GUIDELINES FOR DATA CAPTURING

(A USER MANUAL FOR BOOKS)

Revised by

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**Based on Guidelines for Data Capturing : A User Manual
Prepared by
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SCOPE OF THE GUIDELINES:

The Guidelines for data capturing (a user manual) is designed to be a carrier for bibliographic information about printed and manuscript textual materials (i.e. books, theses and dissertations) and serials. Bibliographic data commonly includes titles, names, subjects, notes, publication data (i.e. place, publisher and year), and information about the physical description of an item. The guidelines contains data elements for the following types of material:

- **Books:** used for printed, manuscript, microform textual material, and microform cartographic materials, including atlases, sheet maps, and globes. Material may be monographic or serial in nature. But it excludes Ph.D. theses and dissertations.

PURPOSE OF THE GUIDELINES:

- Primary purpose of this guidelines is to create a bibliographic records of library books in machine readable form and to develop computerised bibliographic databases

- To facilitate exchange of bibliographical records in machine readable form between the participating libraries; and

- To be used in the preparation of regional and national union catalogues of different types of library materials, to be made accessible online.

USE OF THE GUIDELINES:

- Each participating library whoever is interested in automating the library can use this guidelines for creation of bibliographic records of library resources from print to machine readable form;

- To provide or extract from the machine readable records the basic bibliographic details required for other library activities such as acquisition, cataloguing, circulation, inter library loan, etc;

- To encourage shared cataloguing among participating libraries; and

- To facilitate the development of OPACs in the participating libraries.

BIBLIOGRAPHIC RECORD STRUCTURE:

The bibliographic record structure is based on the Common Communication Format, which specifically implement international standard ISO 2709. Structure of the each record of the SOUL software consists of four main components:

- Record Label
- Directory
- Data Fields
- Record Separator

General Structure of the Record:

Record Label	Directory	Data Fields	R/S

R/S   =   Record Separator

1. Record Label:

Each record begins with a fixed length label of 24 character positions and is the first field of this bibliographic record. It contains:

- **Record length (5 characters):**

  The length of the record includes the label, directory, data fields and record separator.

- **Record Status Code (1 character):**
  Always '0' for output files, ignored on input files.

- **Implementation Codes (4 characters):**
  These codes are defined for each specific implementation of the ISO 2709 standard. Second character position represents Bibliographic level codes (i.e. s- serials, m- single volume monographs, c- multivolume monographs, a-component part) and rest of the character positioned not used.

- **Indicator length (1 character):**
  This is always '0', because here indicator has not been used.

- **Subfield identifier length (1 character):**
  '2' The subfield identifier length. This shows the number of characters used as the subfield identifier.

- **Base address of data (5 characters):**

A decimal number indicating the number of control characters (length of leader plus directory and field separator) which precede the variable data fields. This number, when added to the starting address of the record, gives the address of the first character of the variable fields.

- **For user systems (3 characters):**
  These character positions are not used. Always '000' in output files.

- **Length of "Length of Datafield" field (1 character):**
  '4' the length of "Length of Datafield" in the directory. (Use of 4 characters permits datafields as long as 9,999 characters)

- **Length of "Starting character" position (1 character):**
  '5' the length if "Starting character position" in the directory.

- **Rest (2 characters):**
  These character positions are not used. Always sets on '00'.

2. **Directory:**
   A directory entry in this bibliographic record is made up of a tag, length-of-field, and field starting position. It is of variable length and consists of a series of fixed fields, referred to as "entries". One directory entry is associated with each datafield present in the record. Each directory entry is 12 characters in length and is divided into three parts:

   - Tag
   - Length of datafield
   - Starting character position

- **Tag:**
  A three numeric ASCII character code identifying the datafield which corresponds to the directory entry. In software, it is use in alphabetic field name , but in back end it is converted in three numeric ASCII character code.

- **Length of datafield:**
  A four digit number shwoing how many characters are occupied by the datafield, including datafield separator but excluding the record separator code if the datafield is the last field in the record.

- **Starting character position:**
  A five digit number giving the position of the first character of the datafield relative to the base address of data, i.e. the first character of the first of the datafields.

STRUCTURE OF A DIRECTORY ENTRY

TAG	FIELD LENGTH	STARTING CHARACTER POSITION

3. Datafields:

A datafield consists of :

- One or more subfields each of which is precededby a subfield identifier
- A datafield separator

- **Subflield:**

  A subfield consists of a subfield identifier followed by a data string, which is terminated by either another subfield identifier or a field separator. A subfield idenitifier consists of a subfield identifier flag i.e. cap (^) sign followed by one another character, that can be alphabet a to z (small or capital) and numeric 1 to 9, but in software it is used small alphabets.

- **Datafield Separator:**

  The datafield separator i.e hash (#) sign constitutes the final character of every datafield.

A datafield which has a single subfield will be organised as follows:

SUBFIELD IDENTIFIER 2 characters	SUBFIELD VARIABLE	FIELD SEPARATOR 1 character

A datafield which has two subfield will be organised as follows:

FIRST SUBFIELD IDENTIFIER 2 characters	FIRST SUBFIELD VARIABALE	SECOND SUBFIELD IDENTIFIER 2 characters	SECOND SUBFIELD VARIABLE	FIELD SEPARATOR 1 character

4. Record Separator:

The record character is the final character of the record i.e. hash (#) sign. It follows the field separator of the final datafield of the record.

STANDARDS AND OTHER DOCUMENTS RELATED TO THIS FORMAT:

The different types of standards required for creation and maintenance of machine-readable bibliographic databases are:

> i.   Standards for bibliographic record format
> ii.   Standard codes for cataloguing (Description as well as access points)
> iii.   Standards for character set

In addition to these, it would be helpful if uniform practices are adopted for subject representation in the bibliographic records such as classification codes, subject descriptors/ subject heading, etc.

The INFLIBNET Centre has decided to adopt the following standards for the creation of machine-readable bibliographic records:

1. Bibliographic Record Format:

The International Standard ISO-2709: 1981 describes a generalized structure a framework designed specially for communications between information processing systems. It specifies the requirements for a generalised exchange format which will hold records describing all related records such as authority records, etc.

Use of International Standard ISO-2709:1981 is recommended for data representation for the following reasons:

- The data fields are further subdivided into subfields to provide related details.
- To provide for the variable length of data elements, a directory of pointers at the beginning of the record is used together with the tags and the length of the data elements concerned.
- To control the variable number of occurrences of data elements, the pointer of the data elements in the directory is represented as many times as the data element occurs in the record together with its tag, length and its starting character position in the record.

Use of International Standard Book Numbering (ISBN) (ISO 2108)
Use of International Standard Serial Number (ISSN) (ISO 3297)

2. Common Communication Format (CCF):

The CCF prepared was developed in order to facilitate the exchange of bibliographic data between organisations, and was first published by UNESCO in 1984 i.e. first edition. A second edition was published in 1988, same time it was decided that the scope of CCF would be extended to incorporate provisions for data elements for recording factual information that are used most frequently for referral purposes. The third edition of CCF was divided into two volumes: CCF/B for holding bibliographic information and CCF/F for factual information to serve the desired purpose. Mainly CCF was designed to follow the basic principles:

- The structure of the new format conforms to the international standard ISO 2709
- The core record consists of a small number of mandatory data elements essential to bibliographic description, identified in a standard manner
- The mandatory elements are augmented by additional optional data elements, identified in a statndard manner, and
- A standard technique is used for accommodating levels, relationships, and links between bibliographic entities

The INFLIBNET Centre has decided to adopt this format due to following reasons:

1. The data structure of the format conforms to the International Standard ISO – 2709:1981 and consequently to the Indian standards IS:11370-1985.
2. For easy exchange of bibliographic records between groups of libraries and abstracting and indexing services, for example the university libraries, the Sectorial Information Centres and R & D centres.
3. A bibliographic centre can manipulate bibliographic records received from the libraries and abstracting and indexing services with a single set of computer programmes.
4. A university library or an R&D centre can create its own bibliographic database using the format as basis.
5. Core record in CCF consists of data elements that are essential to bibliographic description of different library materials.
6. The CCF has been designed with the aim of achieving the highest degree of flexibility to facilitate different kinds of desired outputs.
7. To serve as a basis of a format for an agency's own bibliographic or factual database by providing a list of useful data elements.

