

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

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### C16.1 GENERAL

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

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

- 1) CONSER Editing Guide, Section E;
- 2) ABA Serials: LC Local Fields Used in Serial Bibliographic Records ([http://www.loc.gov/staff/lstraining/abawflow/ser/cat/LocalFields\\_F.pdf](http://www.loc.gov/staff/lstraining/abawflow/ser/cat/LocalFields_F.pdf)).

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

# = blank space  
 \$ = subfield delimiter

Abbreviations used in this document include:

PCC= Program for Cooperative Cataloging

### C16.2 ORDER OF VARIABLE DATA FIELDS

<b>Order of Variable Fields in LC ILS Bibliographic Records</b>	
<b>★ 906 (Local Processing Data)</b>	
<b>★ 925 (Local Selection Decision)</b>	
<b>★ 955 (Local Functional Identifying Information)</b>	
<u>After 906-925-955</u> , order other variable fields in “century blocks”: <b>0XX &gt; 1XX &gt; 2XX &gt; 3XX &gt; 4XX &gt; 5XX &gt; 6XX &gt; 7XX &gt; 8XX &gt; other 9XX.</b>	
0XX (Numbers and codes): 010, 040, etc.	Generally in <b>tag number order</b> – but <b>not required to resequence</b> if imported records have a different order.
1XX (Main entry)	
2XX (Title, edition, imprint, etc.): 240, 245, 260, etc.	In <b>tag number order</b>
3XX (Extent, etc.)	In <b>tag number order</b>
4XX (Series statement): 490 generally	In order as input
5XX (Notes)	Generally in <b>tag number order</b> – but <b>not required to resequence</b> if imported records have a different order.
6XX (Subject & genre access fields)	Generally <b>predominant</b> subject(s) before secondary ones – <b>not</b> necessarily tag number order – as instructed in <i>Subject Headings Manual</i> H 80 and other documentation

70X-75X (Added entry fields)	Generally in <b>tag number order</b> – but <b>not required to resequence</b> if imported records have a different order.
76X-78X (Linking entry fields)	In <b>tag number order</b>
80X-83X (Series added entries)	Passed through, disregarding order. (Generally not input in new records.)
84X-88X (Location, etc.): 856, 880, etc.	In <b>tag number order</b>
9XX (Local fields): 952, 984, etc.	In <b>tag number order</b> – except see above for <b>906-925-955</b>

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

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

Generally accept other variations from the above order created by batch loading processes. See DCM B13.11 for instructions about LC copy cataloging.

### C16.3 LOCAL VARIABLE DATA FIELDS—GENERAL INFORMATION

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

When importing records one by one, assess the result of each merger: delete duplicate or wrong local fields inserted by the loading process; add needed local fields that were not provided. (See DCM B13.11 for more guidelines about mergers using Z-Processor, etc.)

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

*Note:* Some local fields and practices described here have no current use. They are identified to clarify their presence in LC records, but this does not authorize their further use.

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

#### C16.4.1 Content Designation Summary

Has same indicators and subfields as MARC 21 field 246.

*First Indicator – Note Controller/Title Added Entry*

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

*Second Indicator – Type of Title*

**#** : No information provided [Only value used]

### C16.4.2 General Description and Instructions

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

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

### C16.5 590: LOCAL NOTE (R)

#### C16.5.1 Content Designation Summary

*First and Second Indicators*

# : Undefined

*Subfields*

a : Text of note (NR)

#### C16.5.2 General Description and Instructions

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

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

*LC holdings of multipart (Discontinued)*: Before October 2012, LC staff input or updated 590 with LC's local holdings when a copy cataloging record's contents note included parts not held in LC. After September 2012, those notes are no longer added or updated, although some remain in existing records. (See DCM B13.7.2.1 for further information.)

```
590 ## $a LC has: pts. 1-2, 4-7 only.
(Added before October 2012 because 505 listed titles
of parts 1-7. Do not imitate.)
```

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

### C16.6 591: LOCAL WITH NOTE (R) [NO ACTIVE USE]

#### C16.6.1 Content Designation Summary

*First and Second Indicators*

# : Undefined

*Subfields*

a : Text of note (NR)

#### C16.6.2 General Description and Instructions

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

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

**C16.7.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

a : Text of note (NR)

**C16.7.2 General Description and Instructions**

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

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

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

**C16.8.1 Content Designation Summary**

Has same indicators and subfields as MARC 21 field 856.

