

Leader/006/008

Accompanying matter (Visual) (008/23-27 006/06-10)

Codes

No accompanying matter

I Stills

m Script material

o Posters

p Pressbooks

q Lobby cards

r Instructional materials

s Music

z Other

Description/Instructions

Accompanying matter codes for visual materials are five one-character alphabetic codes that indicate the type of accompanying production and publicity material, such as scripts, posters, or pressbooks. The codes defined for these character positions are primarily applicable to archival motion pictures. Codes are recorded in alphabetical order. If fewer than five codes are assigned, the codes are left justified and unused positions contain blanks (#). If more than five codes are appropriate to an item, only the first five are recorded.

DEFAULT CODE: #

Codes

No accompanying matter.

Use code "#" if the item includes no accompanying matter. If code "#" is used, it is followed by four blanks (#####).

```
008/23-27 #####  
300 ## 3 reels : $b sd., b&w ; $c 35 mm.
```

I Stills.

Use code "I" if the item includes stills from the motion picture.

```
008/23-27 lp###  
500 ## Includes 8 1/2 x 11 in. stills and promotional booklet.
```

m Script material.

Use code "m" if the item includes script material.

```
008/23-27 mr###
300 ## reels : $b sd., col. ; $c 35 mm. + $e script and teacher's
      manual.
```

o Posters.

Use code "o" if the item includes a promotional poster.

```
008/23-27 o####
300 ## 20 reels : $b sd., col. ; $c 70 mm. + $e poster.
```

p Pressbooks.

Use code "p" if the item includes pressbooks.

```
008/23-27 ps###
500 ## Includes pressbooks and musical score.
```

q Lobby cards.

Use code "q" if the item includes lobby cards.

```
008/23-27 oq###
500 ## Includes posters and lobby cards.
```

r Instructional materials.

Use code "r" if the item includes instructional materials.

```
008/23-27 mr###
300 ## reels : $b sd., b&w ; $c 16 mm. + $e script and teacher's
      manual.
```

s Music.

Use code "s" if the item includes a musical score or other music format.

```
008/23-27 s####
500 ## Musical score accompanies final reel.
```

z Other.

Use code "z" for accompanying matter for which none of the other defined codes are appropriate.

```
008/23-27 z####
500 ## Includes metal samples.
```

Related fields, etc.

300, 500

Bibliographic level (Leader/07) (All Materials)

Codes

- a** Monographic component part [Not applicable]
- b** Serial component part [Not used]
- c** Collection
- d** Subunit [Not applicable]
- i** Integrating resource [Not yet implemented]
- m** Monograph/Item
- s** Serial

Description/Instructions

The bibliographic level is a one-character alphabetic code that indicates the bibliographic level of the record. The only code currently used for serials is code "s" which is automatically generated in the OCLC serial work form. Code "i" has been defined for integrating resources, however code "m" is currently being used. See B7 for an explanation of the coding practice for integrating resources until code "i" is implemented by OCLC.

DEFAULT CODE: **s**

Codes

b Serial component part.

A serial bibliographic unit that is physically attached to or contained in another serial unit such that the retrieval of the component part is dependent on the physical identification and location of the host item or container. An example of a serial component part with corresponding host item is a regularly appearing column or feature in a periodical. The bibliographic record for a component part contains fields that describe the component part and data that identify the Host Item Entry (field 773). Since code "b" is not workable in all integrated library systems it is currently not used by CONSER. CONSER practice currently is to use code "s."

c Collection.

A made-up multipart group of items that were not originally published, distributed, or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system.

s Serial.

A publication in any medium issued in successive parts bearing numerical or chronological

designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.), numbered monographic series, and the journals, memoirs, proceedings, transactions, etc. of societies.

i Integrating resource.

Code "i" identifies a bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources may be finite or continuing. Examples include updating loose-leafs and updating websites. The code will be implemented by OCLC no sooner than 2003. In the meantime, an interim practice will be used to code integrating resources (see B7 for further information).

Cataloging source (008/39) (All Materials)

Codes

National bibliographic agency

a LC shared cataloging for NAL [obsolete]

b LC shared cataloging with NLM [obsolete]

c Cooperative cataloging program

d Other

n Report to *New Serial Titles* [obsolete]

u Unknown [Not used]

Description/Instructions

The cataloging source code indicates the source of the original cataloging record.

Records input by National Libraries in CONSER (Library and Archives Canada, Library of Congress, National Agricultural Library, National Library of Medicine) are coded as "#" (blank).

Other CONSER participants should code records as "c" (defined as "cooperative cataloging program") in all records - original and copy - newly authenticated and distributed as part of the CONSER Program, unless the record began as a record from a national library, in which case the source code will remain "blank".

CONSER participants do not change the existing code when further updating a previously authenticated CONSER record. Previously, authenticated records based on existing copy were coded "d" (defined as "other") by default. Once set to a code other than "u", this element cannot be changed.

DEFAULT CODE: **c**

Codes

National bibliographic agency.

This code is used by the Library and Archives Canada, Library of Congress, National Agricultural Library, National Library of Medicine, and other national libraries for their original cataloging and by other institutions when transcribing from cataloging copy created by one of these agencies.

When inputting a record from LC cataloging copy and using code "#", the database record must reflect:

- a) the LC choice of entry;
- b) the cataloging code and type of cataloging done by LC (i.e., successive entry);
- c) all the information as found on the LC copy being transcribed (although such information may be updated by the inputting institution).

c Cooperative cataloging program.

Code "c" is used by participants in the CONSER Program (other than national bibliographic agencies). Formerly, all non-LC CONSER records were coded as "d."

d Other.

This code is used by institutions that are not national bibliographic agencies or participants in a cooperative cataloging program, and also by CONSER institutions when inputting a record but not authenticating it for CONSER. This code was formerly used by CONSER participants when inputting original cataloging.

u Unknown.

This code is not used in CONSER records. OCLC online validation rules disallow code "u" when there is an 042 field with a CONSER authentication code. CONSER participants should determine the source of all cataloging and input the appropriate code.

The code has often been used when an organization transcribes manual cataloging data from an unknown source. In this case, field 040 lacks a subfield \$a and subfield \$c contains the MARC code for the transcribing organization. In order to pass OCLC validation rules in authenticating the record, the cataloger may need to add the same MARC code in subfield \$c of the 040 to subfield \$a, then add the appropriate code to the 008/39 ("d" if the 040 subfield \$a MARC code is non-CONSER, "c" if CONSER).

If a record already on the data base contains code "u" and a participant has LC copy for that title, code "u" may be changed to the appropriate LC-related code.

Related fields, etc.

040

CONSER Use of 008/39 (Cataloging Source) Codes in Serial Records (Except by National Libraries) As of May 1, 2009

	Value in 008/39
New CONSER Record	c
Previously Authenticated Record	
➤ Previously with " <i>blank</i> " in 008/39	<i>blank</i>
➤ Previously with "c" in 008/39	c
➤ Previously with "d" in 008/39	c
Previously Non-Authenticated Record	
➤ Previously with " <i>blank</i> " in 008/39(1)	<i>blank</i> (2)
➤ Previously with "c" in 008/39	c
➤ Previously with "d" in 008/39	c
➤ Previously with "u" in 008/39	c

Note: National Libraries in CONSER (Library of Congress, Library and Archives Canada, National Library of Medicine, etc.) are continuing after May 1, 2009, the same practices for coding 008/39 for original and previously unauthenticated OCLC records as they applied before then, rather than the ones shown above.

Conference publication (008/29 006/12) (Serial)

Codes

- 0** Not a conference publication
- 1** Conference publication

Description/Instructions

The conference publication code is used to designate whether an entire serial consists of the proceedings, reports, or summaries of a conference, meeting, or symposium.

DEFAULT CODE: **0**

Code "0"

Do not consider the following to be conference publications:

1. Works composed of or based on a single paper.
2. "Symposiums in print."
3. Hearings of legislative bodies.
4. Courses given in a school (except where the main entry is the name of a meeting).

Code "1"

In general, code "1" is used when the subdivision "Congresses" is used in a subject heading.

Consider the following to be conference publications:

1. Proceedings, including collections or partial collections of papers (or of contributions, essays, etc., that are based upon papers) presented at a meeting.
2. A partial collection, defined as a work containing two or more papers (or contributions, essays, etc. that are based upon papers) presented at a meeting or conference.
3. A collection of preprints of conference papers.

Related fields, etc.

111, 6XX, 7XX

**Date 1/Beginning date of publication (008/07-10) Date 2/Ending date of publication
(008/11-14) (All Materials)**

Description/Instructions

The beginning and ending dates of publication contain the complete or partial chronological dates of the serial. Dates used are based on the chronological designation from field 362 (formatted or unformatted) or, when no chronological designation is given in field 362, from the date of publication in field 260. In a few cases, the beginning/ending dates may be based on information given in a 5XX note. Do not input a complete date (e.g., 1994 rather than 199u) unless that date is given somewhere in the record.

DEFAULT CODE (Beginning date): **none**

DEFAULT CODE (Ending date): **9999**

Editing instructions

1. Beginning date. Always input four characters, whether or not the exact beginning date is known.
2. Ending date and the publication status. The ending date contains four digits which depend on the publication status of the serial. When the status is current (code "c"), the ending data need not be input on OCLC because it defaults to "9999". When the status is dead (code "d"), input a complete or incomplete date (as explained below). When the status is unknown (code "u"), input "uuuu."
3. Form of date. When the exact date is not known, give the date to the closest century or decade, using the letter "u" for the unknown portion. If the date is totally unknown, use "uuuu."

Decade known; exact year unknown

Input as: *198u*

Century known; exact decade and year unknown

Input as: *19uu*

Century unknown (date completely unknown)

Input as: *uuuu*

Give an exact date when available, even when the certainty of the date is questioned.

DATES: 19uu,1978

362 1# Ceased with 1978?

4. Source of date: 362 or 260. Beginning/ending dates are most often based on dates given in 362, or the information given in subfield \$c of field 260.

DATES: 1984,9999

362 0# Vol. 3, no. 2 (Feb. 1984)-

DATES: 1982,9999

260 ## \$c 1982-

362 0# 1-

[Serial lacks a chronological designation; publication date is only date available.]

If the exact beginning date is unknown and a "Description based on" note is input rather than field 362, do not use the date given in the "Description based on" note as the beginning date. Input the date to the closest known decade or century by using the letter "u". (NOTE: If the exact year but not the month or day can be determined for a publication issued more than once a year, input the full date.)

DATES: 197u,9999

500 ## Description based on: Vol. 2, no. 2 (Feb. 1976).

DATES: 1982,9999

362 1# Began in 1982.

500 ## Description based on: No. 3 (Jan. 21, 1982).

[Publication is issued weekly]

DATES: uuuu,9999

500 ## Description based on: FY 2000.

[Beginning year unknown]

When both a chronological designation (field 362) and a publication date (field 260, subfield \$c) are input, always use the chronological designation in this element.

DATES: 1975,9999

260 ## Boston : \$b Houghton Mifflin, \$c 1976-

362 0# Vol. 1, no. 1 (Apr. 1975)-

5. Source of date: 5XX. When a publication is not issued in chronological sequence (no. 1 is issued after no. 2), input the earlier date (the date of issue no. 2) in the fixed field. In this case, the fixed field beginning date is based on a note instead of field 362 or 260.

DATES: 1979,9999

260 ## \$c 1980-

362 0# No. 1 (1980)-

515 ## No. 2 issued in 1979.

6. Source of date: special situations. When the chronological designation input in field 362 covers more than one year or a span of years, use the latest year.

DATES: 1978,9999

362 0# 1977/1978-

DATES: 1982,1985

362 0# 1978-1982-1984-1985

The beginning date reflects the date when the publication started on a regular basis, not the date of a "preview" or "sample" issue.

DATES: 1973,9999

362 0# Mar. 1973-

515 ## Preceded by a "Preview edition" dated Oct. 1971.

7. Special instructions

Reproductions. When cataloging a regular-print reprint or photoreproduction, input the beginning and ending dates of the original. Do not input the beginning and ending dates of the reprint or reproduction.

DATES: 1898,9999

362 0# No. 1 (June 1898)-

533 ## Microfilm. \$m 1902-. \$b Washington, D.C. : \$c Library of Congress Preservation Microfilming Program : Available from Library of Congress Photoduplication Service, \$d 1985- \$e microfilm reels ; 35 mm.

DATES: 1932,1942

260 ## \$c 1982.

362 0# Vol. 1, no. 1 (May 1932)-v. 11, no. 6 (Dec. 1942).

580 ## Reprint. Originally published monthly: New York : The Association, 1932-1942.

Updating records.

When a CONSER member adds a 362 field to a record or completes a 362 field already in a record, the participant should add the corresponding dates to the fixed field.

Related fields, etc.

260, 362, 515, 785, 936

Date entered on file (008/00-05) (All Materials)

Description/Instructions

This date is system generated and contains the date of initial input. The date remains fixed throughout the life of the record.

The six digit date is in the form of YYMMDD (year-month-day).

Date record was input:
January 15, 1994

System generated as:
940115

For LAC records, the date entered on file is the date that OCLC loads the records into the LAC save file and not the date such records are added to OCLC's Online Union Catalog.

