Defining an "Access Level" MARC/AACR Catalog Record

Project Report

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1. Background

In December 2003, the Processing Rule Analysis Group submitted a report to the Cataloging Directorate embodying a number of recommendations focussed on bibliographic control of the digital content for which the directorate has responsibility. The group recommended three modes of bibliographic control, each to be applied to a defined category of resources: Web guides, MODS records, and MARC/AACR records. For a subset of resources in the third category, the group recommended defining an "access level" record, designed specifically to support subject and content-oriented access and to reduce the traditional emphasis on description.

2. Scope

The "access level" record is to be used for remote access monographic and integrating resources that are represented in Library of Congress "collections" in digital form only.

The resources to which "access level" cataloging will be applied include those that have sufficient research value to merit inclusion in the LC catalog (i.e., in the ILS database), but that do not require "full level" cataloging.

"Access level" records will also be used to provide indirect access through the ILS at the collection or aggregate level to resources identified in web guides created by LC and to resources for which LC has created MODS records at the item level.

The data requirements and cataloging guidelines for "access level" records cover only those types of resources for which the Cataloging Directorate is responsible (i.e., cartographic and visual materials are excluded). It should be noted, however, that while the scope of the project has been limited to resources that fall under the responsibility of the Cataloging Directorate, there is potential for building on the exercise undertaken in the project and extending the scope of application "access level" records to other types of resources.

3. Objectives

The specific objectives to be achieved by defining an "access level" record have been formulated as follows:

Functionality:

- The data contained in an "access level" record should be sufficient to enable a user conducting a name, title, subject, genre, keyword, or identifier search of the LC catalog to find the record and access the remote electronic resource represented by the record via a URI link.

- The content rules used to create the data in the record should conform sufficiently with those used to create other records in the LC catalog to enable a user to search effectively across various resource types and retrieve "access level" records along with other types of records relevant to the search.

- The record should function, when required, as a collection level record for an aggregate remote access electronic resource, with a pointer to item level records in Web guides, MODS records, or other finding aids.

- The record should provide sufficient data to function within an integrated systems environment as a core description to which supplementary data required for applications such as acquisitions and inventory management can be linked.

- The record should function effectively in the context of federated search and meta-search applications.

Cost-efficiency:

- The cost of creating an "access level" record should be less than the cost of creating a "full level" record for a remote access electronic resource.

- The cost of maintaining the record should be less than the cost of maintaining a "full level" record for a remote access electronic resource.

Conformity with current standards:

- The content rules used to create an "access level" record should conform to current standards for descriptive cataloging (AACR2) and subject access (LCSH, etc.).

- The content designation of data contained in the record should conform to MARC 21 specifications.

- Conformity of "access level" records with AACR2, LCSH, and MARC 21 standards should permit their distribution to MARC record subscribers.

4. Defining a core data set

The core data set for an "access level" record was developed by analysing functional requirements in relation to specific uses to be supported by the record. (For details, see Appendix A.)

The analysis took as its starting point the four generic user tasks (*find*, *identify*, *select*, and *obtain*) and the four entities of primary interest to the user (*work*, *expression*, *manifestation*, and *item*) that are defined in *Functional Requirements for Bibliographic Records* (FRBR).

The specific user tasks to be supported by an "access level" record were identified as follows.

The "access level" record should enable the user to:

1. FIND a specific resource:
    a) when searching under a title associated with the resource
    b) when searching (alone or in conjunction with a title search) under the name of a *person* or *corporate body* associated with the resource
    c) when searching under the name of a *place* associated with the resource
    d) when searching under an identifier assigned to the resource

2. FIND all relevant resources:
    a) when searching under the name of a *person* or *corporate body* associated with the content of the resource
    b) when searching under the name of a *place* associated with the resource
    c) when searching under the title of a *work* contained in the resource
    d) when searching under the name of a *person* or *corporate body* associated with a series in

which the resource is included
e) when searching under the title of a series in which the resource is included
f) when searching under a term representing a subject treated or depicted in the resource
g) when searching under a term representing the genre or form of the resource

3. IDENTIFY a work contained in the resource:
a) when the *work* is known by a title other that given in the *manifestation*
b) when the title of the *work* is the same as, similar to, or related to that of another *work*
c) when the *work* is a dependent component of a host *work*
d) when the *work* is associated with a preceding or succeeding *work*

4. IDENTIFY an expression contained in the resource:
a) when there are two or more *expressions* of the *work* available

5. IDENTIFY the manifestation embodying the resource:
a) when there are two or more *manifestations* containing the same or similar *expressions* of the *work*

6. SELECT a work contained in the resource:
a) based on its subject coverage
b) based on its geographic coverage
c) based on its chronological coverage
d) based on its intended audience

7. SELECT an expression contained in the resource:
a) based on the form of expression
b) based on language
c) based on a summary of the content

8. SELECT a manifestation:
a) based on country of publication, distribution, etc.

9. ACCESS the resource:
a) through a network connection

For each of those specific tasks, the attributes and relationships (i.e., the characteristics of the entity that is the focus of the user's interest and its relationships to other entities) required to support the task were identified. Each of the attributes and relationships was then mapped to its corresponding element in AACR and to the data elements defined in the MARC 21 bibliographic and authorities formats in which the AACR element is recorded.

