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B11.1   GENERAL
These instructions apply to the cataloging workflow called "minimal level cataloging" (MLC). A short explanation of the reasons why resources may be cataloged as MLC is provided.

Resources may be designated as MLC by recommending officers, acquisitions staff, or ABA management.   Resources may be designated as MLC at the acquisitions stage or later in an effort to reduce cataloging backlogs.

DCM B.11 describes the procedures for basic MLC (see B.11.4).   It is intended primarily for use by those who catalog monographs in book form.   Although it does include information about certain other materials, it does not cover special projects, nor does it attempt to cover systematically the special procedures applicable to microforms, maps, music, or serials.

For instructions on minimal level cataloging of serials, see section B6 of the *CONSER Editing Guide* and online documentation for LC staff available at:
http://www.loc.gov/staff/lstraining/abawkflow/ser/cat/MinimalF.pdf

For encoding-level 7 copy cataloging, see DCM B13.10.

Abbreviations used:

BR = bibliographic record
HR = holdings record
IR = item record
LCDB = LC Database
LC/PCC=Library of Congress/Program for Cooperative Cataloging
NAR = Name Authority Record

B11.1.1   Definition and Types of MLC
In general, MLC entails limitations in the descriptive, subject, and classification aspects of cataloging.   The amount of authority work done is limited.   See DCM C1.2.4 for a description of the kinds of materials that receive MLC treatment.

"Basic MLC" is the type of MLC addressed in this document.   It is characterized by a limited number of data elements, an MLC shelf number instead of an LC call number, and the absence of controlled subject headings.   It is also called "plain MLC," "plain-vanilla MLC," or "vanilla MLC."

There is another type of MLC cataloging called "enhanced MLC."   It includes an LC class number and/or an LCSH heading.   Most MLC cataloging done by ABA staff currently is "basic MLC."

MLC cataloging should follow all RDA and LC-PCC PS policies for descriptive cataloging data elements except when this document states otherwise.   RDA core elements such as title proper are required for MLC records.   LC/PCC core elements such as parallel title proper are required for MLC records.   The main time-saving benefits of MLC cataloging are in not doing authority work or providing subject headings and a classification number.

B11.1.2 Purpose of MLC

MLC was designed as a cost-effective way to provide access to:

1) resources worth retaining in the collections (one copy only) but that can be processed at less than full level;
2) resources in cataloging backlogs that are unavailable to users;
3) materials in certain special collections or handled in certain special projects.

B11.1.3 How to Recognize an MLC Record

Current MLC records for print monographs contain the following values:

Encoding level (Ldr/7)	7
906 $d	4
050	MLC shelf number beginning with "MLC"

Non-print monographic resources may have a different value in the 050 field, such as "Microfilm" or "Microfiche."   See the MARC 21 Fields Used in Serial Records section of DCM Z1 for information about 042 and 050 values in MLC serial records.

Some older copy cataloging records contain MLC shelf numbers in field 050, but the encoding level is blank.

B11.2 NOT IN SCOPE FOR MLC

The following resources are not in scope for MLC:

- Books with accompanying CD-ROMS
- Genealogical material (classed in CS or F), including transcriptions of vital records
- New editions for which the previous edition is held by LC unless the previous edition was cataloged MLC
- Law materials
- Resources selected for reference assignment, indicated by a "SPECIAL ATTENTION (Mono Reference Assignment)" slip
- Resources cataloged as part of the CIP Program
- Supplements and similar resources classed with the main work
- Unanalyzable multipart monographs, except microforms and when the previous volume was not identified as a multipart and cataloged MLC (see B11.7.5)
- Updating loose-leaf publications.

Other types of resources may be designated as out of scope for MLC by custodial divisions and specific cataloging sections.

Resources that would not normally be cataloged within a section should be routed to the appropriate section to determine the appropriate cataloging workflow.   For example, atlases should be routed to the Geography & Map Division.

B11.3   SEARCHING AND AUTHORITY WORK FOR MLC

B11.3.1   Pre-Cataloging Bibliographic Searching
        Before cataloging begins, search each title to determine whether it is new or a duplicate, an edition, a PCC adapt, whether it is part of an unanalyzable multipart monograph, or whether it is a volume of a serial.   If none of these conditions applies, and the resource is in scope for MLC, proceed with cataloging.

B11.3.2   Searching For Access Points
        Search Voyager to determine if an NAR exists for an entity needed as a descriptive access point. If an NAR exists, the 1XX form may be used unless it contains this note in the 667 field: "THIS 1XX FIELD CANNOT BE USED UNDER RDA UNTIL THIS RECORD HAS BEEN REVIEWED AND/OR UPDATED."   These NARs must be reviewed and recoded to RDA before being used in the bibliographic record.