Descriptive cataloging form (Leader/18) (All Materials)

Codes

Non-*ISBD*

a *AACR2*

i *ISBD*

u Unknown [Not used]

Description/Instructions

The descriptive cataloging form is a one-character alphabetic code that indicates whether the record was formulated according to the *Anglo-American Cataloguing Rules*, 2nd Edition (*AACR2*). The code also indicates whether the record exemplifies the rules of the *International Standard Bibliographic Description (ISBD)*, as reflected in *AACR2*. Subfield \$e (Description conventions) of field 040 (Cataloging Source) provides a means of amplifying information on the cataloging rules used.

Codes

Non-ISBD.

Use this code for all records not cataloged according to the provisions of *AACR2*.

a AACR2.

Use for all records cataloged according to the provisions of *AACR2*, including choice and form of access points and bibliographic description.

i ISBD.

ISBD (International Standard Bibliographic Description) punctuation was adopted for monographs but not for serials prior to the implementation of *AACR2*. Code "i" was used in these monograph records and was also mistakenly added to some serial records. The addition of ISBD punctuation alone to a non-*AACR2* record does not qualify the record as *AACR2*. If code "i" is found in a serial record, change it to "#", unless the description has been changed to *AACR2*.

u Unknown.

Code "u" is not used in CONSER records, nor is it carried in OCLC records.

Related fields, etc.

B2.5, 040

Encoding level (Leader/17) (All Materials)

Codes

MARC 21 defined

Full level

- 1 Full level, material not examined
- 2 Less-than-full level, material not examined [Not used]
- 3 Abbreviated level [Not used]
- 4 Core [Not used by CONSER]
- 5 Partial (preliminary) level
- 7 Minimal level
- 8 Prepublication level [NSDP use only]
- u Unknown [Not used]
- z Not applicable [Not used]

OCLC defined

- I Full level cataloging input by OCLC participating library
- K Less-than-full cataloging input by OCLC participating library
- L Non-LC and non-NLM cataloging added from tape
- M Less-than-full cataloging added from tapeloading

Description/Instructions

The encoding level indicates the degree of completeness of the machine record. Five numeric values are defined in *MARC 21* that are used in CONSER records (#, 1, 5, 7, and 8). Four alphabetic encoding levels are defined for use in the OCLC online union catalog.

MARC 21 codes are used by Library of Congress (LC), Library and Archives Canada (LAC), and all CONSER members. The order of codes is hierarchical, such that a lower level code may only be replaced with a higher level code or an OCLC code may be replaced by a *MARC 21* code of the same level. For instance, code "I" may be replaced with code "#". However, a higher level code may not be replaced with a lower level code; e.g., code "I" could not be replaced with code "K".

MARC 21-defined codes

The codes described below are used by LC, LAC, and CONSER members when inputting new records or adapting existing records.

Level # Full level (= CONSER standard record since 2007).

This level indicates that all of the elements specified as mandatory by the CONSER standard record guidelines (www.loc.gov/catdir/cpsd/conserdoc.pdf) are provided. It also signifies that the cataloging is based on the examination of at least one issue of the serial.

MARC 21 Format for Bibliographic Data defines code "#" as "full level." In 2007 CONSER began applying encoding level "#" to records that meet CONSER standard record guidelines, including records previously coded "#" (full level) and "4" (core level). For CONSER records created after 1994, encoding level code "#" should generally be accompanied by one of the following 042 field codes: lc, nlc, lcd, pcc.

Level 1 Full level, material not examined.

This level is used when the cataloging is taken from existing records (catalog cards, online records, etc.) without consulting an issue of the serial. These records are generally incomplete in that certain fixed and variable field information cannot be known without the serial in hand. This level is used primarily for retrospective conversion projects. Level "1" may be upgraded to level "#" by verifying and completing the record after examination of an issue of the serial.

Level 2 Less-than-full level, material not examined.

This level indicates a less-than-full level record (i.e., a record that falls between minimal level and full) created from an extant description of the material (e.g., a printed catalog card) without reinspection of the physical item. All the descriptive access points as found on the extant

description have been transcribed; the authoritative headings, however, may not necessarily be current. Level "2" would be used, for example, when only a subset of data elements is transcribed from a catalog card during retrospective conversion to the MARC 21 format. Level "2" is not used in CONSER records.

Level 3 Abbreviated level.

This level is used for brief records that do not meet the National Level Bibliographic Record minimal level cataloging specifications. Headings in the records may reflect established forms to the extent that such forms were available at the time the record was created. Beginning in mid-2000, records from the CORC database created according to the Dublin Core metadata standard enter OCLC Worldcat as level "3" records. The encoding level must be changed to the appropriate value in any records authenticated for CONSER. In the past, level "3" was used on some minimal level records authenticated by LAC. LAC minimal level records should be coded "7" when authenticated by LAC. If a LAC minimal level record with the value "3" in the encoding level is found, change the encoding level to the appropriate code, but do not change the authentication code; leave nlc in the 042.

Level 4 Core.

This level indicates a less-than-full but greater-than-minimal level cataloging record that meets core record standards for completeness (see B6). Level 4 became valid for input in OCLC in May 2000. Prior to that time CONSER catalogers added the word "core" in field 039, which later became obsolete. CONSER stopped using level 4 in 2007 after implementing CONSER standard record guidelines.

Level 5 Partial (preliminary) level.

On LC records, this level identifies a record containing full LC descriptive cataloging information but lacking an LC call number ("IN PROCESS" appears in the 050), LC subject headings, and other subject-related fields (e.g., 043). LC changes code "5" to code "#" when it supplies these fields to the record.

LAC partial records contain all information normally provided in a full catalog record, including LC class numbers and full Dewey class numbers, but excluding subject headings. Call numbers are assigned to non-government serials other than periodicals. Use of code "5" on LAC records was discontinued after 1996.

Level 7 Minimal level.

This level indicates a record containing all elements specified as mandatory for minimal level cataloging in the *MARC 21 Format for Bibliographic Data*. The salient feature of records with encoding level "7" is that subject headings are not likely to be present. Three categories of records that carry this encoding level are listed below.

1. Records based on the elements prescribed for minimal level cataloging as defined in

Appendix C of the *MARC 21 Format for Bibliographic Data*.

2. Records created by NSDP and ISSN Canada. (Records created by NSDP prior to March 1, 1982 carry encoding level "I", which is machine converted to "#" prior to distribution of the record.)
3. Records created by LAC. Starting in March 1991, LAC creates minimal level records for certain categories of Canadian serials. Data elements correspond to the 1st-2nd level of description as specified in *AACR2*. Class numbers are assigned to non- government serials. Call numbers are assigned to non-government serials other than periodicals.

NOTE: When updating records in categories 1 or 2 to full level, a CONSER member should change encoding level "7" to "#".

Level 8 Prepublication level.

U.S. ISSN center supplies cataloging data based on information provided by the publishers in advance of publication. The prepublication records contain the basic elements of description as well as the projected publication date (field 263). The key title (field 222) is considered provisional until U.S. ISSN center receives a published issue or surrogate, at which time the record is updated for necessary revisions and the record is redistributed with an encoding level of "7".

Level u Unknown.

Level "u" is used when an institution receiving or sending data having a local code in Leader/17 cannot adequately determine the appropriate encoding level of the record. Code "u" replaces the local code. This code is used primarily by utilities for the tape-loading of records. The code is not to be used in records newly input or updated. Level "u" is not used in CONSER records and, if found, must be replaced before the record is authenticated.

Level z Not applicable.

Level "z" indicates that the concept of encoding level does not apply to the record. Level "z" is not used in CONSER records.

OCLC-defined codes

OCLC encoding level codes "I" and "K" are input by OCLC members. Codes "L" and "M" identify records tape-loaded into the OCLC online union catalog. If any such records are subsequently authenticated and the encoding level is not changed, the alphabetic code is converted to the equivalent numeric code or "#" upon output to LC.

Level I Full-level cataloging input by OCLC participating library.

Identifies a full level record input according to OCLC's *Bibliographic Input Standards*. OCLC

members use this code to input a new full level record or to upgrade an OCLC level "K" record to full level. CONSER members change the code to "#".

Level K Less-than-full cataloging input by OCLC participating library.

Identifies a record input online that does not fulfill OCLC specifications for a full level record. OCLC members may upgrade level "K" records to level "I". CONSER members change the code to a MARC 21-defined code, i.e., "7" or "#".

Level L Non-LC and non-NLM cataloging added from tape.

Identifies records tape loaded into OCLC Online Union Catalog. CONSER members change the code to a MARC 21-defined code.

Level M Less-than-full cataloging added from tape-loading.

Identifies a less-than-full cataloging record tape-loaded from an institution other than the Library of Congress, the National Library of Medicine, the Library and Archives Canada, or the British Library. CONSER members change level M to a MARC 21-defined code.

Related fields, etc.

C1, C2, Leader/05

Entry Convention (008/34 006/17) (Continuing resources)

Codes

- 0 Successive entry
- 1 Latest entry [Pre-*AACR*]
- 2 Integrating entry

Description/Instructions

The entry convention code specifies whether the continuing resource is cataloged according to successive entry, latest entry, or integrating entry cataloging conventions.

With the exception of electronic serials that do not retain earlier titles, all current *AACR2* CONSER cataloging for serials must be in successive entry form, including those with title variant notes.

```
245 00 Annual report of pipeline safety.  
246 10 $i Some issues have title: $a Annual report on pipeline safety
```

Integrating entry is used for integrating resources and electronic serials that do not retain earlier

titles. These records are coded entry convention "2" and information about former titles are given in 247 and 547 fields. See C10 for further information.

DEFAULT CODE: 0

Codes

0 Successive entry.

According to successive entry conventions, a new record is created each time: 1) a title changes, or 2) a corporate body used as main entry or uniform title qualifier, changes. The earlier or later title or author/title is input in a linking field (780/785) on each record.

Thus, an *AACR2* successive entry record should not contain a former title (field 247) or a former issuing body note (field 550) when the issuing body is the main entry or uniform title qualifier.

```
245 00 Hawaii medical journal.
780 00 $t Hawaii medical journal and inter-island nurses' bulletin $x
      0097-1030 $w (DLC)sn 82004604

130 0# Bulletin (Chester District Genealogical Society)
245 04 The bulletin.
780 00 $t Bulletin (Chester County Genealogical Society) $w (DLC)
      81646270
```

Note: Session laws are cataloged from the earliest title and include later titles in 246 fields. These records are coded "0" because they are not considered to be latest entry records.

1 Latest entry.

According to latest entry conventions, a record is cataloged under its latest (most recent) title or issuing body. All former titles and/or issuing bodies are given in notes (fields 247, 547, and 550). For CONSER policy regarding the input of latest entry records, see C10.

2 Integrating entry.

Code "2" indicates that a resource is cataloged under its latest (most recent) title, issuing body, or personal name heading. A new record is made only when there is a major change in edition or it is determined that there is a new work, and for title mergers and splits. It is used for integrating resources and electronic serials that do not retain their earlier titles. See C10 for more information.

History

008/34 Successive/latest entry was renamed Entry convention in 2001 to accommodate rules for integrating entry convention that were introduced with the revision of *AACR2* in 2002.

Related fields, etc.

B1.1.3, C10, 780, 785

Form of composition (008/18-19 006/01-02) (Music)

Codes

an Anthems
bd Ballads
bt Ballets
bg Bluegrass music
bl Blues
cn Canons and rounds
ct Cantatas
cz Canzonas
cr Carols
ca Chaconnes
cs Chance compositions
cp Chansons, polyphonic
cc Chant, Christian
cb Chants, Other
cl Chorale preludes
ch Chorales
cg Concerti grossi
co Concertos
cy Country music
df Dance forms
dv Divertimentos, serenades, cassations, divertissements, and nocturni
ft Fantasias
fm Folk music
fg Fugues
gm Gospel music
hy Hymns
jz Jazz
md Madrigals
mr Marches
ms Masses
mz Mazurkas
mi Minuets
mo Motets

mp Motion picture music
mc Musical revues and comedies
mu Multiple forms
nc Nocturnes
nn Not applicable
op Operas
or Oratorios
ov Overtures
pt Part-songs
ps Passacaglias
pm Passion music
pv Pavans
po Polonaises
pp Popular music
pr Preludes
pg Program music
rg Ragtime music
rp Rhapsodies
rq Requiems
ri Ricercars
rc Rock music
rd Rondos
sd Squard dance music
sn Sonatas
sg Songs
st Studies and exercises
su Suites
sp Symphonic poems
sy Symphonies
tc Toccatas
ts Trio-sonatas
uu Unknown
vr Variations
wzWaltzes
zz Other

Description/Instructions

The form of composition code is a two-character alphabetic code that indicates the form of composition of printed and manuscript music, and musical sound recordings. The form of

composition code is based on the terminology in the work itself and is intended to provide a coded approach to the content of the work. In addition to codes for forms, the list also includes codes for musical genres (e.g., Ragtime music). The codes are based on Library of Congress subject headings.

Codes should be assigned when they apply to the item as a whole (e.g., if the item is a symphony and one of the movements is in sonata form, only the code for symphonies is recorded). If more than one code is appropriate, the code "mu" (Multiple forms) is used in this element, with appropriate specific codes given optionally in field 047 (Form of Composition Code).

DEFAULT CODE: ##

The OCLC default code indicated above is not a MARC 21 value. All CONSER authenticated records must include an appropriate MARC 21 code as listed on the previous page.

Codes

Codes for which special information is needed for proper application are described below. Other codes are described in music reference sources. Non-music sound recordings do not have a form of composition and are coded "nn" (Not applicable).

cn Canons and rounds.

Use code "cn" for canons and rounds (i.e., compositions employing strict imitation throughout).

cz Canzonas.

