

Update Information
2011 Update Number 4

<i>DCM</i>	<i>Title</i>	<i>Action/Change</i>
C16	Elements in the Local Bibliographic Record for Monographs and Integrating Resources	Revised to make a change needed to reflect the RDA encoding level "i"/040 relationship. Also includes some changes in wording and presentation.
M7	The LC ILS MARC Record Validator	Revised to make changes in wording and presentation. Also includes some changes to content, e.g., updates to URLs and names of organizational units.

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**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: 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 Functional Identifying Information)	
<u>After 906-925-955</u> , order other variable fields in “century blocks”: 0XX > 1XX > 2XX > 3XX > 4XX > 5XX > 6XX > 7XX > 8XX > other 9XX.	
0XX (Numbers and codes): 010, 040, etc.	Generally in tag number order – but not required to resequence if imported records have a different order.
1XX (Main entry)	
2XX (Title, edition, imprint, etc.): 240, 245, 260, etc.	In tag number order
3XX (Extent, etc.)	In tag number order
4XX (Series statement): 490 generally)	In order as input
5XX (Notes)	See cataloging rules and interpretations, DCM, and other documentation for specific order.
6XX (Subject & genre access fields)	Generally predominant subject(s) before secondary ones – not necessarily tag number order – as instructed in <i>Subject Headings Manual</i> H 80 and other documentation
70X-75X (Added entry fields)	In order according to LCRI 21.29
76X-78X (Linking entry fields)	In tag number order
80X-83X (Series added entries)	Passed through, disregarding order. (Generally not input in new records.)
84X-88X (Location, etc.): 856, 880, etc.	In tag number order
9XX (Local fields): 952, 984, etc.	In tag number order – except see above for 906-925-955

Ordering 906, 925, and 955 fields as shown above is:

- **mandatory** in **new** LC ILS records created, derived, or imported **one by one**
- **optional**, not required, in **batch** loaded records and in other circumstances.

Generally accept other variations from the above order created by batch loading processes. See DCM B13.11 for instructions about 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, input or retain only those local fields needed for the resource that the new record represents; delete unwanted local data fields that came from the source copy, as necessary.

When importing records one by one, assess the result of each merger: delete duplicate or wrong local fields inserted by the loading process; add needed local fields that were not provided. (See DCM B13.11 for more guidelines about mergers using 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. They are identified to clarify their presence in LC records, 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

Has same indicators and subfields as MARC 21 field 246.

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

Title needed **locally** as an access point, such as a variant used by a vendor.
LC monograph and integrating resource catalogers: Generally do not change or delete in existing records.

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

C16.5 590: 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 holdings of multipart: Input or update 590 with LC's local holdings when a *copy cataloging* record's contents note includes parts 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.*)

LC local binding practice: Record details of local binding in 590 when LC divides a very thick 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.

LC records exhibit other, discontinued uses of 590. Leave those as found but do not imitate them.

C16.6 591: 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

Local information notes used when LC had different resources **locally** bound together or combined on the same microfilm reel. Has no active uses now in LC. Do not input in new records; generally do not change or delete in existing records.

C16.7 592: 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

Notes with LC local acquisition information or handling instructions. Newer LC records more often use acquisitions module notes, but 592 can still be used.

```
592 ## $a Send loose-leaf replacement pages unchecked to ST&B.  
592 ## $a order cancelled; Blackwell's reports this title  
discontinued.
```

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

C16.8.1 Content Designation Summary

Has same indicators and subfields as MARC 21 field 856.

