

B16.1. Introduction/Background

B16.1.1. General

The concept of a core level cataloging record stems from the Cooperative Cataloging Council's (now Program for Cooperative Cataloging (PCC)) Task Group 4: Standards. Its final report of October 29, 1993, included among its recommendations a core record for books. It further recommended that "... if the concept of a core record is judged viable, similar standards should be developed for the monographic forms of non-book materials ..." Such records have now been developed for books, graphic materials, moving image materials, music and non-music sound recordings, printed music and music manuscripts. A core record has also been developed for nonroman script materials, which at LC is applicable to JACKPHY materials (Japanese, Arabic, Chinese, Korean, Persian, Hebrew, Yiddish), and for serials. Standards for computer files and for rare books are pending approval at the time of this writing. DCM B16 applies to books (roman catalog records; nonroman script catalog records), printed and manuscript music, and music and non-music sound recordings. Information about approved and pending core standards may be found at: <http://www.loc.gov/aba/pcc/bibco/index.html>.

The idea behind the core record is to state a level of cataloging that will increase the pool of catalog records available for common use. Core level attempts to do this as follows:

- 1) through a complement of data elements judged sufficient to provide an acceptable level of access to materials and at the same time at a level that will attract the participation of additional agencies willing to provide cataloging at that level, thus increasing the pool of records that can be shared;
- 2) through a complement of data elements done to a predictable standard in support of use of such a record with a minimum of intervention at any particular site.

Core level cataloging contains a complement of data elements less than that for full level cataloging but more than that for minimal level cataloging. For books, core level cataloging essentially calls for fewer notes, fewer subject headings, and fewer added entries.

The emphasis is on cataloger's judgment, with the flexibility to add additional elements in particular cases.

When it was developed, core level was seen as a dynamic level of cataloging, i.e., one in which particular records could be upgraded to full to meet a particular library's requirements. Core level cataloging exemplifies the traditional conventions of bibliographic control as stated for full level, with the exceptions noted in this DCM. All access points are in authorized forms and supported by authority work. For additional information, cf. *Introduction to the Program*

for Cooperative Cataloging BIBCO Core Record Standards
(<http://www.loc.gov/aba/pcc/bibco/coreintro.html>).

B16.1.2. LC Core Level

B16.1.2.1. Core level experiment

In preparation for implementing core level cataloging at LC, a Core Cataloging Task Group (CCTG) was appointed to make recommendations to the Cataloging Management Team (CMT) for conducting an experiment with respect to the use of core level cataloging. The CCTG issued its report in March 1996 in the form of a package of materials to be used by teams participating in the core level experiment. For the six-month period May-October 1996, thirty staff members participated in the Core Level Cataloging Experiment. The results were reported in the *Final Report* on the Core Level Cataloging Experiment prepared by the CCTG dated December 16, 1996. The CMT accepted the recommendation "that LC core level cataloging be added to the *répertoire* of cataloging modes" along with other recommendations, including a set of data elements judged appropriate to the LC environment to augment the basic set of data elements constituting the various PCC core standards. In May 1997, the Library announced adoption of the core level standard as LC's base level of cataloging in the Cataloging Directorate and the Serial Record Division.

B16.1.2.2. LC core level implementation

At the time the CMT decided to implement core level cataloging, it also asked PSD to incorporate into the existing priority system the recommendations made by a Task Group on Cataloging Priorities in July 1995, as modified by the CMT (cf. DCM C1). The revised priority guidelines incorporate the levels of cataloging (several additional levels, including core level, had been developed since the revision to the priority system done in the late 1980's) applicable to each priority.

B16.1.2.2.1. LC cataloging level initially determined by priority and CIP/IBC record

The level of LC cataloging is initially determined by a combination of priority and the level of cataloging reflected in the CIP/Initial Bibliographic Control (IBC) record, although, as described below, cataloging teams have some discretion in determining cataloging levels. DCM B16.1.2.2.2-1.2.2.3 below describe cataloging levels as they relate to internal and external IBC.

DCM B16.3.1 (Appendix 1) summarizes priorities/cataloging levels in table form. DCM B16.3.2 (Appendix 1) summarizes in table form the identifying characteristics of the categories of LC original cataloging records and the categories based on the use of already existing records from various sources.