Use code "cz" for instrumental music that is designated as a *canzona*.

df Dance forms.

Use code "df" for music for individual dances except mazurkas, minuets, pavans, polonaises, and waltzes.

ft Fantasias.

Use code "ft" for instrumental music designated as *fantasia*, *fancies*, *fantasies*, etc.

fm Folk music.

Use code "fm" for folk music including folk songs, etc.

nn Not applicable.

Use code "nn" to indicate that the form of composition is not applicable to the item. It is used for any item that is not printed or manuscript music, or a music sound recording (e.g., a nonmusic sound recording).

ps Passacaglias.

Use code "ps" for all types of ostinato basses.

st Studies and exercises.

Use code "st" only when the work is intended for teaching purposes (usually entitled *Studies*, *Etudes*, etc.).

uu Unknown.

Use code "uu" to indicate that the form of composition of an item is unknown. Code "uu" is used when the only indication given is the number of instruments and the medium of performance. No structure or genre is given, although they may be implied or understood.

zz Other.

Use code "zz" to indicate a form of composition for which none of the other defined codes are appropriate (e.g., villancicos, incidental music, electronic music, etc.).

Related fields, etc.

500

Form of item (008/23 006/06) (Continuing resources, Music); 008/29 006/12 (Maps, Visual)

Codes

None of the following

- a** Microfilm
- b** Microfiche
- c** Microopaque
- d** Large print
- f** Braille
- o** Online
- q** Direct electronic
- r** Regular print reproduction
- s** Electronic (online, direct access not specified)

Description/Instructions

The form of item code specifies the physical form of the serial being cataloged. If this physical form is also that of the original, both 008/22 (Form of original item) and 008/23 contain the same code(3).

Code "o" (online). The resource is accessed by means of hardware and software connections to a

communications network.

Code "q" (direct electronic). The resource is stored on a directly accessible tangible recording medium, e.g. disc, tape, playaway device, flashdrive, portable hard drive, etc.

Code s (electronic). The code describes a resource intended for manipulation by a computer. The resource may reside in a carrier accessed either directly or remotely. It may require use of peripheral devices attached to the computer (e.g., a CD-ROM player).

Codes "o" and "q" were implemented in 2010 to distinguish online and direct access electronic resources. The generic code "s" electronic implemented in 2000 does not make the distinction between online and direct access resources. CONSER practice is to code the byte with the more specific "o" or "q."

Codes "o," "q," and "s" are used in 008/23 whenever a separate record is created for an electronic resource, regardless of whether it is a reproduction or simultaneous version. DO NOT use when applying the CONSER single record option and noting the electronic version on the record for a printed serial. Do not use these codes for items that do not require the use of a computer (e.g., music compact discs and videodiscs).

DEFAULT CODE: #

<i>Original form:</i>	<i>inkprint</i>	008/22 (Orig) =
<i>Form of item:</i>	<i>microfilm</i>	#
		008/23 (Form)
		= a
<i>Original form:</i>	<i>microfiche</i>	008/22 (Orig) =
<i>Form of item:</i>	<i>microfiche</i>	b
		008/23 (Form)
		= b
<i>Original form:</i>	<i>inkprint</i>	008/22 (Orig) =
<i>Form of item:</i>	<i>regular print</i>	#
	<i>reproduction</i>	008/23 (Form)
		= r

CONSER coding practice for electronic resources differs from that for microforms because the distinctions between original and reproduction are less clear with electronic resources. A serial may be produced originally in a digital form from which a print version and an electronic version are both created. For this reason, the use of "reproduction" is limited to cases where it is very clear that an electronic serial is a reproduction according to the provisions of LCRI 1.11a. For other electronic serials for which a separate record is created, the form of item is coded for

online or direct electronic and original form of item is coded as electronic.

<i>Original form:</i>	<i>electronic</i>	008/22 (Orig)=s
<i>Form of item:</i>	<i>online</i>	008/23 (Form)=o

<i>Original form:</i>	<i>electronic</i>	008/22 (Orig)=s
<i>Form of item:</i>	<i>direct electronic</i>	008/23 (Form)=q

<i>Original form:</i>	<i>electronic</i>	008/22 (Orig) =
<i>Form of item:</i>	<i>electronic</i>	s 008/23 (Form) = s

<i>Original form:</i>	<i>print</i>	008/22 (Orig) =
<i>Form of item:</i>	<i>electronic</i>	# 008/23 (Form) = s

[Item is an electronic reproduction](4)

History

Character position 008/23 was formerly called the "Form of reproduction code." This code was used to designate the form of the item being cataloged when that item was a reproduction. When 008/23 was coded with a value other than "#", 008/22 was blank.

CONSER maintenance

Existing records for items issued in a physical form that is the form as originally issued should be given the same code in 008/23 that appears in 008/22. Existing records for microform reproductions of inkprint serials do not need to be changed. Change existing CONSER records for electronic resources by recoding with code "s." In all cases, the code for 008/23 should only be changed when the record is being reviewed for authentication or updated to accommodate changes in the serial.

Existing record for item originally published in microfiche.

Before editing:

008/22 (*Orig*) = *b*
008/23 (*Form*) = *#*

After editing:

008/22 (*Orig*) = *b*
008/23 (*Form*) = *b*

Related fields, etc

008/22, 533, App. L, App. M

Form of material (006/00) (Multi-format Serials)

Codes

- a** Printed language material (Books)
- c** Printed music (Music)
- d** Manuscript music (Music)
- e** Printed map (Maps)
- f** Manuscript map (Maps)
- g** Projected medium (Visual Materials)
- i** Nonmusical sound recording (Music)
- j** Musical sound recording (Music)
- k** Two-dimensional nonprojectable graphic (Visual Materials)
- m** Computer file (Computer Files)
- o** Kit (Visual Materials)
- p** Mixed material (Mixed Materials) [Not applicable]
- r** Three-dimensional artifact or naturally occurring object (Visual Materials)
- s** Serial control (Serials)
- t** Manuscript language material (Books)

Description/Instructions

The 18 character positions (00-17) that make up the Additional Material Characteristics, 006 Fixed-Length Data Field provide for coding information about special aspects of the item being cataloged that cannot be coded in field 008. (Refer to Fixed Length Fields--General Information for OCLC mnemonic displays of 006 fields.) The Form of material code (006/00) determines the data elements defined for the subsequent character positions in the 006 field.

The 006/00 code is the only fixed field element that is not also defined for an 008 field. All the elements following byte 006/00 are derived from the corresponding 008 field. For instance, form of material code "c" for printed music identifies the subsequent 006 elements as being derived from the music 008 field.

Code "s" defines the serial 006 string that is used in non-print serial records which accompanies the 008 field for the non-print format. Non-print "form of material" codes that define the 006 elements for music, maps, visual materials, and computer files may be used in serials that have multi-format characteristics or that have accompanying in a non-print format.

Editing Instructions

The Form of material code is always input in lowercase, as are all the 006 codes.

Codes

a Printed language material.

Code "a" is used to identify field 006 as containing coded data elements relating to nonserial printed language material.

c Printed music.

Code "c" is used to identify field 006 as containing coded data elements relating to printed music.

d Manuscript music.

Code "d" is used to identify field 006 as containing coded data elements relating to manuscript music.

e Printed map.

Code "e" is used to identify field 006 as containing coded data elements relating to a printed map.

f Manuscript map.

Code "f" is used to identify field 006 as containing coded data elements relating to a manuscript map.

g Projected medium.

Code "g" is used to identify field 006 as containing coded data elements relating to a projected medium.

i Nonmusical sound recording.

Code "i" is used to identify field 006 as containing coded data elements relating to a nonmusical

sound recording.

j Musical sound recording.

Code "j" is used to identify field 006 as containing coded data elements relating to a musical sound recording.

k Two-dimensional nonprojectable graphic.

Code "k" is used to identify field 006 as containing coded data elements relating to a two-dimensional nonprojectable graphic.

m Computer file.

Code "m" is used to identify field 006 as containing coded data elements relating to a computer file.

o Kit.

Use code "o" to identify field 006 as containing coded data elements relating to a kit.

r Three-dimensional artifact or naturally occurring object.

Code "r" is used to identify field 006 as containing coded data elements relating to a three-dimensional artifact or naturally occurring object.

s Serial control.

Code "s" is used to identify field 006 as containing coded data elements relating to the serial control aspects of a nonprinted serial item. For serially controlled printed language material, field 008 is used.

t Manuscript language material.

Code "t" is used to identify field 006 as containing coded data elements relating to manuscript language material.

Related fields, etc.

Fixed Length Fields--General Information

Form of music (008/20 006/03) (Music)

Codes

- a** Full score
- b** Full score, miniature or study size
- c** Accompaniment reduced for keyboard
- d** Voice score
- e** Condensed score or piano-conductor score

g Close score
m Multiple score formats
n Not applicable
u Unknown
z Other

Description/Instructions

The format of music code is a one-character alphabetic code that indicates the format of a musical composition (e.g., piano-conductor score). Information for this data element is generally derived from terms appearing in field 300 (Physical Description).

If the item being cataloged consists of one or more scores along with other materials (e.g., one or more parts), consider only the score or scores in coding this character position.

DEFAULT CODE: #

The OCLC default code indicated above is not a MARC 21 value. All CONSER authenticated records must include an appropriate MARC 21 code as listed.

Codes

a Full score.

Use code "a" if the item is a full score, consisting of a series of staves containing all the instrumental and/or vocal parts of a musical work, arranged so that they can be read simultaneously.

```
008/20  a
300 ##  scores ...
```

b Full score, miniature or study size.

Use code "b" if the item is a miniature score, that is usually smaller in size and not intended to be used in performances.

```
008/20  b
300 ##  miniature scores ...
```

c Accompaniment reduced for keyboard.

Use code "c" if the accompaniment is reduced for keyboard instrument(s), and the voice and/or instrumental parts remain the same.

```
008/20  c
300 ##  scores + parts ...
```

[Accompaniment reduced for keyboard]

Note: Assign codes "c" and "d" strictly on the basis of the presence or absence of accompaniment. Terms such as "choral score" or "vocal score" which may appear in the item or in the cataloging record do not affect the choice of a code.

d Voice score.

Use code "d" for music in which the accompaniment to vocal or choral parts has been omitted and only the voice parts remain. Vocal and choral works originally unaccompanied are assigned other codes as appropriate.

```
008/20 d
300 ## vocal scores ...
[Accompaniment omitted]
```

e Condensed score or piano-conductor score.

Use code "e" for orchestral or band music that has been reduced to a few staves. It may be part of an ensemble work for a particular instrument, with cues for other instruments. Such a score is used by an individual playing the instrument for which the score was written or for the conductor.

```
008/20 e
300 ## condensed scores ...
```

g Close score.

Use code "g" if the item is a close score (e.g., a hymnal) that has separate parts transcribed on two staves.

```
008/20 g
300 ## close scores ...
```

m Multiple score formats.

Use code "m" if several types of scores are issued together, as is frequently the case with band music.

```
008/20 m
300 ## scores : $b ill. ; $c 30 cm. + $a piano conductor parts
```

n Not applicable.

Use code "n" if the item is not printed or manuscript music (e.g., a sound recording).

```
008/20 n
300 ## sound discs ...
```

u Unknown.

Use code "u" if the format of the item is unknown.

z Other.

Use code "z" for a format of music for which none of the other defined codes are appropriate. Usually it signifies that the item is not a score. Piano music, compositions in graphic notation, and compositions that consist only of instructions for performance are examples in which code "z" is appropriate. Sets of parts are also assigned code "z."

```
008/20 z
300 ## v. of music ...
```

```
008/20 z
300 ## parts ...
```

Related fields, etc.

300

Form of original item (008/22 006/05) (Continuing resources)

Codes

None of the following

- a** Microfilm
- b** Microfiche
- c** Microopaque
- d** Large print
- e** Newspaper format
- f** Braille
- o** Online
- q** Direct electronic
- s** Electronic (online, direct access not specified)

Description/Instructions

The form of original item specifies the physical form in which the serial is **originally** published. If the original item is in print, this byte is left blank.

Code "o" (online). The resource is accessed by means of hardware and software connections to a communications network.

Code "q" (direct electronic). The resource is stored on a directly accessible tangible recording

medium, e.g. disc, tape, playaway device, flashdrive, portable hard drive, etc.

Code s (electronic). Code "s" is defined as: an item intended for manipulation by a computer. It may reside in a carrier accessed either directly or remotely. It may require use of peripheral devices attached to the computer (e.g., a CD-ROM player).

DO NOT use codes "o," "q," and "s" when applying the CONSER single record option and noting the electronic version on the record for a printed serial. Do not use these codes for items that do not require the use of a computer (e.g., music compact discs and videodiscs).

DEFAULT CODE: **blank (#)**

CONSER practice for coding this byte is determined by two factors: 1) the format, and 2) whether the serial is a reproduction or a version. Aside from newspapers, the most common forms or format are microform (microfilm or microfiche), online, and electronic.

Microforms

Most microforms, particularly microfilm, are reproductions of printed serials. Others, more often microfiche, are issued as original microforms.

Reproductions

When a microform is a reproduction of a printed or other format serial, code 008/22 as blank for print or other appropriate code.