C16.8.2 General Description and Instructions

Electronic location information for a resource not necessarily accessible from LC. Has same information as 856, but does not display in the OPAC. CONSER serial records in the LC ILS and records for some Web resources initiated by LC use 859.

```
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: 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

Visible file entry formerly used in LC's manual Serial Record. Appears in a monograph or integrating resource record when there was a pre-ILS serial check-in record for loose-leaf updates. Generally do not change or delete 890 found in those records.

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


C16.10 906: 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
 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)
 Code controlling 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 some classified map records and some visual material records.

C16.10.2.2

\$b Local record completion state (NR)

Code indicating (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	Record supporting acquisitions but not cataloging or circulation
bbc	Basic Bibliographic Control	a) Completed less-than-full record for a serial that LC does not retain or retains non-permanently, or b) Former SERLOC record that failed to merge with a serial bibliographic record
cbc	Completed Bibliographic Control	(a) Completed full, core, LC BSR, or minimal level bibliographic record, or (b) Completed CIP pre-publication cataloging
cbu	Completed Bibliographic Control (Unverified)	Completed record that was “unverified” in MUMS before it migrated to LC ILS – Changed to “cbc” if the record is updated
cir	Circulation Support Record	Record supporting circulation but not acquisitions or cataloging
ibc	Initial Bibliographic Control	Record still in its “initial” state, with all or some of its intended cataloging not yet completed
par	Partial Bibliographic Control	Record with some aspect(s) of processing beyond IBC completed, but other aspect(s) not yet completed Optionally used by sections with local determination of what it means – <i>Examples include but are not limited to:</i> <ul style="list-style-type: none"> • Descriptive work completed but subject work not yet completed • Cataloging except authority work completed
rip	Revised CIP Cataloging/Revised CIP Data	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	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	Record with CIP verification in process or being initiated for a resource that has been received – Changed to “cbc” when completed
und	Undetermined	

C16.10.2.3

\$c Local processing workflow (NR)

Code indicating 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	042 = " lccopycat "
gpocoop	GPO Cooperative Cataloging Stream <i>(obsolete)</i>	See DCM E1.7.1
muzenew	Compact Disc Workflow (IBCRs using MUZE data)	
nccpada	NCCP Adapt	<ul style="list-style-type: none"> Record for a resource in LC 042 has "lcnccp" See DCM E1.6
nccpuna	NCCP Unadapt	<ul style="list-style-type: none"> Record for a resource not in LC 042 has "lcnccp" See DCM E1.6
nucmaps	NUC Maps Stream	<ul style="list-style-type: none"> Record for cartographic resource based on National Union Catalog record 042 has "lcnuc"
oclrpl	OCLC Replacement Record	<ul style="list-style-type: none"> Record from OCLC replacing a less complete record from PREMARC 042 has "premarc" until record is evaluated and updated based on LC card(s) and headings are changed to current forms
origcop	LC Copied from LC	Record with LC original cataloging based on another LC record
orignew	LC Original Cataloging	Record with LC original cataloging created from scratch
origode	LC Original ODE Cataloging	<ul style="list-style-type: none"> Record with LC original cataloging created in an overseas office 042 has "lcode"
origres	LC Original Resource-File-Based Cataloging	Record with LC original cataloging based on a record in an internal or external resource file
pccadap	PCC Adapted Cataloging	<ul style="list-style-type: none"> Program for Cooperative Cataloging record adapted for a resource in LC 042 has "pcc"

pccunad	PCC Unadapted Cataloging	<ul style="list-style-type: none"> • Program for Cooperative Cataloging record for a resource not in LC, or for a resource in LC but not completely processed • 042 has “pcc”
premunv	PREMARC Unverified Record	Record (excluding “ oclcprpl ” records) “unverified” in PREMARC before migration to LC ILS and not evaluated and updated based on LC card(s), nor headings changed to current forms
premver	PREMARC Verified Record	<ul style="list-style-type: none"> • Record (excluding “oclcprpl” records) “unverified” in PREMARC before migration to LC ILS, but evaluated and updated based on LC card(s) • Headings flagged with “[from old catalog]” until evaluated and updated to current forms
serasst	Non-PCC Copy	<ul style="list-style-type: none"> • LC serial or integrating resource record processed in OCLC using a non-PCC record that LC PCC-authenticated for the first time • Used beginning October 13, 2009
sercoop	PCC Copy	<ul style="list-style-type: none"> • LC serial or integrating resource record processed in OCLC using a record already PCC-authenticated by another institution • Used beginning October 13, 2009
serials	Serial or Integrating Resource Bibliographic Record	<ul style="list-style-type: none"> • Beginning October 13, 2009: LC serial or integrating resource record for which no other ser**** code applies • Before October 13, 2009: <ul style="list-style-type: none"> • LC CONSER serial records, and also serial records created in LC ILS for discards, etc. • LC integrating resource records with Leader/07 “i” created in OCLC
serorig	Originally Cataloged Serial or Integrating Resource	<ul style="list-style-type: none"> • LC serial or integrating resource record cataloged originally in OCLC and PCC-authenticated by LC • Used beginning October 13, 2009
serlocs	SERLOC Serial Control Record	Serial control record migrated from SERLOC, containing selection and location information
serprem	PREMARC Serial Record	Record representing a serial migrated from a monograph record in PREMARC (still a monograph in LC ILS or serial 008 converted automatically)
srrepla	Sound Recording Replacement	<ul style="list-style-type: none"> • IBC record for a sound recording, created for OCLC batch matching • Later changed to “copycat” (if OCLC had copy) or “orignew” (if LC did original cataloging)
undeter	Undetermined	

C16.10.2.4

\$d Priority (NR)

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)

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)

Code indicating the century of the year portion of the LCCN in 010 \$a of the record. 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

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" record resides).

n-	Staff do not do maintenance completely within LC ILS, usually because the "master" record is in another system (for example, LC CONSER serials in OCLC) and staff do maintenance there.
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y-	Staff do maintenance completely within LC ILS according to established guidelines.
z-	Cataloging staff do not do maintenance, because the record supports a function other than cataloging (for example, acquisitions).

Nonroman record maintenance: Follow 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 “**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 <i>(Obsolete)</i>	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	LC CONSER serial record or integrating resource record with Leader/07 “i,” with 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	<ul style="list-style-type: none"> • 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 may still be “n-rlinjack” in KHAPY language records) • See DCM M3.3.2.5 about maintaining records and C16.10.2.7.2 about updating 906 \$g code
n-undeterm	Stakeholder Undetermined, No Regular Maintenance	
y-folklife	American Folklife Center	
y-gencatlg	Acquisitions and Bibliographic Control, General Cataloging	General cataloging by LC staff not covered by any of the other stakeholder codes

y-gencompf	Acquisitions and Bibliographic Control, electronic resources cataloging staff	Non-serial record for an electronic resource
y-genmicro	Acquisitions and Bibliographic Control, microforms cataloging staff	Non-serial record with 007 and “h” (microform) in 007/00
y-genmusic	Music Division, Bibliographic Access Section	Record created by LC music catalogers, with one of the following 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	Record created by LC rare materials catalogers or linked with some holdings record(s) for location c-RareBook or c-LLRBR
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)	<ul style="list-style-type: none"> • 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	Record with “g” (projected medium) in Leader/06.
y-nonroman	Acquisitions and Bibliographic Control, Nonroman Record Maintained in LC ILS	<ul style="list-style-type: none"> • Monograph record containing nonroman script initially input in LC ILS and maintained in LC ILS, or 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 about maintaining records
y-printpho	Prints and Photographs Division	Record with “k” (two dimensional nonprojectable graphic) in Leader/06

y-rlinjack	Acquisitions and Bibliographic Control, JACKPHY Record Maintained in LC ILS	<ul style="list-style-type: none"> • JACKPHY language record initially input in RLIN 21 but now maintained in LC ILS • Used after LC JACKPHY cataloging migrated from RLIN to the LC ILS on August 20, 2007 • See DCM M3.3.2.5 about maintaining records and C16.10.2.7.2 about changing “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	Regular maintenance 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)	Serial non-CONSER basic bibliographic control record created in LC system with LC selection and location information Serial IBC records until cataloged
z-noregmai	No Regular Maintenance	

C16.11 920: 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

In older records, used (a) for selection information or (b) for note “LC HAS REQ'D # OF SHELF COPIES” as part of processing added copies. No active uses now.

Input selection information in **925** fields in new records. Generally do not change or delete 920 fields found in existing records. Instead of changing selection information in 920, record new or changed selection information in 925. Generally do not create a new 925 for the same selection decision as in an existing 920.