3. Use of AACR-II R, 1998 for cataloguing of library materials
4. Use of Library of Congress Subject Headings for Subject Descriptors.

References:

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4. Mukhopadhyay, A. Guidelines for implementation of UNIMARC in Indian Libraries. – Calcutta: CALIBNET, 1999.

5. Anglo-American Cataloguing Rules, 2nd ed, 1998 revision, prepared under the direction of The Joint Steering Committee for Revision of AACR, a committee of American Library Association … [et al.]. – Chicago: American Library Association, 1998.

6. Mini-Micro CDS/ISIS Reference manual. Division of Software Development and Applications, Office of Information Programmes and Services, Paris. - New Delhi : Department of Scientific & Industrial Research, 1995.

7. MARC 21 Bibliographic Format, 1999 ed, prepared by Network Development and MARC Standards Office, Library of Congress. – Washington: Library of Congress, 1999.

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9. Furrie, Betty. Understanding MARC - Bibliographic : machine readable cataloguing, 5th ed. – Washington: Cataloguing Distribution Service, Library of Congress, 1998.

10. Chowdhury, G G. Introduction to modern information retrieval. – London: Library Association Publishing, 1999.

11. International Federation of Library Associations and Institutions. ISBD(M): International Standard Bibliographic Description for Serial. – rev ed. – London: IFLA UBCIM Programme, 1988.

12. International Federation of Library Association and Institutions. ISBD(S): International Standard Bibliographic Description for Serial. – rev ed. – London: IFLA UBCIM Programme, 1987.

FIELD 001
RECORD IDENTIFIER

DEFINITION: Characters uniquely associated with the record and assigned by the agency preparing it.

USE: Mandatory. Not Repeatable.

NOTE: Enter a nine digit numeric or alphanumeric code which identifies the record uniquely. The alphanumeric code is in two parts separated by hyphen. It's all agency's choice, who is preparing the records how to define record identifier.

EXAMPLES: 1. The Record identifier assigned to a record is 879. The content of the Field 001 is:

001: **000000879**

2. The record identifier assigned to a record is PHY-23879. The content of the field 001 is:

001: **PHY-23879**

FIELD 015
BIBLIOGRAPHIC LEVEL

DEFINITION: Bibliographic level of the item described in a secondary segment of a record.

SUBFIELD A: Bibliographic level.
    USE: Mandatory. Not Repeatable.
    CODES: m – monograph, **s** – serial, **a** – component part, **c** – multivolume
    NOTE: Enter one digit alphabetical code indicating the bibliographical level of the tem. In above listed codes, **monograph(m)** represents single volume monograph: a bibliographic item complete or intented to be completed in a finite number of separate parts. **Serials (s)** include periodicals, annuals (reports, yearbooks, directories, etc.) the journals, memoirs, proceedings, transactions, etc. of societies and series of monographs. **Component parts(a)** include chapters in monographs, articles in serials, illustrations and maps in printed text, an aria in a music score issued with a sound recording, etc.

EXAMPLES: 1. The item is single volume monograph. The content of the field 015 is:

    015: **^am**
    2. The item is 15 volumes monograph. It has common title. Volume information must be entered in physical description area with pagination tag number 490. The content of the field 015 is:

    015: **^ac**

    490: **^a15 vols(xxiii, 3000p)^bill^c24 cm^dOne CD-ROM**

    3. The item is 5 volumes monograph. It has common title for all as well as separate title for each. Multi volume information will be entered in 490 field with title and pagination for each volume. And common title information will be rendered in 200 field with subtitle of the book, if it appears on the book. The content of the field 015 is:

    015: **^ac**

200: **^aCommon title: subtitle^bstatement of responsibility**

490: **^aVolume Number^bPagination^cTitle of the
volume%^aVolume Number^bPagination^cTitle of the volume**

4. The primary segment contains the description of a serial. Component parts of the serial are described in four secondary segments. Each secondary segment must contain a field 015 showing that it is a component part. Contents of each field 015:

015: **^aa**

FIELD 020
SOURCE OF RECORD

DEFINITION: This field identifies the agency preparing the record.

SUBFIELD A: Identification of the agency in coded form.
    USE: Mandatory. Not Repeatable.
    NOTE: Enter a 11 digit code indicating the agency who prepares the record. This code is in two parts separated by hyphen. The first part of 4 digit alphabetic characters indicating the agency and the second part of 6 digit numerical characters indicating the postal pin code of the place where the agency is located.

EXAMPLES: 1. The source of the record is Pt. Ravishankar Shukla University, Raipur. The content of the field 020 is:

020:**^aRAVI-492010**

2. The source of the record is Jawahar Lal Nehru University, New Delhi. The content of the field 020 is:

020: **^aJNUL-110067**

FIELD 022
DATE ENTERED ON FILE

DEFINITION: The date when the record was prepared by the agency and/or entered on its file.

SUBFIELD A: Date.
    USE: Mandatory. Not Repeatable.
    NOTE: Enter the date in the format "yyyymmdd" which is in accordance with ISO 8601, 2014 and as per Bureau of Indian Standards (BIS) in this subfield "a".

EXAMPLES: 1. The record was made available on 17 September 1991. Contents of Field 022 is:

022: **^a19910917**

2. The date of entry is March 18, 1997. The content of the field 022 is:

022: **^a19970318**

FIELD 040
LANGUAGE AND SCRIPT OF ITEM

DEFINITION: Identification of the language and script of the item.

SUBFIELD A: Language of item.
> **USE:** Mandatory. Repeatable, when the item includes more than one languages.
> **NOTE:** Enter a three digit code indicating the language in which the item is available. A list of codes indicating the language is given in Appendix-1

SUBFIELD B: Script of item.
> **USE:** Mandatory. Repeatable, when the item includes more than one scripts.
> **NOTE:** Enter the two digit code indicating the script, if the script of the item is different from the language of the item. A complete list of script codes is given in Appendix-2.

SUBFIELD T: Translation.
> **USE:** Mandatory. Repeatable, when the item translated from more than one language. Mostly it occurs in composite books.
> **NOTE:** Enter a three digit code indicating the language from which the item has been translated.

EXAMPLES: 1. The document is in Sanskrit. The content of the field 040 is:
> 040: ^**asan**

2. The document which is in English, is translated from Sanskrit. The content of the field 040 is:

040: ^**aeng^tsan**

3. The document "Bhagavat Geeta" is in Sanskrit language and script is in Devenagri. The content of the field 040 is"

040: ^**asan^bja**

4. The docment "Ayurved Therapy" and "Yoga" both bounded together. Document "Ayurved Therapy" is in English, is translated from Sanskrit. Document "Yoga" is in English, is translated from Chinese. The Content of the field 040 is:

040: **^aeng^tsab%^aeng^bchi**

FIELD 050
PHYSICAL MEDIUM

DEFINITION: Identification of the physical medium in which the item is produced e.g. paper, magnetic, film, optical/laser, Braille, etc.

