BIBCO PARTICIPANTS' MANUAL

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With contributions by
PCC Standing Committee on Training
BIBCO Operations Committee
and
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BIBCO Participants' Manual
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Carol Hixson, David Banush, and Ana Cristán, editors

Dedication

This first edition of the BIBCO Participants' Manual is a testament to the professionalism, ability, dedication and love of cataloging and training of one person, Carol Hixson. Without her tireless efforts and her "can do" spirit this work would not have come to fruition. When Carol took over as Chair of the Standing Committee on Training, she inherited this project. As she began to work on developing, collating, and reviewing the material to be included in the manual, it was evident to her that to prepare a manual that would answer questions, set out policy in one document, and be truly useful would require taking time to carefully consider each section. She was determined not to be rushed or pressured by deadlines. No matter how often the deadline approached, she simply said, "it's not ready, it will get done when it is right, not before." As I have given the manual one last look and think of the hard work that went into the manual I marvel that Carol really did get it right! As Carol herself notes this is a work in progress as it must be in order to keep up with the ever increasing changes that are taking place in the library community, but it is a solid foundation and captures the BIBCO Program's current documentation needs.

Others, of course, worked on the project under Carol's leadership. The PCC is indebted to them as well, and I thank all of them for their hard work and willingness to share their time and expertise. I think all involved would agree, however, that without Carol's persistence, leadership, and enormous personal effort the Manual would not have been completed. The PCC and the BIBCO Program can never repay Carol for her time, her patience, her frustrations, and tears spent in putting together this manual but we too can try to "get it right" by using this manual to facilitate the BIBCO Program to achieve the program's goals and potential. Now more than ever is the time for shared and sharing of bibliographic records and cooperative cataloging. Carol has our undying gratitude, and we wish her respite from her enormous task on our behalf. Thank you Carol, for your dedication, your hard work and for producing this important tool for the cataloging community.

Larry P. Alford
Chair, Policy Committee
Program for Cooperative Cataloging
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A. BIBCO Program: background and organization

A1. Overview

This manual is intended as an overview of BIBCO policies and practices and a guide to creating high quality monographic records. It is not intended to replace other essential documentation, such as AACR2, MARC 21, Program for Cooperative Cataloging (PCC) Core standards, *Library of Congress Rule Interpretations (LCRI)*, classification schedules, subject lists and thesauri, and bibliographic utility input standards. Although information from all these sources is included throughout, this manual frequently refers the user to the more detailed information to be found in the source documents, expecting that BIBCO catalogers will consult them as necessary and keep up with changes to them. Examples have been provided to illustrate principles and to help develop judgment and decision-making skills in the application of the PCC standards.

A1.1. Synopsis

BIBCO is an international cooperative program for online cataloging and is the monographic bibliographic record component of the Program for Cooperative Cataloging (PCC). Participants create cataloging records using mutually agreed upon standards and contribute them to one of the international bibliographic databases (such as the Online Computer Library Center's (OCLC) WorldCat or the Research Libraries Information Network (RLIN)). BIBCO members are responsible for contributing records that meet at least PCC Core standards, i.e., records that are of a sufficiently high quality that another library could utilize them with little or no review or local modification. Participating libraries may choose to include more than the PCC Core standards require. BIBCO records are readily identified as PCC records and are notable for having:

- all access points supported by internationally available authority records (the three exceptions are noted in Section B1.4);
- a classification number from an internationally recognized scheme, such as Library of Congress, Dewey, or National Library of Medicine classification (the exceptions are those formats where classification number is optional, as articulated in PCC Core standards); and,
- subject analysis, at the appropriate level of specificity, drawn from one of the internationally recognized thesauri such as Library of Congress Subject Headings (LCSH), Medical Subject Headings (MeSH), etc.

Membership in the BIBCO Program currently includes the national libraries of the United States and public, academic, and research libraries. All independent NACO members of the PCC are invited to join BIBCO.

BIBCO catalogers receive instruction from formally trained, practicing catalogers from PCC member institutions. Because catalogers must first be independent NACO contributors for names and, in the case of OCLC, must also have National Level Enhance authorization, it is assumed during training that the catalogers already know

the tools of the trade and are already producing high-quality cataloging. Emphasis is placed on developing judgment and decision-making skills and using internationally accepted standards and tools intelligently. High-quality cataloging is defined in terms of timeliness and usability, both to other catalogers and to end-users. After BIBCO training, cataloging output is reviewed for a period of time by an experienced BIBCO cataloger, usually from another institution. Once an institution's catalogers are released from review, there is no formal Program review process for their records. Other libraries act as an informal, continuous review panel and are encouraged to contact an institution's BIBCO liaison if there is a problem with a Program record. The list of BIBCO liaisons is posted on the PCC Web site at: http://lcweb.loc.gov/catdir/pcc

A1.2. Missions, goals, objectives

The primary mission of BIBCO is to increase the timely availability of high-quality catalog records. One goal in support of this mission is to increase the number of libraries that are participating in the PCC and contributing to the pool of records. A key objective for increasing participation is flexibility within a foundation of shared standards. By embracing a variety of recognized classification and subject heading standards and encouraging contributions from various libraries around the world via the major bibliographic utilities, the PCC hopes to make participation both cost-effective and attractive for libraries, and to increase the utility of the records worldwide.

A fundamental characteristic of the program's flexibility is the records' dynamic nature. The institution which creates the original record may choose to exceed the PCC Core standards; other authorized PCC institutions may choose to enrich existing PCC records by adding additional access points, adding subject headings or classification numbers from a different scheme, or adding or expanding notes. The focus of such enrichment is not to create the fullest possible record, but rather to add those notes or access points that the enriching library needs in order to provide the appropriate access within its collection.

Since BIBCO is a component of the PCC, details relating to its mission, goals, and objectives can be found in the PCC Strategic Plan (http://lcweb.loc.gov/catdir/pcc/stratplan.html) and other documents available on the BIBCO Web site (http://lcweb.loc.gov/catdir/pcc/bibco.html). Participants are referred to those sites for the most up-to-date policies and strategic plans.

A1.3. List of BIBCO members and liaisons

The PCC maintains an up-to-date list of BIBCO member libraries and local BIBCO liaisons on its Web site at http://lcweb.loc.gov/catdir/pcc/bibcoliaisons.html

A2. Background

A2.1. History of the Program for Cooperative Cataloging

The Program for Cooperative Cataloging (PCC) is an international cooperative effort aimed at expanding access to library collections by providing useful, timely, and cost-effective cataloging which meets mutually-accepted standards of libraries around the world. PCC records are intended to be rich enough in content for inclusion in local catalogs without review by high-level staff and reasonable enough in cost to be generated in large numbers.

The PCC was initiated in February 1995 -- a product of deliberations of the Cooperative Cataloging Council (CCC), which began its work in April 1993. The CCC itself was conceived at a meeting of various participants in cooperative library programs that was held at the Library of Congress in November 1992. The CCC envisioned a program that by the year 2000 would annually produce significant numbers of authority and bibliographic records created by an ever-increasing membership of program participants. In November 1996, the CONSER Policy Committee and the PCC Executive Council met to discuss the merging of the two cooperative cataloging programs. The consolidation became effective in October 1997. Today, the PCC has four components:

BIBCO-- Bibliographic Record Cooperative Program (monographic)
CONSER-- Cooperative Online Serials Program
NACO-- Name Authority Cooperative Program (including name and series authority records)
SACO-- Subject Authority Cooperative Program

The goals of the PCC are to:

1. Cooperatively increase the timely availability of bibliographic and authority records by cataloging more items, producing cataloging that is widely available for sharing and use by others, and performing cataloging in a more cost-effective manner.
2. Develop and maintain mutually-accepted standards for records.
3. Promote the values of timely access and cost effectiveness in cataloging, and expand the pool of catalogers who catalog using the mutually-accepted standards.
4. Increase the sharing and use of bibliographic and authority records from around the world.
5. Provide for ongoing discussion, planning, and operations among participants in order to further the program's mission.

A2.2. History of BIBCO

In October 1995, PCC-member libraries began participating in BIBCO, the newest component of the PCC. Many of the early participants were former National Coordinated Cataloging Program (NCCP) libraries. BIBCO now includes more than forty participating institutions, including the Library of Congress, the National Agricultural Library, and the National Library of Medicine.

One of the achievements of the BIBCO program has been the development of PCC Core standards for different types of materials. The first PCC Core standard was defined in 1994 by one of the Task Groups appointed by the CCC. The PCC Core standard is one facet of the PCC's strategy to facilitate an international cooperative cataloging program that provides useful, timely, cost-effective cataloging.

A2.3. BIBCO today

The BIBCO program has evolved beyond the initial focus on PCC Core record standards. The current emphasis is on providing timely, reliable access to library materials utilizing cataloger's judgment and the full range of tools that the profession and the Program for Cooperative Cataloging can provide. Core records are viewed as one important tool at the cataloger's disposal.

The PCC has three standing committees that work to enable the continued success of the program. Each has a specific focus. The PCC Standing Committee on Standards develops and revises the standards for all types of records. The Standing Committee on Automation explores automated means to streamline description and content analysis of library materials. The Standing Committee on Training identifies both broad and specific training needs for catalogers and develops documentation and training materials for the PCC's programs.

A2.4. Cooperative cataloging

Cooperative cataloging is the sharing of bibliographic and associated records among libraries to reduce duplication of work. It is founded on the concept that records created by one library for local control of its resources are sufficiently standardized that another library can make use of them with little or no modification and on the belief that libraries can accomplish much more by working together than they can individually. BIBCO records are created cooperatively; therefore, information in records created by BIBCO members is accepted by other members, unless the information is obviously erroneous. When questions arise, BIBCO catalogers routinely consult with one another to determine the appropriate action. The BIBCO Coordinator at the Library of Congress, in consultation with appropriate groups, makes the final determination about disputed data in records or records disputed in their entirety.

Cooperative cataloging has a long history in the United States. In 1876, Melvil Dewey proposed the preparation of a catalog of printed titles for the common use of libraries. The Library of Congress began in 1898 to print its catalog cards and arranged to exchange them with two or three other large libraries. In 1902, LC began distributing its cataloging data to other libraries via the sale of Library of Congress printed cards. [1] From these fledgling efforts to share the intellectual effort involved in cataloging library resources has developed a vast network of cooperative cataloging activity, embodied in international bibliographic utilities such as OCLC's WorldCat and RLIN and through programs such as the Program for Cooperative Cataloging. The databases of records that are now so widely available form the foundation of many other resource-sharing ventures that are becoming increasingly critical to library service.

Like any cooperative venture, cooperative cataloging depends upon two things to be successful: 1) a set of shared standards and principles and 2) a willingness on the part of the members of the group to contribute as well as to take.

Within the cataloging community, there is a strong foundation of shared standards and principles. MARC coding, widely used since the 1970's, delineates the data elements in a record to make it possible for libraries to share the records in an automated fashion and to index the data effectively in their local online systems. Other metadata standards are being developed and explored, but none has so far been used as extensively or effectively for controlling library resources. Description of library resources within the Anglo-American community (and many countries beyond) is largely achieved through application of the latest edition of the *Anglo-American Cataloguing Rules* (AACR), with a long tradition within the United States of looking to the Library of Congress for rule interpretations of the cataloging code. Other countries subscribe to IFLA's ISBD standards; there is a strong commitment within the international cataloging community to harmonize AACR and ISBD, whenever possible. There are also shared standards for subject analysis and classification that make cooperative cataloging feasible and cost-effective.

The reliance on standards and the perceived cost of adhering to those standards tempts many library administrators to believe that their libraries will benefit by limiting participation in the cooperative venture; they believe that others will contribute everything they need. Such an approach assumes that libraries have a very high degree of overlap in their collections and that other libraries will place a similar priority on providing access to the same resources. It also overlooks the reality that, if a sufficient number of libraries were to adopt such an approach, the cooperative venture would die and there would be no records for any library to utilize. Recent figures from one of the world's largest bibliographic databases, OCLC's WorldCat, indicate that over 80% of the records in it have been contributed by member libraries. Given these numbers, the real question all librarians must ask themselves is not how expensive it may be to adhere to standards and contribute to the cooperative venture, but rather how expensive it is not to do so.

[1] Library of Congress, *Cooperative Cataloging Manual*, Washington, D.C., United States Government Printing Office, 1944: p. 5-8.

A3. The BIBCO record

A3.1. Definitions

Authentication. The process of: 1) creating or reviewing a non-serial bibliographic record, ensuring that its data content and content designation conform to BIBCO bibliographic practices and other agreed-upon conventions; and 2) adding identifying elements to the record to indicate the degree of authoritativeness of data or the extent to

which the record has been reviewed. Authenticated records are made available as contributions to at least one of the major bibliographic utilities, OCLC or RLIN.

BIBCO record. A bibliographic record for a non-serial item that has been authenticated by at least one participant in the BIBCO Program. (See Section B.1 for details and the examples in Example Section.)

A3.2. Background

From the beginning, the BIBCO program was designed to maximize the experience of trained catalogers and minimize the revision of records by an outside person or body. Unlike the earlier National Coordinated Cataloging Program (NCCP), which relied heavily on training and revision done by Library of Congress staff, BIBCO stresses individual cataloger judgment and local institutional needs, within a shared framework of common standards. Training is conducted on site by a cataloger from another BIBCO library, and a small sample of records from the newly-trained library is reviewed by the trainer for adherence to BIBCO program standards. Following a short review period, the library is normally released for independent contribution of records. Member libraries are encouraged to conduct quality review of their BIBCO contributions in-house prior to contributing them to one of the bibliographic databases. Other member libraries communicate with one another via their BIBCO liaisons to discuss problems or questions with specific records. In this way, responsibilities for authentication and record maintenance are shared by all the participants of the BIBCO program. (See *BIBCO Program Parameters* at http://www.loc.gov/catdir/pcc/bibco/parameters.html for details.)

A3.3. BIBCO records

BIBCO records are identifiable by the authentication code of "pcc" present in field 042, as well as by corresponding data elements in byte 17 of the Leader (Encoding Level) and byte 39 of the 008 (cataloging source). See Section B.1 for details.

A3.3.1. Online creation of BIBCO records

BIBCO participants may contribute new or edit existing bibliographic records in either the OCLC or the RLIN database following the utility's input standards as well as BIBCO program standards.

A3.3.2. Batchloading of BIBCO records

BIBCO participants may contribute new BIBCO bibliographic records via OCLC or RLIN batchloading options. BIBCO participants should contact either OCLC or RLIN to explore this option.

A3.4. Non-BIBCO records

BIBCO program participants may choose to contribute some records to shared databases without coding them as BIBCO records. These unauthenticated records will lack the 042 field with the code "pcc" and the corresponding data elements in byte 17 of the Leader (Encoding Level) and byte 39 of the 008 (cataloging source). The presence of a BIBCO library's symbol in the 040 does not guarantee that it is a BIBCO record.

A3.4.1. Records created by an institution before it joined BIBCO

Records contributed to OCLC or RLIN by an institution prior to its becoming a BIBCO participant carry the symbol of that institution in field 040. These are not considered BIBCO records because they were not necessarily created following the policies and procedures mandated by the BIBCO program.

A3.4.2. Records modified by a BIBCO participant

BIBCO institutions may modify an existing record as part of the cataloging process. Modifying an existing record may result in the presence of the institution's symbol in field 040. If the record has not been authenticated with the addition of the 042 field with code "pcc" and the corresponding modifications required in the Leader and the 008, it should not be considered a BIBCO record.

A3.5. Processing and distribution

Unlike the process followed for CONSER or NACO records, BIBCO records are not redistributed through a centralized mechanism. There is not a centralized database of BIBCO records. Some
libraries choose to contribute their BIBCO records to both major databases, OCLC and RLIN, to facilitate greater record sharing. OCLC and RLIN continue to explore the possibilities for systematically sharing BIBCO records.

A4. BIBCO membership

A4.1. Membership incentives

What are the principal benefits to libraries of participation in the BIBCO program?

- a ready-made relationship with other like-minded libraries facing similar issues
- being part of a successful cooperative program with the resources and clout to effect needed changes
- an opportunity to participate in establishing priorities and setting cataloging policy at the international level
- access to experts in the field of cooperative cataloging for training, continuing education, advice, and problem solving
- an opportunity to open dialogues between catalogers and their public-service counterparts about what type of access is needed for library materials

- saving time and money by increasing the pool of high-quality cataloging and authority records that are available for use

What are the principal benefits to catalogers of participation in the BIBCO program?

- access to a group of highly-skilled practitioners to serve as resource people when you have questions or need advice
- an opportunity to hone existing cataloging skills by interaction with some of the very best people in the field
- an opportunity to re-examine local cataloging standards and discuss access needs with local colleagues
- an opportunity to share your expertise widely, produce high-quality cataloging, and save other libraries and catalogers time
- learning about new standards as they are being developed and having a say in the outcome
- learning about new cataloging tools that are being developed and helping to test them
- an opportunity to suggest needed enhancements in training, standards, and automation and to be able to help make them become a reality
- an opportunity for service on issue-driven task groups and PCC committees
- the satisfaction of being part of a successful cooperative program

What are the principal benefits to library users or the cataloging community of the BIBCO program?

- faster access to library materials
- more dependable access to library materials
- a dependable authority record structure to support the bibliographic records

A4.2. Criteria for membership

To join BIBCO, a library must:

1. Be an active, independent NACO contributor.

2. Comply with the inputting and editing standards of the utilities to which they contribute the records.

Because of the master record structure of the OCLC database, an OCLC library must first have Enhance status in the formats in which it plans to contribute records. Once BIBCO training has been arranged, the BIBCO Coordinator at the Library of Congress works with an OCLC staff member to obtain a National Enhance authorization for the library in the appropriate formats. OCLC libraries are expected to follow both the *Enhance Training Outline* (http://www.oclc.org/worldcat/enhance/trainingoutline.shtm) and the *Guidelines for*

National Level Enhance Participants
(http://www.oclc.org/worldcat/enhance/guidelines.shtm)

RLG does not require special authorization for its member libraries to begin contributing BIBCO records. It is expected that a library will undergo BIBCO training and revision before contributing records to the program.

3. Agree to abide by the *BIBCO Program Parameters* (http://www.loc.gov/catdir/pcc/bibco/parameters.html), including AACR2, ALA-LC Romanization tables, *Library of Congress Rule Interpretations*, and MARC 21 bibliographic formats.

A4.3. Application for membership

The PCC provides an online application form for libraries wishing to join the BIBCO program on its Web site at http://www.loc.gov/catdir/pcc/bibcoappl.html

A4.4. Membership process

Active, independent NACO libraries have a standing invitation to join BIBCO. A library need not contribute series NACO records in order to join. In such cases, however, that library's BIBCO contributions will be limited to items for which the SARs have already been established or to PCC Core records exclusively. Besides being an independent NACO library, new participants are asked to attend a training class (usually 2-3 days) held at their own institution. The training is tailored to each institution's needs and is presented by a regional BIBCO trainer. Institutions are asked to assume the cost of travel to and from the training site, the expenses for lodging, and the cost of meals for the trainer.

A4.4.1. Role of the Library of Congress Cooperative Cataloging Team

The Library of Congress Cooperative Cataloging Team (LC Coop Team) has responsibility for overseeing and coordinating the BIBCO, NACO, and SACO programs. In addition, it provides train-the-trainer workshops for individuals seeking to become trainers for those programs. Working closely with the PCC Standing Committee on Training, it maintains lists of current and prospective trainers. The LC Coop Team also collects evaluation forms on training sessions and forwards the results to the Chair of the Standing Committee on Training. When an institution expresses an interest in receiving BIBCO training, the LC Coop Team will work with that institution to make sure that the necessary forms are completed, to explain the overall process, and to work with OCLC member institutions and the OCLC Enhance Coordinator to obtain National Level Enhance status, if necessary. The LC Coop Team puts the institution and a probable trainer in contact so that they can work out the logistics and timing for the training. It also prepares the necessary number of BIBCO Training Manuals and ships them to the institution prior to the training.

A4.4.2. Role of the Standing Committee on Training

The Standing Committee on Training (SCT) is responsible for developing and keeping PCC documentation up to date and providing it to the Library of Congress for distribution. In addition, the SCT is responsible for determining continuing education needs of PCC participants and for working with appropriate organizations and groups to develop and provide continuing education. The SCT works closely with the LC Coop Team and the CONSER coordinator in fulfilling these roles. The Chair of the SCT also works closely with the LC Coop Team in developing lists of current and prospective trainers and in matching up trainers with institutions interested in becoming BIBCO participants.

A4.4.3. Role of the PCC Steering Committee

The Program for Cooperative Cataloging seeks to be a democratic and diverse organization whose mission and goals are determined by its membership. The governance structure (http://www.loc.gov/catdir/pcc/governce.html) is designed to be flexible, allowing rapid adaptation to the changing needs of the organization and its participants. The Steering Committee makes decisions about new members and also reviews continuing membership for participants whose low production or record quality has become a cause for concern.

A4.4.4. Role of the PCC Policy Committee

The PCC Policy Committee, whose membership includes permanent representation from the British Library, the Library of Congress, the National Library of Canada, OCLC, and the Research Libraries Group (RLG), plays an advisory role in the BIBCO membership process. Its responsibilities are to guide the governance of the PCC as a whole; to develop, review, and approve long-term strategies, plans, goals, and objectives; to initiate, review, and approve policy in regard to non-technical matters; to devise criteria for membership; to approve the appointments of standing committee chairs; and to review resource implications of technical policy initiatives and other operational recommendations, e.g., establishing task forces, etc.

A4.4.5 Role of the bibliographic utilities

OCLC requires BIBCO participants to be regular Enhance members first (see: http://www.oclc.org/worldcat/enhance/trainingoutline.shtm) and then to have National Level Enhance (see: http://www.oclc.org/worldcat/enhance/guidelines.shtm) status before being authorized as BIBCO contributors. The PCC strongly endorses OCLC's position in this matter. To request National Level Enhance authorization, members should contact their regional network or Jay Weitz at OCLC (800-848-5878; email: weitzj@oclc.org). Before granting the authorization, OCLC staff will confer with the BIBCO Coordinator to verify that the library has received or is about to receive the necessary training. OCLC participants who are already authorized for regular Enhance for a specific format will then be upgraded to National Level Enhance in the same format without further evaluation of their records by OCLC staff. Those who are not

already regular Enhance participants for a particular format will need to complete the usual application and record evaluation process by OCLC staff.

RLG does not require any special training or authorization of its members in order for them to contribute BIBCO records, beyond the PCC requirements. It is assumed that RLG institutions have provided training to their catalogers to enable them to contribute bibliographic records that meet the requirements of the PCC. RLG does caution its members that, if they derive from a BIBCO record and add, delete, or change existing information to meet their local needs, but they are not BIBCO participants, they need to add the 040 $d and delete the 042 field in their copy of the record.

A4.4.6. Role of the institutional BIBCO liaison

The BIBCO liaison in a library is to act as the point person at his/her institution. Local BIBCO liaisons are expected to function at the operational level in the institutions they represent so that they are able to contribute fully to discussions on technical matters such as cataloging rules and rule interpretations, MARC formats, and other cataloging-related issues. Each institution defines the full range of activities of its BIBCO liaison. Ordinarily, the local BIBCO liaison is responsible for gathering and inputting statistics to the PCC statistics Web form on a monthly basis and sending them to the PCC Secretariat. The BIBCO liaison is expected to respond in a timely fashion to queries from other BIBCO member libraries regarding records that the liaison's library has created or upgraded. This liaison is also eligible for selection, on a rotational basis, to represent his/her institution on the BIBCO Operations Committee.

A4.4.7. Role of the BIBCO Operations Committee

The BIBCO Operations Committee is composed of ten representatives from BIBCO libraries, the BIBCO Coordinator at the Library of Congress, and the OCLC and RLG liaisons. The three Standing Committee chairs also attend Operations Committee meetings. The Operations Committee has several important responsibilities. It seeks to maintain efficient and effective BIBCO activity locally and across the BIBCO program. In conjunction with the Standing Committee on Training, the Committee reviews operational procedures, suggests changes, and assists in the development and maintenance of documentation through the regular review of proposed and existing documentation. The Operations Committee, together with the Standing Committee on Standards, also contributes to the development of standards by reviewing and commenting on proposed changes to rules, rule interpretations, MARC formats, or other standards. Another important role of the BIBCO Operations Committee is to serve as a resource for prospective, new, and continuing BIBCO members. The Committee keeps BIBCO members and potential members informed of current developments that have potential impact on BIBCO policies through communication with the BIBCO Coordinator and through posting notices to appropriate discussion lists. Operations Committee representatives are responsible for interacting with the PCC Standing Committees on Standards, Automation, and Training.

A4.5. Getting started as a new BIBCO library

A4.5.1. Authorization

In order to contribute BIBCO records in one of the utilities, participants must have the proper authorization. Regardless of the method of contribution, all BIBCO contributors must first undergo training and review (see A4.5.3 and A4.5.4).

As detailed in A4.4.5, those libraries planning to contribute via OCLC must request a National Level Enhance authorization via an OCLC authorization request form. This authorization will allow the new member to update and replace even national-level records on OCLC.

RLG members who have undergone BIBCO training may begin to code as "pcc" those records that meet the standards without needing a new authorization.

A4.5.2. BIBCO documentation

Before applying for BIBCO membership, libraries should be sure that they have access to the required documentation and are familiar with using it. Participants are expected to use the most current edition, including updates where applicable, of necessary documentation (or *Cataloger's Desktop*, when available). Some documentation may be available exclusively in print or electronic form. Participants are expected to consult the issuing agencies for information on how to obtain the most current documentation. Section D provides details on the various tools and documentation that support BIBCO participation.