In record for microfilm reproduction:	008/22 (Orig)= # 008/23 (Form)= a
In record for print original	008/22 (Orig) = # 008/23 (Form)= #

Original microforms:

<i>In record for microform</i>	<i>008/22 (Orig)</i> <i>= b</i> <i>008/23 (Form)</i> <i>= b</i>
--------------------------------	--------------------------------------------------------------------------

Electronic resources

CONSER practice for electronic resources differs somewhat from that for microforms because the distinctions between original and reproduction are less clear. With electronic resources, a serial may be produced originally in a digital form from which a print version and an electronic version are both created. For this reason, the use of "reproduction" is limited to cases where it is very clear that an electronic serial is a reproduction according to the provisions of *LCRI* 1.11a. For other electronic serials for which a separate record is created, the form of item is coded online or direct electronic; original form of item is coded as electronic.

Reproductions:

<i>Original form: print</i>	008/22 (Orig) = #
<i>Form of item: electronic</i>	008/23 (Form) = s

Simultaneous versions (all others: print version and online versions issued simultaneously)

Original form: print	008/22 (Orig) = s
Form of item: online	008/23 (Form) = o

Difficult to determine form originally published

When it is difficult to determine the form originally published, code as follows:

Microform, braille, etc.: consider the first item entered in the database to be the original form.

Original version unknown:

<i>Form of first item in database:</i>	008/22 (Orig) = d
<i>large print</i>	008/23 (Form) = d
<i>Other form received: braille</i>	008/22 (Orig) = d
	008/23 (Form) = f

Using the same code

When the item being cataloged is the original form of issue (codes #, d, f), code both 008/22 and 008/23 for the form of material. Both elements will, thus, contain the same code.

<i>Original form: microfiche</i>	008/22 (Orig)=
	b
<i>Form of item: microfiche</i>	008/23 (Form)=
	b

<i>Original form: electronic</i>	008/22 (Orig) =
	s
<i>Form of item: electronic</i>	008/23 (Form)=
	s

Create a new record when the physical form in which a serial is issued changes (e.g., a serial issued in print changes to a microfiche or electronic format and is no longer issued in a printed version). Code the new record for the new physical format in 008/22.

History

Character position 008/22 was formerly called the "Physical medium code." When a code was given in 008/22, the companion code for "Form of reproduction" (008/23) was blank. Prior to 2002, code "s" was used for all electronic serials because CONSER did not distinguish between electronic reproductions and simultaneous versions.

CONSER maintenance

The code for 008/22 does not need to be changed in existing records unless it is known that the original form was other than normal print (e.g., the item is a large print reproduction; the original is microfiche). Exception: in records for electronic resources that are not reproductions, add code "s". In all cases, the code for 008/22 should only be changed when the record is being reviewed for authentication or updated or updated to accommodate changes in the serial.

Related fields, etc.

008/23, 580, 780/785, App. M, App. N

Frequency (008/18 006/01) and Regularity (008/19 006/02) (Continuing resources)

Frequency codes

No determinable frequency (irregular)

- a** Annual
- b** Bimonthly (every two months)
- c** Semiweekly (twice a week)
- d** Daily
- e** Biweekly (every two weeks)
- f** Semiannual (twice a year)
- g** Biennial (every two years)
- h** Triennial (every three years)
- i** Three times a week
- j** Three times a month
- k** Continuously updated
- m** Monthly
- q** Quarterly
- s** Semimonthly (twice a month)
- t** Three times a year
- u** Unknown
- w** Weekly
- z** Other frequencies

Regularity codes

- r** Regular
- n** Normalized irregular
- x** Completely irregular
- u** Unknown

Description/Instructions

The Frequency and Regularity elements contain codes for the current frequency and the intended regularity of issuance and are based on information given in field 310. The current frequency, as expressed in note form in the 310 field, should be determined before these elements are coded. Consider the stated intent of the publisher when coding the regularity. Note that for integrating resources, frequency is the frequency of the updates, not the frequency of the resource.

No default values are assigned, however fill characters can be used in local catalogs. These values must always be input(5).

Use of regularity codes

r Regular.

Use code "r" when one of the frequency codes accurately defines the frequency of the publication.

310 ## Monthly

FREQ: m

REGL: r

310 ## Quinquennial

FREQ: z

REGL: r

Use code "r" when the publisher intends to issue the serial on a regular basis. This may be determined from information in the piece or by examining the publishing pattern. Thus, if a serial states that it is to be issued bimonthly, the regularity is coded as "r" even though the publishing pattern is known to have occasional variations due to publishing difficulties. This inconsistency may be expressed in a 515 note if desired.

310 ## Bimonthly

515 ## Some issues not published.

FREQ: b

REGL: r

Use code "r" for an electronic integrating resource that is coded "k" continuously updated (updated more often than on a daily basis)

310 ## Continuously updated

FREQ: k

REGL: r

n Normalized irregular.

Use regularity code "n" when the publishing pattern intentionally deviates from a standard pattern, or when field 310 specifies a cumulation or supplement regularly included with the individual issues.

310 ## Monthly (except July and Aug.)

FREQ: m

REGL: n

310 ## Monthly (Nov.-Dec. issue combined)

FREQ: m

REGL: n

310 ## Bimonthly, with an annual cumulation [i.e., seven issues a
year]

FREQ: b

REGL: n

310 ## Annual, with semiannual supplement

FREQ: a

REGL: n

x Completely irregular.

Use code "x" in the following situations:

1. When the frequency is known to be intentionally irregular, and the frequency element is coded as "#". Also use code "x" for serials and integrating resources that are updated less frequently than daily for which the updating pattern is known to be irregular.

310 ## Irregular

FREQ: #

REGL: x

2. When the frequency codes as listed above do not accurately reflect the frequency as given in field 310. This is generally the case when the frequency is expressed in numbers per year (e.g., 4 no. a year), or "times a year" (e.g., 6 times a year). In these cases the closest applicable frequency is used according to the following chart, and the regularity is coded as "x".

Frequency	Frequency code
Two no. a year	f
Four no. a year	q
Five no. a year	q
Six no. a year	b
Seven no. a year	b
Eight no. a year	b
Nine no. a year	m
Ten no. a year	m
Eleven no. a year	m
Twelve no. a year	m

EXAMPLES

310 ## Five no. a year

FREQ: q
REGL: x

310 ## Eight no. a year
FREQ: b
REGL: x

u Unknown.

When the current frequency is totally unknown, both the frequency and regularity elements are coded as "u". These codes must always be used together. Neither can be used with any other code.

[No 310 field]
FREQ: u
REGL: u

Additional instructions

1. If a serial ceases after one issue, give the intended frequency and regularity if known. Otherwise, code both as "u".

300 ## 1 v. ; \$c 28 cm.
310 ## Annual
362 0# 1984.
FREQ: a
REGL: r

300 ## 1 v. : \$b ill. ; \$c 30 cm.
362 0# No. 1 (July 1985).
FREQ: u
REGL: u

2. If a serial is issued according to one frequency but cumulates to another, code the frequency and regularity without regard for the cumulation.

310 ## Bimonthly, with the last issue being cumulative for the year
FREQ: b
REGL: r

Code the regularity as follows:

- a. When the cumulation is the last regularly issued number of the volume or year, code as "r".

310 ## Monthly, with no. 12 constituting the annual cumulation

FREQ: m
REGL: r

- b. When the cumulation is issued as an added issue in addition to the number specified by the frequency, code as "n".

310 ## Monthly, with an annual cumulation
FREQ: m
REGL: n

3. When coding a regular-print reprint, code these elements for the frequency and regularity of the reprint—not those of the original.
4. When coding a reproduction microform, code these elements for the original publication. [Note: This is a change in practice; prior to 1992, records were coded for the reproduction and should be recoded as encountered. The frequency and regularity codes for the reproduction may be given in field 539.]

Additional examples

On homepage of an updating website:

"Updated daily"

310 ## Updated daily
FREQ: d
REGL: r

On homepage of an organization's website:

"Frequently updated, return often for the latest news about our activities."

310 ## Unknown
FREQ: u
REGL: u

From the pages of a paper loose-leaf integrating resource:

"Updated monthly"

310 ## Updated monthly
FREQ: m
REGL: r

Related fields, etc.

310, 515, 539, 936

Government publication (008/28 006/11) (Computer file, Map, Serial, Visual)

Codes

- # Not a government publication
- a Autonomous or semi-autonomous component
- c Multilocal
- f Federal/national
- i International intergovernmental
- l Local
- m Multistate
- o Government publication--level undetermined
- s State, provincial, territorial, dependent, etc.
- u Unknown if item is government publication
- z Other

Description/Instructions

The government publication code contains a one-character code representing the jurisdictional level of the body publishing or producing the item.

A government publication is defined as any item published or produced (e.g., audiovisual materials) by a body created or controlled by a national, state, or local government (including state controlled university presses and intergovernmental bodies of all types) or by any subdivision of such a body. Note that under this guideline a government body and all its subdivisions are treated as government bodies regardless of how they may be entered as headings (i.e., under jurisdiction or not). In the bibliographic item being cataloged the body does not have to be a main or added entry, but it should be named as publisher, etc. in the publication, distribution, etc. area or have caused the item to be published. When in doubt, treat the item as a government publication.

The government publication code reflects the current status of the serial. When updating a 550 note to reflect a change in issuing body, change the government publication code if the status of the serial as a government publication has also changed with the new issuing body.

DEFAULT CODE: #

Guidelines for certain types of publications

1. University presses: Treat items published by university presses as government publications if the presses are created or controlled by a government (e.g., state university presses in universities of the United States).
2. Socialist countries: Since coding of all items published in socialist countries would limit the usefulness of this element, coding should be used only for the same type of bodies that would be considered government in a non-socialist country. In coding items in this manner, when in doubt, treat the item as a government publication.
3. Great Britain: Use code **"f"** for items published by the governments of England, Wales, Scotland, and Northern Ireland.
4. Uncertainty if a government agency: Use code **"u"** (unknown) if one is not sure whether or not the publisher is a government agency.
5. Two levels: If an item is published or produced jointly by government agencies at two different levels, code for the higher government level.
6. Academic institutions: Treat items published by academic institutions as government publications if the institutions are created or controlled by a government.
7. American Indian tribes: Use code **"f"** for these publications.
8. A publication is coded for the appropriate government agency level, even when the government agency is given as a second-named publisher in the imprint.

Codes

Not a government publication

Code **"#"** indicates that the item is not published by or for a government body.

```
008/28 #  
110 2# Rand McNally.
```

```
008/28 #  
245 02 A guidebook of United States coins.
```

a Autonomous or semi-autonomous component.

Code **"a"** indicates that the item is published or produced by or for a government body of an autonomous or semi-autonomous component of a country.

```
008/28 a
```


110 1# Sabah.

c Multilocal.

Code "c" indicates that the item is published or produced by or for a multilocal jurisdiction which is defined as a regional combination of jurisdictions below the state level.

008/28 c
110 2# Région parisienne (France)

f Federal/national.

Code "f" indicates that the item is published or produced by or for a federal or national government body, e.g., a sovereign nation, such as Canada. Code f is used for the governments of England, Wales, Scotland, and Northern Ireland. Code "f" is also used for American Indian tribes.

008/28 f
110 1# Italy. \$b Ministero degli affari esteri.

i International intergovernmental.

Code "i" indicates that the item is published or produced by or for an international intergovernmental body.

008/28 i
110 2# World Health Organization.

l Local.

Code "l" indicates that the item is published or produced by or for a local government jurisdiction such as a county, city, town, etc.

008/28 l
110 1# New York (N.Y.)

m Multistate.

Code "m" indicates that the item is published or produced by or for a regional combination of jurisdictions at the state, provincial, territorial, etc. level.

008/28 m
110 2# Lake Erie Regional Transportation Authority.

o Government publication-level undetermined.

Code "o" indicates that the item is published or produced by or for a government body but that the jurisdictional level cannot be determined.

s State, provincial, territorial, dependent, etc.

Code "s" indicates that the jurisdictional level of the government body is a state, province,

territory, etc.

```
008/28 s
110 1# Wisconsin. $b Commissioners of Fisheries.
```

u Unknown if item is government publication.

Code "u" indicates that whether or not the item is published or produced by or for a government agency is unknown.

z Other.

Code "z" indicates a type of government publication for which none of the other defined codes are appropriate.

Related fields, etc.

260, 550

Index (008/31 006/14) (Maps)

Codes

0 No index

1 Index present

Description/Instructions

The index code is a one-character numeric code that indicates whether or not the item or accompanying material includes a location index or gazetteer. Information for this data element may be derived from mention of an index or gazetteer in other parts of the bibliographic record (e.g., in the title or in a note). A map index to adjoining sheets is not considered an index when coding this position. This data element refers only to gazetteers, place name indexes, etc.

DEFAULT CODE: **0**

Codes

0 No index.

Use code "0" to indicate that an item does not include an index or gazetteer to its own contents.

```
008/31 0
[No indication of index or gazetteer in bibliographic data]
```

1 Index present.

Use code "1" to indicate that an item includes an index or gazetteer to its own contents.

```
008/31 1
500 ## Index to points of interest on verso.
```

```
008/31 1
500 ## Includes gazetteer and glossary.
```

Related fields, etc.

500

ISSN Center (008/20 006/03) (Serial) [Obsolete]

Description/Instructions

In 2003 the subfield \$2 of 022 was defined to contain the ISSN Center code. The codes previously given in 008/20 were made obsolete.

Language (008/35-37) (All Materials)

Description/Instructions

The LANGUAGE CODE indicates the language of the text. Codes are assigned from the *MARC Code List for Languages*. Three fill characters ("|||") may also be used if no attempt is made to code 008/35-37. The "text" of a publication refers to the principal work or works included within the publication, excluding the preface, introduction, foreword, etc., as well as the appendices.