SUBFIELD A: Physical Medium Code
   USE: Mandatory. Repeatable.
  CODES: Physical Medium Code
     010 = Paper
     020 = Film
     030 = Braille
     040 = Magnetic
     050 = Laser/ Optical
     900 = Other
   NOTE: Enter the three digit code indicating the physical medium in this subfiled "a". A list of codes for different medium is given below.

EXAMPLES: 1. The record describes a book. The physical medium is print on paper, which is coded 010. Contents of field 050 is:

050: **^a010**

2. The record describes a book (coded 010) which contains a microfiche in a pocket. The code for film is 020. Contents of field 050 is:

050: **^a010%^a020**

3. The record describes a book (coded 010) which contains a CD-ROM in a pocket. The code for CD-ROM (i.e. Optical = 050) is:

050: **^a010%^a050**

FIELD 060
TYPE OF MATERIAL

DEFINITION: Identification of the intellectual form or presentation of the intellectual content of the item e.g. textual document, reports, conference proceedings, meeting document, patents, etc.

SUBFIELD A: Type of Material Code

USE: Mandatory. Not Repeatable.

CODES: Codes for selected types of material

        100 = Textual document

        105 = Report

        110 = Thesis, dissertation (Here no need to use this, it is taken separately in different database i.e. theses)

        115 = Meeting document

        120 = Periodical (Here no need to use it, it is taken separately in different database i.e. serial)

        125 = Newspaper

        130 = Annual

        135 = Patent document

        140 = Standard

        145 = Irregular serial

        150 = Monographic series

        199 = Others textual materials

        900 = Non-textual materials

NOTE: Enter a three digit code indicating the document type in this subfield "a". A select list of codes frequently used for different types of materials is Listed above for ready reference.

EXAMPLES: 1. The proceedings of the conference of a learned society are published a a serial. In general terms the type of material is textual (code 100) but more specifically it is a meeting document (code 115). The content of the field 060 is:

060: **^a115**

2. The item is standard. The content of the field 060 is:

060: **^a140**

3. The document is book, i.e. coded as a textual document here. The content of the field 060 is:

060: **^a100**

FIELD 100
INTERNATIONAL STANDARD BOOK NUMBER (ISBN)

DEFINITION: A number which identifies one title or edition of a title from one specific Publisher and is unique to that title or edition, allocated in accordance with the stipulations of ISO 2108 and the ISBN User's Manual.

USE: Mandatory. Repeatable, when item has more than one ISBN i.e. for medium (paper back/ hard bound), set volumes etc.

NOTE: When information on a price or binding is associated with an ISBN, it should appear in subflied "c" of this field, rather than in field 465. There also can be entered but here it's compulsory, if it occurs.

SUBFIELD A: ISBN

USE: Mandatory. Repeatable on above condition that is listed.

NOTE: Enter a 10 digit number divided into four parts separated by hyphens. This number should be taken from the document.

SUBFIELD C: Qualification

USE: Optional. Repeatable. For more than one ISBN present, it's mandatory.

NOTE: Enter a statement when an item bears more than one ISBN. The Statement should appear after each ISBN indicating the binding, Publisher's price, or other qualifier.

EXAMPLES: 1. The ISBN of the item is 0-7214-0191-0. Contents of field 100:

    100: **^a0-7214-0191-0**

2. ISBN printed on the document is 0 521 26114 7. The content of the field 100 is:

    100: **^a0-521-26114-7**

3. More than one ISBN are given in the document which are as follows:
0-8031-1581-4 for Paper back and 0-8031-1530-X for Hard bound
The content of the field 100 is:

    100: **^a0-8031-5181-4^cPaper back%^a0-8031-1530-X^cHard bound**

FIELD 120
DOCUMENT NUMBER

DEFINITION: A number appearing on the item intended for unique identification. This unique number usually given by the publisher to facilitate the identification of the document.

SUBFIELD A: Document Identification Number.
  USE: Optional. Repeatable.
  NOTE: Enter the document identification number as given in the document. Each part of the report number, patent number etc., should be separated by hyphen. All other punctuation, viz. Full stop, semi colon, etc. appearing in the document identification number should be replaced with hyphen.

EXAMPLES: 1. The document identification number appearing on the document "CCF/B: the Common Communication Format for bibliographic information" is PGI-92/WS/9. The content of the field 120 is:

120: **^aPGI-92/WS/9**

2. The publisher allocated a sequential number to each publication. This number, 4206, has been recorded in the source format as a miscellaneous number found on the item. The content of the field 120 is:

120: **^a4206**

3. The source format has a data element entitled Standard Technical Report Number, which contains the number 1756-88. The contents of the field 120 is:

120: **^a1756-88**

FIELD 200
TITLE AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION: 1. Title including the subtitle of the document; and
 2. The Statement of Responsibility includes name(s) or phrase(s) relating to the identification and/ or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).

SUBFIELD A: Title and Subtitle
 USE: Mandatory. Not Repeatable.
 NOTE: 1. Enter the title of the document as it appears on the title page of the document. Complete entry should be in lower case except the first letter of the title. If all the volumes of a multi volume book have a common title enter the common title only. The individual volume title should be entered in the part statement field (field 490) as mentioned in field number 015. For details, it can be seen in 490 field. The subtitle should follow the title with a colon as separator.
 2. The item consists of three works by the same author without a common title. Each title should be entered one after one with dot (.) conjunction in subfield "a" one by one.
 3. The item consists of two works by different authors without a common title. Subfield "a" and subfield "b" both will be entered in subfield "a" only with conjunction dot (.) and statement of responsibility will be separated by forward slash(/).

SUBFIELD B: Statement of Responsibility Associated with Title
 USE: Mandatory. Not Repeatable.
 NOTE: 1.Enter name(s) or phrase(s) relating to the identification of any persons or Corporate bodies responsible for creation of the item in the form and Sequence as shown in the document, exactly as to wording but not necessarily as to punctuation or capitalisation. It may include the names of one or more than one person or corporate body. Fields 300, 310, and 320 are used to record names in a standardised form as distinct from the appearing in a statement of responsibility. This field need to render according to AACR-II rules.
 2. The record has a number of statements of responsibility. Every statement of responsibility will be separated by semi colon (;).
 3. The record has more than three responsible persons in single statement of responsibility field. This will be entered as first responsible person and sign of "…[et al]" according to AACR-II rules. This will be same for, if

more than one responsibility is present in document. And maximum four responsible person will be entered in 300 field as per authority database rules.

SUBFIELD L: Language of Title
>   **USE:** Optional. Not Repeatable.
> **CODES:** Three digit alphabetic code. Complete list of the language codes is given in Appendix-1.
>   **NOTE:** Enter a three digit alphabetic code indicating the language of the title Entered in subfield "a". It can be taken from the Appendix-1.

SUBFIELD S: Script of Title
>   **USE:** Optional. Not Repeatable.
> **CODES:** Two digit alphabetic code. Complete list of the script codes is given in Appendix-2.
>   **NOTE:** Enter the script of the title as entered in the record.