The project team assigned a value (high/low) to each FRBR attribute or relationship and to each AACR and MARC data element as they relate to the specific tasks against which they are listed. Those assessments were then used as the basis for defining the core data set for the "access level" record.

5. Mandatory data elements

The mandatory data elements defined for inclusion in an "access level" record comprise those that were assigned a high value in relation to one or more of the specific user tasks that were identified for the core data set exercise, supplemented by a number of MARC data elements required to support record processing.

The AACR and subject access elements defined as **mandatory** (in bold), mandatory if applicable (regular font), or optional (*) for "access level" records can be represented schematically as follows:

> Main entry heading
> [Uniform title]
>   **Title proper [GMD]**. — Edition statement.
>   Standard number
>   Note on mode of access
>   Note on audience*
>   Summary
>   Note on restrictions on access and use
> Subject added entries
> Index terms – uncontrolled
> Name, title, and/or name-title added entries
> Series added entry
> Library of Congress classification number
> **Universal resource identifier (URI)**
> Library of Congress identifier/location

AACR elements to be recorded in coded or structured form only are as follows:

> **Place of publication, distribution, etc. (008/15-17)**
> **Date of publication, distribution, etc. (008/07-10)**
> **Language (008/35-37)**
> Publisher number (028)

Additional MARC elements required to support record processing are as follows:

> **Leader**
> **001 Control number**
> **003 Control number identifier**
> **005 Date and time of latest transaction**
> **006/34 (CR) Entry convention** (for integrating resources only)
> **007/00 (ER) Category of material**
> **007/01 (ER) Specific material designation**
> **008/00-05 Date entered on file**
> **008/06 Type of date**
> **008/23 (Books/Music) Form of item**
> **008/39 Cataloging source**
> **010 Library of Congress control number**
> **040 Cataloging source**
> **042 Authentication code**

For a detailed listing of all mandatory, mandatory if applicable, and optional data elements to be included in "access level" records see Appendix B.

6. Cataloging guidelines

A set of draft cataloging guidelines has been developed for each of the AACR and subject access elements designated as mandatory or mandatory if applicable for "access level" records (see Appendix C).

In general, the cataloging guidelines are consistent with AACR and LC practice insofar as those rules and practices are applicable to remote access resources falling within the proposed scope

of application of "access level" records. However, the guidelines have been specifically designed to address problematic aspects frequently encountered with remote access monographic and integrating resources. As a result, the guidelines are in some instances more restrictive than the rules in AACR (e.g., with respect to sources for particular elements). In one or two cases, the guidelines override AACR provisions (e.g., in directing the cataloger not to provide an approximate date of publication, distribution, etc. if a date is not readily obtainable from designated sources).

7. Encoding level and authentication code

The mandatory data elements defined for inclusion in an "access level" do not meet BIBCO core record standards for monographic electronic records, nor do they meet national standards for minimal level records. For a detailed comparison of "access level" records with BIBCO core record standards see Appendix D, and for a detailed comparison with requirements for minimal level records see Appendix E.

The only currently defined encoding level that could be applied to "access level" records is "abbreviated". Two options can be considered for designating the encoding level for "access level" records: code them as "abbreviated" records, or define a new encoding level specifically for "access level". If the first option is chosen, consideration could be given to defining a specific authentication code as a means of differentiating "access level" records from other records coded at the "abbreviated" level.

8. Recommendations

1. A pilot project should be established to test the application of the proposed "access level" record requirements and draft cataloging guidelines on remote access resources selected for inclusion in the LC catalog that do not require "full level" cataloging.

2. As part of the pilot project, a mechanism should be established to measure the costs of creating "access level" records relative to the cost of creating "full level" records and BIBCO core records for similar resources.

3. LC should also consider conducting an assessment of "access level" records in the context of the user studies initiative identified in the Bibliographic Access Division's strategic plan.

4. The proposed cataloging guidelines should be further developed, if necessary, to address problematic aspects of applying "access level" requirements and guidelines to resources catalogued in the course of the pilot project.