        If an NAR does not exist for the entity needed as a descriptive access point, formulate the heading in the normal manner according to RDA and LC-PCC PS cataloging policies.   The same policies about normalization and conflict still apply for headings used in MLC records.   NARs may be created for access points used in MLC records, but are not required.

B11.4   INDIVIDUAL DATA ELEMENTS
        Use the following guidelines either when updating an existing IBC bibliographic record or creating a new MLC bibliographic record.

B11.4.1   Leader
        Set Leader values as follows.   For existing IBC records, change values as needed to reflect LC practice.

LC ILS Name of Data Element	Value
Record status (Ldr/05)	No action required (values managed by the system).
Type of record (Ldr/06)	*Most often:* value is **a : Language material** Value should reflect type of material represented by the record. LC does not use value **o : Kit**
Bibliographic level (Ldr/07)	*Most often:* value is **m : Monograph/item** Value should reflect the bibliographic level of the resource.
Type of control (Ldr/08)	_ (No specific type of control)
Encoding level (Ldr/17)	*Always:* value is 7 : Minimal level
Descriptive cataloging form (Ldr/18)	*Most often:* value is **i : ISBD punctuation included** for RDA bibliographic records
Multipart resource record level (Ldr/19)	**_ : Not specified or not applicable**

B11.4.2   007 – Physical Description Fixed Field
Used for microforms.

B11.4.3   008 – Fixed Fields
Only supply values in fixed fields in the following table, following regular LC practice.

LC ILS Name of Data Element	Action
Type of date (008/06)	Ensure code reflects type of date in field 264.
Date 1 (008/07-10)	Ensure date is correct and agrees with date in field 264.
Date 2 (008/11-14)	Ensure date is correct, if needed.
Place of publication (008/15-17)	Ensure code agrees with place of publication in field 264.
Illustrations (008/18, 19, 20, 21)	Codes must agree with data in field 300 $b or $a if leaves or pages of plates.
Target audience (008/22)	*Most common:* _ **: Unknown or not specified** **j :** **Juvenile** if intended for children through age 15
Form of item (008/23)	*Most common:* _ **: Unknown or not specified**
Language (008/35-37)	Ensure code reflects language of resource.
Modified record (008/38)	*Most common:* _ **: Not modified** Adjust for nonroman records as needed.
Cataloging source (008/39)	**_ : National bibliographic agency**

B11.4.4   906 Field – Local Processing Data
The following table states the values/codes for an MLC record at the completed stage.   For further information, see DCM C16.

Subfield	Data
Distribution controller ($a)	7
Record completion state ($b)	cbc
Processing workflow ($c)	orignew *or* origres
Priority ($d)	4
CIP/PCN flag ($e)	ncip, opcn, *or* epcn
Century flag ($f)	*Most common:* 19 *or* 20 (see C16.10.2.6)
Stakeholder code ($g)	*Most common:* y-gencatlg (see C16.10.2.7 for other values)

B11.4.5 925 Field – Local Selection Decision

The following table states the values for the selection decision commonly applicable to the MLC workflow.

Subfield	Data
Selection decision for LC ($a)	acquire
Number of shelf copies ($b)	*Most common:* 1 shelf copy (see DCM C16.14.3.1 for exceptions)
Responsibility for selection decision ($x)	*Most common:* policy default (see DCM C16.14 for exceptional uses)

B11.4.6 955 Field – Local Tracking Information

Subfield $h is used for completion of minimal level cataloging. See DCM C16 for further information.

B11.4.7 0XX – Control Fields

Record data in the 00X fields using the values and instructions in the following table. Other 00X fields such as the 035 or 037 field may be present depending on the cataloging stream and require no editing.

Field	Data
010	Used as with other cataloging streams (see DCM C3 for further instructions).
020	Required if applicable.
040	$a DLC $b eng $e rda $c DLC ($e rda may also be placed after $c DLC)
041	Used as with other cataloging streams (see DCM 5.10.1 for further instructions).
043	Not used in MLC.
042	Retain $a lcode if present. Delete $a pcc if present.
050	Use MLC shelf number (see DCM B11.5 for further instructions).
082	Not used in MLC.

B11.4.8 Other Bibliographic Fields

Because the 1XX-8XX fields used in an MLC record will vary according to the resource, a comprehensive list is not provided here. However, a checklist with common fields is provided with a few guidelines.