Examples of former practice (Do not imitate):

920 ## \$a Keep 1

920 ## \$a sg18 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 **

C16.12 922: 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

In older records, used for source of material code, other acquisition information, or code “lccopycat” for some former copy cataloging pilots. No active uses now.

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

Examples of past practice (Do not copy):

922 ## \$a ax [*source = Exchange*]

922 ## \$a NOT AVAILABLE VIA PURCHASE OR EXCHANGE

922 ## \$a lccopycat

C16.13 923: 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

Local shipment and invoice information, including acquisition shipment and/or invoice number, identification of the supplier, and date. Multiple 923 fields may appear for different shipments, invoices, or suppliers.

Some batch loading places 923 near 906 and 925 at the beginning of the record; it is not necessary to reposition 923 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: 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

Information related to selection of the resource for LC use.

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 for the same selection decision as in 920 already present in a **completed** record

Changes in selection information: LC staff most often record changes in selection information by modifying the existing 925 for the current decision. Field 925 is repeatable and the first indicator allows using paired 925 0# and 925 1# for changed decisions; but that is an option sometimes applied in individual cases, not prescribed practice.

C16.14.2 Subfields

C16.14.2.1

\$a Selection decision for LC (NR)

Mandatory, standard statement of decision to retain 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: Records with current “do not acquire” decisions are suppressed from LC’s OPAC and have other properties described in DCM C7.2.1. Changing from “do not acquire” to “acquire” also necessitates “unsuppressing,” adding subfield \$b in 925, creating holdings and item records, and other changes for normal processing.

C16.14.2.2

\$b Number of shelf copies/sets desired (NR)

Statement of number of copies 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)

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)

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)

Information concerning the selection decision that is not better recorded in another subfield of 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)

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

“policy default”	decision is based on general LC policy, not made actively by a selection officer	5 0# \$a acquire \$b 2 shelf copies \$x policy default
initials	selection/recommending officer made or changed decision (see officers’ initials at: www.loc.gov/staff/cpc/recommending.html)	5 0# \$a acquire \$b 1 shelf copy \$x jpm 2005-02-14 5 0# \$a do not acquire \$x KCC, 2011-05-10

“Sel Off”	selection/recommending officer made or changed decision but initials cannot be recorded for some reason	5 0# \$a acquire \$b 1 shelf copy \$x Sel Off 2003-08-21 5 0# \$a do not acquire \$d NLM \$x Sel Off
------------------	---	---

C16.14.2.7

\$y Office copy request (R)

Statement alerting staff to assign an extra copy (beyond number of copies retained per subfield \$b) to an LC office unit that requested one. (Does not cause acquisition; only indicates desire for an unwanted copy if one is received.) Name requesting unit and requester (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

On request, PSD can input 925 \$y in LC ILS for those who cannot do so themselves. Then the next copy is sent to PSD, where staff process it and delete 925 \$y.

C16.14.2.8

\$z Reference assignment request (R)

Statement alerting staff to assign an extra copy (beyond number of copies retained per subfield \$b) to an LC reference collection that requested one. (Does not cause acquisition; only indicates desire for an unwanted copy if one is received. Name requesting reference location and requester (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

On request, PSD can input 925 \$z in LC ILS for those who cannot do so themselves. Then the next copy is sent to PSD, where staff process it and delete 925 \$z. (However, reference staff send an extra copy selected from discards to PSD with a request for processing, without using 925 \$z.)

C16.15 952: 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

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

C16.16 955: 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

Charge statements (see C16.16.1.3) recording 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, 955 has subfields \$b-\$m, \$t, and \$w defined for different stages of the cataloging workflow that have been completed (see C16.16.6). ABA managers derive statistical reports from data in those subfields. Units outside ABA, especially those with incompatible workflows, do not use these subfields.

Although 955 is repeatable, use one 955 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) four-character alpha/numeric staff or section code;
- 2) date in form **yyyy-mm-dd**.

Following those, when appropriate, also input:

- 3) information about where item was sent and for what action.

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

ABA staff input different charge statements in separate subfields without semicolons between them. Units outside ABA may input all charges in one 955 \$a separated 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 charge represents either:

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

Input a “to” location when discharging an item from your section and sending it to another unit. It is **optional**, not mandatory, to track “to” locations between different persons or actions in the same section.

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


- ... \$d jj10 2005-02-07 to shelflisting ...
(After subject cataloging, someone **optionally** tracked submitting item for shelflisting in same section)
- ... \$d zq03 2005-04-06 \$e zq99 2005-04-11 to BCCD
(After subject cataloging, someone did not track submitting item for shelflisting in same section. After shelflisting/end-stage processing, someone **mandatorily** tracked sending item to BCCD)

See DCM B5 Appendix 1 (section B5.6.3.3) about when to charge in-process monographs and integrating resources and who should charge them. See DCM B6 about referring items for cataloging assistance.

Example

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

C16.16.3 Tracking Added Copies

“Added copy” here is a copy of a resource received after another copy was received for processing (as tracked in the first 955). Track receipt of an added copy in subfield \$a in an additional, temporary 955 field with a message about where it is sent, for example:

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

Track completion of added copy processing in 955 \$t (see C16.16.6.11) and delete temporary 955 fields for added copies at that time.

C16.16.4 Tracking added volumes

“Added volume” here is part of a resource received after other part(s) were received for processing (as tracked in the first 955). Track receipt of added volumes in subfield \$a in additional, temporary 955 fields with messages about where they are sent, for 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]

Track completion of added volume processing in 955 \$c and delete temporary 955 fields for added volumes at that time.

- 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 cataloging function, input a charge (per C16.16.1.2-C16.16.1.3) in its corresponding 955 subfield (see C16.16.6 about \$b-\$m, \$t, and \$w). Input an “umbrella” subfield covering multiple functions (such as subfield \$i) when the same person does them all.

... \$i cc17 2005-01-16 ...
not ... \$c cc17 2005-01-16 \$d cc17 2005-01-16 ...
(Same person did whole item cataloging, that is,
descriptive and subject cataloging)

There is **no** 955 subfield for review during cataloging and there is no requirement to record review in 955. Sections may **choose** to record reviewers' identities informally in subfield \$a following the work reviewed.

... \$c zz92 2005-02-14 \$a zz90 2005-02-16 (rev.) ...
(Someone did descriptive cataloging; someone 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 ...
(Subfield \$i tracks whole item cataloging. Subfield \$e here tracks **shelflisting and end-stage processing**)

955 ## \$a ... \$i le03 2002-04-23 \$e le02 2002-04-23 ... \$f le28
2003-06-03 to BCCD
(Subfield \$i tracks whole item cataloging and subfield \$e tracks **shelflisting** by someone else. Subfield \$f tracks CIP verification and CIP verification end-stage processing, followed by routing to 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. (Before October 2008, also used in ABA for IBC processing, added copies, and Dewey Decimal Classification. Used for functional tracking charges before \$b-\$m, \$t, and \$w were defined.)

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

955 ## \$b zz17 2008-10-24 \$a zz00 2008-10-24
(Subfield \$b tracks IBCR processing. Subfield \$a tracks the item's location still in that section)

955 ## \$b zz21 2008-11-01 \$i zz07 2008-11-05 \$a zz01 2008-11-06
(rev.) ...
(Subfield \$b tracks IBCR processing. Subfield \$i tracks whole item cataloging, and subfield \$a tracks someone's review of the whole item cataloging)

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

C16.16.6.2 *\$b IBC/BBC processing (R)*
Tracking for Initial Bibliographic Control (IBC)/Basic Bibliographic Control (BBC) processing by any means, such as creation in LC ILS, derivation from an existing record, adaptation of a vendor record, or import from an external source.

C16.16.6.3 *\$c Descriptive cataloging (R)*
Tracking 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)*
Tracking for subject cataloging, along with shelflisting and end-stage processing done at the same time. Also used for subject cataloging in added volumes processing. Used for Children's and Young Adults' Cataloging Program subject cataloging of juvenile materials. Sections may also use 955 \$d for the subject aspect of copy cataloging, if they choose.