5. The proposed cataloging guidelines, and any additional guidelines developed during the pilot project, should be assessed by the Cataloging Policy and Support Office to determine whether any restrictions or overrides to AACR rules embodied in the guidelines merit rule revision proposals.

6. For the purposes of the pilot project, "access level" records should be coded as "abbreviated" records, and a new authentication code should be devised to differentiate "access level" records from other records coded at the "abbreviated" level.

7. After the pilot project has been completed, LC should consider proposing the adoption of "access level" requirements and cataloging guidelines by BIBCO as the basis for cooperative development of a database of "access level" records for shared use. As part of that proposal, consideration should be given to defining a new encoding level for "access level" records.

Appendix A

Core Data Set for "Access Level" MARC/AACR Catalog Records

The table that follows has been designed as a tool to assist in the development of a core data set for "access level" MARC/AACR catalog records for remote access electronic monographs and integrating resources.

The table has been set up to focus on the user tasks to be supported by the record, and is structured around four generic user tasks, which are defined in *Functional Requirements for Bibliographic Records* (FRBR) as follows:

FIND   To find entities that correspond to the user's stated search criteria (i.e., to locate either a single entity or a set of entities in a file or database as the result of a search using an attribute or relationship of the entity).

IDENTIFY   To identify an entity (i.e., to confirm that the entity described corresponds to the entity sought, or to distinguish between two or more entities with similar characteristics).

SELECT   To select an entity that is appropriate to the user's needs (i.e., to choose an entity that meets the user's requirements with respect to content, physical format, etc., or to reject an entity as being inappropriate to the user's needs).

OBTAIN   To acquire or obtain access to the entity described (i.e., to acquire an entity through purchase, loan, etc. or to access an entity electronically through an online connection to a remote computer).

Each of the user tasks has in turn been related, as applicable, to one or more of three entities that are of primary interest to the user, which are defined in FRBR as follows:

Work   A distinct intellectual or artistic creation.

Expression   The intellectual or artistic realization of a *work* in the form of alpha-numeric, musical, or choreographic notation, sound, image, object, movement, etc., or any combination of such forms.

Manifestation The physical embodiment of an *expression* of a *work*.

Item   A single exemplar of a *manifestation*.

User tasks

As a starting point for discussion, the table identifies a number of potential tasks to be supported by "access level" records, as follows.

The "access level" record should enable the user to:

1. FIND a specific resource:
   a) when searching under a title associated with the resource
   b) when searching (alone or in conjunction with a title search) under the name of a *person* or *corporate body* associated with the resource
   c) when searching under the name of a *place* associated with the resource
   d) when searching under an identifier assigned to the resource

2. FIND all relevant resources:
a) when searching under the name of a *person* or *corporate body* associated with the content of the resource
b) when searching under the name of a *place* associated with the resource
c) when searching under the title of a *work* contained in the resource
d) when searching under the name of a *person* or *corporate body* associated with a series in which the resource is included
e) when searching under the title of a series in which the resource is included
f) when searching under a term representing a subject treated or depicted in the resource
g) when searching under a term representing the genre or form of the resource

3. IDENTIFY a work contained in the resource:
a) when the *work* is known by a title other that given in the *manifestation*
b) when the title of the *work* is the same as, similar to, or related to that of another *work*
c) when the *work* is a dependent component of a host *work*
d) when the *work* is associated with a preceding or succeeding *work*

4. IDENTIFY an expression contained in the resource:
a) when there are two or more *expressions* of the *work* available

5. IDENTIFY the manifestation embodying the resource:
a) when there are two or more *manifestations* containing the same or similar *expressions* of the *work*

6. SELECT a work contained in the resource:
a) based on its subject coverage
b) based on its geographic coverage
c) based on its chronological coverage
d) based on its intended audience

7. SELECT an expression contained in the resource:
a) based on the form of expression
b) based on language
c) based on a summary of the content

8. SELECT a manifestation:
a) based on country of publication, distribution, etc.

9. ACCESS the resource:
a) through a network connection

It should be noted that while the "access level" record is focused on "resource discovery," the specific tasks identified above extend beyond "searching" *per se*. It is assumed that in order to support resource discovery in an effective way, the record must enable the user, to some extent at least, to differentiate and select among resources listed in a results set when an initial search yields more than one hit. In other words, the record must serve as more than just a set of index entries. However, the extent to which the "access level" record will differentiate one *work*, *expression*, or *manifestation* from another, or assist the user in selecting among the resources identified in a results set will be limited in comparison with a "full" record or "partial" records designed for other purposes.

Note also that task 8 (select a manifestation based on country of publication, distribution, etc.) has been included not as a "resource discovery" task *per se*, but as an administrative task performed by selection and acquisitions staff in the process of identifying resources that may be subject to copyright deposit and in the course of compiling statistics.