Tag	Name	Instructions
1XX (100, 110, 111, 130)	Main Entry Fields	Required if applicable. If NAR is found, use authorized form in bibliographic record.
240	Uniform Title	Required if applicable. If a name/title NAR is found, use authorized form in the bibliographic record.
245	Title Statement	Title proper is required. Parallel title, other title information, and the first statement of responsibility are all required if applicable.
250	Edition Statement	Edition statement ($a) is required if applicable.
264 #1	Publication Statement	Required.
300	Physical Description	Extent ($a) is required for single-part monographs. Dimensions ($c) is required for monographs. Apply DCM B20 for books with accompanying sound recordings and B21 for books with accompanying videorecordings.
336	Content Type	Required. *Most common:* $a text $b txt $2 rdacontent
337	Media Type	Required. *Most common:* $a unmediated $b n $2 rdamedia
338	Carrier Type	Required. *Most common:* $a volume $b nc $2 rdacarrier
490	Series Statement	Series statement ($a), ISSN ($x) and volume number ($v) are required if applicable.
500	General Note	Required if used to record data for core RDA or LC-PCC PS elements.
504	Bibliography, Etc. Note	Required if applicable.
505	Formatted Contents Note	Required if used to record related works for compilations (see LC-PCC PS for 25.1).
546	Language Note	Required for resources in languages that commonly use multiple scripts (see LC-PCC PS for 7.13.2).
653	Index Term-Uncontrolled	As MLC records do not contained controlled 6XX fields, this may be used instead or omitted. See SHM H 160 for instructions.
7XX (700, 710, 711, 730, 740)	Added Entry Fields	Required if used to record data for core RDA or LC-PCC elements or relationships. If NAR is found, use authorized form in bibliographic record.
7XX (775, 776, 787)	Linking Entry Fields	Required if used to record related manifestation (see LC-PCC PS for 27.1)

B11.5   MLC SHELF NUMBER

The 050 field for MLC records contains an MLC shelf number.   The entire number is contained in subfield $a.   Use the MLC Shelf Number Generator to populate the 050 field in the BR.   The MLC Shelf Number Generator is located in the ILS Add-On folder within the Voyager Unicode folder.   See http://www.loc.gov/staff/aba/psd/MLCGen.pdf for instructions on using the MLC Shelf Number Generator.

In addition to the generated number, catalogers may add a one-letter LC classification assignment may be added indicating the broad classification of the resource, e.g., (D) for history.   This component is optional and may not appear in all MLC records. If catalogers are uncertain about the appropriate

classification letter assignment, it should not be added in the 050 field.

B11.5.1   Components of an MLC Shelf Number
The MLC shelf number has three possible components, each separated by a space:

1)   the letters "MLC", a letter representing size, and if applicable, a letter representing a custodial assignment, e.g., MLCS or MLCMA;
2)   a number consisting of the year of cataloging, a slash, and a sequential five-digit number within each size, e.g., 2005/00456;
3)   a one-letter LC classification assignment (enclosed within parentheses).

Note: Before the year 2000, a two-digit year number was used (e.g., MLCS 99/0234). Beginning in 2000, the year number contained four digits (e.g., MLCM 2000/00789).

B11.5.2   Size and Custodial Assignment Letters
The MLC Shelf Number Generator selects the appropriate size letter based on subfield $c of field 300 in the BR.   Use the following table to determine what letter to input if the generator has a problem reading the 300 $c.

Label	Meaning	Use for books that are
MLCS	Small	22 cm or less
MLCM	Medium	23-30 cm
MLCL	Large	31-37 cm
MLCF	Folio	38 cm or larger

Special generators have been created for some of the custodial divisions.   The letter for the size appears before the letter for the custodial division with the exception of the letter "R" (see below).   The following list provides a list of all the custodial assignment letters.   An asterisk (*) indicates that there is a special generator for that letter.

A – South Asia materials, Asian Division*
C – Chinese Section, Asian Division*
E – Southeast Asia materials, Asian Division*
H – Hebraic Section, African and Middle Eastern Division
J – Japanese Section, Asian Division*
K – Korean Section, Asian Division*
M – Mongolian Section, Asian Division*
N – Near East Section, African and Middle Eastern Division*
R – Rare Book and Special Collections Division
   (Resources housed in the Rare Book and Special Collections Division do not receive an indication of size; instead a blank is used: MLC R)
T – Tibetan materials, Asian Division

B11.5.3   Examples of MLC Shelf Numbers
These are examples of typical MLC shelf numbers:

> MLCM 98/02114 (P)
> *A medium book cataloged in 1998 with a (P) classification assignment*

> MLCMJ 2003/00135 (S)
> *A medium book cataloged in 2002, housed in the Japanese Section with an (S) classification assignment*

> MLCS 2005/04905 (Z)
> *A small book cataloged in 2005 with a (Z) classification assignment*

> MLCML 2017/40002
> *A large book cataloged in 2017 housed in the Mongolian Section with no classification assignment*