```
955 ##      ... $c 1f06 2001-09-08 $d 1f07 2001-10-05 to 1b00 $d
1b04 2001-11-30 ...
           (First subfield $d tracks completion of subject
           cataloging; second one tracks CYA subject cataloging)
```

C16.16.6.5 *\$e Shelflisting and ordinary end-stage processing (R)*
Tracking for shelflisting, along with ordinary non-serial end-stage processing, when the person only does those things (that is, not subject cataloging or whole item cataloging at the same time).

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

```
955 ##      ... $i v115 2008-09-10 $e xz34 2008-10-16 to USPL/CL ...
           $f xz17 2008-12-27 to BCCD
           (Subfield $e tracks CIP pre-publication shelflisting;
           subfield $f tracks CIP verification and end-stage
           processing)
```

C16.16.6.6 *\$f CIP verification (R)*
Tracking 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)*
Tracking 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)*
Tracking for minimal level cataloging of any kind of resource.

```
955 ##      ... $h sj05 2004-11-30 $e sj11 2004-11-30 to shelf
           (Subfield $h tracks completion of minimal level
           cataloging)
```

C16.16.6.9

\$i Whole item cataloging (R)

Tracking for combination of descriptive and subject cataloging, along with shelflisting or end-stage processing, done by same person at same time. Also used for whole item copy cataloging.

- 955 ## ... \$i v119 2002-01-31 ...
(Subfield \$i tracks completion of descriptive and subject cataloging done together by same person)
- 955 ## ... \$i xz15 2008-11-02 to USPL/CL \$d yq09 2008-11-15 ...
(Subfield \$i tracks completion of descriptive and subject cataloging done together by same person; separate subfield \$d tracks Children and Young Adult subject cataloging by another person)

C16.16.6.10

\$j-\$m [Used only for serials]

Used only for serials. See 955 section of ABA Serials: LC Local Fields Used in Serial Bibliographic Control (www.loc.gov/staff/idt/ABAW-P/SER/SER-CAT/CATGEN-LocalFields.pdf).

C16.16.6.11

\$t Added copy (R)

Tracking 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
(Subfield \$i is for completion of whole cataloging, shelflisting, and end-stage processing for the first copy. Subfield \$t is for addition of a second copy.)

C16.16.6.12

\$w Dewey Decimal Classification (R)

Tracking for assignment and inputting of a Dewey Decimal Classification (DDC) number.

C16.17 963: 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

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 item is needed on a priority basis by Congress.

For CIP and PCN records, 963 is deleted when 263 (Projected Publication Date) is deleted because published item has been received and cataloging completed.

Roman numeral "II" in 963 \$b plus note in 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.penguinroup.com $b II
```

For ISSN records, 963 is deleted from pre-publication records once an issue of the serial is received. For post-publication records (issue accompanies ISSN request), 963 may be retained optionally for future reference.

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

C16.18 984: 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)

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

b : Note (NR)

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

C16.18.1.2 General description and instructions

Indication that LC staff or contractors compared record's holdings and/or item records with data from an LC manual inventory file, completing Shelflist Compare (see *Classification and Shelflisting Manual, ILS Supplement, Appendix A*: www.loc.gov/staff/aba/psd/SCMSLApA.html) or procedures for another local file.