Associated attributes and relationships

The second column in the table identifies the attributes and relationships (i.e., the characteristics of the entity that is the focus of the user's interest and its relationships to other entities) that are associated with the specific user task identified in the first column. For the most part, the attributes and relationships in the strawman table correspond to those that were assigned a "high value" in relation to the parallel task in FRBR. In some cases, however, adjustments have been made to reflect the fact that the focus for "access level" records is on remote access electronic monographs and integrating resources. In addition, the project team was asked to assess from their own perspective the relative importance of each of the attributes and relationships associated with a specific task, and to assign values to them accordingly. As part of that exercise, attributes and relationships that were not assigned a "high value" in FRBR were added to the table as deemed appropriate by the project team. Similarly, some of those included in the draft table were assigned only a low value.

It should be noted, as well, that certain attributes and relationships assigned a "high value" in FRBR with respect to specific categories of *works*, *expressions*, or *manifestations*, have not been included in the strawman draft. Again, as part of the exercise of assigning values, some of those category-specific attributes and relationships omitted from the draft were added to the table by the project team.

Corresponding AACR data elements

For each FRBR attribute or relationship associated with a specific user task, the table lists one or more AACR data elements that reflect that attribute or relationship. In cases where the AACR data element is broader in scope than the specific attribute or relationship, a qualifying term has been added to the name of the data element to indicate the specific type of data encompassed within that element that corresponds to the FRBR attribute or relationship.

It should be noted that not all of the data elements listed in the table qualify strictly as AACR data elements. Subject added entries, subject references, genre/form terms, genre/form references, classification numbers, and subject category codes have been listed as well in order to reflect the corresponding FRBR relationships.

Corresponding MARC data elements

The table provides a comprehensive list of data elements defined in the MARC 21 bibliographic and authorities formats that correspond to the attributes and relationships and AACR data elements associated with each of the specific user tasks. Certain data elements, however, have been omitted, on the assumption that those data are not normally included in records created by the Library of Congress.

MARC data elements are listed at the subfield or character position level. Field numbers preceded by an "A" indicate data elements defined in the authorities format. Coded data elements that parallel data recorded in textual form in variable fields are listed separately, immediately following the corresponding variable field data elements.

Value

The project team has assigned a value (high/low) to each FRBR attribute or relationship and to each AACR and MARC data element as they relate to the specific tasks against which they are listed. Those assessments have been used as the basis for defining the core data set for the "access level" record.

[Insert Core Data Set table]

Appendix B

"Access Level" MARC/ACCR Catalog Record

Mandatory Data Elements

M = Mandatory   A = Mandatory if applicable   O = Optional

Data Element	M/A	Notes
Bibliographic Record		
Leader	M	System-supplied except as below
06 Type of record	M	
07 Bibliographic level	M	
17 Encoding level	M	
18 Descriptive cataloging form	M	
001 **Control number**	M	System-supplied
003 **Control number identifier**	M	System-supplied
005 **Date and time of latest transaction**	M	System-supplied
006 **Fixed-length data elements – additional material …**	M	
34 (CR) Entry convention	M	
007 **Physical description fixed field (ER)**	M	
00 Category of material	M	
01 Specific medium designation	M	
008 **Fixed-length data elements – general information**	M	System-supplied fill character except as below
00-05 Date entered on file	M	System-supplied
06 Type of date	M	
07-10 Date 1	M	
15-17 Place of publication, etc.	M	See *Cataloging Guidelines*, 7.
23 (Books/Music) Form of item	M	
35-37 Language	M	
39 Cataloging source	M	
010 **Library of Congress control number**	M	
‡a LC control number	M	
‡z Cancelled/invalid LC control number	A	
020 **International standard book number**	A	See *Cataloging Guidelines*, 9.
‡a ISBN	A	
‡z Cancelled/invalid ISBN	A	
022 **International standard serial number**	A	See *Cataloging Guidelines*, 9.
‡a ISSN	A	
‡y Incorrect ISSN	A	
‡z Cancelled ISSN	A	