EXAMPLES: 1. The title of the document is "Demand Management" edited by Michael Posner. The language of the document is English. The content of the field 200 is:

200: ^aDemand management^bedited by Michael Posner^leng

2. The title of the document is "Scientific policy, research and development in Canada". The subtitle is a "a bibliography". It was prepared by National Science Library. The content of the field 200 is:

200: ^aScientific policy, research and development in Canada: a bibliography^bprepared by National Science Library^leng

3. The source format does not have any data element corresponding to statement of responsibility. However, the title in this particular source format is always taken from the item. The content of the field 200 is:

200: ^aInstitutional finance and integrated rural development

4. The record has a number of statement of responsibility. They will be entered in subfield "b" as below. Contents of the field 200:

200: ^aAsterix in Switzerland^btext by Goscinny; drawings by Underzo; translated by Anthea Bell and Dereck Hockridge

5. The record has a number of statement of responsibility. It will be rendered in subfield "b" separated with semicolon (;). The content of the field 200 is:

200: ^aAnalysis^bby M A Lavrentev and S M Nikolski; translated by S H Gould and T Bartha

6. The item consists of three works by the same author without a common title. Each title will be rendered separated with dot (.). The content of the field 200 is:

200: ^aRomeo and Juliet. King Lear. Macbeth^bby William Shakespeare

7. The item consists of two works by different authors without a common title. Subfield "a" and "b" will be entered in subfield "a" only with separated by dot (.) and statement of responsibility will be separated by forward slash (/). The content of the field 200 is:

200: ^aHenry Osmand: a novel/ by Thackery. Bleak House: a novel/ by Dickens

8. The items consists of four works by different authors without common title, but published under one series. Subfield "a" and "b" will be entered in subfiield "a" only as required. Series will be entered in 480 field. The content of the field 200 is:

200: ^aProfiles in courage/ by John F Kennedy. Off Islanders/ by Natheniel Benchley. Jazz: translations years 1940-1960/ by John S Wilson. China after Mao/ by A Doak Barnett

490: ^aFour star condensation^cv. 1

9. In the source format the item is coded as having a title and two successive subtitles. The content of the field 200 is:

200: ^aLife wish: reincarnation: reality or hoax

10. An item has parallel titles in English, French and German. The first mentioned is entered as the title in the source format and the others are entered in field 210 – Parallel Title. Contents of the field 200:

200: ^aSpecification for general requirements for rotating electrical machines^bBritish Standards Institution^leng

11. The source format records only the translated title in its database when a title is not in English. In this case the use of the language code is recommended since the language of the title is not the same as the language of the item. The content of the field 200 is:

200: ^aProceedings of the 26th Congress on Beekeeping^leng

12. The item has prepared under a number of more than three agencies as first responsibility. And item is edited under second responsibility. In this case, the subfield "b" will have first agency of first statement of responsibility and sign "…[et al.]" and second statement of responsibility with separation of semi colon (;). While, maximum four agency will be entered in 310 field as a standard of authority database. The content of the fields 200 and 310 are:

200: ^aAnglo – American Cataloguing Rules^bprepared by American Library Asssociation …[et al.]; edited by Michael Gorman & Paul W Winkler

310: ^aAmerican Library Association^dChicago%^aBritish Library^dLondon%^aCanadian committee on cataloguing^dOttawa%^aLibrary Association^dLondon

FIELD 210
PARALLEL TITLE AND ASSOCIATED STATEMENT(S) OF
RESPONSIBILITY

DEFINITION: 1. The title in another language and/ or script; or title in another language and/or script presented as an equivalent of the title.
2. The Statement of Responsibility relating to the identifications and/ or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization (including performance).
USE: Mandatory. Repeatable
SUBFIELD A: Parallel Title
USE: Optional. Not Repeatable, but where more than one parallel title, each is Entered in a separate field.
NOTE: Enter the parallel title or any other title (which provide access) as Appeared in the document. The rules for the entry should be as described for the title field (field 200).

SUBFIELD B: Statement of Responsibility Associated with Parallel Title
USE: Optional. Not Repeatable, but repeatable for each parallel statement of responsibility found on the item.
NOTE: Enter name(s) or phrase(s) in the language of the title and sequence as shown in the document, exactly as to wording but not necessarily as to punctuation or capitalisation. It may include the names of one or more than one person or corporate body. Fields 300, 310 and 320 are used to record names in a standardised form as distinct from the form appearing in a statement of responsibility. This field requires entering according to AACR-II rules.

SUBFIELD L: Language of Parallel Title
USE: Optional. Not Repeatable.
CODES: Three digit code. Complete list of language code can be seen from Appedix-1.
NOTE: Enter a three digit alphabetic code indicating the language of the title Entered in subfiled "a".

SUBFIELD S: Script of Parallel Title
USE: Optional. Not Repeatable.
CODES: Two digit alphabetic code. Complete list can be seen from Appendix-2.
NOTE: Enter the code of the script of the parallel title in this subfield.

EXAMPLES: 1. The document "British standard methods of analysis of fat and fatty oil" has parallel title in two languages, French and German. French

parallel title is "Methodes d'analyse des graaisses et huiles fixes" and German parallel title is "Untersuchungsverfahren fur fette und fettole". Main title will be entered in 200 field. The content of the fields 200 and 210 are:

200: ^aBritish standard methods of analysis of fat and fatty oil^leng

210: ^aMethodes d'analyse des graaisses et huiles fixes^lfre

210: ^aUntersuchungsverfahren fur fette und fettole^lger

2. The parallel title of the document "Scientific policy, research and development in Canada" is "La politique des sciences, la recherche et le development au Canada: bibliographie". The parallel title is in French language. The content of the fields 200 and 210 are:

200: ^aScientific policy, research and development in Canada^leng

210: ^aLa politique des sciences, la recherche et le development au Canada: bibliographie^lfre

FIELD 230
OTHER TITLE

DEFINITION: Any title or part of a title for which it is useful to provide access.

  USE: Optional. Repeatable. The purpose of the field is to provide an access Point. It may include spine titles, cover titles, added page titles, running Titles, etc.

SUBFIELD A: Other Title

  USE: Optional. Not Repeatable

 NOTE: Enter any title mentioned above which may provide access. The rules for entering other title should be as described for title field 200.

SUBFIELD B: Type of Title

  USE: Optional. Not Repeatable

 CODES: Single digit numeric code. It is listed below:

   1 = Sub title
   2 = Spine title
   3 = Cover title
   4 = Added title
   5 = Running title
   0 = Other title / unknown type

 NOTE: Enter a numeric code indicating the type if title in this subfield "a" according to as above.

SUBFIELD L: Language of Title

  USE: Optional. Not Repeatable

 CODES: Three digit alphabetic code. Complete list can be seen in Appendix-1.

 NOTE: Enter a three digit alphabetic code indicating the language of the title Entered in subfield "a".

EXAMPLES: 1. The other title information given in the spine of the document "SSPS primer" is "Statistical Package for the Social Sciences Primer". The content of the field 230 is:

  230: **^aStatistical package for the social sciences primer^b2^leng**

  2. The work carries the title Life wish : reincarnation : reality or hoax The entire title appears in the title field, Field 200. In order to provide access to the two subtitles, they appear in repetitions of field 230. Contents of field 230:

  230: **^aReincarnation^b1^leng%^aReality or hoax^b1^leng**

FIELD 240
UNIFORM TITLE

DEFINITION: A uniform title is used in a bibliographic record when the work has appeared under various titles proper, necessitating the choice of one title as a uniform title to represent the work for the purpose of cataloguing and/ or information retrieval.

USE: Optional. Repeatable

SUBFIELD A: Uniform Title

USE: Mandatory. Not Repeatable

NOTE: This field may contain a uniform title for a single work or a collective uniform title for the complete works or selections from the works of the person or body named in the 300 and 310 fields. It could be entered in accordance with the practice of the agency preparing the record.