Do not delete 984 found in an existing record. Do not add or modify 984 except as part of doing Shelflist Compare or other file comparison procedures.

```
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: 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

Information about record source, loading, and maintenance.

Generally, do not delete or change 985 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)

One or more codes indicating content designation checks, data validation, and other enhancements made on a **PREMARC** record or on specified field(s) in one.

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

cd	Content Designation Checked (appended to a MARC field tag)	Checked only content designation in indicated <i>field</i>
dv	Data Validated (appended to a MARC field tag)	Checked data in indicated <i>field</i>

dvc	Data Validated as Current	Confirmed data in <i>record</i> or indicated <i>field</i> as more current than that on any card (explaining discrepancies between card and online record)
enh	Full Content Designation Checked	Upgraded PREMARC <i>record</i> completely
fcd	Full Content Designation Checked	Checked content designation of all fields in <i>record</i>
fdv	Full Data Validated	Validated all data in <i>record</i>

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: 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

Temporary information about record's conversion status, for purposes of Pinyin Conversion Project and potential future projects.

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

Generally do not delete or change 987 found in existing records.

```
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
```

C16.20.2 Subfields

C16.20.2.1 \$a Romanization/conversion identifier (NR)
Identification of project ("PINYIN" for Pinyin Conversion Project).

C16.20.3.2 \$b Agency that converted, created, or reviewed romanization/conversion (NR)
MARC code for agency performing or reviewing data conversion.

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

C16.20.3.4\$d

Status code (NR)

Mandatory code indicating degree to which project converted or reviewed information in record.

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

C16.20.3.5

\$e Version of conversion program used (NR)

Identification of version of conversion program applied.

C16.20.3.6

\$f Note (NR)

Free text information about status of data conversion in record.

C16.21 991: 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

Local location information used to generate LC ILS holdings records.

There are some current uses, such as by Geography and Map Division, reference collections, and LC's overseas and Copyright offices, and staff involved in those have authorization and training to input and change 991. Otherwise, generally do not input 991 in new records and do not change or delete 991 in existing records (usually left over from migration to LC ILS).

```
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: 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

Local routing and temporary location information extracted from LC's former ACQUIRE and SERLOC files. Does not generate LC ILS holdings records but only stores migrated data. Do not input 992 in new records. Generally do not change or delete 992 found in existing records.

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

C16.23 LEADER, 008, AND 006
 See *MARC 21 Format for Bibliographic Data* for most information. See www.loc.gov/staff/aba/psd/interp.pdf for interpretation examples if you read character strings for Leader, 008, and 006 directly from LC ILS record displays.

C16.23.1 Leader and 008

Leader/06 (Type of record)	Generally do not change in existing records (see DCM M3.3.5).
Leader/07 (Bibliographic level)	See DCM M3.3.6 for permissible changes in existing records.
Leader/18 (Descriptive cataloging form)	Use “a” (AACR2) in new records. In existing records, keep other codes as found unless you change cataloging completely (not just access points) to AACR2.
008/38 (Modified record)	Do not use values “d”, “s”, or “x” in new LC records.
008/39 (Cataloging source)	New LC records: “#” (“national bibliographic agency”) Imported copy: Accept codes as found, but change “u” to “d”.

C16.23.2 006 Field in LC Integrating Resource Records

New LC records for **non-textual** (Leader/06 **not** “a”) integrating resources that are **continuing** in nature require 006 fields with the **elements shown in bold** below.

006/00 (Form of material)	Use “s” (“serial/integrating resource”).
006/01 (Frequency)	Use MARC 21 code (same as 008/18).
<i>006/02 (Regularity)</i>	<i>No attempt to code</i>
006/04 (Type of continuing resource)	Updating database: “d” Updating Web site: “w” Updating loose-leaf: “l”
<i>006/05 (Form of original item)</i>	<i>No attempt to code</i>
006/06 (Form of item)	Updating database: “o” (“online”) Updating Web site: “o” (“online”) Updating loose-leaf: <i>no attempt to code</i>
<i>006/07 (Nature of entire work)</i>	<i>No attempt to code</i>
<i>006/08-10 (Nature of contents)</i>	<i>No attempt to code</i>
<i>006/11 (Government publication)</i>	<i>No attempt to code</i>
<i>006/12 (Conference publication)</i>	<i>No attempt to code</i>
<i>006/16 (Original alphabet)</i>	<i>No attempt to code</i>
006/17 (Entry convention)	Use “2” (“integrating entry”).

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M7.1 SUMMARY

DCM M7 presents concise instructions for using the MARC Record Validator add-on program to check records saved in the LC ILS database. Appendixes provide more detailed information on Validator with respect to background, scope, LC policies, operation, and some specific validation problems.

DCM M7 supersedes former Bibliographic Workflow Training Document #33.

M7.2 CONCISE VALIDATOR INSTRUCTIONS

- Why to use Validator:** Use Validator to discover and **correct predictable errors** that keep your records from functioning as intended or prevent CDS from distributing them.
- Which records to validate:** Apply Validator to **bibliographic** records intended for distribution, **holdings** records, and all **name, title, or name/title authority** records in the LC ILS database (*not* to item records or subject heading authority records).
- When to use Validator:** For best results, apply Validator after **each time you save** any of the above (new records or modifications of existing ones) in the LC ILS database.
- How to apply Validator:** Display the record you want to validate “on top” in the cataloging session window. Then, *either*:
- 1.a) Start Validator (click its icon on the desktop or in *Start / Programs / ILS Add-ons*).
 - 1.b) Click “Validate record” in the Record Validator window.
- or*
- 2) Input “**Ctrl + Left arrow**” to use a macro that starts and applies Validator.
- How to act on results:**
- 1) “**Validation results**” window (with three boxes):
 - a) **Correct** errors identified in the **top** box (at once) or **bottom** box (before the record is completed).
 - b) **Evaluate** whether messages in the **middle** box identify errors (if so, correct them) or not (if not, close the results window).
 - 2) **System error messages:** Take actions to fix the error according to the message and instructions in it.
 - 3) Correct errors in the record. Then **save** the record with the changes. Then **revalidate**.
 - 4) When the result is “No MARC errors in this ... record,” close the results window and continue working.
 - 5) If your next task is to create or edit holdings or item records linked to the validated record, save (“boat”) the record again to return to the “master” database record.