Data Element	M/A	Notes
024 **Other standard identifier**	A	See *Cataloging Guidelines*, 9.
‡a Standard number or code	A	
‡z Cancelled/invalid number or code	A	
028 **Publisher number**	A	
‡a Publisher number	A	
040 **Cataloging source**	M	
‡a Original cataloging agency	M	
‡c Transcribing agency	M	
‡d Modifying agency	A	
042 **Authentication code**	M	
‡a Authentication code	M	
050 **Library of Congress call number**	A	See *Cataloging Guidelines*, 22.
‡a Classification number	A	
100 **Main entry – personal name**	A	See *Cataloging Guidelines*, 2.
110 **Main entry – corporate name**	A	See *Cataloging Guidelines*, 2.
111 **Main entry – meeting name**	A	See *Cataloging Guidelines*, 2.
130 **Main entry heading – uniform title**	A	See *Cataloging Guidelines*, 3.
240 **Uniform title**	A	See *Cataloging Guidelines*, 3.
245 **Title and statement of responsibility**	M	
‡a Title proper	M	See *Cataloging Guidelines*, 4.
‡h Medium	M	See *Cataloging Guidelines*, 5.
‡n Number of part/section	A	
‡p Name of part/section	A	
246 **Varying form of title**	A	See *Cataloging Guidelines*, 19.
‡a Variant title	A	
‡n Number of part/section	A	
‡p Name of part/section	A	
247 **Former title or title variations**	A	See *Cataloging Guidelines*, 19.
‡a Former title proper	A	
‡n Number of part/section	A	
‡p Name of part/section	A	
250 **Edition statement**	A	See *Cataloging Guidelines*, 6.
‡a Edition statement	A	
440 **Series statement/added entry title**	A	See *Cataloging Guidelines*, 21.
506 **Restrictions on access note**	A	See *Cataloging Guidelines*, 15.
‡a Terms governing access	A	
‡b Jurisdiction	A	
‡d Authorized users	A	
‡e Authorization	A	

	Data Element	M/A	Notes
520	**Summary, etc.**	A	See *Cataloging Guidelines*, 14.
	‡a Summary, etc.	A	
521	**Target audience note**	O	See *Cataloging Guidelines*, 13.
	‡a Target audience note	O	
538	**System details note**	A	See *Cataloging Guidelines*, 12.
	‡a System details note – mode of access		
540	**Terms governing use and reproduction note**	A	See *Cataloging Guidelines*, 15.
	‡a Terms governing use …	A	
	‡b Jurisdiction	A	
	‡c Authorization	A	
	‡d Authorized users	A	
600	**Subject added entry – personal name**	A	See *Cataloging Guidelines*, 17.
610	**Subject added entry – corporate name**	A	See *Cataloging Guidelines*, 17.
611	**Subject added entry – meeting name**	A	See *Cataloging Guidelines*, 17.
630	**Subject added entry – uniform title**	A	See *Cataloging Guidelines*, 17.
650	**Subject added entry – topical term**	A	See *Cataloging Guidelines*, 17.
651	**Subject added entry – geographic name**	A	See *Cataloging Guidelines*, 17.
653	**Index term – uncontrolled**	A	See *Cataloging Guidelines*, 17.
700	**Added entry – personal name**	A	See *Cataloging Guidelines*, 18 & 20.
710	**Added entry – corporate name**	A	See *Cataloging Guidelines*, 18 & 20.
711	**Added entry – meeting name**	A	See *Cataloging Guidelines*, 18 & 20.
730	**Added entry – uniform title**	A	See *Cataloging Guidelines*, 19.
773	**Host item entry**	A	See *Cataloging Guidelines*, 16
	‡a Main entry heading	A	
	‡t Title	A	
780	**Preceding entry**	A	See *Cataloging Guidelines*, 11
	‡a Main entry heading	A	
	‡t Title	A	
785	**Succeeding entry**	A	See *Cataloging Guidelines*, 11
	‡a Main entry heading	A	
	‡t Title	A	
800	**Series added entry – personal name**	A	See *Cataloging Guidelines*, 21.
810	**Series added entry – corporate name**	A	See *Cataloging Guidelines*, 21.
811	**Series added entry – meeting name**	A	See *Cataloging Guidelines*, 21.

	Data Element	M/A	Notes
830	**Series added entry – uniform title**	A	See *Cataloging Guidelines*, 21.
856	**Electronic location and access**	M	See *Cataloging Guidelines*, 23 & 24.
	‡u Uniform resource identifier	M	
	‡3 Materials specified	A	

Authority Record

	Data Element	M/A	Notes
100	**Heading – personal name**	A	See *Cataloging Guidelines*, 2.
110	**Heading – corporate name**	A	See *Cataloging Guidelines*, 2.
111	**Heading – meeting name**	A	See *Cataloging Guidelines*, 2.
130	**Heading – uniform title**	A	See *Cataloging Guidelines*, 3.
400	**See from tracing – personal name**	A	See *Cataloging Guidelines*, 25.
410	**See from tracing – corporate name**	A	See *Cataloging Guidelines*, 25.
411	**See from tracing – meeting name**	A	See *Cataloging Guidelines*, 25.
430	**See from tracing – uniform title**	A	See *Cataloging Guidelines*, 25.
448	**See from tracing – chronological term**	A	
450	**See from tracing – topical term**	A	
451	**See from tracing – geographic name**	A	
455	**See from tracing – genre/form term**	A	
480	**See from tracing – general subdivision**	A	
481	**See from tracing – geographic subdivision**	A	
482	**See from tracing – chronological subdivision**	A	
485	**See from tracing – form subdivision**	A	

Appendix C

"Access Level" MARC/ACCR Catalog Record

Draft Cataloging Guidelines

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

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.)