SUBFIELD L: Language of Uniform Title

USE: Optional. Not Repeatable

CODES: Three digit alphabetic code. Complete list are available with Appendix-1.

NOTE: Enter the three digit alphabetic code indicating the language in which the uniform title shown in subfield "a" is expressed.

EXAMPLES: 1. The title of the item is *Iliad, Book XXIV* [by] Homer, edited by Colin MacLeod. The uniform title according to the practices of the agency preparing the record is *Iliad. Book 24*. This is used to bring together all items dealing with that one work, some of which may not even mention the Iliad in a prominent place within the title. Contents of fields 240 and 200 are:

240: **^aIliad. Book 24^leng**

200: **^aIliad, Book XXIV^b[by] Homer; edited by Colin MacLeod^leng**

2. The item is *Luke*, one book of the *Bible*, in the version called Today's English Version. According to the practices of the agency preparing the record, the item is entered under the uniform title heading. Contents of field 240, 200 and 260 are:

240: **^aBible^leng**

200: **^aLuke^leng**

260: **^aToday's English Version**

3. The title of the item is ***The poetical works of Oliver Goldsmith: with a life of the poet by John Mitford*** is revised and edited by Austin Dobson. The uniform title according to the practices of the agency preparing the record is ***Poems***. Contents of the field 240, 200 and 300 are:

240: **^aPoems^leng**

200: **^aPoetical works of Oliver Goldsmith: with a life of the poet by John Mitford^brevised and edited by Austin Dobson**

300: **^aGoldsmith^bOliver%^aMitford^bJohn%^aDobson^bAustin ^frev & ed**

FIELD 260
EDITION STATEMENT AND ASSOCIATED STATEMENT(S) OF RESPONSIBILITY

DEFINITION: 1. A word or phrase or group of characters identifying an item as a member of an edition.

2. Name(s) or phrase(s) relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation of the intellectual or artistic content of the particular edition of a work to which the item belongs, the statement of which edition is entered in Subfield "a".

USE: Mandatory. Repeatable when the item has more than one edition statement or draft edition or preliminary edition or abridged edition, etc. or when there are parallel edition statements.

SUBFIELD A: Edition Statement

USE: Mandatory. Not Repeatable

NOTE: The edition statement is normally given the terms used in the item. Standard abbreviations for such terms may be used numbered editions may be converted from script to numeric form. The edition statement normally includes either the word 'edition' (or its equivalent in another language) or a related term (e.g. braille edition, microfiche edition) or editions differentiated numerically, chronologically, geographically, etc. Enter the edition statement as given in the examples below.

SUBFIELD B: Statement of Responsibility Associated with Edition

USE: Optional. Not Repeatable if more than one statement of responsibility present use semicolon (;) to separate each.

NOTE: In the form and sequence shown on the item, exactly as to wording but not necessarily as to punctuation or capitalisation. A statement of responsibility relating to an edition may be transliterated when the edition statement is transliterated. It can include the names of one or more than one person or corporate body. Fields 300, 310 or 320 are appearing in a statement of responsibility.

EXAMPLES: 1. The different form of edition statement of documents and their form of Entry is given below:

Forms of edition statement	Data entry of edition Statement
Second edition	260: ^a2nd ed
Revised edition	260: ^arev ed
New revised and enlarged edition	260: ^aNew rev & enl ed
First illustrated edition	260: ^a1st illustrated ed

First Indian edition   260: **^a1st Indian ed**
Draft edition   260: **^aDraft ed**
Fascimile edition   260: **^aFascim ed**

2. The Derbyshire times is published in a number of area editions. One of which is entitled ***Chesterfield edition***. The content of the field 260 is:

260: **^aChesterfield ed**

3. The first edition of Cases and statutes on criminal law is edited by John C N Slater. The second edition is edited by A B Piternick. Since the second edition has a different editor, and it implies on the title page that Piternick is the editor of that edition only, the edition statement is followed by a statement of responsibility merely for that edition. Contents of field 260 and 300 are:

260: **^a2nd ed^bedited by A B Piternick**

300: **^aPiternick^bA B^fed**

FIELD 300
NAME OF PERSON(S)

DEFINITION: The name identifying the person(s) responsible for, or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realization e.g. author, editor, compiler, illustrator etc.

       USE: Mandatory. Repeatable

SUBFIELD A: Entry element

       USE: Mandatory. Not Repeatable

       NOTE: Enter that part of the person's name by which it usually would be entered in an ordered list in accordance with AACR-II.

SUBFIELD B: Other name element

       USE: Mandatory, if present other part of the name otherwise optional for such as Premchand, Krishan Kumar (because there is no other part, it's entry element only) etc. Not Repeatable

       NOTE: Enter the other part of the name excluding entry element e.g. forename, prefixes, suffixes, etc. All the titles, decorations, designations and qualifications should be ignored.

SUBFIELD C: Additional elements to name

       USE: Optional. Not Repeatable

       NOTE: Enter additional attributes to the name e.g. honorific titles, words indicating family relationships, the term 'pseudonym' or equivalent.

SUBFIELD D: Date(s)

       USE: Optional. Not Repeatable

       NOTE: Enter a date or dates relating to the person whose name is entered in the field.

SUBFIELD F: Role

       USE: Mandatory. Not Repeatable

       NOTE: Enter a word or phrase designating the function of the person in relation to the item for which the individual is responsible, i.e. editor, compiler, translator etc. The list of designations of the persons is given in the Appendix-5.

EXAMPLES: 1. The name of person responsible for the document "Integrated services digital network" is "John Ronoyne". The content of the field 300 is:

       300: **^aRonoyne^bJohn**

2. The document "Jawaharlal Nehru Memorial lectures" compiled by P M S Blackett. The date given is "1940-". The content of the field 300 is:

300: ^aBlackett^bP M S^d1940-^fcompiler

3. The document "*10 novels condensed*" has the following persons responsible for the work:

Authors: *Christopher Morley*
       Selma Keller
       William Mcfee

Illustrator: *Helen Whitman*

The content of the field 300 is:

300: ^aMorley^bChristopher%^aKeller^bSelma%^aMcfee ^bWilliam%^aWhitman^bHelen^fillustrator

4. The source format gives two forms of the name: as derived from the item "Bewley, Lois M"; and a 'search form' consisting only of forename and initials, "Bewley, L M". Since the latter form can be derived algorithmically from the first, it is not necessary to include it in the record. The role of the person is given as "Editor and translator". Contents of field 300:

300: ^aBewley^bL M^feditor and translator

FIELD 310
NAME OF CORPORATE BODY

DEFINITION: The name identifying a corporate body responsible for or contributing to the creation of the intellectual or artistic content of a work contained in the item or its realisation. A corporate body is defined as any organisation(s) or group of persons identified by a particular name.

USE: Mandatory. Repeatable for the name of the each corporate body when more than one corporate body is responsible for the item; or for the name of the corporate body provided in more than one language.

SUBFIELD A: Entry element
USE: Mandatory. Not Repeatable
NOTE: Enter that part of the name of the corporate body by which it would be Entered in an ordered list in accordance with AACR-II.

SUBFIELD B: Other Parts of Name
USE: Mandatory. Not Repeatable
NOTE: Enter other parts of the name of the corporate body, e.g. subordinate or Superior units, etc. when the corporate body is part of a hierarchical structure. Enter the name of the parent body or superior units when the corporate body is a part of an hierarchical structure.

SUBFILED D: Address
USE: Optional. Not Repeatable
NOTE: Enter the address (street, city, state, etc.) of the corporate body where the corporate body is situated.