For more details, see the appendixes in M7.3-M7.6.

M7.3 APPENDIX 1: BACKGROUND AND SCOPE

M7.3.1 Background

The MARC Record Validator (most often called Validator) is an add-on program that LC staff apply when working in LC ILS cataloging module sessions at any stage in processing. It checks data conditions in many (but not all) records in the LC ILS database and reports predictable errors for correction, thereby helping assure the quality of those records and related services.

Validator's primary purpose is to help eliminate predictable errors that (a) reduce structural integrity of records so they cannot function as intended, (b) prevent distribution of records by Cataloging Distribution Service, (c) cause problems for other systems that receive records from LC, and (d) cost LC staff time and resources for resolution of those problems.

Validator's functional role is **in addition to** MARC validation of each record by the LC ILS, not a replacement for it. Therefore, staff still must set cataloging session preferences to **not bypass** MARC validation (see DCM M6.3).

Validator checks:

- MARC 21 content designation (for example, field tags and subfield codes)
- LC local MARC content designation (for example, 906 subfields)
- standard values and codes (for example, values in Leader or 008 bytes)
- structural validity of some data (for example, LCCN formatting in 010)
- some dependent data conditions (for example, presence of field 263 when Leader/17 has value "8")

History: Gary Strawn at Northwestern University originally developed the Validator program. David Williamson adapted it for the LC ILS environment. PSD coordinates the addition of new checks to be incorporated into Validator. Information here is current for **the Validator version in distribution as of November 2011**.

M7.3.2 How Validator Operates

When you apply Validator to a record, the program writes a copy of the record to a special work file that only Validator uses, and then applies its checks to that copy. Validator does not work directly on the master record in the LC ILS database. That is why the record's title bar after validation is different from before you applied Validator:

Before Validator:

Bib [record no.]: 245 data

Hldg [record no.] (bib [record no.]): 245 data

Auth [record no.]: IXX heading

After Validator:

VALID.BIB: 245 data

VALID.HLD: 852 location & call no.

VALID.AUT: IXX heading

M7.3.3 Scope: Types Of Record

Validator is designed to operate on **bibliographic** records, **holdings** records, and **name, title, and name/title authority** records in the LC ILS database. (It also works on series authority records, but, as of June 2006, LC catalogers do not create or modify SARs.)

Validator does not operate on item records. (When Validator tries to make a copy of a barcoded item record for checking, a variety of errors occur and the result is a system error message.)

Validator does not operate accurately on subject heading authority records. (It appears to work but is “confused” and gives anomalous error reports.)

M7.3.4 Scope: Status Of Record Input/Update

Generally, Validator makes copies for checking (see M7.3.2) from records already saved in the LC ILS database. Therefore, you must usually **save** (that is, “boat”) records before applying Validator to them. This is true for new records created in the LC ILS database, new records imported into the LC ILS database, and existing records modified in the LC ILS database (in order to validate the modified data also).

Exception: When you derive a new record by clicking “Record / Make a Copy,” you **can** apply Validator successfully to the derived new record before saving it.

M7.3.5 Levels Of Validation

Most staff use Validator at the **full validation** level when working on records beyond the initial bibliographic control stage. When in doubt, use full validation. (See M7.5.2 for instructions on setting the level of validation option if you need to change it.)

Use **limited validation** *only* if your work responsibilities include creating and modifying only initial bibliographic control records at pre-cataloging stages of processing.

M7.4 APPENDIX 2: POLICY FOR VALIDATOR USE

LC **encourages** staff who work in the cataloging module to apply Validator after each time they save a new or modified in-scope record in the LC ILS database (see M7.2).

LC **requires** (that is, more than encourages) **all staff who do cataloging** to validate new or modified **holdings** records and new or modified **name, title, and name/title authority** records. LC requires **all staff who do cataloging** to validate new or modified **bibliographic** records that are or will be **distributed outside LC**.

If a record needs validation (see above), LC **requires** staff to validate it at the time when it is **completed**. If an **ABA** unit has different staff do **descriptive cataloging**, **subject cataloging**, and **end-stage processing** as separate stages, LC **requires** validation of bibliographic records at the times when **each** of those steps is completed.

M7.5 APPENDIX 3: DETAILED INFORMATION ON USING VALIDATOR

M7.5.1 Starting Validator

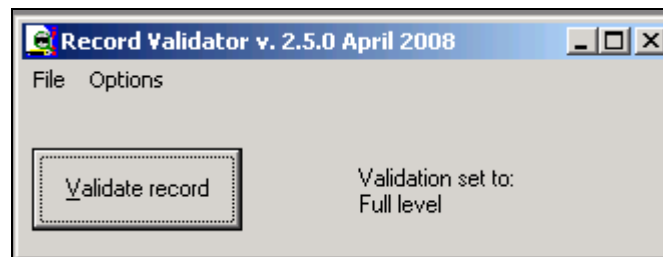
Some ways of applying Validator require starting the Validator program as a separate step, before applying it. Do so by any of the following methods. (See M7.5.3 for a **macro method** that applies Validator without this as a separate step.)

Desktop folder: (a) Double click and open the Voyager Unicode folder on the workstation desktop. (b) Double click and open the ILS Add-on folder. (c) Double click the Validator icon to start Validator.