A4.5.3. Initial training

New participants are asked to attend a training class (usually 2-3 days) held at their own institution. The training is tailored to each institution's needs and is presented by an authorized BIBCO trainer. The LC Cooperative Cataloging Team (LC Coop Team), in consultation with the Chair of the Standing Committee on Training, identifies an available BIBCO trainer. Because institutions are asked to assume the cost of travel to and from the training site, the expenses for lodging, and the cost of meals for the trainer, the LC Coop Team tries to identify someone from a nearby geographic area in order to reduce travel costs.

It is not necessary to have additional training in order to contribute records to BIBCO in the non-book formats or for materials in non-roman languages. However, if a library is an OCLC member, that library must first have Enhance status and must also apply for National Level Enhance status in that specific format before proceeding to contribute records to BIBCO in that format. There is no equivalent requirement for RLG members. However, it is assumed that RLG institutions have provided training to their catalogers to enable them to contribute bibliographic records in the non-book formats that meet the requirements of the PCC.

Once a trainer has been designated, it becomes the trainer's responsibility to discuss specific training needs and expectations with the institution. The timing of the training, number of attendees, specially-tailored content, classroom logistics, and review process following training are usually negotiated between the hosting institution and the trainer.

Once a BIBCO workshop is scheduled, catalogers at the host institution are usually asked to fill in a Pre-Training Cataloger Survey (http://www.loc.gov/catdir/pcc/bibco/catsurvey.html) to help the trainer develop a sense of the catalogers' familiarity with the PCC, areas of cataloging expertise, and specific cataloging interests. This cataloger survey is sent directly to the trainer.

During the workshop and in follow-up review, it is expected that the differences between Full and Core cataloging will be thoroughly explored. The trainer or reviewer will make certain that the workshop participants fully understand the application of both standards. The decision to submit BIBCO records at the Full or Core level is, however, an institutional one.

A4.5.4. Review

A4.5.4.1. Background

A criticism of past cooperative programs was that they involved lengthy and cumbersome review processes that placed little emphasis on cataloger judgment. The BIBCO program places a high premium on cataloger judgment and having libraries become independent contributors as quickly as possible. Nevertheless, it is recognized that there must also be a review process to give credibility to BIBCO records. The following guidelines are intended to assist reviewers and reviewees in understanding the expectations and the mechanisms of review.

A4.5.4.2. Assumptions

1. The library being trained will designate a contact person who will serve as the last line of review before forwarding records to the BIBCO trainer/reviewer. This person should be in a position to articulate and comment on institutional policy;

2. Generally, the trainer will review the work of the library he/she trains;

3. The trainer/reviewer will take into consideration the institution's local policies:

    - What are the policies for series, i.e., has the library been trained to contribute SARs via NACO? What are the local treatment decisions and how will they impact PCC contribution?
    - What are the policies for creation of BIBCO records? Core level? Full level? If they create both, what are the criteria for applying the different standards? Who makes the decision (the institution? the various units within the institution? the individual cataloger?)

- What are the policies for the use of notes, subject headings and added entries?
- What classification system is being used?
- What other local practices will influence decisions made in creating BIBCO records?

4. A Library will be considered a BIBCO library with the successful completion of the review.

A4.5.4.3. Review process

1. Arrangements for review will be made on a case-by-case basis in consultation with the library, the trainer/reviewer, the PCC Secretariat and the utility. Method for review will be dependent upon the library's method of contribution.

2. Generally, a library would be expected to submit approximately 20 records per cataloger for review over a period of time. Therefore, a library with 6 catalogers could expect to submit approximately 120 records for review. Records will normally be reviewed prior to their contribution to the utility. It is expected that the review period will follow immediately after the training and be completed in a timely fashion. The decision to apply PCC Full or PCC Core standards is an institutional one; the reviewer will ascertain only that the standards have been appropriately followed, depending on the level of records submitted for review. After the review period, it is the institution's responsibility to maintain the quality of its records.

3. Responsibilities of the library under review are to:

    - Provide reviewer with access to records prior to their contribution to the shared database(s) by means of faxed copies, access to local systems, or access to the institution's utility account
    - Respond to reviewer's questions promptly
    - Make corrections to records noted by reviewer

4. Responsibilities of the reviewer are to:

    - Provide timely feedback so that local workflows or contribution of records to the shared database are not adversely affected. The review of records will usually take place within 2 to 3 working days. It is the reviewer's responsibility to notify the institution if a longer time period is necessary
    - Report serious cataloging errors to the institutional contact
    - Consult with the library and the PCC Secretariat if problems persist in order to determine if additional training is necessary

5. After notification from the reviewer, the PCC Secretariat will notify a library that it has successfully completed the review process and is independent. If there

are disputes between the reviewer and the library, they will be resolved by the PCC Secretariat.

A4.5.4.4. Criteria for evaluation

1. Are the standards being applied correctly?

    - Appropriate coding in the Leader and 008
    - 042 present
    - All access points represented in the national authority files
    - A standard classification number present in bibliographic records for formats which require one
    - All mandatory fixed and variable fields present
    - Descriptive cataloging follows AACR2 and LCRIs
    - Enhancements to existing records meet input standards of the utility
    - Enhancements to existing records meet BIBCO standards

A4.5.4.5. Reinforcement of PCC goals

1. Keep in mind/reinforce the PCC goals of timely access and cost effectiveness.

2. Keep in mind/reinforce PCC values and reliance on cataloger judgment.

    - Answers to catalogers' questions should be framed in terms of the individual institution's policies and priorities, within the context of the BIBCO program
    - Modifications to existing records should be made to meet local needs or to correct errors rather than to attempt to make a "perfect" record

A4.5.5. Statistics

The PCC Secretariat at the Library of Congress is responsible for compiling and posting the statistics for each of the BIBCO libraries on a monthly basis. However, each BIBCO library is responsible for collecting and reporting statistics to the Secretariat.

The current method of reporting statistics involves completing a Web form. When a library becomes a BIBCO participant, the LC Coop Team creates a reporting page for the institution and sends instructions for accessing and filling in the form. Each institution submits one statistics report each month by filling in the Web page as early in the next month as possible. The LC Coop Team runs a program around the 15th of each month to collect the statistics and then displays them on the centralized Web page (http://www.loc.gov/catdir/pcc/stats/stats.html). If an institution misses reporting before the 15th, the Coop Team will send a reminder and will list a zero for the institution for that month. The BIBCO Liaison may contact the BIBCO Coordinator at the Library of Congress to have the numbers adjusted or the institution may simply add the missing statistics to the next month's report. Every BIBCO member library should review the

online statistics display for accuracy throughout the year. Technical or data accuracy problems should be reported to the BIBCO Coordinator.

Statistics for each institution are collected in the following categories:

- New Full Program Records (this means any record regardless of format which is new to the BIBCO Program, whether it is an original record or has been upgraded from existing copy)
- New Core Program Records (this means any record regardless of format which is new to the BIBCO Program, whether it is an original record or has been upgraded from existing copy)
- LC Bibliographic File Maintenance (applies only to libraries working within the LC database)

A4.6. Review of continuing membership

Unlike the CONSER program, there is no formal review process for continuing membership in BIBCO. However, there is an expectation that institutions will participate actively in BIBCO and its supporting programs, within the context of local staffing and cataloging needs. The PCC Secretariat will identify institutions whose low production or record quality becomes a cause for concern, bringing those concerns to the attention of the PCC Steering Committee. After discussion of the institution's performance, the Steering Committee will, if appropriate, ask the PCC Secretariat to initiate a six-month review of the member institution's contributions with appropriate notification to the institution under review. Following the initial six-month review period, the Steering Committee will evaluate the status of the member institution's activity to ascertain if improvement, e.g., increased production levels, has been demonstrated. Should the Steering Committee deem it necessary, it may initiate an additional six-month review period. If the desired improvement has not been realized after this second six-month review, the chair of the Policy Committee will notify the institution that its membership in the BIBCO program has been concluded.

A4.6.1. Quality of records

New participants agree to have their records reviewed for compliance to the established guidelines following the BIBCO training. The duration of the review period will be determined by the reviewer in consultation with the institution's BIBCO liaison and/or the LC BIBCO Coordinator. Following the initial training and review, there is no formal review process of an institution's records. The individual institution is expected to monitor the ongoing quality of its contributions and to respond promptly to questions from other libraries about its records. BIBCO participants agree to maintain open lines of communication with other PCC partners, and especially with other BIBCO members, in an effort to encourage the precept that the responsibility for maintaining the integrity of BIBCO program records is shared by all participants.

A4.6.2. Volume of activity

There is no predetermined volume of activity for BIBCO libraries. BIBCO participants are not required to designate all their cataloging as BIBCO records (042 = pcc), nor to designate some percentage of their BIBCO contributions as PCC Core. BIBCO institutions do agree to make available in a timely manner their BIBCO designated bibliographic records via the bibliographic utilities. If production remains low for an extended period of time, the library may be placed on review, as explained in A4.6 above.

A4.6.3. Type of activity

As members of BIBCO, participants may contribute bibliographic records for non-serial items in any format to the national databases. In support of BIBCO bibliographic records, BIBCO libraries must contribute NACO records, as explained in Section B1.4. Those libraries using LCSH are also expected to contribute SACO proposals (see B1.4.4.1) when a new subject heading or classification number is needed. BIBCO libraries also participate in the development of standards.

A4.6.4. Participation

BIBCO institutions agree to appoint a BIBCO liaison, who is then eligible for rotational assignment to the BIBCO Operations Committee (see also A4.4.7). This includes providing institutional support (at minimum, the time necessary) for the individual to attend the Committee's annual meeting and to participate in BIBCO undertakings. In addition, each institution is asked to contribute to the annual report for the BIBCO program each year by submitting a summary of its activity in the program for the previous year.

A5. PCC governance

The Program for Cooperative Cataloging (PCC) is an international effort aimed at expanding timely access to materials in libraries' collections. The program seeks to increase the timely availability of unique records created and maintained under mutually-acceptable standards; to facilitate the cost-effective creation and use of these records; and to provide leadership in the information community. The PCC supports the creation and dissemination of bibliographic and authority records, including names, subjects, and series. To achieve these aims, the PCC has developed a governance structure designed to maximize participation and accountability. For details on the governance of the PCC, consult the Web site at
http://www.loc.gov/catdir/pcc/governce.html

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A7. Glossary of terms, abbreviations, and acronyms

AACR - *Anglo-American Cataloguing Rules.*

AACR2 - *Anglo-American Cataloguing Rules*, 2nd ed. The most current version of the cataloging code that is in a state of continuous revision.

American Library Association (ALA) – the primary national professional organization for librarians and information managers within the United States. One of the groups responsible for revising the content of and publishing AACR. URL: http://www.ala.org/

Authentication. The process of: 1) creating or reviewing a non-serial bibliographic record, ensuring that its data content and content designation conform to BIBCO bibliographic practices and other agreed-upon conventions; and 2) adding identifying elements to the record to indicate the degree of authoritativeness of data or the extent to which the record has been reviewed. Authenticated records are made available as contributions to at least one of the major bibliographic utilities, OCLC or RLIN.

BFM - Bibliographic file maintenance. BIBCO participants are required to identify bibliographic records in LC's catalog, which should be changed as a result of a new or modified NACO record submitted in support of a BIBCO record, and to notify their LC Coop Team liaison of needed changes. LC staff will perform BFM on those bibliographic records.

BIBCO - The non-serial bibliographic record component of the Program for Cooperative Cataloging. URL: http://lcweb.loc.gov/catdir/pcc/bibco.html

BIBCO Coordinator – The person within the Library of Congress Cooperative Cataloging Team responsible for coordinating the BIBCO Program nationally.

BIBCO Liaison – The person responsible for coordinating BIBCO activity at a particular institution, for reporting statistics to the Library of Congress, and for responding to inquiries from other BIBCO libraries about that institution's BIBCO records.

Canadian Library Association (CLA) – the professional organization for librarians and information managers in Canada. One of the groups responsible for revising the content of and publishing AACR. URL: http://www.cla.ca/

Chartered Institute of Library and Information Professionals (CILIP) - formed in April 2002 following the unification of the Institute of Information Scientists and the Library Association, CILIP is the professional body for librarians and information managers in the United Kingdom. One of the groups responsible for revising the content of and publishing AACR.
URL: http://www.cilip.org.uk/

Cooperative Cataloging Council – predecessor of the PCC.

Core - a minimum set of data elements that the PCC has agreed program records will meet. The standard can be used by any library. The core record standard was defined in

1994 by a Task Group appointed by the Cooperative Cataloging Council. Each format has its own set of minimum data elements that has been defined by the PCC Standing Committee on Standards in consultation with specific cataloging constituencies.

CPSO - Cataloging Policy and Support Office, Library of Congress. URL: http://lcweb.loc.gov/catdir/cpso/

Dewey – Dewey Decimal Classification. One of the possible classification schemes for use in BIBCO records.

Integrating resource – A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.

LC – Library of Congress.

LC Coop Team – Library of Congress Cooperative Cataloging Team, RCCD. The Team responsible for coordination of the BIBCO, NACO, and SACO components of the Program for Cooperative Cataloging.

LCC - Library of Congress Classification. One of the possible classification schemes for use in BIBCO records.

LCRIs or RIs – Library of Congress Rule Interpretations to AACR2. BIBCO participants are required to follow LCRIs in their authority and bibliographic records.

LC practice - practice followed within cataloging units of the Library of Congress. When a LC rule interpretation is prefaced with this wording, there is no expectation that BIBCO libraries will follow it.

LCSH - Library of Congress Subject Headings. One of the possible schemes of subject headings available for use in BIBCO records.

MARC - Acronym for MAchine-Readable Cataloging. It provides the mechanism by which computers exchange, use and interpret bibliographic and related information. URL**: http://lcweb.loc.gov/marc/index.html**

MARC 21 – The current version of MARC, adopted when the USMARC and CAN/MARC (Canadian MARC) formats were "harmonized" in 1997. The five MARC 21 communication formats, *MARC 21 Format for Authority Data, MARC 21 Format for Bibliographic Data, MARC 21 Format for Holdings Data, MARC 21 Format for Classification Data,* and *MARC 21 Format for Community Information*, are widely used standards for the representation and exchange of authority, bibliographic, holdings, classification, and community information data in machine-readable form.

MeSH – Medical Subject Headings, maintained by the National Library of Medicine. One of possible schemes of subject headings available for use in BIBCO records.

NACO - Name Authority Cooperative Project. URL: http://lcweb.loc.gov/catdir/pcc/naco.html

NAF - National Authority File. Maintained by the Library of Congress and distributed through OCLC, RLIN, and the British Library. In RLIN, "NAF" is the Name Authority File and "SAF" is the Subject Authority File.

NAR – Name Authority Record.

OCLC – Online Computer Library Center, Inc., one of the two major utilities serving as host to BIBCO records. URL: http://www.oclc.org/home/

PCC - Program for Cooperative Cataloging. URL: http://lcweb.loc.gov/catdir/pcc/

PCC Secretariat - administrative arm of the PCC, the work of which is carried out by and/or at the direction of the Chief of Regional and Cooperative Cataloging Division (RCCD). Principal support units include the Cooperative Cataloging Team, members of the CONSER Program of Serial Records Division, and other groups and individuals within the Library of Congress, as needed.

RCCD – Regional and Cooperative Cataloging Division, Library of Congress

RLG – Research Libraries Group, one of the two major utilities serving as host to BIBCO records. URL: http://www.rlg.org/rlg.html

RLIN – Research Libraries Information Network, bibliographic database of the Research Libraries Group. URL: http://www.rlg.org/rlg.html

SACO - Subject Authority Cooperative Program. URL: http://lcweb.loc.gov/catdir/pcc/saco.html

SAR – Series Authority Record.

SCM - *Subject Cataloging Manual*. Issued in three sections by LC: *Subject Headings*, *Classification*, and *Shelflisting.*

WorldCat – bibliographic database of OCLC.

B. Policies and practices

B1. Record content

B1.1. Identification of BIBCO program records

BIBCO records can be identified by the presence of field 042 with the value "pcc". The Cataloging Source Code (008, byte 39) will have value "blank" when the record has been originally created or updated by a national library. In all other cases, the Cataloging Source Code will be "c". If the Cataloging Source Code of a record was originally "blank", it must remain "blank," even if modified by a library other than a national library. PCC Core records have an Encoding Level (Leader, byte 17) with value "4" and PCC Full records have an Encoding Level with value "blank."

B1.2. Leader, directory, and variable control fields (001, 003, 005, 007, 008)

The leader, directory, and variable control fields of BIBCO records should follow the guidelines articulated in the PCC Core standards, which are usually based on the *National Level Record* standard (http://www.loc.gov/marc/bibliographic/nlr/). There is no difference between the coding of the variable control fields for PCC Full and PCC Core records.

B1.3. Bibliographic description

Bibliographic description is based on the latest edition of the *Anglo-American Cataloguing Rules* and on related *Library of Congress Rule Interpretations*. BIBCO participants agree to follow the LCRIs for all records that they code as BIBCO. In some cases, the LCRIs contain variant LC and PCC practices; BIBCO libraries should follow the delineated PCC practice rather than LC practice. When a library's local needs dictate a practice that is not supported by AACR2 and the LCRIs, it has the option of not contributing the record as a BIBCO record or of modifying the content of the record for its local use only. The inclusion of specific required data elements in BIBCO records is based on PCC Full and Core standards.

B1.4. Authority control and headings

Authority control is the process of determining "the use of consistent names and terminology in the face of pseudonyms, changing names, changing subject terminology, and changing relationships between and among scholarly disciplines, corporate bodies and governmental agencies."[1] Authority control allows individual library users, through one search, to have a high degree of confidence that they have found everything by a particular author or about a particular bibliographic work or about a particular topic that is owned by or accessible through their library.

Catalogers determine the predominant or most likely used form of a name, title of a work, series, or a topic. They then create an authority record to establish the heading, document its use, and record the permutations or variant forms.

Catalogs under authority control save library users and researchers time. When there is an authority record for a particular name, title, series, or subject, researchers who have searched under an alternative form will be redirected to the authoritative form. This redirection may be done manually by researchers after reading a referral generated by the computer, or the online catalog may automatically redirect their searches. It is the authority record structure that makes this possible.

Recognizing the value that authority control adds to any catalog, the founders of the Program for Cooperative Cataloging mandated that all headings on PCC records would be under authority control and represented by authority records in the National Authority File (NAF). This is why a library must first have achieved independent status within the NACO program before it can join BIBCO.

Prior to submitting bibliographic records coded as BIBCO, all access points on the bibliographic record must be supported by authority records in the National Authority File, with three exceptions:

1. Newly-proposed LC subject headings that have been submitted as SACO proposals may be entered on bibliographic records coded as BIBCO. Proposed headings are considered to be pre-approved in the absence of other communication from the LC Coop Team. If the Library of Congress rejects or modifies the proposed subject heading, the inputting library agrees to modify the bibliographic record in the databases to reflect the approved LCSH heading.

2. Series not yet established may be entered as untraced (490 0_) on BIBCO records that are coded as Core (Encoding Level=4) without a supporting authority record in the National Authority File being created.

3. Even when the rules require the addition of a uniform title to a bibliographic record that is coded as BIBCO, it is not always necessary to create an authority record for the uniform titles (e.g., when there is no cross reference to be added, or no research has been performed)

B1.4.1. Names

BIBCO catalogers follow AACR2 and the *Library of Congress Rule Interpretations* when establishing a name heading. All personal, corporate, or conference names used as authors or subjects on BIBCO records must be represented by a Name Authority Record (NAR) in the NAF. If an authority record has been established in the NAF for a name, BIBCO catalogers will use the established form. If needed, they will modify the NAR, following the guidelines in the *NACO Participants' Manual* and associated documentation. If there is no NAR, BIBCO catalogers will research the heading and

submit one, following the guidelines in the *NACO Participants' Manual.* Like all NACO participants, BIBCO participants must notify LC of the need for bibliographic file maintenance if there are headings used on LC bibliographic records in the OCLC or RLIN databases that are not in synch with the new or revised heading.

B1.4.2. Uniform titles

BIBCO catalogers follow AACR2 and *Library of Congress Rule Interpretations* when establishing a uniform title heading. Sometimes authority records in the NAF are not required for uniform titles, even though the rules require the uniform title to be added to the record.

An example of this is when a title translated into another language is the same or would normalize to be the same as the title in the original language. According to the *NACO Participants' Manual*, catalogers are required to make uniform title authority records (according to *LC Descriptive Cataloging Manual Z1* p.2 of Intro) when:

- a reference must be traced on that authority record; or,
- special research done to establish that heading must be recorded (Note: In this context the LC manual Official Name Catalog is treated as a reference source; so searches in that catalog should be recorded in the authority record); or,
- the heading is needed for a related work added or subject entry, and the work is not represented in the LC database either by a bibliographic record for the work itself (original or translation) or by an analytical added entry on another bibliographic record; or,
- special information needs to be recorded, e.g., citation title for a law.

When in doubt about the need for a uniform title NAR, BIBCO catalogers should consult AACR2, LCRI, and the *NACO Participants' Manual*. If the doubt remains after having consulted these sources, catalogers should consult the LC Coop Team.

B1.4.3. Series

BIBCO catalogers follow AACR2 and *Library of Congress Rule Interpretations* when establishing the form of a series tracing.

While it is not necessary for a library to contribute series headings to NACO in order to join BIBCO, it is highly desirable. In order to maintain consistency in the presence and form of series access points in bibliographic records in shared databases, the PCC approved a tracing practice of "trace." All traced series must be supported by a series authority record (SAR) in the NAF. Therefore, a library that does not contribute series authority records will not be able to contribute Full level bibliographic records containing series that are not already established in the NAF.

BIBCO participants using the PCC Core record standard(s) should transcribe all series as found on an item. They are exempt from creating series authority records for unestablished series and may code these series as 490 0_ (untraced) on BIBCO records.

Untraced series on a PCC Core record need not be supported by an authority record in the NAF.

BIBCO participants contributing BIBCO records must comply with the series policies and procedures as stated in the *LC Descriptive Cataloging Manual Z1* supplement to the MARC 21 Authority Format and the LCRIs. The *Descriptive Cataloging Manual (DCM) Z1* "yellow pages" 64X Section contains the LC/PCC policy on series treatment and follows up with the detailed procedures for creating or modifying the 64X fields. This reflects the LC/PCC series treatment policy, which should be: "analyzed in full, traced, classified separately."

It should be noted that LC or any other PCC library may vary from the default analysis or classification practice for reasons of local needs/preferences/resources. When varying from the PCC default classification practice, the library may code the analytic record as BIBCO even if it does not supply a "class separately" number. However, it must still follow the "default tracing practice" and trace the series in the analytic record.

The PCC tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code "DPCC" (for the Program for Cooperative Cataloging) in subfield $5 of those two fields indicates that the information applies at the national level. ***The "DPCC" code will <u>not</u> be given in subfield |5 in either field 644 (analysis) or field 646 (classification).*** 644 and 646 decisions are not documented at the national level in an SAR because these fields are not related to the form of series access points. The policy is stated in the 64X section of the yellow pages.

However, a PCC participant has the option of including its own MARC 21 identification code in treatment fields (644, 645, 646) in SARs it creates to show that it is following the national default decisions or, by exception, is varying from those default decisions in whole or in part. *Examples:*

645$a t $5 DPCC
645$a n $5 WaU ***(optional addition to show local variation from default decision to trace)***

645$a t $5 DPCC **$5 WaU** ***(optional addition to show agreement with default decision)***

644$a f $5 WaU ***(optional addition to show analysis decision)***
645$a t $5 DPCC
646$a s $5 WaU ***(optional addition to show classification decision)***

Likewise, a PCC participant has the option of adding its local treatment decisions to any SAR created by LC or any other PCC participant ***if another PCC participant's treatment decisions are not already in the SAR***. *Examples:*

Existing SAR	**Revisions NOT permitted shown in bold**
644$a f $5 WaU 645$a t $5 DPCC 646$a s $5 WaU	644$a f $5 WaU **$5 CLU** ***(additions not permitted because another library's code is already in the record)*** 645$a t $5 DPCC **645$a n $5 CLU** 646$a s $5 WaU **$5 CLU**

Existing SAR	**Revisions permitted shown in bold**
645$a t $5 DPCC	**644$a f $5 WaU** ***(additions permitted because no other library's code is in the record)*** 645$a t $5 DPCC $5 WaU 646$a s $5 WaU

BIBCO participants should not predict LC treatment decisions. Exception: Participants who input records directly into LC's local system must always indicate LC treatment decisions in SARs (even if LC does not yet have an item) in addition to the PCC tracing decision. They may omit or include their own treatment decisions using their own MARC 21 organization codes.

BIBCO tracing practice

SAR already exists in the national authority file

- If SAR was established before September 1989 and LC's 644 has value "f" and LC's 645 has value "n," do not trace the series; code the bibliographic record (either Full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

- If SAR other than one described in previous category has 645 value "t" with any subfield |5, trace the series and code the bibliographic record (either Full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

- If SAR has only LC's 644 of "n" and LC's 645 of "n," trace the series and code the bibliographic record (either Full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

- If SAR lacks 645 field, trace the series and code the bibliographic record (either Full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

SAR doesn't exist in the national authority file

For a Full-level bibliographic record:

- contribute an SAR (with "|5 DPCC" in 642 and 645 fields) to the national authority file, and
- trace the series in the analytic record.

For a core-level bibliographic record, either:

- contribute an SAR (with "|5 DPCC" in 642 and 645 fields) to the national authority file, and
- trace the series in the analytic record;

or:

- don't contribute an SAR to the national authority file, and
- don't trace the series in the analytic record.

If a BIBCO library chooses not to follow the tracing guidelines stated above, the resulting analytic records should not be coded as BIBCO records. Alternatively, the library may follow the guidelines and contribute the records as BIBCO, modifying them for their local files.