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 cannot 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*.

Appendix D

Comparison of
"Access Level" Mandatory Data Elements
with
PCC-BIBCO Core Record Requirements
(Monographic Electronic Resources)

M = Mandatory   A = Mandatory if applicable   O = Optional   - = Not required

Data Element	Access Level Requirement	BIBCO Core Requirement
Leader	M	M
06 Type of record	M	M
07 Bibliographic level	M	M
17 Encoding level	M	M
18 Descriptive cataloging form	M	M
001 **Control number**	M	M
003 **Control number identifier**	M	M
005 **Date and time of latest transaction**	M	M
007 **Physical description fixed field (ER)**	M	M
00 Category of material	M	M
01 Specific material designation	M	M
008 **Fixed-length data elements – general information**	M	M
00-05 Date entered on file	M	M
06 Type of date/publication status	M	M
07-10 Date 1	M	M
11-14 Date 2	-	M
15-17 Place of publication, etc.	M	M
18-20 (VM) Running time	-	M
20 (Music) Format of music	-	M
22 (Books) Target audience	-	M
23 (Books/Music) Form of item	M	M
24-29 (Music) Accompanying material	-	M
26 (ER) Type of computer file	-	M
28 (Books/ER/VM) Government publication	-	M
29 (VM) Form of item	-	M
30-31 (Music) Literary text for sound recordings	-	M
33 (VM) Type of visual material	-	M
34 (Books) Biography	-	M
34 (VM) Technique	-	M
35-37 Language	M	M
38 Modified record code	-	M
39 Cataloging source	M	M
010 **Library of Congress control number**	M	A
‡a LC control number	M	A
‡z Cancelled/invalid LC control number	A	A

	Data Element	Access Level Requirement	BIBCO Core Requirement
020	**International standard book number**	A	A
	‡a ISBN	A	A
	‡z Cancelled/invalid ISBN	A	A
022	**International standard serial number**	A	A
	‡a ISSN	A	A
	‡y Incorrect ISSN	A	A
	‡z Cancelled ISSN	A	A
024	**Other standard identifier**	A	-
	‡a Standard number or code	A	-
	‡z Cancelled/invalid number or code	A	-
028	**Publisher number**	A	-
	‡a Publisher number	A	-
040	**Cataloging source**	M	M
	‡a Original cataloging agency	M	A
	‡b Language of cataloging	-	A
	‡c Transcribing agency	M	A
	‡d Modifying agency	A	A
042	**Authentication code**	M	M
	‡a Authentication code	M	M
050	**Library of Congress call number**	A	-
	‡a Classification number	A	-
100	**Main entry – personal name**	A	A
110	**Main entry – corporate name**	A	A
111	**Main entry – meeting name**	A	A
130	**Main entry heading – uniform title**	A	A
240	**Uniform title**	A	A
245	**Title and statement of responsibility**	M	M
	‡a Title proper	M	M
	‡b Remainder of title	-	A
	‡c Statement of responsibility	-	A
	‡h Medium	M	M
	‡k Form	-	A
	‡n Number of part/section	A	A
	‡p Name of part/section	A	A
	‡s Version	-	A
246	**Varying form of title**	A	A
	‡a Variant title	A	A
	‡b Remainder of title	-	A
	‡f Date or sequential designation	-	A
	‡g Miscellaneous information	-	A
	‡h Medium	-	A
	‡n Number of part/section	A	A
	‡p Name of part/section	A	A

	Data Element	Access Level Requirement	BIBCO Core Requirement
247	**Former title or title variations**	A	-
	‡a Former title proper	A	-
	‡n Number of part/section	A	-
	‡p Name of part/section	A	-
250	**Edition statement**	A	A
	‡a Edition statement	A	A
	‡b Remainder of edition statement	-	A
260	**Publication, distribution, etc. (Imprint)**	-	M
	‡a Place of publication, distribution, etc.	-	M
	‡b Name of publisher, distributor, etc.	-	A
	‡c Date of publication, distribution, etc.	-	M
	‡e Place of manufacture	-	A
	‡f Manufacturer	-	A
	‡g Date of manufacture	-	A
300	**Physical description**	-	M
	‡a Extent	-	M
	‡b Other physical details	-	A
	‡c Dimensions	-	M
	‡e Accompanying material	-	A
440	**Series statement/added entry title**	A	A
490	**Series statement**	-	A
	‡a Series statement	-	A
	‡v Volume/sequential designation	-	A
	‡x International Standard Serial Number	-	A
500	**General note**	-	M
	‡a [Source of title proper, if other than chief source]	-	M
500	**General note**	-	A
	‡a [Source of edition statement]	-	A
500	**General note**	-	A
	‡a Accompanying material	-	A
501	**With note**	-	A
	‡a With note	-	A
502	**Dissertation note**	-	A
	‡a Dissertation note	-	A
505	**Formatted contents note**	-	A
	‡a Formatted contents note	-	A
	‡g Miscellaneous information	-	A
	‡r Statement of responsibility	-	A
	‡t Title	-	A
	‡u Uniform resource identifier	-	A