DEFAULT CODE: **None**

Editing instructions

1. For publications in **one language**, assign the appropriate three letter code from the list.

```
245 00 Rentabilidad bruta del inversionista en bolsa. $p Bonos del
      tesoro.
LANG:  spa
```

2. For publications containing **multiple languages**, assign the code for the predominant language. In these cases fields 041 and 546 are used to list the languages, respectively, in coded and note form.

```
041 0# rus $a eng
546 ## Chiefly in Russian; some also in English.
LANG: rus
```

If the predominance is not readily apparent, or each language is represented equally, input the code of the language that is first in alphabetical order.

```
041 0# ger $a rus
546 ## German and Russian.
LANG: ger
```

```
041 0# eng $a spa
546 ## Text in English and Spanish.
LANG: eng
```

Exception: For Canadian bilingual publications cataloged in the French language, identified by the prefix "cf" in field 010, LAC inputs code "fre" rather than "eng" in this fixed field element.

Code "**mul**" can be used to indicate that the item is multilingual with no predominant language. If the 008/35 is coded "mul," the 041 field can be coded with the first language used in the serial and then code "mul." Alternatively, any number of languages can be listed in repeated subfield \$a.

```
245 00 Jugoslovenska privreda.
041 0# scr $a mul
546 ## Serbo-Croatian (roman), English, French, German, Italian,
      Macedonian, Russian, and Slovenian.
LANG: mul
```

3. Multiple language codes are input in field 041. The code input in the fixed field should always be the same as the first code input in field 041.

```
041 0# fre $a ger $a spa $b eng
546 ## In French, German, and Spanish; summaries in English.
LANG: fre
```

4. When cataloging a **translation**, code for the language of the translation, not the language of the original. (The code for the language of the original is given in field 041.)

English translation of a German serial.

```
041 1# eng $h ger
LANG: eng
```

5. Use code "**und**" for languages that cannot be determined.
6. Use code "####" when a serial has no sung, spoken, or textual content.

Related fields, etc.

041, 546

Literary text for sound recordings (008/30-31 006/13-14) (Music)

Codes

Item is a musical sound recording

- a** Autobiography
- b** Biography
- c** Conference proceedings
- d** Drama
- e** Essays
- f** Fiction
- g** Reporting
- h** History
- i** Instruction
- j** Language instruction
- k** Comedy
- l** Lectures, speeches
- m** Memoirs
- n** Not applicable
- o** Folktales
- p** Poetry
- r** Rehearsals
- s** Sounds
- t** Interviews
- z** Other

Description/Instructions

Literary text for sound recordings codes are two one-character alphabetic codes that indicate the type of literary text contained in a nonmusical sound recording. If only one code is assigned, it should be left justified and the unused position contains a blank (#). If more than two codes for types of literary text are appropriate to an item, only the two most important are recorded.

DEFAULT **n#** (Scores 008)
CODES:

 ## (Sound recordings
 008)

Codes

Item is a music sound recording.

Use code "#" if the item is a music sound recording. When # is used it is followed by another blank (##).

```
008/30-31 ##  
245 ## Bolero $h [sound recording] $c Maurice Ravel.
```

a Autobiography.

Use code "a" if the type of literary text is autobiographical.

b Biography.

Use code "b" if the type of literary text is biographical.

c Conference proceedings.

Use code "c" if the type of literary text is conference proceedings.

```
008/30-31 lc  
245 00 Modern real estate transactions.  
500 ## Panel discussions, lectures, and questions and answers.
```

d Drama.

Use code "d" if the type of literary text is drama.

e Essays.

Use code "e" if the type of literary text is essays.

f Fiction.

Use code "f" if the type of literary text is fiction. Fiction includes novels, short stories, etc.

```
008/30-31 fp  
245 ## Poésies et prose françaises ...
```

g Reporting.

Use code "g" if the type of literary text is reporting. Reports of news-worthy events and informative messages are included in this category.

h History.

Use code "h" if the type of literary text is history. History includes historical narration, etc. that

may also be covered by one of the other codes (e.g., historical poetry).

```
008/30-31 ht
245 ## Inside the Onaway command post $h [sound recording] $c with ... ;
      interviewed by ...
520 ## Summary: An oral history.
```

i Instruction.

Use code "i" if the type of literary text is instructional. Such text includes instructions on how to accomplish a task, learn an art, etc. (e.g., how to replace a light switch). *Note:* Language instruction text is assigned code "j."

j Language instruction.

Use code "j" if the type of literary text is language instruction. Language instructional text may include passages that fall under the definition for one of the other codes (e.g., language text that includes poetry).

k Comedy.

Use code "k" if the type of literary text is spoken comedy.

l Lectures, speeches.

Use code "l" if the type of literary text is lectures and/or speeches.

```
008/30-31 l#
500 ## Lectures.
```

m Memoirs.

Use code "m" if the type of literary text is memoirs. Memoirs are usually autobiographical.

n Not applicable.

Use code "n" for printed or manuscript music, indicating that the item is not a sound recording.

o Folktales.

Use code "o" if the type of literary text is folktales.

p Poetry.

Use code "p" if the type of literary text is poetry.

r Rehearsals.

Use code "r" if the type of literary text is rehearsals. Rehearsals are performances of any of a variety of nonmusical productions.

s Sounds.

Use code "s" if the type of literary text is sounds. Sounds include nonmusical utterances and vocalisations, that may or may not convey meaning.

t Interviews.

Use code "t" if the type of literary text is interviews.

z Other.

Use code "z" for a type of literary text for which none of the other defined codes are appropriate.

Related fields, etc.

245, 500

Modified record (008/38) (All Materials)

Codes

Not modified

d Dashed-on information omitted

o Completely romanized/printed cards romanized

r Completely romanized/printed cards in script

s Shortened [Not used]

x Missing characters [Not used]

u Unknown [LAC use only]

Description/Instructions

The modified record code indicates whether any data on a bibliographic record is a modification of information that appeared on the item being cataloged or that was intended to be included in the machine-readable record. Such modifications include: the romanization of data that originally appeared in a non-roman script; substitutions of characters available for those characters that could not be converted to machine-readable form; the omission of data given on catalog cards in a "dashed-on" format; and shortening of records because the amount of data exceeded a system imposed maximum allowable length.

A record is not considered to be modified when romanizing fields in the record that are not transcriptions of data from the item (e.g., headings, complete nonquoted fields, subscription address, etc.). MARC 21 equivalents for certain letters used in lesser known languages using the Roman alphabet are also not considered to be modified.

Codes are assigned a priority that determines which code is input when more than one code applies to an item. The priority is indicated by the order of the code list above. Code "#" is the

highest priority.

DEFAULT CODE: #

Codes

Not modified.

Code "#" indicates that the record has not been modified in any way (e.g., it is not shortened and it contains no characters that could not be converted to machine-readable form).

d Dashed-on information omitted.

Code "d" indicates that the MARC 21 record does not contain "dashed-on" information found on the corresponding manual copy, either because the "dashed-on" information was input as a separate record, recorded in a note, or because it was omitted. "Dashed-on" information is generally the brief description of material related to a main item being cataloged that is not considered important enough to catalog separately. Code "d" is used for records input through retrospective conversion.

o Completely romanized/printed cards romanized.

Code "o" indicates that the bibliographic data in the MARC 21 record is completely romanized and that any printed cards produced are also in romanized form. This code is used by Library of Congress for serials in Cyrillic alphabet languages, South Asian languages, and Greek because the printed cards also appear in romanized form (since Sept. 1979).

r Completely romanized/printed cards in script.

Code "r" indicates that the bibliographic data in the MARC 21 record is completely romanized but the printed cards are available in the original (vernacular) script. Code "r" is used by the Library of Congress on romanized records for serials in Arabic, Chinese, Japanese, Korean, Hebrew, Persian, Yiddish because the printed cards appear in the original script.

s Shortened.

Code "s" indicates that some of the data intended for inclusion in the bibliographic record was omitted because the data exceeded the maximum length allowed by the system involved. In some systems length of data is restricted at the field and/or record level. MARC 21 bibliographic records distributed on tape have a maximum length of 99,999 characters. Code "s" is rarely used in current records and is not used in CONSER records.

x Missing characters.

Code "x" indicates that the record contained characters that could not be converted to machine-readable form (e.g., incidental nonroman characters on predominantly roman alphabet records, mathematical symbols, etc.) Code "x" has not been used by LC since the implementation of AACR2 in 1981. If one field (or a portion of a field) among fields 245- 260,

4XX has "incidental" nonroman or special characters, etc., LC romanizes the nonroman characters, describes special symbols by a word or phrase, etc. and uses code # in 008/38.

Nature of entire work (008/24 006/07) and Nature of contents (008/25-27 006/08-10)
(Serial)

Codes

No specified nature of work/contents

a Abstracts/summaries

b Bibliographies

c Catalogs

d Dictionaries

e Encyclopedias

f Handbooks

g Legal articles

h Biography

i Indexes

k Discographies

l Legislation

m Theses

n Surveys of literature in the subject area

o Reviews

p Programmed texts

q Filmographies

r Directories

s Statistics

t Technical reports

t University calendars [LAC use only]

v Legal cases and case notes

w Law reports and digests

x Other reports (e.g., research series, technical reports, etc.) [C.p. 24 only] [LAC use only]

z Treaties

Description/Instructions

These companion fixed field elements consist of four character positions (c.p.). The NATURE OF ENTIRE WORK code signifies that the serial is composed entirely of a certain type of work. The NATURE OF CONTENTS code indicates that the publication contains certain items, but does not consist solely of any one of them. When c.p. 24 is coded, c.p. 25-27 must be left blank

and vice versa.

DEFAULT	# (Entire work)
CODE:	### (Contents)

C.p. 24.

Input only one code in this element to describe what a publication **is**. For example, a serial which is a directory would be coded "r" in this position. However, if the serial contains a directory and other types of material, the code "r" would be input in c.p. 25-27.

<i>EntW:</i>	<i>r</i>
<i>Cont:</i>	<i>###</i>
<i>EntW:</i>	<i>#</i>
<i>Cont:</i>	<i>rs#</i>

C.p. 25-27.

Input up to three codes in alphabetical order to indicate what a serial **contains** in the order given above. If a serial contains more than three types of material, input codes for the three most significant. If fewer than three codes are assigned, input from left to right. If a code has been assigned to c.p. 24, c.p. 25-27 must be left blank.

<i>EntW:</i>	<i>#</i>
<i>Cont:</i>	<i>crs</i>
<i>EntW:</i>	<i>#</i>
<i>Cont:</i>	<i>r###</i>

NOTE: University calendars (code "t") and Other reports (code "x") are not separately identified in the MARC communications format. Codes "t" and "x" are input by LAC, displayed on LAC records, and returned on tape to LAC. The codes are converted to "#" for distribution to and from LC.

Codes

Input codes in c.p. 24 or c.p. 25-27 as instructed above. Following are descriptions of usage for certain codes requiring further explanation.

b Bibliographies.

Use this code in c.p. 24 when a publication consists entirely of bibliographies. Use in c.p. 25-27

only if the bibliographic information is substantial enough to be mentioned in the body of the entry, in a note, or in the subject subdivisions. Use also for lists of imprints, for union lists, and library catalogs. Catalogs of books in libraries and archival inventories should be coded for both Bibliographies and Catalogs. Because bibliographies are included as part of the definition of code "n", code "b" should not be input when code "n" is present.

c Catalogs.

This category includes lists of items in collections of books, art objects, etc. It also includes lists of objects such as stamp, coin, and trade catalogs. Use whenever the subdivisions "Catalogs", "Catalogs and collections", or "[...] collections, etc." would be appropriate. This category also includes catalogs of exhibitions for which the subdivision "Exhibitions" alone is used. Catalogs of books in libraries and archival inventories should be coded for both Bibliographies and Catalogs.

g Legal articles.

Use when a serial consists of or contains substantive articles on legal topics, such as those published in law school reviews.

h Biography.

Use this code in c.p. 24 when a serial is composed entirely of biographies, e.g., "Who's Who"; use in c.p. 25-27 when a serial contains biographical information. The same guidelines as used to determine whether a book is biographical apply here. Only one code is used, however, for all types of biographical material. Genealogy is not to be coded as biography. Material classified as genealogy (LC class "CS") should not be coded even if the Dewey number (tag 082) includes a "B".

i Indexes.

When the serial is an indexing journal, i.e., composed entirely of an index or indexes to other publications, use c.p. 24; when the serial contains indexes in addition to other contents, use c.p. 25-27. This category does not include an index in a serial which indexes the serial itself. In general, use when the subdivisions "Indexes" or "Dictionaries, indexes, etc." would be appropriate. Interpret broadly to cover newspaper indexes, periodical indexes, concordances, etc. This category includes only indexes to bibliographical items; it does not include publications such as the *Merck Index* (an index of drugs).

k Discographies (or other bibliographies of recorded sound).

Use when the publication is a discography or other bibliography of recorded sound or when the publication contains a discography or other bibliography of recorded sound that is substantial enough to be mentioned in the body of the entry, in a note, or in the subject subdivisions.

l Legislation.

Use when a serial consists of or contains texts of enactments of legislative bodies published

either in statute or code form. Use also for texts of rules and regulations issued by executive or administrative agencies.

m Theses.