SUBFIELD E: Country
USE: Optional. Not Repeatable
CODES: Two digit alphabetic code. Complete list is available with Appendix-4.
NOTE: Enter a two-letter country code indicating the country where the Corporate body is situated.

SUBFIELD G: Role (Non-coded)
USE: Optional. Not Repeatable
NOTE: Enter a word or phrase designating the function of the corporate body in relation to the item for which it is responsible.

EXAMPLES: 1. The name of corporate body is *"Central Office of Information, London, United Kingdom"*. The content of the field 310 is:

310: **^aCentral Office of Information^dLondon^eUK**

2. The name of the corporate body is "*International Bank for*

Reconstruction and Development". The parent orgranisation is World Bnak situated in 1818 H Street, N W Washington DC. The content of the field 310 is:

310: ^aInternational bank for reconstruction and development ^bWorld Bank^d1818 H Street, N W Washington DC^eUS

3. The source format gives addresses with corporate bodies. Contents of the field 310:

310: ^aPanjab University^dChandigarh^eIN

4. According to some cataloguing practices working parties and ad hoc groups are entered under the name of the body to which they are responsible or by which they were established. Contents of field 310:

310: ^aAslib^bComputer Applications Group. Acquisitions, Cataloguing and Circulation Working Party

5. The item includes the statement that it is edited by the Elsevier Editorial Team. Role is entered in non-coded form. The content of the field 310 is:

310: ^aElsevier Editorial Team^feditor

FIELD 320
NAME OF MEETING

DEFINITION: The name identifying a meeting/ conference responsible for or
Contributing to the creation of the intellectual or artistic content of a work
Contained in the item or its realisation. This field includes congresses,
symposia, diplomatic conferences, festivals, fairs, exhibitions,
expeditions, etc.
      USE: Mandatory. Repeatable

SUBFIELD A: Entry element
      USE: Mandatory. Not Repeatable
    NOTE: Enter the name of meeting in this subfield "a".

SUBFIELD B: Other Parts of the Name of Meeting
      USE: Mandatory. Not Repeatable
    NOTE: Enter the name of the sponsor or subordinate or superior units when the
      meeting is part of a hierarchical structure.

SUBFILED E: Country
      USE: Optional. Not Repeatable
   CODES: Two digit alphabetic code. Complete list is available with Appendix-4.
      NOTE: Enter a two digit code indicating the country where the meeting
was
      held.

SUBFIELD G: Place of the Meeting
      USE: Mandatory. Not Repeatable
    NOTE: Enter the name of the place where the meeting was held.
SUBFIELD I: Date of Meeting
      USE: Mandatory. Not Repeatable
    NOTE: Enter the date or inclusive dates (beginning and ending dates) of a
      meeting in **yyyy** or **yyyymmdd** or **yyyymmdd-yyyymmdd** format.

SUBFIELD J: Number of Meeting
      USE: Mandatory when a meeting belongs to a numbered series. Not
      Repeatable
    NOTE: Enter the number identifying an individual meeting within a series of
      Numbered meeting of the same name. The number should be entered as
      1st, 2nd, 3rd, or 4th as applicable.

EXAMPLES: 1. The name of the conference is "International Highway Engineering
      Conference" This is fourth conference sponsored by French Highway
      Engineering Society. This was held at Paris on 3-13, March, 1985. The

Content of the field 320 is:

320: ^aInternational highway engineering conference^bFrench highway engineering society^eFR^gParis^i19850303-19850313^j4th

2. In the source format, the proceedings of the **15ᵗʰ Annual Conference of the Law of the Sea Institute** are entered under the heading for the Conference by the agency preparing the record. The content of the field 320 is:

320: ^aAnnual Conference of the Law of the Sea Institute^gHonolulu, Hawaii^i1990^j15th

3. In the source format , the second Vatican Council is entered as:

320: ^aVatican Council^i1962-1965^j2

4. The item is the proceeding of the *44ᵗʰ All India Library Conference of Indian Library Association, held at Centre for Distance Education Osmania University, Hyderabad, on February 25-28, 1999*. The content of the field 320 is:

320: ^aAll India Library Conference of Indian Library Association^bhost: P S Telugu University^eIN^gHyderabad ^i19990225-19990228^j44th

5. The item is the proceeding of the *CALIBER-2000, 6ᵗʰ National Convention on Automation of Libraries, Education and Research, Co-Organised by INFLIBNET Centre, Ahmedabad and University of Madras, Chennai held at Chennai on 16ᵗʰ to 18ᵗʰ February, 2000*. The content of the field 320 is:

320: ^aCALIBER-2000: National Convention on Automation of Libraries, Education, Research^bCo-Organised by INFLIBNET Centre and University of Madras^eIN^gChennai^i20000216-20000218^j6th

FIELD 400
PLACE OF PUBLICATION AND PUBLISHER

DEFINITION: Name of the publisher and the place where the item is published.
    USE: Mandatory. Repeatable

SUBFIELD A: Place of Publication
    USE: Mandatory. Not Repeatable, if more than one place of publication is present, use semicolon to separate it according to AACR-II rules.
    NOTE: Enter the name of the place of publication of the item or the first place according to AACR-II, if more than one is present. If item published in India, In case of more than one place first place is given out of India, then after first place second place (where book is published in India) must be entered with separation of semicolon (;).

SUBFIELD B: Name of the Publisher
    USE: Mandatory. Not Repeatable
    NOTE: Enter the name of the person or corporate body responsible for publishing the item.

SUBFIELD C: Full Address of the Publisher
    USE: Optional. Not Repeatable
    NOTE: Enter the postal address of the publisher as given in the item.

SUBFIELD D: Country of Publisher
    USE: Optional. Not Repeatable
    CODE: Two digit alphabetic code. Complete list can be seen in Appendix-4.
    NOTE: Enter the two digit alphabetic code indicating the country where the item
    is published.

EXAMPLES: 1. The name and place of the publisher of document "Managing with information technology" is Kogan Page Limited, 120 Pentoville Road, London. The content of the field 400 is:

    400: ^aLondon^bKogan Page^c120 Pentoville Road^dUK

    2. The publisher of "Computer Technology for Higher Education" is Concept Publishing Company, A/15-16, Commercial Block, Mohan Garden, New Delhi. The content of the field 400 is:

    400: ^aNew Delhi^bConcept Pub Co^cA/15-16, Commercial Block, Mohan Garden^dIN

3. The publisher has offices in more than one place. Actually the item is published in New Delhi, India. First place is given London , which is its head office. The content of the field 400 is:

400: **^aLondon; New Delhi^bOxford University Press^dIN**

4. Two publishers are named on the item. The content of the field 400 is:

400: **^aBudapest^bBOMKDK^dUK%^aLondon^bBUNIBID^dUK**

FIELD 420
PLACE AND NAME OF DISTRIBUTOR

DEFINITION: The place and the name of the distributor who supplied the item.
      USE: Optional. Repeatable

SUBFIELD A: Place of the Distributor
      USE: Optional. Not Repeatable
    NOTE: Enter the name of the place or one of the places (usually town or locality) where the distributor is situated. This can include the state, province or country. Enter first place if more than one place of distributor is given.

SUBFIELD B: Name of Distributor
      USE: Optional. Not Repeatable
    NOTE: Enter the name of the person or corporate body distributing the item.

SUBFIELD C: Full Address of the Distributor
      USE: Optional. Not Repeatable
    NOTE: Enter the full address of the distributor as given in the record.