B1.4.4. Subject headings

A library does not need to use one particular subject thesaurus or classification scheme in order to join BIBCO. BIBCO participants may utilize any classification or subject heading scheme assigned a code within the *MARC 21* format. The provision includes subject thesauri from any source (1) specifically identified in the format (e.g., fields 600-651, 2nd indicator 0, 1, 2, 3, 5, 6) or (2) included in the code list for relators, sources, description conventions and identified in 600-651, subfield $2. The PCC Core record standard(s) clearly state that a BIBCO record must contain subject headings from a "recognized thesaurus" (e.g., AAT, MeSH, LCSH) when subject analysis is appropriate. Catalogers should consult the printed and online documentation available for the different schemes when creating or upgrading bibliographic records.

It is expected that catalogers contributing BIBCO records have sufficient knowledge of the subject or language of the materials being cataloged to be able to provide adequate subject analysis. When in doubt about the content analysis because of insufficient subject or language expertise, the cataloger should not contribute the record as BIBCO.

Catalogers submitting BIBCO records are always expected to perform appropriate content analysis and to assign headings that accurately describe the content of the work being cataloged, whether the records are at the PCC Core or PCC Full level. The PCC Core standards state that, when appropriate, catalogers should assign "at least one or two" subject headings. Core standards do not restrict the number of subject headings

that may be assigned, nor do they sanction the use of broad, general headings in place of specific ones. Catalogers are expected to use judgment in assessing each item and, if appropriate, assign a complement of headings that provides access to the primary/essential subject and/or form of the work (as opposed to secondary or tertiary aspects) at the appropriate level of specificity. Catalogers are expected to assign such headings from an established thesaurus or subject heading system and/or an appropriate genre/form list recognized by the *MARC 21 Bibliographic Format*. In focusing on the primary subject aspect, they should follow the conventions of the particular subject heading system being used, including instances in which paired or related headings are needed to represent fully the primary subject aspects.

The difference in subject analysis between PCC Full and PCC Core records is that, when doing a PCC Core record, catalogers may limit their subject analysis to the primary emphasis of the work and disregard secondary aspects. The same standards for subject analysis for PCC Full and PCC Core records apply regardless of the thesaurus being used.

B1.4.4.1. LCSH

Those participants using LCSH are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by LC. In particular, BIBCO catalogers following LCSH and contributing PCC Core records should read instruction sheet H170: Core Level Records of the *Subject Cataloging Manual: Subject Headings* (SCM). The instruction sheet provides general guidelines for assigning subject headings to core level records for all types of materials, as well as special instructions for JACKPHY catalog records and music recordings.

In general, catalogers contributing PCC Core records with LC subject headings are instructed in the SCM to assign at least one or two headings from the subject authority file and/or the name authority file to represent the primary subject and/or form of the work at the appropriate level of specificity. They are to assign headings to provide access to the essential subject focus of the work, which would normally correspond to the meaning of the assigned class number.

Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a PCC Core level record, even if they constitute at least 20% of an item (cf. H 180 sec. 1). Multiple headings may be needed to represent a compound or multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, [place 1]–Foreign relations–[place 2] and [place 2]–Foreign relations–[place 1], or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330). For the headings that are assigned, catalogers are instructed to follow the conventions applied to PCC Full level cataloging. For example, where appropriate, they are to subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring out those aspects

of the primary subject (cf. H 180 sec. 16). They are instructed to assign headings at the level of specificity appropriate to the work (cf. H 180 sec. 4).

BIBCO catalogers are expected to establish new headings for discrete topics and named entities as they are needed. The process for submitting new or changed LCSH proposals is documented online via the Web at: http://www.loc.gov/catdir/pcc/sacohelp.html and in the *SACO Participants' Manual*. Catalogers not wishing to submit a SACO proposal for a new discrete topic or entity should not contribute the bibliographic record in question as a BIBCO record.

B1.4.4.2. MeSH

The Medical Subject Headings comprise the National Library of Medicine's controlled vocabulary used for indexing articles, for cataloging books and other materials, and for searching MeSH-indexed databases. The Cataloging Practices section of the *Annotated Alphabetic MeSH* is available online via the Web at http://www.nlm.nih.gov/mesh/catpractices.html to provide guidance to catalogers using MeSH in bibliographic records.

NLM accepts proposals for new terms in the thesaurus. The form for submitting suggestions is available on the Web at http://www.nlm.nih.gov/mesh/meshsugg.html

B1.4.4.3. Genre/Form terms

BIBCO participants are encouraged to include genre/form terms in their PCC records where appropriate. Genre/form terms should be taken from one or more of the approved thesauri (see http://www.loc.gov/marc/relators/). (Note that LCSH is one of the approved thesauri.) The thesaurus from which the term originates should be identified either in subfield $2 or by the appropriate indicator, according to the MARC 21 standards in practice at the time of cataloging. Locally defined terms, if used, should be coded $2 local. Subdivision of terms should follow the rules or practice of the thesaurus.

Practice has not yet been completely standardized on the coding of form terms in bibliographic records (650 vs. 655). Many institutions, including LC, continue to code some of these terms in 650, even when they refer to the form and not the subject of the item. Most of these institutions are inconsistent in their practice, sometimes coding form terms in 650 fields, sometimes in 655. In the interest of consistency in records, BIBCO catalogers should follow the MARC 21 standard as published when including form terms in their records.

Authority work for genre/form terms should be done through the agencies responsible for the approved thesauri. This includes SACO for terms originating in or to be added to LCSH.

[1] Susan K. Martin, "Authority Control: Unnecessary Detail or Needed Support," *Library Issues: Briefings for Faculty and Administrators* 2 (January 1982): 2.

Also consulted: Doris Hargrett Clack, Authority Control: Principles, Applications, and Instructions, Chicago: American Library Association, 1990.

B1.5. Classification

Any classification number provided in a BIBCO record should aim to be in a form that is most useful to the widest number of potential users of that classification system.

B1.5.1. Overview

It is not necessary to use LC classification in order to contribute BIBCO records. It is only necessary that a classification number from a scheme assigned a code within the MARC 21 formats be included in the record when the standards for a particular format require it. The provision includes classification systems from any source (1) specifically identified in the format (e.g., fields 050, 060, 070, 080, 082, 084, 086) or (2) included in the code list for relators, sources, and description conventions.

Some classification systems distinguish between the general and the particular. Data that relate to the general make it possible to group items of similar intellectual content (classification number). Data that relate to the particular make it possible to individualize items and subarrange them within a group (e.g., author Cutter number, work Cutter number, etc.). In applying such systems to BIBCO records, only a classification number is required. BIBCO libraries always have the option of supplying a full call number (including Cutter numbers relating to shelf location), but it is not a Program requirement. What constitutes a classification number is determined by the nature of the classification system and the agency authorized to develop and maintain it. To the extent practicable, BIBCO libraries are expected to supply a classification number according to the current practice specified by the authoritative agency responsible for the development and maintenance of the classification system. A BIBCO library is only responsible for a classification number from the same scheme that it uses. If a classification number from another scheme appears in a record that a BIBCO institution upgrades as a BIBCO record, BIBCO libraries should retain the other number in the record.

Individual PCC Core standards specify when a classification number is required. These same requirements apply also for records created in those formats at the PCC Full level. Optionally, a classification number or call number may be supplied in records for materials in which the standard does not require such a number. If a library does not normally classify materials for which a BIBCO standard requires a classification number, the library may either supply one in particular cases or not contribute the record as a BIBCO record.

A classification number is required in BIBCO records for books, cartographic materials, and printed music. Classification numbers are optional on records for collections,

electronic resources, rare books, graphic materials, cartographic materials, moving image materials, and music and non-music sound recordings.

Exceptions: If a BIBCO library applying a PCC standard that calls for a classification number catalogs a work on a topic that is not yet represented in the classification system it uses (e.g., religious law in the case of the Library of Congress Classification), the PCC library may nevertheless designate the record a BIBCO record even though it necessarily lacks the required classification number. Optionally, the library may input the local number it uses in a local call number field.

B1.5.2. Library of Congress Classification (LCC)

BIBCO libraries using Library of Congress Classification (LCC) should assign a classification number that adheres to LC practice and that includes the data that represent the topic (what the work is about). Input the LCC number in field 050 and use value "blank" (no information provided) in the first indicator position and value "4" (assigned by agency other than LC) in the second indicator position. Setting the first indicator to "blank" prevents the need to determine whether LC holds the item and improves the efficiency of supplying a classification number.

BIBCO libraries may browse the LC online shelflist to assist in assigning an LC classification number to bibliographic records they create or update. However, libraries using LCC are expected to check the classification schedules to assure that an assigned classification number is current. By policy, LC does not routinely reclassify obsolete call numbers if the numbers were correct when originally assigned, so there are many obsolete numbers in the LC shelflist.

Only subfield $a of the 050 is required for both a PCC Full and a PCC Core record. Subfield $a is defined in the MARC 21 bibliographic format as the "classification number", an authoritative-agency data element. Such data may include topical Cutter numbers, work Cutter numbers, artist numbers, or geographic Cutter numbers, depending on the particular classification schedule. If the Cutter number is printed in the schedules, that exact Cutter number must be used in the 050 subfield $a. Cutter numbers for authors, musicians, and artists are generally not printed in the LC classification schedules and need not be established by LC in order to be used in a BIBCO record. BIBCO catalogers may formulate a number after checking the LC online shelflist and assign it to a BIBCO record without submitting a classification proposal. Other examples of types of "unprinted Cutter numbers" include personal, corporate and geographic names, names of languages (when a topic is subarranged by language), and titles of individual works, except for literary works from early periods up to 1500.

Subfield $b of the 050 is optional. Subfield $b of the 050 is defined in the MARC 21 bibliographic format as an "item number" and refers to LC's *Subject Cataloging Manual : Shelflisting* in which LC defines the elements that go into a subfield $b of the 050 as: "A book number: an alpha-numeric device appended to a class number to arrange material on the same subject in a specified order, usually alphabetically by

author." The shelflisting manual also refers to the subfield $b as an "author number," which may be why catalogers sometimes get confused when discussing literary author numbers which are contained in the subfield $a.

If a BIBCO library deliberately varies from LC practice and assigns non-standard classification numbers, topical Cutter numbers or literary Cutter numbers, etc. for its local catalog, it may do one of the following:

1) not submit the record as a BIBCO record;

2) if the input system they are using supports a local call number field (090), input the variant number in that field, supply in field 050 a classification number that reflects LC practice, and submit the record as a BIBCO record.

In OCLC, when upgrading an LC-Minimal Level Cataloging (MLC) bibliographic record to include a classification number, BIBCO libraries should remove the MLC number and use value "1" (not in LC/not shelved under that number in LC) in the first indicator position of the 050 that they provide. In RLIN, BIBCO libraries contributing program records should take out the MLC number and supply an 050 _4 in their contributed record. This applies whether the library works directly in the RLIN database or catalogs in its local system and loads records into the RLG Union Catalog.

For additional information about LC classification numbers in BIBCO records, consult the FAQ on the topic at: http://www.loc.gov/catdir/pcc/bibco/classfaq.html

B1.5.2.1. New classification numbers (LCC)

The Library of Congress accepts proposals for new classification numbers. Instructions for submission are available on the Web at:
http://www.loc.gov/catdir/pcc/classification.html.
The *SACO Participants' Manual* provides many examples and offers guidance in proposing classification numbers. Catalogers should refer to the *LC Subject Cataloging Manual (SCM): Classification, F 50*, for a thorough explanation of the classification proposal process and instructions for completing the form. For those classification proposals that appear to involve major or complex development, it is advisable to discuss the development with the person from the LC Coop Team assigned as the liaison or to send an explanatory email message with the proposal.

BIBCO catalogers may formulate a LCC number based on their knowledge of the schedules, etc., assign the number to their bibliographic record, code the record as BIBCO, and then submit a classification proposal, with the caveat that number may be changed as it goes through the classification editorial process. If LC changes the classification number proposed by the BIBCO library, the number should be changed by the submitting library on the record in the utility. Local policies should be followed regarding bibliographic maintenance in local databases.

B1.5.2.2. Literary author numbers (LCC)

A literary author number is composed of a classification and a Cutter number that identify an individual author; both are contained in the subfield $a. When a literary author number is assigned to an item, the subfield $b "book/item number" is based on the title of the work to complete the "call number." BIBCO libraries using LCC must use an LC literary author number (i.e., all Cutter numbers that can be considered to be part of the actual classification number (subfield $a) and not specific to the edition of a work that is in hand (subfield $b)) when those have been established by LC.

If a new literary author number that has not yet been established by LC is needed, BIBCO libraries are encouraged, but not required, to submit the number to the Library of Congress for verification. LC has continued the practice of establishing literary author numbers at the request of PCC partner institutions for those libraries that prefer to have the author number in their BIBCO records established by the Library of Congress.

A BIBCO institution may send an e-mail or fax request for a literary author number to the LC Cooperative Cataloging Team. The library may also use the web form for 053 requests available at: http://www.loc.gov/catdir/pcc/053/053prop.html. Upon receipt of the request, a literary author number for each author is verified against the LC shelflist and reserved. LC staff confirm to the requestor the exact number reserved within the LC files. The PCC participant should then record that number in the 053 (2nd indicator "0") of the name authority record via the NACO program. This procedure assures that authorized literary author numbers will be available to all users of LC's bibliographic products.

PCC catalogers may use LC's online shelflist available through the Web for purposes of formulating a LC classification number when requesting an 053 for inclusion in a name authority record. BIBCO catalogers who choose not to request verification of an 053 are encouraged to browse the LC online shelflist to assist in assigning an LCC to authenticated bibliographic records they create or update. More details are available at: http://www.loc.gov/catdir/pcc/litauthno.html

B1.5.2.3. New topical, geographic, or artist Cutter numbers (LCC)

BIBCO libraries using LCC must use LC artist, geographic, and topical Cutter numbers (i.e., all Cutter numbers that can be considered to be part of the actual classification number (subfield $a) and not specific to the edition of a work that is in hand (subfield $b)) when those have been established by LC. If LC has not established such Cutter numbers, then BIBCO libraries must assign one, conforming to the appropriate practice for the schedule in use, and input it in the 050 (second indicator "4"). LC reserves the right to change the Cutter number later if a conflict arises. However, there is no expectation that the BIBCO library will monitor and later revise its earlier BIBCO record in order to reflect the Cutter number change. Nonetheless, all future BIBCO records must use the newly established LC Cutter number.

Unlike the optional verification process for literary author numbers or Cutter numbers, there is no process for a BIBCO library to have LC verify new artist numbers or Cutter numbers or new geographic Cutter numbers. However, if the formulation of a subject heading proposal would require a new topical Cutter number, the new topical Cutter number must be submitted as part of a SACO proposal.

B1.5.2.4. Bibliography numbers (LCC)

LC recognizes that it is not practical for all libraries to follow LC classification policies in all respects. LC classes topical bibliographies in specific topical numbers in Class Z and provides an alternative number for those same topics from other classes. This is performed as a service of the national cataloging agency.

BIBCO libraries may choose to classify a PCC designated bibliographic record either in an established number for the topic in Z or in a number for that topic in other LCC classes. To improve the efficiency of this procedure, BIBCO libraries are asked not to supply an alternative number in either case.

B1.5.2.5. Series classified together (LCC)

The BIBCO policy on series analysis and classification practice allows for BIBCO libraries to vary from the LC decision with respect to both these procedures (Cf. DCM Z1, 64X section; see also: *Series FAQ* http://www.loc.gov/catdir/pcc/seriesfaq.html). This means that a BIBCO library may choose to follow LC practice or choose to analyze and classify separately a BIBCO designated record.

When assigning an individual classification number, BIBCO libraries are asked not to supply the collected set number in the bibliographic record along with the individual number.

B1.5.3. Dewey Decimal Classification

The Dewey Decimal Classification system (DDC) is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by Forest Press, which in 1988 became a division of OCLC Online Computer Library Center, Inc. It is the most widely used library classification system in the world, used in more than 135 countries.

BIBCO libraries using Dewey Decimal Classification (DDC) should assign a classification number using the current, full edition of the DDC appropriate to the specificity of the material in hand. Input the number in field 082 and use value "4" (assigned by agency other than LC) in the second indicator position. If a BIBCO library employs a number suggested as an option in the DDC, or a non-standard DDC number for its local catalog, it may do one of the following:

1) not submit the record as a BIBCO record;

2) if the input system they are using supports a local call number field (092), input the variant number in that field, supply in field 082 a classification number that reflects standard DDC practice, and submit the record as a BIBCO record.

The Dewey Decimal Classification Editorial Policy Committee (EPC), a ten-member international board whose main function is to advise the editors and OCLC Forest Press on matters relating to changes, innovations, and the general development of the Classification, accepts proposals for additions or changes to the DDC. Information about the EPC is available on the Web at:
http://www.oclc.org/dewey/news/epc/index.htm

B1.5.4. National Library of Medicine Classification

The National Library of Medicine (NLM) Classification system covers the field of medicine and related sciences. The scheme is intended to be used for the arrangement of all library materials, regardless of format. Designed as a broad classification, it is suitable for both large and small library collections and may be adapted to handle specialized collections of any size. It is patterned after the Library of Congress Classification and utilizes schedules QS-QZ and W-WZ that have been permanently excluded from LCC. It is intended to be used with the LCC schedules that supplement *NLM Classification* for subjects bordering on medicine and for general reference materials. The LCC schedules for Human Anatomy (QM), Microbiology (QR), and Medicine (R) are not used at all by the National Library of Medicine since they overlap the *NLM Classification*.

BIBCO Libraries using the National Library of Medicine Classification are expected to assign a classification number using the current, full edition of the *NLM Classification* appropriate to the specificity of the material in hand and following the classification practices described in that tool. Input the number in field 060 and use value "4" (assigned by agency other than NLM) in the second indicator position. If a BIBCO library employs a variant number, the variant number should be input in a local call number field.

The National Library of Medicine accepts proposals for new classification numbers. Suggestions should be addressed to the Head, Cataloging Section, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20894.

B1.5.5. Superintendent of Documents (SuDocs) Classification

The SuDocs Classification system was developed over a century ago by Adelaide R. Hasse, the U.S. Government Printing Office's first Librarian, and has been expanded and modified since then. SuDocs Classification numbers are used by many libraries to classify and arrange U.S. government documents in their collections.

B1.5.5.1. Assignment of SuDocs Classification numbers

The Government Printing Office assigns SuDocs Classification numbers to all of the documents it disseminates, including tangible documents distributed to depository libraries, online versions of documents it disseminates and catalogs, as well as some documents that it does not distribute. Libraries may also assign SuDocs Classification numbers following the instructions in the GPO Classification Manual and List of Classes of United States Government Publications Available for Selection by Depository Libraries. Assignment of a SuDocs Classification number by an individual library may be temporary, if GPO eventually assigns a number to a document, or may be permanently retained in a library's bibliographic record if GPO does not disseminate or classify a document.

B1.5.5.2. Structure of SuDocs Classification numbers

Numbers consist of a class stem and a book number. All class numbers begin with one or more letters. Usually the letter or letters represent a government department or agency. For example, the letter A represents the Dept. of Agriculture, the letter I represents the Dept. of the Interior, and TD represents the Dept. of Transportation. The first number following the initial letter or letters usually represents a subordinate agency. For example, TD 4 represents the Federal Aviation Administration. Further numbers are added to represent a lower level agency or other qualities that may be used to group documents. Book numbers are recorded at the end of SuDocs Classification numbers following a colon or another mark of punctuation.

B 1.5.5.3. Recording SuDocs Classification numbers in MARC 21 records

MARC 21 Format for Bibliographic Data instructs catalogers to record SuDocs Classification numbers in the 086 field. The first indicator should be 0 (zero), e.g., 086 0_. Valid numbers are recorded in the subfield "a". Invalid and cancelled numbers are record in the subfield "z". Libraries may obtain up-to-date classification information from WebTech Notes and the other SuDocs Classification tools.

B1.6. Special cataloging issues

B1.6.1. Non-roman materials

BIBCO records are encoded in a basic complement of character sets referred to as the "Latin base" (ASCII, ANSEL, MARC 21 Greek, MARC 21 subscript, MARC 21 superscript). The *Supplementary Core for Multiple Character Sets* (http://www.loc.gov/catdir/pcc/nonromancore.html) provides for including additional data in non-roman form encoded in other character sets designated for use in MARC 21 records. Such records consist of data encoded in multiple character sets.

The supplementary core standard should be applied to all PCC records created for monographic materials, whether PCC Core or PCC Full. Records created with this supplementary core standard should conform to the requirements of the appropriate PCC monographic PCC Core standard first and the supplementary PCC Core standards second.

In all cases, PCC libraries must include in roman form all of the data elements as specified in the PCC Core standard for the type of material being cataloged. Although the decision to include data in non-roman form in any PCC record is strictly optional, when the option is exercised, it must be done according to this supplementary core standard. Catalogers adding data in non-roman form to records are encouraged to consider the future use and international implications of their records and to include as much of the original script data as necessary to facilitate the identification and location of this often scarce material and its component parts.

B1.6.1.1. Chinese language materials

Beginning October 1, 2000, libraries contributing records to OCLC or RLIN have been required to use pinyin for systematically romanized Chinese language data in new bibliographic records. These records must contain the 987 pinyin conversion marker, as defined at http://www.loc.gov/marc/pinyin.html.

BIBCO libraries should do all transliteration in pinyin, filling in the 987 field as appropriate and marking the record as a BIBCO record, if the record meets BIBCO guidelines.

OCLC BIBCO participants are especially encouraged to review and upgrade any record whose 987 subfield $d indicates that it is marked for review (code 'r'). As part of the upgrade, the 987 field should also be edited to reflect the results of the manual review and conversion.

B1.6.1.2. Headings and authority records for non-roman materials

National-level authority records must be used and/or created to support romanized forms of headings. National-level authority records created by NACO libraries currently cannot support headings in non-roman form.

When headings are supplied in non-roman form, names used in headings or portions of headings (e.g., name alone; name/title; name as subject/subject subdivision; name/series title) may be input as "paired" names. Geographic subject headings may be input as paired fields. Translations of subject headings MAY be input but must include clear indications that they are non-standard (uncontrolled index terms (field 653) or identified as "source not specified" (6XX with second indicator "4")).

B1.6.2. Special formats

There are separate PCC Core standards for most formats or type of material, as detailed on the BIBCO home page (http://www.loc.gov/catdir/pcc/bibco.html) under **Approved Core Standards**. Beyond the determination of which elements are required for a PCC Core record for material in a specific format, BIBCO records are expected to follow standard AACR2/LCRI cataloging and MARC 21 coding for the format or material in question. There are no special requirements imposed by the BIBCO program on the cataloging of any materials or formats.

B1.6.2.1 Electronic resources in OCLC

If, when cataloging an electronic resource on OCLC, the resulting catalog record can be assigned the value "a" ("language material") in the MARC Leader byte 06 (OCLC=Type), it may be designated a "pcc" record (042=pcc) by a BIBCO library that does not have National Level Enhance authorization for "non-print" formats. This is irrespective of the code assigned in the MARC Leader byte 07 (Bibliographic level (OCLC=BLvl.)) Note that assigning values "b" or "s" in the 07 byte may also require CONSER membership in order to assign the appropriate 042 designation.

BIBCO libraries cataloging in OCLC must use MARC control field 006 with the assigned value "m" when the MARC Leader byte 06 is set to any code other than "m".

Thus, in the scenario described in the first paragraph above, the 06 may be "a" and the 07 may be "m," but the 006 will be coded "m" (computer file) because of the OCLC requirement that all electronic resources contain an 006. (Note that in this case LC would not require an 006 but a books 008.)

For complete information, please see *Guidelines for Coding Electronic Resources in Leader/06*, written by LC's Network Development and MARC Standards Office. The guidelines are available online at http://www.loc.gov/marc/ldr06guide.html

This document also references OCLC's *Cataloging Electronic Resources: OCLC-MARC Coding Guidelines* (http://www.oclc.org/connexion/documentation/type.htm). Both documents provide helpful information to determine when an electronic resource cataloging record is eligible to be designated as BIBCO within the Enhance authorizations available to that institution.

B2. Current cataloging

Current cataloging is first-time cataloging for an institution and is done with piece in hand. Current cataloging may involve creation or maintenance of BIBCO records.

B2.1. New input of original cataloging

All records newly input as part of current cataloging, regardless of the database(s) to which they are contributed, must use MARC 21 and be created according to AACR2 and related *Library of Congress Rule Interpretations* (see B1.3 above). Newly-input

names, series, and subject headings must meet the BIBCO standards, as set forth in B1.4.

B2.1.1. OCLC

In addition to meeting the standards articulated in B2.1, BIBCO records entered into the OCLC database must follow OCLC bibliographic input standards articulated in *Bibliographic Formats and Standards* (http://www.oclc.org/oclc/bib/toc.htm). In addition, BIBCO libraries contributing via the OCLC database must also follow the *Enhance Training Outline* (http://www.oclc.org/worldcat/enhance/trainingoutline.shtm) and *Guidelines for National Level Enhance Participants* (http://www.oclc.org/worldcat/enhance/guidelines.shtm). BIBCO libraries may contribute records to OCLC via direct input, tapeload, or FTP.

B2.1.2. RLIN

In addition to meeting the standards articulated in B2.1, BIBCO records entered into the RLG Union Catalog generally must conform to National Level Record (NLR) requirements (http://www.loc.gov/marc/bibliographic/nlr/), plus any RLIN-system-required fields. Full-level records must contain a full complement of subject headings from a subject heading list or thesaurus recognized in MARC 21 and specified by an indicator value or an assigned source code. If the subject heading scheme used is not LCSH or MeSH, at least one LCSH or MeSH heading at the appropriate level of specificity must be included as well. BIBCO libraries may contribute records to RLIN via direct input, tapeload, or FTP.

B2.1.3. Local systems

Libraries may create BIBCO records directly in their local systems as long as they follow the standards articulated in B2.1 and agree to make them available in a timely manner via one or more of the bibliographic utilities.