**C16.8.2 General Description and Instructions**

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

859 41 \$u <http://www.aihw.gov.au/publications/hwe/npher98-99/>

859 ## \$3 The United States, Spain, and the American Frontier:  
Historias Paralelas. Selections from the Library of Congress  
Geography and Map Division \$u  
<http://hdl.loc.gov/loc.hisp/eshtml.0004> \$q u

C16.9 890: LOCAL VISIBLE FILE ENTRY (R) [Limited use]

**C16.9.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

a : Visible file entry (NR)

i : Control number (R)

**C16.9.2 General Description and Instructions**

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

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

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

**C16.10.1 General**

*C16.10.1.1 Content designation summary*

**First and Second Indicators**

# : Undefined

**Subfields**

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

*C16.10.1.2 General description and instructions*

Data supporting management of bibliographic control and processing of bibliographic records at LC.

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

**C16.10.2 Subfields**

*C16.10.2.1 \$a Distribution controller (NR)*

Code controlling whether the Cataloging Distribution Service distributes the record outside LC or not.

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

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

Code indicating (a) the state of the record with respect to whether its cataloging has been completed or not or (b) support of a function other than cataloging.

<b>acq</b>	Acquisition Support Record	Record supporting acquisitions but not cataloging or circulation
<b>bbc</b>	Basic Bibliographic Control	a) Completed less-than-full record for a serial that LC does not retain or retains non-permanently, or



		b) Former SERLOC record that failed to merge with a serial bibliographic record
<b>cbc</b>	Completed Bibliographic Control	(a) Completed full, core, LC BSR, or minimal level bibliographic record, or (b) Completed CIP pre-publication cataloging
<b>cbu</b>	Completed Bibliographic Control (Unverified)	Completed record that was “unverified” in MUMS before it migrated to LC ILS – Changed to “cbc” if the record is updated
<b>cir</b>	Circulation Support Record	Record supporting circulation but not acquisitions or cataloging
<b>ibc</b>	Initial Bibliographic Control	Record still in its “initial” state, with all or some of its intended cataloging not yet completed
<b>par</b>	Partial Bibliographic Control	Record with some aspect(s) of processing beyond IBC completed, but other aspect(s) not yet completed  <b>Optionally</b> used by sections with <b>local</b> determination of what it means – <i>Examples include but are not limited to:</i> <ul style="list-style-type: none"> <li>• Descriptive work completed but subject work not yet completed</li> <li>• Cataloging except authority work completed</li> </ul>
<b>rip</b>	Revised CIP Cataloging/Revised CIP Data	CIP cataloging revised prior to the resource’s publication for which revised CIP data should be sent to the publisher
<b>rix</b>	Revised CIP Cataloging/No Revised CIP Data	CIP cataloging revised prior to the resource’s publication for which revised CIP data should not be sent to the publisher
<b>vip</b>	CIP Verification in Process	Record with CIP verification in process or being initiated for a resource that has been received – Changed to “cbc” when completed
<b>und</b>	Undetermined	

C16.10.2.3

*\$c Local processing workflow (NR)*

Code indicating the "cataloging stream" in which the record was created or that ABA needs to count for statistics.

<b>acqwork</b>	Acquisition Processing Stream	
<b>copycat</b>	LC Copy Cataloging Stream	042 = “ <b>lccopycat</b> ”
<b>gpocoop</b>	GPO Cooperative Cataloging Stream ( <i>obsolete</i> )	See DCM E1.7.1

<b>muzenew</b>	Compact Disc Workflow (IBCRs using MUZE data)	
<b>nccpada</b>	NCCP Adapt	<ul style="list-style-type: none"> <li>Record for a resource <b>in LC</b></li> <li>042 has “<b>lcncpp</b>”</li> <li>See DCM E1.6</li> </ul>
<b>nccpuna</b>	NCCP Unadapt	<ul style="list-style-type: none"> <li>Record for a resource <b>not in LC</b></li> <li>042 has “<b>lcncpp</b>”</li> <li>See DCM E1.6</li> </ul>
<b>nucmaps</b>	NUC Maps Stream	<ul style="list-style-type: none"> <li>Record for cartographic resource based on National Union Catalog record</li> <li>042 has “<b>lcnucl</b>”</li> </ul>
<b>oclrpl</b>	OCLC Replacement Record	<ul style="list-style-type: none"> <li>Record from OCLC replacing a less complete record from PREMARC</li> <li>042 has “<b>premarc</b>” <b>until</b> record is evaluated and updated based on LC card(s) and headings are changed to current forms</li> </ul>
<b>origcop</b>	LC Copied from LC	Record with LC original cataloging based on another LC record
<b>orignew</b>	LC Original Cataloging	Record with LC original cataloging created from scratch
<b>origode</b>	LC Original ODE Cataloging	<ul style="list-style-type: none"> <li>Record with LC original cataloging created in an overseas office</li> <li>042 has “<b>lcode</b>”</li> </ul>
<b>origres</b>	LC Original Resource-File-Based Cataloging	Record with LC original cataloging based on a record in an internal or external resource file
<b>pccadap</b>	PCC Adapted Cataloging	<ul style="list-style-type: none"> <li><b>PCC</b> record adapted for a resource <b>in LC</b></li> <li>042 has “<b>pcc</b>”</li> </ul>
<b>pccunad</b>	PCC Unadapted Cataloging	<ul style="list-style-type: none"> <li><b>PCC</b> record for a resource not in LC, or for a resource in LC but not completely processed</li> <li>042 has “<b>pcc</b>”</li> </ul>
<b>premunv</b>	PREMARC Unverified Record	Record (excluding “ <b>oclrpl</b> ” records) “unverified” in PREMARC before migration to LC ILS and <b>not</b> evaluated and updated based on LC card(s), nor headings changed to current forms
<b>premver</b>	PREMARC Verified Record	<ul style="list-style-type: none"> <li>Record (excluding “<b>oclrpl</b>” records) “unverified” in PREMARC before migration to LC ILS, but evaluated and updated based on LC card(s)</li> <li>Headings flagged with “[from old catalog]” <b>until</b> evaluated and updated to current forms</li> </ul>