	Data Element	Access Level Requirement	BIBCO Core Requirement
506	**Restrictions on access note**	A	-
	‡a Terms governing access	A	-
	‡b Jurisdiction	A	-
	‡d Authorized users	A	-
	‡e Authorization	A	-
520	**Summary, etc.**	A	A
	‡a Summary, etc.	A	A
521	**Target audience note**	O	-
	‡a Target audience note	O	-
538	**System details note**	A	M
	‡a System details note – mode of access	A	M
540	**Terms governing use and reproduction note**	A	-
	‡a Terms governing use …	A	-
	‡b Jurisdiction	A	-
	‡c Authorization	A	-
	‡d Authorized users	A	-
600	**Subject added entry – personal name**	A	A
610	**Subject added entry – corporate name**	A	A
611	**Subject added entry – meeting name**	A	A
630	**Subject added entry – uniform title**	A	A
650	**Subject added entry – topical term**	A	A
651	**Subject added entry – geographic name**	A	A
653	**Index term – uncontrolled**	A	-
655	**Index term – genre/form**	-	A
700	**Added entry – personal name**	A	A
710	**Added entry – corporate name**	A	A
711	**Added entry – meeting name**	A	A
730	**Added entry – uniform title**	A	A
773	**Host item entry**	A	-
	‡a Main entry heading	A	-
	‡t Title	A	-
780	**Preceding entry**	A	-
	‡a Main entry heading	A	-
	‡t Title	A	-

	Data Element	Access Level Requirement	BIBCO Core Requirement
785	**Succeeding entry**	A	-
	‡a Main entry heading	A	-
	‡t Title	A	-
800	**Series added entry – personal name**	A	A
810	**Series added entry – corporate name**	A	A
811	**Series added entry – meeting name**	A	A
830	**Series added entry – uniform title**	A	A
856	**Electronic location and access**	M	M
	‡u Uniform resource identifier	M	M
	‡3 Materials specified	A	-

Appendix E

Comparison of
"Access Level" Mandatory Data Elements
with
Minimal Level Record Requirements

M = Mandatory   A = Mandatory if applicable   O = Optional   - = Not required

Data Element	Access Level Requirement	MLR Requirement
Leader	M	M
06 Type of record	M	M
07 Bibliographic level	M	M
17 Encoding level	M	M
18 Descriptive cataloging form	M	M
001 Control number	M	M
003 Control number identifier	M	M
005 Date and time of latest transaction	M	M
006 Fixed-length data elements – additional material …	M	-
34 (CR) Entry convention	M	-
007 Physical description fixed field (ER)	M	-
00 Category of material	M	-
01 Specific material designation	M	-
008 Fixed length data elements – general information	M	M
00-05 Date entered on file	M	M
06 Type of date/publication status	M	-
07-10 Date 1	M	-
15-17 Place of publication, etc.	M	-
20 (Music) Format of music	-	M
23 (Books/Music) Form of item	M	-
33 (VM) Type of visual material	-	M
34 (CR) Entry convention	M	M
35-37 Language	M	M
39 Cataloging source	M	M
010 Library of Congress control number	M	A
‡a LC control number	M	A
‡z Cancelled/invalid LC control number	A	A
016 National bibliographic agency control number	-	A
‡a Record control number	-	A
‡z Cancelled/invalid control number	-	A
‡2 Source	-	A
020 International standard book number	A	A
‡a ISBN	A	A
‡z Cancelled/invalid ISBN	A	A