B2.1.4. Adaptation of records from another utility or catalog

Because BIBCO records are not automatically redistributed to all the major utilities, there may be some duplication of effort between catalogers working in the different utilities. Although catalogers are not expected to search more than one utility's database before creating a BIBCO record, they may encounter BIBCO or other usable records in another database. If such a record is subsequently entered into the other database, the contributing library should follow the MARC coding conventions and use the other library's MARC code in the subfield $a of the 040 and its own symbol in the subfield $c of the 040.

B2.2. Updating of an existing non-BIBCO record

Bibliographic records residing in either the OCLC or RLIN databases may be candidates for upgrading to the level of a PCC Core or PCC Full record. In addition to following the standards for record content articulated in B1, catalogers should also consult the utilities' documentation for the procedures to be followed to convert an existing record and authenticate it as a BIBCO record.

B2.3. Modifications to existing BIBCO records

The cataloger determines whether changes are needed in an existing BIBCO record, according to the policies outlined in B3. BIBCO participants agree to maintain open lines of communication with other PCC partners and especially with other BIBCO members in an effort to encourage the precept that the responsibility for maintaining the integrity of PCC records is shared by all participants. When one BIBCO library has a question about a BIBCO record created by another library, the BIBCO liaisons at both institutions discuss the issues and decide which library is to make any needed modifications to the existing BIBCO record.

B3. Record maintenance

Record maintenance is the process of ensuring the continued accuracy of a BIBCO record through additions, changes, or deletions and should be undertaken in the following circumstances:

- To correct errors, or;
- To reflect changes in the publication (multipart monographs and integrating resources), or;
- To reflect changes to policies and practices used within BIBCO for bibliographic control, or;
- To reflect changes to authorized forms of access points.

The degree to which a record is changed may depend on the activity that the cataloger is performing, the availability of information, and the record's encoding level. The action taken may involve making the change on a record or consulting with the Library of Congress or another BIBCO library about the change.

B3.1. Correcting errors

Members are responsible for correcting typographical errors and errors in content designation whenever they are encountered in a record that is already designated as a BIBCO record or is about to be authenticated as such. Correct these errors wherever they occur; however, bear in mind that what appears to be an error is not always so. Always compare the information in the record to the piece(s) in hand and keep in mind that one cataloger's judgment may legitimately be different from another's. As

articulated in Sections A1.1 and A4.4.6, other libraries are encouraged to contact an institution's BIBCO liaison if there is a problem with a BIBCO record.

B3.2. Changes in the publication (multipart monographs and integrating resources)

With the recent increase in the number of integrating resources due to the rise in materials published electronically, there has developed a greater awareness outside of the serials community for the need to modify bibliographic records to reflect changes in the publication itself. In February 2001, the PCC charged the Task Group on Implementation of Integrating Resources to look at the maintenance issues and to make recommendations for the division of work between CONSER and BIBCO libraries, as well as for the development of training and documentation. The full report of that Task Group with detailed recommendations is available at http://www.loc.gov/catdir/pcc/tgintegrfinal.pdf. In May 2002, preliminary training in the cataloging of integrating resources in the PCC context was presented by Stephen Miller at the BIBCO/CONSER Operations Committee held at the Library of Congress. As training modules and documentation for multipart monographs and integrating resources are developed and refined, all BIBCO contributing libraries are expected to keep abreast of the rules, the LCRIs, and the specific implementation guidelines for each bibliographic utility.

The text of revised Chapter 12 of AACR2 is due to be published in August 2002, followed closely by the LCRIs. The Library of Congress expects to begin implementation in December 2002. The MARC 21 format changes needed to support integrating resources have been published but have not yet been implemented by the utilities. OCLC plans to implement all coding changes, except for the new bibliographic level "i" in December 2002. RLIN expects to implement all coding, except for bibliographic level "i" and Entry Convention "2," in December 2002. It is expected that BIBCO and CONSER libraries encountering a record for an integrating resource (print or electronic) in the course of cataloging will modify the data elements in the record so that it continues accurately to describe and analyze the content of the publication.

B3.3. Changes in cataloging codes, LCRIs or BIBCO practice

One of the central tenets of BIBCO as a cooperative program has been the authentication procedure, whereby the bibliographic description and access points in a catalog record are verified as being in conformity with BIBCO bibliographic conventions and agreed-upon practices. In general, an authenticated BIBCO record should not be updated merely to reflect changes in cataloging codes or BIBCO practice. Usually, an authenticated record will continue to serve the purposes of BIBCO even though the rules and/or rule interpretations according to which it was constructed have been superseded. The instruction below addresses an instance where this is not the case.

B3.3.1. Pre-AACR2 description and rules of entry

If a BIBCO library wishes to authenticate a pre-AACR2 record as BIBCO, it must change the description to the latest version of AACR, as well as make certain that all access points are in current AACR form and under authority control.

B3.4. Changes in classification or content analysis to reflect current practice

BIBCO members may make changes to subject analysis fields that clearly do not correlate with the subject matter of the publication. Data should be removed from master records only when clearly incorrect, not just when a matter of judgment on predominant subject emphasis. When there is doubt, fields should not be changed before consulting the library that first contributed the record.

B3.4.1. Changes to subject headings

The cataloger adds, changes, or deletes subject headings to reflect vocabulary changes in standard subject heading lists as well as heading and subdivision assignment practices in such source documents as *Subject Cataloging Manual: Subject Headings*, etc. Redundant, largely duplicative fields should be removed from a record.

B3.4.2. Changes to classification numbers

The cataloger adds, changes, or deletes classification fields to reflect additions and changes to standard classification schemes. An exception to this is a call number assigned by a national library. In this case, the national library's classification number should not be changed; rather, an updated classification number may be added to the record in a separate field, as outlined in Section B1.5.

B3.5. Changes to authority-controlled fields

If an authority record for a heading has changed since a BIBCO record was contributed, the next BIBCO library to use the record may make the needed corrections without consulting with the originating library. Requirements for LC Bibliographic File Maintenance (BFM), as outlined in the *NACO Participants' Manual,* must be followed. There is no bibliographic maintenance requirement for other libraries' records.

B4. Retrospective conversion

Retrospective conversion is the process of turning a library's existing paper or microform catalog records into machine-readable records. Customarily, such records were created according to earlier cataloging codes and conventions, before the adoption of AACR2. Retrospective conversion involves the online input of these records into the MARC format, often without piece(s) in hand.

In 2001, BIBCO members considered permitting records to be coded as BIBCO without the need to upgrade the description to AACR2, as long as the headings were under

authority control. They discussed the consideration of a new 042 code for BIBCO libraries wishing to code records entered as part of a retrospective conversion process as BIBCO records. The majority of BIBCO member libraries affirmed that one of the tenets of the BIBCO program is that records will be entered according to AACR2 description.

Any library undertaking retrospective conversion may code those records as BIBCO only if they also upgrade the description to AACR2. In order to do that, they must also have the piece(s) in hand. If the library wishes to do retrospective conversion without upgrading the descriptive elements, the records may not be coded as BIBCO. For an illustration of this type of work, refer to examples 33 through 36.

B5. BIBCO record requirements

BIBCO records must meet or exceed PCC Core record standards. They must also meet the input standards of the bibliographic utility through which they are being contributed, and follow AACR2 and *Library of Congress Rule Interpretations* for descriptive cataloging. BIBCO records are identifiable via a special code of "pcc" that appears in the MARC 21 042 field. In addition, the source code (008/39) must be "c" for cooperative, unless the record began as a record from a national library, in which case the source code will remain "blank".

B5.1. PCC Core

The PCC Core record standard specifies a minimum set of data elements for different types of material that must always be included in any PCC Core record, yet may also be exceeded, if the cataloger or the institution deems it necessary. Records that lack this minimum set of MARC fields cannot be considered to be PCC Core records. While the principle is constant, different data elements were identified for each format or type of material. For PCC Core records to be high-quality records, they must be created by catalogers exercising good judgment. Whenever the cataloger judges that a field that is not required by the PCC Core record standard is nevertheless clearly necessary to create a useful record, that field should be included in the bibliographic record.

B5.1.1. Rationale for PCC Core

The PCC Core record standard was defined in 1994 by a Task Group appointed by the Cooperative Cataloging Council, now known as the Program for Cooperative Cataloging (PCC). The Task Group was charged with developing cost-effective bibliographic standards that would be acceptable to a wide range of libraries. The concept of a core record predated the work of the Cooperative Cataloging Council Task Group on Standards, which borrowed the term from earlier efforts. The idea of a core record was introduced in the 1980's in IFLA working documents, and there has been wide discussion of the core record in the international context. CONSER was also an early proponent of the core record standard and has produced core bibliographic standards for serials. One of the main recommendations of the original Standards Task Group was that subsequent task groups of specialists in the cataloging of non-book

format and non-roman alphabet materials be appointed to develop core record standards for such materials. This was the model followed by the Standing Committee on Standards (SCS) as it developed the PCC Core standards for different types of material. The SCS reviews the standards periodically to keep them up to date and reflective of current practice.

The PCC Core record represents a level of cataloging between minimal- and Full-level cataloging. Given the costs of cataloging and the shrinking resources in libraries, the PCC recognized the need for a new cataloging tool and developed the PCC Core record standards. Recognizing that authority control is usually the most expensive aspect of cataloging, a key component built into the PCC Core record was the requirement that access points be under full authority control in the international authority file, with the exceptions explained in Section B.1.4. Once a heading is established in the international file, it is then available for repeated use in other records. Another aspect of the PCC Core record is that it sets a base floor of data elements within a format which must always be included in any PCC Core record, yet may also be exceeded, thereby providing institutions with a new level of flexibility in their local cataloging. One of the premises of the PCC Core record is that it will take less time to create, in that the cataloger's time is spent describing, establishing authoritative forms for, and providing access to only the most significant data elements. The goal was to enable catalogers to produce more records faster and more cheaply. Thus, it would be wise to use the following rule of thumb: when in doubt about the usefulness of a non-core field in a PCC Core record, leave it out.

B5.1.2. PCC Core standards

Core records can be identified by the encoding level (Leader/17) of "4". BIBCO Core records can be distinguished from other core records by the addition of an 042 value of "pcc" to indicate that the record was created by a BIBCO participant library. Although non-BIBCO libraries can use the core level standard and the corresponding encoding level of "4", only records created by BIBCO libraries will include an 042 value of "pcc."

The PCC Core standards that have been defined are listed below with the links to the Web pages:

Introduction to the Core Record
http://lcweb.loc.gov/catdir/pcc/bibco/coreintro.html

Consolidated Chart of Core Standards for all Formats
http://www.loc.gov/catdir/pcc/bibco/core2002.html

Core Record for Books
http://www.loc.gov/catdir/pcc/bibco/corebook.html

Core Record for Cartographic Materials
http://www.loc.gov/catdir/pcc/bibco/coremaps.html

Core Bibliographic Record for Collections
http://www.loc.gov/catdir/pcc/bibco/corecoll.html

Core Record for Monographic Electronic Resources
http://www.loc.gov/catdir/pcc/bibco/coreelectro.html

Core Record for Rare Books (DCRB Core)
http://www.loc.gov/catdir/pcc/bibco/coredcrb.html

Core Record for Graphic Materials
http://www.loc.gov/catdir/pcc/bibco/coregm.html

Core Record for Moving Image Materials
http://www.loc.gov/catdir/pcc/bibco/coremim.html

Core Record for Sound Recordings
http://www.loc.gov/catdir/pcc/bibco/coresr.html

Core Record for Printed Music and Music Manuscripts
http://www.loc.gov/catdir/pcc//bibco/coremusmss.html

Supplementary Guidelines for Multiple Character Sets
http://www.loc.gov/catdir/pcc/bibco/coreintro.html#9

B5.2. PCC Full standards

From the PCC perspective a Full-level bibliographic record potentially contains more detail than a core-level record. The specification for a Full-level record subsumes the data elements specified for PCC Core records. A Full-level record, in general, reflects the following characteristics:

1) the description is based on the current versions of the *Anglo-American Cataloguing Rules,* 2nd ed., at either the second or third levels of description (rules 1.0D2 and 1.0D3 respectively), the *Library of Congress Rule Interpretations*, the *CONSER Editing Guide*, the *CONSER Cataloging Manual*, and the *ALA-LC Romanization Tables*;

2) access includes the following (all relevant descriptive and subject access is in an authorized form supported by appropriate authority work):

    a) for monographs, classification parallels the counterpart core standards (for books, printed/manuscript music, and cartographic materials, classification based on one of the classification schemes recognized by the *MARC 21 Format for Bibliographic Data*; for other materials, classification is not required); for serials, classification is encouraged but is not required;

b) subject and/or form access based on one (or a combination) of the subject heading systems, thesauri, or genre/form lists recognized by the *MARC 21 Format for Bibliographic Data*, as appropriate; in general, such access is provided for all the subject aspects constituting twenty per cent or more of the content;

c) added entries reflecting the full complement of access called for by the cataloging rules; all added entries are justified, either from the description itself or from notes;

3) the record is in machine-readable form and reflects the structure and content designation of the *MARC 21 Format for Bibliographic Data*; it also reflects the content designation of the *MARC 21 Format for Authority Data* where applicable as well as the conventions of the following associated MARC 21 documentation:

MARC Code List for Countries
MARC Code List for Geographic Areas
MARC Code List for Languages
MARC Code Lists for Relators, Sources, Description Conventions
MARC 21 Specifications for Record Structure, Character Sets, and Exchange Media

Unlike PCC Core, there is no conscious attempt to place limitations either on description or access. Note that the application of the Full record specification to a particular resource will not necessarily result in a totally consistent and uniform set of data elements. The following factors preclude the expectation of such uniform treatment from agency to agency:

- the nature and character of a particular cataloging universe;
- cataloger's judgment;
- conditions that permit discretionary variations at the individual agency level, e.g., various aspects of series treatment;
- the requirements of a particular bibliographic utility;
- the requirements of a particular agency.

C. Auxiliary programs

NACO and SACO, two of the other component programs of the PCC, play a vital role in the success of the BIBCO program.

C1. NACO

C1.1. NACO overview

NACO, the name authority component of the PCC, is the underlying foundation for participation in BIBCO and CONSER. Only those institutions that are independent NACO contributors may be considered candidates for BIBCO. A principal reason behind this requirement is that the founders of the PCC felt that the NACO program's emphasis on cataloger judgment, as called for by AACR2, the LCRIs and LC's *Descriptive Cataloging Manual,* would prepare catalogers to assimilate the philosophy of working in a shared bibliographic environment.

C1.2. History of NACO

The Name Authority Cooperative Project began in 1977 as a joint project between the Library of Congress and the U.S. Government Printing Office. The goal was a common authority file that would reduce the cost of authority work. The early manual procedures (having paper authority forms mailed to LC on worksheets, then re-keyed) have given way to FTP contribution. Today, copies of all new and changed records are re-distributed by LC on a daily basis to OCLC, RLG, the British Library, and CDS customers. During the Cooperative Cataloging Council deliberations, LC's leadership role in the training and coordination of the NACO program was reaffirmed. LC's Cataloging Policy and Support Office sets policies and procedures for the NACO program. The benefits of NACO are substantial: LC, the cooperating libraries, and the national and international cataloging communities all reap rewards because the cost of authority work is shared, the duplication of effort is reduced, timeliness is improved, and coverage of the National Authority File (NAF) is expanded.

NACO members share their expertise with the library community by serving as trainers and representatives to the governing body of NACO on the PCC Policy Committee. Since 1992, contributions to the file have risen dramatically. Fiscal year 96 witnessed the one-millionth contribution to the file by NACO partners. Today, NACO-contributed records account for roughly one half of all new name and series records in the authority file, which contains approximately five million records.

C1.3. NACO relationship to BIBCO

The hallmark of a BIBCO record is that all name and subject access points are under authority control. This applies whether the record is contributed at the PCC Core level or has been further enriched. (See Section B1.4)

Because NACO libraries are constantly adding new headings and revising existing ones, the National Authority File is dynamic. This often causes confusion for libraries encountering BIBCO records since, in some cases, the access points on existing BIBCO records fall out of synch when a change is made to a 1XX heading in a name authority record. In recent years, considerable progress has been made in keeping the bibliographic records and authority records in closer synch. To assist in the process, OCLC has developed procedures to update headings on bibliographic records in WorldCat when an extant NAR 1XX heading is changed. The PCC has also been active in alerting both BIBCO and non-BIBCO libraries to the need to report errors in BIBCO records. Libraries are encouraged to report errors to each other via the BIBCO liaisons, to LC (where appropriate), and to the bibliographic utilities in which catalogers work. It should be noted that this sort of bibliographic file maintenance is not the same as the mandatory BFM that is part of the NACO workflow. Although it is not mandatory to notify other libraries or the utilities when headings have changed or when other errors are discovered in a non-LC BIBCO record, the PCC strongly encourages institutions to communicate with one another to address these issues promptly. Doing so increases the confidence of the library community in BIBCO records and helps prevent further errors from occurring.

Another source of potential confusion, especially for non-BIBCO libraries, is that some BIBCO libraries have work streams that result in bibliographic records being added to the database before authority records are uploaded into the authority file. BIBCO libraries are encouraged to review their work streams to ensure that internal processes do not create obstacles to the timely availability of authority records in the NAF.

C2. SACO

C2.1. SACO overview

SACO, the Subject Authority Cooperative Program, provides a means for individual catalogers to propose subject headings for inclusion in the Library of Congress Subject Headings (LCSH) and classification number proposals or changes for inclusion in the Library of Congress Classification (LCC) schedules. Unlike the other PCC programs, participation in SACO is not institution or utility based. Due to this flexibility, interested catalogers contribute needed headings to reflect users' needs for subject access worldwide.

C2.2. History of SACO

SACO has its roots in the Cooperative Subject Cataloging Projects (CSCP), which officially began as a part of LC's Subject Cataloging Division when the first CSCP coordinator was named in October 1983. In 1984, the National Library of Medicine (NLM) took on the responsibility for descriptive cataloging of medical cataloging in publication (CIP) titles and contributed MeSH subject access points and NLM classification numbers to medical titles cataloged as CIP records. With the expansion of online cataloging, projects were formulated by CSCP to increase the number of cooperative cataloging participating libraries. These libraries became the founding

members of the National Coordinated Cataloging Program (NCCP). CSCP became responsible for the administration of the subject cataloging aspects of NCCP. LC's Office of the Principal Cataloger (Subject Policy Office) was made responsible for training NCCP participants and reviewing bibliographic records and subject authority proposals. In 1988-89, there was a dramatic increase in the number of subject headings contributed by NCCP participants, while the subject authority work continued to be done by the Library of Congress staff. In 1988, a general call went out in the *Cataloging Service Bulletin* inviting proposals from anyone willing to fill out the forms and to follow the written procedures. By 1990, when NCCP libraries prepared their own subject heading proposals, the focus of the program shifted to make participants more self-reliant. NCCP program catalogers began to be viewed as equal partners with the Library of Congress. Increasing use of the Internet and other means of electronic communication allowed quicker submission of proposals and more timely feedback to participants. In 1993, the Subject Authority Cooperative Program (SACO) replaced CSCP and became a component part of the Program for Cooperative Cataloging. In 1994, the British Library decided to reinstate the use of LCSH in its records for the British National Bibliography, thus adding the international dimension to the program.

C2.3. SACO relationship to BIBCO

BIBCO records are readily identified as monographic records that are notable for having all access points supported by internationally available authority records and for providing subject analysis at the appropriate level of specificity. BIBCO participants may choose to use other internationally recognized subject heading thesauri such as AAT or MeSH, besides LCSH, and other classification numbers from internationally recognized schemes such as Dewey or the National Library of Medicine's classification, besides LCC. BIBCO libraries using LCSH are expected to establish new headings for discrete topics and named entities, as they are needed. The process for submitting new or changed LCSH proposals is documented online via the Web at http://www.loc.gov/catdir/pcc/sacohelp.html and in the *SACO Participants' Manual*. The SACO Web site contains a variety of FAQs, sample proposal forms, and a list of research sources to facilitate the contribution of new and changed subject proposals. Catalogers not wishing to submit a SACO proposal for a new discrete topic or entity should not contribute the bibliographic record in question as a BIBCO record. BIBCO libraries using LCC may formulate a LC classification number for a new topic based on their knowledge of the schedules, and then submit a classification proposal via SACO. Instructions for submission are available on the Web at: http://www.loc.gov/catdir/pcc/classification.html and in the *SACO Participants' Manual*.

D. Tools and how to access them

Tools which have been suggested or required for use by BIBCO participants throughout this manual are listed and briefly described below, with information on where and how to access the most current versions.

With some exceptions (e.g., DDC, MeSH), the majority of tools listed are available from the Library of Congress' Cataloging Distribution Service (CDS). The CDS Web site at http://www.loc.gov/cds/ contains a list of all these tools along with price and ordering information. Note that many of the tools are subscription-based with updates issued on a quarterly basis. CDS may also be reached at:

Library of Congress
Cataloging Distribution Service
Washington, D.C. 20541-4912
Voice: 202-707-6100
Fax: 202-707-1334
Email: cdsinfo@loc.gov

D1. General

- *Cataloger's Desktop*
  Available from CDS in electronic form only.

  Contains a comprehensive collection of cataloging publications on one CD-ROM disc, including LC and PCC-specific documentation, as well as MARC 21 documentation, AACR2, *Archives, Personal Papers and Manuscripts: A Cataloging Manual*, *Archival Moving Image Materials: A Cataloging Manual, Cataloging Rules for the Description of Looseleaf Publications*, Descriptive *Cataloging of Rare Books, Graphic Materials*, *Map Cataloging Manual*, *Music Cataloging Decisions*, S*tandard Citation Forms for Published Bibliographies used in Rare Book Cataloging, Thesaurus for Graphic Materials*, and more. New tools added as available.

D2. Descriptive cataloging and name authorities

- *ALA-LC Romanization Tables*
- http://www.loc.gov/catdir/cpso/roman.html
- *Anglo-American Cataloguing Rules, 2nd ed.*

  AACR2 is the basic set of cataloging rules that have been in use by Anglo-American libraries since the early 1980's. AACR2 is a joint publication of the American Library Association (ALA), the Canadian Library Association (CLA) and the Chartered Institute of Library and Information Professionals (CILIP). It is available in print, on CD-ROM, and as part of the Library of Congress' Cataloger's Desktop. Updates are issued annually; pricing information may be found at ALA's Web site at http://www.ala.org/ or at CILIP's Web site at http://www.cilip.org.uk/ or at the CLA's Web site at http://www.cla.ca/

Note that for BIBCO purposes, AACR2 may not be used as a standalone document. The *Library of Congress Rule Interpretations* (LCRIs) supplement AACR2 and provide LC and PCC catalogers with the official cataloging policies and practices required for submission of authority and bibliographic records.

- *Approved Core Record Standards*
  Available on the BIBCO Web Site http://lcweb.loc.gov/catdir/pcc/bibco.html

- *BIBCO Training Manual*
  Provided free to institutions by LC when BIBCO training is conducted.

- BIBCO Web Site http://lcweb.loc.gov/catdir/pcc/bibco.html

- *Descriptive Cataloging Manual Z1: Name and Series Authority Records*
  Required NACO documentation. PCC institutions must print out copies and updates from the NACO homepage (in PDF form) at
  http://www.loc.gov/catdir/pcc/naco.html
  Also available in Cataloger's Desktop.

  Provides an expanded definition of the cataloging data that is to be input into the various MARC fields. It also provides PCC policy and procedural instructions for LC and PCC catalogers to follow in the creation and maintenance of name authority records.

- *LC Supplement Guidelines to MARC 21 Format for Authority Data*
  Required NACO documentation. PCC institutions must print out copies and updates from the NACO homepage (in PDF form) at
  http://www.loc.gov/catdir/pcc/naco.html
  Also available in Cataloger's Desktop.

  Defines the MARC fields and data which are actively supplied by LC and which will be accepted by LC's database for redistribution.

- Library of Congress Cataloging Policy and Support Office Web Site
  http://www.loc.gov/catdir/cpso/

  CPSO is the official arbiter of NACO procedures and policies. Often changes in LCRIs and other documentation are issued on the CPSO Home Page before they appear in the formal documentation.

- *Library of Congress Rule Interpretations*

  Updates issued quarterly. Available from CDS in print, on CD-ROM, and on Cataloger's Desktop. One subscription per each NACO institution of the print copy is provided at no cost to the participant.

  The LCRIs supplement AACR2 by recording the decisions taken by LC on options provided for in various rules, as well as by recording rule replacement decisions, early implementation of soon-to-be-published changes to AACR2,

and/or rule amplification or explanation. For BIBCO purposes, the LCRIs are viewed as the de-facto official cataloging policies and practices required for submission of authority and bibliographic records.

- NACO Web Site (especially FAQs) *http://www.loc.gov/catdir/pcc/naco.html*

- *NACO Participants' Manual*
  Available from CDS in print and in Cataloger's Desktop.

- *Subject Cataloging Manual: Subject Headings (Instruction sheet H405)*
  Available from CDS in print and in Cataloger's Desktop.

D3. MARC

The basic MARC documents for authority and bibliographic records are complete listings of all the data that may be contained in MARC formatted records with a description of what the data is expected to communicate to the computer. These basic documents are:

- *MARC documentation*
  Available from CDS in print and in Cataloger's Desktop.

- *MARC Code Lists*
  Available from CDS in print and in Cataloger's Desktop.
  http://www.loc.gov/marc/marc.html

- *MARC Code List for Countries*
  Available from CDS in print and in Cataloger's Desktop.
  http://www.loc.gov/marc/countries/cntrhome.html

  Contains places and their associated two-or three-character lower case alphabetic codes used in MARC records.

- *MARC Code List for Geographic Areas*
  Available from CDS in print and in Cataloger's Desktop.
  http://www.loc.gov/marc/geoareas/gacshome.html

  Contains a list of geographic areas and their associated one- to seven-character codes used in MARC records. The list includes separate codes for countries, first-order political divisions of some countries, and certain regions and geographic features.