Start button: (a) Click the Start button on the workstation screen. (b) Select “Programs / Voyager Unicode / ILS Add-on.” (c) Select and click the Validator icon to start Validator.

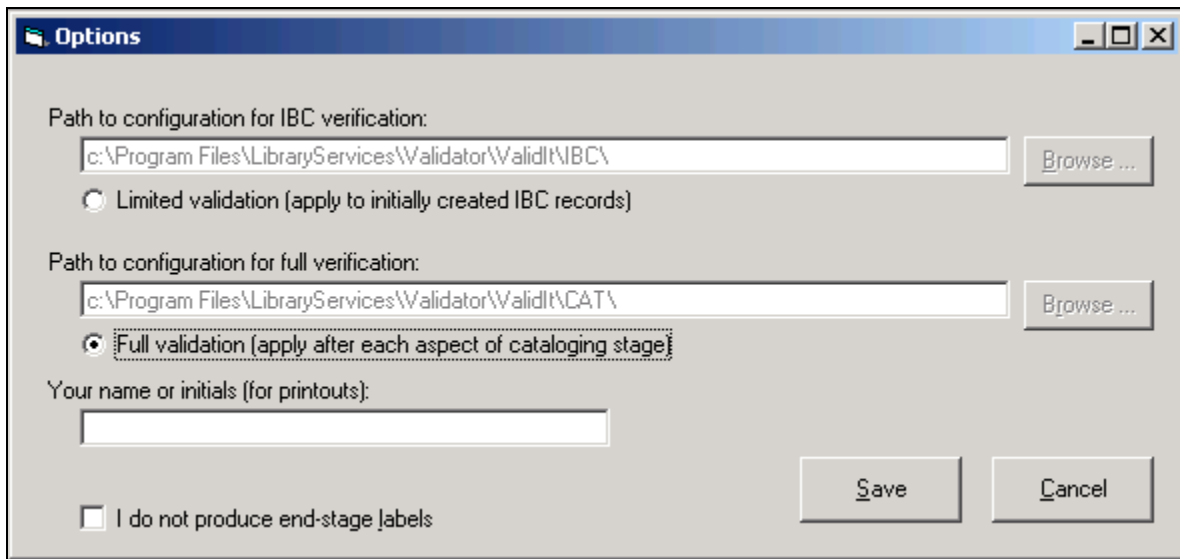
Shortcut: (a) Find the Validator icon by either of the above methods. (b) Using instructions at <http://www.loc.gov/staff/idt/shortcuts/shortcut1.html>, create a shortcut for your desktop. (c) Double click the shortcut on your desktop to start Validator.

Starting Validator opens the Record Validator window.



M7.5.2 Setting Validator Options

Clicking “Options” on the Record Validator window’s menu bar opens the Options dialog box.



Leave “path to configuration” settings as they are. They are pre-set and protected from your changing them.

If you need to change the level of validation, click “**Limited** validation ...” or “**Full** validation ...” (see M7.3.5) so that it is *checked*.

Input your name, initials, staff ID, or other identification so that it appears on any printouts that you use Validator to make.

Disregard the check box at lower left, which corresponds to a feature that LC does not use. (When *checked*, the box displays “I produce end-stage labels,” and the results window (see M7.5.4.1) after validating a **holdings** record has a “Label” button. When *not checked*, the box displays “I do not produce end labels,” and “Holdings validation” results windows do **not** include “Label.” Clicking this option box or “Label” neither performs any function nor does any harm.)

Click "Save" to store your choices or "Cancel" if there are no changes to save or you do not want to store changes that you made.

M7.5.3 Applying Validator

Preparation: Before applying Validator to a record, confirm that:

- a) A cataloging module session is open and is the active window.
- b) The record to be validated is displayed in the cataloging session window and its main display is “on top,” that is, no Leader, 008, etc., box for the record is also open. (Validator tries to check the active, top-most “box” and cannot operate if that is not a bibliographic, holdings, or authority record.)

Apply Validator to a record by either of the following methods:

Mouse click: (a) Start Validator by any of the methods in M7.5.1 (or make it the active window if it is already open). (b) Click “Validate record” in the Record Validator window.

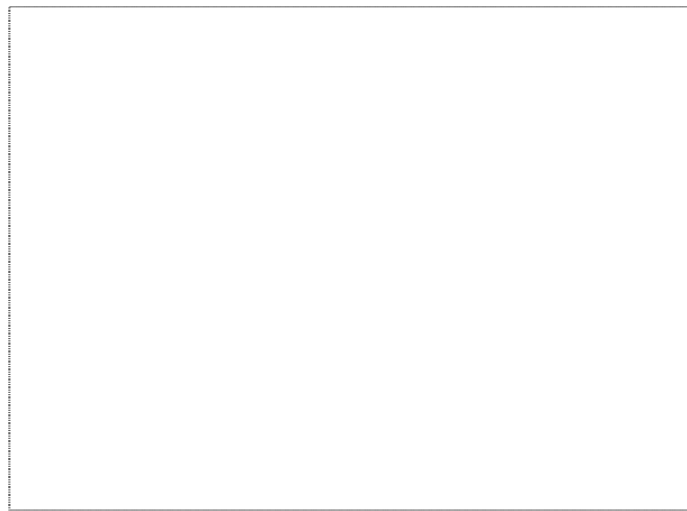
Macro: Input “Ctrl + Left arrow” to activate a macro that starts and applies Validator. *Note:* This does not require starting Validator first in a separate step, but also works if Validator is already open.

M7.5.4 Interpreting And Acting On Validator Results

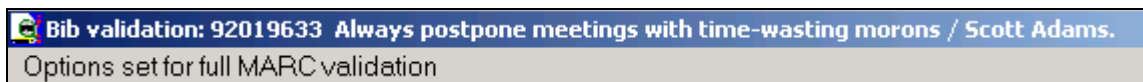
Validator displays a response whether applying it discovers errors or not, either in a “validation results” window (see M7.5.4.1) or in a box with a system error message (see M7.5.4.2).