B16.1.2.2.2. CIP/LC IBC/RES IBC

The CMT judges that for items in priorities 1 and 2 represented by LC CIP cataloging (including NLM), LC IBC, or LC resource stream IBC (RES IBC), LC core level (cf. DCM B16.1.2.3) is acceptable (except for items receiving assignment reflecting custody in a particular reference collection (cf. CSM G 630)) at the discretion of the cataloging teams. In essence, LC core level cataloging becomes the base mode of cataloging, with teams having the discretion to use cataloging levels to more nearly keep current (as many items go out as come in). This discretion can be exercised as follows. For materials in priority 1-3, the cataloging is "at least LC core level" (the term "at least" in this context means that a team always has the discretion to do the cataloging at a level higher than the one stated if the team can do so and meet its commitment to arrearage reduction). In exercising this discretion, it is assumed that decisions to choose a higher level will be based on the merit of the material being cataloged or on the prevailing interests of any particular user group or constituency that a team works with.

B16.1.2.2.3. Imported records (exclusive of LC RES IBC)

If an External Source Record (ExSR) exclusive of an LC RES IBC is the basis of the IBC record, the resulting LC cataloging level depends upon a combination of priority and the character of the ExSR and its LC equivalent. The ExSR is edited to at least the LC counterpart as follows:

ExSR	LC equivalent
copy cataloging (lccopycat)	LC full level equivalent [reference assignment]
copy cataloging (lccopycat)	level specified in DCM B13
PCC adapt (core)	LC core level specified in DCM B16
PCC adapt (full)	LC full level
Non-PCC core	LC core level specified in DCM B16

In determining cataloging level using an ExSR, the idea is that, in general, the ExSR is never edited to a "lower" level. For materials in priority 1-3, the cataloging is "at least the LC equivalent" (the term "at least" in this context means that a team always has the discretion to do the cataloging at a higher level than the one stated if the team can do so and meet its commitment to arrearage reduction). In exercising this discretion, it is assumed that decisions to choose a higher level will be based on the merit of the material being cataloged or on the prevailing interests of any particular user group or constituency that a team works with.

B16.1.2.2.4. Other editions

If a full level LC original cataloging record is available for another edition, use it as the basis

of the IBC record and edit it to reflect the edition in hand (full level).

B16.1.2.3. LC core level data elements

LC has decided to apply certain data elements in addition to those called for in the core standards because they are judged fitting to the LC environment. This augmented standard is referred to as "LC core level" or an "LC core level record." These additional data elements are as follows:

008 all fixed fields will be coded for music and sound recordings
024 0 (International Standard Recording Code), if present on item

041 (Language code)

043 (Geographic area code)

050 (Library of Congress call number) alternate number

082 (Dewey Decimal call number) as applicable

240 (Uniform title) in all cases as applicable

504 (Bibliography note)

in 6XX (subject access) fields, multiple headings may be applied when needed to represent a compound or multi-element topic, when reciprocal headings are used, or when a standard array is prescribed

In addition to limiting notes to those that support identification, as called for in the core standards, LC will also include notes that support completeness (e.g., loose material inserted). For JACKPHY materials, all data occurring in other title information and statements of responsibility are included in full romanization. In fields 100-130, 600-651, and 700-730, paired nonroman script fields are assigned only in cases of problematic romanization or in cases in which such fields support ready identification of a person or entity.

B16.2. General Guidelines

In applying LC core level cataloging, use the general guidelines stated here in combination with the specific data-element guidelines stated in the appendices.

B16.2.1. Materials Receiving LC Core Level Cataloging

At the broadest level, apply core level cataloging to books (including those in JACKPHY languages), to music and sound recordings not slated for cataloging under Production Level Cataloging (PLC), and to serials (the guidelines for serials are stated in section B6 of the *CONSER Editing Guide* and *Serial Record Manual M4.1*). Do not apply the guidelines to books whose cataloging originates in overseas offices. Apply them to books done under the CIP program, including those done cooperatively with NLM. Do not apply them to atlases (now treated as cartographic materials), materials designated for Collection Level Cataloging (CLC),

microforms designated for Minimal Level Cataloging (MLC), music and sound recordings designated for PLC, rare books or computer files (until standards for these materials have been approved).

If a full level LC record is available for another edition, use it as the base and edit it to reflect the edition in hand (full level).

If a full level PCC record is available for use, either internally or externally, use it at full level.

B16.2.2. Item Level Guidelines

With respect to cataloging at the item level, follow the general guidelines stated in this section and in DCM B16.1.2.2, combined with the appropriate data-element guidelines stated in the appendices. With respect to individual data elements, note that the *Introduction to the Program for Cooperative Cataloging BIBCO Core Record Standards* cited above in DCM B16.1.1 provides that

Whenever the cataloger judges that a field which is not required by the core record standard is nevertheless clearly necessary to create a useful record, that field should be included in the bibliographic record.