- *MARC Code List for Languages*
  Available from CDS in print and in Cataloger's Desktop.
  http://www.loc.gov/marc/languages/langhome.html

  Contains a list of languages and their associated three-character alphabetic codes that allow for the designation of the language or languages in MARC records.

- *MARC 21 Format for Authority Data: Field List*
  One subscription per each NACO institution provided at no cost to the participant.
  Available from CDS in print and in Cataloger's Desktop.
  http://lcweb.loc.gov/marc/authority/ecadlist.html

  Note that for BIBCO purposes, the *MARC 21 Format for Authority Data* may not be used as a standalone document. The basic format is augmented by supplements written by CPSO and issued to participating institutions by the Cooperative Cataloging Team. These supplements constitute the *Descriptive Cataloging Manual Z1* (formerly issued in print on yellow colored paper) and the *LC Guidelines Supplement to the MARC Format for Authority Data* (formerly issued in print on blue colored paper).

- *MARC 21 Format for Bibliographic Data: Field List*
  Available from CDS in print and in Cataloger's Desktop.
  http://lcweb.loc.gov/marc/bibliographic/ecbdlist.html

  Note that for BIBCO purposes the *MARC 21 Format for Bibliographic Data* may not be used as a standalone document. The format must be used in conjunction with the format documentation of each bibliographic utility. Each utility will have a list of MARC fields and data that may or may not be input and what data are kept or deleted upon distribution, etc.

D4. Classification and subject analysis

Because BIBCO participants may utilize any classification or subject heading scheme authorized by the *MARC 21* formats, catalogers should consult the printed and online documentation available for the appropriate schemes when creating or upgrading bibliographic records. The list of tools provided here is neither exhaustive nor prescriptive. Catalogers utilizing other classification systems or subject thesauri supported by MARC 21 are expected to follow the most current documentation and guidelines for their correct application.

D4.1. Library of Congress

Those participants using LCSH and LC Classification are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by LC.

- *Classification Web*
  Available from CDS. Updated weekly. For more information see:
  http://lcweb.loc.gov/cds/classweb.html

  An online, Web-based product that allows full-text schedule display of all Library of Congress classification schedules, complete LC subject headings, correlations between LC classification numbers and LC subject headings, and many other features.

- *Free-Floating Subdivisions: An Alphabetical Index*
  Available from CDS in print and in Cataloger's Desktop.

  Lists all subdivisions designated as free-floating. Free-floating refers to a form or topical subdivision assigned by the subject cataloger under designated subjects without the usage being established editorially and without the usage appearing in the subject authority file under each individual subject heading. Also helps locate information in the *Subject Cataloging Manual: Subject Headings*, in which free-floating subdivisions appear in 40 separate lists.

- *Library of Congress Classification Schedules*
  Available from CDS in print; also available from commercial vendors. Updates available on the LC Web site at http://www.loc.gov/catdir/cpso/

- *Library of Congress Subject Headings*
  Available from CDS in print and in Cataloger's Desktop. Issued annually in print (5 vols.) and updated quarterly on Cataloger's Desktop. LCSH is also available on microfiche.

  For BIBCO purposes it is suggested that participants check the most current copy of LCSH through the subject authority files available on the bibliographic utilities. These files are updated via FTP distribution from LC. Due to varying practices with the FTP uploading of subject files, it is also suggested that BIBCO participants check the weekly lists of approved subject headings.

- *Library of Congress Subject Headings Weekly Lists*
  Available only on the Library of Congress Cataloging Policy and Support Office (CPSO) Web page at http://www.loc.gov/catdir/cpso/, with a link from the SACO homepage. This list is updated weekly. All new subject headings created, changed or deleted are available and searchable via the Web server.

- *SACO Participants' Manual*
  Available from CDS in print and in Cataloger's Desktop; also available free on the SACO Web site at http://www.loc.gov/catdir/pcc/saco/sacomanual.pdf

- *SACO Web site* http://www.loc.gov/catdir/pcc/saco.html

  Includes forms for submitting proposals and guidelines for the content. FAQs on the creation of headings and other background as well as a list of Web Resources useful for justification/verification of subject headings including links to: MeSH, AAT, GEOnet, etc.

- *Subject Cataloging Manual: Classification*
  Available from CDS in print and in Cataloger's Desktop.

  A manual to help with the assignment of LC classification numbers to library materials following LC policies and standards. Instruction sheets contain step-by-step procedures. Guidelines help with the formulation of the classification portion of the LC call number.

- *Subject Cataloging Manual: Shelflisting*
  Available from CDS in print and in Cataloger's Desktop.

- *Subject Cataloging Manual: Subject Headings*
  Available from CDS in print and in Cataloger's Desktop.

  A how-to guide for assigning subject headings and subdivisions in a consistent and standardized manner--as practiced at the Library of Congress. This manual provides the rationale for assigning subject headings to specific works and is indispensable for BIBCO participants that use LCSH.

D4.2. National Library of Medicine

Those participants using MeSH and NLM classification are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by the National Library of Medicine. Many of the print publications are available from:

National Technical Information Service (NTIS),
5285 Port Royal Road, Springfield, Virginia 22161;
Sales Desk: (703) 605-6000; Subscriptions: (703) 605-6060;
Toll-free (for ordering MEDLARS tools) 1-800-423-9255.
http://www.ntis.gov/help/index.asp?loc=7-0-0

- *Application of MeSH for Medical Catalogers*
  http://www.nlm.nih.gov/tsd/cataloging/catmesh.html

  Outlines NLM subject cataloging practices.

- *MeSH*
  Updated annually. Available online via the MeSH Browser at
  http://www.nlm.nih.gov/mesh/meshhome.html

  The Medical Subject Heading (MeSH*)* thesaurus is the National Library of Medicine's controlled vocabulary used for indexing articles, for cataloging books and other holdings, and for searching MeSH-indexed databases. MeSH terminology provides a consistent way to retrieve information that may use different terminology for the same concepts and is an excellent source for use in a BIBCO library's SACO proposals for medical headings.

- *MeSH Annotated Alphabetic List*
  Available in print from NTIS.

  This alphabetic listing includes notes for indexers, catalogers, and searchers, as well as historical information.

- *MeSH Tree Structures*
  Available in print from NTIS.

This document is a hierarchical listing of the MeSH vocabulary.

- *NLM Classification*
  Available in print from the Superintendent of Documents, U.S. Government Printing Office. Also available online via the NLM Cataloging Section Web site at http://www.nlm.nih.gov/pubs/factsheets/nlmclassif.html

  Covers the field of medicine and related sciences. The scheme is a system of classification intended to be used for the shelf arrangement of all library materials, regardless of format. Designed as a broad classification, it is suitable for both large and small library collections and may be adapted to handle specialized biomedical collections of any size.

D4.3. Dewey Decimal

Those participants using the Dewey Decimal classification are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by the Decimal Classification Editorial Policy Committee (EPC).

- *Dewey Decimal Classification*
  Published by OCLC Forest Press, this product is published in two editions, full and abridged. In addition to printed editions, it is kept up-to-date through two electronic versions: Dewey for Windows, a CD-ROM product that is updated annually and released in January; and WebDewey, a Web-based product that is updated quarterly. Available from: http://www.oclc.org/fp/

  A general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876.

D4.4. Superintendent of Documents

Those participants using the Superintendent of Documents Classification system are expected to adhere to the principles and policies for its application as stated in current documentation.

- *GPO Classification Manual: A Practical Guide to the Superintendent of Documents Classification System*
  http://www.access.gpo.gov/su%5fdocs/fdlp/pubs/classman/index.html

- *List of Classes of United States Government Publications Available for Selection by Depository Libraries*
  http://fedbbs.access.gpo.gov/library/download/CLASS/listclas.txt

- *WebTech Notes* http://www.access.gpo.gov/su_docs/fdlp/tools/webtech.html

D4.5. Other classification systems or thesauri

- *Art & Architecture Thesaurus*
  Available from the Getty Research Institute on the Web at
  http://www.getty.edu/research/tools/vocabulary/aat/

  Structured vocabularies that can be used to improve access to information about art, architecture, and material culture.

D5. Geographic names

- *Geographic Names Information System (GNIS)* http://geonames.usgs.gov/

- *GEOnet Names Server* http://164.214.2.59/gns/html/index.html

D6. OCLC documentation

- *OCLC cataloging documentation is available on the OCLC Web site at:*
  http://www.oclc.org/navigation/toolbox/

- *The Enhance Training Outline*
  http://www.oclc.org/worldcat/enhance/trainingoutline.shtm

  Must be applied by OCLC members contributing BIBCO records via OCLC.

- *Guidelines for National Level Enhance Participants*
  http://www.oclc.org/worldcat/enhance/guidelines.shtm

  Supplement to OCLC's *Enhance Training Outline.* Must be applied by OCLC members contributing BIBCO records via OCLC.

D7. RLIN documentation

- RLIN cataloging documentation is available on the RLIN Information Center Web site at: http://www.rlg.org/ric/ric.html

D8. Library catalogs

- *LC Online Catalog*
  Accessible on the Web at: http://catalog.loc.gov/

  Searching the LC Online Catalog is not a requirement of the BIBCO program; however, for those libraries using LC classification, it greatly enhances the ability to devise call numbers for BIBCO records. This catalog may be searched using browse or keyword searches.

Note: Authority records are not viewable on the LC Online Catalog at this time; however, headings used on bibliographic records in the LC Online Catalog are linked to authority records via the reference structure, thus leading the user to the correct use of an authorized heading.

- *Other library catalogs*
  LibDex, the Library Index, provides a search engine to locate library catalogs on the Web.
  Available at http://www.libdex.com/

D9. Local documentation

It is expected that BIBCO libraries will apply BIBCO standards within the context of their local environment. Libraries are expected to supplement the above standards documentation with their own policy and procedural documentation.

E. Cataloging examples

E1. Format and rationale of BIBCO examples

As every cataloger knows, cataloging is a matter of judgment and interpretation. Although catalogers follow guidelines and standards, the representation of a bibliographic entity using codes and standards is highly subjective. The examples provided have been developed and reviewed by experienced catalogers. To the best of our collective knowledge, they were correct at the time they were made available. **As the cataloging rules and *LC Rule Interpretations* change, examples may become outdated.** The intention of the following examples is to illustrate the judgment involved in choosing to use PCC Core versus PCC Full standards, not to provide absolute guidance on how to catalog certain materials. If they are consulted in the spirit in which they were intended, they will be useful even after specific rules have changed. Because the examples are merely illustrative of the concepts, authority work that would be expected for a real BIBCO record has in some cases not been done.

Each example reflects the same item represented both with a PCC Core record and a PCC Full record. Examples reflect the contributing institution's interpretation of what makes a record PCC Core or PCC Full; another institution may have a different interpretation and still be completely accurate.

Optional data elements for Core records are displayed in ***bold italics*** on the Full records. Each PCC Core record example contains a brief outline of some of the reasons why the record is labeled Core. The intent of the comments is to explain the thought process and assist catalogers in exercising good judgment about how they might apply PCC Core standards. Because the PCC Core standards represent a floor, not a ceiling, there may be optional data elements in some of the Core record examples that another cataloger would consider unnecessary. Not all optional data elements will be discussed in every example. Catalogers are expected to refer to the PCC Core standards for complete information.

Each example is numbered and labeled to identify the type of material being described. The intention was to present examples that are largely database and vendor-neutral. Although the examples reflect MARC 21 content designation, they differ slightly in form so that they may be more easily read. For clarity of presentation, each subfield code is preceded and followed by a space, delimiters are represented by dollar signs $. The subfield $a is not explicitly coded.

Blank elements in 006 fields are represented by underscoring _.

007 fields are represented both as they would appear in RLIN and OCLC.

No 008 fields are provided in any example. Catalogers are encouraged to consult MARC 21 documentation and the input standards of their respective utility for details on 008 coding.

EX-1 Books

CORE

020	0799212741
042	pcc
050 4	HT148.S68 $b S78 1990
245 02	A study of the effects of urbanisation on the health of women in Khayelitsha, Cape Town : $b rationale and methods.
260	Cape Town : $b Urbanisation and Women's Health Project, Dept. of Community Health, University of Cape Town, $c [1990]
300	iii, 10 p. : $b ill., maps ; $c 30 cm.
490 1	Working paper / Urbanisation &Women's Health, Dept. of Community Health, University of Cape Town ; $v no. 1
500	Cover title.
650 0	Urbanization $z South Africa $z Cape Town.
650 0	Women, Black $x Health and hygiene $z South Africa $z Cape Town.
700 1	Pick, W. M.
710 2	University of Cape Town. $b Urbanisation & Women's Health.
830 0	Working paper (University of Cape Town. Urbanisation & Women's Health); $v no. 1.

What makes this record a Core record?

- ***There is no 500 justifying the 700.***
- ***There is no 500 justifying the brackets around the date in the 260.***
- ***The subject analysis covers only the primary topics.***
- ***The 043, optional according to OCLC input standards but required according to RLIN input standards for Full records, has not been provided.***
- ***For those formats where classification is required for PCC records, it is optional to supply the full call number with shelf location number. This is true for both PCC Core and PCC Full records. (See Section B1.5)***

Access has not been adversely affected. Data elements that serve to explain the cataloger's decisions have been left out, as has one subject heading covering a secondary topic.

EX-1 Books

FULL

020	0799212741
042	pcc
043	***f-sa----***
050 4	HT148.S68 ***$b S78 1990***
245 02	A study of the effects of urbanisation on the health of women in Khayelitsha, Cape Town : $b rationale and methods.
260	Cape Town : $b Urbanisation and Women's Health Project, Dept. of Community Health, University of Cape Town, $c [1990]
300	iii, 10 p. : $b ill., maps ; $c 30 cm.
490 1	Working paper / Urbanisation &Women's Health, Dept. of Community Health, University of Cape Town ; $v no. 1
500	Cover title.
500	***"Authors: W.M. Pick, D. Cooper, J.M.L. Klopper, J.E. Myers, M. Hoffman, L. Kuhn"--P. 1.***
500	***"August 1990."***
504	***Includes bibliographical references (p. 9-10).***
650 0	Urbanization $z South Africa $z Cape Town.
650 0	Women, Black $x Health and hygiene $z South Africa $z Cape Town.
650 0	***Public health $z South Africa $z Cape Town.***
700 1	Pick, W. M.
710 2	University of Cape Town. $b Urbanisation & Women's Health.
830 0	Working paper (University of Cape Town. Urbanisation & Women's Health); $v no. 1.

Note: The shelf location part of the call number field is optional for PCC Core and PCC Full records.

EX-2 Books

CORE

020	2910164101
042	pcc
050 4	NB237.B65 $b A4 1995
100 1	Bourgeois, Louise, $d 1911-
245 10	Louise Bourgeois : $b Ecole nationale des beaux-arts de Bourges / $c [texte, Geneviève Bréerette ; traduction, Simon Pleasance].
260	Bourges, France : $b L'Ecole, $c 1995.
300	1 v. (unpaged) : $b ill. (some col.) ; $c 21 cm.
500	Cover title.
600 10	Bourgeois, Louise, $d 1911- $v Exhibitions.
700 1	Bréerette, Geneviève.
710 2	Ecole nationale des beaux-arts de Bourges.

What makes this record a Core record?

- ***There is no 041, 043 (required in RLIN) or 546.***
- ***There is no 500 to indicate where the exhibition was held.***
- ***There is no 504.***
- ***There is no 500 or 041 to explain that the text is in two languages (the $c of the 245 already makes that clear).***
- ***The 710 for the gallery that hosted the exhibition has not been included.***
- ***The remaining 710 would not be strictly required for the Core record but was considered an important data element in the judgment of the cataloger.***
- ***For those formats where classification is required for PCC records, it is optional to supply the full call number with shelf location number. This is true for both PCC Core and PCC Full records. (See Section B1.5)***

Access has not been adversely affected. Data elements that serve to explain the cataloger's decisions or to restate information already presented in another form have been left out. Depending upon the nature of the collection and the way materials are used at his library, the cataloger might decide that some of the optional data elements are important and include them.

EX-2 Books

FULL

020	2910164101
041 0	***engfre***
042	pcc
043	***e-fr---***
050 4	NB237.B65 **$b A4 1995**
100 1	Bourgeois, Louise, $d 1911-
245 10	Louise Bourgeois : $b Ecole nationale des beaux-arts de Bourges / $c [texte, Geneviève Bréerette ; traduction, Simon Pleasance].
260	Bourges, France : $b L'Ecole, $c 1995.
300	1 v. (unpaged) : $b ill. (some col.) ; $c 21 cm.
546	***English and French.***
500	Cover title.
500	***Catalog of an exhibition held at the Galerie La Box from Jan. 30 to Mar. 18, 1995.***
504	***Includes bibliographical references.***
600 10	Bourgeois, Louise, $d 1911- $v Exhibitions.
700 1	Bréerette, Geneviève.
710 2	Ecole nationale des beaux-arts de Bourges.
710 2	***Galerie La Box.***

Note: The shelf location part of the call number field is optional for PCC Core and PCC Full records.

EX-3 Books

CORE

020	0800772040
042	pcc
082 04	823 $2 21
100 0	Pelé, $d 1940-
245 14	The World Cup murder / $c Pelé with Herbert Resnicow.
260	New York, N.Y. : $b Wynwood Press, $c c1988.
300	318 p. ; $c 22 cm.
700 1	Resnicow, Herbert.

What makes this record a Core record?

- ***It is often the case that there is no difference between a Full and a Core record for belles lettres. Coding the record either way would be a matter of a library's local policy or cataloger's judgment.***

EX-3 Books

FULL

020		0800772040
042		pcc
082	04	823 $2 21
100	0	Pelé, $d 1940-
245	14	The World Cup murder / $c Pelé with Herbert Resnicow.
260		New York, N.Y. : $b Wynwood Press, $c c1988.
300		318 p. ; $c 22 cm.
700	1	Resnicow, Herbert.

EX-4 Books

CORE

020	0140235868
042	pcc
050 4	DR1313 $b .G57 1994
100 1	Glenny, Misha.
245 14	The fall of Yugoslavia : $b the third Balkan war / $c Misha Glenny.
250	Rev. and updated ed.
260	New York, N.Y. : $b Penguin Books, $c 1994.
300	xiii, 257 p. : $b 4 maps ; $c 20 cm.
650 0	Yugoslav War, 1991-1995.

What makes this record a Core record?

- ***There is no note indicating that the work includes an index.***
- ***There is no 043, required for RLIN Full records.***
- ***For those formats where classification is required for PCC records, it is optional to supply the full call number with shelf location number. This is true for both PCC Core and PCC Full records. (See Section B1.5)***

EX-4 Books

FULL

020	0140235868
042	pcc
043	***e-yu---***
050 4	DR1313 ***$b .G57 1994***
100 1	Glenny, Misha.
245 14	The fall of Yugoslavia : $b the third Balkan war / $c Misha Glenny.
250	Rev. and updated ed.
260	New York, N.Y. : $b Penguin Books, $c 1994.
300	xiii, 257 p. : $b 4 maps ; $c 20 cm.
500	***Includes index.***
650 0	Yugoslav War, 1991-1995.

Note: The shelf location part of the call number field is optional for PCC Core and PCC Full records.

EX-5 Books

CORE

042	pcc
050 4	TP245.C4
100 1	Foster, Kenneth Lee.
245 14	The role of micropore size and chemical nature of the pore surface on the adsorption properties of activated carbon fibers / $c by Kenneth Lee Foster.
260	$c 1993.
300	xiv, 189 leaves : $b ill. ; $c 29 cm.
502	Thesis (Ph. D.)--University of Illinois at Urbana-Champaign, 1993.
533	Photocopy. $b Ann Arbor, Mich. : $c UMI, $d 1994. $e xiv, 189 p. ; 22 cm.
650 0	Carbon, Activated.
650 0	Porosity.

What makes this record a Core record?

- ***The call number field only includes the classification. The subfield $b portion (Cutter numbers relating to specific shelf location) are not required for PCC records, even for those formats where a classification number is required. A library that does not ordinarily classify some types of materials might supply a classification number in order to be able to submit a record as a BIBCO record but would have no need (or obligation within the Program) to supply the shelf location Cutter number. (See Section B1.5)***
- ***There is no 504.***
- ***There is no 500 to account for unexplained numbering that appears on the piece.***
- ***The subject analysis covers only the primary topics.***

Access has not been adversely affected. The 500 note would not add any information for a library user. Additional subject headings could be included if the local collection were sufficiently specialized to make them useful.

EX-5 Books

FULL

042	pcc
050 4	TP245.C4 ***$b F67 1993***
100 1	Foster, Kenneth Lee.
245 14	The role of micropore size and chemical nature of the pore surface on the adsorption properties of activated carbon fibers / $c by Kenneth Lee Foster.
260	$c 1993.
300	xiv, 189 leaves : $b ill. ; $c 29 cm.
502	Thesis (Ph. D.)--University of Illinois at Urbana-Champaign, 1993.
504	***Includes bibliographical references (leaves 184-188).***
533	Photocopy. $b Ann Arbor, Mich. : $c UMI, $d 1994. $e xiv, 189 p. ; 22 cm.
500	***"9411625."***
650 0	Carbon, Activated.
650 0	Porosity.
650 0	***Gases $x Absorption and adsorption $x Measurement.***
650 0	***Volatile organic compounds.***
650 0	***Gas flow.***
650 0	***Decontamination (from gases, chemicals, etc.)***

Note: The shelf location part of the call number field is optional for PCC Core and PCC Full records.

EX-6 Books

CORE

020	0646196073
042	pcc
050 4	QE571 $b .W48 1994
111 2	West Australian Basins Symposium $d (1994 : $c Perth, W.A.)
245 14	The sedimentary basins of Western Australia / $c edited by P.G. and R.R. Purcell.
260	Perth, W.A. : $b Petroleum Exploration Society of Australia, $c 1994.
300	x, 864 p., [7] folded p. of plates: $b ill. (some col.), maps (some col.) ; $c 29 cm.
650 0	Sedimentary basins $z Australia $z Western Australia $v Congresses.
650 0	Petroleum $x Geology $z Australia $z Western Australia $v Congresses.
650 0	Geology, Stratigraphic $v Congresses.
700 1	Purcell, Peter G.
700 1	Purcell, R. R. $q (Robyn R.)

What makes this record a Core record?

- ***There is no 043, required for RLIN Full records.***
- ***There is no 246 for an alternative form of the title.***
- ***A 500 note justifying the conference heading is not included.***
- ***There is no 504.***
- ***A contents note has not been included. Contents notes are required when there are multipart items with separate titles.***
- ***The subject analysis covers only the primary topics.***
- ***The sponsoring agency has not been deemed a necessary access point.***

Data elements that serve to explain the cataloger's decisions or to restate information already presented in another form have been left out, as has one subject heading covering a secondary topic. Depending upon the nature of the collection and the way materials are used at her library, the cataloger might decide that some of the optional data elements are important and include them.

EX-6 Books

FULL

020	0646196073
042	pcc
043	***u-at-we***
050 4	QE571 **$b .W48 1994**
111 2	West Australian Basins Symposium $d (1994 : $c Perth, W.A.)
245 14	The sedimentary basins of Western Australia / $c edited by P.G. and R.R. Purcell.
246 14	Proceedings, West Australian Basins Symposium, Perth, Western Australia, 1994
260	Perth, W.A. : $b Petroleum Exploration Society of Australia, $c 1994.
300	x, 864 p., [7] folded p. of plates: $b ill. (some col.), maps (some col.) ; $c 29 cm.
500	***"Based on the proceedings of the West Australian Basins Symposium sponsored by the Western Australian Branch of the Petroleum Exploration Society of Australia Limited and held in Perth, Western Australia, August 14-17, 1994"--Added t.p. verso.***
500	***Pre-published proceedings, July 1994. Cf. pref.***
504	***Includes bibliographical references.***
505 0	***Introduction -- Basin framework and evolution -- Petroleum systems and resources -- North West Shelf -- Bonaparte Basin -- Browse Basin -- Carnarvon Basin -- Barrow and Exmouth Sub-Basins -- Dampier and Beagle Sub-Basins -- North West Shelf fields and discoveries -- Canning Basin -- Perth Basin -- Proterozoic basins.***
650 0	Sedimentary basins $z Australia $z Western Australia $v Congresses.
650 0	Petroleum $x Geology $z Australia $z Western Australia $v Congresses.
650 0	Geology, Stratigraphic $v Congresses.
650 0	Oil fields $z Australia $z Western Australia $v Congresses.
700 1	Purcell, Peter G.
700 1	Purcell, R. R. $q (Robyn R.)
710 2	Petroleum Exploration Society of Australia. $b Western Australian Branch.

EX-7 Books

CORE

020	0312155344
042	pcc
050 4	ML421.B4 $b S87 1997
100 1	Sulpy, Doug.
245 10	Get back : $b the unauthorized chronicle of the Beatles' "Let it be" disaster / $c Doug Sulpy, Ray Schweighardt.
250	1st St. Martin's Press ed.
260	New York : $b St. Martin's Press, $c 1997.
300	332 p. ; $c 25 cm.
610 20	Beatles. $t Let it be.
650 0	Rock musicians $z England $v Biography.
700 1	Schweighardt, Ray.

What makes this record a Core record?

- ***There is no 043, required for RLIN Full records.***
- ***A uniform title is not provided because it was not readily available. This saves research time for the cataloger without compromising access for the library user.***
- ***There is no note indicating that the work includes an index.***
- ***There is no 500 field noting the title of the previous edition.***

EX-7 Books

FULL

020	0312155344
042	pcc
043	***e-uk-en***
050 4	ML421.B4 ***$b S87 1997***
100 1	Sulpy, Doug.
240 10	***Drugs, divorce, and a slipping image***
245 10	Get back : $b the unauthorized chronicle of the Beatles' "Let it be" disaster / $c Doug Sulpy, Ray Schweighardt.
250	1st St. Martin's Press ed.
260	New York : $b St. Martin's Press, $c 1997.
300	332 p. ; $c 25 cm.
500	***First published under title: Drugs, divorce, and a slipping image.***
500	***Includes index.***
610 20	Beatles. $t Let it be.
650 0	Rock musicians $z England $v Biography.
700 1	Schweighardt, Ray.