<b>serasst</b>	Non-PCC Copy	<ul style="list-style-type: none"> <li>• LC serial or integrating resource record processed in OCLC using a non-PCC record that LC PCC-authenticated for the first time</li> <li>• Used beginning October 13, 2009</li> </ul>
<b>sercoop</b>	PCC Copy	<ul style="list-style-type: none"> <li>• LC serial or integrating resource record processed in OCLC using a record already PCC-authenticated by another institution</li> <li>• Used beginning October 13, 2009</li> </ul>
<b>serials</b>	Serial or Integrating Resource Bibliographic Record	<ul style="list-style-type: none"> <li>• <b>Beginning October 13, 2009:</b> LC serial or integrating resource record for which no other ser**** code applies</li> <li>• <b>Before October 13, 2009:</b> <ul style="list-style-type: none"> <li>• LC CONSER serial records, and also serial records created in LC ILS for discards, etc.</li> <li>• LC integrating resource records with Leader/07 “i” created in OCLC</li> </ul> </li> </ul>
<b>serorig</b>	Originally Cataloged Serial or Integrating Resource	<ul style="list-style-type: none"> <li>• LC serial or integrating resource record cataloged originally in OCLC and PCC-authenticated by LC</li> <li>• Used beginning October 13, 2009</li> </ul>
<b>serlocs</b>	SERLOC Serial Control Record	Serial control record migrated from SERLOC, containing selection and location information
<b>serprem</b>	PREMARC Serial Record	Record representing a serial migrated from a monograph record in PREMARC (still a monograph in LC ILS or serial 008 converted automatically)
<b>srrepla</b>	Sound Recording Replacement	<ul style="list-style-type: none"> <li>• IBC record for a sound recording, created for OCLC batch matching</li> <li>• Later changed to “<b>copycat</b>” (if OCLC had copy) or “<b>orignew</b>” (if LC did original cataloging)</li> </ul>
<b>undeter</b>	Undetermined	

C16.10.2.4

*\$d* Priority (NR)

Priority assigned to the processing of the resource.

<b>1-4</b>	Priorities 1-4
<b>5</b>	Priority 5 (No longer assigned)
<b>u</b>	Undetermined

C16.10.2.5

*\$e* CIP/PCN flag (NR)

Code indicating whether LC's Cataloging in Publication (CIP) or Preassigned Card Number (PCN) programs created the record.

<b>ecip</b>	Originally an electronic CIP record
<b>epcn</b>	Originally an electronic PCN record
<b>ncip</b>	Not originally either a CIP or PCN record
<b>ocip</b>	Originally a CIP record
<b>opcn</b>	Originally a PCN record
<b>unde</b>	Undetermined

C16.10.2.6

*\$f Century flag (NR)*

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

<b>18</b>	1800-1899
<b>19</b>	1900-1999
<b>20</b>	2000-2099

C16.10.2.7

*\$g Stakeholder code (NR)*

**C16.10.2.7.1**

**General**

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

The **maintenance prefix** indicates whether or not to do maintenance of the record completely within the LC ILS system (depending on where the "master" record resides).

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

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

The eight-letter stakeholder code, **indicates** the service area that has main responsibility for the bibliographic record.