Note that this latitude applies especially when a data element can be supplied by a macro. Note further that the same introduction also cautions when in doubt, leave it out.

B16.2.3. Identification Of LC Core Level Records

Except as noted below in DCM B16.2.3.2 for CIP materials, use two data elements to identify LC core level records:

Leader/17 (Encoding level)	=	4
042 (Authentication code)	=	pcc

Identify a record as core even if only one aspect (descriptive or subject) reflects "coreness." This is to facilitate the management of applying core level in a team, particularly one in which the descriptive and subject aspects are done separately. If the descriptive aspect is done as core, identify the record as core without concern as to whether it is the same as full or not. This will permit the application of core at the subject aspect without undue time spent in "synchronizing" levels. By the same token, if the descriptive aspect is done full, but it is judged that core is appropriate to the subject aspect, the person doing the subject aspect may apply core and change the identification of the record accordingly, again without undue time spent "synchronizing."

If for any reason a record is upgraded from core to full (e.g., an item done as CIP is selected

for reference assignment after LC receives the book) change the encoding level to blank and delete the 042 = pcc field.

DCM B16.3.2 (Appendix 1) summarizes the identifying characteristics of the categories of LC original cataloging records and the categories based on the use of already existing records from various sources.

B16.2.3.1. Non-CIP materials

At the IBC stage, records will continue to be identified as being "in-process" with encoding level 5 (this is because certain internal and external data manipulations are done off this value). Once an item enters the cataloging stream, the workflow is the same as for other levels of cataloging with the following exceptions: staff doing the initial aspect

- 1) set Leader/17 to 4;
- 2) add an 042 field containing "pcc".

The code "pcc" identifies records prepared by members of the Program for Cooperative Cataloging; it is also used in LC core level records to call attention to their "coreness." LC original cataloging other than core level will not carry this identification.

B16.2.3.2. CIP materials

Value 8 in Leader/17 is needed to identify records in the CIP state until CIP verification takes place. Therefore, only 042 = pcc is available to identify CIP records that will become LC core level records. CIP staff will add 042 = pcc to their prompt screens so that records in a CIP in-process state will already contain the core level identification when the material enters the cataloging stream. If and when an individual item is done at full level, it is necessary at the point of descriptive cataloging to remove the 042 field.

B16.2.4. Pipeline Records

For records for non-CIP materials that have completed the descriptive cataloging aspect, continue with the level initially assigned. If the subject aspect has been done first, make the decision with respect to level at the descriptive stage. (Do not remove subject headings already assigned.)

For records being done as CIP but that have not yet been completed in that state, continue with the level initially assigned (full level).

B16.2.5. End-Stage Processing

For non-CIP materials, end-stage processing is the same as for original or copy cataloging, with materials being forwarded to Dewey under the same set of guidelines. The only difference for core level cataloging is that Leader/17 retains 4 instead of being changed to containing no data (original; copy) or retaining 7 (minimal level).

CIP materials are forwarded to Dewey under the same set of guidelines currently in use for these materials. When the CIP cataloging is completed, records that will become LC core level records contain Leader/17 = 8; 042 = pcc.

CIP verification: When CIP verification is done to a record begun as LC core level, encoding level value 8 is changed to 4 instead of blank (no data).

B16.2.6. STARS Reporting

Log records into STARS in the same manner as for full level cataloging. Note, however, that **no statistical reporting category for core level is being used**. Instead, core level production counts will be secured using JANUS runs on a quarterly basis. Team leaders who wish to derive information about core level cataloging at the team level may do so using RIDSCAN.

B16.3. Appendix 1: Summary of Priorities and Cataloging Levels

B16.3.1. Priorities/Cataloging Levels

B16.3.1.1. Terms and abbreviations used

Certain terms/abbreviations are used as follows:

IBC = Initial Bibliographic Control

The term used to encompass all processing done before items reach the cataloging divisions, including their representation in the APIF file by an in-process record called an "IBC record."

ExSR = External Source Record

LC IBC = LC created IBC record

ExSR IBC = IBC record is based on an ExSR

ExSR IBC records are candidates for copy cataloging because 1) the language of cataloging (e.g., statement of extent/illustrations, notes) is English **and** 2) if the work is one

for which LC normally provides subject access, there is at least **one** LCSH subject heading present.