SUBFIELD D: Country of the Distributor
      USE: Optional. Not Repeatable
    CODE: Two digit alphabetic code. Complete can be seen from Appendix-4.
    NOTE: Enter a two digit alphabetic code indicating the country where the distributor is situated.

EXAMPLES: 1. The place and name of the distributor is "Universal Book House, C-118, Naranpura, Ahmedabad". The content of the field 420 is:

    420: **^aAhmedabad^bUniversal Book House^cC-118, Naranpura ^dIN**

    2. The item is published by the ***Gateway Press, Baltimore*** and distributed by ***B L Gorbet of Farmington, New Mexico***. The country code may be included. Contents of fields 420 and 400 are:

    420: **^aGarmington, N.M.^bB L Gorbet^dUS**

    400: **^aBaltimore^bGateway Press^dUS**

FIELD 440
DATE OF PUBLICATION

DEFINITION: There are different types of date of publications permitted i.e. Not specified date on item, date of publication, date of copyright and approximate date of publication, all according to AACR-II rules.

SUBFIELD A: Date
    USE: Mandatory. Not Repeatable
    NOTE: Enter the date appearing on the item, indicating the date of publication. Any digit may be replaced by a question mark when an approximate date is given. Enter this date in *'yyyymmdd'* format. When month and date are not given, enter only the year in *'yyyy'* format.

EXAMPLES: 1. The date of publication of a monograph is 1992. Contents of field 440:

440: **^a1992**

2. The date of publication of monograph is 1990 or 1991. The last digit of the year can be replaced by ?. The content of the field 440 is:

440: **^a199?**

3. A monograph contains no date of publication, but there is a copyright date of 1992. The content of field 440 is:

440: **^ac1992**

FIELD 460
PHYSICAL DESCRIPTION

DEFINITION: Description of the physical attributes of the item
      USE: Optional. Not Repeatable

SUBFIELD A: Number of pieces and designation
      USE: Optional. Not Repeatable
    NOTE: Enter the number of pieces (pages, frames, etc) in an item, the preliminary pages in Roman numerals and textual pages in Arabic numerals. Preliminary and textual pages should be separated by comma ",". In case of items other than books and atlases, enter the number of parts of an item by giving the number of pieces in Arabic numerals. Name of the physical attributes of the items are given below:

1. Maps
2. Globes
3. Audio cassettes
4. Film reels
5. Video cassettes
6. Magnetic tapes
7. Magnetic disks
8. Charts
9. posters
10. Slides
11. Photographs
12. Drawings
13. Pictures
14. CD-ROM
15. Micro Films

SUBFIELD B: Other description details
      USE: Optional. Not Repeatable
    NOTE: Enter physical details about an item other than the number of pieces and their description e.g. illustrations, fascimiles, forms, graphic representations, etc.

SUBFIELD C: Dimensions
      USE: Optional. Not Repeatable
    NOTE: Enter the linear measurements (height, width, depth) of the item.

SUBFIELD D: Accompanying material
      USE: Optional. Not Repeatable
    NOTE: Enter any item accompanying the item, issued at the same time as that item and intended to be used with it.

EXAMPLES: 1. A document consists of 257 pages with illustrations. The document is 23cm in height and 18cm width and there is a set of 4 slides in a pocket.

The content of the field 460 is:

460: **^a257p^bill^c23 x 18 cm^d4 slides**

2. A document consists of 359 pages with 14 preliminary pages. It is 23 cm in height 12 cm in width and has 2 magnetic disks. The content of the field 460 is:

460: **^axiv, 359p^bill^c23 cm x 12 cm^d2 magnetic disks**

3. A document consists of 2 volumes which are 25cm in height. The content of the field 460 is:

460: **^a2 vols^c25 cm**

4. A document consists of 192 pages of which 10 are numbered I to x and the rest 1-182. It contains 1 coloured map, 1 coloured portrait and numerous other illustrations most of which are coloured. It is 25cm high. The content of the field 460 is:

460: **^ax, 182p^bill (chiefly col.), 1 col. map, 1 col. port.^c25 cm**

FIELD 465
PRICE AND BINDING

DEFINITION: Information regarding the price of the item, the kind of binding to which the price applies and the date when the price was determined.
    USE: Mandatory. Not Repeatable

SUBFIELD A: Price
    USE: Optional. Not Repeatable
    CODE: Complete list of the currency code is listed with Appendix-7.
    NOTE: Enter the cost of the item in digits indicating the name of the currency as given on the item.

SUBFIELD B: Binding
    USE: Optional. Not Repeatable
    NOTE: A description of the binding to which the price shown in subfield "a" applies.

SUBFIELD C: Date of Price
    USE: Optional. Not Repeatable
    NOTE: Enter the date in *'yyyymmdd'* format when the price shown in subfield "a" was determined to be valid.

EXAMPLES: 1. The price given in the item is Rs.165. The year of publication is 1993 and the type of binding is paper back. The content of the field 465 is:

    465: **^aRs.165^bPaper back^c1993**

    2. The price of edition of item is US dollar 300 and type of binding is hard bound. The content of the field 465 is:

    465: **^aUSD 300^bHard bound**

FIELD 466
INVOICE DETAILS

DEFINITION: The acquisition details such as bill number, date, amount paid, the name of the vendor, city, etc.

        USE: Optional. Not Repeatable

SUBFIELD A: Name of the Vendor

        USE: Optional. Not Repeatable

      NOTE: Enter the name of the vendor

SUBFIELD B: City

        USE: Optional. Not Repeatable

      NOTE: Enter the name of the city where the vendor is situated

SUBFIELD C: Invoice Number

        USE: Optional. Not Repeatable

      NOTE: Enter the invoice number given by the distributor/ vendor/ agent from whom the item was purchased.

SUBFIELD D: Date

        USE: Optional. Not Repeatable

      NOTE: Enter the date of the bill in the format "yyyymmdd".

SUBFIELD E: Amount Paid

        USE: Optional. Not Repeatable

      NOTE: Enter the amount actually paid.

SUBFIELD F: Name of Budgetary Grant

        USE: Optional. Not Repeatable

      NOTE: Enter the name of budgetary head to which the expenditure is debited.

EXAMPLES: 1.The document is purchased from Globe Book Agents, Ahmedabad. The bill number is GB/786, dated 8/10/1993 for Rs.3909. The content of the field 466 is:

      466: ^aGlobe Book Agents^bAhmedabad^cGB/786^d19931008 ^e3909

FIELD 480
SERIES STATEMENT AND ASSOCIATED STATEMENT OF
RESPONSIBILITY

DEFINITION: Characters identifying a series to which the item belongs, including any Numbering or lettering relating to the ordering of the item with a series or sub-series.

USE: Optional. Repeatable, when an item belongs to more than one series, that must be independent from each other or where there is a parallel series title. Subseries or dependent series, that can not contain meanings with out main series, it will be entered with subfield "a" with separation of dot and one space (.).

SUBFIELD A: Series statement
USE: Optional. Not Repeatable
NOTE: The title of the series should be entered in this subfield "a" as it appears on the item. For punctuation, the rules applicable to the field 200 (title field) should be followed.

SUBFIELD B: Statement of Responsibility
USE: Optional. Not Repeatable
NOTE: Enter the name of person(s) or corporate body(s) responsible for or Contributing to the creation of the series. The entry of name of person or corporate body should be as it appears on the document.

SUBFIELD C: Part statement
USE: Mandatory, if number is present with series. Not Repeatable
NOTE: Enter the number of the item (e.g. volume, part and number) within the series. Use abbreviations e.g. vol, pt, and no. The number should be converted in Arabic numerals.