EX-8 Score

CORE

028 30	MM112 $b Margun Music, Inc.
042	pcc
050 4	M559.R32 $b T6 1995
100 1	Ravel, Maurice, $d 1875-1937.
240 10	Tombeau de Couperin; $o arr.
245 13	Le tombeau de Couperin / $c Maurice Ravel ; arr. by Gunther Schuller.
260	Newton, MA (167 Dudley Road, Newton Centre, MA 02159) : $b Margun Music, $c 1995.
300	1 miniature score (41 p.) ; $c 22 cm.
500	Arr. for flute (or piccolo), oboe, clarinet in A, horn in F, and bassoon; originally for piano.
500	Publisher's no.: MM112.
650 0	Suites (Bassoon, clarinet, flute, horn, oboe), Arranged $v Scores.
700 1	Schuller, Gunther.

What makes this record a Core record?

- ***The 045 and 048 are not included.***
- ***The 306 is not provided.***
- ***A 500 note providing background information on the item is not included.***
- ***A note indicating the duration of the piece is left out.***
- ***A contents note has not been supplied.***
- ***The subject analysis covers only the primary topic.***

EX-8 Score

FULL

028 30	MM112 $b Margun Music, Inc.
042	pcc
045 1	***$b d1917 $b d1947***
048	***wa01 $a wb01 $a wc01 $a ba01 $a wd01***
050 4	M559.R32 **$b T6 1995**
100 1	Ravel, Maurice, $d 1875-1937.
240 10	Tombeau de Couperin; $o arr.
245 13	Le tombeau de Couperin / $c Maurice Ravel ; arr. by Gunther Schuller.
260	Newton, MA (167 Dudley Road, Newton Centre, MA 02159) : $b Margun Music, $c 1995.
300	1 miniature score (41 p.) ; $c 22 cm.
306	***002400***
500	Arr. for flute (or piccolo), oboe, clarinet in A, horn in F, and bassoon; originally for piano.
500	***"The present arrangement of Ravel's 'Tombeau de Couperin,' although only published in 1995, dates from 1947."***
500	***Duration: 24 min.***
505 0	***Prelude – Fugue – Forlane – Rigaudon – Menuet – Toccata.***
500	Publisher's no.: MM112.
650 0	Suites (Bassoon, clarinet, flute, horn, oboe), Arranged $v Scores.
600 10	***Couperin, François, $d 1668-1733 $v Songs and music.***
700 1	Schuller, Gunther.

EX-9 Sound recording

CORE

RLIN:

007 SOUND RECORDING (COM:s))
SMD:d SPD:f SND:u GRV:n DIM:g WID:n TC:n KD:m KM:m KC:n RC:e CAP:d

OCLC: ***(some data elements in 007 are optional)***

007 s $b d $d f $e u $f n $g g $h n $i n $j m $k m $l n $m e $n d

028 02 RIC 098112 $b Ricercar
041 0 $g engfreger $h fre
042 pcc
(unlike Core standards for books, parts of the 041 are required for sound recordings)

245 00 Deutsche Barock Kammermusik. $n V $h [sound recording].
260 [Belgium?] : $b Ricercar ; $a [New York] : $b [Distributed by] Qualiton Imports, $c [1992?]
300 1 sound disc : $b digital ; $c 4 ¾ in.
500 Music for 1-8 viole da gamba and continuo.
511 0 Ricercar Consort ; Philippe Pierlot, conductor.
650 0 Viola da gamba and continuo music.
650 0 Trio sonatas (Viole da gamba (2) and continuo)
650 0 Viol ensembles.
700 1 Pierlot, Philippe. $4 cnd
700 1 Scheidt, Samuel, $d 1587-1654.
700 1 Hentzschel, Johann.
700 1 Posch, Isaac, $d d. 1622 or 3.
700 1 Nicolai, Johann Michael, $d 1629-1685.
700 1 Kühnel, August, $d 1645-ca. 1700.
700 1 Schenck, Johann, $d 1656?-ca. 1712.
700 1 Funck, David, $d 1629-1690.
710 2 Ricercar consort. $4 prf

What makes this record a Core record?

- ***There are no optional 0XX fields.***
- ***There is no 518 containing that information in textual form.***
- ***There are no 500 notes to state information that is already provided elsewhere or to justify elements of the description.***
- ***There is no contents note.***
- ***Subject analysis covers only the primary topics.***
- ***Analytic title entries are not provided.***

EX-9 Sound recording

FULL

RLIN:

007 SOUND RECORDING (COM:s)
SMD:d SPD:f SND:u GRV:n DIM:g WID:n TC:n KD:m KM:m KC:n RC:e CAP:d

OCLC:

007 s $b d $d f $e u $f n $g g $h n $i n $j m $k m $l n $m e $n d

028 02 RIC 098112 $b Ricercar
033 00 199201—
041 0 $g engfreger $h fre
042 pcc
045 2 $b d1624 $b d1698
047 cz $a pv $a sn $a su
048 sg05 $a ke
048 sg08 $a ke
048 sg03 $a ke
048 sg02 $a ke
048 sg01 $a ke
048 sg04
245 00 Deutsche Barock Kammermusik. $n V $h [sound recording].
260 [Belgium?] : $b Ricercar ; $a [New York] : $b [Distributed by] Qualiton Imports, $c [1992?]
300 1 sound disc : $b digital ; $c 4 ¾ in.
500 Music for 1-8 viole da gamba and continuo.
511 0 Ricercar Consort ; Philippe Pierlot, conductor.
518 Recorded at the Filosofisch Theologisch College van de Societeit van Jezus V.Z.W. Heverlee, Jan. 1992.
538 Compact disc.
500 Distributor from label on container.
546 Program notes in French with English and German translations (23 p.) inserted in container.
505 0 Canzon à 5 voc. super O Nachbar Roland / Samuel Scheidt (6:24) - - Canzon mitt 8 Viol di gamben / Johan Hentzschel (4:32) - - Padouana V (4:35) ; Gagliarda V (2:16) / Isaac Posch - - Sonata à tre viol da gamba (d-moll) / Johann Michael Nicolai (13:12) - - Sonata II à 2 (e-moll) / August Kühnel (11:07) - - Sonata (a-moll) / Johan Schenck (6:29) - - Suite (D-Dur) / David Funck (8:58)
650 0 Viola da gamba and continuo music.
650 0 Trio sonatas (Viole da gamba (2) and continuo)
650 0 Sonatas (Viola da gamba and continuo)
650 0 Suites (Viole da gamba (4))
650 0 Viol ensembles.

650	***0***	***Chamber music $z Germany $y 17th century.***
700	1	Pierlot, Philippe. $4 cnd
700	12	Scheidt, Samuel, $d 1587-1654. ***$t Paduana, galliarda, couranta, alemande, intrada, canzonetto. $p Canzon super O Nachbar Roland.***
700	12	Hentzschel, Johann. ***$t Canzona, $m viole da gamba (8), continuo.***
700	12	Posch, Isaac, $d d. 1622 or 3. ***$t Musicalische Tafelfreudt. $p Paduana, $n no. 5.***
700	12	Posch, Isaac, $d d. 1622 or 3. ***$t Musicalische Tafelfreudt. $p Gagliarda, $n no. 5.***
700	12	Nicolai, Johann Michael, $d 1629-1685. ***$t Sonatas, $m viole da gamba (3), continuo, $r D minor.***
700	12	Kühnel, August, $d 1645-ca. 1700***. $t Sonate ô partite. $p Sonata, $n no. 2.***
700	12	Schenck, Johann, $d 1656?-ca. 1712. ***$t Scherzi musicali. $p Sonata, $r A minor.***
700	12	Funck, David, $d 1629-1690. ***$t Stricturæ viola-di gambicae. $k Selections.***
710	2	Ricercar consort. $4 prf

Note: Classification is optional for both Full and Core records in this format.

EX-10 Moving image materials

CORE

RLIN:

007	VIDEORECORDING (COM:v) SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

OCLC:

007	v $b f $d m $e b $f a $g h $h o $i u
028 40	FFH 2698 $b Films for the Humanities
042	pcc
245 00	Late Victorian London $h [videorecording] : $b the hub of the world, 1850-1897 / $c produced by John Michael Phillips.
246 1	$i Title on container: $a London, 1850-1897
260	Princeton, NJ : $b Films for the Humanities, $c c1991.
300	1 videocassette (20 min.) : $b sd., col. with b&w sequences ; $c ½ in.
440 0	London, the making of a city
538	VHS.
520	Describes London from 1850-1897, as railways began to carve up London, the great expropriations of land began, suburbia was born, and sewers were constructed. By 1900, the outlines of modern London had been fixed, the population reached 6.5 million, and living conditions for the poor continued to worsen while the more fortunate enjoyed the good life.
651 0	London (England) $x History $y 19th century.
651 0	London (England) $x Description and travel.
700 1	Phillips, John Michael.
710 2	Films for the Humanities (Firm)

What makes this record a Core record?

- ***There is no classification required for Core records for moving image materials.***
- ***There is no alternative form of the title provided.***
- ***Several added entries not considered essential are not included and the notes that would justify them in the Full record are also not provided. The added entries could be included in the Core record, if the cataloger deemed them significant, without the need to justify them with a note.***
- ***Subject analysis covers primary topics only.***
- ***A 655 (also not required for Full) is not provided.***

EX-10 Moving image materials

FULL

RLIN:

007	VIDEORECORDING (COM:v) SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

OCLC:

007	v $b f $d m $e b $f a $g h $h o $i u
028 40	FFH 2698 $b Films for the Humanities
042	pcc
043	***e-uk-en***
050 4	***DA683 $b .L38 1991***
082 04	***942***
245 00	Late Victorian London $h [videorecording] : $b the hub of the world, 1850-1897 / $c produced by John Michael Phillips ***; Thames colour production.***
246 30	***Hub of the world, 1850-1897***
246 1	$i Title on container: $a London, 1850-1897
260	Princeton, NJ : $b Films for the Humanities, $c c1991.
300	1 videocassette (20 min.) : $b sd., col. with b&w sequences ; $c ½ in.
440 0	London, the making of a city
538	VHS.
511 0	***Host: Benny Green.***
508	***Camera, Frank Hodge; editor, Oscar Webb.***
500	***Originally broadcast in 1976.***
520	Describes London from 1850-1897, as railways began to carve up London, the great expropriations of land began, suburbia was born, and sewers were constructed. By 1900, the outlines of modern London had been fixed, the population reached 6.5 million, and living conditions for the poor continued to worsen while the more fortunate enjoyed the good life.
651 0	London (England) $x History $y 19th century.
651 0	London (England) $x Description and travel.
651 0	***Great Britain $x History $y Victoria, 1837-1901.***
655 7	***Documentary television programs. $2 lcsh***
700 1	Phillips, John Michael.
700 1	***Green, Benny, $d 1927-***
710 2	Films for the Humanities (Firm)
710 2	***Thames International (Firm)***

Note: Classification is optional for both Full and Core records in this format.

EX-11 Moving image materials

CORE

RLIN:

007	VIDEORECORDING (COM:v) SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

OCLC:

007	v $b f $d m $e b $f a $g h $h o $i u
020	156018788
028 42	AAE-14123 $b A&E Home Video
042	pcc
245 04	The fabulous world of Fabergé $h [videorecording] / $c Weller/Grossman Productions for A&E Network ; producer & writer, Sue Nadell.
260	[New York, N.Y.] : $b A&E Home Video, $c c1996.
300	1 videocassette (50 min.) : $b sd., col. with b&w sequences ; $c ½ in.
538	VHS.
520	Traces the life of Peter Carl Fabergé, a jeweler and goldsmith whose creations transcended mere decoration. He became famous in Russia when he crafted a jeweled Easter egg for Czar Alexander III. This is the story of an artist whose priceless masterpieces continue to captivate people worldwide.
600 10	Fabergé, Peter Carl, $d 1846-1920.
650 0	Jewelry $z Russia $x History $y 20th century.
650 0	Art objects, Russian.
700 1	Nadell, Sue.
710 2	Weller/Grossman Productions.
710 2	Arts and Entertainment Network.
710 2	A & E Home Video (Firm)

What makes this record a Core record?

- ***Classification is optional (for both Full and Core) for this type of material and is not included.***
- ***024 and 043(required for RLIN Full records) fields are not supplied.***
- ***Distributor information is not included.***
- ***500 fields justifying added entries and the accompanying added entries are not included.***
- ***Subject analysis covers primary topics only.***
- ***655 field not supplied (also not required for Full)***

If the cataloger had considered some or all of the added entries shown in the Full record to be important, they could have been provided; there still would have been no need for the 5XX fields to justify them in the Core record.

EX-11 Moving image materials

FULL

RLIN:

007	VIDEORECORDING (COM:v) SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

OCLC:

007	v $b f $d m $e b $f a $g h $h o $i u
020	1565018788
024 1	***3396114123***
028 42	AAE-14123 $b A&E Home Video
042	pcc
043	***e-ur---***
050 4	***NK7398.F32 $b F324 1996***
245 04	The fabulous world of Fabergé $h [videorecording] / $c Weller/ Grossman Productions for A&E Network ; producer and writer, Sue Nadell.
260	[New York, N.Y.] : $b A&E Home Video : ***$b New Video Group [distributor]***, $c 1996.
300	1 videocassette (50 min.) : $b sd., col. with b&w sequences ; $c ½ in.
538	VHS.
508	***Narrator, Robb Weller ; editor, Andrew Corwin.***
500	***One episode of the television program Biography.***
520	Traces the life of Peter Carl Fabergé, a jeweler and goldsmith whose creations transcended mere decoration. He became famous in Russia when he crafted a jeweled Easter egg for Czar Alexander III. This is the story of an artist whose priceless masterpieces continue to captivate people worldwide.
600 10	Fabergé, Peter Carl, $d 1846-1920.
610 20	***Fabergé (Firm)***
650 0	Jewelry $z Russia $x History $y 20th century.
650 0	***Jewelers $v Biography.***
650 0	Art objects, Russian.
650 0	***Easter eggs $z Russia $x History.***
650 0	***Decorative arts $z Russia $x History.***
655 7	***Documentary television programs. $2 lcsh***
700 1	Nadell, Sue.
700 1	***Corwin, Andrew.***
700 1	***Weller, Robb.***
710 2	Weller/Grossman Productions.
710 2	Arts and Entertainment Network.
710 2	A & E Home Video (Firm)
710 2	***New Video Group.***
730 0	Biography (Television program)

EX-12 Books

CORE

020	0226242005
042	pcc
050 4	HQ1190 $b .B48 1993
245 00	Beyond economic man : $b feminist theory and economics / $c edited by Marianne A. Ferber and Julie A. Nelson.
260	Chicago : $b University of Chicago Press, $c 1993.
300	178 p. ; $c 24 cm.
650 0	Feminist economics.
700 1	Ferber, Marianne A., $d 1923-
700 1	Nelson, Julie A., $d 1956-

What makes this record a Core record?

- ***Multiple 020 fields are not included.***
- ***For those formats where classification is required for PCC records, it is optional to supply the full call number with shelf location number. This is true for both PCC Core and PCC Full records. (See Section B1.5)***
- ***There is no 504.***
- ***No contents note is included. If the cataloger considered it important, s/he could provide a partial contents note and still code this as a Core record.***

EX-12 Books

FULL

020	0226242005
020	0226242013 (pbk.)
042	pcc
050 4	HQ1190 ***$b .B48 1993***
245 00	Beyond economic man : $b feminist theory and economics / $c edited by Marianne A. Ferber and Julie A. Nelson.
260	Chicago : $b University of Chicago Press, $c 1993.
300	178 p. ; $c 24 cm.
504	***Includes bibliographical references and index.***
505 0	***Introduction : the social construction of economics and the social construction of gender / Marianne A. Ferber and Julie A. Nelson -- The study of choice or the study of provisioning? Gender and the definition of neoclassical assumptions / Paula England -- Not a free market : the rhetoric of disciplinary authority in economics / Diana Strassmann -- Some consequences of a conjective economics / Donald N. McCloskey -- Socialism, feminist and scientific / Nancy Folbre -- Public or private? Institutional economics and feminism / Ann L. Jennings -- Discussion and challenges. What should mainstream economists learn from feminist theory? / Rebecca M. Blank -- Race, deconstruction, and the emergent agenda of feminist economic theory / Rhonda M. Williams -- Feminist theory, women's experience, and economics / Robert M. Solow -- Economics for whom? / Helen E. Longino.***
650 0	Feminist economics.
700 1	Ferber, Marianne A., $d 1923-
700 1	Nelson, Julie A., $d 1956-

Note: The shelf location part of the call number field is optional for PCC Core and PCC Full records.

EX-13 Books

CORE

020	0486246124 (pbk.)
042	pcc
050 4	TT840.T38
100 1	Nicholls, Elgiva.
245 10	Tatting : $b technique & history / $c Elgiva Nicholls.
260	New York : $b Dover Publications, $c 1984.
300	128 p., 18 p. of plates : $b ill. ; $c 24 cm.
650 0	Tatting.

What makes this record a Core record?

- ***The call number field only includes the classification. The subfield $b portion (Cutter numbers relating to specific shelf location) are not required for Core records, even for those formats where a classification number is required.***
- ***There is no note giving the history of the publication.***
- ***There is no 504.***

EX-13 Books

FULL

020	0486246124 (pbk.)
042	pcc
050 4	TT840.T38 **$b N558 1984**
100 1	Nicholls, Elgiva.
245 10	Tatting : $b technique & history / $c Elgiva Nicholls.
260	New York : $b Dover Publications, $c 1984.
300	128 p., 18 p. of plates : $b ill. ; $c 24 cm.
500	***Originally published: London : Vista Books, 1962.***
504	***Includes bibliographical references (p. 126) and index.***
650 0	Tatting.

EX-14 Books

CORE

020	0801846242
042	pcc
082 04	809/.93354 $2 21
245 00	Death and representation / $c edited by Sarah Webster Goodwin and Elisabeth Bronfen.
260	Baltimore : $b Johns Hopkins University Press, $c c1993.
300	vii, 336 p. : $b ill. ; $c 24 cm.
490 0	Parallax
650 0	Death in literature $v Congresses.
650 0	Mimesis in literature $v Congresses.
650 0	Women in literature $v Congresses.
700 1	Goodwin, Sarah McKim Webster, $d 1953-
700 1	Bronfen, Elisabeth.

What makes this record a Core record?

- ***Multiple 020 fields are not included.***
- ***There is no note explaining the nature of the publication.***
- ***There is no 504.***
- ***No contents note is included. If the cataloger considered it important, s/he could provide a partial contents note and still code this as a Core record.***
- ***Subject analysis covers primary topics only.***
- ***The series has been coded 490 0. This could be done if there were no national series authority record and the cataloger chose not to establish or trace the series. If there were already a series authority record, the cataloger would be required to follow the form and tracing practice on the bibliographic record and would record it as it has been recorded in the Full record.***

EX-14 Books

FULL

020	0801846242
020	0801846277 (pbk.)
042	pcc
082 04	809/.93354 $2 21
245 00	Death and representation / $c edited by Sarah Webster Goodwin and Elisabeth Bronfen.
260	Baltimore : $b Johns Hopkins University Press, $c c1993.
300	vii, 336 p. : $b ill. ; $c 24 cm.
490 1	Parallax
500	***Chiefly a collection of essays originally presented at a colloquium held Nov. 1988 at the Harvard Center for Literary and Cultural Studies.***
504	***Includes bibliographical references.***
505 0	***Touching death / Ernst van Alphen - - A valediction for bidding mourning : death and the narratee in Brontë's Villette / Garrett Stewart - - Lacan, the death drive, and the dream of the burning child / Ellie Ragland Sullivan - - Risky resemblances : on repetition, mourning, and representation / Elisabeth Bronfen - - Painting the dead : portraiture and necrophilia in Victorian art and poetry / Carol Christ - - Romanticism and the ghost of prostitution : Freud, Maria, and "Alice Fell" / Sarah Webster Goodwin - - Writing as voodoo : sorcery, hysteria, and art / Regina Barreca - - Women in the forbidden zone : war, women, and death / Margaret R. Higonnet - - Euripides' Alcestis : how to die a normal death in Greek tragedy / Charles Segal - - Beheadings / Regina Janes - - "Who kills whores?" "I do," says Jack : race and gender in Victorian London / Sander L. Gilman - - Representing Sati : continuities and discontinuities / Rajeswari Sunder Rajan - - Afterword : Walter Benjamin and the crisis of representation : multiplicity, meaning, and athematic death / Ronald Schleifer.***
650 0	Death in literature $v Congresses.
650 0	Mimesis in literature $v Congresses.
650 0	Women in literature $v Congresses.
650 0	Literature $x History and criticism $v Congresses.
700 1	Goodwin, Sarah McKim Webster, $d 1953-
700 1	Bronfen, Elisabeth.
830 0	***Parallax (Baltimore, Md.)***

EX-15 Books

CORE

020	0271013133
042	pcc
050 4	BL238 $b .K4613 1994
100 1	Kepel, Gilles.
240 10	Revanche de Dieu. $l English
245 14	The revenge of God : $b the resurgence of Islam, Christianity, and Judaism in the modern world / $c Gilles Kepel ; translated by Alan Braley.
260	University Park, Pa. : $b Pennsylvania State University Press, $c 1994.
300	215 p. ; $c 24 cm.
650 0	Religious fundamentalism $x History.

What makes this record a Core record?

- ***Multiple 020 fields are not included.***
- ***041 and 043 (required for RLIN Full records) fields are not supplied.***
- ***There is no 504.***
- ***Subject analysis covers primary topics only.***
- ***Added entry for translator is not included.***

The uniform title is included in this Core record because it is readily identifiable from the publication in hand.

EX-15 Books

FULL

020	0271013133 (cloth)
020	***0271013141 (pbk.)***
041 1	***eng $h fre***
042	pcc
043	***mm----- $a e------ $a n-us---***
050 4	BL238 **$b .K4613 1994**
100 1	Kepel, Gilles.
240 10	Revanche de Dieu. $l English
245 14	The revenge of God : $b the resurgence of Islam, Christianity, and Judaism in the modern world / $c Gilles Kepel ; translated by Alan Braley.
260	University Park, Pa. : $b Pennsylvania State University Press, $c 1994.
300	215 p. ; $c 24 cm.
504	Includes bibliographical references and index.
650 0	Religious fundamentalism $x History.
650 0	***Islam $z Mediterranean Region $x History $y 20th century.***
610 20	***Catholic Church $z Europe $x History $y 1965-***
650 0	***Protestant churches $z United States $x History $y 20th century.***
650 0	***Judaism $y 20th century.***
651 0	***Europe $x Church history $y 20th century.***
651 0	***Mediterranean Region $x Religion $y 20th century.***
700 1	Braley, Alan.

Note: The inclusion of the700 field for the translator is optional, even for Full records.

EX-16 Books

CORE

020	0820314854
042	pcc
050 4	PS316 $b .O43 1993
100 1	Olney, James.
245 14	The language(s) of poetry : $b Walt Whitman, Emily Dickinson, Gerard Manley Hopkins / $c James Olney.
260	Athens : $b University of Georgia Press, $c c1993.
300	xiv, 158 p. ; $c 23 cm.
440 0	Jack N. and Addie D. Averitt lecture series ; $v no. 2
650 0	American poetry $y 19th century $x History and criticism.
600 10	Whitman, Walt, $d 1819-1892 $x Criticism and interpretation.
600 10	Dickinson, Emily, $d 1830-1886 $x Criticism and interpretation.
600 10	Hopkins, Gerard Manley, $d 1844-1889 $x Criticism and interpretation.

What makes this record a Core record?

- ***There are no alternative title fields.***
- ***There is no 504.***

EX-16 Books

FULL

020	0820314854
042	pcc
043	***n-us---***
050 4	PS316 ***$b .O43 1993***
100 1	Olney, James.
	245 14 The language(s) of poetry : $b Walt Whitman, Emily Dickinson, Gerard Manley Hopkins / $c James Olney.
246 3	***Language of poetry***
246 3	***Languages of poetry***
260	Athens : $b University of Georgia Press, $c c1993.
300	xiv, 158 p. ; $c 23 cm.
440 0	Jack N. and Addie D. Averitt lecture series ; $v no. 2
504	***Includes bibliographical references (p. [151]-153) and index.***
650 0	American poetry $y 19th century $x History and criticism.
600 10	Whitman, Walt, $d 1819-1892 $x Criticism and interpretation.
600 10	Dickinson, Emily, $d 1830-1886 $x Criticism and interpretation.
600 10	Hopkins, Gerard Manley, $d 1844-1889 $x Criticism and interpretation.

EX-17 Books

CORE

020	0918006325
042	pcc
050 4	Z682.4.S94 $b D67 1998
100 1	Dorrian, Jean M.
245 10	Educational background of systems librarians / $c Jean M. Dorrian ; edited by Laura A. Rounds.
260	Washington, DC : $b Association of Research Libraries, Office of Leadership and Management Services, $c c1998.
300	49 p. : $b ill. ; $c 28 cm.
440 0	OLMS occasional paper ; $v #20
650 0	Systems librarians $x Education $z United States.
650 0	Systems librarians $x Education $z Canada.
700 1	Rounds, Laura.

SACO subject and classification proposals were needed to support this bibliographic record. SACO subject and classification proposals are required in support of PCC Core records, as well as Full.

What makes this record a Core record?