Data Element		Access Level Requirement	MLR Requirement
022	**International standard serial number**	A	A
	‡a ISSN	A	A
	‡y Incorrect ISSN	A	A
	‡z Cancelled ISSN	A	A
024	**Other standard identifier**	A	A
	‡a Standard number or code	A	A
	‡d Additional codes following standard number	-	A
	‡z Cancelled/invalid number or code	A	A
	‡2 Source of number or code	-	A
028	**Publisher number**	A	
	‡a Publisher number	A	
	‡b Source	-	A
040	**Cataloging source**	M	M
	‡a Original cataloging agency	M	A
	‡b Language of cataloging	-	A
	‡c Transcribing agency	M	M
	‡d Modifying agency	A	A
042	**Authentication code**	A	A
	‡a Authentication code	A	A
050	**Library of Congress call number**	A	-
	‡a Classification number	A	-
066	**Character set present**	-	A
	‡c Alternate G0 or G1 character set	-	A
100	**Main entry – personal name**	A	A
110	**Main entry – corporate name**	A	A
111	**Main entry – meeting name**	A	A
130	**Main entry heading – uniform title**	A	A
240	**Uniform title**	A	A
245	**Title and statement of responsibility**	M	M
	‡a Title proper	M	M
	‡c Statement of responsibility	-	A
	‡h Medium	M	M
	‡k Form	-	A
	‡n Number of part/section	A	A
	‡p Name of part/section	A	A
	‡s Version	-	A
246	**Varying form of title**	A	A
	‡a Variant title	A	A
	‡f Date or sequential designation	-	A
	‡n Number of part/section	A	A
	‡p Name of part/section	A	A

Data Element	Access Level Requirement	MLR Requirement
247 **Former title or title variations**	A	-
‡a Former title proper	A	-
‡n Number of part/section	A	-
‡p Name of part/section	A	-
250 **Edition statement**	A	A
‡a Edition statement	A	A
254 **Musical presentation statement**	-	A
‡a Musical presentation statement	-	A
260 **Publication, distribution, etc. (Imprint)**	-	A
‡b Name of publisher, distributor, etc.	-	A
‡c Date of publication, distribution, etc.	-	A
300 **Physical description**	-	M
‡a Extent	-	M
362 **Dates of publication / sequential designation**	-	A
‡a Dates of publication / sequential designation	-	A
440 **Series statement/added entry title**	A	A
490 **Series statement**	-	A
506 **Restrictions on access note**	A	-
‡a Terms governing access	A	-
‡b Jurisdiction	A	-
‡d Authorized users	A	-
‡e Authorization	A	-
511 **Participant or performer note**	-	A
‡a Participant or performer note	-	A
520 **Summary, etc.**	A	-
‡a Summary, etc.	A	-
521 **Target audience note**	O	-
‡a Target audience note	O	-
533 **Reproduction note**	-	A
‡a Type of reproduction	-	A
‡b Place of reproduction	-	A
‡c Agency responsible for reproduction	-	A
‡d Date of reproduction	-	A
‡e Physical description of reproduction	-	A
‡f Series statement of reproduction	-	A
‡m Dates and/or sequential designation of issues …	-	A
538 **System details note**	A	-
‡a System details note – mode of access	A	-

	Data Element	Access Level Requirement	MLR Requirement
540	**Terms governing use and reproduction note**	A	-
	‡a Terms governing use …	A	-
	‡b Jurisdiction	A	-
	‡c Authorization	A	-
	‡d Authorized users	A	-
600	**Subject added entry – personal name**	A	-
610	**Subject added entry – corporate name**	A	-
611	**Subject added entry – meeting name**	A	-
630	**Subject added entry – uniform title**	A	-
650	**Subject added entry – topical term**	A	-
651	**Subject added entry – geographic name**	A	-
653	**Index term – uncontrolled**	A	-
700	**Added entry – personal name**	A	-
710	**Added entry – corporate name**	A	-
711	**Added entry – meeting name**	A	-
730	**Added entry – uniform title**	A	-
773	**Host item entry**	A	A
	‡a Main entry heading	A	A
	‡b Edition	-	A
	‡g Relationship information	-	A
	‡r Report number	-	A
	‡s Uniform title	-	A
	‡t Title	A	A
	‡u Standard Technical Report Number	-	A
	‡x International Standard Serial Number	-	A
780	**Preceding entry**	A	A
	‡a Main entry heading	A	A
	‡b Edition	-	A
	‡s Uniform title	-	A
	‡t Title	A	A
	‡x International Standard Serial Number	-	A
785	**Succeeding entry**	A	A
	‡a Main entry heading	A	A
	‡b Edition	-	A
	‡s Uniform title	-	A
	‡t Title	A	A
	‡x International Standard Serial Number	-	A
800	**Series added entry – personal name**	A	-

	Data Element	Access Level Requirement	MLR Requirement
810	**Series added entry – corporate name**	A	-
811	**Series added entry – meeting name**	A	-
830	**Series added entry – uniform title**	A	-
856	**Electronic location and access**	M	-
	‡u Uniform resource identifier	M	-
	‡3 Materials specified	A	-