Use code "m" to indicate that a serial includes full or partial theses, dissertations, or works identified as having been created to satisfy the requirements for an academic certification or degree.

n Surveys of literature in the subject area.

This code is used in c.p. 24 when a work is composed entirely of surveys of the literature in the subject area(s). Such authored surveys summarize what has been published about a subject and, in most cases include a list of references either in the body of the work or as a bibliography. If the work contains surveys of the literature as well as other material, this code is given in c.p. 25-27. For example, the *Library Science Annual* includes articles, book reviews, and journal reviews in library science. The code for this title would be: *no#*.

Because bibliographies are included as part of the definition of code "n", code "b" should not be input when code "n" is present.

Code "n" was once used for legal cases and case notes which are now coded "v".

o Reviews.

Use for reviews of books, recordings, software, etc.

q Filmographies.

Use when the publication is itself a filmography or contains filmographies that are substantial enough to be mentioned in the body of the entry, in a note, or in the subject subdivisions.

r Directories.

Use for lists of persons or corporate bodies. Use with subdivisions "Directories" or "Registers".

s Statistics.

Interpret broadly to include those cases in which the serial is not primarily statistical but does include a significant amount of statistical information. Do not use for statistical methodology.

t Technical reports.

Use when the work consists of or contains the results of a scientific investigation or a technical development, test, or evaluation, presented in a form suitable for dissemination to the technical community. Such works are normally more detailed than articles or papers appearing in journals or presented at meetings, and contain sufficient information to enable qualified readers to evaluate the investigative processes of the original research or development.

v Legal cases and case notes.

Use when a serial consists of or contains discussions, such as those in the "case comments" section of law school reviews, of particular legal cases that have been decided by, or that are pending before, courts or administrative agencies.

w Law reports and digests.

Use when a serial consists of or contains the texts of decisions of courts or administrative agencies. Use also for texts of digests of such decisions.

z Treaties.

Use code "z" to indicate that the serial includes treaties or accords negotiated between two or more parties to settle a disagreement, establish a relationship, grant rights, etc.

Related fields, etc.

600-655

Original alphabet or script of title (008/33 006/16) (Serial)

Codes

No alphabet or script given/no key title

a Basic roman

b Extended Roman

c Cyrillic

d Japanese

e Chinese

f Arabic

g Greek

h Hebrew

i Thai

j Devanagari

k Korean

l Tamil

u Unknown

z Other

Description/Instructions

This code indicates the original alphabet of the key title (field 222). It is for use by NSDP and ISDS/C only. If there is no authenticated key title, this element should be blank.

DEFAULT CODE: #

Codes

a Basic roman.

Use for English or other languages which do not include diacritics or special characters.

b Extended Roman.

Use for all languages using the roman alphabet that have diacritics or special characters, even if the title in hand does not contain any diacritics or special characters from the extended alphabet.

222 #0 Revista de biología del Uruguay
ALPH: b

222 #0 Cahiers canadiens de musique
ALPH: b

z Other.

Use for titles in other languages not listed above. Use also for key titles incorporating words from more than one alphabet.

222 #0 Report - Österreichische Länderbank
ALPH: z

Usage/Distribution

As of July 1986, LC does not code this element.

Codes in this position were not distributed by LC prior to 1985. As a consequence, some records may contain "#" when another code would be correct.

Related fields, etc.

222

Place of publication, production, or execution (008/15-17) (All Materials)

Description/Instructions

The place of publication, production, or execution is a two or three character code assigned from

the *MARC Code List for Countries*.

The place of publication code reflects the information from the latest piece cataloged at the time of initial input. If the record is updated at a later time and the place has changed, the place of publication code should be updated when the change is mentioned in a note.

Because *AACR2* cataloging is based on the earliest issue, the country code may not necessarily reflect the place found in field 260 subfield \$a.

DEFAULT CODE: none

Editing instructions

1. Use a two-character code for places other than the U.S., Canada, or the United Kingdom. Input the code in the first two character positions. Leave the third character position blank.

Algeria = ae#

France = fr#

2. If the serial is published in the U.S., Canada, or the United Kingdom use a three- character code. The first two characters represent the state, province, or other subdivision, and the third character represents the larger entity.

California, U.S. = cau

New Brunswick, Canada = nkc

Northern Ireland = nik

3. When a serial is known to be published in the U.S., Canada, or the United Kingdom but the exact place is unknown, code the first two characters as "xx"; code the third character for the country (e.g., "xxu", "xxc", etc.).
4. When the place is totally unknown, code as "xx#".

CTRY: xx#

260 ## S.l. :

5. When a serial is published in more than one place, code for the first place of publication.

CTRY: enk

260 ## London ; \$a New York :

6. When coding former names of countries, code according to the present geographic boundaries.

7. Use code "gw" for all works published in Germany, regardless of the date of publication. For countries of the former Soviet Union, use the 2-digit code applying to the country without "r" (e.g., Russia "ru", Ukraine "un").
8. When coding a regular-print reprint, code for the place of publication of the reprint.
9. When coding a reproduction microform, code for the place of publication of the original publication. [Note: This is a change in practice; prior to 1992, records were coded for the reproduction and should be recoded as encountered. The country of publication code for the reproduction may be given in field 539.]

Related fields, etc.

260, 539, 936

Projection (008/22-23 006/05-06) (Maps)

Codes

Projection not specified
au Azimuthal, specific type unknown
az Azimuthal, other
bd Mercator
bh Transverse Mercator
cc Lambert's conformal conic
cp Polyconic
zz Other

Description/Instructions

The projection code is a two-character alphabetic code that indicates the projection used in producing the item. This information is also reflected in the 255 field, subfield \$b, statement of projection.

DEFAULT CODE: ##

Codes

Specifically named projections are not described in this document. The presence of the name of the projection on the item identifies the appropriate code for 008/22-23. Cartographic reference sources may be consulted for a more detailed explanation of specific projections.

au Azimuthal, specific type unknown.

Use code "au" to indicate that only the projection type (azimuthal) is known, not the specific projection.

az Azimuthal, other.

Use code "az" for an azimuthal projection for which none of the other codes are appropriate.

Projection not specified.

Use code "##" if no projection is specified on the item.

zz Other.

Use code "zz" for a projection for which none of the other defined codes are appropriate.

Related fields, etc.

255

Publication status(6) (008/06) (All Materials)

Codes

- c** Currently published status
- d** Dead status
- u** Unknownstatus

Description/Instructions

The publication status code indicates whether the serial is currently being published. The publication status is determined by knowledge of whether the publication is still being issued (regardless of whether the cataloging library still receives it).

Code a regular-print reprint or a reproduction microform based on the status of the original publication. The publication status of a reproduction may be given in field 539. [Note: Prior to 1992, records were coded for the reprint or reproduction and should be recoded as encountered.]

DEFAULT CODE: **c**

Codes

c Currently published status.

Use when an issue has been published within the last three calendar years. For example, during

1994, consider years 1992, 1993, and 1994 as the last three years.

d Dead status.

Use only when the publication is known to have ceased or has been continued by a different entry. Use this code for the "dead" record whenever a change in author or title requires that a successive entry record be created.

u Unknown.

Use when there is no evidence that the serial has been published within the last three calendar years, and there is no clear indication that the serial has ceased.

Related fields, etc.

008/07-14, 362, 539, 785, 936

Record status (Leader/05) (All Materials)

Codes

- a** Increase in encoding level
- c** Corrected or revised
- d** Deleted [LC and LAC use only]
- n** New
- p** Increase in encoding level from prepublication

Description/Instructions

The record status describes the relation of a record to a file for file maintenance purposes. Record status is generally system-supplied and may, therefore, vary from file to file for any given record.

Codes

a Increase in encoding level.

Code "a" and code "p" (see below) are interpreted in conjunction with the encoding level (Leader/17). Code "a" is used when a record has undergone a change in encoding level, which also represents an increase in the level of cataloging (e.g., a minimal level record, encoding level "7", is upgraded to a full level record, encoding level "#").

c Corrected or revised.

Code "c" is generated by modifications to the record that do not include a change in encoding

level. [This excludes the addition of holdings information or local modifications made with the UPDATE or PRODUCE commands on the OCLC system.]

d Deleted.

Code "d" indicates that a record has been deleted. Code "d" cannot be automatically generated or input online. Therefore, LC or LAC must key code "d" in subfield \$z (record status override) of field 012 in order to change the status of a record on output to LC.

n New.

Code "n" is generated on all newly input records.

p Increase in encoding level from prepublication.

This is a special type of increase-in-encoding-level code. It is used with the encoding level to identify an increase in cataloging level resulting from the availability of the published item (i.e., a NSDP prepublication record, encoding level 8, is upgraded to encoding level 7).

Related fields, etc.

Leader/17

Relief (008/18-21 006/01-04) (Maps)

Codes

No relief shown

a Contours

b Shading

c Gradient and bathymetric tints

d Hachures

e Bathymetry/soundings

f Form lines

g Spot heights

i Pictorially

j Land forms

k Bathymetry/isolines

r Rock drawings

z Other

Description/Instructions

The relief codes are four one-character alphabetic codes that indicate the relief type specified on

the item. The codes used in this field indicate only the relief forms most commonly found on maps and are usually derived from information given in field 500 (General Note). Record up to four codes in the order of their importance to the map being described. The code for the most important relief aspect is given first. If fewer than four codes are assigned, the codes are left justified and unused positions contain blanks (#). If more than four codes are appropriate to an item, record only the four most important.

DEFAULT CODE: #####

Codes

No relief shown.

Use code "#" if no indication of relief appears on the item.

```
008/18-21 #####  
[No note field]
```

a Contours.

Use code "a" if relief on the item is shown by contours.

```
008/18-21 ae##  
500 ## Relief shown by contours. Depths shown by soundings.
```

b Shading.

Use code "b" if relief on the item is shown by shading (generally of a single color).

```
008/18-21 b###  
500 ## Relief shown by shading.
```

c Gradient and bathymetric tints.

Use code "c" if relief on the item is shown by gradient or bathymetric tints.

```
008/18-21 c###  
500 ## Relief shown by gradient tints.
```

d Hachures.

Use code "d" if relief on the item is shown by hachures (short lines which follow the direction of maximum slope).

```
008/18-21 dg##  
500 ## Relief shown by hachures and spot heights.
```

e Bathymetry/soundings.

Use code "e" if underwater relief (depths) on the item is shown by soundings or spot depths.

```
008/18-21 e###
```

500 ## Depths shown by soundings.

f Form lines.

Use code "f" if relief on the item is shown by form lines.

008/18-21 f###
500 ## Relief shown by form lines.

g Spot heights.

Use code "g" if relief on the item is shown by spot heights.

008/18-21 g###
500 ## Relief shown by spot heights.

i Pictorially.

Use code "i" if landforms and other topographic features are shown in the correct planimetric position by pictorial symbols representing their appearance from a high oblique view.

008/18-21 i###
500 ## Relief shown pictorially.

j Land forms.

Use code "j" if relief on the item is shown by land forms.

008/18-21 jg##
500 ## Relief shown by land forms, and spot heights.

k Bathymetry/isolines.

Use code "k" if underwater relief (depth) on the item is shown by isolines (lines that represent constant depths).

008/18-21 kb##
500 ## Depths shown by isolines. Relief shown by shading.

r Rock drawings.

Use code "r" if the item is a relief rock drawing.

z Other.

Use code "z" for a relief type for which none of the other defined codes are appropriate.

Related fields, etc.

500

Running time for motion pictures and videorecordings (008/18-20 006/01-03) (Visual)

Codes

00 Running time exceeds three characters [Not used]

01 Running time

999 [Not used]

nnn Not applicable

---Running time unknown

Description/Instructions

The running time code is a three character code that contains a number that reflects the total running time of a motion picture or a videorecording. For motion pictures and videorecordings issued serially, use code "---." For other visual materials use "nnn."

DEFAULT CODE: ###

The OCLC default code indicated above is not a MARC 21 value. All CONSER authenticated records must include an appropriate MARC 21 code as listed.

Codes

nnn Not applicable.

Use code "nnn" to indicate that running time is not applicable, such as when the item is not a motion picture or a videorecording.

```
008/18-20  nnn
300 ## 121 slides : $b col. ; $c 2x2 in. + $e 1 teacher's guide.
```

[Code "nnn" indicates that the item is other than a motion picture or a videorecording.]

--- Running time unknown.

Use code "---" if the running time is unknown. Input code "---" for all serial videorecordings and motion pictures.

```
008/18-20  ---
300 ## videocassettes : $b sd., col. ; $c 3/4 in.
```

Related fields, etc.

300

Target audience (008/22 006/05) (Computer files, Music, Visual)

Codes

Unknown or not specified

a Preschool

b Primary

c Elementary and junior high

d Secondary (senior high)

e Adult

f Specialized

g General

j Juvenile

Description/Instructions

The target audience code is a one-character code that represents the audience for which the material is intended. It is used primarily for educational materials. When items with factual content are considered appropriate for more than one intellectual level, record the code for the highest level appropriate.

DEFAULT CODE: #

Codes

Unknown or not specified.

Input code "#" when the target audience for which the material is intended is unknown or when identification of the target audience is not applicable. Use code "#" when the item does not clearly indicate a specific "intended audience."

```
008/22 #
245 10 MacPoint $h [electronic resource] / $c written by Bill
      Atkinson.
      [monograph example]
```

a Preschool.

Input code "a" when the item is intended for preschool children (i.e., children up to, but not including, kindergarten).

b Primary.