<b>ilsserca</b>		Should be <b>z-ilsserca</b>
<b>n-geogmaps</b>	Geography and Map Division, LC Local <i>(Obsolete)</i>	Use “y-geogmaps” in new records
<b>n-oclserc</b>	<b>ABA</b> , serials cataloging and integrating resources cataloging staff, Record created and maintained in OCLC	LC CONSER serial record or integrating resource record with Leader/07 “i,” with national level information created and maintained in OCLC and local data elements in LC ILS
<b>n-rlinjack</b>	<b>ABA</b> , JACKPHY Record Maintained in RLIN 21 until August 18, 2007	<ul style="list-style-type: none"> <li>Record for a JACKPHY language resource initially input in RLIN 21 but <b>now maintained in the LC ILS</b>, despite the “n-” prefix</li> <li>Changed to “y-rlinjack” in Chinese and Japanese records reloaded during JACKPHY migration to LC ILS (but may still be “n-rlinjack” in KHAPY language records)</li> <li>See DCM M3.3.2.5 about maintaining records and C16.10.2.7.2 about updating 906 \$g code</li> </ul>
<b>n-undeterm</b>	Stakeholder Undetermined, No Regular Maintenance	
<b>y-folklife</b>	American Folklife Center	
<b>y-gencatlg</b>	<b>ABA</b> , general cataloging	General cataloging by LC staff not covered by any of the other stakeholder codes
<b>y-gencompf</b>	<b>ABA</b> , electronic resources cataloging staff	Non-serial record for an electronic resource
<b>y-genmicro</b>	<b>ABA</b> , microforms cataloging staff	Non-serial record with 007 and “h” (microform) in 007/00
<b>y-genmusic</b>	Music Division, Bibliographic Access Section	Record created by LC music catalogers, with one of the following in Leader/06: “c” (printed music), “d” (manuscript music), “i” (nonmusical sound recording), or “j” (musical sound recording)
<b>y-genrareb</b>	US/Anglo Division, Rare Materials Section	Record created by LC rare materials catalogers or linked with some holdings record(s) for location <b>c-RareBook</b> or <b>c-LLRBR</b>
<b>y-geogmaps</b>	Geography and Map Division	Superseded “n-geogmaps”

<b>y-ilsserca</b>	<b>ABA</b> , serials cataloging staff, LC Non-CONSER (Record not Created/Maintained in OCLC, but Subject to Regular Maintenance)	<ul style="list-style-type: none"> <li>Record for a serial that migrated from PREMARC or is a merger of records from PREMARC and SERLOC</li> <li>Not used currently in new records</li> </ul>
<b>y-manuscri</b>	Manuscript Division	
<b>y-movingim</b>	Motion Picture, Broadcasting, and Recorded Sound Division, Moving Image Section Processing Unit	Record with “g” (projected medium) in Leader/06.
<b>y-nonroman</b>	<b>ABA</b> , Nonroman Record Maintained in LC ILS	<ul style="list-style-type: none"> <li>Monograph record containing nonroman script initially input in LC ILS and maintained in LC ILS, or an existing LC ILS record to which nonroman script has now been added</li> <li>Used after LC JACKPHY cataloging migrated from RLIN to LC ILS on August 20, 2007</li> <li>See DCM M3.3.2.5 about maintaining records</li> </ul>
<b>y-printpho</b>	Prints and Photographs Division	Record with “k” (two dimensional nonprojectable graphic) in Leader/06
<b>y-rlinjack</b>	<b>ABA</b> , JACKPHY Record Maintained in LC ILS	<ul style="list-style-type: none"> <li>JACKPHY language record initially input in RLIN 21 but now maintained in LC ILS</li> <li>Used after LC JACKPHY cataloging migrated from RLIN to the LC ILS on August 20, 2007</li> <li>See DCM M3.3.2.5 about maintaining records and C16.10.2.7.2 about changing “n-rlinjack” to “y-rlinjack”</li> </ul>
<b>y-soundrec</b>	Motion Picture, Broadcasting, and Recorded Sound Division, Recorded Sound Section Processing Unit	
<b>y-undeterm</b>	Stakeholder Interest Undetermined, Regular Maintenance	Regular maintenance done by usual procedures
<b>z-acqworks</b>	<b>ABA</b> , acquisitions use	
<b>z-cadworks</b>	Copyright Acquisitions Division (CAD)	

<b>z-ilsserca</b>	ABA, LC Local Serials Acquisition Control (Record NOT Subject to Regular Maintenance)	Serial non-CONSER basic bibliographic control record created in LC system with LC selection and location information Serial IBC records until cataloged
<b>z-noregmai</b>	No Regular Maintenance	

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

**C16.11.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

a : Selection decision (R)

**C16.11.2 General Description and Instructions**

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

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

*Examples of former practice (Do not imitate):*

920 ## \$a Keep 1  
 920 ## \$a sg18 10-17-94; DO NOT ACQUIRE per Law Library Selection Office; retained for vertical file only 12-13-95  
 920 ## \$a \*\* LC HAS REQ'D # OF SHELF COPIES \*\*

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

**C16.12.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

a : Book source acquisition information (R)