RES IBC = IBC record is based on a resource record residing either in an external source (OCLC; RLIN) or in a resource file within LC.

RES IBC records are **not** candidates for copy cataloging because 1) the language of cataloging (e.g., statement of extent/illustrations, notes) is **other** than English or 2) the language of cataloging is English **and** the work is one for which LC normally provides subject access **but** there is **no** LCSH subject heading present. These items are done as LC full/core level.

If the IBC record is an ExSR, the item receives copy cataloging but done at the level indicated. "Full level" means that the record follows all the conventions specified in the LC documentation with respect both to the content of the record (data elements) and the conventions applicable to transcribing/supplying them. The term "at least" means that a team always has the discretion to do the cataloging at a level higher than the one stated if the team can do so and meet its commitment to arrearge reduction.

B16.3.1.2. Summary table

Priority 1		
CIP	Non-CIP	
	LC IBC/RES IBC	ExSR IBC
begin at least as LC core level (including NLM coop CIP) (042 = pcc identifies CIP records that will become LC core level)	at least LC core level	at least the LC equivalent

Priority 2		
Reference Assignment	Non-Reference Assignment	
LC IBC/RES IBC/ExSR IBC	LC IBC/RES IBC	ExSR IBC
full level or full level equivalent copy cataloging	at least LC core level	at least the LC equivalent

Priority 3	
LC IBC/RES IBC	ExSR IBC
at least LC core level	at least the LC equivalent

Priority 4	
LC IBC/RES IBC	ExSR IBC
at least MLC but preferably LC core level	at least LC core level

**B16.3.2. Identifying Characteristics of
 Records**

B16.3.2.1. Symbols used

CAL = symbol of cataloging library in 040 \$a
 TRL = symbol of transcribing library in 040 \$c
 UPL = symbol of modifying library in 040 \$d
 # = blank
 \$ = delimiter

B16.3.2.2. Summary table

Category	Data Elements			
	Encoding Level MARC 21 Ldr 17	Cataloging Src. MARC 21 008/39	042 Auth. Code	040 Cataloging Source ¹
LC copy cataloging (full level equivalent)	#	d	lccopycat	\$a CAL \$c TRL \$d DLC
LC copy cataloging (DCM B13)	#	d	lccopycat	\$a CAL \$c TRL \$d DLC
PCC adapt (full; includes original PCC done in LC ILS)	#	c	pcc	\$a CAL \$c TRL \$d DLC
PCC adapt (full; those done in LC ILS as PCC upgrade of LC IBC)	#	#	pcc	\$a DLC \$c DLC \$d UPL \$d DLC
PCC adapt (core)	4	c	pcc	\$a CAL \$c TRL \$d DLC
Non-PCC core	4	d	lccopycat	\$a DLC \$c DLC ²
LC original (full)	#	#	none	\$a DLC \$c DLC

¹ For LC staff working in RLIN, the LC symbol is DLC-R.

² On import, retain encoding level "4", since this is the only indication that the record is core (Z-Processor does this).

LC original (core (non-CIP))	4	#	pcc	\$a DLC \$c DLC
LC original (core (CIP state))	8	#	pcc	\$a DLC \$c DLC
LC original (core (upgraded from CIP after item received))	4	#	pcc	\$a DLC \$c DLC

B16.4. Appendix 2: Data Elements Constituting LC Core Level Cataloging--Books (Roman Catalog Records)

B16.4.1. Introduction

Apply core level cataloging to the category of books represented by catalog records in roman script following the guidelines for core level treatment stated in Appendix 1 (DCM B16.3).

B16.4.2. Physical Description Fixed Field (007)

Code for microforms according to LC practice for each microform medium.

B16.4.3. Fixed Fields (008)

Code all fixed fields and in the same manner as for full level cataloging except use value 4 in Leader/17 (Encoding level). NOTE: Records in a CIP state contain value 8 in Leader/17 until CIP verification takes place (*cf.* DCM B16.2.3.2). For subject fixed fields, see also SCM D 440.