- ***The subfield $c of the 020 is not included.***
- ***043, required for RLIN Full records, is not included.***
- ***The 500 note relating to the printing information is not included.***
- ***There is no 504 (the 008 would still include the code for a bibliography).***
- ***An added entry for the publisher was not considered essential by the cataloger.***

EX-17 Books

FULL

020	0918006325 ***: $c $18.00 (ARL members), $25.00 (nonmembers)***
042	pcc
043	***n-us--- $a n-cn---***
050 4	Z682.4.S94 **$b D67 1998**
100 1	Dorrian, Jean M.
245 10	Educational background of systems librarians / $c Jean M. Dorrian ; edited by Laura A. Rounds.
260	Washington, DC : $b Association of Research Libraries, Office of Leadership and Management Services, $c c1998.
300	49 p. : $b ill. ; $c 28 cm.
440 0	OLMS occasional paper ; $v #20
500	"April 1998."
504	***Includes bibliographical references (p. 47-49).***
650 0	Systems librarians $x Education $z United States.
650 0	Systems librarians $x Education $z Canada.
700 1	Rounds, Laura.
710 2	Association of Research Libraries. $b Office of Leadership and Management Services.

EX-18 Books

CORE

042 pcc
050 4 GA102.3 $b .F73 1999
100 1 Fremlin, Gerald.
245 10 Maps as mediated seeing / $c Gerald Fremlin with Arthur H. Robinson.
260 North York, ON : $b University of Toronto Press, $c c1999.
300 141 p. : $b ill. ; $c 28 cm.
490 1 Cartographica, $x 0317-7173 ; $v v. 35, no. 1/2 (spring & summer 1998) = monograph 51
650 0 Maps.
700 1 Robinson, Arthur Howard, $d 1915-
830 0 Cartographica (1980) ; $v v. 35, no. 1-2.

What makes this record a Core record?

- ***There is no note giving printing information.***
- ***There is no 504.***
- ***No contents note is included.***
- ***The subject analysis covers only the primary topics.***

The classification provided is for the individual title, even though the series authority record (shown below) indicates that the series is classified together. BIBCO libraries are required to follow the form and tracing practice of series in the national authority file but may deviate on classification decisions.

005 19990708053453.5
050 GA101 $b .C34
130 0 Cartographica (1980)
530 0 Cartographica $w a
641 For issues that are also numbered "monograph", give both numberings in the series statement, e.g. v. 34, no. 3 = monograph 50, but use only authorized form of numbering in series added entry
642 v. 17, no. 4 $5 DPCC $5 DLC
643 Downsview, Ont., Canada $b B.V. Gutsell $b University of Toronto Press
644 f $d analyzable parts $5 DLC $5 WaU
645 t $5 DPCC $5 DLC
646 c $5 DLC $5 WaU
667 Only items also numbered "monograph" are to be analyzed
670 Blakemore, M.J. Concepts in the history ... c1980: $b t.p.

EX-18 Books

FULL

042	pcc
050 4	GA102.3 ***$b .F73 1999***
100 1	Fremlin, Gerald.
245 10	Maps as mediated seeing / $c Gerald Fremlin with Arthur H. Robinson.
260	North York, ON : $b University of Toronto Press, $c c1999.
300	141 p. : $b ill. ; $c 28 cm.
490 1	Cartographica, $x 0317-7173 ; $v v. 35, no. 1/2 (spring & summer 1998) = monograph 51
500	***"Published May, 1999."***
504	***Includes bibliographical references (p. 135-137) and index.***
505 0	***Nine short essays about maps -- What is it that is represented on a topographical map? -- The relationship of topography to landscape -- What kind of thing is a map? : not a globe, maybe a picture -- A close relative of maps : letter-rack trompe-l'oeil -- The imagery of topographical maps -- Relief representation -- Process as the subject of thematic maps -- Relationships of thematic map signage to the topographical base -- The case for thematic maps as mediated seeing -- Kinds of thematic map -- Pictures and other non-map graphics combined with maps -- Four short essays on subjects relevant to maps.***
650 0	Maps.
650 0	***Topographic maps.***
650 0	***Thematic maps.***
700 1	Robinson, Arthur Howard, $d 1915-
830 0	Cartographica (1980) ; $v v. 35, no. 1-2.

Note: SACO subject proposal was made for Thematic maps.

EX-19 Electronic resources

CORE

RLIN:

007	MDF (COM:c)
	SMD:j CLO:c DME:a SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:?
RQ:?	

OCLC:

007	c $b j $d c $e a
020	0135520762
042	pcc
100 1	Handa, Puneet.
245 10	FinCoach $h [electronic resource] : $b financial management math practice program / $c developed by Puneet Handa.
246 30	Financial management math practice program
250	Version A.
260	Upper Saddle River, NJ : $b Prentice Hall, $c c1996.
300	4 computer disks : $b col. ; $c 3 1/2 in.
538	System requirements: IBM PC or compatible computer; 4 MB of RAM; 6 MB of hard disk space; 386 or better; VGA 256 colors or better; Windows 3.1, Windows for Workgroups 3.11, or Windows 95; Adobe Acrobat Reader (Version 2.0 supplied on disk 4).
500	Title from setup disk label.
520	A step-by-step guide to solving corporate finance mathematics problems. Includes a built-in financial calculator and over 5 million practice problems and self-tests in corporate finance and financial management.
650 0	Business mathematics $v Problems, exercises, etc. $v Software.
650 0	Corporations $x Finance $v Problems, exercises, etc. $v Software.

What makes this record a Core record?

- ***Classification is not required for electronic resources (Full or Core).***
- ***256, 516, and 521 fields are not required. Note that the 538 field is required for both Full and Core records in this format.***
- ***An added entry for the publisher was not considered essential by the cataloger.***

EX-19 Electronic resources

FULL

RLIN:

007 MDF (COM:c)
SMD:j CLO:c DME:a SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:?
RQ:?

OCLC:

007 c $b j $d c $e a

020 0135520762
042 pcc
050 4 HF5694 $b .H36 1996
100 1 Handa, Puneet.
245 10 FinCoach $h [electronic resource] : $b financial management math practice program / $c developed by Puneet Handa.
246 30 Financial management math practice program
250 Version A.
256 Electronic data and programs. (also optional for Full per LCRI)
260 Upper Saddle River, NJ : $b Prentice Hall, $c c1996.
300 4 computer disks : $b col. ; $c 3 1/2 in.
516 Windows-based, self-directed learning program
538 System requirements: IBM PC or compatible computer; 4 MB of RAM; 6 MB of hard disk space; 386 or better; VGA 256 colors or better; Windows 3.1, Windows for Workgroups 3.11, or Windows 95; Adobe Acrobat Reader (Version 2.0 supplied on disk 4).
500 Title from setup disk label.
521 8 Geared toward learning material covered primarily in the core finance course at both the undergraduate and MBA levels.
520 A step-by-step guide to solving corporate finance mathematics problems. Includes a built-in financial calculator and over 5 million practice problems and self-tests in corporate finance and financial management.
650 0 Business mathematics $v Problems, exercises, etc. $v Software.
650 0 Corporations $x Finance $v Problems, exercises, etc. $v Software.
710 2 Prentice-Hall, inc.

EX-20 Electronic resources

CORE

006 m_ _ _ _ _ _ _ _ d _ _ _ _ _ _ _ _

RLIN:

007 MDF (COM:c)
SMD:o CLO:c DME:g SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:?
RQ:?

OCLC:

007 c $b o $d c $e g

020 0444827862
042 pcc
111 2 MEDNET 96 $d (1996 : $c Brighton, England)
245 14 The Internet in medicine $h [electronic resource] / $c edited by Theodorus [sic] N. Arvan[i]tis.
260 Amsterdam; $a New York: $b Excerpta Medica: $b Elsevier Science, $c c1997.
300 1 computer optical disc: $b col.; $c 4 3/4 in. + $e 1 booklet (16 p. ; 12 cm.).
490 1 Excerpta Medica international congress series ; $v 1138
538 System requirements: IBM-compatible PC 386-33 or better; Windows 3.1, 3.11, or Windows 95; 4 MB RAM; 3 MB free hard disk space; 256 color VGA adapter; double speed CD-ROM drive; mouse; HTML browser.
500 Title from title screen.
650 12 Medical Informatics Applications $v congresses - CD-ROM.
650 12 Computer Communication Networks $v congresses - CD-ROM.
650 12 Online Systems $v congresses - CD-ROM.
650 12 Information Systems $v congresses - CD-ROM.
700 1 Arvanitis, Theodoros N.
830 0 International congress series ; $v no. 1138.
856 42 $u http://www.mednet.org.uk/mednet/mednet96.htm $z Connect to MEDNET 96 home page

What makes this record a Core record?

- ***Classification is not required for this format.***
- ***Alternative title fields are not included.***
- ***256, 516 and 530 are not required.***
- ***There is no 504.***
- ***The contents note is not required in this case.***

A BIBCO library that classified using Library of Congress classification and that used LC Subject Headings could add both the classification number and the LC subject headings as an enrichment to this Core record without otherwise having to upgrade it to Full.

EX-20 Electronic resources

FULL

006	m_ _ _ _ _ _ _ _ d _ _ _ _ _ _ _ _
RLIN:	
007	MDF (COM:c) SMD:o CLO:c DME:g SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?
OCLC:	
007	c $b o $d c $e g
020	0444827862
042	pcc
060 4	***W 26.5 $b M489i 1997***
111 2	MEDNET 96 $d (1996 : $c Brighton, England)
245 14	The Internet in medicine $h [electronic resource] / $c edited by Theodorus [sic] N. Arvan[i]tis.
246 1	***$i HTML title screen source title: $a MEDNET 96 CD-ROM proceedings***
246 1	***$i Title on container back insert: $a Proceedings of the European Congress of the Internet in Medicine, 1996, Brighton, UK***
246 1	***$i Title on p. 4 of booklet: $a Internet in medicine CD-ROM proceedings***
256	***Electronic data. (256 field is also optional for Full per LCRI)***
260	Amsterdam; $a New York: $b Excerpta Medica: $b Elsevier Science, $c c1997.
300	1 computer optical disc : $b col. ; $c 4 3/4 in. + $e 1 booklet (16 p. ; 12 cm.).
490 1	Excerpta Medica international congress series ; $v 1138
500	***Conference proceedings.***
516	***Text (HTML)***
538	System requirements: IBM-compatible PC 386-33 or better; Windows 3.1, 3.11, or Windows 95; 4 MB RAM; 3 MB free hard disk space; 256 color VGA adapter; double speed CD-ROM drive; mouse; HTML browser.
500	Title from title screen.
500	"MEDNET 96, the European Congress of the Internet in Medicine, October 14-17, 1996, Brighton, United Kingdom"--Welcome screen.
530	***Abstracts and texts of some papers also available on the MEDNET 96 World Wide Web home page.***
504	***Includes bibliographical references and indexes.***
505 2	***Digital medical libraries -- Electronic publishing in medicine -- Medical education -- Telemedicine -- Information policies and ethical issues -- Internet security -- Access to health and medical information -- Clinical applications on the World Wide Web.***
650 12	Medical Informatics Applications $v congresses - CD-ROM.
650 12	Computer Communication Networks $v congresses - CD-ROM.
650 12	Online Systems $v congresses - CD-ROM.
650 12	Information Systems $v congresses - CD-ROM.
650 22	Telemedicine $v congresses - CD-ROM.
650 22	***Databases $v congresses - CD-ROM.***
700 1	Arvanitis, Theodoros N.
710 2	***Excerpta Medica (Firm)***
710 2	***Elsevier Science (Firm)***
830 0	International congress series ; $v no. 1138.
856 42	$u http://www.mednet.org.uk/mednet/mednet96.htm $z Connect to MEDNET 96 home page

EX-21 Electronic resources

CORE

006 m _ _ _ _ _ _ _ _ d _ i _ _ _ _ _ _

RLIN:

007 MDF (COM:c)
SMD:r CLO:m DME:n SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:?
RQ:?

OCLC:

007 c $b r $d m $e n

042 pcc
245 00 Food for all $h [electronic resource].
260 Rome, Italy : $b FAO, $c c1996.
538 Mode of access: World Wide Web.
500 Title from Web page (viewed on Oct. 12, 1998).
650 0 Food supply.
650 0 Food relief.
650 0 Agricultural productivity.
710 2 Food and Agriculture Organization of the United Nations.
711 2 World Food Summit $d (1996 : $c Rome, Italy)
710 2 European Commission.
856 40 $u http://www.fao.org/wfs/wfsbook/E/FFA01-e.htm

What makes this record a Core record?

- ***041 and 546 are not required.***
- ***Classification is not required for this format.***
- ***Alternative title fields are not included.***
- ***256, 516, and 538 are not included.***
- ***Contents note is not required in this case.***
- ***Alternate URLs for different language versions of the Web site are not required.***

EX-21 Electronic resources

FULL

006 m _ _ _ _ _ _ _ _ d _ i _ _ _ _ _ _

RLIN:

007 MDF (COM:c)
SMD:r CLO:m DME:n SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:?
RQ:?

OCLC:

007 c $b r $d m $e n

041 0 ***engfrespa***
042 pcc
050 4 ***TX353 $b .F66 1996***
245 00 Food for all $h [electronic resource].
246 15 ***Nourriture pour tous***
246 15 ***Alimentos para todos***
256 ***Electronic data. (field 256 is also optional for Full per LCRI)***
260 Rome, Italy : $b FAO, $c c1996.
516 ***Text (HTML and PDF formats)***
538 ***System requirements: Adobe Acrobat Reader.***
538 Mode of access: World Wide Web.
546 ***English, French, and Spanish.***
500 Title from Web page (viewed on Oct. 12, 1998).
500 ***Published on the occasion of the World Food Summit, 13-17 November 1996 and sponsored by the European Commission.***
505 0 ***What is food security? -- How many people, how much food? -- Access to food : escaping the poverty trap -- The resources for food production -- Making better use of what we have -- Basis for a new agricultural revolution -- People in food production -- Ensuring the stability of food supplies -- Changing world trade -- Investing in agriculture and food production -- Defeating hunger : a new commitment, an attainable goal -- Food, a human right : introduction / by Jacques Diouf.***
650 0 Food supply.
650 0 Food relief.
650 0 Agricultural productivity.
710 2 Food and Agriculture Organization of the United Nations.
711 2 World Food Summit $d (1996 : $c Rome, Italy)
710 2 European Commission.
856 40 $u http://www.fao.org/wfs/wfsbook/E/FFA01-e.htm
856 40 ***$3 French version $u http://www.fao.org/wfs/wfsbook/F/FFA01-f.htm***
856 40 $3 Spanish version $u http://www.fao.org/wfs/wfsbook/S/FFA01-s.htm

EX-22 Electronic resources

CORE

006 m_ _ _ _ _ _ _ _ d _ _ _ _ _ _ _ _

RLIN:

007 MDF (COM:c)
SMD:r CLO:m DME:n SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:?
RQ:?

OCLC:

007 c $b r $d m $e n

042 pcc
245 00 World checklist of extant Mecoptera species $h [electronic resource].
260 [San Francisco : $b California Academy of Sciences, $c 1997?]-
538 Mode of access: World Wide Web.
500 Title from Web page (viewed on Feb. 22, 1999).
650 0 Mecoptera $v Classification.
650 0 Mecoptera $v Nomenclature.
700 1 Penny, Norman D.
856 40 $u http://www.calacademy.org/research/entomology/mecoptera/

What makes this record a Core record?

- ***Classification number is not required for this format.***
- ***256 is not required.***
- ***A 500 note detailing the various contributions to the content is not included.***
- ***Several added entries were not considered essential by the cataloger.***

EX-22 Electronic resources

FULL

006 m_ _ _ _ _ _ _ _ d _ _ _ _ _ _ _ _

RLIN:

007 MDF (COM:c)
SMD:r CLO:m DME:n SN:_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

OCLC:

007 c $b r $d m $e n

042 pcc
050 4 QL598.5 $b .W67
245 00 World checklist of extant Mecoptera species $h [electronic resource].
256 Electronic data.
260 [San Francisco : $b California Academy of Sciences, $c 1997?]-
538 Mode of access: World Wide Web.
500 Title from Web page (viewed on Feb. 22, 1999).
500 "Content for these pages were provided by: Dr. Norman D. Penny. Images and slides were produced by: Dr. Edward S. Ross, Dr. D.D. Wilder, W. Bicha. Web pages were developed by: Dr. Norman D. Penny, Ms. Julieta F. Parinas"--Copyrights and acknowledgments page.
504 Includes bibliographical references.
650 0 Mecoptera $v Classification.
650 0 Mecoptera $v Nomenclature.
700 1 Penny, Norman D.
700 1 Parinas, Julieta F.
710 2 California Academy of Sciences.
856 40 $u http://www.calacademy.org/research/entomology/mecoptera/

Note: Field 256 is also optional for Full per LCRI.

EX-23 Collections

CORE

042	pcc
100 1	Duckworth, John Thomas, $c Sir.
245 00	Papers, $f 1801-1807.
300	28 items.
545	Admiral. $b Rear-Admiral Sir John Thomas Duckworth first arrived in the Caribbean in June 1800 as Commander-in-Chief of the British naval forces there. In 1801 he defeated Swedish and Danish forces in the area, and was knighted for this. He later defeated a French naval squadron near Santo Domingo, and was promoted to Vice-Admiral. In 1806, he defeated the French Admiral Leissegues, ending the French plans to occupy the region. In 1810, he was promoted to full Admiral and sent to Canada as Commander-in-Chief of British naval forces in Newfoundland.
520	Correspondence. $b The Duckworth Papers consist of letters between Sir John Duckworth and his family and naval associates and superiors regarding his naval engagements in the Caribbean, the outcomes, his courts-martial and some insights into the colonial administration of British Jamaica.
555	Finding aid available in the library.
600 10	Duckworth, John Thomas, $c Sir.

What makes this record a Core record?

- ***There is no classification required for Core or Full collection-level records..***
- ***The subject analysis covers only the primary topics.***
- ***The note about an online guide and the 856 are not included.***

EX-23 Collections

FULL

042	pcc
050 4	***DA68.12.D82 $b A4***
100 1	Duckworth, John Thomas, $c Sir.
245 00	Papers, $f 1801-1807.
300	28 items.
545	Admiral. $b Rear-Admiral Sir John Thomas Duckworth first arrived in the Caribbean in June 1800 as Commander-in-Chief of the British naval forces there. In 1801 he defeated Swedish and Danish forces in the area, and was knighted for this. He later defeated a French naval squadron near Santo Domingo, and was promoted to Vice-Admiral. In 1806, he defeated the French Admiral Leissegues, ending the French plans to occupy the region. In 1810, he was promoted to full Admiral and sent to Canada as Commander-in-Chief of British naval forces in Newfoundland.
520	***Correspondence. $b The Duckworth Papers consist of letters between Sir John Duckworth and his family and naval associates and superiors regarding his naval engagements in the Caribbean, the outcomes, his courts-martial and some insights into the colonial administration of British Jamaica.***
555	Finding aid available in the library **and descriptive guide online.**
600 10	Duckworth, John Thomas, $c Sir.
651 0	***Caribbean Area $x History $y To 1810.***
651 0	***Caribbean Area $x History, Military.***
651 0	***Great Britain $x Colonies $z America $x Administration.***
651 0	***Jamaica $x Politics and government.***
651 0	***Great Britain $x Navy $x Officers $v Correspondence.***
740 0	***Sir John Thomas Duckworth, K.B., papers 1801-1807, manuscript group 18 <Descriptive guide>***
856 4	***$3 Descriptive guide. $u*** http://web.uflib.ufl.edu/spec/manuscript/guides/Duckworth.html

EX-24 Graphic materials

CORE

RLIN:

007	NONPROJECTED GRAPHIC (COM:k) SMD:f CL:c PRS:o SSN:_

OCLC:

007	k $b f $d c $e o
042	pcc
245 00	Australian macropods.
260	Canberra, ACT : $b Produced by Australian National Parks and Wildlife Service, $c [1985]
300	4 posters : $b col. ; $c 71 x 47 cm.
505 0	1. Widespread and abundant -- 2. Moderate range and population -- 3. Restricted range, low populations -- 4. Endangered or extinct.
650 0	Macropodidae $z Australia $v Posters.

What makes this a Core record?

- ***043 (required in RLIN Full records) is not supplied.***
- ***Classification is not required for this type of material.***
- ***Notes on numbers borne by the item other than ISBN and ISSN are not required, nor is justification for bracketed date of publication.***
- ***Added entry for the publisher was not considered essential by the cataloger.***

Contents note is required even in Core record because item is a multi-part work.
GMD for this type of material is not required per LCRI 1.1C.

EX-24 Graphic materials

FULL

RLIN:

007	NONPROJECTED GRAPHIC (COM:k) SMD:f CL:c PRS:o SSN:_

OCLC:

007	k $b f $d c $e o
042	pcc
043	***u-at---***
050 4	***QL737.M35 $b A87 1985***
245 00	Australian macropods ***$h [picture]***.
260	Canberra, ACT : $b Produced by Australian National Parks and Wildlife Service, $c [1985]
300	4 posters : $b col. ; $c 71 x 47 cm.
505 0	1. Widespread and abundant -- 2. Moderate range and population -- 3. Restricted range, low populations -- 4. Endangered or extinct.
500	***"P.27.1/20,000/May/85"--Poster 1.***
650 0	Macropodidae $z Australia $v Posters.
710 2	***Australian National Parks and Wildlife Service.***

OCLC-specific examples

The following examples are of records upgraded to PCC Core or Full records within the OCLC database. The guidelines for Enhance and National-Level Enhance have been applied. Changes that have been made to the records to bring them to PCC level have been indicated in **bold** typeface on the **After upgrade** records. Additional explanation has been provided in notes to highlight certain points or when the distinction cannot be easily ascertained with the use of bold typeface alone. Some specific display features may change with new OCLC software in 2003.

EX-25 Upgrade from K Level

Before upgrade

Type: a	ELvl: K	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: be
	Cont: b	GPub:	LitF: 0	Indx: 0	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2000,	

040	YYY $c YYY
020	2872231196
020	2872231293 (édition française)
110 2	Permanent International Association of Navigation Congresses. $b Maritime Navigation Commission. $b Working Group no. 35.
245 10	Dangerous cargoes in port / $c report of Working Group no. 35 of the Maritime Navigation Commission.
246 0	$i At head of title: $a International Navigation Association
260	Brussels, Belgium : $b PIANC General Secretariat, $c 2000.
300	40 p. : $b ill. ; $c 30 cm.
504	Includes bibliographical references (p. 28-29).
650 0	Hazardous substances $x Transportation $x Safety measures.
650 0	Harbors $x Safety measures.
650 0	Cargo ships $x Handling $x Safety measures.