**C16.12.2 General Description and Instructions**

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

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

*Examples of past practice (Do not copy):*

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

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

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

**C16.13.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

**a** : Additional information (R)

**d** : Formatted date (NR)

**n** : Shipment/invoice number (NR)

**s** : Supplier (NR)

**C16.13.2 General Description and Instructions**

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

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

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



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

**C16.14.1 General**

*C16.14.1.1 Content designation summary*

**First Indicator–Current Decision**

**0** : Current decision

**1** : Former decision

**Second Indicator**

**#** : Undefined

**Subfields**

**a** : Selection decision for LC (NR)

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

**c** : Acquisition conditions (NR)

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

**e** : Comment related to selection decision (R)

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

**x** : Responsibility for selection decision (NR)

**y** : Office copy request (R)

**z** : Reference assignment request (R)

*C16.14.1.2 General description and instructions*

Information related to selection of the resource for LC use.

Mandatory in new bibliographic records that represent **published** resources, but not in those for resources that are unique, such as manuscripts and rare books. Generally do not create a new 925 for the same selection decision as in 920 already present in a **completed** record

*Changes in selection information:* LC staff most often record changes in selection information by modifying the existing 925 for the current decision. Field 925 is repeatable and the first indicator allows using paired 925 0# and 925 1# for changed decisions; but that is an option sometimes applied in individual cases, not prescribed practice. But see DCM C16.14.3.3.

**C16.14.2 Subfields**

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

Mandatory, standard statement of decision to retain or not in LC.

<b>acquire</b>	LC retains shelf copies of the resource.
<b>do not acquire</b>	LC does not retain shelf copies of the resource.
<b>undetermined</b>	LC has not received the resource and it is not possible to make a decision prior to receipt.

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

925 0# \$a do not acquire \$d NLM \$x Sel Off

925 0# \$a undetermined \$x ers beonline+

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

**C16.14.2.2**                      *\$b Number of shelf copies/sets desired (NR)*  
 Statement of number of copies LC has decided to retain.  
 Mandatory when subfield \$a has an “acquire” decision. Absent when subfield \$a has “do not acquire” or “undetermined.”

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

*etc.*

**C16.14.2.3**                      *\$c Acquisition conditions (NR)*  
 Statement of any conditions on how a resource may be acquired.

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

**C16.14.2.4**                      *\$d Disposition of unwanted material with outside agency (R)*  
 Identification of an agency outside LC to which resources not wanted in LC are to be sent.

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

**C16.14.2.5**                      *\$e Comment related to selection decision (R)*  
 Information concerning the selection decision that is not better recorded in another subfield of 925.

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

**C16.14.2.6**                      *\$x Responsibility for selection decision (NR)*  
 Mandatory statement of who is responsible for making the selection decision recorded in subfield \$a (preferably followed by a date).

<b>“policy default”</b>	decision is based on general LC policy, not made actively by a selection officer	925 0# \$a acquire \$b 1 shelf copy \$x policy default
<b>initials</b>	selection/recommending officer made or changed decision (see officers’ initials at: <a href="http://www.loc.gov/staff/cpc/recommending.html">www.loc.gov/staff/cpc/recommending.html</a> )	925 0# \$a acquire \$b 1 shelf copy \$x jpm 2005-02-14 925 0# \$a do not acquire \$x KCC, 2011-05-10

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

**C16.14.2.7**

*\$y Office copy request (R)*

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

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

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

**C16.14.2.8**

*\$z Reference assignment request (R)*

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

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

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

**C16.14.3 Added Service Copy (ASC) Procedures (Keep 1 Copy)**

- RO = Recommending Officer
- ROI = Recommending Officer’s Initials
- SO = Selection Officer
- SOI = Selection Officer’s Initials

**C16.14.11.1 Background**

As indicated above, field 925 is the field used to state the selection policy applicable to a particular resource. In June 2014 a change was implemented in the “keep” default for most U.S. monographs received at the Library and assigned to the General Collections. The change was to keep 1 shelf copy instead of 2 shelf copies except for certain exempt classes and categories of materials. This change impacts the use of field 925 in the following ways: 1) to state the selection policy applicable to a resource; 2) to permit recording the preferences of an RO at the pre-publication stage in a CIP record; 3) to record various explicit conditions applicable to the process of discarding ASCs to reflect the new ASC policy (this procedure is called the

“retrospective” (retro) workflow). The present statement records the conventions used to indicate various conditions under the ASC procedures in field 925.

The change to a single-copy policy applies to monographs in the general collections, to those in the custody of the Humanities and Social Sciences Division’s Machine-Readable Collection, and to those in the Law Library.

Note that the following portions of the General Collections are exempt from the single-copy policy for monographs and continue to be handled under a “keep 2 copies” selection practice for American imprints (except for materials that were previously keep 1). These exemptions apply both to new receipts and to retrospective existing titles.