B16.4.4. Variable Fields

Supply the following bibliographic data elements, which are designated by their content designation. Data elements not explicitly called for in the standard but that are added to an LC core level record are indicated by #:

050 in the same manner as for full level cataloging, including assigning alternate class numbers for analytics in collected sets and bibliographies classed known or readily available

100-130 as applicable and in the same manner as for full level cataloging

240 as applicable and in the same manner as for full level cataloging; create

authority records on the same basis as for full level cataloging

- 245 in the same manner as for full level cataloging
- 246 see under 700-740

- 250 as applicable and in the same manner as for full level cataloging
- 260 in the same manner as for full level cataloging
- 300 in the same manner as for full level cataloging
- 440-490 as applicable and in the same manner as for full level cataloging
- # 5XX include only those that support the identification/completeness (e.g., loose material inserted) of an item; a note whose sole purpose is to justify an entry is not grounds for inclusion
- 500 for source of title if not from title page
- 502 for unpublished theses
- # 504 as applicable and in the same manner as for full level cataloging
- 505 as applicable and in the same manner as for full level cataloging
- 533 as applicable and in the same manner as for current cataloging of microforms
- 020 subfields \$a, \$z as applicable in the same manner as for full level cataloging

- 6XX See also SCM D 440. If appropriate, assign at least one or two headings from the SUBJECTS file and/or the NAMES file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.

Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a core level record, even if they constitute at least 20% an item (cf. SHM H 180 sec. 1). Multiple headings may be needed to represent a compound or a multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. SHM H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, **[place 1]-Foreign relations-[place 2]** and **[place 2]-Foreign relations-[place 1]**, or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330).

For the headings that are assigned, follow the conventions applied to full level cataloging. For example, where appropriate, subdivide main headings topical, geographic, chronological, and/or form subdivisions to bring out those aspects of the primary subject (cf. SCM H 180 sec. 16).

Assign headings at the level of specificity appropriate to the work (cf. 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed.

700-740/246 Assign a complement that covers at least the primary relationships associated with a work, i.e., those relationships most likely to be thought of by users as an obvious means of access to a work. Use the following guidelines for relationships that may be less obvious:

- 1) **Corporate bodies.** Assign added entries for corporate bodies that bear significant responsibility for the work (observing the limits stated in A 21.30).
- 2) **Related works.** Assign added entries for a work to which the work being cataloged is closely related (AACR2 21.30G), e.g., when cataloging adaptations (AACR2 21.10), revisions (AACR2 21.12), supplements (AACR2 21.28A1), or screenplays (AACR2 21.28A1).
- 3) **Titles (AACR 21.30J).** Assign an added entry for the title proper (245-derived) of every item not entered under title. Assign added entries for alternative titles, parallel titles, titles on added title pages, and cover titles (246-derived). When using the 246 field, assign indicator values in the manner as for full level cataloging. For items without a collective title, assign the added

entries specified in LCRI 21.30J.

- 4) **Analytical added entries (AACR2 21.30M).** Assign an analytical added entry under the heading for a work contained within an item being cataloged e.g., when cataloging commentaries with text (AACR2 21.13) or collections covered by AACR2 21.7B, 21.7C, and 25.7.

Note that the core standard does not require that added entries be justified.

	800-830	as applicable in the same manner as for full level cataloging
#	082	as applicable in the same manner as for full level cataloging
	040	\$a DLC \$c DLC [cataloging is LC original cataloging]
		\$a CAL \$c TRL \$d DLC [cataloging is based on an ExSR]
#	041	subfields \$a (for multilingual works) and \$h (for translations) if readily available
	042	pcc
#	043	assign if readily ascertainable, following the instructions in SCM D 15

B16.5. Appendix 3: Data Elements Constituting LC Core Level Cataloging--Books (Nonroman Catalog Records)

B16.5.1. Introduction

Core level cataloging for books in JACKPHY languages is the same as that for books represented by roman catalog records but also provides for including nonroman script data.

B16.5.2. Physical Description Fixed Field (007)

Code for microforms according to LC practice for each microform medium.

B16.5.3. Fixed Fields (008)

Code all fixed fields and in the same manner as for full level cataloging except use value 4 in Leader/17 (Encoding level). For subject fixed fields, see also SCM D 440.