Input code "b" when the item is intended for children in kindergarten through the third grade.

c Elementary and junior high.

Input code "c" when the item is intended for young people in grades 4 through 8.

d Secondary (senior high).

Input code "d" when the item is intended for young people in grades 9 through 12.

```
008/22 d
245 10 Peterson's college selection service. $p Four-year colleges $h
      [electronic resource].
```

e Adult.

Input code "e" when the item is intended for adults.

f Specialized.

Input code "f" when the item is very narrowly aimed at a particular audience and the nature of the presentation would make the item of little interest to other audiences. Examples of items that would be coded "f" include: 1) technical software geared to a very specialized audience and 2) items which address a limited audience, for example, the employees of a single organization.

```
008/22 f
245 04 The official software for GMAT review $h [electronic resource].
      [limited interest to those taking the GMAT test]
```

g General.

Input code "g" when the item is of general interest and not aimed at an audience of a particular intellectual level.

j Juvenile.

Input code "j" when the item is intended for use by children and young people through the age of 15 or the 9th grade. The code is used when one does not want to more specifically code for the juvenile target audience.

```
008/22 j
245 00 Easy color paint $h [electronic resource].
      [monograph example]
```

Related fields, etc.

521

Technique (008/34 006/17) (Visual)

Codes

a Animation

c Animation and live action

l Live action

n Not applicable

u Unknown

z Other

Description/Instructions

The technique code is a one-character alphabetic code that indicates the technique used in creating motion in motion pictures or videorecordings.

DEFAULT CODE: **n**

Codes

a Animation.

Use code "a" for an item that consists totally or primarily of animation. Animated films are produced using a variety of techniques including 1) cartoons; 2) graphic film (with paint or other media directly applied to the surface of the film); 3) model, clay, or puppet animation (where three-dimensional objects are photographed one frame at a time to achieve the effect of animation); and 4) other techniques.

```
008/34 a
520 ## Uses clay animation ...
```

c Animation and live action.

Use code "c" for an item that consists of a combination of animation and live action. This code is used when there is some indication elsewhere in the cataloging record that there are animated sequences. This information may appear in a Summary note (field 520) or in a Credits note (field 508).

```
008/34 c
520 ## Through optical imagery shows the beauty of traditional ballet.
      Live action and animation are used ...
```

l Live action.

Use code "l" for an item that consists of live action sequences. If no information is found in the cataloging record and accompanying material that indicates otherwise, it is assumed that the motion picture or videorecording is live action.

```
008/34 l
245 00 Riley today $h [videorecording].
```

n Not applicable.

Use code "n" if the item is not a motion picture or a videorecording.

u Unknown.

Use code "u" if the technique for creating motion is unknown.

z Other.

Use code "z" for an item that consists primarily of special techniques which are neither animation nor live action. These include microcinematography, time lapse cinematography, trick cinematography, and other techniques. Code "z" is also used for videorecordings and motion pictures which were made from still image slide sets or filmstrips without adding animation to the images.

```
008/34 z
520 ## Uses time-lapse photography to show actual cloud formation in
      the earth's atmosphere.
```

Type of cartographic material (008/25 006/08) (Maps)

Codes

- a Single map [Not applicable]
- b Map series*
- c Map serial
- d Globe [Not applicable]
- e Atlas
- f Separate supplement to another work
- g Bound as part of another work
- u Unknown
- z Other

Description/Instructions

The type of cartographic material code is a one-character alphabetic code that indicates the type of cartographic item being described.

DEFAULT CODE: **a**

Codes

b Map series.

Use code "b" to indicate that the record describes a series of maps. A map series is a number of

related but physically separate and bibliographically distinct cartographic units intended by the producer(s) or issuing body(s) to form a single group.

Map series are not generally processed as serials because they represent finite sets of maps. They are often treated as collected sets.

c Map serial.

Use code "c" if the record describes a map serial. A map serial is a publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. For serially issued atlases, code "e" (Atlas) is used.

```
008/25  c
300 ## maps : b col. ; c 20 x 60 cm., on sheets 25 x 65 cm.
310 ## Quarterly
```

e Atlas.

Use code "e" if the record describes an atlas, including atlas series, and serially issued atlases.

```
008/25  e
300 ## atlases : b chiefly col. maps ; c 38 cm.
```

f Separate supplement to another work.

Use code "f" to indicate that the cartographic item is a supplement to another work. The other work does not have to be cartographic material.

g Bound as part of another work.

Use code "g" to indicate that the cartographic item has been bound as part of another work. The other work does not have to be cartographic material.

u Unknown.

Use code "u" to indicate that the type of cartographic material is unknown.

z Other.

Use code "z" for a type of cartographic material for which none of the other defined codes are appropriate.

Related fields, etc.

300

Type of computer file (008/26 006/09) (Computer files)

Codes

- a** Numeric data
- b** Computer program
- c** Representational
- d** Document
- e** Bibliographic data
- f** Font
- g** Game
- i** Interactive multimedia
- j** Online system or service
- h** Sound
- m** Combination
- u** Unknown
- z** Other

Description/Instructions

The type of computer file code is a one-character alphabetic code that indicates the type of file being described. This information is also described in textual form in field 516, "type of file or data" note.

DEFAULT CODE: **u**

Codes

a Numeric data.

Input code "a" when a file contains mostly numbers or representation by numbers, such as records containing all information on student test scores, all information on football team statistics, etc. The information may be original surveys and/or information that has been summarized or statistically manipulated.

```
008/26 a
516 ## Numeric (summary statistics)
```

b Computer programs.

Input code "b" when a file contains an ordered set of instructions directing the computer to perform basic operations and identifying the information and mechanisms required. This category includes videogames and microcomputer software and computer models. Some types of computer programs (e.g., game, font) are identified by separate codes in this character position

```
008/26 b
516 ## Computer programs
```

c Representational.

Input code "c" when a file contains pictorial or graphic information that can be manipulated in conjunction with other types of files to produce graphic patterns that can be used to interpret and give meaning to the information. It does not include a document in image format.

```
008/26 c
516 ## Graphic data (architectural drawings)
```

d Document.

Input code "d" when a file that is textual contains mostly alphabetic information (words or sentences) converted into a coded format that can be processed, sorted, and manipulated by machine, and then retrieved in many optional formats. This category includes language material intended to constitute a textual document, whether represented as ASCII or image data. It includes both single bibliographic entities and collections of bibliographic entities. Documents whose primary purpose is textual, even if search software is present, are coded here.

```
008/26 d
516 ## Text (law reports and digests)

008/26 d
516 8# Electronic serial in ASCII and HTML formats
```

e Bibliographic data.

Input code "e" when the file consists of data with bibliographic citations. This includes data from library catalogs or citation databases. The data may be in a structured or unstructured form. Search software may be present, but the purpose of the record is description of the content of the bibliographic data or database, rather than description of the online system or service.

f Font.

Use code "f" to indicate that a file contains information for a computer to produce fonts.

g Game.

Input code "g" if the computer file is a game for recreational or educational use. Generally games consist of text and software. A videogame is included here.

```
008/26 g
516 ## Computer game
```

h Sounds.

Use code "h" to indicate that the file consists of data encoding sounds producible by the computer.

i Interactive multimedia.

Input code "i" for serials described by the record to support navigation through and manipulation

of many kinds of media (i.e., audio, video, etc.). Interactive multimedia usually gives the user a high level of control, often allowing almost conversational interaction with the computer and data.

j Online system or service.

Code "j" indicates that the record is for an online system or service and may contain nonbibliographic information. An online system or service supports system-based user interaction. If the focus of the record is to describe the system itself, with the content of the databases contained within incidental, code it here. If the resource is an online file where the system is incidental to the description, it falls into another category. Examples of these are: online library systems (consisting of a variety of databases), FTP sites, electronic bulletin boards, network information centers.

```
008/26 j
516 ## Campus-wide information system
      [Monographic example]
```

m Combination.

Input code "m" when the item is a combination of two or more of the above types of files.

```
008/26 m
516 ## Computer programs and text files
```

u Unknown.

Input code "u" when the type of file is unknown.

z Other.

Input code "z" when none of the other codes are appropriate.

```
008/26 z
516 ## Audio data (digital audio file).
```

Related fields, etc.

Leader/06 (Type of record), 516

Type of continuing resource (008/21 006/04) (Continuing resources)

Codes

None of the following

d Updating database

g Magazine

h Blog

j Journal

l Updating loose-leaf

m Monographic series

n Newspaper

p Periodical
r Repository
s Newsletter
t Directory
w Updating website

Description/Instructions

The type of continuing resource code indicates whether a serial is a periodical, monographic series, newspaper, or none of these. It also contains codes to indicate whether an integrating resource is an updating database, loose-leaf, a website, or none of these.

DEFAULT CODE: none

Codes

None of the following.

This code is used for serials and integrating resources that do not fit one of the categories below. Yearbooks, annual reports, and updating electronic documents are in this category.

d Updating database.

Code d indicates that an integrating resource is an updating database. A database is a collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system.

g Magazine.

Periodical addressing non-scientific, non-professional general interest topics. Magazines can be print or digital. If less granularity is desired, code "p" (Periodical) can be used.

h Blog.

Online periodical appearing on a web page that may contain web links and/or comments on a particular topic or subject (broad or narrow in scope), often in the form of short articles arranged in reverse chronological order, the most recently added piece of information appearing first. If less granularity is desired, code "w" (Updating Web site) can be used.

Note: Blog content may be written or collected by the site owner, or contributed by users.

j Journal.

Periodical addressing readers interested in a specific subject or profession. Often includes original research and current developments. Journals can be print or digital. If less granularity is desired, code "p" (Periodical) can be used.

l Updating loose-leaf.

Code l indicates that the item is an updating loose-leaf. An updating loose-leaf is an integrating resource that consists of a base volume(s) updated by separate pages which are inserted, removed, and/or substituted.

m Monographic series.

Although "monographic series" *per se* is not defined in *AACR2*, the *AACR2* definition of "Series 1" is applicable for coding this element: "A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered." Use code "m" for any title that is a series, regardless of its treatment.

n Newspaper.

Apply the International Organization for Standardization (ISO) definition of "newspaper" for coding this element: "Newspaper: Serial publication which contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week. Newspapers usually have a masthead rather than a cover and are normally larger than A3 (297 mm x 420 mm) in size."

p Periodical.

Use code "p" for serials that contain separate articles, stories, or other writings and are published generally more frequently than annual.

r Repository.

Online collection, often scholarly in nature, for storing the publications of an institution, a group of institutions. Can also be a collection of materials on a specific subject, or from a specific community. Materials collected include e-prints, technical reports, theses and dissertations, datasets, and teaching and learning materials. If less granularity is desired, code "w" (Updating Web site) can be used.

s Newsletter.

Periodical that can be issued by an organization, generally to its members, or to a specific audience to give current information about a topic or sphere of activity. Newsletters can be print or digital. If less granularity is desired, code "p" (Periodical) can be used.

t Directory.

Itemized listing of information for the identification or location of persons, objects, organizations or places, arranged alphabetically, chronologically, or in other systematic order, and updated over time. Directories can be print or digital. If less granularity is desired for a digital directory, code "w" (Updating Web site) can be used.

w Updating website.

Code "w" indicates that an integrating resource is a website that is updated, but does not fit into one of the other codes, such as periodical, newspaper, or database. An example would be the CONSER website.

Changes to format

If a newspaper or monographic series changes to a serial format, or vice versa, add a note (500) to the record. In the case of a newspaper, retain or add code "n" to 008/21; do not change "n" to "#". In the case of a monographic series, the code may be changed to reflect the current type, e.g. code "m" would be changed to "#" or "p", as appropriate.

```
008/21 n
130 0 Looking glass (Hatfield, Ark.)
245 04 The looking glass.
260 ## Hatfield, Ark : $b Gene Owen,
310 ## Monthly, $b July 1976-
321 ## Weekly, $b Apr. 3, 1975-June 17, 1976
362 0# Vol. 1, no. 1 (Apr. 3, 1975)-
500 ## Published as a monthly magazine, July 1976-
```

Type of Control (Leader/008) (All Serials)

Codes

No specified type of control
a Archival control [Not used]

Description/Instructions

The type of control code indicates whether the item is under archival control.

Last Updated May 2023

DEFAULT CODE: #

Codes

Archival control usually involves special handling and may include restrictions in access to the item. CONSER catalogers will only use type of control code "#."

Type of record (Leader/06) (All Materials)

Codes

a Language material
c Printed music
d Manuscript music [Not applicable]
e Cartographic material
f Manuscript cartographic material [Not applicable]
g Projected medium
i Nonmusical sound recording
j Musical sound recording
k Two-dimensional nonprojectable graphic
m Computer file
o Kit
p Mixed materials [Not applicable]
r Three-dimensional artifact or naturally occurring object
t Manuscript language material [Not applicable]

Description/Instructions

The type of record is a one-character alphabetic code that identifies the form of material described in the record. The code is also used to determine the appropriateness and validity of certain data elements in the record. The type of record code, in combination with the bibliographic level code, determines the combination of 008 elements in the record. Type of record code "a" with bibliographic level code "s" generates the serial 008 fixed field, whereas type of record code "i" for nonmusical sound recording with bibliographic level code "s" generates the 008 field for sound recordings in OCLC.

Type of record codes in existing records in OCLC can be changed by over-typing the existing

code with the correct code. This change results in the record displaying the fixed-field mnemonics that reflect the new format. Review and edit the fixed field before updating and replacing the record.