CR: Heraldry  
CS71: Genealogy  
DU620-629: Hawaii  
DU640-647: Northern Mariana Islands and Guam  
DU819: American Samoa  
E (entire class): U.S. History  
F below 1,000: U.S. local history (including Hawaii, Puerto Rico, and the U.S. territories that are classed elsewhere)  
F1951-1983: Puerto Rico  
F2096: St. Croix (United States Virgin Islands)  
F2098: St. John (United States Virgin Islands)  
F2105: St. Thomas (United States Virgin Islands)  
F2136: United States Virgin Islands  
HF: commerce  
HG: finance  
HJ: public finance  
JJ: political institutions and public administration (North America)  
JK: political institutions and public administration (United States)  
Z (entire class): Bibliography, Library Science, Information Resources (General)  
Subject encyclopedias and dictionaries  
Additionally, all monograph titles that are selected for reference assignments are selected in 2 copies

The exempt titles in law are mainly in classes KF and KI; they are managed by the USPRLL Law Section.

C16.14.3.2 *NEW WORKFLOW (resources being newly received)*

**C16.14.3.2.1 Non-Exempt title**

925 0# \$a acquire \$b 1 shelf copy \$x policy default

This formulation is used in some Voyager templates and in electronic workflows (ECIP; EPCN). For Z-Processor, the software will check the target record for an 050 field, and if one is present will set the 925 subfield \$b according to whether the class is non-exempt or exempt. If no 050 is present, subfield \$b will be set to “1 shelf copy”.

Should an SO determine that 2 copies of a non-exempt title should be selected, that decision is justified by the selection officer's initials and the date:

```
925 0# $a acquire $b 2 shelf copies $x Sel/rjc 2014-04-21
```

If any explanation is needed, selectors will use subfield \$e (Comments related to sel.).

### **C16.14.3.2.2** **Recommending Officers Requests**

Once a month, ROs are provided a view of the CIP records created during the previous month, offering them the opportunity to request keeping 2 copies based on content or to request a copy be assigned to a reading room or a reference collection. Designated ROs add these requests in subfield \$z of field 925 as follows:

**Request** to keep 2 copies for content:

```
RO: 925 0# $a acquire $b 1 shelf copy $x policy default $z request keep 2
      copies (content), [ROI] 2014-06-18
```

An SO confirms the request and indicates the confirmation by adjusting the same 925 field with SOI:

```
925 0# $a acquire $b 2 shelf copies $x Sel/rjc 2014-06-20 $z request
      keep 2 copies (content), [ROI] 2014-06-18
```

**Request** to assign copy to a RR or Ref. Coll.:

```
RO: 925 0# $a acquire $b 1 shelf copy $x policy default $z request assign
      copy to [RR or Ref. Coll.], [ROI] 2014-06-18
```

An SO confirms the request and indicates the confirmation by adjusting the same 925 field with SOI:

```
925 0# $a acquire $b 2 shelf copies $x Sel/rjc 2014-06-20 $z request
      assign copy to [RR or Ref. Coll.], [ROI] 2014-06-18
```

In the unlikely event an SO denies an RO's request, subfield \$b remains the same in the 925 field, the SO adds SOI in subfield \$x, and an explanation in subfield \$e:

```
925 0# $a acquire $b 1 shelf copy $x [SOI] 2014-06-20 $e [explanation
      for denial] $z request keep 2 copies (content), [ROI] 2014-
      06-18
```

### **C16.14.3.2.3** **Exempt title**

```
925 0# $a acquire $b 2 shelf copies $x policy default (ex.)
      or
925 0# $a acquire $b 2 shelf copies $x Sel/rjc, 2014-04-21
```

Exempt titles are based on classification or nature of resource. See DCM C16.14.3.1. Workflows are such that exempt selections can only finally be set once a call number has been assigned. This may be the case when certain software is used.

In other cases, the 925 may need to be adjusted at the time the call number is assigned. In either case if the class is exempt, the 925 reflects this:

925 0# \$a acquire \$b 2 shelf copies \$x policy default (ex.)

There may be times when an SO needs to determine the selection and manually adjust the 925:

925 0# \$a acquire \$b 2 shelf copies \$x Sel/rjc, 2014-04-21

Note the SO's initials are sufficient justification. Conversely, there are situations when, even though the class is exempt, an SO determines to keep only 1 copy.

925 0# \$a acquire \$b 1 shelf copy \$x Sel/rjc, 2014-04-21

Note again that the SO's initials are sufficient justification. If any explanation is needed, selectors will use subfield \$e (Comments related to sel.) to provide it.