EX-25 Upgrade from K Level

After upgrade

Type: a	**ELvl:**	**Srce: c**	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: be
	Cont: b	GPub:	LitF: 0	Indx: 0	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2000,	

040	YYY $c YYY $**d XXX**
020	2872231196
020	**2872231293 (éd. française)**
042	**pcc**
050 4	**HE595.D3 $b M3 2000**
110 2	**Maritime Navigation Commission. $b Working Group No. 35.**
245 10	Dangerous cargoes in port / $c report of Working Group No. 35 of the Maritime Navigation Commission.
260	Brussels, Belgium : $b PIANC General Secretariat, $c 2000.
300	40 p. : $b ill. ; $c 30 cm.
500	**At head of title: International Navigation Association.**
504	Includes bibliographical references (p. 28-29).
650 0	Hazardous substances $x Transportation $x Safety measures.
650 0	Harbors $x Safety measures.
650 0	Cargo ships $x Handling $x Safety measures.
710 2	**International Navigation Association.**

EX-26 Upgrade of vendor record

Before upgrade

Type: a ELvl: M Srce: d Audn: Ctrl: Lang: ita
BLvl: m Form: Conf: 0 Biog: MRec: Ctry: it
Cont: c GPub: LitF: 0 Indx: 0
Desc: i Ills: a Fest: 0 DtSt: s Dates: 2001,

040	C3L $b ita $c C3L
020	8883470648
043	e-it---
045	t0u9 $a v0w1
082 14	759
245 10	Riflessi di una galleria : $b dipinti dell'eredità Bardini.
260	Livorno : $b Sillabe, $c 2001.
300	79 p. : $b col. ill. ; $c 30 cm.
440 0	Galleria di Palazzo Mozzi Bardini ; $v [4]
500	Exhibition catalogue, Florence, Fortezza da Basso, 2001.
500	At head of tit.: Ministero per i beni e le attività culturali, Soprintendenza per i beni…
500	Contains bibliography.
504	Includes bibliographical references.
938	Casalini Libri $b CASA $n 0110280X $c L34000

EX-26 Upgrade of vendor record

After upgrade

Type: a	**ELvl:**	**Srce: c**	Audn:	Ctrl:	Lang: ita
BLvl: m	Form:	Conf: 0	Biog: **d**	MRec:	Ctry: it
	Cont: bc	GPub:	LitF: 0	Indx: 0	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2001,	

040	C3L $c C3L $d XXX
020	8883470648
029 0	C3L $b 0110280X
042	**pcc**
045	t0u9 $a v0w1
050 4	**ND623.B23845 $b A4 2001**
082 14	759
110 2	**Galleria di Palazzo Mozzi-Bardini.**
245 10	Riflessi di una galleria : $b dipinti dell'eredità Bardini.
260	Livorno : $b Sillabe, $c **c**2001**.**
300	79 p. : **$b ill. (some col.)** ; $c 30 cm.
500	**"A cura di Mario Scalini e Ilaria Taddei"--P. 5.**
500	At head of **title**: Ministero per i beni e le attività culturali, Soprintendenza per i beni **artistici e storici per le provincie di Firenze, Pistoia e Prato.**
504	**Includes bibliographical references (p. 78-79).**
600 10	**Bardini, Stefano, $d 1836-1922 $v Exhibitions.**
610 20	**Galleria di Palazzo Mozzi-Bardini $v Catalogs.**
700 1	**Bardini, Stefano, $d 1836-1922.**
700 1	**Scalini, Mario.**
700 1	**Taddei, Ilaria.**
938	Casalini Libri $b CASA $n 0110280X $c L34000

Notes:

- ***Series statement was dropped because not present on item.***
- ***$b of 040 was dropped per OCLC Enhance Guidelines***

EX-27 Upgrade of vendor record

Before upgrade

Type: a	ELvl: M	Srce: d	Audn:	Ctrl:	Lang: fre
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: fr
	Cont:	GPub:	LitF: 0	Indx: 0	
Desc: i	Ills:	Fest: 0	DtSt: s	Dates: 2000,	

040	TZT $b fre $c TZT
072 7	PQ $2 lcco
082 14	843 $2 1
100 1	Sa Moreira, Régis de.
245 10	Pas de temps à perdre / $c Régis de Sa Moreira.
260	[Paris] : $b Au diable vauvert, $c 2000.
300	278 p.
653	Novel
938	Jean Touzot Libraire Editeur $b TOUZ $n JTL00055428 $c 75 FRF

EX-27 Upgrade of vendor record

After upgrade

Type: a	**ELvl:**	**Srce: c**	Audn:	Ctrl:	Lang: fre
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: fr
	Cont:	GPub:	LitF**: f**	Indx: 0	
Desc: a	Ills:	Fest: 0	DtSt: s	Dates: 2000,	

040	**TZT $c TZT $d XXX**
020	**2846260001**
029 0	TZT $b JTL00055428
042	**pcc**
050 4	**PQ2679.A526 $b P37 2000**
072 7	PQ $2 lcco
082 14	843 $2 1
100 1	**Sá** Moreira, Régis de, **$d 1973-**
245 10	Pas de temps à perdre / $c Régis de Sá Moreira.
260	Paris : $b Au diable vauvert, $c 2000.
300	278 p. ; $c 20 cm.
653	Novel
938	Jean Touzot Libraire Editeur $b TOUZ $n JTL00055428 $c 75 FRF

Notes:

- ***$b of 040 was dropped per OCLC Enhance Guidelines.***
- ***100 field changed to conform to authority record.***
- ***ISBN added.***
- ***LC classification number added because upgrading library uses LCC.***

EX-28 Upgrade of vendor record*

Before upgrade

Type: a	ELvl: 4	Srce:	Audn:	Ctrl:	Lang: cat
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: sp
	Cont:	GPub:	LitF: 0	Indx: 0	
Desc: a	Ills:	Fest: 0	DtSt: s	Dates: 1999,	

010	2001-397557
040	DLC $c DLC $d PL#
020	8439348118
042	pcc
245 04	Les Garrigues, el Pla d'Urgell / $c [redacció, Teresa Tosas i Jordà].
260	Barcelona : $b Generalitat de Catalunya, Departament de Cultura, $c 1999.
300	243 p. : $b il., fot. ; $c 30 cm.
440 0	Inventari del Patrimoni Arquitectònic de Catalunya ; $v 8
500	En la parte superior de la portada: Direcció General del Patrimoni Cultural. Servei del Patrimoni Arquitectònic de Catalunya.
504	Bibliografía: p. 227-229.
653	Garrigues (Cataluña:España) $a Monumentos históricos.
653	Pla d'Urgell (Cataluña:España) $a Monumentos históricos.
653	Cataluña (Comunidad Autónoma:España) $a Arquitectura $a Historia.
700 1	Tosas i Jordà, Teresa, $e redacc.
938	Puvill Libros $b PUVL $n 8439348118 $c $17.44

Note: This record was incorrectly coded as a PCC record. It lacked both subject headings and a classification number, disqualifying it as a PCC record for this type of material. It represents two records that were merged and the inaccurate coding could have been the result of that merger..

EX-28 Upgrade of vendor record

After upgrade

Type: a	**ELvl: 4**	Srce:	Audn:	Ctrl:	Lang: cat
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: sp
	Cont: b	GPub:	LitF: 0	**Indx: 1**	
Desc: a	**Ills**: **ab**	Fest: 0	DtSt: s	Dates: 1999,	

010	2001-397557
040	DLC $c DLC $d PL# **$d XXX**
020	8439348118
042	pcc
050 4	**DP302.G206 $b G3 1999**
245 04	Les Garrigues, el Pla d'Urgell / $c [redacció, Teresa Tosas i Jordà].
260	Barcelona : $b Generalitat de Catalunya, Departament de Cultura, $c 1999.
300	243 p. : **$b ill. (some col.), maps** ; $c 30 cm.
440 0	Inventari del Patrimoni Arquitectònic de Catalunya ; $v 8
500	**At head of title:** Direcció General del Patrimoni Cultural. Servei del Patrimoni Arquitectònic de Catalunya.
504	**Includes bibliographical references (p. 227-229) and indexes.**
650 0	**Monuments $z Spain $z Garrigues Region.**
650 0	**Monuments $z Spain $z Pla d'Urgell Region.**
653	Garrigues (Cataluña:España) $a Monumentos históricos.
653	Pla d'Urgell (Cataluña:España) $a Monumentos históricos.
653	Cataluña (Comunidad Autónoma:España) $a Arquitectura $a Historia.
700 1	Tosas i Jordà, Teresa.
710 1	**Catalonia (Spain). $b Direcció General del Patrimoni Cultural.**
938	Puvill Libros $b PUVL $n 8439348118 $c $17.44

Notes:

- ***Srce in fixed field left as "blank" because it cannot be downgraded when originally entered that way.***
- ***Record coded as Core even though there are some optional elements.***
- ***Subfield $e of the 700 field has been removed.***
- ***Notes have been changed to English.***

EX-29 Upgrade of vendor record

Before upgrade

Type: a	ELvl: M	Srce: d	Audn:	Ctrl:	Lang: fre
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: fr
	Cont:	GPub:	LitF: 0	Indx: 0	
Desc: i	Ills:	Fest: 0	DtSt: s	Dates: 1999,	

040	TZT $b fre $c TZT
020	2910735249
072 7	N $2 lcco
082 14	700 $2 1
100 1	Clément, Gilles.
245 10	Terres fertiles / $c texte de Gilles Clément ; photographies de Stéphane Spach.
260	Besançon : $b Imprimerie; $a Strasbourg : $b Castex Laborde, $c 1999.
300	N.p.
653	Photography
700 1	Spach, Stéphane, $e Photogr.
938	Jean Touzot Libraire Editeur $b TOUZ $n JTL00037542 $c 245 FRF

EX-29 Upgrade of vendor record

After upgrade

Type: a	**ELvl:**	**Srce: c**	Audn:	Ctrl:	Lang: fre
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: fr
	Cont:	GPub:	LitF: 0	Indx: 0	
Desc: a	**Ills: a**	Fest: 0	DtSt: s	Dates: 1999,	

040	**TZT $c TZT $d XXX**
020	2910735249
029 0	TZT $b JTL00037542
042	**pcc**
050 4	**TR660.5 $b .S67 1999**
072 7	N $2 lcco
082 14	700 $2 1
100 1	**Spach, Stéphane.**
245 10	Terres fertiles / **$c photographies de Stéphane Spach ; texte de Gilles Clément.**
260	Besançon : **$b Editions de l'imprimeur** ; $a Strasbourg : $b Castex Laborde, $c 1999.
300	**1 v. (unpaged) : $b chiefly ill. ; $c 27 cm.**
650 0	**Landscape photography.**
653	Photography
700 1	**Clément, Gilles.**
938	Jean Touzot Libraire Editeur $b TOUZ $n JTL00037542 $c 245 FRF

Notes:

- ***$b of 040 was dropped per OCLC Enhance Guidelines.***
- ***100 and 700 field have been switched; subfield $e has been removed.***
- ***300 field has been corrected.***
- ***Classification and subject heading have been added.***

EX-30 Upgrade of vendor record

Before upgrade

Type: a	ELvl: M	Srce: d	Audn:	Ctrl:	Lang: ita
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: it
	Cont:	GPub:	LitF: 0	Indx: 0	
Desc: i	Ills: a	Fest: 0	DtSt: s	Dates: 2000,	

040	C3L $b ita $c C3L
020	8882230392
043	e-it---
045	x0x4 $a x4x-
082 14	069
100 1	Polano, Sergio, $d 1950-
245 10	Mostrare : $b l'allestimento in Italia dagli anni Venti agli anni Ottanta / $c Sergio Polano.
260	Milano : $b Lybra immagine, $c 2000.
300	208 p. : $b mostly ill. (some col.) ; $c 24 cm.
440 0	Archiettura e design
500	First ed. 1988, now revised and abridged.
500	Contains updated bibliography and name index.
504	Includes bibliographical references.
938	Casalini Libri $b CASA $n 00292400 $c L48000

EX-30 Upgrade of vendor record

After upgrade

Type: a	**ELvl:**	**Srce: c**	Audn:	Ctrl:	Lang: ita
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: it
	Cont: b	GPub:	LitF: 0	**Indx: 1**	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 2000,	

040	**C3L $c C3L $d XXX**
020	8882230392
042	**pcc**
043	e-it---
045	x0x4 $a x4x-
050 4	**T395.5.I8 $b P65 2000**
082 14	069
100 1	**Polano, Sergio.**
245 10	Mostrare : $b l'allestimento in Italia dagli anni Venti agli anni Ottanta / $c Sergio Polano.
260	Milano : $b Lybra immagine, $c 2000.
300	208 p. : $b ill. (some col.) ; $c 24 cm.
490 1	**Architettura e design**
500	**Rev. and abridged from the 1988 ed.**
504	**Includes bibliographical references (p. 176-182) and indexes.**
650 0	**Exhibit booths $z Italy $x Design and construction $x History.**
830 0	**Architettura e design (Milan, Italy)**
938	Casalini Libri $b CASA $n 00292400 $c L48000

Notes:

- ***$b of 040 was dropped per OCLC Enhance Guidelines.***
- ***100 field has been changed to conform to authority record.***
- ***Notes have been changed to conform to AACR2 and LCRIs.***
- ***Series fields have been changed to conform to authority record.***

EX-31 Upgrade of vendor record

Before upgrade

Type: a	ELvl: M	Srce: d	Audn:	Ctrl:	Lang: ger
BLvl: m	Form:	Conf: 0	Biog:	MRec: o	Ctry: gw
	Cont: m	GPub:	LitF: 0	Indx: 0	
Desc: i	Ills:	Fest: 0	DtSt: s	Dates: 2001,	

040	OHX $b ger $c OHX
016 7	960668683 $2 GyFmDB
020	3540416986 (pbk.)
072 7	DG $2 lcco
072 7	K $2 lcco
100 1	Graeber, Andreas.
245 10	Auctoritas patrum : $b Formen und Wege der Senatsherrschaft zwischen Politik und Tradition $c Andreas Graeber.
260	Berlin : $b Springer, $c 2001.
300	viii, 311 p. ; $c 24 cm.
440 0	Schriftenreihe der Juristischen Fakultät der Europa-Universität Viadrina Frankfurt (Oder), $x 1431-7923
502	Habilitation - Europa-Universität Viadrana, Frankfurt (Oder), 1996/97.
938	Otto Harrassowitz $b HARR $n har010024775 $c 149.90 DEM

EX-31 Upgrade of vendor record

After upgrade

Type: a	**ELvl: 4**	**Srce: c**	Audn:	Ctrl:	Lang: ger
BLvl: m	Form:	Conf: 0	Biog:	**MRec:**	Ctry: gw
	Cont: b	GPub:	LitF: 0	**Indx: 1**	
Desc: a	Ills:	Fest: 0	DtSt: s	Dates: 2001,	

040	OHX $c OHX $d XXX
016 7	960668683 $2 GyFmDB
020	3540416986 (pbk.)
042	**pcc**
072 7	DG $2 lcco
072 7	K $2 lcco
082 04	**340.54 $2 21**
100 1	Graeber, Andreas, **$d 1952-**
245 10	Auctoritas patrum : $b Formen und Wege der Senatsherrschaft zwischen Politik und Tradition / $c Andreas Graeber.
260	Berlin ; **$a New York** : $b Springer, $c 2001.
300	viii, 311 p. ; $c 24 cm.
440 0	Schriftenreihe der Juristischen Fakultät der Europa-Universität Viadrina Frankfurt (Oder), $x 1431-7923
502	**Habilitationsschrift**--Europa-Universität Viadrana, Frankfurt (Oder), 1996/97.
650 0	**Auctoritas Patrum.**
610 10	**Rome. $b Senate.**
938	Otto Harrassowitz $b HARR $n har010024775 $c 149.90 DEM

Notes:

- ***$b of 040 was dropped per OCLC Enhance Guidelines.***
- ***100 field has been changed to conform to authority record.***
- ***Classification and subject headings have been added.***

EX-32 Upgrade of UKM record

Before upgrade

Type: a	ELvl:	Srce: d	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: stk
	Cont:	GPub:	LitF: 1	Indx: 0	
Desc: a	Ills:	Fest: 0	DtSt: r	Dates: 1998,1963	

040	UKM $c UKM
015	GB99-64849
020	1873631847
082 04	823.914 $2 21
100 1	Kesson, Jessie, $d 1916-
245 10	Glitter of mica / $c Jessie Kesson.
260	Edinburgh : $b B&W Publishing, $c 1998, c1963.
300	148 p. ; $c 20 cm.
500	Originally published: 1963.
650 4	Farm life $z Scotland $z Aberdeenshire $v Fiction.
650 4	Young women $z Scotland $z Aberdeenshire $v Fiction.
651 4	Aberdeenshire (Scotland) $x Rural conditions $v Fiction.

EX-32 Upgrade of UKM record

After upgrade

Type: a	ELvl:	**Srce: c**	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: stk
	Cont:	GPub:	LitF: 1	Indx: 0	
Desc: a	Ills:	Fest: 0	DtSt: **s**	**Dates: 1998,**	

040	UKM $c UKM $d XXX
015	GB99-64849
020	1873631847
029 0	UKM $b b9964849
042	**pcc**
050 4	**PR6061.E844 $b G58 1998**
082 04	823.914 $2 21
100 1	Kesson, Jessie, $d 1916-
245 10	Glitter of mica / $c Jessie Kesson.
260	Edinburgh : $b B&W Publishing, **$c 1998.**
300	148 p. ; $c 20 cm.
500	Originally published: 1963.
650 **0**	Farm life $z Scotland $z Aberdeenshire $v Fiction.
650 **0**	Young women $z Scotland $z Aberdeenshire $v Fiction.
651 **0**	Aberdeenshire (Scotland) $x Rural conditions $v Fiction.
650 0	**Family $z Scotland $z Aberdeenshire $v Fiction.**
655 7	**Domestic fiction. $2 lcsh**
655 7	**Pastoral fiction. $2 gsafd**

Notes:

- ***LC classification number added because upgrading library uses LCC.***
- ***Copyright date removed in 260 per LCRI 1.4F5; 008 corrected to correspond.***
- ***Coding of subject headings changed to LCSH after verification.***
- ***655 fields are not required.***

EX-33 Upgrade of Pre-AACR2 record

Before Upgrade

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: enk
	Cont:	GPub:	LitF: 0	Indx: 1	
Desc:	Ills: f	Fest: 0	DtSt: s	Dates: 1968,	

010	73-386062
040	DLC $c DLC $d UKM
015	B68-17813
050 00	S217 $b .A6132 no. 194
082 00	632/.58
100 1	Robson, T. O. $q (Thomas Oxendale)
245 14	The control of aquatic weeds $c [by] T. O. Robson.
260	London, $b H.M.S.O., $c 1968.
300	vi, 54 p. $b 4 plates. $c 25 cm.
490 1	Ministry of Agriculture, Fisheries and Food. Bulletin $v no. 194
650 0	Aquatic weeds $x Control.
810 1	Great Britain. $b Ministry of Agriculture, Fisheries and Food. $t Bulletin; $v no. 194.

EX-33 Upgrade of Pre-AACR2 record

After Upgrade

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: enk
	Cont:	**GPub: f**	LitF: 0	Indx: 1	
Desc: a	**Ills: af**	Fest: 0	DtSt: s	Dates: 1968,	

010	73-386062
040	DLC $c DLC $d UKM **$d XXX**
015	B68-17813
029 1	UKM $b b6817813
042	**pcc**
050 00	S217 $b .A6132 no. 194
050 14	**SB614 $b .R62 1968**
082 00	632/.58
100 1	Robson, T. O. $q (Thomas Oxendale)
245 14	The control of aquatic weeds / $c T.O. Robson.
260	**London : $b H.M.S.O., $c 1968.**
300	**vi, 54 p., 4 p. of plates : $b ill. ; $c 25 cm.**
490 1	**Bulletin / Ministry of Agriculture, Fisheries, and Food ; $v no. 194**
500	**Includes index.**
650 0	Aquatic weeds $x Control.
830 0	**Bulletin (Great Britain. Ministry of Agriculture, Fisheries and Food) ; $v 194.**

Notes:

- ***Because the original record was from LC, the fixed field value in Srce: was left as "blank", rather than being changed to "c"***
- ***Although the addition of a "classed as separate" classification number is not required, if it is added it is coded with first indicator value "1" rather than blank, meaning that the item is in LC's collection, but not under the number given***
- ***Punctuation and other descriptive elements changed to conform to AACR2 description.***

EX-34 Upgrade of Pre-AACR2 record

Before Upgrade

Type: a	ELvl: I	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: ilu
	Cont:	GPub:	LitF: 0	Indx: 1	
Desc:	Ills: a	Fest: 0	DtSt: s	Dates: 1963,	

010	63-9635
040	DLC $c XXX $d XXX
050 0	RC78 $b .B36
060	WN 100 B344p
082	616.0757
100 1	Bauer, Donald de Forest, $d 1914-
245 14	The practice of country radiology.
260	Springfield, Ill., $b Thomas $c [c1963]
300	xix, 260 p. $b illus.
650 0	Radiology, Medical $x Practice.
650 2	Radiology

EX-34 Upgrade of Pre-AACR2 record

After Upgrade

Type: a	**ELvl:**	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: ilu
	Cont: b	GPub:	LitF: 0	Indx: 1	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 1963,	

010 63-9635
040 DLC $c XXX $d XXX **$d YYY**
042 pcc
050 0 RC78 $b .B36
060 4 WN 100 $b B344p 1963
082 616.0757
100 1 Bauer, Donald de Forest, $d 1914-
245 14 The practice of country radiology / $c by Donald de Forest Bauer ; with a foreword by Harold O. Peterson.
260 Springfield, Ill. : $b C.C. Thomas, $c c1963.
300 xix, 260 p. **: $b ill. ; $c 26 cm.**
504 Includes bibliographical references (p. 256-257) and index.
650 0 Radiology, Medical $x Practice.
650 2 Radiology.

Notes:

- ***This record is not considered an LC record because DLC is only present in $a of field 040; however, fixed field value in Srce: was left "blank" because the OCLC software assumes that this is an LC record--value "c" will not validate***
- ***Author was not yet established in the name authority file, so library upgrading this record had to establish it***
- ***The library upgrading this record uses NLM classification, so only the NLM number in the record was verified and upgraded***
- ***The final punctuation was added to the end of the MeSH heading***

EX-35 Upgrade of Pre-AACR2 record

Before Upgrade

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: mau
	Cont: b	GPub:	LitF: 0	Indx: 1	
Desc:	Ills: a	Fest: 0	DtSt: s	Dates: 1973,	

010	72-75498
040	DLC $c DLC $d OCLCQ
020	0912066636 $a 0912066679 (pbk.)
050 00	P51 $b .O48
082 00	407
100 1	Oller, John W., $e comp.
245 10	Focus on the learner: pragmatic perspectives for the language teacher. $c Edited by John W. Oller, Jr. [and] Jack C. Richards.
260	[Rowley, Mass.] $b Newbury House Publishers $c [1973]
300	viii, 306 p. $b illus. $c 23 cm.
504	Includes bibliographical references.
650 0	Language and languages $x Study and teaching.
700 1	Richards, Jack C., $e joint comp.

EX-35 Upgrade of Pre-AACR2 record

After Upgrade

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: mau
	Cont: b	GPub:	LitF: 0	Indx: 1	
Desc: a	Ills: a	Fest: 0	DtSt: s	Dates: 1973,	

010	72-75498
040	DLC $c DLC $d OCLCQ **$d XXX**
020	**0912066636**
020	**0912066679 (pbk.)**
042	**pcc**
050 00	P51 $b .O48
050 14	**P51 $b .F62 1973**
082 00	407
245 00	Focus on the learner : $b pragmatic perspectives for the language teacher / $c edited by John W. Oller, Jr., Jack C. Richards.
260	Rowley, Mass. : $b Newbury House, $c c1973.
300	viii, 306 p. **: $b ill. ; $c 23 cm.**
504	Includes bibliographical references **and index.**
650 0	Language and languages $x Study and teaching.
700 1	**Oller, John W.**
700 1	**Richards, Jack C.**

Notes:

- ***Punctuation and other descriptive elements changed to conform to AACR2 description.***
- ***The choice of main entry is different from pre-AACR2 to AACR2 record.***
- ***The Cutter number in the call number was changed based on main entry change; do not change the number assigned by LC: add an additional 050 if desired.***
- ***Different ISBNs are put in separate 020 fields.***
- ***Subfield $e dropped from 700 fields***.

EX-36 Upgrade of Pre-AACR2 record

Before Upgrade

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: cau
	Cont: b	GPub:	LitF: 0	Indx: 1	
Desc:	Ills: a	Fest: 0	DtSt: t	Dates: 1973,1974	

010	73-8601
040	DLC $c DLC $d OCL $d NLM
016 7	7500207 $2 DNLM
019	1318383 $a 43114570
020	047124595X
050 0	G70 $b .E84
060 10	G 70 $b E79r 1974
082	910/.02/028
100 1	Estes, J. E.
245 10	Remote sensing: techniques for environmental analysis. $c Edited by John E. Estes and Leslie W. Senger.
260	Santa Barbara, Calif., $b Hamilton Pub. Co. $c [1973, c1974]
300	340 p. $b illus. $c 28 cm.
504	Bibliography: p. 314-328.
650 0	Geography $x Methodology.
650 0	Astronautics in geographical research.
650 0	Remote sensing.
650 2	Environment.
650 2	Geography.
700 1	Senger, Leslie W., $e joint author.

EX-36 Upgrade of Pre-AACR2 record

After Upgrade

Type: a	ELvl:	Srce:	Audn:	Ctrl:	Lang: eng
BLvl: m	Form:	Conf: 0	Biog:	MRec:	Ctry: cau
	Cont: b	GPub:	LitF: 0	Indx: 1	
Desc: a	**Ills: ab**	Fest: 0	**DtSt: s**	**Dates: 1974**,	

010	73-8601
040	DLC $c DLC $d OCL $d NLM **$d XXX**
016 7	7500207 $2 DNLM
019	1318383 $a 43114570
020	047124595X
029 1	NLM $b 7500207
042	**pcc**
050 0	G70 $b .E84
050 14	**G70.4 $b .R45 1974**
060 10	G 70 $b E79r 1974
082	910/.02/028
245 00	**Remote sensing : $b techniques for environmental analysis / $c edited by John E. Estes and Leslie W. Senger.**
260	Santa Barbara, Calif. : $b Hamilton Pub. Co., $c c1974.
300	340 p. **: $b ill., maps ; $c 28 cm.**
504	**Includes bibliographical references and index.**
505 0	**Developing geographical remote sensing / Kirk H. Stone -- Imaging with photographic and nonphotographic sensor systems / John E. Estes -- Quantitative data extraction and analysis of remote sensor images / David S. Simonett -- Remote sensing of natural resources / Robert D. Rudd -- Geomorphic-geologic mapping from remote sensors / Anthony J. Lewis -- Interpretation and mapping of natural vegetation / Stanley A. Morain -- Interpreting land use from remote sensor imagery / Nelson R. Nunnally -- Remote sensing of agricultural resources / Randolph R. Thaman -- Urban applications of remote sensing / David T. Lindgren -- Remote sensing techniques and urban data acquisition : selected examples / Frank E. Horton -- Regional analysis and remote sensing : a methodological approach / Robert W. Peplies -- Remote sensing of environmental quality : problems and potential / Homer Aschmann and Leonard W. Bowden.**
650 0	**Remote sensing.**
650 2	Environment.
650 2	Geography.
700 1	**Estes, J. E.**
700 1	**Senger, Leslie W.**

EX-36 Upgrade of Pre-AACR2 record

Notes

- ***The classification number assigned at the time of cataloging is no longer as specific as possible since new numbers have subsequently been developed for remote sensing:***

Philosophy. Relation to other topics. Methodology
Cf. HX550.G45, Geography and communism
For relation to civilization, see CB450
For relation to economics. Economic geography, see HF1021+
For relation to geopolitics, see JC319+
For relation to history. Historical geography, see G141
For relation to parapsychology, see BF1045.G46
For relation to religion, see BL65.G4

G70 General works
G70.2-6 Special methods
G70.2 Data processing
G70.212-215 Geographic information systems
G70.212 General works
G70.215.A-Z By region or country, A-Z
G70.23 Mathematics. Quantitative methods
G70.25 Network analysis
G70.28 Simulation
G70.3 Statistical methods
G70.39-6 Remote sensing
For works on the application of remote sensing to a special field, see B-Z, e.g. GB656.2.R44, Hydrology; S494.5.R4, Agriculture
G70.39 Congresses
G70.4 General works
G70.5.A-Z By region or country, A-Z
G70.6 Equipment

A new number with the correct classification was added to the record; the Cutter number reflects the new choice of main entry for the AACR2 record.

- ***Only one subject heading is needed for this work. The first two headings originally assigned were too broad and may be deleted.***
- ***The MeSH headings were left as they were, since the library upgrading the record does not use MeSH.***
- ***Contents note was added at the discretion of the cataloger. The record is Full regardless of whether a contents note is provided.***
- ***An authority record for the second editor was created.***