B16.5.4. Variable Fields

Supply the following bibliographic data elements, which are designated by their content designation. Data elements not explicitly called for in the standard but that are added to an LC core level record are indicated by #:

- | | | |
|---|---------|--|
| # | 050 | in the same manner as for full level cataloging, including assigning alternate class numbers for analytics in collected sets and bibliographies classed in Z if known or readily available |
| | 100-130 | as applicable and in the same manner as for full level cataloging, excluding a paired nonroman script field except in cases of problematic romanization or in cases in which such a field supports ready identification of a person or entity. |
| # | 240 | as applicable and in the same manner as for full level cataloging; create authority records on the same basis as for full level cataloging |
| | 245 | in the same manner as for full level cataloging, including a paired nonroman script field for subfields \$a, \$n, \$p, \$b, \$c; if the 245 field contains subfield \$h, replicate that subfield in the paired field, i.e., give it in English |
| | 246 | see under 700-740 |
| | 250 | as applicable and in the same manner as for full level cataloging, including a paired nonroman script field for subfields \$a, \$b |
| | 260 | in the same manner as for full level cataloging, including a paired nonroman script field for subfields \$a, \$b, \$c |
| | 300 | in the same manner as for full level cataloging |
| | 440-490 | as applicable and in the same manner as for full level cataloging, including a paired nonroman script field |
| # | 5XX | include only those that support the identification/completeness (e.g., loose material inserted) of an item; a note whose sole purpose is to |

justify an entry is not grounds for inclusion

- 500 for source of title if not from title page
- 502 for unpublished theses
- # 504 as applicable and in the same manner as for full level cataloging
- 505 as applicable and in the same manner as for full level cataloging
- 533 as applicable and in the same manner as for current cataloging of microforms
- 020 subfields \$a, \$z as applicable in the same manner as for full level cataloging
- 6XX See also SCM D 440. If appropriate, assign at least one or two headings from the SUBJECTS file and/or the NAMES file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.
- Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a core level record, even if they constitute at least 20% of an item (cf. SHM H 180 sec. 1). Multiple headings may be needed to represent a compound or a multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. SHM H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, **[place 1]-Foreign relations-[place 2]** and **[place 2]-Foreign relations-[place 1]**, or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330)

For the headings that are assigned, follow the conventions applied to full level cataloging. For example, where appropriate, subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring o aspects of the primary subject (cf. SHM H 180 sec. 16).

Assign headings at the level of specificity appropriate to the work (cf. SMM H 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed. Do not assign a paired nonroman script field for 600, 611, 630, 651 except in cases of problematic romanization or in cases in which such a field supports ready identification of a person or entity.

700-740/246 Assign a complement that covers at least the primary relationships associated with a work, i.e., those relationships most likely to be thought of by users as an obvious means of access to a work. Use the following guidelines for relationships that may be less obvious:

- 1) **Corporate bodies.** Assign added entries for corporate bodies that bear significant responsibility for the work (observing the limits stated in AACR2 21.30).
- 2) **Related works.** Assign added entries for a work to which the work being cataloged is closely related (AACR2 21.30G), e.g., when cataloging adaptations (AACR2 21.10), revisions (AACR2 21.12), supplements (AACR2 21.28A1), or screenplays (AACR2 21.28A1).
- 3) **Titles (AACR 21.30J).** Assign an added entry for the title proper (245-derived) of every item not entered under title. Assign added entries for alternative titles, parallel titles, titles on added title pages, and cover titles (246-derived). When using the 246 field, assign indicator values in the manner as for full level cataloging. For items without a collective title, assign the added entries specified in LCRI 21.30J.
- 4) **Analytical added entries (AACR2 21.30M).** Assign an analytic entry under the heading for a work contained within within an item being cataloged, e.g., when cataloging commentaries with text (AACR2 21.13) or collections covered by AACR2 21.7B, 21.7C, and 25.7.

Do not assign a paired nonroman script field for 700, 710, 711, 730 except in cases of problematic romanization or in cases in which such a field supports ready identification of a person or entity. Note that the core standard does not require that added entries be justified.

- 800-830 as applicable in the same manner as for full level cataloging, excluding a paired nonroman script field except in cases of problematic romanization or in which such a field supports ready identification of a person or entity
- # 082 as applicable in the same manner as for full level cataloging
- 040 \$a DLC-R \$c DLC-R [cataloging is LC original cataloging input via RLIN]
\$a CAL \$c TRL \$d DLC-R [cataloging is based on an ExSR]
- # 041 subfields \$a (for multilingual works) and \$h (for translations) if readily available
- 042 Pcc
- # 043 assign if readily ascertainable, following the instructions in SCM D 15

B16.5.5. Reminders For Staff Doing JACKPHY Catalog Records In RLIN

Staff doing JACKPHY catalog records in RLIN are asked to observe the following data conventions applicable to that environment:

- cc: 945X (IBC stage)
941X (completed record)
(*"X": in the above examples stands for the value of the last digit in the data element*)
- 050 At the IBC stage, input manually "050 00 IN PROCESS".