### C16.14.3.3

#### *RETROSPECTIVE WORKFLOW (retro)*

This is the workflow in which already existing ASCs are assessed and withdrawn according to the guidelines for the retro workflow. An ASC is retained if it is involved in a reference situation, is deacidified, or national holdings are minimal as determined by a search of OCLC. The standard guideline is that if there is an existing 925 field it is modified to show that it is the previous selection policy and a new 925 showing it is the current selection policy is created. If no 925 is present, only a current 925 reflecting the current selection policy is used.

#### C16.14.3.3.1

#### **Non-exempt title**

925 0# \$a acquire \$b 1 shelf copy \$x policy default  
925 1# \$a acquire \$b 2 shelf copies \$x policy default  
[1 copy is withdrawn; HR and IR set accordingly]

An RO requests to retain in RR or a reference collection:

925 0# \$a acquire \$b 2 shelf copies \$x ROI, 2014-03-10 (ref.)

An RO requests to retain in c-GenColl for content:

925 0# \$a acquire \$b 2 shelf copies \$x ROI, 2014-03-10

An ASC is retained because it has been deacidified:

925 0# \$a acquire \$b 2 shelf copies \$x policy default (deacid.)

In the retro workflow candidates for withdrawal are searched in OCLC and if holdings there are below a certain number, the LC ASC is retained:

925 0# \$a acquire \$b 2 shelf copies \$x policy default (minimal  
hldgs.)

#### C16.14.3.3.2

#### **Exempt title**

Exempt titles will not be reviewed as part of the retro process.

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

**C16.15.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

**a** : Cataloger's note (NR)

**C16.15.2 General Description and Instructions**

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

C16.16 955: LOCAL FUNCTIONAL IDENTIFYING INFORMATION (R) [*HIGH USE*]

**C16.16.1 General**

*C16.16.1.1 Content designation summary*

**First and second indicators**

# : Undefined

**Subfields**

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

*C16.16.1.2 General description and instructions*

**Charge statements** (see C16.16.1.3) recording information of two kinds:

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

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

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

*C16.16.1.3*

*Field 955 charge statements*

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

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

Following those, when appropriate, also input:

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

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

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

```
955 ## $b jg02 2003-01-08 $c jg02 2003-01-08 to subj. $d  
jg16 2003-01-14 $e jg08 2003-01-14 to Dewey  
  (Current practice in ABA)
```

```
955 ## $a kklo 2001-07-18 in p&p; kklo 2001-07-23 to  
aale; aale 2001-07-30 to p&p storage  
  (Acceptable practice outside ABA)
```

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

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



### C16.16.2 Tracking Locations of In-Process materials

Location information in a 955 charge represents either:

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

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

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

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

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

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

#### *Example*

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

### C16.16.3 Tracking Added Copies

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

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

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

#### C16.16.4 Tracking added volumes

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

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

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

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

#### C16.16.5 Identifying Functional Aspects of Cataloging

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

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

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

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

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

#### Examples

```
955 ## ... $i sb15 2004-05-14 $e sb21 2004-05-20 ...
(Subfield $i tracks whole item cataloging. Subfield $e
here tracks shelflisting and end-stage processing)
```

```
955 ## $a ... $i le03 2002-04-23 $e le02 2002-04-23 ...
$f le28 2003-06-03 to BCCD
(Subfield $i tracks whole item cataloging and subfield
$e tracks shelflisting by someone else. Subfield $f
tracks CIP verification and CIP verification end-stage
processing, followed by routing to BCCD)
```

## C16.16.6 Subfields

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

Used in ABA for location tracking, for messages about processing, or for processing not covered by other 955 subfields. (Before October 2008, also used in ABA for IBC processing, added copies, and Dewey Decimal Classification. Used for functional tracking charges before \$b-\$m, \$t, and \$w were defined.)

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

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

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

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

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

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

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

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

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

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

955 ## ... \$c lf06 2001-09-08 \$d lf07 2001-10-05 to  
lb00 \$d lb04 2001-11-30 ...  
(First subfield \$d tracks completion of subject cataloging; second one tracks CYA subject cataloging)

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

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

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

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

*C16.16.6.6 \$f CIP verification (R)*

Tracking for verification of bibliographic data in a CIP record after LC receives the published item, along with any end-stage processing done at the same time.

*C16.16.6.7 \$g Serials end-stage processing (R)*

Tracking for end-stage processing of **serials** in LC workflows. Used **in addition to** 955 \$e if both shelflisting and end-stage processing for the serial are done.

*C16.16.6.8 \$h Minimal level cataloging (MLC) (R)*

Tracking for minimal level cataloging of any kind of resource.

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

*C16.16.6.9 \$i Whole item cataloging (R)*

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

955 ## ... \$i v119 2002-01-31 ...  
(Subfield \$i tracks completion of descriptive and  
subject cataloging done together by same person)

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

*C16.16.6.10 \$j-\$n [Used only for serials]*

Used only for serials. See 955 section of ABA Serials: **LC Local Fields Used in Serial Bibliographic Records** ([http://www.loc.gov/staff/lstraining/abawkflow/ser/cat/LocalFields\\_F.pdf](http://www.loc.gov/staff/lstraining/abawkflow/ser/cat/LocalFields_F.pdf)).

