Appendix C

"Access Level" MARC/ACCR Catalog Record

Draft Cataloging Guidelines
Revised from original Project Report based on Access Level Test and evaluation
(some emphasis, e.g., bolding, italics) added to assist catalogers)

1. Sources of information

In choosing a chief source of information, consider only prominent sources within the resource itself in which the information required for area 1 (title proper), area 2 (edition statement), and area 4 (date of publication, distribution, etc.) is formally presented (e.g., title screen(s), main menu, home page, file header). If the information in these sources varies in degree of fullness, prefer the source that provides the most complete information. If more than one source qualifies as chief source of information, choose one as the chief source in accordance with AACR2 rule 1.0A3.

Treat a sequence of formally presented sources of information for areas 1, 2, and 4 (e.g., a sequence of title screens) as a single source of information.

If the information required for areas 1, 2, and 4 is not available from prominent, formally presented sources within the resource itself, take it from one of the following sources (in order of preference): the ***publisher's Web page; an "about" file; online documentation accompanying the resource; a published description of the resource; a catalog or metadata record produced by another agency.***

For additional guidelines on sources of information for other data elements to be included in the record, see the instructions below pertaining to the specific data element.

2. Main entry heading

In choosing an access point to be used as the main entry heading, follow AACR2 chapter 21 and relevant *Library of Congress Rule Interpretations*. ***In case of doubt*** as to the appropriate main entry heading, designate the title proper as main entry and record relevant name access points as added entry headings.

For uniform title main entry headings, see below.

3. Uniform title

Create/add a uniform title (either as a main entry heading or in conjunction with a personal or corporate name main entry heading) in accordance with *Library of Congress Rule Interpretations*.

4. Title proper and other title information

If the title of the resource appears in more than one form on the chief source of information (see *Sources of information* above), choose as the title proper the form that is ***most prominently presented*** (e.g., with respect to layout, size and/or style of font, etc.). Generally do not transcribe other title information, unless it provides clarification or support to the title proper that might otherwise appear misleading without the other title information.

5. General material designation

Give the appropriate general material designation for the resource.

6. Edition statement

Record the edition statement as it appears in the chief source of information, following instructions in AACR2 rules 1.2B and 9.2B. ***Do not supply an edition statement taken from a source other than the chief source of information***. Do not construct an edition statement to reflect differences that are not reflected in an edition statement appearing in the chief source of information (e.g. corrections of misspellings of data, changes in the arrangement of the contents, changes in the output format or the display medium, and changes in blocking factors, recording density, etc.).

For integrating resources, ignore statements indicating regular revision or frequent updating.

7. Place of publication, distribution, etc.

Record the place of publication, distribution, etc. (in coded form in 008/15-17) if it can ***be readily determined*** from evidence appearing in the resource or from another readily obtainable source (see *Sources of information* above). ***If the domain name used in the URI incorporates a code designating country, treat that country as the place of publication***, distribution, etc., unless the country of publication can be readily determined from another source or there is clear evidence that the country designated in the URI is not the country of publication. If the place of publication, distribution, etc. ***cannot be readily determined***, or if it is unclear, enter the code for "undetermined".

8. Date of publication, distribution, etc.

Record the date of publication, distribution, etc. (in coded form in 008/07-10) only if such a date ***appears in the chief source of information or can be readily determined*** from one of the sources designated above as an alternative source of information for areas 1, 2, and 4 (see *Sources of information* above).

Do not give a date of publication, distribution, etc. for an integrating resource unless a date or dates that clearly indicate a beginning and/or ending date appear on the chief source of information. Ignore a date indicating last update unless it is clear that the resource is complete and there will be no further updates.

9. Standard number

Record standard numbers appearing in the chief source of information or readily obtainable from another source within the resource or from one of the following sources: the publisher's Web page; an "about" file; online documentation accompanying the resource.

Include as a standard number an International Standard Book Number (ISBN), an International Standard Serial Number (ISSN), an International Standard Music Number (ISMN), an International Standard Text Code (ISTC), an International Standard Work Code (ISWC), an International Standard Recording Code (ISRC), an International Standard Audiovisual Number (ISAN), and/or a Universal Product Code (UPC), as applicable to the resource.