SUBFIELD D: ISSN
USE: Optional. Not Repeatable
NOTE: Enter ISSN of the series as given in the document.

EXAMPLES: 1. *Coin Hoards from Roman Britain* is *occasional paper number 33* of the *British Museum*. The ISSN of the series is 0412-4815. Contents of the field 480 is:

480: **^aOccasional paper^bBritish Museum^cno. 33^d0412-4815**

2. The series information appearing on the document is *"Essex series of telecommunication and information systems edited by Andy Downton and Edie Jones"*. The content of the field 480 is:

480: **^aEssex series of telecommunication and information systems^bedited by Andy Downton and Edie Jones**

3. Intestinal permeation by M. Burke belongs to two series. Contents of field 480:

480: **^aWorkshop conference Hoechst^cvol. 4%^aInternational congress series^cno. 391**

4. X-ray diffraction topography by B K tanner belongs to two series, both of which are named on the title page. The content of the field 480 is:

480: **^aInteranational series in the science of the solid state^cvol. 10%^aPergomon international library**

FIELD 490
PART STATEMENT

DEFINITION: Data locating a part in relation to a whole item.
      USE: Mandatory. Repeatable

SUBFIELD A: Volume / Part number and designation
      USE: Mandatory. Not Repeatable successive part of volume, etc must
        be represented with separation of comma (,).
     NOTE: Enter the number appearing on the item indicating the volume, part, etc
        of a more inclusive item to which the item belongs.

SUBFIELD B: Pagination defining a part
      USE: Mandatory when the pagination is necessary to define the limits of the
        component part within the host item. Not Repeatable
     NOTE: An enumeration of the pages of a component part within the host
        document should be entered in this subfield "b".

SUBFIELD C: Other identification data defining a part
      USE: Mandatory when necessary to identify the part in relation to the whole.
        Not Repeatable
     NOTE: Enter any data other than volume/ part/ issue, numeration and
        designation which defines the part. For entry rules, prescribed in the field
        200 (title field)

EXAMPLES: 1. The document consists of two volume with a common title "Studies in
      Indian Banking and Finance". The volume 2 has a title "Modernisation of
      banking sector". The content of the field 490 is:

      490: ^aVol. 2^cModernisation of banking sector

      2. A monograph Molecular connectivity in chemistry and drug research is
      volume 14 of the series Medicinal Chemistry. The target segment
      describes the monograph. Since the monograph is part of the series, the
      part statement appears in the target segment with the other elements that
      describe the monograph. Contents of the fields 490 and 480 are:

      490: ^aVol. 14

      480: ^aMedicinal Chemistry^cvol. 14

FIELD 500
NOTE

DEFINITION: Any information about the item which is not entered elsewhere in the record and useful to provide access.

USE: Optional. Repeatable, may be used to describe where and under what conditions an item is available.

SUBFIELD A: Note

USE: Optional. Not Repeatable

NOTE: Enter any kind of note which does not deal with bibliographic relationships (field 510).

EXAMPLES: 1. The document, "Economics" has a note "Collection of essays on economic subjects". The content of the field 500 is:

500: ^aCollection of essays on economic subjects

2. The document "Informetrics" is also published in Canada. The content of the field 500 is:

500: ^aThe document is published simultaneously in Canada.

3. The document available in microfische/ film. The content of the field 500 is:

500: ^aAvailable in microfische/film

4. The document is published based on the thesis titled "Networking of Libraries : Indian Scenario". The content of the field 500 is:

500: ^aBased on the thesis titled "Networking of Libraries: Indian scenario"

5. The document includes Appendix and indexes. Contents of field 500:

500: ^aIncludes Appendix and indexes

FIELD 510
NOTE ON BIBLIOGRAPHICAL RELATIONSHIP

DEFINITION: A note describing a bibliographic relationship between one item and another.

    USE: Optional. Repeatable

SUBFIELD A: Note

    USE: Optional. Repeatable

    NOTE: Enter notes on the relationship between one item and another.

EXAMPLES: 1. Previous edition was published in 1970 as "Anatomy for students and teachers for physical education".

    510: ^aPrevious ed. Published as 'Anatomy for students and teachers for physical edition.'

2. A note is taken from the item itself. The note is entered in quotation marks in the source format to indicate this. Contents of field 510:

    510: ^a'Reprinted from an unpublished experimental edition'

3. One bibliography is attached with item. The content of the field 510 is:

    510: ^aBibliography included : pages 250-270.

FIELD 610
CLASSIFICATION SCHEME NOTATION

DEFINITION: A notation assigned to an item according to the provisions of a classification scheme.

USE: Optional. Repeatable either for each classification notation or for each classification system.

SUBFIELD A: Notation

USE: Mandatory. Not Repeatable

NOTE: Enter the class number assigned to an item.

SUBFIELD B: Classification Scheme code

USE: Mandatory. Not Repeatable

CODE: Single digit code representing the Classification scheme.

C --- Colon Classification
D --- Dewey Decimal
L --- Library of Congress Classification
U --- Universal Decimal classification

NOTE: Enter one digit alphabetic code indicating the classification scheme used in subfield "a".

SUBFIELD C: Identification/Version/Edition of Classification Scheme

USE: Mandatory. Not Repeatable

NOTE: Enter the identification/version /edition number of the classification scheme, which is adopted by the library to provide notation to the item.

SUBFIELD D: Book Number

USE: Mandatory. Not Repeatable

NOTE: Enter the book number of the item, which is given by the library for identifying it.

EXAMPLES: 1. The class number of the document "Classified catalogue code with Additional rules for dictionary catalogue code" is 2:55N3. The book number is qN58. The classification scheme used is Colon Classification edition seven. The content of the field 610 is:

610: **^a2:55N3^bC^c7th^dqN58**

2. The document on Computer printer is classified 681.327.54'11 according to the Universal Decimal Classification (UDC) and book number given to the item is CPR. Contents of field 610 is:

610: ^a681.327.54'11^bU^dCPR

FIELD 620
SUBJECT DESCRIPTOR

DEFINITION: A word, term, name or phrase chosen to express a concept or a combination of concepts which describes the subject content of the item.\
      USE: Mandatory. Repeatable

SUBFIELD A: Subject Descriptor
      USE: Mandatory. Not Repeatable
    NOTE: Enter the subject descriptors selected from Library of Congress Subject Headings List.

EXAMPLES: 1. The LC Subject Headings assigned to a document "Library and information services" are (1) Libraries (2) Information services (3) Libraries and information services. The content of the field 620 is:

620: ^aLibraries%^aInformation services%^aLibraries and information services

2. The following terms have been applied to a document in the Zoological Record: Radioactive pollution/ Marine habitat/ Echinoidea/ Arbacea Punctulata. Contents of field 620:

620: ^aRadioactive pollution%^aMarine habitat%^aEchinoidea%^a Arbacea Punctulata

FIELD 900
ACCESSION NUMBER

DEFINITION: A unique number assigned by the library to the item.
USE: Mandatory. Repeatable

SUBFIELD A: Accession Number
USE: Mandatory. Not Repeatable
NOTE: Enter the accession number given by the library in this subfield "a". Accession number may be numeric or alpha numeric as used by the library. Enter more than one accession number if multiple copies of the same document are available.

EXAMPLES: 1. The accession number of the document is 897652. The content of the field 900 is:

900: **^a897652**

2. The multiple copies of the same document are having more than one accession number. The content of the field 900 is:

900: **^aphy-7890%^aphy-8762**