B16.6. Appendix 4: Data Elements Constituting LC Core Level Cataloging--Printed and Manuscript Music

B16.6.1. Introduction

Apply core level cataloging to printed and manuscript music not intended for treatment under Production Level Cataloging (PLC). Core level for these non-PLC materials is essentially the same as that for books but also includes data elements unique to music. Data

elements not explicitly called for in the standard but that are added to an LC core level record are indicated by #. For consistency and ease of application, code fixed fields as for full level cataloging.

**B16.6.2. Physical description fixed field
(007)**

Code for microforms according to LC practice for each microform medium.

B16.6.3. Fixed fields (008)

Code all fixed fields and in the same manner as for full level cataloging except use value 4 in Leader/17 (Encoding level). For subject fixed fields, see also SCM D 440.

B16.6.4. Variable fields

Supply the following bibliographic data elements, which are designated by their content designation:

- # 050 in the same manner as for full level cataloging
- 100-130 as applicable and in the same manner as for full level cataloging
- # 240 in the same manner as for full level cataloging; create authority records same basis as for full level cataloging
- 245 use all subfields as applicable; in cases of multiple parallel titles, MINIMALLY include the first parallel title and any English parallel title
- 250 as applicable and in the same manner as for full level cataloging
- 254 in the same manner as for full level cataloging
- 260 subfields \$a, \$b, \$c
- 300 in the same manner as for full level cataloging
- 440-490 as applicable and in the same manner as for full level cataloging (cf. DCM M5 (*Library of Congress Series Policy*))
- 028 subfields \$a, \$b (publisher/plate no. for music) if present on item

5XX MINIMALLY, include the following if appropriate; a note whose sole is to justify an added entry is not grounds for inclusion:

- 500 form of composition and medium of performance if not stated or implied elsewhere in the record (including subject headings); a note on original medium may be made if applicable to the entire item
- # 500 in support of completeness (e.g., loose material inserted)
- 546 language of sung text if not implied from 240 or 245
- 500 source of title proper as applicable
- 502 for unpublished theses
- # 504 as applicable and in the same manner as for full level cataloging
- 505 as applicable and in the same manner as for full level cataloging
- 500 publisher/plate numbers for music (Make only when an intelligible note in accord with AACR2 cannot be generated from the 028 field.)
- 533 as applicable and in the same manner as for current cataloging of microforms
- 024 2 ISMN, if present on item
- 020 subfields \$a, \$z as applicable in the same manner as for full level cataloging
- 6XX See also SCM D 440. If appropriate, assign at least one or two headings from the SUBJECTS file and/or the NAMES file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.

For the headings that are assigned, follow the conventions applied to full level cataloging.

Assign headings at the level of specificity appropriate to the work (cf. SCM 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed.

700-740/246 Using judgment and assessing each item on a case by case basis, assign

- 1) a complement of added entries that covers at least the primary relationships associated with a work (e.g., arranger, editor, librettist);
- 2) an analytical added entry for the second work when a publication containing two works is entered under the first;
- 3) analytical added entries for classical music may be made as in full cataloging; use judgment making additional analytical added entries when controlled access is important;
- 4) added entries to bring out title access information judged to be important.

NOTE: For both 1 and 4 above, determination of primary relationships and of the relative importance of title access information are intended to reflect individual cataloger's judgment or LC's Production Level Cataloging (PLC) guidelines.

Note that the core standard does not require that added entries be justified.

800-830 as applicable in the same manner as for full level

cataloging

040 \$a DLC \$c DLC [cataloging is LC original cataloging]

\$a CAL \$c TRL \$d DLC [cataloging is based on an ExSR]

041 subfields \$a (for multilingual works) and \$h (for translations) if readily available

043 assign if readily ascertainable, following the instructions in SCM D
155

B16.7. Appendix 5: Data Elements Constituting LC Core Level Cataloging--Music and Non-Music Sound Recordings

B16.7.1. Introduction

Apply core level cataloging to music and non-music sound recordings not intended for treatment under Production Level Cataloging (PLC). Core level for these materials is

essentially the same as that for books but also includes data elements unique to sound recordings. Data elements not explicitly called for in the standard but that are added to an LC core level record are indicated by #; those related to non-music sound recordings are indicated by *. For consistency and ease of application, code fixed fields as for full level cataloging.

B16.7.2. Physical Description Fixed Field (007)

Code for sound recordings according to LC practice for each type of sound recording.