*C16.16.6.11 \$t Added copy (R)*

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

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

*C16.16.6.12 \$w Dewey Decimal Classification (R)*

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

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

**C16.17.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

- a : Publisher contact name/phone (R)
- b : Miscellaneous note (R)
- c : Congressional loan legend (R)

**C16.17.2 General Description and Instructions**

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

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

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

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

```
952 ## $a II check ill. lb10 10-31-03
963 ## $a Cindy Howle; phone: 212-414-3646; email:
Cindy.Howle@us.penguin.com $b II
```

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

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

C16.18984: LOCAL SHEFLIST COMPARE STATUS (R)

**C16.18.1**                      **General**

*C16.18.1.1*    *Content designation summary*

**First and Second Indicators**

# : Undefined

**Subfields**

**a** : Comparison file (NR)

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

**b** : Note (NR)

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

*C16.18.1.2*    *General description and instructions*

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

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

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

C16.19985: LOCAL RECORD HISTORY (R)

**C16.19.1 General**

*C16.19.1.1 Content designation summary*

**First and Second Indicators**

# : Undefined

**Subfields**

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

*C16.19.1.2 General description and instructions*

Information about record source, loading, and maintenance. Generally, do not delete or change 985 found in an existing record.

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

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

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

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

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



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

```

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

C16.20987: LOCAL CONVERSION HISTORY (R)

**C16.20.1**                      **General**

**First and Second Indicators**                      *C16.20.1.1*    *Content designation summary*

# : Undefined

**Subfields**

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

*C16.20.1.2*    *General description and instructions*  
Temporary information about record's conversion status, for purposes of Pinyin Conversion Project and potential future projects.

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

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

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

**C16.20.2**                      **Subfields**

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

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

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

*C16.20.3.4\$d*  
(NR)

*Status code*

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

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

*C16.20.3.5 \$e* *Version of conversion program used (NR)*

Identification of version of conversion program applied.

*C16.20.3.6 \$f* *Note (NR)*

Free text information about status of data conversion in record.

C16.21 991: LOCAL LOCATION INFORMATION (R) [*LIMITED USE*]

**C16.21.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

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

**C16.21.2 General Description and Instructions**

Local location information used to generate LC ILS holdings records.

There are some current uses, such as by Geography and Map Division, reference collections, and LC's overseas and Copyright offices, and the **Digital Collections Management & the Services Division exchange of information with Hathi Trust**. Staff involved in these projects have authorization and training to input and change 991. Otherwise, generally do not input 991 in new records and do not change or delete 991 in existing records (usually left over from migration to LC ILS).

```
991 ## $b c-GenColl $h PN4784.R4 $i R58 1988 $t Copy 1 $w BOOKS
```

```
991 ## $b c-GenColl $h PN4784.R4 $i R58 1988 $p 00034721531 $t Copy 2  
$w CCF
```

```
991 ## $b r-MRR $h JF51 $i .B583 2004 $t Copy 1 $m Ref Desk $w GenBib
```

```
991 ## $b c-GenColl $o am $p 00118308736
```

*(Record created by an LC overseas office)*

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

**C16.22.1 Content Designation Summary**

*First and Second Indicators*

# : Undefined

*Subfields*

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

**C16.22.2 General Description and Instructions**

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

992 ## \$a SECT L EURR \$w ACQUIRE

992 ## \$a Unckd LL \$h KF1155.C59 \$k LLAB Loose \$w SERLOC

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

**C16.23.1 Leader and 008**

Leader/06 (Type of record)	Generally do not change in existing records (see DCM M3.3.5).
Leader/07 (Bibliographic level)	See DCM M3.3.6 for permissible changes in existing records.
Leader/18 (Descriptive cataloging form)	Generally use “i” (ISBD punctuation) and 040 \$e rda in new records. <i>Exception:</i> Use “a” (AACR2) in new records if you are cataloging resources that LC by policy still describes according to AACR2.  In existing records, keep other codes as found unless you change cataloging <b>completely</b> (description as well as access points) to current standards.
008/38 (Modified record)	Do not use values “d”, “s”, or “x” in new LC records.
008/39 (Cataloging source)	<b>New LC records:</b> “#” (“national bibliographic agency”) <b>Imported copy:</b> Accept codes as found, but change “u” to “d”.

**C16.23.2 006 Field in LC Integrating Resource Records**

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

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

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<i>006/16 (Original alphabet)</i>	<i>No attempt to code</i>
<b>006/17 (Entry convention)</b>	Use “2” (“integrating entry”).