B11.6   MLC END-STAGE PROCESSING

B11.6.1   Holdings Record
Create/complete the HR according to the standard specifications provided in the Classification and Shelflisting Manual, ILS Shelflisting Supplement (http://www.loc.gov/staff/aba/psd/scmsltc.html) and applying these additional instructions:

- Set the 852 first indicator to "8"
- If necessary, copy the complete MLC shelf number into 852 $h
- Books with accompanying sound recordings, apply DCM B20.2
- Books with accompanying videorecordings, apply DCM B21.2
- Miniature books, apply CSM G 620, section 2
- For these types of special format books, often called "toy and moveable books" apply CSM G 620, section 4:
  - Books with attachments (e.g., wheels, soundboards, holograms)
  - Non-traditional book structure (e.g., accordion, pop-up, board)
  - Insecure/unattached materials (e.g., portfolios of loose plates, cut-out books).

Voyager's Preferences may be set to automatically supply first indicator "8" and add the complete MLC shelf number for a new holdings record.   To set these Session Defaults and Preferences, follow these steps:

1) Select Options / Preferences from the menu bar;
2) Under the General tab, change "Call Number Hierarchies" to value "LCnonclass-050a";
3) Click on "OK."

When finished with MLC records, catalogers should restore their Preferences to the previous value to ensure holdings records will be correctly created for other workflows.

B11.6.2   Item Record
Create/complete the IR according to the standard specifications provided in the Classification and Shelflisting Manual, ILS Shelflisting Supplement (http://www.loc.gov/staff/aba/psd/scmsltc.html).   The item status should be changed to "In Process" if not already set, regardless of location.

B11.6.3   Labels and Barcodes
Apply DCM E4 to affix the MLC shelf number label and the item barcode to the resource.

B11.6.4   Slips
Remove all slips from resources cataloged as MLC except:

- Binding Instructions for BCCD

- Materials Routing (for books with accompanying sound recordings or videorecordings).

The Binding Instructions for BCCD slip is used to flag materials designated as "physical aspects" resources for review by BCCD before the resources are sent to CALM see DCM B11.7.4 for instructions on filling out the slip.

The Materials Routing slip is used to send books with accompanying sound recordings or videorecordings to MBAS.

B11.7   DISPOSITION OF RESOURCE AFTER END-STAGE PROCESSING
Unless covered by a specific category discussed below, resources cataloged MLC should be brought to room LM 561.

B.11.7.1   Books with Accompanying Sound Recordings or Videorecordings
Follow the procedures for books with accompanying sound recordings in DCM B20.   Follow the procedures for books with accompanying videorecordings in DCM B21.

B11.7.2   Miniature Books (10 cm or less)
Miniature books should be placed in the tray for miniature books on "Labeled Toy & Moveable Books" shelf in LM 549.

B11.7.3   Physical Aspects
Certain materials should not be routed to LM 561 because they need to be examined by BCCD staff before being shelved.   These resources are called "physical aspects" for the purposes of this document.

"Physical aspects" material to be set aside can be summarized as follows:

- Brittle/fragile books
- Books that contain loose material to be secured by BCCD (e.g., errata pages)
- Damaged material
- Non-updating loose-leaf publications
- Pamphlets
- Spiral-bound books

- Stapled material
- Three-ring binders
- Unbound material (i.e., loose sheets).

Secure loose material such as errata slips in the normal manner (cf. DCM C5.2.1).   Use the "Binding Instructions for BCCD" slip to flag the materials for review   For "physical aspects" resources in which the appropriate instruction is not on the slip, check "Other" and write "Condition alert for BCCD."

If in doubt about a particular condition, consult Chief, BCCD (Jeanne Drewes, 7-5330).

B11.7.4   Special Format Books (aka "Toy and Moveable Books")
Books that fall into the categories listed in CSM G 620, section 2 should be placed on the "Labelled Toy & Moveable Books" shelf in LM 549.

B11.7.5   Multipart Monographs
Normally multipart monographs that are not analyzed/classified as a collection (e.g., one bibliographic record is made for all volumes) are not in scope for MLC.   However, if a book cataloged as MLC because it seems to be a single-part monograph, then a subsequent volume is received that lacks an analyzable title, change the existing bibliographic record for the first volume to a collected set record and add information about the new volume following DCM C12.   Because MLC resources are stored off-site, the holdings and item records cannot be update by the cataloger.   Forward the added volume to Kay Guiles in PSD with an explanation of what needs to be done.

B11.7.6   Materials housed in RBSCD
MLC is applied to the bound pamphlet collections in the custody of the Rare Book and Special Collections Division.   The Rare Materials Section performs cataloging and end-stage processing of these materials and ensures they are routed to RBSCD.