B16.7.3. Fixed Fields (008)

Code all fixed fields and in the same manner as for full level cataloging except use value 4 in Leader/17 (Encoding level). For subject fixed fields, see also SCM D 440.

B16.7.4. Variable Fields

Supply the following bibliographic data elements, which are designated by their content designation:

- 050 shelf number only plus custodial designation
- 100-130 as applicable and in the same manner as for full level cataloging
- # 240 in the same manner as for full level cataloging; create authority records on the same basis as for full level cataloging
- 245 use all subfields as applicable; in cases of multiple parallel titles, MINIMALLY include the first title and any English parallel title
- 250 as applicable and in the same manner as for full level cataloging
- 260 subfield \$a (place of publication) if readily available; otherwise use "[S.l.]
- 260 subfields \$b, \$c
- 300 in the same manner as for full level cataloging
- 440-490 as applicable and in the same manner as for full level cataloging
- 028 subfields \$a (issue number (or matrix number)) and \$b (label name)

5XX MINIMALLY, include the following if appropriate; a note whose sole purpose is to justify an added entry is not grounds for inclusion:

- 500 label name and issue (or matrix) number); make only when an intelligible note in accord with AACR2 cannot be generated from the 028 field
- 500 form of composition and medium of performance if not stated or implied elsewhere in the record (including subject headings); a note on original medium may be made if applicable to the entire recording
- # 500 in support of completeness (e.g., loose material inserted)
- 546 language of sung text if not implied from 240 or 245
- 500 source of title proper as applicable
- 511 participants/performers
- 518 date and place of recording; (use sparingly and restrict to instances where the place and/or date of performance are judged to be crucial for description or access, e.g., jazz, organ recordings, original radio broadcasts, interviews, etc.)
- 500 compact disc note as applicable and in the same manner as for full level cataloging
- 500 accompanying material note (give if material is extensive or significant; tag 300 subfield \$e may be used in lieu of this note at the cataloger's discretion)
- * 520 summary note; (add only if necessary when content of the item is unclear from the rest of the record)
- # 504 as applicable and in the same manner as for full level cataloging
- 505 as applicable and in the same manner as for full level cataloging
- 533 as applicable
- # 024 0 ISRC, if present on item
- 020 subfields \$a, \$z as applicable in the same manner as for full level cataloging
- 600-651 for music recordings: assign from LCSH one to three subject headings at the appropriate level of specificity; a recording of three major classical works, for example, may receive up to three headings; if more than three works are involved, assign 1-3 broader headings as necessary if no essential information will be lost;

otherwise, assign the minimum number of headings necessary to provide essential information.

- * 6XX See also SCM D 440. If appropriate, assign at least one or two headings from the SUBJECTS file and/or the NAMES file to represent the primary subject and/or form of the work at the appropriate level of specificity. Assign headings to provide access to the essential subject focus of the work. This focus should generally correspond to the meaning of the assigned class number.

Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a core level record, even if they constitute at least 20% of an item (cf. SCM H 180 sec. 1). Multiple headings may be needed to represent a compound or a multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. SCM H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, **[place 1]-Foreign relations-[place 2]** and **[place 2]-Foreign relations-[place 1]**, or where a standard array of headings is prescribed, for example, on biographies (cf. H1330).

For the headings that are assigned, follow the conventions applied to full level cataloging. For example, where appropriate, subdivide main headings by topical, geographic, chronological, or form subdivisions to bring out those aspects of the primary subject (cf. SCM H 180 sec. 16).

Assign headings at the level of specificity appropriate to the work (cf. SCM H 180 sec. 4). Establish new headings for discrete topics and named entities as they are needed.

- 700-740/246 Using judgment and assessing each item on a case by case basis, assign:
- 1) added entries for principal participants/performers;
 - 2) an analytical added entry for the 2nd work when a recording containing two works is entered under the first;
 - 3) analytical added entries for classical music may be made as in full level cataloging; otherwise, use judgment in making additional analytical added entries;
 - 4) title added entries only to bring out additional title access judged to be of exceptional importance.

Note that the core standard does not require that added entries be justified.

800-830 as applicable in the same manner as for full level cataloging

040 \$a DLC \$c DLC [cataloging is LC original cataloging]

\$a CAL \$c TRL \$d DLC [cataloging is based on an ExSR]

- 042 pcc
- 041 subfields \$d (for multilingual works) and \$h (for translations) if readily available
- # 043 assign if readily ascertainable, following the instructions in SCM D 155