Microforms, whether original or reproductions, are not identified by a distinctive Type of record code. The type of material characteristics described by the codes take precedence over the microform characteristics of the item. Computer files are identified by a distinctive Type of record code only if they belong to certain categories of electronic resources identified in the code

"m" definition.

DEFAULT CODE: **a**

Codes

a Language material.

Use code "a" to indicate that the content of the record is for printed non-manuscript language material. Use code "a" also for microforms that are basically textual in nature, whether they are reproductions from print or originally produced.

c Printed music.

Use code "c" to indicate that the content of the record is for printed music or a microform of printed music.

e Cartographic material.

Use code "e" to indicate that the content of the record is for non-manuscript cartographic material or a microform of non-manuscript cartographic material. This code is used for maps, atlases, globes, digital maps, and other cartographic items.

g Projected medium.

Use code "g" to indicate that the content of the record is for a motion picture, videorecording, filmstrip, slide, or transparency. All of these media are intended for projection. Material specifically designed for overhead projection is also included in this type of record category.

i Nonmusical sound recording.

Use code "i" to indicate that the content of the record is for a recording of nonmusical sounds (e.g., speech).

j Musical sound recording.

Use code "j" to indicate that the content of the record is for a musical sound recording.

k Two-dimensional nonprojectable graphic.

Use code "k" to indicate that the content of the record is for a two-dimensional nonprojectable graphic such as activity cards, charts, collages, computer graphics, drawings, duplication masters, flash cards, paintings, photonegatives, photoprints, pictures, postcards, posters, prints, spirit masters, study prints, technical drawings, transparency masters, and reproductions of any of these.

m Computer file.

Use code "m" to indicate that the content of the record is for the following classes of electronic resources: computer software (including programs, games, fonts), numeric data,

computer-oriented multimedia, online systems or services. For these classes of materials, if there is a significant aspect that causes it to fall into another Leader/06 category, code for that significant aspect (e.g., vector data that is cartographic is not coded as numeric but as cartographic). Other classes of electronic resources are coded for their most significant aspect (e.g. language material, graphic, cartographic material, sound, music, moving image). In case of doubt or if the most significant aspect cannot be determined, consider the item a computer file.

o Kit.

Use code "o" to indicate that the content of the record is for a mixture of components from two or more of the Type of record categories defined for Leader/06, no one of which is identifiable as the predominant component of the item. This category includes the packages of material called laboratory kits, and packages of assorted materials, such as a set of K-12 social studies curriculum material (books, workbooks, guides, activities, etc.), or packages of educational test materials (tests, answer sheets, scoring guides, score charts, interpretative manuals, etc.). This includes archival items where the distinguishing features of the format or medium are emphasized.

r Three-dimensional artifact or naturally occurring object.

Use code "r" to indicate that the content of the record is for a three-dimensional artifact or a naturally occurring object. This includes man-made objects such as models, dioramas, games, puzzles, simulations, sculptures and other three-dimensional art works, exhibits, machines, clothing, toys, and stitchery. It also includes naturally occurring objects such as microscope specimens (or representations of them) and other specimens mounted for viewing.

Note: Codes "f" Manuscript cartographic material, "p" Mixed materials, and "t" Manuscript language material are also defined in MARC 21 but have not been included in the *CEG* because they are unlikely to apply to serials.

Type of continuing resource (008/21 006/04) (Continuing resources)

Codes

None of the following

d Updating database

g Magazine

h Blog

j Journal

l Updating loose-leaf

m Monographic series

n Newspaper

p Periodical
r Repository
s Newsletter
t Directory
w Updating website

Description/Instructions

The type of continuing resource code indicates whether a serial is a periodical, monographic series, newspaper, or none of these. It also contains codes to indicate whether an integrating resource is an updating database, loose-leaf, a Web site, or none of these.

DEFAULT CODE: none

Codes

None of the following.

This code is used for serials and integrating resources that do not fit one of the categories below. Yearbooks, annual reports, and updating electronic documents are in this category.

d Updating database.

Code d indicates that an integrating resource is an updating database. A database is a collection of logically interrelated data stored together in one or more computerized files, usually created and managed by a database management system.

h Blog.

Online periodical appearing on a web page that may contain web links and/or comments on a particular topic or subject (broad or narrow in scope), often in the form of short articles arranged in reverse chronological order, the most recently added piece of information appearing first. If less granularity is desired, code "w" (Updating Web site) can be used.

Note: Blog content may be written or collected by the site owner, or contributed by users.

j Journal.

Periodical addressing readers interested in a specific subject or profession. Often includes original research and current developments. Journals can be print or digital. If less granularity is desired, code "p" (Periodical) can be used.

l Updating loose-leaf.

Code l indicates that the item is an updating loose-leaf. An updating loose-leaf is an integrating resource that consists of a base volume(s) updated by separate pages which are inserted, removed, and/or substituted.

m Monographic series.

Although "monographic series" *per se* is not defined in AACR2, the AACR2 definition of "Series 1" is applicable for coding this element: "A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered." Use code "m" for any title that is a series, regardless of its treatment.

n Newspaper.

Apply the International Organization for Standardization (ISO) definition of "newspaper" for coding this element: "Newspaper: Serial publication which contains news on current events of special or general interest. The individual parts are listed chronologically or numerically and appear usually at least once a week. Newspapers usually have a masthead rather than a cover and are normally larger than A3 (297 mm x 420 mm) in size."

p Periodical.

Use code "p" for serials that contain separate articles, stories, or other writings and are published generally more frequently than annual.

r Repository.

Online collection, often scholarly in nature, for storing the publications of an institution, a group of institutions. Can also be a collection of materials on a specific subject, or from a specific community. Materials collected include e-prints, technical reports, theses and dissertations, datasets, and teaching and learning materials. If less granularity is desired, code "w" (Updating Web site) can be used.

s Newsletter.

Periodical that can be issued by an organization, generally to its members, or to a specific audience to give current information about a topic or sphere of activity. Newsletters can be print or digital. If less granularity is desired, code "p" (Periodical) can be used.

t Directory.

Itemized listing of information for the identification or location of persons, objects, organizations or places, arranged alphabetically, chronologically, or in other systematic order, and updated over time. Directories can be print or digital. If less granularity is desired for a digital directory, code "w" (Updating Web site) can be used.

w Updating website.

Code "w" indicates that an integrating resource is a website that is updated, but does not fit into one of the other codes, such as periodical, newspaper, or database. An example would be the CONSER website.

Changes to format

If a newspaper or monographic series changes to a serial format, or vice versa, add a note (500) to the record. In the case of a newspaper, retain or add code "n" to 008/21; do not change "n" to "#". In the case of a monographic series, the code may be changed to reflect the current type, e.g. code "m" would be changed to "#" or "p", as appropriate.

```
008/21 n
130 0# Looking glass (Hatfield, Ark.)
245 04 The looking glass.
260 ## Hatfield, Ark : $b Gene Owen,
310 ## Monthly, $b July 1976-
321 ## Weekly, $b Apr. 3, 1975-June 17, 1976
362 0# Vol. 1, no. 1 (Apr. 3, 1975)-
500 ## Published as a monthly magazine, July 1976-
```

Type of visual material (008/33 006/16) (Visual)

Codes

- a** Art original
- b** Kit
- c** Art reproduction
- d** Diorama
- f** Filmstrip
- g** Game
- i** Picture
- k** Graphic
- l** Technical drawing
- m** Motion picture
- n** Chart
- o** Flash card
- p** Microscope slide
- q** Model
- r** Realia
- s** Slide
- t** Transparency
- v** Videorecording

w Toy
z Other

Description/Instructions

The type of visual material code is a one-character alphabetic code that represents the visual material type that is described.

DEFAULT CODE: #

The OCLC default code indicated above is not a MARC 21 value. All CONSER authenticated records must include an appropriate MARC 21 code as listed.

Codes

a Art original.

Use code "a" if the item is an art original, that is, a two or three-dimensional work of art created by an artist, for example, a sculpture, as contrasted with a reproduction of it.

```
008/33 a
245 14 [La gioconda] $h [art original] = $b [Mona Lisa].
      [monograph example]
```

b Kit.

Use code "b" if the item is a kit which is defined as an item containing a mixture of components from two or more categories, that is, sound recording, maps, filmstrips, etc., no one of which is identifiable as the predominant constituent of the item. This category also includes the packages of material called laboratory kits, and packages of assorted materials, such as a set of K-12 social studies curriculum material (all books, workbooks, guides, activities, etc.) or packages of educational test materials (tests, answer sheets, scoring guides, score charts, interpretative manuals, etc.).

```
008/33 b
245 00 200 ans d'opéra, La Scala $h [kit] ...
500 ## Issued in box (63 x 48 x 8 cm.) containing 1 vol. (166, [156] p.
      : ill. ; 31 cm.), 6 sound discs (33 1/3 rpm, mono. ; 12 in. in
      case), 4 dioramas (47 pieces : col.), 4 souvenir booklets (12
      p. each : ill. ; 15 cm. in case), and 2 art reproductions
      (photogravure, col. ; 60 x 45 cm.).
      [monograph example]
```

c Art reproduction.

Use code "c" if the item is an art reproduction, that is, a two or three-dimensional mechanically

reproduced copy of a work of art, generally as one of a commercial edition.

d Diorama.

Use code "d" if the item is a diorama, that is, a three-dimensional representation of a scene created by placing objects, figures, etc. in front of a two-dimensional background.

f Filmstrip.

Use code "f" if the item is a length of film containing a succession of images intended for projection one frame at a time with or without recorded sound.

g Game.

Use code "g" if the item is a game, which is defined as an item or set of items designed for play according to prescribed rules and intended for recreation or instruction. Code "g" includes puzzles and simulations.

i Picture.

Use code "i" if the item is a picture, that is, a two-dimensional visual representation accessible to the naked eye and generally on an opaque backing. Serial posters are considered to be "pictures."

```
008/33 i
245 04 The Ring presents big fight color special.
300 posters
```

k Graphic.

Use code "k" for the general type of material. It is used for original or historical graphic material.

l Technical drawing.

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

```
008/33 l
245 00 [Cross section of west stairway] $h [technical drawing].
[monograph example]
```

m Motion picture.

Use code "m" if the item is a motion picture which is defined as a series of still pictures on film with or without sound, designed to be projected in rapid succession to produce the optical effect of motion.

```
008/33 m
130 0 Deutschlandspiegel. $l English.
245 04 The German scene $h [motion picture] ...
```

n Chart.

Use code "n" if the item is a chart, that is, an opaque sheet that exhibits data in graphic or tabular form (e.g., a calendar).

o Flash card.

Use code "o" if the item is a flash card, that is, a card or other opaque material printed with words, numerals, or pictures and designed for rapid display. Activity cards are included in this category.

p Microscope slide.

Use code "p" if the item is a microscope slide which is defined as a transparent mount, usually glass, containing a minute object to be viewed through a microscope or microprojector.

q Model.

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

r Realia.

Use code "r" if the item is realia. Realia includes 1) all other three-dimensional items not covered by the other codes (e.g., clothing, stitchery, fabrics, tools, utensils), and 2) naturally occurring objects.

s Slide.

Use code "s" if the item is a slide, that is, transparent material on which there is a two-dimensional image, usually held in a mount, and designed for use in a projector or viewer. Modern stereographs, for example, Viewmaster reels, are included here.

```
008/33 s
245 00 Slide atlas of current ophthalmology $h [slide].
```

t Transparency.

Use code "t" if the item is a transparency, that is, transparent material on which a basically still image is recorded. Transparencies are designed for use with an overhead projector or a light box. X-rays are coded as transparencies.

```
008/33 t
245 04 The electromagnetic spectrum $h [transparency].
      [monograph example]
```

v Videorecording.

Use code "v" if the item is a videorecording, that is, a recording on which visual images, usually in motion and accompanied by sound, have been registered. Videorecordings are designed for

playback by means of a television receiver or monitor.

```
008/33 v
245 00 MVP video journal of general surgery $h [videorecording] ...
```

w Toy.

Use code "w" if the item is a toy, defined as a material object for children or others to play with (often an imitation of some familiar object); a plaything; also, something contrived for amusement rather than for practical use.

z Other.

Use code "z" for a type of material for which none of the other defined codes are appropriate.

Related fields, etc.

245

Endnotes

1 (Popup - Popup)

Retain value "blank" because the previously non-authenticated record is a transcription of a national library's record. Use value "c", instead, if you believe that is not the case and value "blank" is a coding error.

2 (Popup - Popup)

Retain value "blank" because the previously non-authenticated record is a transcription of a national library's record. Use value "c", instead, if you believe that is not the case and value "blank" is a coding error.

3 (Popup - Popup)

These instructions relate primarily to textual serials and the 008 tags associated with the serial fixed field are used; however, the code is defined with the same values in the visual materials and maps formats.

4 (Popup - Popup)

In 2002, CONSER members voted to implement provisions of LCRI 1.11A in cases where an electronic item is clearly a reproduction according to the LCRI. Use of the LCRI and the coding shown in this example may be rather limited, since it is not always clear whether an item is an electronic reproduction or a simultaneous version.

5 (Popup - Popup)

In creating records for integrating resources, LC enters a fill character in its local system for regularity, since regularity is often difficult to determine for integrating resources.

6 (Popup - Popup)

MARC 21 has defined this element as "Type of data/Publication status" with the three codes listed here as representing "Serial publication status." The *CEG* continues to list the element as "Publication status," including the serial codes only.