M7.5.4.1 “Validation results” window

Most times, applying Validator produces a “validation results” window as the active window on the desktop, with the cataloging session window in the background.



The title bar reflects what kind of record was validated.



If you want to make a record printout that includes Validator results, click “Print” in the “validation results” window.

See M7.5.2 concerning the inactive “Label” button that may appear on “Holdings validation” results windows.

“Validation results” windows present reports in one or more of three vertically arranged windows, corresponding to severity levels of error messages.

Top window: If Validator found no errors to report, “No MARC errors in this ... record” appears in the top window. Close the results window and continue working.

Other messages that appear in the **top** window are generally about **errors that must be fixed** and should not be disregarded. Correct those errors when identified, as instructed below. *Exception:* Some messages identify obsolete MARC values, for example, “Second indicator (0) in 710 field obsolete for records created after 1993 ...” **Correct** out of date MARC values with current ones in records **new** to the LC ILS database (original, copycat, etc.); but making those corrections is **optional** in **older** LC ILS database records (which were probably correct when cataloged).

Bottom window: Messages that appear in the **bottom** window are about **errors that must be corrected before cataloging is completed**, but may be fixed or left unfixed at stages before that. (When in doubt about whether you should correct errors or leave them for a later stage, correct them yourself.)

Middle window: Messages that appear in the **middle** window are about suspicious **circumstances that may be errors and must be evaluated**. Often these **are** errors and corrections are necessary; but sometimes they are not and require no action. Give all messages in the middle window appropriate evaluation to determine whether they require corrections or should be disregarded. When these turn out to be errors, **correct** them in records **new** to the LC ILS database (original, copycat, etc.); but do so in **older** LC ILS database records **only** when you can correct the error **easily**, not when you would have to retrieve items, research former policies, etc.

Correcting errors: Do the following when correcting errors that Validator identifies.

- 1) Make modifications in the record to correct the reported problems. (You can do this in the validated copy of the record, without having to return to the “master” database record, as described below.)
- 2) Save the modified record to the database (that is, “boat” it) before revalidating.
- 3) Click “Revalidate” in the “validation results” window (or apply Validator again by any other method).
- 4) If the response still reports errors, repeat the process.
- 5) When you have resolved all messages as necessary, close the results window and continue working.

Returning to the “master” record: If, after you resolve any errors and close the “validation results” window, your next task is to create or edit holdings or item records linked to the validated record, save (“boat”) the record again. That returns you to the “master” database record (which can have linked holdings and item records) from the copy that Validator used (which cannot).

M7.5.4.2 *Validation system error message box*

Sometimes, when error situations prevent Validator from operating, the system response is a Validator box with a message reporting the non-function. Take actions to remedy the error situation according to the message and any instructions in it.



For example, the preceding message is the result of applying Validator to a record with a Leader, 008, etc., box (not the main record display) “on top” in the cataloging session window. Resolve the system error by closing the Leader, 008, etc., box before re-applying Validator, as the message box instructs.

After taking remedial actions, apply Validator again by one of the methods in M7.5.3.

M7.6 APPENDIX 4: TROUBLESHOOTING SPECIFIC PROBLEMS

If you have questions about Validator messages (for example, what conditions they identify or what action you should take), consult with David Reser in PSD (dres@loc.gov). The following advice concerns some situations where explanation helps.

1) *Top-window messages about LCCN formatting in 010, for example:*

“010 ... length incorrect; must be 12 characters (including spaces)”
“Bad prefix length in 010 ... “ or ”Bad suffix length in 010 ... “

Check LCCNs in 010 \$a and \$z and make their formatting conform **exactly** to guidelines in DCM C3, not just the numbers but required **blank spaces** preceding or following the numbers, too. Pay attention to formatting differences between LCCNs with two-digit year portions (see DCM C3.2) and with four-digit years (see DCM C3.3). (*Note:* These are common errors that prevent record distribution and that Validator identifies easily!)

2) *Middle-window message about Leader/18 (descriptive cataloging form) code “i”:* “If current cataloging has descriptive cataloging form (Leader/18) = i, should 040\$b be rda?”

This does not necessarily identify an error; regard it as an “alert message.” Some records validly have Leader/18 “i” without “\$e rda” in 040: (a) LC cataloging done 1974-1980 according to AACR1, Revised Chapter 6, Separately Published Monographs, and (b) resource records (for example, from a vendor) that are not LC cataloging. Disregard the message if the record is one of those; or add 040 \$e rda if the record is current LC RDA cataloging.

3) *System error message: “Can’t find any Voyager record with which to work”*

This occurs sometimes when cataloging module service is interrupted and gets restarted but Validator remains open without restarting. Resolve the problem by closing Validator and restarting it, then applying it as usual. This also occurs when you apply Validator to a new record you have input or imported but not yet saved to the database. In those cases, save the record and then validate (see M7.3.4).

4) *System error message: “Error creating MARC file for this record ...”*

This occurs when you try applying Validator to a record that is not in the active window on the desktop (for example, when the cataloging module window is minimized). Avoid the problem by applying Validator as instructed in M7.5.3. (*Note:* Other problems trigger the same message, but the error message enumerates those and suggests ways of resolving them.)

5) *System error messages mentioning “ActiveX Object” or “ValidItDII class”*

These are symptoms of a bad Validator installation. Consult with your division AOC to determine if reinstallation of Validator on your workstation is required.

6) *Very slow Validator operation*

This indicates high demand on your system resources. Try to improve conditions by closing all applications, restarting the workstation, and then opening only necessary programs.

7) *After applying Validator macro, system error message: “Cannot create MARC record” or absence of any Validator response*

These often result from timing problems, because the LC ILS is running slow or there is high demand on your system resources. Try the method described above for improving slow Validator operation.