10. Language

Record the language of the resource (in coded form in 008/35-37) in accordance with MARC guidelines.

11. Preceding/succeeding work

Make a linking entry (780/785) for a **preceding and/or succeeding** work if that work is one that the user is likely to associate with the resource (e.g., a directory formerly issued in print that has been updated and succeeded by the remote access resource represented in the record).

12. Note on mode of access

Make a note on mode of **access only if the resource cannot be accessed through the World Wide Web.**

13. Note on audience (optional)

Optionally, make a note on audience or incorporate reference to the intended audience for the resource into a summary (see below) if considered significant for LC's users.

14. Summary

Record the summary provided by the recommender, or one that is readily available from the resource. If a summary is not provided by the recommender, and is not readily available from the resource, **create a summary only if other data recorded in the record (e.g., title proper, note on audience) is insufficient to indicate the nature of the content**.

Incorporate reference to the intended audience for the resource as appropriate (see also *Note on audience* above).

For a summary provided by the recommender or created by the cataloger, **give the date the summary was created.**

15. Note on restrictions on access and use

Record any notes provided by the recommender or selector pertaining to restrictions on access and use imposed by a licence or agreement through which the resource was acquired that would be relevant to users accessing the resource via the LC database (e.g., accessible only to onsite researchers).

16. *In* citation

Make an *In* citation (773) for the host resource if the resource represented by the record is a dependent component of the host and requires reference to the host in order to clarify its identity.

17. Subject added entries / index terms

Assign LC subject headings in accordance with standard subject access guidelines.

If a new subject heading or subdivision is required, submit a proposal following standard procedures. **In case of doubt as to whether creation of a new subject heading is justified, add one or more uncontrolled index terms (field 653)** as deemed appropriate to reflect the key concept(s) not covered by existing subject headings or subdivisions.

Add subject keywords provided by the recommender or supplied in the source, if they significantly enhance the access provided through the assigned LC subject headings.

18. Added entries – personal and corporate names

Create/add added entry headings for persons and/or corporate bodies **named in the chief source of information or in other prominent sources within the resource** if it appears likely that a user would search for the resource under the name of that person or body. **As a general rule of thumb, consider only persons and/or bodies named in sources that can be viewed by scrolling up or down one or two pages from a title page or title screen or by clicking on a prominently displayed icon or menu choice on a home page or main menu page**.

19. Added entries – titles

Create added entry headings for variant titles appearing in the chief source of information or in other prominent sources within the resource. *As a general rule of thumb, consider only titles appearing in sources that can be accessed by scrolling up or down one or two pages from a title page or title screen or by clicking on a prominently displayed icon or menu choice on a home page or main menu page. Include only those variant titles that contain significant differences from the title proper or from other added entries for variant titles*.

Include added entry headings for other language forms of the title proper following LC rule interpretations for parallel titles with respect to the choice of language forms to be included.

Include added entry headings for former titles that appear in the chief source of information or in other prominent sources within the resource.

20. Added entries – name-title

Create/add a name-title added entry heading for a discrete work constituting a major component of the resource (not separately catalogued) if the *recommender has highlighted* that component or if the cataloger considers that a name-title added entry for the component would serve as an important access point.

21. Series added entry

If it is clear that the resource represented by the record forms part of a series, and that series is one which *LC does or would trace*, create a series added entry, including volume/sequential designation, as appropriate.

22. Library of Congress classification number

Add the LC class number associated with the primary subject heading following standard subject access guidelines.

23. Universal resource identifier (URI)

Record a persistent identifier (PURL, etc.) if one has been assigned to the resource and it is readily ascertainable. Otherwise record the URL.

24. Library of Congress identifier/location

If the resource has been archived in digital form by LC, record the item identifier and/or location designator assigned by LC to the archived copy.

25. References in authority records

Update/create references to headings for personal names, corporate names, meeting names, and uniform titles as appropriate following *Library of Congress Rule Interpretations*.

Rev. Jan. 2005, March 2005