms found, including usage identical to the heading. Separate the heading from the other forms, and preface the other forms with an

appropriate label, e.g., **usage**:¹ or **variant**:² Do not normally cite specific bibliographic records or the exact location of the variations found.

670 \$a LC database, Jan. 31, 1992 \$b (hdg.: Rivière, Pierre, 1815-1840)

670 \$a LC database, Aug. 24, 1982: \$b (hdg.: Sociedade Brasileira pelo Progresso da Ciencia; usage: Sociedade Brasileira para o Progresso da Ciencia, SBPC)

670 \$a LC database, Mar. 11, 1996 \$b (hdg.: Swedish American Corporation; variant: Swedish American Corp.)

SARs. Give the date of the search, using month abbreviations, followed by the citation of the bibliographic record. In parentheses give the series statement found in that record.

670 \$a LC database, Nov. 28, 1983, Les Déchets ménagers, c1980 \$b (Les cahiers de l'AGHTM)

Minimal level cataloging records and less than fully authenticated serial records. Authority work normally has not been done for headings used in minimal level cataloging records and less than fully authenticated serial records (authentication field 042 does not contain any one of the codes lc, lcd, nlc, or gpo). It may be necessary to reconsider the formulation of the heading. If the established heading is different, do necessary bibliographic file maintenance. Also, an MLC or less than fully authenticated serial record might provide useful information, such as a birth date not given elsewhere or usage not otherwise available. Do not routinely cite MLC headings. However, when the information is useful, document its source in the 670 field, e.g., **MLC hdg.:** or **Less than fully authenticated serial usage:**

LC manual authority card. *LC practice:* When formulating the 670 citation for

¹ “Usage” on bibliographic records refers to literal transcriptions of the forms of name usually found in records' statement of responsibility. Literal transcriptions may also appear in other parts of the bibliographic record, such as in the title proper or in a quoted note. Be sure that you are recording the transcription of the name as it appeared on the publication and not as it was formulated because of cataloging rules. Be especially careful when taking information from the publication, distribution, etc., area and from series statements. Headings may never be provided as usage.

² “Variant” on bibliographic records refers to a form of the name other than a literal transcription, e.g., a form found in the publication, distribution, etc. area or in an unquoted note; normally, there is not a need to cite such a variant in a 670 field. This understanding of “variant” within the context of a database does not refer to the varying forms of name found on an item not selected as the form used for the heading.

a manual authority card citation, use either **LC manual auth. cd.** or **LC manual cat.** (i.e., authority and bibliographic records) as appropriate. Summarize and record data found, without specifying individual works cited on the manual authority card or other sources of information which may have been mentioned there.

Citing other files or catalogs. If a heading is found in other manual catalogs or online databases, use judgment in creating a 670 citation. Begin the 670 field with a designation of the catalog/database in which these other bibliographic records were found. There is no prescribed formulation of such citations; examples are listed below:

```
670 $a LC in OCLC, date: $b ([data])
670 $a M/B/RS Collections Authority file $b ([data])
670 $a New Delhi MARC file $b ([data])
670 $a MWA/NAIP files $b (hdg.: ____; usage: ____; variants:
_____)
670 $a NUC pre-56: $b ([data])
670 $a NRMM $b ([data])
```

Library of Congress staff working with the National Union Catalog (NUC) reports used specific library reports in the 670 citations when creating name authority records.

```
670 $a nuc85-70017: Lower and middle Pennsylvania
stratigraphy ... 1982 $b (hdg. on AAP rept.:
Sutherland, Patrick Kennedy, 1925- ; usage: Patrick
K. Sutherland)
```

Reference works. Cite reference sources and the information found in them as briefly as possible within the requirements of intelligibility already stated, e.g.:

```
670 $a DNB $b ([data])
670 $a Harvard dict. of music $b ([data])
670 $a Comp. diss. index: $b ([data])
670 $a WW sci. Europe, 1991 $b ([data])
670 $a Banker's alm./yrbk., 1991: $b ([data])
```

A list of previously used abbreviations for some national bibliographies is in *Cataloging Service Bulletin*, no. 22 (fall 1983).

BGN. For geographic names established on the basis of information from the United States Board on Geographic Names,³ convey a designated short form of name by adding within brackets immediately after the appropriate element the statement [short form]. Repeat the short form if needed for clarity. Do this even if the long form is

³ Published gazetteers or World Wide Web sites (GNIS (domestic information: URL: <http://geonames.usgs.gov>; GEOnet (foreign information: URL: <http://164.214.2.59/gns/html/>))

chosen for the heading. Retain the phrases “[conventional],” “[language],” etc., when used by BGN. Give the date of the search in the online file and include the feature designation (e.g., ADM1, PPL), coordinates, and variants. If searching the latest available published gazetteer because online access is not available, do not include the date but do include the feature designation and coordinates. Note: In the published gazetteers the short form is shown with the use of boldface type.

- 670 \$a GEOnet, June 13, 1989 \$b (Coast [short form] Province; ADM1, 3⁰⁰'S 39³⁰'E)
- or* 670 \$a BGN \$b (Coast [short form] Province; ADMD, 3⁰⁰'S 39³⁰'E)
- 670 \$a GEOnet, July 7, 1992 \$b (Varese [short form] Provincia di; ADM2, 45⁴⁸'N 8⁴⁸'E)
- or* 670 \$a BGN \$b (Varese [short form], Provincia di; PROV, 45⁴⁸'N 8⁴⁸'E)
- 670 \$a GEOnet, Apr. 31, 1996 \$b (Geneva [conventional]; Genève [native], PPL, 46¹²'N 6¹⁰'E; variants: Ginevra, Genf)
- or* 670 \$a BGN \$b (Genève [French], Geneva [conventional]; POPL, 46¹²'N 6¹⁰'E)
- 670 \$a GEOnet, Sept. 28, 2001 \$b (Cambridgeshire [short form = Cambridge]; ADM1, 52¹²'N 0⁰⁷'E)

Non-bibliographic sources. Give the non-bibliographic source, the date, and the information. The source can be given specifically (“Letter from author,” “Phone call to publisher,” etc.) or in general terms (“Information from author,” “Information from publisher,” etc.). When noting a specific source, it isn't necessary to show how information was received, e.g, that letter was received via FAX rather than via mail. When a telephone call to a publisher/agency/organization is cited, usually give the name of the group called, rather than the title or name of the person contacted.

- 670 \$a Phone call to H. Jones, Jan. 31, 1992 \$b (Harry Jones is real name of Lionel Jones)
- 670 \$a Letter from author, May 29, 1994 \$b (correct birthdate for _____ is Oct. 14, 1950)
- 670 \$a Information from publisher, Feb. 6, 1991 \$b (James Allan's middle name is Stephen, not Steven)
- 670 \$a Information from OCLC, Mar. 8, 1996 \$b (_____)